



UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009
secretary@guild.uwa.edu.au | (08) 6488 7089 | guild.uwa.edu.au

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

Rajdeep Singh, Annie Lei, Lucas Tan, Rida Ahmed, Madelene Mulholland, Julian Rapattoni, Cameron Payne, Georgina Carr, Josh Bamford, Lizzy O’Shea, Cameron Barnes, Tom Henderson, Cameron Fitzgerald, Felix Lim and Gemma Bothe.

1.2 Apologies

Valentina Barron, Daniel Stone, Kelly Fitzsimons, Emma Greeney, Simon Thuijs, Avory Allen, Kate Gray and Richard O’Halloran.

1.3 Proxies

Oscar Morlet for Luke Rodman, Lachlan Hunter for Dumi Mashinini, Alex Bennet for Judith Carr, Cameron Fitzgerald for Rob Purdew, Tom Beyer for Laura Smith, Danica Lamb for Sophie Liley, and Aiden Depiazzi for Matthew Mckenzie.

Proxies and apologies accepted.

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 Guild Council Meeting 29 May 2013

Maddie said that the voting may have been recorded incorrectly for Motion 7.4. She will confirm with all councillors their votes for the next meeting.

Barnes moved a procedural motion to defer the confirmation of the May minutes to the July meeting of council. Motion carried.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

4.0 DIRECTORS’ REPORTS

4.1 Managing Director’s Report

Wayne said regarding the progress of the Guild Consolidation Project

there has been a lot of effort involved to keep it moving through the university processes. The tender is prepared and in the facilities management office so it just needs an appropriate number attached to it and will be sent out in the next week. We are probably about 10 days behind the program that was circulated at the last council meeting. Facilities management and our projects manager have also confirmed that 10 days is not a problem and is part of the contingency already placed in the program. We are about to test the market and see whether it is a good time to build. He said he understands it is more favourable than not.

Regarding the 10-year capital plan, the university have a rotating 10-year capital plan which is updated every year. For the first time the Guild has a presence in that and we have managed to submit some of these nominal projects on top of the current Guild consolidation project. The ones that we are putting in there are a nominal figure that would help support our Guild Village Masterplan and also some nominal figures to represent the refurbishment schedule that is in the Catering Strategy that is on the agenda tonight. He said it is good to have a place in there even though we don't have solid figures there.

Regarding mobile catering, there is work to do on that in preparing for Semester 2. This is outlined in the Catering Strategy. This is basically in three phases. We have already been through Phase 1, which was initial trial and testing and was quite successful. There is a lot of refining to do and working with the university to get settled down. Phase 2 work; which will be in Semester 2, will be to expand and really bed down those trials. We have still got work to do in finalising procedures, identifying permanent locations where we can rotate mobiles through and get the services there, e.g. power etc. All that work is underway now with the university. We hope by the time we get to Phase 3, we'll get to the start of 2014 with serviced and agreed locations and the Guild would put forward mobile catering schedules before each semester and have them endorsed by the university. He said Ken has been doing a lot of work on that. The university has been quite supportive but it does take a bit of time.

Wayne said he has had pre-emptive meetings talking about potential catering outlet refurbishments to those outlets which are outside Guild Village. We have already had discussions with FM and meetings about Hackett Café and Reid Café and are trying to stimulate those processes because they can take quite some time to get through the concept in the planning phase.

4.2 Finance Director's Report

Wayne said there are some income challenges. There have been some changes in catering workforce levels, etc. In the year-to-date expenses we are in front, but this is needed to offset the decrease in income. He said he expects, assuming our major project stays on track, that there will be some potential positive variances in capital expenditure for the year. All that discussion is being wrapped up now in the mid-year budget review and at the July council meeting we will have the mid-year budget review to consider and to look at both those income challenges and the expenditure.

4.3 Catering Director's Report

Ken said his attached report has been presented to Finance & Planning previously and was endorsed by them at their June meeting. As reported in previous months the sales have held up well except for function sales but he is sure the function sales will pickup from June/July, and will not cover the budget deficit but will pick up to a reasonable level.

Cost of goods continue to be above budget. They are out by about 5% for the month and 7% for the cumulative 5 months ended. This is due to the deviation from trading styles since the setting of the budgets. The effects of having branded products versus Guild-made products and the introductory pricing that we did are the primary causes of this deviation. The impact of this deviation; the 5% for the month translates to about \$33,000.00, and has rippled through our accounts to the last line where we have made a \$33,000.00 net surplus for the month against a budget of \$66,000.00. It is the same problem that goes through to the 5 months cumulative account. The 7% equates to \$130,000.00 deviation between the net surplus of a negative \$18,000.00 to a budget of \$121,000.00.

To adjust this in the short-term we have to seriously look at the introductory prices and he does not recommend changing prices or the trading styles at all - there are other controllable costs which Wayne also mentioned of labour force etc., and we have a target of \$50,000.00 savings here which will be effected over the next six months.

Regarding the Tavern, he said Tavern sales have been good and reasonably close to budget. The cost of goods there are identical to budget settings and we have ended up after 5 months with a profit of \$35,000.00 to a budget of \$25,000.00. Basically the Tavern promotions have been slightly on the down side but we are definitely retaining the outlook for the university. We are flying below the radar with the university and the licensing authorities which is a big plus for the Tavern at the moment. When we expand and do the modernisation later this year we will consider drumming up the Tavern a little more.

The Senate Dinner was very successful. The dentistry café is due to come online somewhere between the end of July and early August. We have made all the applications and are waiting for the builders to complete and set it up onstream.

Payne asked to confirm that with regards to branded products does Ken think that adjusting the prices to students would be a way of controlling that? He asked to confirm that reducing staff by one would save us \$50,000?

Ken said it has not been the policy over the past 5 or 6 years to adjust prices mid-stream even during the global financial crisis. There was a point at which there was a tendency to attack the sales prices, we held back and we are hoping to continue that way because there is a silver lining at the end and we will hopefully soon come into profit, not close to budget but within the profit.

He said on the labour force, yes in the business school the Guild was compelled to reduce staff, which will save money, and there are a few

other things we plan to manage in the short-term such as replacement of staff in the admin office, etc. We are trying to do it so that we will effect these cost savings that have been requested from us and the target that we have set ourselves.

Payne said that so far this year we are \$140K behind budget so with the \$50K reduction of one staff member that still leaves \$90K that we will be behind. He asked Ken if we will be able to negate that through those changes that he has mentioned?

Ken said not the full \$90K but the budget setting was flawed at the beginning and that is where we are at this particular point in time. There was just an arbitrary 5% on sales that was set rather than a calculated scientific approach to what we could achieve and there was a serious mid-stream change that happened between December and February.

Barnes added to that question that it is important to bear in mind that there have been some significant policy changes in that we set Catering a much more ambitious profit target in our budget whilst at the same time introducing a raft of new policy initiatives and directions. So Catering have had two competing policy pressures in opposite directions and they have done very well to manage those. It is very important for us to recalibrate the way we align our policy approach with the budgets and that is something that we will do both through the Mid-Year Financial Review as well as looking at our long-term policy focus. He said it is very important over a long period of time to have good information built up on what kind of budget impacts policy decisions make. So for example the policy decision relating to the Business School had significant budget impact. Some of our policy decisions relating to new outlets, infrastructure, new products, etc, have a budget impact and in the past something that we have struggled with as a council and as a catering committee is being in a position to weigh up the costs of those policy decisions that we make. So it is something that as a council we need to get better at doing. He said in fairness to the catering division he thinks they have been working very hard to fulfil a range of different ambitious policy settings that we have been putting down.

Wayne clarified that the \$50K targeted workforce reduction is a per annum target, so you would only expect half of that to come home to roost in this year. The council will get the Mid-Year Budget Review at the end of this month and that will give some insights into the revised target that will be set for catering and what the main elements are, such as this much in cost savings, this much recovering in sales or improved cost of sales, etc. The timing of setting a budget with financial pressures at hand with changes in SSAF and wanting a contribution from Catering, but then wanting to deliver a fresh approach, and the timing of the two which we have mentioned were disconnected. The budget has to be set in November/December but the main rollout in the change to the refurbishment in the Refectory and the different branding happened in February, and that didn't get precipitated until there was a business case decided in January to do it, which we didn't know about in November.

Payne asked with costs of goods sold was the issue not so much that the costs were there but that the sales didn't increase as were expected to offset that increase in costs?

Ken said sales did increase but the cost of goods sold wasn't budgeted anywhere close to expectations.

Payne said that given that sales have increased but not as much as we wanted, does Ken think it is possible that the mobile catering outlets are drawing sales away from the Guild outlets?

Ken said yes the tangible side is to translate the financial side, and the intangible side is the satisfaction gained by the students. If you can weigh that out the answer is yes, it draws out a certain amount of sales and to grow sales any more than what we have done is almost an impossibility because the number of students keep decreasing rather than increasing and in Semester 2 we will be battling to get higher sales than Semester 1 which is the actual trend that happens within the first and second semesters.

Payne asked Ken how does he think we will end up with regard to what was budgeted compared to the end result? How does he think we will do overall financially by the end of the year?

Ken said that by the end of the year he would like to have about \$100,000 surplus in catering.

Wayne said this will be confirmed in the Mid-Year Budget Review which will be presented at the next council meeting.

Aiden asked if the staff reduction would affect service delivery to any degree? Ken said no.

Aiden asked where the staff member would be taken from? Ken said from the kitchen.

Aiden asked whether that might affect the functions service? Ken said no.

Tom asked if there has been an increased take-up of student discounts at the Guild venues that are adding to this, given more members of the Guild are taking advantage of those discounts and is this having an effect on the bottom line?

Yes. Ken thanked Tom for the question – this has a serious impact and discounts to students have, in dollar terms in the first six months, grown by \$60,000.00 - \$70,000.00 extra from the previous year. He said this is another good point to note. He said in 2012 he asked for a reasonable sized increase and in 2013 also the same type of increase of the possible 10% impact. In the current month we are trying to strengthen what is now defined as the "Strategic Alliance" with the university and the Guild, and they have offered this discount to all the academics which will also cause a decrease in our profits.

Julian asked Ken if he sees this reducing the amount of associate members that we have on campus with other people getting discount without associate membership?

Ken said the number of associate memberships on campus is very minimal.

Barnes said this has been provided for in that associate members are getting additional discounts on top of this and have been identified as a group worth looking after.

Payne asked about how Subway negotiations are going?

Wayne said they are going slowly at present because other priorities have jumped in but this won't last long.

Barnes said from a policy directive they would rather approach the negotiation, given that it is quite a significant long-term contract, to make sure that we are doing everything as well as we possibly can and ticking all the boxes. There are a lot of complexities involved so at this stage it would be unwise to try to lay down any target.

Wayne said there are a lot of activities going on in facilities at the university and trying to push through to get a Subway outlet is just one of them.

Wayne said another statistic which we can look at which brings home not just the catering impact but something a bit broader is that the number of transactions that were maintained during the first Semester of 2013 were up between 25% and 30% in Guild Village which is significant jump. So that means that there have been many more transactions in Guild billings in Semester 1. This is a combination of mobile catering contractors and an increase in the internal Guild catering sales. Not talking dollars, but talking transactions. He said that is part of the strategy in the Guild Masterplan. It is called precinct building – getting more people to enter the precinct and getting more activity there. That is a big statistic and we can look forward to the Masterplan and Subway, etc continually building that transaction level and catering being a big contributor to the lifting of precinct activity in Guild Village.

He said that is a very encouraging figure from a long-term planning basis. He said on a short-term basis we have had a financial hit and we need to take action to rectify it. He believes we are but he is more than encouraged by the service levels and the transaction level and he has fairly high ambitions of how much further that transaction level will go.

Payne asked about the transaction level and how are we doing across the board in terms of transaction levels?

Wayne said that the transaction level in outlets other than Guild Village is up but nowhere near the level of Guild Village.

Lucas moved to accept all Directors' Reports. Motion accepted.

Barnes moved a procedural motion that we move to Motion 7.6. Motion carried. Then ordinary procedure resumed.

5.0 REPORTS

5.1 Guild President

Report as tabled. Barnes said one recent development is that he has been talking to the NUS President about developing a new deal with ISIC, which is an international student discount card, which is normally charged at \$25.00 a card. They are currently in negotiations doing a deal where we could potentially access those discounts for free. This is something that he is developing at the moment. If anyone is interested in ordering a card we are going to roll a trial run. Please let Barnes know if you want one. He said these cards give discounts on a whole range of large international products and it can add on to our existing base of membership discounts.

He said that during this time of year, in addition to planning Semester 2 initiatives, there is quite a significant amount of effort being directed towards accountability mechanism, not only in terms of trying to produce a lot more documents so people can see what we are doing, but also looking at doing a lot of reviews. There was recently an email from Lucas about trying to look at possibilities for a review of Barnes's performance, and potentially looking at having a meeting of non-office-bearer Guild councillors to discuss your roles and how you have been finding it so far this year. He said it is very important for Guild councillors to feel empowered and to see themselves as being in control. While people often see the President or the Managing Director as the boss of the organisation, you are all the boss of the organisation and Barnes is accountable to everyone. So it is important that this time of the year we stop, reflect and review how we have been doing so far. He said he thinks it is very important for councillors to be strongly engaged in that process in terms of providing feedback because we are all in this together.

Aiden asked what is the status of the election changes going through the senate? Barnes said votes have been approved subject to drafting by the Legislative Committee, so there were two minor snags we had where we went to the university first then we finally heard back from the WAEC just before they went to Senate. The WAEC requested a couple of changes that the Senate had some wording issues with. Those will be resolved within the next week by the Senate Legislative Committee, otherwise they will pass without any hitch. Those will come into effect as soon as the legislative committee have given it the nod and it doesn't have to wait for another Senate Committee meeting. He said he has spoken to the WAEC about it and normally the election regulations needed to be provided to WAEC by the end of first semester unless the WAEC is happy to wait until a later date for certain circumstances, and they have said they are happy to wait until these come into effect for obvious reasons because many of the changes have actually come at the request of the WAEC after a very expensive and complicated election last year.

Lachlan asked about the cards - are they similar to the Student Edge cards? Barnes said they are very similar and it is actually the same company. He said that he is fairly sure that any of the discounts on student edge are also on the international student card.

5.2 Vice President

Report as tabled. Annie said with the International Students Council she had said that the next meeting was scheduled for the first week of Semester Two but this will now be in the second week of Semester Two.

5.3 Treasurer

Report as tabled.

5.4 Secretary

Report as tabled.

5.5 Societies Council President

Report as tabled.

5.6 Education Council President

Report as tabled. Tom said the SLETS survey will be going out this Monday instead of last Monday as they have had an issue with the connection to the database but this has been rectified.

5.7 Public Affairs Council President

Report as tabled.

5.8 Environment Department

Report as tabled.

5.9 Women's Department

Report as tabled.

5.10 Queer Department

Maddie said the Queer Department have recently elected a new officer so Zeph is no longer our queer officer – it is now Avory and Kate who are both out of the state at the moment but will be here at the next council meeting.

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

Report as tabled.

5.16 ATSID

No report provided.

Re: Albany Report. Lizzy said that something came up to do with the motion about textbook loans and Barnes and herself will hopefully meet with the head librarian to discuss some options for the Albany students, as they don't have access to a library, they just have a small reserve which means that lots of them have to buy their textbooks to do their readings which is explained further in the report. They have also had some budgeting issues - most of which have been resolved and working with statutes we can hopefully get them some proper regulations and maybe get some reports from them so we all get a better idea of what they are doing.

Julian asked if they would know that most of the reserve books are online? Lizzy said she spoke to Darcy last week who is their President and a lot of them don't know that there are online options so it is probably something that we just need to talk with them and their unit co-ordinators about making it known that they can also do their readings online.

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 a sum of \$2,000 for the purpose of engagement with clinical medical students. This engagement will be carried out by the Memberships division under the direction of Guild Executive and in consultation with the WA Medical Students Society (WAMSS).

Moved: Cameron Barnes

Seconded: Tom Henderson

Barnes said this motion came on the advice of the WAMSS Executive. He had a great meeting with them where they just threw around a few ideas for clinical engagement. He also spoke at the most recent WAMSS committee meeting. He said he thinks it is very important to capitalise on the fact that not only do we have such great engagement with medical students on council this year but the WAMSS President this year, Lee, is very keen to engage with the Guild so that is a relationship that he is

hoping to strengthen. He said we haven't got a specific idea for exactly how this is going to pan out but the basic idea behind the \$2,000 is that it is primarily going to be carried out by our Memberships Department in consultation with the WAMSS Executive and that relationship has already been established. That will obviously be in addition to some of the new initiatives we have been taking this year with textbook support.

Tom said a lot of the medical students who are not on campus don't have access to the facilities we have here and can't take advantage of that so it is about bridging the gap between what they receive and what students on campus receive.

Payne said his understanding is that this is a preliminary or a trial investigation into what we can do for clinical students, is that correct?

Barnes said not quite, for example one of the things we are looking at doing is with common rooms - there are three common rooms in the hospitals which are commonly used by clinical students on metropolitan placements. So initially we are looking at a lot of the basics in terms of providing some facilities in those common rooms, providing for some message boards, and using the common rooms as an opportunity to put in a lot of Guild material so that medical students know how to access student assist officers, know what the Guild does, what Guild discounts are, etc. The basic idea that the WAMSS Executive pushed strongly with him was that there is no point doing more complex initiatives until we have the basics right and we haven't got the basics right in terms of that really basic level of engagement in terms of students knowing who to contact and what kind of services they can access. That is the fundamental premise of the engagement but certainly the idea is that it will open up opportunities for more initiatives in the future because once we get that basic level of engagement we will then be having a more open dialogue with medical students and getting a lot more feedback about what services they want and what they want to see from the Guild.

He said that is something we have actually seen throughout a number of the areas in the strategic directions paper in terms of trying to engage with students who are typically less well connected with the Guild. We have had a much higher engagement with college students through our student assist services this year than we ever have before. College students are hearing about student assist and then going and actually getting assistance. This is something which is very good to see and hopefully over time all those initiatives will take off.

He said that we have done a couple of things to improve remote access as well so whereas previously you needed to set up a meeting with a student assist officer we now have an online form set up and some procedures for remote contact with student assist officers. This is just one example of some good ideas which we can implement so that even if you are off in a hospital somewhere you can still access those services.

Oscar said that a large number of medical students are up the road at Sir Charles Gairdner Hospital and King Edward Hospital as well.

Payne said that given clinical medicine students paid \$234 in SSAF money, \$80 of that goes to us and there are over 600 so that is about

\$60,000.00 we get, giving them \$2,000.00 back seems a bit meagre. He said it is important to make sure students get their money's worth from SSAF. He looks forward to seeing further developments.

Lachlan asked about the common rooms in hospital - does this apply to the regional hospitals as well as metropolitan? Barnes said there is a separate rural school clinical engagement program which is separate to this motion but we have been making progress on that as well. He said he agreed with Payne in that we do need to be thinking about access to guild services but we also have to be careful in terms of ideas of handing out money to make up for SSAF in that we have a really good structure with the Guild - we have really good services. He said he thinks the problem is that those services aren't easily accessible to certain groups of students and he thinks the best way we can spend our money is to value add and make those services accessible to those students. For example we spend roughly \$400,000 on our student assist budget. This is huge but a big chunk of that should be going to medical students and that is the way to frame the discussion as well as adding on new services which are particularly important. For example, something like the current feasibility study we are undertaking with DLA Piper on providing legal advice services, that is an area that could be particularly helpful for medical students so he thinks it is really important to continuously be building up that service base.

Julian said he thinks it is a great initiative if the money is spent well. Have they looked at engaging with the education students? The Grad-Dip is only one year but moving towards two years next year and they will be spending double the amount in SSAF and will probably want similar connections in being made aware of what they can and cannot get when they are off campus on prac'.

Barnes said that is the kind of thinking this council should have, i.e. where are the gaps in our services? Education students probably have the most raw deal of all students in that they probably see nothing from the Guild, from sports or from University Student Services. They don't have a student society and on top of all that they do prac which they don't get paid for, so they are working full-time and not getting paid and they are having very limited access to student support services. This is something that we have been working on this year. We have put in a lot of effort to try to re-establish the lapsed education faculty society. Unfortunately the struggle there is that because the students are working, not only is it one year, but they are all on prac all the time and not getting paid so they are desperately trying to make it by with the limited amount of time they have, so we probably need to be in the position where we are the ones providing the services. He said he has met with the Dean and with a number of students and we are putting in some of those basics which we are doing for other areas, things like membership packs from the Guild, etc, and these are all in the pipeline for them.

He said their ancillary fees and charges issue is big and that is something that he has put up for that faculty to consider and that is potentially going to be an approved charge which can go through to Ancillary Fees and Charges Regulating Committee.

Julian asked is there an Education Board of Studies? Tom said no it goes straight through to Board of Coursework Studies, since it is a postgraduate degree. Barnes said Boards of Studies are only related to the approval of new units and courses whereas the issues like ancillary fees and charges are dealt with by the faculty in the university. Printing is an issue because it is really inconsistent, for example law students receive a quota of \$100.00 whereas other students don't receive any printing quota. Unfortunately that is a faculty based thing so while the Guild has pushed for it really strongly in the past the problem has been different faculties have taken different approaches and that is an area where we need to work through with each faculty society to make sure they are on that faculty board advocating very strongly for new approved printing quotas and so forth. The issue is a budget one, some faculties have it factored into their budget and others don't.

Georgina said about SSAF money and trying to avoid handing out cash - as well that the other directions that the Guild is taking this year is finding out more about what medical students need in terms of educational representation and she thinks it is something that WAMSS has underestimated in the past. Things like lobbying the government about intern positions and the Curtin medical school. That is quite a tangible thing that could really improve a lot of medical students' prospects in the future.

Barnes said another big thing has been the \$2,000 cap on self-education expenses which is something where WAMSS Exec was struggling a little and he took it up with the Deputy Vice Chancellor Education who is now going to launch a university submission on the matter. He said there are some very good areas like that where education representation is very significant.

Motion put. **Motion 7.1 passed unanimously.**

7.2 That Guild Council direct the President and Education Council President to lobby the University to make it policy to release all examination results in addition to overall unit marks.

Moved: Cameron Payne

Seconded: Cameron Barnes

Payne said this is something that the ECOMS faculty society tried to do. They were initially successful but the faculty then backed flipped. He said he thinks it is a good change. It will hopefully positively affect all students.

Barnes said this is something he and Tom are already moving on. It is a very important initiative. We have also had some significant issues recently which Bennet brought to his attention about a lack of feedback on exams and assessments. So students are going back and asking for a unit co-ordinator to run through their exam with them and the unit co-ordinator is saying they don't have time. He said this is something which he will be working on.

Tom said this has been attempted in the past and a lot of the Deans pushed back really heavily, especially those of Engineering and Science, because of the scaling policies that they have, so getting any wide policy

can be difficult. That being said they have been working with the Deputy Vice Chancellor of Education on several things to increase the transparency of units in that regard so they are trying to get service satisfaction scores for units put online so you can see how your unit has performed and whether it has improved or not in years gone by. This can help students make informed decisions about which options they do, which ones students have enjoyed more than others, etc. It is one of those things to add to make it easier for students to choose units.

Bennet said relating to Science, he brought this up at their last T&L meeting and they weren't really sure what was going on in each school. Some schools had it and some schools didn't. He said he thinks the main thing is that we don't really have a set in stone policy on scaling.

Julian said that was one of the issues with the business school but then they raised that students can't actually challenge their mark on the grounds of scaling.

Bennet said he didn't think they were saying that students were going to complain about it.

Josh said he brought this up with a student assist officer a while ago and it was his understanding that it was already university policy that if the student wants to see their exam paper then they have to be shown that. Is this a case of faculties not complying with policy there?

Barnes said within 20 working days you can go through the appeals process and the first step of the appeals process is for your unit co-ordinator to show you your examination result. The issue we have had is where a student didn't want to appeal that paper, they just wanted feedback. So if they wanted to be particularly cheeky they could go through a formal appeals process. The other thing is that it doesn't necessarily entitle students to an exact breakdown just by flicking a quick email over to a unit co-ordinator. Unfortunately the only scope provided for students to actually get that information is where they are looking to go through appealing an assessment. Some unit co-ordinators are good and will happily meet up with students and run through their exam results with them or give them that advice anyway, but other unit co-ordinators are wary of the workload associated with it. He said there are a lot of staff politics around this we have to balance and it is about using the relationships we have with staff and the university and trying to find something that is going to work. It is not always feasible but every now and then something comes up. An area which we have been able to make a lot of progress in this year which previous Guilds have not has been SURF results and that is quite good. The reason why we have been able to make progress with SURF is that Tom and he have been in a position where they can point to a majority of the other group of eight universities which publish comprehensive student satisfaction information and so for us when it comes to education advocacy it comes back to "are we falling behind the group of eight, is it best practice?" He said he thinks this university under Vice Chancellor Paul Johnson is very eager to ensure that we have best practice when it comes to these things.

Tom said he thinks there is a timeliness release of results as well, not exactly examination results but a timeliness on the release of

participation and assignment marks. That will come out through the survey as well.

Bennet said it is on a term-by-term basis, which may make it difficult.

Barnes said unfortunately sometimes the only way to do it is on a case-by-case basis but bear in mind that this year something we have tried to push really hard is for students to be emailing student assist and cc'ing himself and either Cameron Fitzgerald or Tom Henderson as much as possible. He said that has started to work. They are getting a lot of emails and some very positive feedback from students where they have said they have had an immediate response from us and an immediate response from a student assist officer and the problem has been resolved quickly and it has worked really well. He said that is something which is very important having that nexus between the service provided by a student assist officer which is fundamentally about individual complaints or appeals and what Tom and he do which is more addressing systemic problems and lobbying and advocacy within the university decision making structures.

Lizzy asked Payne if he was happy with the fact that Tom and Barnes have started lobbying the university and have made that a project and don't need to be directed by a motion. Is he happy with the discussion we have had? She said she is in a bit of an awkward spot currently in that we have had a series of motions where it has already been half done or started. She said she has spoken to Lucas about whether it makes a motion invalid or irrelevant.

Payne said they have started but what they are looking for hasn't happened yet.

Motion put. **Motion 7.2 passed unanimously.**

7.3 That Guild Council directs the Guild Secretary to publish all office bearers' and directors' reports with the minutes on the Guild, to promote transparency between the Guild and the students it represents.

Moved: Cameron Payne

Seconded: Maddie Mulholland

Payne said he understands that this is something that was done by the Guild Secretary last year before the minutes had been uploaded from last year. This is about maintaining consistency across the years. He said Maddie will be making an amendment to the effect that no confidential or commercially sensitive information is put out to the public sphere.

Maddie thanked Payne for reminding her that this is something that has been done in the past. She said it has now been done for two of the months. All of the documents are with Karen so they will all be uploaded within the next few days. Then, for the first time ever in the recent Guild history, we will have everything there (Agendas, Minutes and Reports). She said she wanted to move an amendment because the staff are more responsible to council and it is council that is responsible to the students.

So it is the office bearer reports that the students really need to see. The amendment is as follows:

“That Guild Council requests the Guild Secretary to publish all office bearer and special reports with the minutes on the Guild website, to promote transparency between the Guild and the students it represents”.

She said additionally that all non-confidential and non-unaudited financial details from the directors’ reports will be included in the President’s and the Treasurer’s reports.

She said her issue is just with Directors’ reports and the fact that there is confidential information in there. If we just put all the information that is not confidential or unaudited in the President’s and the Treasurer’s reports then it still gets out to students. She said she thinks it is a great motion because the more transparent and the more accountable we are to students the better.

Lucas ruled that the amendment does not render this motion substantially different.

The motion and its amendment were put. **Motion 7.3 passed unanimously.**

- 7.4 That Guild Council accept the attached Busking Policy for inclusion within the Guild Statute Book, and endorse the promotion of busking within the Guild Village precinct for the purpose of improving the campus environment and providing opportunities for student musicians.**

Moved: Joshua Bamford
Seconded: Lizzy O’Shea

Josh said this is something which has come from the catering committee as they thought it would be nice to improve the atmosphere around the Guild Village Precinct. As a trial run they have had a busker working outside the Guild Village Café who has been making about \$70/hour and doing very well. If this motion passes, the policy will be in place to cover anything that could go wrong and to just make sure there is a procedure in place in case we get inundated with buskers. It is very basic and is a contingency plan. It outlines where people can busk, that they have to get approval from the Events Office, and that Guild staff and disciplinary officers, which is everyone on the Council, have the power to move on buskers who are being obstructive or not playing by the rules. He said this has passed through Statutes Committee.

Lizzy said that what she has seen of the current people who are busking has been great and she thinks this is exactly what we need and it also gives students some extra income.

Lachlan asked if buskers on campus have to follow the rules and regulations of the local council?

Josh said the City of Perth have very strict busking regulations and he has based ours on them.

Barnes said legally we are on Crown land and the university gives us responsibility over Oak Lawn and the Guild Village precinct. Anything within that precinct we should be fine with although it is worth double-checking. He will check on that.

Julian said he thinks it is a great thing but there a few points that he feels should be added to the policy. First of all it doesn't really discuss the nature of the performer - so we should add in somewhere that it has to be a student or if they are not a student they should have to pay for the permit. We don't want people who aren't students capitalising on our students. We can then set a price for non-students who want to apply.

Josh said he wanted to make a minor amendment in 1.1 that the word "music" is changed to "material" to allow non-musical buskers as well. Cameron suggested adding a new clause under 3.1 which says "The events officer may charge a non-student for a busking permit. This charge will be set by Guild Executive."

Payne said the City of Subiaco's Services and Information A-Z re: busking and street entertainers says "all street entertainers are required to be licenced" so we need to check whether that would be necessary.

Josh put forward another amendment under 3.3 which says: "a busker must present his or her permit upon request of Guild staff disciplinary officer or UWA security". Barnes said we could word it to the effect that it would come into effect after the Guild President has cleared the policy with the City of Subiaco.

The motion and the amendments were put. **Motion 7.4 passed unanimously.**

7.5 In recognition of UWA's 2020 zero waste target and the increased availability of water fountains, the Guild's Memberships & Communications department will not hand out disposable water bottles during any enrolment or orientation activities.

Moved: Daniel Stone

Seconded: Maddie Mulholland

Maddie said that we hand out over 1000 plastic water bottles during orientation activities and with the newly installed water fountain, students can obtain water and it is seen as a waste of Guild resources and not good for the environment. She said Alex in Memberships is keen to put her resources towards something that is more constructive for the environment and for students but she needs a direction from the Guild Council.

Tom asked what will happen to the 4,000 water bottles that we currently have? Maddie said a number will be used at the Guild Ball and these will be recycled.

Oscar said he had some issues as far as the welfare side of this. Providing water for any Guild event is necessary and he feels that handing out water bottles is somewhat necessary in hot weather. Maddie said that there will still be bottles available for students who need them but we will be promoting recycling as well. Students will be encouraged to bring their own water bottles along and refill them.

The motion was put. **Motion 7.5 was carried.**

For: Rajdeep Singh, Annie Lei, Lucas Tan, Rida Ahmed, Madelene Mulholland, Julian Rapattoni, Cameron Payne, Georgina Carr, Josh Bamford, Lizzy O'Shea, Cameron Barnes, Tom Henderson, Lachlan Hunter for Dumi Mashinini, Alex Bennet for Judith Carr, Cameron Fitzgerald for Rob Purdew, Tom Beyer for Laura Smith, and Danica Lamb for Sophie Liley.

Against: none.

Abstaining: Oscar Morlet for Luke Rodman.

7.6 That the attached 'Strategy for Guild Catering: July 2013 and beyond' as recommended by Guild Executive be endorsed by Guild Council.

Moved: Cameron Barnes

Seconded: Robert Purdew

Barnes said he wanted to highlight a few things. First of all to mention that this is part of our Service Level Agreement, so with the contract for services which we have with the University, they give us a number of KPI's. One of the KPI's we were eager to set for ourselves was to do a full-scale review of catering and to implement the recommendations coming out of that review. He said technically one was a review and one was a report. The review was by an independent consultant into back of house services, particularly functions catering. The report was a report by the Tertiary Access Group which is one of our national associations into the retail side, doing a comparative analysis between what UWA is like compared to other campuses from around the country – what are we missing, what are other campuses doing that we could potentially be doing? Those two reports culminated into this strategy which decides that we will remain an active player in the functions market albeit with a consolidated role and that we will continue to expand on a lot of the strategies that we have already set for this year in terms of not only improving Guild run catering but also harnessing the benefits of some external providers as well, and also going down that pathway of a more specialised diverse range of options on campus for food and drink.

He said there is a lot contained in the report and he wouldn't go through it in detail. He said he is eager for feedback on this and for consensus on this. This report is not just for the next six months - it is designed to be a long-term report so that we do have some long term consistency in the business model that we pursue as well as the long end aims that we are pursuing.

Wayne said he wanted to reinforce the Catering Review which council approved the terms of reference for in January. The outcomes of that review were merged straight into the production and strategy paper so the review was a little bit restricted. It mainly focussed on functions but it gathered a lot of other information and it really set the executive up to have information and recommendations from the directors as well. With all that information it had it provided them with a good platform to be able to make strategic statements. So it does provide us with some guidance and from a catering division perspective and from his perspective it is great to have what is seen as a longer term strategy document on the table to give us certainty and guidance. He said assuming this is endorsed our next phase is that we will slip into operational phase so we will now do the more detailed operational planning to achieve what is in that overall strategy. In doing that he won't be just leaving Catering Division to get on and do it themselves. He will be engaging a series of people in the Guild to all go and support the Catering Division to implement this strategy.

He said it will be, from a staff perspective, a whole of team approach to all put their shoulders to the wheel to deliver this.

Barnes said if anyone has questions afterwards feel free to approach him. Suffice to say that with any of our strategy documents they are always subject to review, suggestions or additions.

Payne asked what are would the ramifications of this being changed somewhere down the line be?

Barnes said this would depend on what kind of change. Were we to add something that was complimentary to the general direction that is not going to have a particular significant impact. If we are talking about new initiatives or adding new ideas to it that is a really good way to go. He said the significant thing is that this establishes a business model for things such as functions, retail outlets, etc. He said he thinks it is good to have that long-term consistency with our business model and obviously any sudden changes to that do have a significant impact, in that you need to make staffing changes which is very expensive, you need to make potential infrastructure changes which is also very expensive, and so forth. He said that given the business model for functions has come directly from one of the best experts that you could find on the matter and the model for retail catering is quite a broad brush model that rolls in mobile providers, specialised diversified Guild catering and independent providers as well, it is not particularly controversial.

Payne said it doesn't specify the use of reselling branded products.

Barnes said that is quite a specific policy initiative which we have pursued this year. The extent to which that is part of our business model he was not sure. If you look under the guiding principles for Guild Catering there is a section on using contractors to provide specialised or branded catering services which is what we are doing in terms of something like Sushi Master.

Wayne said this is part of the Guild internal operations as it is now.

Motion put. **Motion 7.6 passed.**

For: Rajdeep Singh, Oscar Morlet for Luke Rodman, Annie Lei, Lucas Tan, Rida Ahmed, Madelene Mulholland, Georgina Carr, Josh Bamford, Lizzy O'Shea, Cameron Barnes, Tom Henderson, Cameron Fitzgerald for Rob Purdew, Alex Bennet for Judith Carr, and Tom Beyer for Laura Smith,

Against: Cameron Payne, Lachlan Hunter for Dumi Mashinini, Danica Lamb for Sophie Liley, and Julian Rapattoni,

Abstaining: none.

Cameron thanked Ken for the Senate Dinner. He said he had had very good feedback from senators and councillors that the food was very good.

- 7.7 Students undertaking practical placements in rural areas shall receive priority status under the Guild's grants scheme, including the textbook grants scheme. This priority status means 'financial circumstances' is not the only factor taken into account in determining eligibility.**

Moved: Cam Barnes

Seconded: Cam Fitzgerald

Barnes said this is basically a technical correction to a policy which we have already adopted, to provide an additional provision within the student assist budget for some textbook assistance targeting rural students. Unfortunately there is a bit of a policy mismatch where we, on the one hand have a policy that the income threshold must apply to all grants, whereas what we want is for the other factors such as being on a rural placement to also weigh in potentially over and above the normal strict income requirements. So this is quite a technical change to our policy regarding the distribution of grants and it comes off the back of a recommendation from Marianne from Student Assist which he received the other day.

He apologised for the short notice but it was something which only cropped up a few days ago and because we may potentially have some students apply for textbook loans in late July it is worth getting this through now so those students aren't affected.

Lucas moved a procedural motion to waive notice requirements for this motion. Motion carried.

Fitzgerald said they didn't want to just throw money at rural clinical students for textbook grants and this way we can do it inside the framework that already exists taking into account both things.

Barnes said this doesn't apply just to medical students. It also applies to education students and other rural students. He said the reasoning behind the policy which they have talked through with Marianne is that when you are studying from a rural area there are certain pressures on cost of living that don't necessarily show up in a normal income check, so it allows those factors to override the normal criteria.

Julian asked is this a grant or a loan? Barnes said it is both, but the problem was specifically coming up with the textbook grants, which are administered under our grant scheme but the only thing that is not currently income contingent is an emergency loan of up to \$200 which can be granted to anyone at any time without delay. The \$1,000 interest free loans, the \$500 grants and the \$300 textbook grants are all income contingent.

Motion put. **Motion 7.7 passed unanimously.**

- 7.8 That Guild council authorise Lizzy O’Shea to serve as an ‘Acting Guild President’ for the period of July 18th – July 25th inclusive. This will empower her to, amongst other things, authorise loans and grants, attend meetings in the Guild President’s place and make any necessary media appearances.**

Moved: Cameron Barnes

Seconded: Maddie Mulholland

Barnes said what normally happens is that the Guild President is empowered to appoint an Acting Guild President however that Acting Guild President has to come from the Executive. He said he is taking his second week of annual leave in late July and will be in Singapore and out of phone range and immediate contact so it is going to be very important that we have an Acting Guild President who can authorise a loan or grant, or potentially deal with any issues that might come up. The problem is that the other three members of Guild Executive aren’t available for a full week so he needs to appoint someone outside of Guild Executive and Lizzy has been coming into the office a lot in holidays to act in his stead and she is happy to do that.

He said the problem is that under the regulations he is only empowered to nominate a member of the Executive to be Acting Guild President and if he wants to nominate someone else he has to take it to Guild Council and that is why it has been such late notice which he apologised for.

Lucas moved a procedural motion that we waive notice requirements for this Motion. Motion carried.

Aiden asked how this works in terms of salary? Cameron said there is no salary impact.

Motion put. **Motion 7.8 carried.**

For: Rajdeep Singh, Annie Lei, Lucas Tan, Rida Ahmed, Madelene Mulholland, Julian Rapattoni, Cameron Payne, Georgina Carr, Josh Bamford, Lizzy O’Shea, Cameron Barnes, Tom Henderson, Oscar Morlet for Luke Rodman, Lachlan Hunter for Dumi Mashinini, Alex Bennet for Judith Carr, Cameron Fitzgerald for Rob Purdew, and Tom Beyer for Laura Smith.

Against: none.

Abstaining: Danica Lamb for Sophie Liley.

8.0 GENERAL BUSINESS

Josh said on behalf of the Centenary Committee that the Guild Centenary Gala is next week and invited everyone to come. He said the Centenary Book will be launched after the event and everyone will get a copy of the book included in the ticket price.

Julian said he is replacing Richard Stevenson as the UWA Red Bull Student Brand Manager and he will let the clubs and FacSocs know.

9.0 CLOSE / NEXT MEETING

Next meeting will be held on Wednesday 31st July 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.