



UWA Student Guild
University of Western Australia
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T: (08) 6488 2295
W: www.guild.uwa.edu.au

1.0 WELCOME AND OPENING

- 1.1 Attendance
- 1.2 Apologies:
- 1.3 Proxies:

2.0 CONFIRMATION OF PREVIOUS MINUTES

- 2.1 GC Meeting 28 March 2012

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.0 DIRECTORS' REPORTS

- 4.1 Managing Director's Report
- 4.2 Finance Director's Report
- 4.3 Catering Director's Report

5.0 REPORTS

- 5.1 Guild President
- 5.2 Vice President
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Societies Council President
- 5.6 Education Council President
- 5.7 Public Affairs Council President
- 5.8 Environment Department
- 5.9 Women's Department
- 5.10 Queer Department
- 5.11 International Student Services
- 5.12 Postgraduate Student's Association
- 5.13 Welfare Department
- 5.14 Sports Council
- 5.15 Colleges
- 5.16 WASAC

6.0 QUESTION TIME

7.0 MOTIONS ON NOTICE

7.1

Motion: "That this Guild Council elect two students to the Guild Election Committee, consistent with electoral regulation 610, by 1 June 2012"

Moved: Amy Fels

Seconder: Ben Watson

7.2

Motion: "That this Guild Council consider the attached election timetable and affirm it, or discuss changes."

Moved: Amy Fels

Seconded: Elselynn Leighton

7.3

Motion: "That this Guild Council establish a working party of ordinary Guild members to advise Council on mental health issues and initiatives.

Moved: Ben Watson

Seconder: Siamak Saberi

7.4

Motion: "That this Guild Council appoint a student to be director of the Guild radio station"

Moved: Matthew Mckenzie

Seconder: Ben Watson

7.5

Motion: "That this Guild Council establish a committee of ordinary Guild members, chaired by the Educational Council President, to explore avenues for the expansion of service learning and its integration into the curriculum.

Moved: Matthew Mckenzie

Seconder: Naomi Elford

8.0 GENERAL BUSINESS

Announcement of newly elected Committee Members

9.0 CLOSE / NEXT MEETING

Next meeting will be held on Wednesday, 30 May 2012 at 6pm. Please contact the Guild Secretary (secretary@guild.uwa.edu.au) with any apologies or proxies.

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

	A	B	C
1	Managing Director - F&P and Council Update - 13Apr 2012		
2			
3	Task	Status	Notes
4			
5	EXTERNAL		
6	Major capital Works	A tender has been issued to 2 Project Managers off the UWA FM preferred supplier list. The tender documents have also been presented to F&P for information.	After further consultation with UWA FM the tender for Project Managements services is being undertaken in 3 stage process. We are now concentrating on the First Stage (Concept and feasibility). Council can expect a Business Case requesting funds to appoint the Project Manager. The Project will then conducted tenders on the Guild's behalf to engage subconsultants eg Architect, Quantity Surveyor. effectively we use the Project manager to obtain the optimal design/construct result at the best price.
7			
8	University - request for funding contribution	Letter from Registrar received and initially discussed at F&P.	
9			
10	HUMAN RESOURCES		
11			
12	Organisational Review	Director of Student and Corporate services appointed. Yeah. Management accountant recruitment process continues. Yet to identify candidate that fits Guild requirements.	An initial staff forum has been conducted to commence planning discussions and the significant changes in "team clusters" that will occur in the new office space. The information from this forums will flow to the guild appointed project Manager to include in the Concept and feasibility Stage.
13			

14	Establish Guild HR systems	This will happen over the course of 2012. Several policies have been drafted by the HR Officer and after the recruitments are complete these policies will begin to be rolled out.	The Guild has not had a fully functioning HR system. Examples include the re-introduction of a performance appraisal system and a specific staff training and development system. This is a vital step in optimising the Guild Human Resources.
15			
16	Enterprise Bargaining Agreement (EBA)	Requires renegotiation and will receive greater focus once Organisational Review recruitments are completed and settled in.	
17			
18	INTERNAL		
19			
20			
21	Clubs officer (SOC Support services)	As part of the Org Review the staff supplied Clubs Officer services will officially commence on 5 March. Preliminary planning has commenced including meetings with the SOC president.	This is a trial process that will help determine the longer term staff resources/structure in this area.
22			
23	Guild website	A launch of the refreshed website is planned before mid year as resources become available.	
24			
25	State Records - Requirements	The State Records Office has contacted all WA Guilds seeking an update of their Record Keeping Plans and Records disposal Plans.	The initial aim is to achieve compliance with the State Records Act.
26			
27	PROJECTS		
28			
29	Dentistry Kiosk	The Tender has been issued. Yeah.	If tender results are within approved budget otherwise the project may have to come back to Council to be reconsidered.
30			

31	Textbook exchange project	This project is essentially ready to implement. Final arrangements to launch it are underway.	
32			
33			
34			
35	Centenary	Several staff meetings (including the President) have resulted in a Planning document that will be presented to the next Guild centenary committee meeting. Expected mid May.	
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42			



FINANCE AND PLANNING IN CONFIDENCE

FINANCE DIRECTOR'S REPORT

REPORT ON THE MANAGEMENT ACCOUNTS FOR March 2012

The purpose of this report is to provide the Finance and Planning Committee with an overview of the financial performance of the Guild for the month and year to date.

Summary of Financial Position for March

The Total Guild Activities had a favourable net variance against accounting profit/(loss) budget of +\$97K.

March is broken down as follows :-

- Non catering activities had a favourable net variance of +\$33K
- Catering activities had a favourable net variance of +\$64K- (Catering is covered in a separate report by the Catering Director.)

The \$33K favourable non-catering activity variance is broken down as follows :-

1) **Total Non Catering Operating Income +\$6K.**

- Favourable variance on Bookshop operations +\$7K.
- Unfavourable variance on Associate membership due to late roll out of renewals (\$1K)

2) **Total Non Catering Expenditure +\$27K** favourable variance. The main

contributors to this variance were :-

- Staff section (Student Services and Admin/Finance) – Net favourable variance +\$21K
- Presidential – Unfavourable (\$2K) – Consisting of a timing variance – O Camp net receipts received +15K and unfavourable variance for Orientation expenses of (\$17K) (where the Guild has not received the usual annual \$15K contribution from the University).
- Affiliations – Unfavourable timing variance – Post Graduates Association (\$19K) which offsets last month favourable variance.
- Faculty Grants – Favourable timing variance (payments not made yet) - +\$17K
- Postgraduate – Unfavourable timing variance on award payments (\$5K)
- Club Grants - Favourable timing variance (payments not made yet) - +\$10K

GUILD OF UNDERGRADUATES, UWA
STATEMENT OF SOURCES AND APPLICATIONS OF FUNDS FOR MARCH 2012



Month			Divisions	Three Months Cumulative			Variance YTD to bud	MYBR	12 months		
Actual	Budget	Act 2011		Actual	Budget	Act 2011			Forecast	Budget	Act 2011
			Amenities and Services Grant								200,000
		12,182	Voluntary Membership Fee	(32,859)		12,182	#DIV/0!	2,316,241	2,349,100		664,169
1,900	3,400	3,364	Associate Membership	1,900	6,980	6,921	(73%)	4,010	9,090		9,135
			COMMERCIAL								
25,299	26,350	26,220	Property	71,864	72,450	71,626	(1%)	294,456	295,042		296,131
159,745	96,262	39,048	Catering Division	31,166	(117,040)	(135,943)	(127%)	200,000	125,625		169,737
27,294	20,580	28,581	Second Hand Bookshop	28,404	19,556	27,809	45%	29,111	20,263		30,326
35,971	34,144	31,156	Tavern	16,166	19,107	26,427	(15%)	104,136	107,077		96,043
250,209	180,736	140,551	Total Operating Income	116,641	1,053	9,022	10977%	2,947,954	2,906,197		1,465,541
			PRESIDENTIAL								
20,645	19,103	7,199	Presidential	37,782	23,997	16,401	57%	86,493	72,708		83,440
20,467	22,707	14,983	Guild Council	112,726	92,643	44,819	22%	308,748	308,748		229,357
832		5	Elections and Referenda	365		1,337	#DIV/0!	44,365	44,000		63,810
5,964	5,296	5,805	Pelican and Silver Guilder	13,634	11,370	11,619	20%	49,576	47,312		48,934
	17,000	10,000	Faculty Society Grant		17,000	10,000	(100%)	60,750	60,750		30,386
19,127		515	Affiliation Expenses	19,127	19,406	18,458	(1%)	19,127	19,406		72,960
218	1,382	(338)	Conference	218	4,146	4,444	(95%)	12,672	16,600		41,913
			GUILD DEPARTMENTS								
447	243	429	Environment	487	390	469	25%	2,097	2,000		3,262
5,759	6,850	1,265	International Student Services	5,881	6,850	2,329	(14%)	19,741	20,710		15,156
8,109	2,079	9,955	Post Graduates Student Association	10,609	8,146	14,916	30%	63,628	61,165		45,468
948	535	775	Queer	1,100	1,790	1,082	(39%)	4,020	4,710		5,272
234	671	950	Women's	1,688	1,422	2,287	19%	4,388	4,122		5,399
170			SPOC	170			#DIV/0!	170			
699	555		Aboriginal and Torres St. Albany Students	699	1,465		(52%)	5,443	6,209		6,391
244	400	897	Welfare	244	2,180	2,019	(89%)	2,000	2,000		2,000
								5,294	7,230		2,720
			STUDENT COUNCILS								
359	1,703	1,380	Public Affairs Council	359	1,834	1,535	(80%)	5,399	6,874		6,876
	10,000	(5,600)	Club grants	(5,000)	5,000	(5,600)		55,000	55,000		39,847
1,581	5,250	8,027	Societies Council	2,062	7,510	8,545	(73%)	9,782	15,230		19,812
685	620	1,001	Education Council	725	2,820	1,066	(74%)	8,045	10,140		2,601
			SERVICES AND ACTIVITIES								
21,261	26,345	24,295	Student Centre	64,965	63,391	64,097	2%	266,048	264,474		279,896
31,265	18,662	12,483	Cultural Activities	56,686	70,940	56,339	(20%)	189,744	203,998		172,943
39,430	33,263	27,194	Membership Services	95,779	122,250	79,857	(22%)	296,070	322,541		189,701
(794)	6,651	7,850	Media	5,568	13,491	14,932	(59%)	49,026	56,949		66,327
10,588	8,931	5,555	Volunteer Centre	29,094	28,920	11,310	1%	108,922	108,748		74,893
			FINANCE AND ADMINISTRATION								
25,741	40,342	27,430	Administration	68,843	105,707	70,042	(35%)	393,652	430,516		262,220
13,920	24,931	16,809	Finance	42,065	64,408	34,704	(35%)	238,116	260,459		147,099
10,331	12,188	12,440	Information Technology Staff Training	26,743	31,720	29,155	(16%)	123,723	128,700		132,900
	1,216				3,648		(100%)	10,952	14,600		90
238,230	266,923	191,304	Total Expenditure	592,619	712,444	496,162	(17%)	2,442,991	2,555,899		2,051,673
11,979	(86,187)	(50,753)	SURP/(DEF) FROM OPERATIONS	(475,978)	(711,391)	(487,140)	(33%)	504,963	350,298		(586,132)
			NON-OPERATING INCOME								
20,354	20,354	21,175	Interest from Investments in UWA Pools	61,062	61,062	63,525		244,253	244,253		557
(433)	437	1,046	Net Interest from Others	(1,233)	1,311	1,030	(194%)	2,706	5,250		11,308
			Loss on Investments								(116,215)
19,921	20,791	22,221	Total non-operating Income	59,829	62,373	64,555	(4%)	246,959	249,503		(104,350)
31,900	(65,396)	(28,532)	ACCOUNTING PROFIT/(LOSS)	(416,149)	(649,018)	(422,585)	(36%)	751,922	599,801		(690,482)
37,706	37,848	37,872	ADD DEPRECIATION	75,497	75,696	76,256	(0%)	453,641	453,840		420,124
(6,270)	(207,167)	(11,774)	LESS CAPEX	(6,724)	(414,333)	(18,964)	(98%)	(2,486,000)	(2,486,000)		(169,727)
63,336	(234,715)	(2,434)	NET CASH SURPLUS/(DEFICIT)	(347,376)	(987,655)	(365,293)		(1,280,437)	(1,432,359)		(440,085)

GUILD OF UNDERGRADUATES						
STATEMENT OF FINANCIAL POSITION						
		March	February			
		2012	2012	Variance	Note	
		S	S	S		
CURRENT ASSETS						
Cash Mgmt A/c and Main bank A/c		258,479	442,730	(184,251)	(1)	
Investments - UWA Short Term Pool		11,059	11,059	0		
Trade Debtors		833,236	607,381	225,855	(1)	
Sundry Debtors and prepayments		150,284	103,744	46,540	(1)	
Inventories		135,064	83,703	51,361	(1)	
TOTAL CURRENT ASSETS		1,388,122	1,248,617	139,505		
NON-CURRENT ASSETS						
Plant and Equipment		2,263,735	2,257,465	6,270		
Provision for Depreciation		-1,530,083	-1,508,401	(21,682)		
		733,652	749,064	(15,412)		
Buildings		7,746,058	7,746,058	0		
Provision for Depreciation		-480,477	-464,340	(16,137)		
		7,265,581	7,281,718	(16,137)		
Investments - UWA Long Term Pool		4,182,389	4,182,389	0		
TOTAL NON CURRENT ASSETS		12,181,622	12,213,171	(31,549)		
TOTAL ASSETS		13,569,744	13,461,788	107,956		
CURRENT LIABILITIES						
Trade Creditors		483,006	223,066	259,940		
Sundry Creditors		443,605	679,724	(236,119)		
Owing to Clubs and Societies		168,698	135,627	33,071		
Provision - Annual Leave & TOIL		255,701	240,637	15,064		
TOTAL CURRENT LIABILITIES		1,351,010	1,279,054	71,956		

	March 2012 S	February 2012 S	Variance S	Note
NON-CURRENT LIABILITIES				
Funds Held in Trust	178,858	179,755	(897)	
Provision - Long Service Leave	270,425	265,428	4,997	
TOTAL NON-CURRENT LIABILITIES	449,283	445,183	4,100	
TOTAL LIABILITIES	1,800,293	1,724,237	76,056	
NET ASSETS	11,769,451	11,737,551	31,900	
ACCUMULATED FUNDS				
Retained Profit	18,186	-13,714	31,900	
Reserves	11,751,265	11,751,265	0	
TOTAL ACCUMULATED FUNDS	11,769,451	11,737,551		
	0	0		

Explanation Notes for significant variances in Statement of Financial Position when compared to previous month

(1) Debtor increase mainly from Graduations - functions invoicing. Inventory rises as Semester starts.

Ratio Analysis

Liquidity Ratio - Comparison of current assets to current liabilities

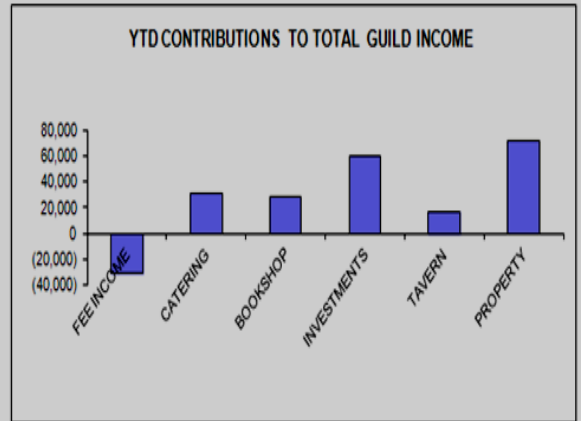
Current Ratio =

1.03:1	0.98:1
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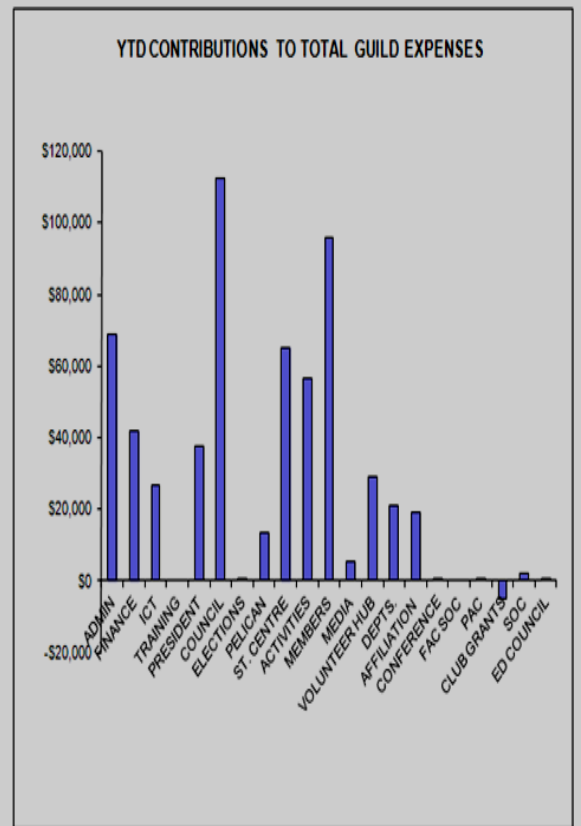
This ratio measures the extent of the Guild's ability to use its cash on hand and other short-term assets to pay off its short-term debts or liabilities. The above ratio indicates that the Guild is able to pay all its short term debts 1.03 times over. The Guild will aim to keep this ratio low to maximise the returns on its UWA investments. The UWA investments have proven to be liquid at short notice, if required.

GUILD CONSOLIDATED
NET RESULTS FOR THE THREE MONTHS CUMULATIVE TO 25 MARCH 2012

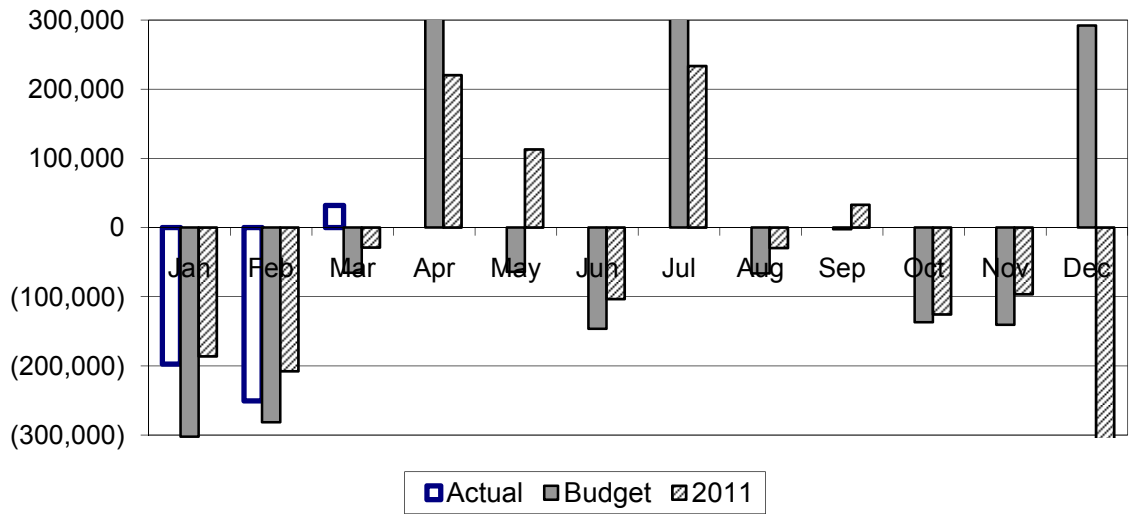
INCOME CONTRIBUTORS				Actual variance to	
	2012	Budget	2011	Budget	Last year
FEE INCOME	(30,959)	6,980	19,103	(37,939)	(50,062)
CATERING	31,166	(117,040)	(135,943)	148,206	167,109
BOOKSHOP	28,404	19,556	27,809	8,848	595
INVESTMENTS	59,829	62,373	64,555	(2,544)	(4,726)
TAVERN	16,166	19,107	26,427	(2,941)	(10,261)
PROPERTY	71,864	72,450	71,626	(586)	238
TOTAL	176,470	63,426	73,577	113,044	102,893



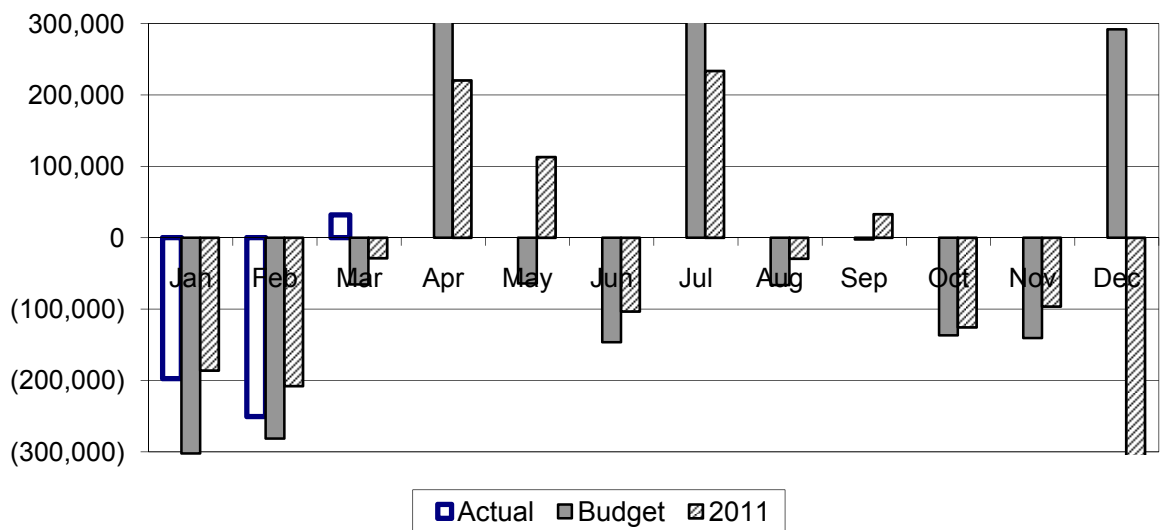
EXPENSE CONTRIBUTORS				Actual	
	2012	Budget	2011	Budget	Last year
ADMIN	68,843	105,707	70,042	(36,864)	(1,199)
FINANCE	42,065	64,408	34,704	(22,343)	7,361
ICT	26,743	31,720	29,155	(4,977)	(2,412)
TRAINING		3,648		(3,648)	
PRESIDENT	37,782	23,997	16,401	13,785	21,381
COUNCIL	112,726	92,643	44,819	20,083	67,907
ELECTIONS	365		1,337	365	(972)
PELICAN	13,634	11,370	11,619	2,264	2,015
ST. CENTRE	64,965	63,391	64,097	1,574	868
ACTIVITIES	56,686	70,940	56,339	(14,254)	347
MEMBERS	95,779	122,250	79,857	(26,471)	15,922
MEDIA	5,568	13,491	14,932	(7,923)	(9,364)
VOLUNTEER HUB	29,094	28,920	11,310	174	17,784
DEPTS.	20,878	22,243	23,102	(1,365)	(2,224)
AFFILIATION	19,127	19,406	18,458	(279)	669
CONFERENCE	218	4,146	4,444	(3,928)	(4,226)
FAC SOC		17,000	10,000	(17,000)	(10,000)
PAC	359	1,834	1,535	(1,475)	(1,176)
CLUB GRANTS	(5,000)	5,000	(5,600)	(10,000)	600
SOC	2,062	7,510	8,545	(5,448)	(6,483)
ED COUNCIL	725	2,820	1,066	(2,095)	(341)
TOTAL	592,619	712,444	496,162	(119,825)	96,457



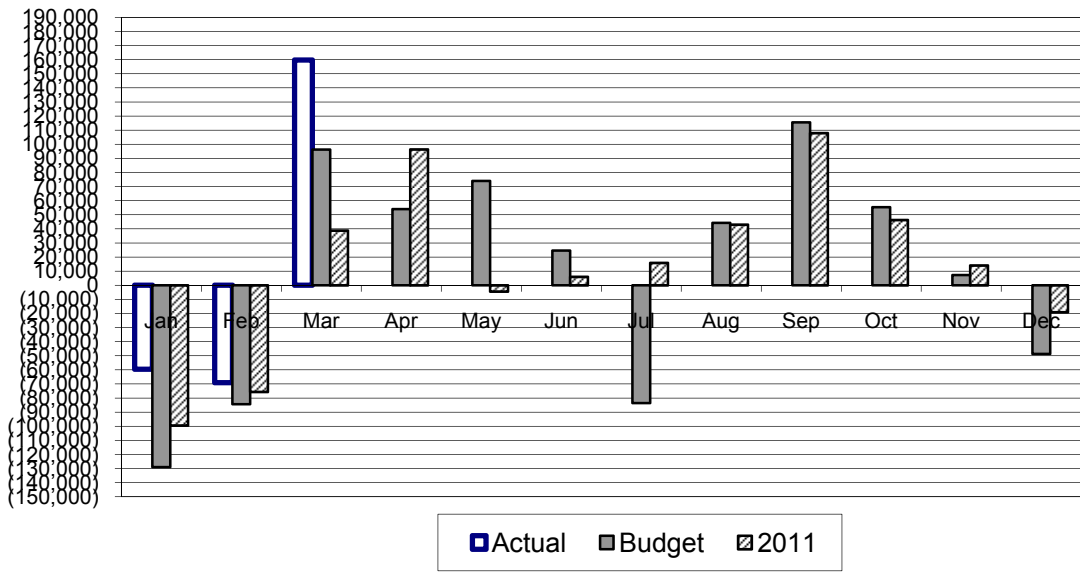
**TOTAL GUILD
MONTH BY MONTH COMPARISON OF NET PROFIT AND LOSS
2012**



**TOTAL GUILD
MONTH BY MONTH COMPARISON OF NET PROFIT AND LOSS
2012**



CATERING MONTH BY MONTH COMPARISON OF NET PROFIT AND LOSS 2012



FINANCE AND PLANNING MINUTES 13TH MARCH 2012

1 WELCOME AND OPENING

The meeting opened at 300pm and closed at 400pm.

2. CONFIRMATION OF PREVIOUS MINUTES & MEETING ATTENDANCE

The minutes from 14 February 12 were tabled.

Motion: “That the minutes of 14 Feb 12 be accepted as tabled.”

Moved by : Ben Watson

Seconded by : Matthew McKenzie

Carried

PRESENT

Matt McKenzie (President), Ben Watson (Vice President), Josh Helsby (Treasurer), Amy Fels (Guild Secretary), Laura Smith (Ordinary Guild Councillor), Wayne Howells (Managing Director), Ken Saverimutto (Catering Director),

APOLOGIES

Charles Pym (Chair of Guild), Caitlin Fisher (Ordinary Guild Councillor – Co-opted)

3. BUSINESS COMPLETED BY CIRCULAR

Nil.

4. REPORTS FROM OTHER COMMITTEES

4.1 **Activities Committee.** Nil.

4.2 **Catering Committee.** Nil.

4.3 **ICT Sub Committee.** Wayne gave a brief update on ICT activities.

4.4 **Memberships Committee.** Nil.

4.5 **Guild Volunteer Hub** Nil.

5. PLANNING BUSINESS

5.1 MD Report.

Wayne presented his verbal report. The report was noted.

6. FINANCIAL REPORTS

6.1 Guild Management Accounts. Wayne presented the February 2012 Finance report as circulated. Wayne outlined that whilst February had a positive variance against budget most of that variance is expected to be a timing variance. The final “wash up” payment of Amenities and Services Fees for 2011 was (\$32K) lower than budgeted. The report was noted.

6.2 Catering Report. Ken presented the Catering Report for February 2012 as circulated. Ken outlined that February had a significant positive variance against budget most of that variance is expected to be a timing variance. The report was noted.

Motion: “Moved, Ben Watson, Seconded Amy Fels that the Guild Finance Report and Catering Report for January 2012, be accepted as circulated.”

Carried

7. OTHER BUSINESS

7.1 Halal Food Service

Ken stepped through the Business Case. There was discussion on the four options provided to deliver Halal Food services. Requests for the Guild to provide improved Halal food services have come from UWA Student Services and from the UWA Equity and Diversity section.

Motion: “Moved, Matt McKenzie, Seconded Ben Watson that the Student Representative members of F&P will consider the policy position on the provision of Halal food services by the Guild. After establishment of the policy, the Catering Director will develop a business case with the associated costings and operational considerations”.

Carried

7.2 Indicative Rent values for Guild Catering outlets

The “indicative rates” were requested via a motion at Guild Council. There was no specific purpose outlined so the indicative rent values of the Guild catering outlets were simply based on average commercial rent rates for businesses located around Guild Village Cafe. The

Rates list was tabled at the meeting and will be circulated to members on a “commercial in confidence basis”

7.3 Sample of the Catering Retail Cost breakdowns

The Retail price breakdowns requested via a motion at Guild Council. The details are still being compiled.

7.4 Refectory Coffee service after Rocketfuel introduction

The summary was tabled at the meeting will be circulated to members.

8. OSH SUB COMMITTEE

8.1 Nil this meeting

9. NEXT MEETING

The next meeting is scheduled for Tuesday 10 April at 3pm in the SMR.

**CATERING DIRECTOR'S REPORT TO FINANCE AND PLANNING
COMMITTEE**

March 2012 ACCOUNTS

Guild of Undergraduates				Variance Analysis - March 2012			
Review and Comments, Month Ending March 2012 Management Account				Actual			
Summary of Catering Division				V			
	Month of March 2012			Budget	03 Month - YTD		
	Actual	Budget	Last Year		Actual	Budget	Last Year
	\$	\$	\$	\$	\$	\$	\$
Sales incl other income	1,100,852	1,038,450	1,016,430		1,472,728	1,425,508	1,404,373
Less Inter outlet sales	165,710	156,300	129,383		218,559	228,108	182,798
Net Sales, incl discounts	935,142	882,150	887,047		1,254,169	1,197,400	1,221,575
Less Guild M'ship Disc	74,183	57,000	57,637		85,884	65,900	66,905
Net Sales (NS)	860,959	825,150	829,410	35,809	1,168,285	1,131,500	1,154,670
COGS, incl intra purchases & disc	590,977	545,300	555,069		789,062	739,750	752,178
Inter outlet sales & Guild Disc	239,893	213,300	187,020		304,443	294,008	249,703
Net Cost of Goods Sold (COGS)	351,084	332,000	368,049	-19,084	484,619	445,742	502,475
				16,725			
Trading Gross Profit (NS-COGS)=(GP)	509,875	493,150	461,361	16,725	683,666	685,758	652,195
Payroll Costs (PC)	251,071	317,598	321,808	66,527	456,621	577,738	557,610
Operating Expenses (OE)	81,742	62,715	83,398	-19,027	144,055	175,335	178,734
Cash Generated/Operating Profit (OP)	177,062	112,837	56,155	64,225	82,990	-67,315	-84,149
Depreciation (Dep)	17,320	16,575	17,105	-745	51,824	49,725	51,795
Net Surplus / -Deficit = (OP-Dep)	\$159,742	\$96,262	\$39,050	\$63,480	\$31,166	-\$117,040	-\$135,944

Sales

Net sales for the month of March were some \$35K above budget. Outlet sales were just about or above budget but Refectory (\$7K) and Guild Village (\$12K) traded below budget. Significant above budget sales were noted in Reid (\$13K), Science (\$7K) Functions (\$30K). Sales for the month included 4 weeks semester activity. The month of April will be reasonably strong in sales.

Cost of Goods Sold (COGS)

Net COGS was \$351K v \$332K or some \$19K above budget and attributable to start up costs for the start of semester activity. In percentage terms the net COGS to net sales was only some 0.4% higher than budgeted. With increased sales and part of graduation ceremonies accounted for in the month economies of scale were achieved. While not expecting too much of unpaid supplier invoices there is every possibility some may have been missed.

CATERING DIRECTOR'S REPORT TO F&P, Continued, March 12

Gross Profit (GP)

GP for the month was \$509K v \$493K or some \$16K higher than budget. This is attributable to \$35K higher than budgeted sales and \$19K higher budgeted COGS.

The member discounts for March \$74K v \$57K reflect the new membership impacts and will be analysed as it unfolds. Information from university student services also confirms student numbers have increased by 1,000 for 2012 v 2011.

Payroll Costs (PC)

Total payroll costs for the month totalled \$251K v \$317K or some \$66K below budget. The savings for the month at present is of a timing nature as agency staff invoices for the graduations are yet to be finalised. The unpaid invoices may amount to \$6K. The cumulative savings is \$79K as per the March accounts.

Operating Expenses (OE)

February expenses totalled \$81K v \$62K. This is explained by above budget expenditure in Utility charges from the University. The 3 months cumulative totals are \$144K v \$175K and the favourable variance is still of a timing nature.

Cash Generation

The month of March has generated \$177K v budget of \$112K. Cumulatively after 3 months it is \$82K v budgeted outflow of \$67K.

Depreciation

Total depreciation for the month was \$17K v \$16K. 3 months cumulative totals are \$51K v \$49K.

Net Surplus/ (Deficit)

The net surplus for the month was \$159K v \$96K. 3 months cumulative totals are \$31K v (\$117K). The positive variance of \$148K is explained by approximate timing variances of \$121K in Payroll costs and \$31K in Operating expenses set off by the \$2K in lower than budgeted GP and another like amount in depreciation. As alerted in COGS and Payroll we could have about \$6 to 10K of unpaid accounts in March

Ken Saverimutto, Catering Director

12.04.2012

GUILD PRESIDENT'S REPORT

Rocketfuel

April 16th brought great change to the UWA Campus with the opening of the first independent food outlet UWA has had in living memory. A massive thank you must go to all those who have worked hard to make this happen, and all the students who have supported this change. I'm glad to have delivered something tangible, something so significant, in first Semester.

Echo Special Consideration

Councillors will be aware that I negotiated with the University to ensure that students severely affected by the Echo outage would be able to get special consideration. In my most recent meeting with the UWA Registrar, we discussed the possibility of a letter from him to give more strength to individual students making this claim. I will keep Council updated.

Board of Coursework Studies

The next meeting of the Board will be after the deadline for this report but before the next Council meeting. I will report details to Council at that meeting.

SSAF Funding

In my discussions with the Registrar, he has indicated that last year's Guild negotiated to pay for a number of University run Student Services using SSAF funding. This was news to me. I'd like to discuss the ramifications of this in this Council meeting.

Camps

A good portion of my previous few weeks have been devoted to determining a position on Camps. I will give details to Council for feedback in the meeting in an in confidence session. It would be inappropriate for me to expand further here. I will also expand on the Perth Now article in an in confidence session.

Education Survey

The Guild has launched a survey of the two big education issues of this semester – SSAF and E-Learning. I look forward to sharing the results with Council and working with Council to develop solutions to these problems.

Security

Recently there have been issues with lighting on Hackett Drive. I will be in contact with the local Council to fix this problem in the next few days.

I've also continued my monthly meetings with the head of UWA Security, who are undergoing a review as we speak.

Soc Funding Review

The Guild approved an extra \$6600 for O'Day Grants, increasing the total spending on club grants to be twice what was allocated at the end of 2010. I think we should review the structure of club funding, and I'm open to suggestion for improvement.

Deans

I've decided to undertake another round of meetings with Faculty Deans, in particular with regard to e-Learning. I will also bring up some specific faculty issues, including 24 hour access in the Business School, and ghost lecturers in Engineering.

Student Experience Survey

The Guild will be organising a feedback session for the University's Centre of Advancement of Teaching and Learning's Student Experience Survey. We'll also ensure that there are some more questions included in areas that are Guild priorities.

University Librarian/IS Director

I've discussed the issues associated with the LCS implementation with the Director of IS at UWA. Aisling and I also raised the issues relating to the printing changeover.

Iranian Students

Finance and Planning has approved an increase in the loan cap for students effected by the Iranian Student Crisis. We've also undertaken a number of other measures, including making the repayments criteria lighter.

Student Centre Committee

I was very pleased to start the Student Centre committee up for business at the end of March. I understand previous Guilds have underutilized this committee, and given that education and welfare are priorities of this Guild, I think it should play a key role in our work this year. Naomi and Siamak will give further information in their reports.

Senate

A Senate meeting will occur on Monday, April 23rd. I will share the results of this meeting with Council.

Prosh

This year's Prosh was extremely successful and raised at least \$140 000 for three excellent charities. I think the work of the Directors, the Head Marshall, IT officer and Editor should be applauded. The Prosh Paper Party was awesome, and there was even a BBQ for the first time ever.

International Services

I met with the UWA Director of International Services regarding the Iranian student crisis. He was very please to assist, and helped us get in contact with Iranian students to offer support. We also discussed three other issues:

- 1) Halal food and the importance of its provision on campus
- 2) International Student Accommodation
- 3) International Student Integration

VICE PRESIDENT'S REPORT

APRIL GUILD COUNCIL MEETING

I was extraordinarily proud to be a member of this Guild on the 16th of March. We have shown UWA Students that we are a Guild that will deliver and the opening of Rocketfuel was an historic event on this campus. This was the culmination of months of hard work from the executive but I must tip my hat to the President who has been the chief driving force behind this change. I have not been shy in my promotion of Rocketfuel which I believe will be a great source of revenue for this Guild, as well as providing students with a high quality service.

Over the past month I have attended meetings of both Finance and Planning and Catering Committee. I have also attended each of the fortnightly Parking Fine Advisory Panel meetings and have been successful in arguing the point of view of students and representing their interests, resulting in waived fines for students in positions of financial hardship.

I have also liaised with representatives from Alcoholizer, a company that manufactures breathalyser machines. They are keen to pursue a relationship with the Guild for having breathalyser machines at parties. This will be helpful in promoting safe alcohol consumption.

In order to be more consultative and open to regular UWA students, the Secretary and myself were on Oak Lawn last Tuesday to field concerns from students. However, we were unable to have a table due to the scarcity of tressel tables given other events on at that time. I believe that this will be a useful service provided by the Guild and affirms the main objectives of Charter 99.

The time for the visit from the Singapore Management University's Student Association is drawing closer and I have been working with their Vice President to outline a timetable of activities for them while they are here.

Finally, and perhaps most importantly, I have been working on the review of the Guild's electoral regulations. I have met with the Advisory Panel on a weekly basis to discuss issues of concern in the current regulations and prospects for change in the new regulation scheme. I am confident that the report of the Committee will be presented to Council at the next meeting, or even circulated before that and will be presented to the May meeting of Statutes Committee. There has been broad agreement from the panel which has been achieved through compromise. I have every faith that the regulations born from this process will create an open and accountable environment for elections on campus.

Treasurers Report – April 2012

Operation Lion

I've completed a contact list of potential sponsors. The next step is to create a prospectus for the Guild and forward this to our contact list. I welcome any input about potential sponsors or content for the prospectus.

2011 Financial Statements

The executive have signed off on the audited 2011 Financial Reports on behalf of the council. The audited reports are identical to the unaudited ones. This means that our internal accounting team is doing a good job! Wayne has offered all councillors the opportunity to view the financial reports and discuss them with him.

Management Accountant Interviews

The search for a Management Accountants continues. I will be assisting Jenny and Wayne interview a candidate on Sunday who is flying down from Kuala Lumpur on the strength of a phone interview and good CV.

General

As usual, I've attended Finance and Planning and Catering Committee this month. I've also met regularly with the Executive and Cabinet to keep on top of business.

Secretary Report to Guild Council, April 2012**PROSH:**

I attended PROSH this year, and had a fantastic time of it as always. People actually knew who I was dressed as, which is always a great response, and many a paper was sold with a great amount of money raised. It was fantastic to see so many students getting involved once again with the largest one-day charity in the southern hemisphere, mourning the “Last Prosh Ever” with our devoted readers. I would like to take this opportunity to thank the Directors, the Editor, and the whole writing team who gave up their time and cranked up their sense of humor for this outstanding cause. I look forward to seeing the grand total raised when counting in finished at last.

SSAF and E-Learning Forums:

These were both held since the last Council meeting, and were a great opportunity for students to gain understanding and voice their concerns. E-Learning was especially productive, with many “ordinary students” experiencing problems coming to share their issues and seek advice on possible solutions.

New Staff Interviews – Organisational Review:

I will be meeting a candidate for the position of Management Accountant this week, which is due to be appointed in accordance with the Organisational Review. Such a position is very important within the Guild, and the right candidate is essential in working with our unique team. The appointment will bring much needed relief to the staff currently managing the workload.

Mace Bearing:

I was bestowed the honour of bearing the symbolic mace before the Pro-Chancellor at the law/engineering graduation on Tuesday 3rd April. An enjoyable night was had, and it was a delight to meet some of the members of the University community in a formal setting.

Committees:

In the last fortnight, the circular regarding election of committee members was facilitated by myself, with the successful candidates to be announced at this meeting.

Reports:

I know I say this every time, but I really would prefer just to include your reports, and motions for that matter, in the agenda pack for each meeting, so please do get them in with 7 days to spare before the meeting. It is your duty as office bearers to report to Council monthly, and a brief outline of your department’s goings on is all that is required.

Kind regards,

Amy Fels

Guild Secretary.

Education Council President's Report

Naomi Elford

Guild Council

24th April 2012

1. Education Council and Guild Administration and Reform

Education Council Funding Review

The deadline for applications for the inaugural Transition Grants was extended to 2 April. They are now just awaiting Ed Council Treasury approval for distribution.

Education Council Reports Restructure

A motion was passed requests the Guild President's representatives on the Science, Arts, Commerce, Design and Philosophy Boards of Studies table reports in their Board of Studies capacity for each Education Council meeting. This enables better flow of information between the student representatives on Faculty Boards and the student representatives on each Board of Studies.

Best Faculty Society Guidelines Codification

Previous years have publicized the criteria for the award, and the page limits for submissions, but have not codified the marking scale or decision making process by which those criteria are vetted. Education Council voted to codify the current arrangements, to enable transparency (i) who makes the decision, (ii) the criteria on which the decision is made, (iii) the scale or relative weight of criteria, and (iv) whether assessment is done collaboratively or individually. The codified Guidelines will be circulated to Faculty Societies in May, and a motion endorsing them put to Ed Council in the June meeting.

Education Council Rules Reformulation

The Rules of Education Council have not been altered since 2001, despite the Regulations being altered in 2007. This created a variety of contradictions between the Regulations and the Rules, leaving most of the Rules redundant. This was further complicated last year by Education Council's endorsement of two documents outlining the structure of Education Council and Terms of Operation for Faculty Societies and Boards of Studies Representatives in the New Courses era that neither constitute Subsidiary Council Rules, nor Guild Council Policy under Guild Regulations. Education Council voted to review and reformulate the Rules to cover all of the content of the 2001 and 2011 documents including any variations to the Guild's Standing Orders, and put beyond doubt the Education Council's capacity to develop and approve its own Guidelines for funding distribution and awards.

Guild Complaint & Issue Tracking

The Issue/Complaint tracking system has been approved ready for soft launch. The first stage is implementation on the Guild website, without automatic forwarding to Faculty Societies. After an initial trial, Blackstone has volunteered to be the first Faculty Society to incorporate the form into their website. Data on the number of complaints received over these two trial period will be used to

reformulate the complaint form and its potential integration into other Faculty Societies websites, and automatic complaint forwarding to Faculty Societies for suitable student complaints, or where the student explicitly requests that the matter be forwarded.

2. Lobbying and Higher Education Policy Activities

Welfare

A Place for Me – Student Placement Project

The School of Social Work and Social Policy have contacted the Guild for support for the A Place for ME Project. To combat students feeling powerless, exhausted, isolated from friends, stressed, worried, pressured to succeed during placement. They would like student representatives from Faculties to come to the first meeting of the Forum at 4.30pm on Wednesday the 18th of April in the Post-Grad Lounge. They'd also like Faculty Societies to disseminate information to students who may have been on placement.

eLearning/LCS

Research

My relationship with Dr Shannon Johnston, Assistant Professor, Higher Education Development (eLearning), is still good despite her last minute withdrawal from the eLearning forum on Wednesday 28th March. First drafts of our joint research paper are anticipated to be ready for circulation in late May.

LCS/LMS Issues

Unfortunately LCS complaints dominated our eLearning forum held on Wednesday March 28 March. Additional areas of concern included Unifi and LCS downloads.

Google Applications

I contacted UWA's Google Apps administrator Anthony to ascertain why Google Calendar is disabled on @student.uwa.edu.au accounts. He responded that his team (applications) does not own the software, and their duties are to simply make sure that the Google Apps that are currently exposed are working and continue to work with minimum downtime. He suggested I communicate with are the UWA Business Owners of the product – "Client Services". I have emailed Alison Trpevski and John Creaven to arrange a meeting and will be drafting a paper on why Google Calendar should be activated. I have asked Faculty Societies for input and encourage Guild Councillors to send any feedback through.

New Courses and Units:

Complimentary Units and Double Majors in New Courses

For the first major each New Courses student undertakes the "complimentary units" are compulsory, and for the second major they are not. An item was raised at Academic Board that some first year students are feeling obliged to study the "complimentary units" in their second major, and this may be responsible for lower than expected enrolments in Linguistics/Psychology and Sport Science/Psychology major streams. A report is being prepared by a member of Academic Board to go to the Science and Arts Boards of Studies. To that extent I am seeking to ensure that students are being correctly advised that complimentary units are not compulsory for the second major. Faculty Societies have been asked to contact me if they hear otherwise.

Teaching and Issues with Material Delivery

Last report I mentioned ENSC3004 Solid Mechanics was only being run as Lecture Recordings, with no face-to-face contact. In the interim additional complaints have come in about ACCT3321 and ENSC2001, which are utilising old lecture recordings and 2 hour workshops. UEC is collecting signatures for ENSC2001 and are bringing their concerns to the ECM Faculty Board. I have raised the issue with the Vice-Chancellor during the DEEWR Base Funding Review Consultation Meeting and he has asked for further information which I intend to provide following the ECM Faculty board meeting. I have also commenced communications with students who successfully regained a HECS credit for poor teaching in LAWS3321 in 2008, and will investigate possible recourse for students enrolled in ENSC3004 and ENSC2001. I have also flagged the issue of ACCT3321 with ECOMS, and although feedback has been positive at this stage will seek to launch a survey of student satisfaction later in the semester.

Campus-Wide Printing

As of the start of semester printing facilities campus wide have been upgraded to enable students to print in the same manner in libraries and computer labs campus wide. A number of students have contacted the Guild because they have either (i) lost credit they had put onto their campus card prior to the changeover, or (i) the new facilities are inferior (quality for architecture students, speed in photocopying large volumes for law students). The printing credit issue has now been remedied, but the quality issues continue. Faculty Societies have been consulted, and I am working in conjunction with the Guild Education Officers to come up with a solution. Uniprint has reported an increased volume of Architecture printing as a result.

Best,

Naomi Elford

2012 Education Council President

ed@guild.uwa.edu.au

0403885815

99th Guild Council

March Meeting

Public Affairs Council President Report

PAC is working hard for the preparation of Social Justice Week in Week 9 which is looking to be a great event with a wide range of events occurring through the week. Keep your eye out for the posters and online plugs in the upcoming weeks!

Event Update

Social Justice Week is developing well. The clubs have been fantastic in discussing and working together to make this event happen. Each day during the week has a social justice related theme and I can't wait to see the multiple events each day work.

At the time of writing, I am in the process of organising a meeting with religious members of the University to discuss how we envision our Faith event to occur. I will also be meeting with the Faith related clubs to discuss ideas for the event.

General Update

Julian and I recently had a meeting with our Curtin equivalent Dave Farr and his colleagues about a potential cross-university event. Things are in the early stages but things do look positive for a great event for both Guilds.

I am also with Matthew co-ordinating the Guild's participation in the UWA Cultural Precinct's "Here&Now202" which is to highlight and showcase the work of specific areas of the university.

Regards,

Lewis Richards

2012 Public Affairs Council President.

ENVIRONMENT DEPARTMENT REPORT**APRIL GUILD COUNCIL MEETING**

Over the past month I have been working with Trish in the Office of Sustainable Development to get UWA ready for fair trade accreditation. The Fair Trade Steering group will be implementing the remaining stages of the plan in the coming months.

I am seeking letters of support from clubs and societies for fair trade and will be contacting them to pursue this.

The UWA Fair Trade website is now up and running www.sd.fm.uwa.edu.au/fair-trade. It provides information about the Fairtrade Certification system, the process involved in getting University Accreditation, how staff and students can get involved, and benefits to most stakeholders. Feel free to promote this website when speaking to others about Fair Trade.

I have spoken to people who have run careers fairs in the past and have received some good ideas on how best to approach the Green Careers Fair.

I have also had a meeting with last year's Environment Officer regarding the way she went about planning Enviro Fest.

Queer Department Report

Weekly Events

Pillow Talk Every Tuesday 6.30pm

We have been running a Queer Discussion group that has touched on topics such as coming out, religion, queer identity and bullying. The group has ultimately been a success, giving new students to the department advice and a forum to talk about issues that have been affecting them.

Movie Night Every Wednesday 6:00pm

Just a chance for us Queers to sit back relax and get to know each other better over a film.

Bake-Off Picnic

As an excuse to not study on study break we all took a nice relaxing break to bake up a storm and pig out on Matilda Bay. It was a lovely day to enjoy this last lot of sun we are getting.

Quiz Night!

In order to raise some money to get some delegates over to Queer Collaborations in Adelaide we are hosting a Quiz Night on Wednesday May 3. Tickets and more information will be out this week.

PSA President's Report to Guild Council

NTEU

SSAF discussions

Academic Council

Connect

Problems with Postscript

GRS Board

Appointment to three casual vacancies in committee, still two to fill.

Summary of the Month's Activities

A letter has recently been sent to the Vice Chancellor, requesting assistance in funding the AUG team. The Sports Council President, for some time now, has done this each year on behalf of the students attending the Games. In previous years funding has been forthcoming, however as it stands it is less likely that this will be the case this year. This is in large part due to the advent of the SSAF fee and an expectation that UWA Sports will provide any subsidy for students.

Wednesday the 18th of April will see the UWA Sports AGM take place at the UWA Watersports complex from 7.30pm.

The Month Ahead

In my report to last month's Council meeting I undertook to see that the board of UWA Sports became a more visible body. Some progress has been made on this and some basic improvements, such as the publishing of the identities of members of the board and its constitution on the UWA Sports website should take place shortly.

It will be important for Sports Council to have input into the development of the policy surrounding ground hire charges at Sports Park.

Finalise arrangements for funding of Australian University Games team members.

Western Australian Students Aboriginal Corporation (WASAC)

Guild Council Report – April

The Last Month:

Events held by WASAC:

- Sundowner
- “Cheap Tuesday” Lunches
- BBQ on Oak Lawn
- Sports Day

We have held several events this month, predominantly small events exclusively to cater for our members; to be around each other and socialise. We have had continual success with all events thus far for WASAC.

In the last month WASAC has been extremely busy accumulating numerous fundraising ideas and initiating fundraising events in order to raise sufficient funds to send a team to the annual National Indigenous Tertiary Education Student Games (NITESG). We have ordered boxes of chocolates, had a BBQ on Oak Lawn, and most importantly we have completed the 2012 WASAC prospectus for sponsorship.

We have also acquired extra members this month bringing our number of paid members to approximately 70, with another 40 or so non-paid members. This is an improvement on 2011.

The Month to Come:

Events to be Held by WASAC

- Movie Night
- “Cheap Tuesday” Lunches
- NITESG Sports day tryout competition
- End of Semester Celebration

Next month we will be holding a movie night for our members most likely in Shenton House, we will also continue with our “Cheap Tuesday” Lunches. This month we will be holding a sport try out day for people interested in attending the NITESG held in Cairns this year. I think we are likely to enter a competitive team this year and are in a strong position to bring home the championship trophy, after coming second last year.

We are also in the process of planning our End of Semester Celebration. We are holding our celebration at the end of this month at either Hackett Hall or the University Tavern. WASAC is

intending to produce a large event for our members and their families to attend to celebrate and bring semester one to a close.

The next month will also be busy, as we will need to sell all our chocolates and begin sending out our prospectus to companies and businesses to apply for sponsorship for the NITESG.

Cheers

Dylan Collard

WASAC President/ATSIIS Representative



2012 ELECTION TIMETABLE

Day	Date	Start	Regulation	Details
Monday	25 June		636(8)(i) and (ii)	Availability of postal vote applications – Deadline for artwork to Pelican
Monday	2 July	10.00am	632(6)(d)	Blackout period begins
Monday	9 July		10(i)2	Senate Election advertising on notice boards (if due)
Friday	3 August	5.00pm	622(3) and 636(2)	Close of Rolls and close of eligibility to register as a postal voter.
Monday	6 August	9:00am	624(1)	Advertising on Notice Boards and in the official student guild publication
Monday	6 August	10.00am	622(4)(a) 10(i)4, B3 & B4.1 & B4.2	Nominations open: Guild, Senate and NUS
Friday	24 August	5.00pm	630 (1, 2 & 3)	Deliver certified rolls to Returning Officer
Friday	24 August	5.00pm	622(4)(c), 622(8), 624(4), 624(12,) 10(i)5	Close of nominations: Guild, Senate and NUS Close of withdrawals.
Friday	24 August	5.00pm	624(5) 624(5)(iv) 627(3)	Deadline to provide supplementary Information for the Broadsheet eg. policy statement, photo and ballot paper name. Deadline to register Groups - forms to Returning Officer into locked box in Guild Finance
Monday	27 August	Midday	624(9) 622(7) 631(1)(g)	Close of Deposits (Guild Finance)
Monday	27 August	2.00pm	622(7) 631(1)(g)	Ballot Paper Draw
Monday	27 August	9.00am	624(19), 10(i)6(2)	Display list of candidates on the Guild Notice Board (as soon as practicable after nominations close)
Monday	3 September	10.00am	632(2)(i)(ii)	First submission of election material to Guild Admin
Friday	7 September	3.00pm – 4.00pm		Collection of first round election material from Guild Admin
Monday	10 September	10.00am	632(2)(i)(i)	Second submission of election material to Guild Admin
Friday	14 September	3.00pm – 4.00pm		Collection of election material from Guild Admin
Friday	14 September	4:00pm	636(16)a	Deadline for receipt of application for postal vote
Monday	17 September	10.00am	628(4)(a)	Polling UWA 10.00am – 5.00pm
Tuesday	18 September	10.00am	628(4)(a) 629(1)(a)	Polling UWA 10.00am – 5.00pm Other Campus 11.00am – 3.00pm (Nedlands Café)
Wednesday	19 September	10.00am	628(4)(a) 629(1)(a)	Polling UWA 10.00am – 5.00pm Other Campus 11.00am – 3.00pm (QE11 Lecture Theatre)
Thursday	20 September	10.00am	628(4)(a) 629(1)(a)	Polling UWA 10.00am – 5.00pm Other Campus 11.00am – 3.00pm (OCHWA)
Thursday	20 September	4.00pm	636(17), 10(i)12	Deadline for receipt of postal votes
Thursday	20 September	6.00pm	638(7)	Presidential Count – UWA
Friday	21 September	9.00am	638(7)	Count – WAEC, if required
Saturday	22 September	9.00am	638(7)	Count – WAEC, if required
Monday	24 September	9.00am	638(7)	Count – WAEC, if required
Wednesday	26 September		10(i)15	Senate election – Guild President to notify Chancellor senate election results.

