



GUILD COUNCIL | MINUTES | 30th October 2013

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1.0 WELCOME AND OPENING

Lucas welcomed all councillors, directors and 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.

1.1 Attendance

Lucas Tan, Cameron Barnes, Maddie Mulholland, Luke Rodman, Robert Purdew, Rida Ahmed, Tom Henderson, Valentina Barron, Lizzy O'Shea, Judith Carr, Sophie Liley, Joshua Bamford, Cameron Payne, Annie Lei, and Gemma Bothe.

1.2 Apologies

Kelly Fitzsimons, Rajdeep Singh (arriving late), and Cameron Fitzgerald (leaving early), Richard O'Halloran, and Owen Myles (intended proxy for Rajdeep Singh).

1.3 Proxies

Kenneth Woo for Felix Lim, Harry Calverley for Laura Smith, Bec Didcoe for Julian Rapattoni, and Rebecca Lawrence for Matt McKenzie.

Lucas moved to accept all attendances, apologies and proxies. Proxies and apologies accepted.

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 Guild Council Meeting 9 October 2013

Minutes not available as yet. Will be available for next meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4.0 DIRECTORS' REPORTS

4.1 Managing Director's Report

Lucas moved a procedural motion for go in camera for the start of Wayne's report. Motion carried. Wayne said the rest of his report was as tabled, so he opened up to questions.

Payne asked about the meeting with the Subway General Manager and asked if Wayne could talk about the discussions he has been having with Subway?

Barnes said he had directed Wayne to arrange the meeting. He said we were in a very good position and they were very happy with the Heads of Agreement that we discussed at Council, they were very keen to lock something in and then there was a sudden snap. What he thinks might be the case is that they have gone from the state office down to a franchisee level and there has been some disagreement between those two levels. He said what he is planning to do is to meet up with the General Manager and have a conversation with him about exactly what happened and what options we have going forward. He said if he can have a face to face conversation with him, that will provide him with information as to their motivations and what the reason behind this sudden lurch might have been. It also adds a fresh face to the negotiations which is always a good negotiation strategy. That is why the Executive asked Wayne to tee up that meeting.

Payne asked what progress has been made since the last meeting?

Wayne said there has been a discussion at F&P, administratively Wayne has arranged the meeting between the President and GM.

Payne asked whether Wayne has spoken to Subway?

Barnes said he has, and the General Manager is very interested with meeting with Barnes, and they will be meeting tomorrow afternoon.

He said the other thing to bear in mind is Wayne had also been asked to look at other potential opportunities as well in line with our catering strategy. Our catering strategy is this balance between Guild run catering, mobile catering and independent catering. Subway was our prioritised arrangement for independent catering. If that has fallen through then we will be looking at other viable options.

Payne asked about Boost – has an initial offer been received?

Wayne said there has been some negotiation with Boost and they have made a fairly brief offer. F & P have given him some direction and he will be in contact with them again by next Monday.

Barnes said from a strategic level it is expected that on the one hand we will not be able to get as much revenue from Boost as we would have from Subway but on the other hand the extent to which it will have a cannibalisation effect on Guild Catering is significantly lower because the product range is not something that we currently provide, so from a strategic level it is a balance between those two factors so it is something we are quite happy to pursue at this stage. He said they are happy to take direction from Council for this and that is why we have a Catering Policy and if anyone would ever like to amend or add anything to that policy schedule they are welcome to do so.

Payne asked when they were first aware of the email from Subway?

Wayne said we had the council meeting on the Wednesday and it was the following Friday, 4 October when he found out.

Cameron said he was informed by Wayne the day before that when he said we would need to have an executive meeting about Subway.

4.2 Finance Director's Report

Wayne said on a year to date basis we are tracking behind on budget on operating income. On a year to date basis, we are about \$220,000 behind. We are tracking favourably on expenditure at about \$205,000. Our operating surplus/deficit is \$15,000 behind budget. On a total cash flow basis mainly because we have forecast a fairly high positive in operating income which is from the investment fund and on a cash flow basis we are about \$620,000 in front on a year to date basis.

4.3 Catering Director's Report

Like Wayne, the report has been circulated. The month of September has been a good month for Catering. We have finished with close to \$9,000 in surplus. In the August accounts we said we were close the breaking even, this has now been achieved. All outlets have performed well and functions have been a fairly large section of this with graduations. Otherwise, no cause for concerns except link between discounts granted and percentage deviation from profits. We grant about \$70-80k of members' discounts which in dollar terms is the gap in our profit. We will hope to close this in the November budget. There are certain changes that will happen with the style of operations.

Barnes asked about the price schedule that is recommended to Finance & Planning every year for approval – how do we make that price schedule? Do we just do it on an incremental basis or do we regularly review that price schedule and get external advice in terms of consumer behaviour and the market more generally? What approaches are made to ensure that we have got prices that are suitable across our product range?

Ken said what we do is work out costs, and recommend that certain products be increased by X percent. Generally F&P council will decide on a number of policy directions, like discounted products. Right now we look at the margins for the current catering strategy of trying to make 5% profit on the bottom line.

4.4 Director of Student and Corporate Services Report

Tony said there is not much to add as we had a meeting earlier in the month. We have EOSS coming up, and after that closes it gives the Events Team a chance to get back to reshaping themselves, meet their compliance and get started on Orientation and Returner's Week.

He said he is working with Uni Migration plan and we have some changes in IT.

He said we will hopefully have an Activities Map for 2014 ready for the workshop day at retreat which will give an idea of where everything is actually placed. This will give us a chance to forward plan for 2014.

Lucas moved to accept all directors' reports. Reports accepted unanimously.

Lucas moved a procedural motion to go to Motion 7.1 and 7.2. Motion carried. Ordinary format of the meeting then resumed.

5.0 REPORTS

5.1 Guild President

Report as tabled. Regarding the Annual General Meeting, Barnes said the Facebook page has only 95 attendees to attend the AGM the following day. He said he needs everyone on Council to invite as many people as possible to attend the AGM. If each member of Council brought 5 people that would be another 100 people. There will be free ice cream, red bull and riveting speeches.

Robert asked if we could send an all students email out regarding the AGM?

Barnes said he would try to send one out the following morning but it was probably a little too late. He said it is very important to include more students in the decision making process.

Barnes said in terms of handover and transition as he mentioned in his report something that doesn't often happen that he would like to see is Committee Chairs doing a handover. He said we've had some fantastic Committee Chairs this year. He said he thinks Council needs to have a handover and that is very much the purpose behind the retreat. For those who can't come on the retreat please provide a brief report to him about their experiences this year as a councillor, what they have achieved and what they think other councillors can carry on from this year. This is important in terms of our corporate knowledge that councillors can just have a read through and get a general idea of what has been happening and what their position may entail.

Otherwise report as tabled.

5.2 Vice President

Report as tabled.

5.3 Treasurer

Report as tabled.

5.4 Secretary

Report as tabled. Maddie said that she wanted to make it clear what the expectations are for handover. All OB's final report will also double up as their handover and that is due for the final meeting. If you have exams late in the second week the reports will need to be done now.

Sophie asked if the final report is just like the normal monthly report or is it everything that has been done throughout the year? Maddie said it is everything that has been done throughout the year and is also all the handover information, e.g. projects which have been done, staff worked with, budgeting, etc. – everything that someone coming in would need to take up your position

Barnes said it sounds hard, but if you merge all your reports together, and then add some notes about how you did it.

She said for committee chairs it would be a similar thing but slightly less – what projects have been done, pros and cons, and perhaps suggestions taken from

the Committee for next year. Things like key contacts – who sits on the committee, who is the EO of the committee, etc. Also Councillors are to do a brief spiel to hand in for the last council meeting as well about their experience on Council.

Barnes said he wanted incoming councillors to be able to read through a few different brief reports to see what other councillors have done so they can either pick up projects or get good ideas from these projects.

Maddie said she will email everyone stating when this is due and what is required. It is basically to try to create a very good transition policy, for example she did not have any set documents for Secretary this year so next year whoever takes over as secretary will have a set transition document which Karen will keep on file so that if no handover is provided next year then they can at least get that file and we have something that can be passed on. That we build on. It's good governance.

Gemma asked about the reporting requirements for PSA?

Maddie said PSA is a department so its different. They don't have to submit a handover report, just an end of year report.

Barnes said to clarify it is not the entire handover process in one go, it is the handover document that will be used as the basis for handover.

Maddie said she also wanted to get some feedback on the various documents this year – Annual Report, Strategic Planning process, Mid-Year Budget Review, and other documents which have been put together this year.

5.5 Societies Council President

Report as tabled.

5.6 Education Council President

Report as tabled. Tom said he doesn't have a report so gave a brief run-down. Science Union won the Best Fac Soc award, and Runner up and Most Innovative went to WAMSS. He has been working very hard with the Orientation Committee and Student Services Committee so O-week is getting fleshed out more and more and it looks like we will be having sunset movies. O-Day is also being organised and there may be a breakfast for first years before the carnival. The best practice guide is coming along well - the data is still being analysed. It probably won't be completed before the end of his term, so he will continue on after that. Nominations for Education Council are due on Friday so if anyone is keen to be involved, please feel free.

He said they are currently in discussions with DBC and Enrolments about timetables for international students in terms of exams, which was discussed on International Students Council. It hasn't progressed very far because the current head of that department is retiring but they are in discussions with his successor. Tutoring quality and hiring practices are currently in discussion with the Uni on how to approach that and whether it is best to go on a faculty basis or whether to do it at a university level.

Gemma asked about tutoring policy - will Tom consult the PSA?

Tom said this is very early on as they have only recently got a lot of complaints from business school and there is also a hiring policy issue from a PSA person re: psychology. They have to look at both sides of the coin. They will consider how to approach it from both sides.

Bec Didcoe asked in terms of orientation, the advertisement to first year students, is there any progress in trying to get that information to them?

Tom said that we don't have first year students on our books as they haven't started uni as yet so the majority of the orientation programme comes from Unistart and the Unistart website. He said they had a meeting today to discuss what information they want to have on there. Each of the students get a Unistart programme which is done through their enrolment process because each student has a different programme depending on whether their last name starts with A-K or L-Z and which faculty they are in depends on where they come in during the week. It will go out with that - that is our primary source of advertising.

Judith asked if the UWA Student Guild Facebook page could be integrated into the orientation process. Tom said they are still in discussions about a lot of nitty gritty things such as what is being put in orientation packs and information the Guild wants to give to first year students. This is a discussion between Student Services, Sports, the Guild, the University, Student Smarter, Careers Hub, etc. and that is all part of what is being discussed.

Sophie suggested working with Uni Mentor.

Tom said they are still looking for more uni mentors and they are still in discussions about providing a bit more information about the Guild and the Guild services for that training programme.

Maddie said we can't put the cart before the horse - first we have to decide what programme we are going to run and then decide the parameters for advertising but they want as many students involved as possible.

5.7 Public Affairs Council President

Report as tabled.

5.8 Environment Department

Report as tabled. Dan said 15 minutes after he sent his report out which said they were still seeking approval from the VC, they actually got approval from the VC for the solar panels.

He said that we have won our second award as a Guild based on sustainability. We have won the Tertiary Access Group sustainability highly commended for the members. He said thank you to everyone who has worked on environmental projects because they said the breadth of the environmental projects was very impressive. Special thanks to Josh, Lizzy, Barnes and everyone else who helped.

5.9 Women's Department

Report as tabled. They are scheduled to raise at least \$1,500.

5.10 Queer Department

Report as tabled. Maddie said they were currently conducting their elections.

5.11 International Student Services

Report as tabled.

5.12 Postgraduate Students' Association

Report as tabled.

5.13 Welfare Department

Report as tabled.

5.14 Sports Council

Report as tabled.

5.15 RSD

No report.

5.16 ATSID

No report.

Lucas moved to accept all reports. Motion carried.

6.0 QUESTION TIME

No questions.

7.0 MOTIONS ON NOTICE

7.1 That Guild Council approve the Records Management procedure – as per the transition policy

Moved: Cameron Barnes

Seconded: Maddie Mulholland

Wayne said this is part of the transition policy. The emphasis on record keeping is that it is a statutory requirement and something that the State Records Office have been talking to all Western Australian Guilds about.

He said after this meeting he will circulate information to both the outgoing and incoming council and we will also have some further information at the forthcoming induction/retreat. The information sheet which is attached to the agenda is a bulletin design from State Records for Guilds which will hopefully give some fundamental guidance on what sort of records to capture. A lot of this is aimed at a situation where you may do Guild business on other than Guild facilities, ie. External access of a Guild email address, etc. He said this is

something that didn't use to happen with this Guild a few years ago and you used to have to use your student email. This was changed about 3 years ago. If you did any business for the Guild that you haven't done on Guild facilities theoretically you should transfer that to our Guild Administrator to be put into the Performance Capture System.

This also refers to physical records. He will give us guidance about which records need to be archived and for how long.

Basically we are doing this from a statutory point of view and we are also doing it in line with the transition policy which also says that each office bearer should maintain an organised set of files and documents which they prepare for handover to their successor.

Your email account is rolled over to the incoming office bearer and at least 12 months records are rolled over as well. If you have any questions about that please talk to our Business Support Officer in Admin who is Karen.

Motion put. **Motion 7.1 carried unanimously.**

7.2 That Guild Council approve the Internal Project Manager Business Case as recommended by F&P to Guild Council.

Moved: Cameron Barnes

Seconded: Annie Lei

Wayne said basically they have set an ambitious capital programme. This is the recommended resource to help ensure that happens. He said he has attached some very clear deliverables from this contract and KPI's and that will be his role to monitor that and drive that performance. Realistically the whole capital programming and master planning process are the key drivers from the staff perspective is himself and Jono as the project manager. It is in his KPI's and now will go into the Project Manager's KPI's. He said to add to the net budget implications he confirmed that we have a quite handy contingency merging out of the consolidation project. It is great to have that situation and they have also managed to get the project started on time and now have to deliver it on time. He said they are confident barring any bizarre hiccups that it will be delivered under budget. It was actually room in the contingency that we are targeting to both absorb part of this cost, a good chunk of it being \$40,000, and importantly to still deliver a \$100,000 saving from the project in addition to everything else possible (in Jono's KPI's).

The other key project that we see absorbing the costs is the Student Facilities Project.

Barnes said that Council is sitting on an operating deficit at least for now although we are hoping the way things have been going recently that we will fix that by the end of the year, we are looking at delivering an operating surplus for next year in the budget which is very important. He said he was initially very reluctant to approve any extra expenditure however there was a very persuasive business case from F & P. He believes this position will effectively pay for itself particularly in respect to the savings in the key performance indicators Wayne talked about and he is very confident those KPI's can be delivered as every KPI we have set Jono so far he has achieved. Everyone is aware of how many problems can

occur if you don't manage a significant construction project properly in terms of being over-budget and over time-frame. We can't afford either, so its very important. He has also asked a lot of tough questions around that and been satisfied that those questions have been answered particularly with respect to savings in the budget and how it will affect our operating line.

He said that keeping Jono on provides an additional opportunity for him to pursue a project that Barnes is interested in, being the Alumni Engagement Strategy. What we have found this year is through the centenary programmes we have developed significant relationships with our alumni and he would like to translate that into strategic outcomes for the Guild in terms of Guild councillors being able to receive mentors who are alumni. We have a lot of alumni who are judges, professionals, business men, business women, etc. and he would like to pursue that as well as some fund raising opportunities. He said he is quite satisfied with the business case and is 100% behind it.

Motion put. **Motion 7.2 carried.**

For: Annie Lei, Cameron Barnes, Lucas Tan, Maddie Mulholland, Luke Rodman, Robert Purdew, Harriet Calverley (for Laura Smith), Rida Ahmed, Tom Henderson, Valentina Barron, Lizzy O'Shea, Judith Carr, Sophie Liley, Joshua Bamford.

Against: None.

Abstaining: Cameron Payne, Bec Didcoe (for Julian Rapattoni).

7.3 That the 100th Guild Council approve the Rules for Nominating an Honorary Life Associate Member, as endorsed by Statutes and Centenary Committees, for inclusion in the Guild Statutes Book.

Moved: *Joshua Bamford*

Seconded: *Lizzy O'Shea*

Josh said that at the last meeting of the Centenary Committee they were discussing their engagement strategy because it has been quite successful this year with events like the Centenary Gala and getting alumni involved in things like the Guild Book that was put out earlier this year. So they are building on that momentum and how to go forward. He said one of the things that has lapsed in the last few years is the idea of having honorary life membership that is awarded. The last one was in the 1990's. He said there is an Honour Board for it and there are rules in the Guild Regs for it.

The basic idea is that we should be recognising people who have made a lasting contribution to the Guild, whether during their time as a Guild Councillor or whether as university staff or staff members of the Guild with exceptional long service. This document clarifies the process of how that should happen. In the Guild Regs it is a bit sparse when it comes to nominating life members. Basically anyone can make a submission to the Guild Secretary and Council votes on it. This adds an intermediary step. It also suggests that there should be a call put out around mid-year each year which if recommendations are received, it triggers the forming of a standing committee to review those recommendations and the standing committee would then formally nominate someone and if they find that someone who has been recommended is

appropriate, they will formally nominate them to Guild Council with the idea of it being announced at Guild Ball should the process go forward.

He said we wouldn't necessarily have to have one every year but the idea is that if someone has shown exceptional service to the Guild then honorary life membership is something that we could announce at the Guild Ball. It would be aimed at people who aren't current Council members.

Maddie asked apart from the title of being honorary life member, what else does it entail? Do they get an associate membership to the Guild?

Josh said they have all the perks of being an associate member but they don't have to pay for it for life.

Motion put. **Motion 7.3 carried unanimously.**

- 7.4. That Guild Council reinstate a previously named room from Hackett Hall into the new renovations of the Guild Building South Wing. The new student area (Room 118 of new drawings) be named the 'Bob Nicholson Room' after 1959 Guild President, the Honourable Bob Nicholson AO.**

Moved: Joshua Bamford

Seconded: Maddie Mulholland

Josh said this has been recommended by the Centenary Committee. They have been in touch with the Hon. Bob Nicholson who is a Guild alumni who has been in touch through the centenary events this year. It came out that in the Guild's history there used to be a room called the Bob Nicholson room. This was part of the Hackett Hall precinct and for whatever reason never moved across when the Guild moved down into the Guild Hall precinct.

Bob Nicholson used to be Societies Council President and was responsible for revitalizing the SOC Council when it could have collapsed. He got the Cruikshank Routley Award and Guild Council moved to name a room after him for his services. He is an Officer of the Order of Australia and has achieved a whole manner of things outside of what he has done with the Guild. He is very good role model of the sort of things that Guild alumni do achieve in their life afterwards.

The proposed room is the new council office in the south wing and the motion is that the student rec room be named the Bob Nicholson room.

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

- 7.5 That Guild Council approve the proposed changes (attached) to Guild Regulations and direct the Guild Secretary and Guild President to pursue the process outlined in Statute 20 for their ratification by the ordinary membership and the University Senate.**

Moved: Cameron Barnes

Seconded: Lucas Tan

Barnes said that at the start of the year it was decided by Statutes Committee

that they wanted to undertake a wholesale reform of the regulations. Two Guild Councils in the last 5 years have tried and failed to update the regs so there are significant issues.

In particular something that he has developed an increasing passion for is to borrow a term of the university, organizational effectiveness - this idea of how we actually allocate our time in terms of decision-making and what kind of decision-making we use to ensure that we perform due diligence and have good thorough consideration and ideas, whilst not spending any more time in meetings than we have to.

There are basically a lot of different changes but the aspects that are significant and substantial changes are in three main areas. One area is with respect to the recomposition of Guild Council, being the addition of three voting positions and the promotion of many standard invites to non-voting positions.

The other changes are with respect to our discipline regulations which is something that Lucas has spearheaded. We received advice from the University that our discipline regulations were not only grossly inadequate but they actually created significant amounts of liabilities for us if we wanted to resolve a grievance matter through those regulations, so that is something that urgently needs change.

Then we also have the restructure of the committees. He said they have also tinkered around with departments a little bit, so RSD which has been a trial department for quite some time becomes formalized in the regs as a proper department. Groups like ISS who have that constitution for some reason prescribed in the regs have that constitution taken out of the regs and they can pass that rule just like any other department, that is to say at an ordinary general meeting with certain notice and quota requirements and then subsequently getting approval from Guild Council.

He said he will pinpoint some of the areas that are more controversial. The area which is most controversial is the recomposition of Guild Council so he has tried to do this in a way that everyone is happy. Over East they have student unions and student representative councils and what tends to happen is that the student union will have a Board with very good corporate governance. They will be pretty much all independent student directors and they will be quite small, usually around the size of around 10 people. Then they will have a student representative council which represents students to the university and to the wider community and those will be quite significant, normally about 30 people and they will have voting positions for an indigenous representative, international students, queer officers, and if they are an undergraduate, a post-graduate organization.

Unfortunately that is not particularly helpful as we have a merged structure, but looking around Western Australia where you find a few examples of a merge structure at all the other Western Australian universities they do have voting representation for either all of or a combination of indigenous students, international students and post-graduate students. The most analogous structure to ours is probably Murdoch where the post-graduate organisation came into the fold in terms of that student organisation and received two votes on that council

so for us to be in a situation where we are analogous to them but having no voting representative from PSA is unacceptable.

He said he also thinks that there is a lot to be gained from franchising these three groups. When we took this proposal to the university they were very supportive and when we took the proposal to each of the three groups they were very keen. The senate of the university is very staunchly behind having ISS director hold the vote. Post-graduates students association are very keen for a vote. Under our future direction strategy this year we pulled them in with our decision-making and said let's genuinely embrace this idea of a merged body and actually work to franchise post-graduates within our decision-making structure more. The university are very keen for that, as is everyone. A concern which has been raised was that they are not elected in general Guild elections however he thinks a very strong counterpoint to that was quite simple. The university senate gives them a vote. So realistically if it is good enough for the PSA President to get a vote on the university senate, that process should be good enough for a vote on Guild Council and they do have a very stringent process for that election under the Guild Regulations.

ATSIS has the exact same process because they fall under the same section of the Regulations governing our election as does the PSA. He said he has talked to the School of Indigenous Studies in Shenton House. One of the barriers to their involvement this year is that they have had the WASAC President always doubling up as ATSIS. They have now moved for constitutional changes and have created a separate ATSIS officer who will run a Guild department and be the Guild rep who liaises with indigenous students and Guild Council and who will hold that voting position. That election is happening this week in accordance with our existing Guild regulations for departmental ordinary meetings and that is exactly the same process of PSA.

Regarding non-voting memberships he said that the idea that people like the welfare officer or the environment officer are not even members of Council but simply standing invitees he said is very strange and it is much better to have them classified as non-voting members of Council who have exclusive rights to participate within the Committee system as members of Council as well as being included in all Council's activities, etc.

He said he would leave Discipline and Committee Structure unless there are questions.

Robert asked are we using Corporations Act or the Financial Management Act 2006? Barnes said it is the later.

Luke asked when the votes would come into effect?

Barnes read out that any proposed changes to voting membership of Guild Council that are approved and passed are in accordance with regulation 3.1.4, i.e you have to take it to an annual general meeting, will take effect from 1 December following the approval of the changes. Does that mean approval of the changes at the AGM or approval of the changes by senate? If it means by senate then these votes probably won't come in until next year. Every other regulation will come through immediately.

Maddie said she was not convinced about ATSSIS getting a vote as they have not engaged with Council in 2013.

Barnes said the issue we have had this year is that the WASAC President has always had ATSSIS lumped onto that title and because they are normally very busy with WASAC they don't have time for Guild. This vote won't come into effect next year but the year after and what we have already seen from WASAC is that restructure of that constitution, they have realized that is a problem and they want to engage next year. He said he has spoken with a number of people who are going for committee spots this year who are all saying they want to work with the Guild very actively next year and there will be a person whose only job is to work with the Guild and nothing else.

He said they have worked with him very extensively and he has had a very strong and close working relationship with them. He has attended a lot of events and he has done consultation with them. They ran Marnda week together which was a huge success and if we want to build on that relationship and capitalize on that momentum we need to bring them into the fold. However they know that with a lot of other universities Aboriginal and Torres Strait Islanders have a voting representative and the fact that they only have a standing invite they see as being very tokenistic. He said they are not just one of a number of different cultures. We have representation for other cultures through the International Students Council which has all the different international clubs, we have ISS representing international students, we have a new equity and diversity committee which will have the capacity to add representatives who might carry on an ethno-cultural type role so we have the capacity to represent those students. However indigenous students have specific needs, a specific school at the university, and they don't have particularly strong representation there.

He said he is excited about the potential for that relationship to grow and there is a lot that can be gained by bringing them into the fold. The university are very keen and the School of Indigenous Studies are very keen. He said that both the outgoing rep this year and the incoming rep for next year are coming to our handover retreat which is a good indication for good things ahead next year.

Josh proposed a minor amendment at 7.6.7(b) the Guild Department section. It says that department officers will hold standing invitee status at Guild Council meetings. That should probably be removed as it conflicts with them having non-voting membership status given that all officers will be members.

Barnes said from a statutory interpretation perspective if you are a non-voting member you have a standing invite to every meeting of Council so there is no problem saying that a non-voting member also has a standing invite. There is no conflict there as they basically have both which is a non-voting membership because it doesn't say they shall be standing invitees, it says they shall have a standing invite which from a statutory interpretation aspect is fine. He said we need that catch-all phrase and the reason we need it is that Guild Council has the ability to create new departmental officers however we could say "subject to Regulation 3.1.3" which is the non-voting membership of Guild Council but this is probably not necessary.

Agreed to not amend.

Sophie asked about the Equity and Diversity Committee?

Barnes read out the existing representatives and said that what he has done is to include the existing representatives who fall within that and added a clause 6.13.2.2 – “the committee has the discretion to co-opt further members onto the committee if it believes that doing so would make the committee substantially more representative of disadvantaged students.”

He said if this is approved tonight and gets passed tomorrow at the AGM, the reason why it has been approved in two parts is because of the regulations if we don't have quorum at the AGM tomorrow we can't pass the voting membership changes but we can pass everything else through sticking it up on a notice board and if people don't object within 14 days then it can just be put through to Senate. So if we don't have a quorum at the AGM then Part B will pass through and we will have to come back and try to get Part A passed next year.

If they are both passed then they will go to December's second meeting of Senate which is before the December second meeting of Council so we will have it locked in, confirmed and in effect by the time we do our elections at the 101st Guild Council meeting.

Judith asked whether the regulations be going up on the website before the AGM. Cameron said yes, it is on the website now. On the website there are the briefing documents, the summary document, Part A and Part B.

He said there have been a few minor changes to the regs over the last week. He moved an amendment to accept the minor changes.

Motion put. **Motion 7.5 carried unanimously.**

Lucas thanked Cameron B and all involved for streamlining the whole process. Cameron thanked Lucas, Cameron, Josh, Lizzy for all their help.

7.6 That Guild Council accepts the Independent Review into Prosh and calls on the Guild Executive to fully implement all of the recommendations made by the review.

Moved: Cameron Barnes

Seconded: Tom Henderson

Barnes said he had hoped to have more time for this and apologised for that. The independent reviewer took a little longer than expected to get back to us with the final copy. He said we wanted to know where from a procedural perspective we have gone wrong with Prosh this year and how we could change our processes, procedures, policies, practices, etc. to ensure that what happened this year never happened again. We wanted someone to do it who had had experience with Prosh. Arnold Lee is a former Guild staff member and he has been involved with Prosh for a very long time.

He worked closely with the Guild's Prosh editorial team and has quite a bit of insight. He interviewed journalists, the university, he got some legal advice, went to the School of Indigenous Studies, he talked to the Prosh directors, talked to Barnes, talked to Prosh editors, and basically came back to us with recommendations to improve the way that the Prosh paper is put together.

He said he thinks that the recommendations he has put together won't just provide much better risk management coverage, they will hopefully actually result in a higher quality publication. Many of his recommendations are about things like appointing an editor earlier on, having more mentoring for the editors from some experienced journalists making sure they are getting some guidance and support. In terms of how it will actually be implemented they were hoping to have a specific plan drawn up to take to Council but because of the tight schedule that we are on what we have ended up doing is to broadly accept the report and its recommendations and to provide Guild Executive with direction to implement those recommendations in close consultation with the current incoming Prosh directors, Guild staff, etc. to make sure that those changes are workable.

Sophie said that Prosh is one of the biggest events we do on campus. She said she has heard of sexual assaults happening. She wanted to suggest having prevention of sexual assault training as well as cultural awareness training and specifically gearing that towards marshalls who are there for the entirety of the event. She said that if anyone comes forward they would be turning to marshalls and they need to know how to deal with these things. Barnes said this wasn't within the scope of the review – it was about the editorial process. But there are recommendations about the risk management of the event itself. Barnes and Sophie to discuss after this meeting.

Josh spoke about risk management and the concern that having an immovable deadline might lack flexibility as sometimes things come up.

Barnes said the big issue fundamentality is that we didn't have a stop point where we stopped writing. The idea of a deadline particularly if we are looking at taking some time to go away and get some external checks to check everything is okay from a legal risk perspective, etc is that we still had the capacity to add things on but it is not an optional extra.

He said from the report the biggest thing was that the editors decided on 28 pages and when things were being rejected they were saying they didn't have anything to replace it with and they would just re-write it. The problem is that we need to have some immovable deadlines in terms of saying we stop writing after this point and if we don't have enough what needs to happen is not flexibility in terms of going over the deadline and writing more but flexibility in cutting the paper down. If we are aiming for a 28 page paper and we get to the stop point and we have only got enough for 24 pages then we do a 24 page paper – that was his recommendation. Traditionally Prosh has been a 24 page paper. The page limit is flexible but the time cannot be flexible.

Josh asked about the recommendation for the appointment of directors and editors. Should editors be appointed after directors so that directors could have a say in that process?

Barnes said this was an issue that the Prosh directors raised with him as well and that was quite important in terms of going straight into the process and also in terms of the way it was selected. He said when that recommendation is implemented they will do so such that the interview questions for both positions will be about their relationship with other applicants to determine they will have a good working relationship with each other. The advantage of doing it at the same time is that if you find that an editor is not going to work well with a director or vice versa we can flag that in the interview process. That is what was done this year. We asked them about what their relationships were like with other people and the decision was made based on that.

Josh asked about the policy in terms of who is ultimately responsible for the content should things go belly up - there is always a feeling that the buck should stop at the directors.

Barnes said that Prosh is a publication of Guild Council so it is not a publication of the directors. In terms of the editorial say if we want to change that we have to go back and make very significant changes to the way that Prosh is constructed and he thinks the university would have some serious issues with that.

Prosh is a publication of Guild council, so it will remain the responsibility of Guild Council. We will put in procedures such as deadlines, Guild executive can look at it – there is more flexibility about how Guild Council can absolve itself of responsibility. Also a clearer definition about the Guild President's role. That is what recommendation 10 is about.

He said it will remain the responsibility of Guild Council. What we will do is to provide more adequate processes for Guild Council to absolve itself of its responsibility so rather than basically saying that editors have to run things by the Guild President at the last minute, then you are in a situation where you have time to look at it, your executive can have a look at it rather than one member of Guild Council and there is much more flexibility in terms of how Guild Council actually absolves itself of its responsibilities. The issue is also clarifying the role of the Guild President or the Guild Executive in terms of Prosh and what exactly they then do about approvals. Whether they are there to provide guidance or whether they are there to provide absolute veto. It has been clarified through this process that it needs to be an absolute veto but that needs to be with reference to a policy. That is a policy which should be passed by Guild Council and that is what Recommendation 10 is about. Rather than just letting the Guild President have absolute veto on whimsical grounds, give them a really tight policy framework to work within and that way Guild Council can be said to have absolved itself of its responsibilities.

Josh asked if the Editor has overall responsibility for the content?

Barnes said yes the Editor does have overall responsibility in that they are the Editor – they put it together, they do the approvals, they finalise the paper. However Guild Council decides not on what to write and what to put in the paper, Guild Council decides whether to publish the contents. Barnes said his role wasn't classified as an Editor or Editor in Chief, but as a publisher. We

decide whether to take it to print and before we decide whether to take it to print we have to ensure that by publishing that paper we are not beaching a range of legal and ethical responsibilities.

Sophie asked does that mean in the future if something like this happens again, that blame falls on the editors instead of Guild President?

Barnes said it would still fall on the Guild President. However if we had a situation where we had a good deadline, Guild Executive coming in and having a thorough look at it, we then got a check from an experienced journalist who could provide us with some information on legislation and community expectations and all those parties signed off on it and there was still problems down the track he would be very surprised. However if it did happen then the blame would be spread across a lot of different people.

Tom said if something goes belly up next year or in any year responsibility will ultimately come down to the Guild President anyway.

Barnes said the reason why he was the only one quoted this time is that the Guild President is the official spokesperson to the media and it was his responsibility to ensure that as a representative of the Guild he was putting forward the situation. He was never speaking on behalf of himself, he was speaking on behalf of the Guild.

Josh asked about Recommendations 5 and 9, and raised concerns about the practicality of getting the external advice and running cultural awareness for the entire leadership team depending on how that is defined. He said that he thinks the cultural awareness training is a great idea. But what about the cost?

Barnes said this has to happen and the reason is that the university want to cancel Prosh and the way it works is that if the Guild messes up you have two options – to fix it ourselves or they come in and fix it for us. If the University have to fix it for us they will be banning Prosh. He said the commitments he made to the University to demonstrate that we are going to fix it were very much along this line. We are not operating with a lot of flexibility here but he has done the training and recommends it to anyone no matter what their position. If you are interested in publications and are interested in writing satire it is important that you have good cultural understanding and awareness and it will be helpful in knowing how to walk the line in satire and how to do so in a tongue in cheek way that will not breach community expectations.

Bec Didcoe said in terms of timeline if there is going to be a week beforehand where the Guild Executive can go through and do a review process does that mean pushing layout back and how does that affect study breaks?

Barnes said we would move layout a weekend earlier.

Payne said he couldn't see anything defining the President or Executive's role.

Barnes said this isn't a really specific strategy with every point addressed. It is to accept the recommendations of the report and direct Guild Executive to then

implement those recommendations. There is a recommendation to have a defined role, and Guild Executive must go off and with consultation develop that definition, but because of the time frame we don't have that for you now.

Payne asked whether than would be presented at the first meeting of the 101st Guild Council?

Barnes said no, that we are doing interviews before then, however if anyone is interested or has concerns he can keep them in the loop. He can circulate defined roles but this is something that is actually an operational thing and Guild Council needs to endorse the strategy and give Executive direction to implement that strategy. He said a defined role shouldn't be a particularly difficult or controversial matter. We already have a good understanding from this report as to what the roles are and it is literally just a matter of sitting and writing it down in conjunction with Prosh editors and directors. It is an operational task. Maitlyn agreed.

Tom moved a procedural motion to put the motion to vote. Motion carried.

Motion put. **Motion 7.6 carried unanimously.**

8 GENERAL BUSINESS

8.1 Handover Reports

This has been discussed.

8.2 Guild Council Retreat

This has been discussed.

8.3 Feedback on Annual Report, Strategic Planning Day and other documents/Guild initiatives in 2013

Maddie said she wanted to get some feedback about the various documents that we have produced this year. She wants to hear what was good, things that could be improved, etc. basically so that we can put it in the handover for the person who is going to take over that document's publication next year so they have some guidance rather than just replicating it again.

The documents concerned are the annual report, strategic planning day and the mid-year council review.

Annual Report

Tom said about the Annual Report he felt that what was required was very vague. It was unclear about how detailed it was supposed to be. A formatting guide would be very useful.

Barnes said part of the problem was that we had no annual report to go on.

Sophie said she thought it was excellent but she was struggling to compress a lot of different events that were all very important into a very short space so if there is room for it to be expanded that is important. Also being able to have more room not just to explain the different events but to explain the rationale as to why we did that. She said for example the Bare Truth was a very initially controversial campaign but she didn't really have room to explain why that was something she decided to bring into her department and she feels that is the case with a lot of different projects.

Tom said regarding the formatting guide it would be good to have an idea of what style it should be written in.

Judith said if you put everything into a report it would be too large but maybe it could be briefer with the option that if people want further information they can go to a particular webpage and find out.

Dan asked do we have any information on how many people might have read this. Maddie said yes we do but Alex has it. Barnes said we are distributing it and approving it tomorrow at the Annual General Meeting.

Barnes said part of the problem is they didn't want it in close proximity to the elections as it might seem too political so they had a very short window before people got into election mode and missed it because of the notice requirements. He said they didn't want to do it a week or two before an election so then they decided to do it after the election which has then pushed it back. He said they were intending to do it very early and he apologised for any messing around.

Sophie asked what was the logic behind it being in the middle of the year and is there a way to push it back towards the end of the year so we can include a lot more of what we do?

Barnes said under the regs we are supposed to do an Annual Report and have an AGM every year and we haven't been doing it and if you wait until the end of the year it never gets done. He said they want to make sure it gets done.

That said we are actually only having the AGM tomorrow in the last week of semester so feasibly it could have actually been put out maybe a week ago. He said maybe his recommendation for future councils is that we keep the last Wednesday or the last Thursday as the Guild AGM, present our Annual Report and that is the end of Semester Two.

Strategic Planning Day

Maddie said this is the one we had in the PSA lounge where we all split up into groups and discussed the various areas of Guild operations and formulated the Guild 100.

She said we are going to run next year's Strategic Planning Day at the retreat which is coming up soon. Are there any recommendations about how it can be done better, etc?

Sophie said the only problem she had was that everyone was very new in the job and had goals but how to achieve them and the more defining part of what

we actually wanted to do was a little unclear. She said that having this at the retreat is a very good idea as then previous office bearers can talk to the new office bearers and pass things on.

Barnes said he will be circulating an itinerary for the retreat and would appreciate any feedback. He said there will be a retreat pack issued to all office bearers and incoming office bearers which will have bios of all staff members, structure of the Guild, etc.

He said that for every session that will be covered at the retreat everyone will receive notes in advance which they will be expected to read before the retreat.

Maddie said another thing that they are looking at doing at the retreat is explaining expectations for Council such as explaining the regs so people know what they can and can't do at Council. They are also looking at doing budget training as well. Hopefully councillors will come into Council next year with a much better idea of what they are there to do.

Sophie asked about the structure of the retreat. Is it the outgoing councillors more or less training the incoming councillors?

Maddie said there is a lot of training that they are looking at. Barnes will be sending out within the next week or so a very detailed email explaining exactly what will be happening at the retreat. Things like staff portfolios/bio's, structure of the Guild, etc.

Barnes said what we are seeking to do is not conduct very long lectures but to have very short sharp talks and looking more to the existing group to do the training and it will be a lot more interactive than it has been in the past. The outgoing councillors will be contributing a lot to the process.

Luke said it would be a good idea to educate councillor's about their roles early on.

Barnes congratulated Josh Bamford on winning the Cruickshank Routley Award. He said there were 6 very strong nominees for this award and 5 of them were from this Council. He said it was very impressive and inspiring to read out some of the work that everyone has been doing this year and he feels it is a real indication of the strength of this Council this year.

9.0 CLOSE / NEXT MEETING

Next meeting will be held on Wednesday 28th November 2013 at 6pm. Please contact the Guild Secretary (secretary@guild.uwa.edu.au) with any apologies or proxies.

All office bearers and department officers will be available at 5.30pm immediately prior to the meeting.

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