



GUILD COUNCIL | MINUTES | 27th February 2013

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1.0 WELCOME AND OPENING

Lucas welcomed all councillors, directors, observers and proxies and acknowledged that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

Maddie advised that the reason that last month's minutes were not yet completed is because Council was not speaking loud enough for the transcript writer to hear, so please speak loudly and clearly!

1.1 Attendance:

Rajdeep Singh, Annie Lei, Lucas Tan, Luke Rodman, Rida Ahmed, Maddie Mulholland, Cameron Payne, Georgina Carr, Joshua Bamford, Lizzy O'Shea, Judith Carr, Robert Purdew, Tom Henderson, Laura Smith, Valentina Barron, Sophie Liley, Cameron Fitzgerald, Kelly Fitzsimons, Felix Lim, Dan Stone, Gemma Bothe, Zephaniah Clapp, Richard O'Halloran.

1.2 Apologies:

Julian Rapattoni (Councillor), Dumi Mashinini (Councillor), Cameron Barnes (President), Matthew McKenzie (Immediate Past President), Simon Thuijs (RSD President).

1.3 Proxies:

Daniel Searson for Julian Rapattoni, Daniel Stone for Cameron Barnes, Francois Shiefler for Matthew McKenzie.

Maddie moved to accept attendance, apologies and proxies. Carried.

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 Guild Council Meeting 30 January 2013

Maddie reiterated that she hadn't completed the minutes because it required re-listening to the entire meeting to complete the transcript but confirmed that they will be circulated and approved via circular.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

4.0 DIRECTORS' REPORTS

4.1 Managing Director's Report

Wayne said that regarding Projects and Planning, the South Wing Student Centre-Volunteer Hub project is progressing as expected and we have a full staff and council's presentation tomorrow at 10.00am which all council members are welcome to attend. In the week following that, we will seek to finalise the design and then it can go off to the fairly intensive Detailed Design Phase with the architects. We are aiming to present that project at the May Council meeting and the decision will be made to proceed to tender.

Regarding the Dentistry Kiosk, Wayne advised they now have a construction schedule that details the practical completion for 15th May, which would mean it would be in operation by the end of May. Construction should start within the week.

Regarding the Human Resources Performance Appraisal System, performance appraisals within the staff team haven't been a feature at the Guild for many years, so we are about to launch that and lock it into our yearly processes. At this point we are aiming to start that from the first week of March and hopefully complete it by the end of March.

Regarding the Mobile Catering Trials, there have been quite a few challenges with the University approvals and negotiations but it has now been settled on for the two mobile providers. Those trials are underway and results are pleasing. They are meeting today to establish another opportunity not within the Guild Village precinct but somewhere in between Reid Café and Hackett Café, so another major thoroughfare will be trialled with another mobile provider - we just need to get University clearance to do that. As we progress through these trials and assess the results, and come back to our Catering Committee and Finance and Planning Committee, we will potentially look to expand our mobile catering strategy and get some commitment from the University as to some fairly designated places around campus where mobile caterers can then come and go quite regularly and establish them as service points. This is a step-by-step process which we are trialling before we proceed further with that strategy.

Regarding the Catering Review, the data collection phase is nearing completion and we are almost into the analysis phase. We were unsure of the time frame of this Review – we were obviously ambitious is targeting completion by the end of March, so we will just need to be flexible and take it as it comes. The catering report from TAG is due but unfortunately the writer is ill - we now expect to receive that in the first week of March.

4.2 Finance Director's Report

Wayne said this is a fairly abridged report. We now have our Managing Accountant back on board and can look forward to a comprehensive report from next month onwards.

He said that as he had mentioned at the last meeting, January reports don't really give us a very good indication of how our year is going, especially with the cut-off in December and there is always a bit of uncertainty in the January report. He urged everyone to read these with caution and reiterated that we will start to get more of a trend, as we typically do, in February and especially in March after a full month of trading in the semester. He said on the face of it, it is positive against the budget but some of that may just be a timing variance and this is a fairly consistent trend in these types of reports.

4.3 Catering Director's Report

Ken said that as Wayne mentioned the first two months are not a very good indication in performances of trading however we have achieved reasonably close to budgeted sales figures and he has included a brief summary of Catering's performances in Wayne's budget.

He said these figures cannot be seriously taken due to timing difficulties. He said all changes except two have been completed in the Ref - we are waiting on Bubble Tea which was delayed by the shipment of the fridge getting stuck at the Fremantle port and the Sushi Master fridge also getting stuck at the Fremantle port. These should be operational by Wednesday of next week. Once this is done, the Ref renovations will be complete.

Regarding the Guild Village expansion of the Sushi Master section, that will be ready next Wednesday. At the moment he thinks that there are a serious mobile catering operations going on at Curtin University and we're finding it difficult to get long-term weekly operations. We will see what happens in March.

Francois asked on behalf of Matthew who will own the new outlets in the ref? Ken said the Guild.

Francois asked where will this food be produced, where will it be handled on campus and do the new outlets come with kitchens?

Lucas interjected that there was ample opportunity for Matthew to table those questions and for Council to discuss them outside of the meeting. He moved to limit these questions at this time for better time

efficiency. Council allowed the questions provided they were brief yes and no questions.

Maddie reminded Council that we have the consultation time to reduce the amount of time that we spend having pointless conversation in the meeting. Here the questions could have been asked to Ken ahead of time. We get all the documents a week ahead of the meeting so everyone has a week to do that.

Francois said he would direct those concerns to Matt.

Ken responded that the food will be produced in our kitchens and all the work is done in our kitchens.

Francois asked whether the Guild would pay the wages? Ken said that it was Guild staff, so yes.

Francois said with regard to the pizza van, what does that offer that Charlie's Pizza didn't and what are we going to do with Charlie's kitchen now that it is not being used?

Ken explained that we underwent a selection process which considered certain criteria and IP was selected. Regarding the kitchen, there was no kitchen occupied by Charlie's Pizza. It was just a space occupied by Charlie's Pizza which was given under quite extenuating circumstances. That has been taken back and we're conducting our Functions Business from that area.

Annie asked Ken to address what IP could offer that Charlie's Pizza couldn't offer? Ken said they are offering nothing different. However there is a difference in operation.

Wayne said the distinction is that whilst Charlie's Pizza were similar in their front of house ability to service customers they were not comparable in their ability to handle the back of house and fit within Guild operations including their mobility.

Payne asked whether what we wanted was a van? Wayne said no, we wanted the flexibility.

Francois asked what the rent of the van is? Wayne said no rent as it is a trial, the same as Charlie's Pizza.

Wayne clarified that as we approach winter, the van is going to be able to operate in all weather. The proposed mobile operation of Charlie's Pizzas includes a relative flimsy cover over a trailer mounted-wood fired pizza which would be subject to chaos at times of windy or wet

conditions. The van is both portable and able to operate in various weather conditions.

Francois asked how long the trial period is? Wayne said one month.

Tom noted that there was also the requirement for the kitchen to be substantially renovated which meant that the outcome of having Charlie's Pizza there not being self-contained meant there was a very large outgoing of funds to allow them to be there. This is not from the Guild, it is a Food and Safety requirement from the Subiaco Council. That would mean that we were essentially funding the requirements of Charlie's Pizza through the Guild, for a net negative outlay.

Annie said she thinks it is important to reiterate that throughout the whole process the student representatives were informed and we know that there was a very competitive process where we did communicate to Charlie's Pizza the possibility of another vendor coming on board and what they could offer in comparison to them, and out of the two scenarios we picked the most competitive one for students and the best investment case.

4.4 Director Student and Corporate Services Report

Shirley said that the things she had been working on since the last meeting were putting together the template and the report for the Service Level Agreement for our first February report. Wayne and the President met with John Stubbs, who was happy with it.

She has been working on Records Management and there has been lots of paperwork involved with that. She has been working on the Record Keeping Plan which has now come back again from the State Records Office, so she now has feedback and is revising it. She will release some documentation to Guild staff in the first instance with cc's to the President so he is aware of what is going on. It is a huge task and there is a lot to be done just in getting the paperwork done and getting the approval from the State Records Office.

As far as the Strategic Plan, the students organised a strategic planning day with the staff which was very good and we are now working on putting together an actual Strategic Plan.

Regarding HR there have been some improvements there and we have two new staff members in the reception student centre. She said she was involved with the energy audit on a preliminary basis. She met with Dan, University representatives, and with Schneider, and it has now been handed over to Jono. She is still liaising with him so he is comfortable with managing the project.

Lucas moved to accept the Directors' reports. Motion carried.

Maddie moved that Council consider Motions 7.2 and 7.3 while the directors are here. Motion carried.

Maddie then moved that Council consider Motion 7.1 while Wayne is here. Motion carried.

The normal order of the Guild Council meeting was resumed thereafter.

5.0 REPORTS

5.1 Guild President

Report as tabled.

5.2 Vice President

Report as tabled.

5.3 Treasurer

Report as tabled.

Rob said we are looking to do some experimenting of putting councillors in cafes to help out here and there just for an hour or so. He said he will put a post on the Guild Council wall and to let him know if you are interested.

5.4 Secretary

Report as tabled.

Maddie added to her report that she was involved in the interview process to select the two new business support officers.

She said that when she requested everyone's report she sent a template which few people used which meant she had to rewrite some people's entire reports as she couldn't transfer it over. In future please use the template. That template will also be used for all the minutes and agendas for all the subsidiary councils so if you are the chair of a subsidiary council, please use those templates.

She said she has been asked to attend staff meetings to give them an update on what the student reps are up to so she will require from everyone a three line update on the main projects that they are working on. This is because the staff want to know what is happening in case they want to get involved or in case they may have some

special expertise that they can provide. She will email everyone to let them know when the next staff meeting is. This will be fortnightly.

Regarding important dates, she said she is still waiting on important dates from some people so she can compile a list. If you are running any events that are Guild department or office bearer related please let her know ASAP. Also please send you student bios to her ASAP.

5.5 Societies Council President

Report as tabled.

Laura said they are releasing a survey on Friday for clubs to answer questions like “whether they would like a clubroom”, “what would they need in that clubroom”, etc. If you are in a club or know people in a club please encourage them to fill those in because we really need that information.

She said she had a good meeting yesterday with a representative from the Hilton regarding functions, etc.

Kelly asked if we are still having a paint party? Laura said there is an issue sourcing the paint. Unfortunately because the events staff were so pressed with O-Day it has been put on the back burner. She is not sure when this will be at this stage. She is also waiting for the university to let us know which patch of lawn to use. Please send any suggestions to Laura.

5.6 Education Council President

Report as tabled.

5.7 Public Affairs Council President

Report as tabled.

5.8 Environment Department

Report as tabled.

5.9 Women’s Department

Report as tabled.

Sophie said we have had a Federal MP offer to table the Axe the Tampon Tax petition in Parliament. The Women’s Department now has a media officer who manages all the online stuff and will be the

media contact for the campaign.

5.10 Queer Department

Report as tabled.

Zephaniah said they are compiling a queer handbook to include all kinds of contacts around the campus as well as in greater Perth, in collaboration with the other universities.

5.11 International Student Services

Report as tabled.

Felix said they had their first affiliates meeting with the international clubs and international reps from the residential colleges.

5.12 Postgraduate Students' Association

Gemma said the last two days she has been at the senate meeting and they were talking about accommodation for students and increasing the use of buildings on campus, i.e. using the buildings after hours and holding events after hours. They were also talking about the Vice Chancellor's Futures paper and they will be talking about it again at Academic Forward, which she is going to next week. Any thoughts about this please let her know.

5.13 Welfare Department

Report as tabled.

Fitzgerald said he has now been in contact with a yoga instructor and hopefully have yoga up by next week or the week after.

5.14 Sports Officer

Report as tabled.

Kelly asked Maddie about changing Kelly's title from "Sports Council" to the appropriate title. Maddie said she would do this.

Richard introduced himself as the Sports Council President.

Tom mentioned that under the university SSAF negotiations, Uni Sports is now getting more money, and ask what the is plan for this money?

Richard said he doesn't have much control over where that money is

spent. He sits on the WA Sports Board, which controls this. The person to speak to is Bruce Meakins who runs UWA Sport. He explained that this money is all for different programs - for example, this year for the first year there is \$40,000.00 set aside to fund students in getting to Uni Games.

Kelly also said that her and Barnes go to those Board Meetings to have a say.

5.15 RSD

Report as tabled.

5.16 ATSID

No report submitted.

Lucas moved to accept all reports under Item 5. Motion carried.

6.0 QUESTION TIME

No questions.

7.0 MOTIONS ON NOTICE

7.1 That Guild Council approve repairs and maintenance in the Guild Council Room up to \$20,000.

Recommendation from Wayne Howells

Moved:

Seconded:

Wayne said that this motion was put on the agenda to further analyse the options that we had for the Guild Council Room project. There is a budget of \$40,000.00 set aside for restoration and upgrading of the Guild Council Room. That originally was talked about in the centenary budget but it never ended up making it into the centenary budget, which is separate. That provision was placed in the existing capital budget.

He explained that we don't want to proceed with the recommendations because he has found out some more information about other options of how to approach this project. He said we are having a good look again at the costs involved and the prioritisation of what repairs and maintenance we need to do.

Maddie said we are going to pull this motion out and think about some other options that we have. For the centenary we want to fix the chairs and tables up as they will be used for the next 100 years. It is a historical thing. So we want to pull this motion out for now but get some feedback from Council members on potential ways that we could refurbish this for perhaps less than \$20,000.00 or any opinions anyone has on the furniture and whether we should restore it, how we should restore it, etc. Maddie asked if everyone could think about this and email her with any suggestions they have and she will pass them on to Wayne.

There is no longer a motion.

- 7.2 That the Guild considers the original 2009 Masterplan is in need of review and to engage Hames Sharley Architects to undertake a Limited Outline Masterplan for the Guild Village Precinct for a fixed price of \$16K and that Guild Council will then consider whether to proceed to a Comprehensive Facilities Masterplan at a further fixed price of \$13K.**

Moved: Annie Lei

Seconded: Laura Smith

Annie invited Wayne to explain the motion and plan.

Wayne said regarding the revised Masterplan, the Business Case is not at all directly related to our current major project underway being the South Wing, Student Centre and Volunteer Project. It is for the future beyond that. What the original Masterplan of 2009 has given birth to is the south wing student centre project and that was identified as a priority in that original plan. That original plan now is out of date and this Business Case puts forward basically all the reasons why it is recommended that we revise the Masterplan to most likely create a new Masterplan.

He said that in the application we submitted for approval to the University Facilities Development Committee of the South Wing-Student Centre project, which was recently endorsed and approved, the university endorsed, supported and recommended that we revise our Masterplan for future planning so this aligns with the thoughts of the main facilities planners at the university.

We need a Revised Facilities Masterplan because the existing plan of 2009 doesn't fully reflect our operating environment or even what our strategic situation is. A lot of things have changed since then - there is also the emergence of the One-Stop-Shop precinct next door to our precinct, which is potentially going to have a substantial impact on this precinct and provide a lot of opportunities, so it would seem that getting our own planning up to date to align with that One-Stop-Shop would have benefits for us.

Importantly, the next stage that we would be looking at closely, which is student club rooms and student meeting facilities, would be at the forefront of this Revised Facilities Masterplan and it would be one of the high priority things to lock down in amongst it.

The other key point is that this professionally done plan will be an investment to draw substantial funding from the University or potentially other sources such as the University's capital programme, the University's \$250 million fundraising campaign, or the Guild initiating its own fundraising feasibility. With all of these sources we would need to have a professionally prepared planning document to support that application. We should therefore try to produce a report that the university is likely to embrace. If we follow their recommendations on how we do our planning process, and we produce the Masterplan which can be very involved, then we can take it to the university to source potentially in the order of \$5 million to \$10 million.

He said it is very encouraging to hear the Vice-Chancellor recognise that the Guild Village Precinct is below standard and that it is in alignment with our original Masterplan process and alignment with our future Masterplan process. If we are able to attract the funding to get the standard of the Guild Village fixed up it can only benefit students.

Annie said that she has drawn a very simple outline of what Wayne was talking about on the whiteboard. There was a 2009 Masterplan which was done in April 2009 which she has a copy of. "South Wing" was one of the most prioritised projects to be done under that Masterplan. We are moving quite speedily on that project and we are in the detailed phase of that. She said a lot of Guild Council members were invited to a meeting last week to have a look at what the progress is and put their comments through.

The next project under that outline is the "East Wing", which is the block where we are right now. The South Wing detailed stage is to move most of these offices to the South Wing which means that the

East Wing will be vacant, so we need some sort of outline as to what we are going to do with this block.

She said the 2009 outline is a little outdated and it is not in line with what the university envisages for the Guild Village to be a one-stop-shop as well as some other interests that we have now that are not being met by the old outline.

Laura said from her view in representing clubs, under the old Masterplan of 2009 a lot of this space becomes available for clubs but above the ref becomes a functions facility and Cameron Hall was to become communal club space. She said they are releasing a survey for clubs on Friday to find out what they might need or want so it is a good opportunity for us to get some feedback from the larger student body, have a look at the whole plan and ask the questions such as whether we actually need things such as a community function room, communal spaces and where they should be, and what works best in connection with the One-Stop-Shop.

Annie said there are two main points with this proposed motion really. One of the biggest points is that the old outline is now no longer fully in-line with the University's interest, as well as Guild department's interest, as well as for clubs etc. The point that Wayne emphasised is that we really need to go through this revised facilities plan for us to be convincing enough to get the requisite funding from whatever university funding source or even a potential Guild fundraiser itself. So from an organisation perspective it is something that is an interim step that we have to take for that potential \$5 million to \$10 million investment in this East Wing or Masterplan in general. The facilities plan that we are pushing to get through today incorporates a plan ranging from \$1 million to \$10 million in value as well so it is really in line with the funding that we are trying to seek from the University.

The second point for those who aren't too sure about what the Masterplan is about, is that it is a really good insurance for us to sit back and have a say in the Masterplan as well, as we do have a really strong Guild Council this year and she thinks we can get a lot of things done and done properly, and it is great if we can all have a voice as to how the Masterplan is going to look in the future.

Laura said that we need to make sure that if we are going to do it ,we need to do it well and ensure that everyone is happy with the revised Masterplan.

Luke asked for clarification of the \$13K and \$16K expenditures?

Wayne said that with the process of gathering expressions of interest, we used our project manager who is employed with the current project. On his recommendation and by checking with the University's preferred supplier's list we have three providers who issued an expression of interest, got their responses and analysed the best response which is the quote tabled. We have negotiated it to be phased so that we can have a checkpoint, and consider that we are happy with the progress so far.

Payne asked about the possibility of Guild fundraising and how we would raise these funds?

Wayne said for background that the fundraising feasibility was agreed by Council in 2010 soon after the Masterplan, and it fundamentally involves setting up our own foundation and doing what the University does in seeking funding requests etc and raising our own funds that way. A feasibility study has been done but the Guild hasn't activated that at the moment. However it is an option. At the moment we are in discussions with the University about whether we are going to step forward to do that. Their preference would be that we don't do it by ourselves because it could compromise, or compete with their \$250M one.

Searson said that in the first Guild Council that he was proxying for they passed the first part of the Masterplan of \$25,000.00.

Wayne said that this was for Phase 1 of the current project which is not what we are discussing now.

Annie said that \$25,000.00 was in relation to the South Wing.

Wayne said the session that Guild members are invited to tomorrow and the one they were invited to a week or so ago is all about the consultation on that project. That is the upfront architects and project managers' fees and we are currently in the detailed design phase of that.

Annie said the facilities Masterplan that we are currently discussing is to update the next "baby" of the 2009 Masterplan being the East Wing which is a separate wing to what we were discussing in the other Guild Council meeting.

Wayne said the facilities master plan is a guiding document for the whole of this precinct, which is not detailed. He said the original Masterplan was done and then we had to consider which of the

priorities in that Masterplan we would pursue first as you can't do them all at once. The balance of that provisional Masterplan is now outdated and tonight we are discussing whether we should start the Masterplan process again.

Payne asked why original Masterplan wasn't activated in 2009?

Wayne said when you do a Masterplan again it is a guiding document at the very top end and it considers your current environment, your strategies, etc at that point in time. So we have had one major project from that. If nothing had happened from that Masterplan we could say it was a waste of time. Importantly that Masterplan guided us to what priority project to pursue and it has done that but the overall document is now out of date. It would now be wise to do it again and pick our priority projects.

Tom said that the South Wing did come up at the end of 2011 and it was decided by that Guild Council not to act on it for a year so, now it has come back to the table.

Maddie said that she will summarise the document for anyone who hasn't read it in detail. Basically as part of the Masterplan there was the "South wing and the reception area" and there was the "East wing". Priority One was the South wing and reception area and Priority Two was the East wing. At the start of our term we approved \$25,000 for the South wing and reception area. That is what the consultation process that has been happening is all about. We are now considering the East wing and that involves a rethink of the Masterplan incorporating clubs. It is a bit confusing as they are both called Masterplans. If you picture umbrella masterplan – underneath it being priority one and priority two, we are now considering priority two. We now have a 2013 version of the South Wing (Priority One) Masterplan and have to update the 2009 version of the East Wing (Priority Two) to reflect what we need in 2013, which is what we are doing right now.

Judith reiterated Payne's question – why was the Masterplan started in 2009 but then not actioned on in 2009?

Annie said from the 2009 Masterplan we have done the capital priority project which was the south wing so the 2009 Masterplan has been used. We've used the Masterplan to produce a detailed design.

Lizzy said we wouldn't have had the money to do it all in 2009.

Laura said all the planning and commitment of money for the project takes time to do it properly and you are not going to see the physical change in the building for some time, the year we commit to it. So the project has been rolling but we haven't yet seen the physical change.

Payne said he hasn't seen any evidence of this.

Maddie said the Organisational Review was done in 2009 which was a big project that had to be done before they could start on the Masterplan.

Raj said because this is one of Guild's biggest projects the little meticulous changes to make everyone happy make it a very long process. Including whether the walls and windows were, the way the tables faces. Incorporating everything into something that will last 50 years for this Guild takes a long time and that is probably one of the reasons why it has taken so long and the East wing project will also take a long time.

Felix asked do we have a timeline for the Masterplan?

Wayne said the revised Masterplan will have a timeline. Did the original Masterplan have a timeline? Yes, an indicative one. The East wing process can't start until the South wing project is done - one is a catalyst for the other. He said we need a revised timeline. The revised Masterplan will be focussing on student clubrooms and student facilities as a first priority, which will include the east wing and Cameron Hall. We as masterplanners need to know what the students want. He said where we are currently at is the detailed design phase for what we think our front door should look like. In other words on the ground floor it is going to be a student centre and a volunteer centre combined. We have also confirmed that we are going to consolidate all our staff and student rep resources in the south wing. We are currently heading towards locking down our "core capability" which is customer service on the ground floor and services in the South Wing.

The next thing to lock down as part of our core business is student clubrooms and facilities. Once we have locked down both of those, we can continue the Masterplanning process of considering what we do with the rest of the precinct, besides addressing our core capabilities. So that is why we need to get all the feedback from Guild members, the university, etc. So that is the long term strategic planning – lock down the core part of your business and that's what we're doing.

Felix asked if there is any year of completion in mind?

Wayne said that the year of commencement for the current south wing project is 2013 and he would expect that there will be activity on the clubs core business in 2014, and then beyond that it won't be known until we do the Masterplan process.

Searson said he believes one of the reasons it took a long time were funding issues to do with the SSAF fees – is this true?

Wayne said that the convergence of strategic issues after the Masterplan was completed were that the Organisational Review was substantially underway in the last half of 2010 and well into 2011. The other thing that allowed the south wing to get some traction was the acquisition of the south wing. First of all we had to acquire and make sure we had the facility to do what the Masterplan suggested, and then to review the whole staff structure so we knew how to design the facility. Those things take time especially if you are going to do them properly. With the Organisational Review, we had a change of Managing Directors amongst that which slowed things down and took about 18 months.

Searson asked if the cancelling of the SSAF fee and the introduction of VSU would impact the Masterplan?

Wayne asked whether Searson meant the Revised Masterplan? Searson said sure. Wayne said the Facilities Masterplan is about capital funding, it is not about operational budgets - it is about seeking capital funding to develop facilities. So the question about whether our operating cashflow fluctuations will come from that funding, it seems that it should but we don't intend to fund the majority of this Masterplan from operating cashflows.

Motion put. **Motion 7.2 carried.**

For: Rajdeep Singh, Annie Lei, Lucas Tan, Luke Rodman, Rida Ahmed, Maddie Mulholland, Georgina Carr, Joshua Bamford, Lizzy O'Shea, Judith Carr, Robert Purdew, Tom Henderson, Laura Smith, Valentina Barron, Sophie Liley, Richard O'Halloran, Daniel Stone for Cameron Barnes.

Against: Daniel Searson for Julian Rapattoni.

Abstaining: Cameron Payne.

7.3 That Guild Council approve a 3.5% annual wage increment for employees covered by the EBA from the first full pay period after 1 January 2013.

Moved: Robert Purdew

Seconded: Laura Smith

Maddie moved that this be discussed in camera and then come out of camera for the vote – the reason being that this is commercially confidential. Motion carried.

Motion put. **Motion 7.3 carried.**

For: Rajdeep Singh, Annie Lei, Lucas Tan, Luke Rodman, Rida Ahmed, Maddie Mulholland, Cameron Payne, Georgina Carr, Joshua Bamford, Lizzy O’Shea, Judith Carr, Robert Purdew, Tom Henderson, Laura Smith, Valentina Barron, Sophie Liley, Richard O’Halloran, Daniel Stone for Cameron Barnes.

Against: None.

Abstaining: Daniel Searson for Julian Rapattoni.

7.4 That Guild Council endorse the creation of a “universal wiki site” for Guild student representatives to manage and update in parallel with our current website, as explained in the attached document.

Moved: Cameron Fitzgerald

Seconded: Rob Purdew

Fitzgerald said the current website is very static and is not conducive to frequent updating by representatives. What he means by a “wiki site” is that it is not a blog so it is not chronological. The content is tagged, ordered and searched for and it will be frequently updated by representatives. It is aimed to be very integrated with the current website so you will have your page on the current website which will essentially contain content about what your department is - for example for Fitzgerald it will be students’ survival guide, recipes, etc. For Rob it will be information about where the Guild is spending its money, for Tom - education stuff, for the Queer Department it could be their handbook. So it can be a place for a lot more detail and frequent updating.

Rob said this is a great communication possibility.

Luke asked is it a separate website? Fitzgerald said it is a separate system but it will be very tightly monitored and he expects that the branding will be more or less exactly the same and you link to it from the current website. You will also be able to access it separately.

Maddie asked who is putting it all together? Fitzgerald said probably James.

Motion put. **Motion 7.4 carried unanimously.**

7.5 The Guild Council accept the changes to the attached draft of the Public Affairs Council Rules.

Moved: Valentina Barron

Seconded: Laura Smith

Valentina said the draft was done by Lewis at the end of 2012 but he didn't get around to implementing them so herself, Barnes and Ben McAllister went back over it in December and amended it and what they were going to do was put a draft to Council tonight so that we can start using those changes from now. However what has recently come up is that we want to put it to PAC council, PAC clubs and tenancy committee just to get feedback and also feedback from Council just to give them an idea that they are on the right track and that clubs are actually comfortable with using the new rules instead of just following them.

She said she will do that process and then put it to Council.

Laura said that we have the Guild regs, the SOC rules but there is nothing for PAC. So at the moment nothing is guiding them as to what they should do for PAC. They have already had an issue come up where the regulations sort of say what should be done in voting for PAC clubs but there are only solid rules for SOC and not PAC so they have had problems with clubs that were affiliated last year that technically shouldn't be. She said she thinks it is really important from a club's perspective that they have their own rules.

Maddie said if anyone has any comments they would like to make please email Valentina. She will then send it out to PAC clubs for feedback. It will then go through Statutes. A finalised version will then be voted on by PAC and then it will be brought to Guild Council for approval next month.

There is no longer a motion.

7.6 The Guild Council approve the attached 2013 edition of the Guild Policy Book.

Moved: Daniel Stone

Seconded: Sophie Liley

Stone said a brief history of the Policy Book is that there are two recent editions. The first was done in 2005, the second was done last year. It has been lost and has had no function, and has been completely useless. The good work that last year's Council started to do was to actually bring it back into use by editing it and making it a lot shorter and much more condensed. He said they are essentially continuing on that process of trying to make sure that this is still a Guild Policy Book which is useful to us as a Council.

He said part of the challenge is to actually work out what the Guild Policy Book is for. Largely that is a challenge because this Policy Book is not binding - you can't be punished for not complying with something that is in this book. So what they are trying to use this Guild Policy Book for firstly is to document the stances that Guild Council think that the UWA Guild should have on any issues that Guild Council members deem relevant to student life and year by year that can change.

Documenting the stances that this Guild will have allows Guild Council members to argue a case and justify actions in Council. It allows us to be supported and have something to go back on if you are talking to the media and allows us to promote this document to students so that you can tell students what our stances are on things and allows us essentially to debate.

He said that as a student team, not including the staff members, it provides us with a little guidance on what the Guild stands for which essentially allows us to have a bit of continuity between different years in terms of departments, sub-councils, committees, etc. It also allows incoming office bearers to be informed on activities that have previously been taken over say the last 10 years and might be relevant to them. It allows us to communicate effectively between ourselves on general procedures and things that we can do and it also allows us to implement policies and other actions so we can implement the stances of the Guild.

He said the book doesn't govern the staff team's activities, which is operations policy. It doesn't govern our relationship with the University of Western Australia and again it doesn't provide binding policies so if there is something in this book where the wording is not quite right it is not a major problem as this is a Guide, not binding policy.

He said he has tried to do his best to be as consultative and as open to everyone having a say as much as possible. He started this process two months ago. Over that time everyone should have received at least one invitation to contribute to the policy book so if anyone feels there is a section which they should have contributed to, they should have received an email about that.

Council members should also have seen a first draft of the Policy Book which should have been sent out about three weeks ago.

He said because we can amend this policy book at any Guild Council meeting what he would like to suggest is that if anyone wants to make major changes, add major things in that we haven't already covered, could they please do that next month to save time.

Sophie said she did a fairly extensive consultation process with regard to her policy and everyone else did that when they were doing theirs. She said she agrees with everything that is in the Policy Book.

Maddie said that Barnes has said he is highly impressed with the final result and he commends Dan's efforts and everyone who has contributed, especially Dan's effort in attempting to consult with all the councillors. Barnes also wanted to say please don't attempt to add new policies now because we can always amend the Policy Book at every Guild council meeting if you feel that something has been missed. New policies can be added quite easily.

Josh said with regard to the Policy Book not being binding, in the Guild regulations the Discipline Committee has the power to enforce the Guild Regulations but not the Policy Book.

Laura said she thinks the Policy Book is something that the Clubs and Societies Section and next year's SOC President can pick up and have something to follow.

Motion put. **Motion 7.6 carried.**

For: Rajdeep Singh, Annie Lei, Lucas Tan, Luke Rodman, Rida Ahmed, Maddie Mulholland, Cameron Payne, Georgina Carr, Joshua Bamford, Lizzy O'Shea, Judith Carr, Robert Purdew, Tom Henderson, Laura Smith, Valentina Barron, Sophie Liley, Richard O'Halloran, Daniel Stone for Cameron Barnes.

Against: None.

Abstaining: Daniel Searson for Julian Rapattoni.

7.7 That Guild Council agrees that in order to ensure continuity and maximize effectiveness of the Guild Policy Book that administration of the Policy Book be delegated to Business Support Officer to maintain. That Business Support Officer – Administration be specifically responsible for:

- **Updating the Policy Book where motions changing the Policy Book content are passed by Guild Council.**
- **Maintaining professional formatting of the Policy Book.**
- **Providing the most recent edition of the Policy Book online and available to students with other Guild Council documentation.**
- **Every December, providing all incoming Office Bearers with the most recent edition of the Guild Policy book and attached instructions on what the Guild Policy Book is and how it should be used.**

Moved: Daniel Stone

Seconded: Sophie Liley

Stone said that for six years this book fell out of use. There is not much point in having a book if it is not going to be used. Essentially this is looking at governance ways of making sure this remains useful to us.

He said he has discussed this with Shirley and Wayne and spoken to Karen who is the Business Support Officer in question and she was in agreement.

Regarding passing a motion, previously what has happened is that it has come back to a student rep who sometimes on occasion has forgotten to then add it to the Policy Book. So this is just making sure that someone who is more accountable to Council does that.

Regarding formatting, last year's version had a number of formatting issues in the final copy so it needs to be maintained and making sure it is still presentable to students.

He said the Guild Policy Book allows new incoming Office Bearers to see what previous office bearers have done.

Laura asked is there some means to ensure that all copies are kept of previous Guild Policy Books so you can go back and see what was being done say 20 years ago? Stone said we can amend the motion to reflect this.

Rob said about the Book being changed at every Guild Council meeting, is there a possibility that we have a quarterly revision and be updated every third or fourth Council meeting instead?

Stone said it is probably the best way to do this is to leave it to the Executive to put it on the agenda every so often as a way of regulating it. He said he doesn't want it to be strict that people have to wait three or four months to amend anything but that it doesn't have to come up at every meeting.

Laura said that perhaps we can make sure that all amendments to the Policy Book at Council meetings are moved in one motion and not say 20 motions and that there is consultation every time.

Stone said it is probably best to play this by ear and see how it goes.

Maddie said the amended addition to the motion would read: "*Records of all Guild Policy Books and changes will be kept*". This is to be added to the end of the motion. She asked is it possible to see what changes Stone has made to this particular version? He said he will circulate this.

Gemma suggested the wording should read "*be archived appropriately*" instead of "*kept*".

Amended motion was put as follows.

That Guild Council agrees that in order to ensure continuity and maximize effectiveness of the Guild Policy Book that administration of the Policy Book be delegated to Business Support Officer to maintain. That Business Support Officer – Administration be specifically responsible for:

- *Updating the Policy Book where motions changing the Policy Book content are passed by Guild Council.*
- *Maintaining professional formatting of the Policy Book.*
- *Providing the most recent edition of the Policy Book online and available to students with other Guild Council documentation.*
- *Every December, providing all incoming Office Bearers with the most recent edition of the Guild Policy book and attached instructions on what the Guild Policy Book is and how it should be used.*
- *Records of all policy books and changes will be archived appropriately where possible.*

Motion 7.7 was carried unanimously.

8.0 GENERAL BUSINESS

Maddie said we have one mace bearer spot to fill on 7 March from 7.00pm to 9.00pm. Raj said he will do it.

Maddie said the Master Plan presentation which is the result of the consultation held last week is tomorrow morning at 10.00am. Please send Jono Zahra an email if you will be attending.

Maddie said we discussed as part of the strategic planning session that for councillors and staff to be able to communicate better to please utilise your Outlook calendars to block out for example when you have class, when you are not here, etc. so people can see when you are unavailable. She said she will send out a "How to use Outlook Calendar" guide for people to read.

Raj said last year UWA raised the most funds for Live Below the Line in Australia as an institution. This year OPUWA has started up again and he is President. He is trying to get it running better than last year. He said he would like to have an actual lunch set up and breakfast set up for under \$2.00 and whether people would be interested in doing that. Please email Raj if you are interested.

9.0 CLOSE / NEXT MEETING

Next meeting will be held on Wednesday 27th March 2013 at 6pm. Please contact the Guild Secretary (secretary@guild.uwa.edu.au) with any apologies or proxies.

If unable to attend, please advise which dates you are available to reschedule if a quorum cannot be met.