

NUS KEY PERFORMANCE INDICATORS 2016 Governance Committee Report

Grading System

- A** = Complete compliance with the criterion;
 - B** = Substantial compliance with the criterion;
 - C** = Partial compliance with the criterion;
 - D** = Developing compliance with the criterion, and;
 - E** = No compliance or movements towards compliance with the criterion.
- A, B, and C indicate a 'pass' grade, whereas D and E indicate a 'fail' grade.

1. That the paid, full-time, NUS National Office Bearers meet, either in person or via telephone (or other common communication channel), the equivalent UWA Student Guild Office Bearer at least once every academic semester.

Overall A

Guild President - A

Sinead (NUS President) and I met and talked at President's Summit (January) and Education Conference (July). Sinead visited UWA for O-Day (February). Sinead contacted me to offer support for our 'Save Our Voice' campaign and organised for the NUS Research Officer to conduct research to assist our campaign. Sinead has always made herself available should I have questions or seek advice.

Sinead created a Facebook group for Campus Presidents, which has facilitated conversation between campuses on NUS and non-NUS issues.

There has only been one occasion where Sinead was unable to assist me which was when I asked for the SSAF report. The report is now being compiled for 2017.

Education Council President - A

I have met Max Murphy numerous times this year, including at NUS Conferences like President's Summit and Education Conference, but also on his three trips to Western Australia, for O-Day, an NDA, and to promote the ethical Universities campaign. Additionally, we have communicated via phone, email, and social media throughout both semesters this year.

Welfare Officer - B

Attempts to fill the criterion were made, however, after a first attempt proved difficult or failed, a second was rarely made.

****Robby has made regular contact with Guild representatives other than the Guild Welfare Officer via Facebook group and messages, and has visited UWA three times. As such, the Governance Committee would like to provide a supplementary comment on his performance, and would grade him an A for general campus-based communication.**

Women's Affairs Officer – A

Heidi did well to organise phone conferences with national women's representatives. She was frequently very active by email, and online in the national women's representatives Facebook group. Heidi visited Perth in February and engaged well with the Women's Department. I also saw Heidi at the NOWSA Conference and NUS Education Conference.

2. That the paid, full-time, NUS National Office Bearers provide a reasonable level of support for the equivalent UWA Student Guild Office Bearer.

Overall C

Guild President - B

I have received National Executive reports when requested. I have received information about NUS campaigns through the official Facebook groups. I also received two direct emails with campaign materials and a press release on the 2016 Federal Budget. It appears I received less direct communication than in 2015, however this may be because Lizzy was on National Executive.

Education Council President – A

Max has run the Education campaign for NUS this year, which involved coordinating three National Day of Action protests which he created the material for, and was always happy to accommodate any special needs of Western Australian universities.

He has provided a reasonable level of support whenever I have had questions about the NUS' campaigns or needed any additional information to assist me in carrying out my role. Additionally, Max helped at stalls and at the NDA when he has been in Perth which has supported our work on campus at UWA.

Welfare Officer – C

Attempts to fill the criterion were made, however, after a first attempt proved difficult or failed, a second was rarely made.

**Robby has made regular contact with Guild representatives other than the Guild Welfare Officer, has visited UWA three times and attended relevant meetings / run on-campus events, and has assisted Guild representatives other than the Guild Welfare Officer in conducting campaigns. As such, the Governance Committee would like to provide a supplementary comment on his performance, and would grade him an A on the support he has provided to other representatives.

Women's Affairs Officer – A

Heidi ran several campaigns throughout the year that were clearly responsive to the issues being faced by women students broadly and on a campus level. It is understandably difficult to coordinate campaigns that could be applicable to all Australian universities and keep tabs on campus based activities. Heidi facilitated information and resource sharing between office bearers nationally, and was always responsive to queries and concerns. The support Heidi provided in communicating the roll out of the AHRC survey was particularly helpful.

Pride Officers – E

We have received little to no contact and support from the National Office Bearers. We have received a total of four emails, three of which were about East Coast events. The fourth was concerned with if we would like more *We All Need to Pee* stickers, but offered for other support for this long-stagnant campaign. Despite responding no to more stickers, we received them anyway. Clare Francis later contacted us via Facebook, saying that they had heard that we had excess money, and were willing to print more *We All Need to Pee* stickers. This was incorrect and we denied this request. This is the total of the contact and support we have received from the NUS LGBTI Department over the course of our terms.

International Student's Services Director – D

I was only contacted once by the International Representative from NUS.

Environment Officer – E

I have not had any contact with the NUS Environment Officer, however I am unsure of whether this is indicative of their proficiency, as I did not really have any need to request their support.

Governance Committee Comment – We note that Office Bearers have given ratings based on the quality of the contact, rather than the number, which has resulted in varied ratings.

3. That the NUS shall circulate to the UWA Student Guild President a copy of the budget by the end of May each year.

Overall E

Guild President – E

Budget not received, however I also failed to request it.

Governance Committee notes its expectation, for good practice, that the Budget is shared with affiliates without needing to be requested.

4. That the NUS shall draft, circulate and publish the results of an affiliate satisfaction survey, measuring the position of member organisations on the current operations of the NUS.

Overall E

Guild President – N/A

I do not know whether the Governance Committee in 2015 requested the creation of an affiliate survey, or if UWA Delegates put a motion to Conference in 2016. If these were done, then I have not received the results of a survey.

If this was not done, then I do not think we can grade NUS on this criterion and we will need to request it for 2017.

The Governance Committee notes that NUS were provided with the copy of these KPIs, however they may not have been handed over to the 2016 Office Bearers. Regardless, the Committee

notes its expectation, for good practice, that an affiliate survey be conducted. The Governance Committee grades an E.

Furthermore, the Governance Committee notes that this KPI will no longer be measured from 2017.

5. That the National Officer Bearers attend all student conferences related to their portfolio.

Overall B

Guild President – A

Sinead attended President's Summit and Education Conference, including chairing much of these two conferences.

To my knowledge, she attended Universities Australia and NOWSA, however I did not see her at either conference.

Education Council President – A

Max attended the President Summit Conference in January and the Education Conference in July, which he was one of the organisers of. Max will also be in attendance at the National Conference in December.

Women's Officer – A

Heidi played a significant role in the organisation and execution of the 2016 NOWSA Conference. The lunch and workshop with AHRC Sex Discrimination Commissioner, Kate Jenkins, communicated to women's officers by Heidi is an example of this.

Heidi was also present at the NUS Education Conference, during which she ran a workshop updating student representatives on the projects of the NUS Women's Department and brainstorming campaigns for Semester 2.

Pride Officers – E

Neither NUS LGBTI Officer attended the Queer Collaboration Conference 2016.

International Officer –

The Governance Committee is not certain whether the NUS International Officer did or didn't attend the CISA Conference, noting that this is a conference external to NUS. This is not an assessable KPI.

ATSI Officer –

The Governance Committee notes Lizzy Green's attendance at the ATSI Conference. This is not an assessable KPI.

Ethnocultural Officer –

The Governance Committee notes Betty Belay's attendance and involvement in organising the inaugural Ethnocultural Conference. This is not an assessable KPI.

6. That the NUS shall endeavour to run the NUS National Conference at as low a cost to delegates and NUS as possible. The cost of the NUS National Conference shall not increase at a rate greater than the inflation rate.

Overall A

Guild Treasurer – A

The cost of national conference will remain the same as last year at around \$1100.

7. That the NUS shall conduct an independent annual audit of their finances.

Overall N/A

Guild President – N/A

This Audit is in process.

8. That the actions and policy of the NUS are substantially in line with the interests of the UWA student body. These interests may include UWA Student Guild policies.

Overall B

Governance Committee – B

The Governance Committee have found that of the list below, the Guild chose not to participate in some of the campaigns and events, but broadly supported the intentions and goals of NUS in 2016. We note that the Guild holds a policy position against changes to parallel import restrictions from 2014, that was not overturned this year.

- Student Wellbeing Survey
- Health Cuts
- Ethical Universities
- Cheaper Textbooks
- Welfare Day of Action
- Sexual Assault
- Centrelink
- Enrol to Vote Campaign
- Federal Election Scorecard
- Federal Budget Winners and Losers
- PaTH
- 3 NDAs
- Women's Safety Rally
- Save Our Voice Support
- Monash Councillors Campaign Support
- SCA Closure Support

9. That, on balance, the NUS has made substantial progress towards achievement of its stated policy goals

Overall B

Governance Committee – B

On review of actions taken by the NUS Office Bearers the Governance Committee agrees that much of their policy has been progressed, albeit with varied outcomes.

Red Light KPIs

- | | |
|---|------|
| 1. Holding National Conference, Electing Office Bearers – | PASS |
| 2. Delegates have voting rights – | PASS |
| 3. Complied with Constitution – | PASS |
| 4. NUS did not condone the use of violence – | PASS |

Summary

Overall Grade C

Overall Comment

On the whole, the Governance Committee finds that most NUS Office Bearers substantially met expectations from their UWA counter-part as well as implemented policy passed at the National Conference. However, we also note that some Office Bearers have not performed well especially in regards to communicating with UWA Office Bearers. Accordingly, the Committee recommends that all Officer Bearers be sent explanations of each KPI.

Governance also suggests that where contact cannot be established between a UWA Student Guild Office Bearer and an NUS Office Bearer, that it should be expected that the later communicate with the UWA Student Guild President instead.

Significantly impairing the ability of the Governance Committee to adequately assess specific KPI was the lack of documents being made public ally available by NUS. The Committee highlights this as an issue that will require addressing with the introduction of the updated KPIs in 2017. In particular, the Governance Committee recommends to the NUS that important documents such as the NUS Budget, Audit, Minutes and Constitution be made easily available to affiliate bodies.

Recommendation to Council: Maintain current accreditation payment



Jack Spagnuolo | Associate Director Commercial

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Task/Item	Status	Notes	Reference
CATERING			
Quobba Gnarning Cafe	Preparation 2017	<ul style="list-style-type: none"> • New Menu commenced 2017 • Completion of branding February • Expanded grab & go offering including ice cream • Additional coffee machine for semester 1 Installed 17/2 	
Nedlands Cafe	Implementation of review	<ul style="list-style-type: none"> • Sublease of Kitchen to continue semester 1 - renewed • Long term Kitchen tenant to be confirmed for semester 2 - ongoing • Asset clean-up and sale ongoing 	
Dentistry Café	Planned for 2017	<ul style="list-style-type: none"> • Commencement of works at Dentistry library • Trade will improve with Children Hospital operating 2017 • Additional vending machine will be added to site Semester 2 	
Guild Village Cafe	Preparation 2017	<ul style="list-style-type: none"> • New Menu 2017 – Asian Woks Kitchen • Minor upgrades to interior - Ongoing • Adjustment to kitchen operation – Chef in house 	
Catalyst Cafe	Preparation 2017	<ul style="list-style-type: none"> • Changes to the current menu • Adjustment of opening hours in line with library changes 	
Kitchen	Production kitchen roll out continues	<ul style="list-style-type: none"> • Providing food for Functions, and Tavern • Kitchen costs review completed • Outlet Pricing review ongoing 	

Refectory & Refresh Cafe	Refectory Project	<ul style="list-style-type: none"> • Progressed decommissioning of Refectory Space • Coffee Stop to reopen for Semester 1 • Staffing structure changes completed 	
Hackett Cafe	Implementation of review	<ul style="list-style-type: none"> • New Menu 2017 completed • Coffee Hatch opening ODay • Production kitchen operational to service Quobba Gnarning and Hackett 	
Function Caterers	Planned for 2017	<ul style="list-style-type: none"> • New function package completed • Planning for Graduations catering • Prospecting resource in place to achieve growth ongoing 	
Guild Tavern	Continued development of Tavern	<ul style="list-style-type: none"> • Adjustment to the Tavern Food offering completed • New contract with Coca Cola Amatil for Postmix and Spirits • Planning in place to complete the interior ongoing • Improved function booking schedule 2017 	
TENANCY			
Tenancy Plan	In progress	<ul style="list-style-type: none"> • Review of poor performing tenancies ongoing • Pharmacy upgrade ongoing • Uniview & STA tenancy space review in progress • Signage policy in progress • GFP Studios new tenant • PSA lounge space added to commercial space 1st floor completed 	
PROJECTS			
Reid Project Quobba Gnarning Café	Completed and open	<ul style="list-style-type: none"> • Menu and retail offering complete but under 12 week review • Contract/Licence to be finalised between Guild & UWA ongoing • Outdoor Furniture proposal • Outside awning proposal for Hatch ongoing 	
University Function Caterers	Ongoing development – rebranding and marketing drive	<ul style="list-style-type: none"> • Beverage Menu complete • Catering Portfolio in progress • Upgrade of information on Guild website to communicate - in progress • New menu for 2017 rollout – Feb 2017 	

VENDING			
Coca Cola Vending	Machine review	<ul style="list-style-type: none"> • Increased footprint in Reid to 6 machines • Coke vending review in February • Oak lawn machine site review 	
Multicultural Vending Machine	Implementation phase	<ul style="list-style-type: none"> • 2nd quarter payment due in December • Roll out further machines January 2017 - Engineering • Sponsorship commitment for Orientation day confirmed 	
MOBILE VENDORS			
Oak Lawn Van		<ul style="list-style-type: none"> • New proposal Review for Semester 1 2017 completed • Addition of 3 more vans per day planned semester 1 	
Campus wide Vending	Under review with UWA	<ul style="list-style-type: none"> • Sport & Recreation – in progress • UWA Business School – in progress • UWA Accommodation sites review – in progress 	
BOOKSHOP			
New 2nd hand Bookshop	Refresh of bookshop	<ul style="list-style-type: none"> • Uniprint reader sales to 2nd hand bookshop available • Clubs Retail space in progress • New shelving, carpets, and furniture completed • Retail range to be added for sale in progress 	
COMMERCIAL PROJECTS			
TASK POS System	Project ongoing	<ul style="list-style-type: none"> • Phase 2 Inventory System live • Calista rollout for marketing live from Oday • Preorder coffee – in progress 	
Guild village	Review in line with UWA vision	<ul style="list-style-type: none"> • Hames & Sharley Guild Village Retail Strategy – on hold 	

		<ul style="list-style-type: none"> • Joint discussion with Campus on precinct security – on hold • UWA way finding signage – in progress January rollout 	
Refectory Plan	Timelines under review	<ul style="list-style-type: none"> • Hames & Sharley plans completed • Building Engineer reports completed • Potential tenant outlets list completed and under review • Presentation to UWA executive 21/2/17 • Tender process TBC 	



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EDUCATION COUNCIL PRESIDENT
Guild Council Report
February 2017

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MEETINGS ATTENDED

Date	Meeting	Purpose
30/01/17	Diane and Mishelle from Careers Centre	See below.
31/01/17	Education Council – January Meeting	Theme: Orientation Discussed orientation engagement strategies for FacSocs, O-Day
01/02/17	Zenith Resources Meeting	Update on the project – nothing to report.
02/02/17	Zenith Project Meeting	Update on the project – nothing to report.
07/02/17	Nicole Wall, Blackboard Consultant	Update on Zenith project with unit coordinators.
15/02/17	Student Assist & Guild Engagement Team	Changes to Student Assist website links – added links to StudySmarter and UniAccess services
15/02/17	Curriculum Committee	Met with Associate Faculty Deans and Grady Venville for an induction training for the committee.
16/02/17	Zenith Project Meeting	Added announcement schedule from the Guild onto the Blackboard units affected.
17/02/17	Meeting with Sarah & Liberty from the Assessment Feedback Futures Project	See below.
21/02/17	Meeting with Student Assist	Discussed how Student Assist and Education Council can work best together throughout the year to note any significant widespread student issues that need resolving through faculties and get project ideas for the year surrounding student welfare and support
21/02/17	UWA Learning and Teaching Innovation Awards Selection Group Meeting	Reviewing and considering staff applications for the L&T Innovation awards

PROJECT UPDATE

Careers Centre/FacSoc Collaboration

I met with Mishelle and Diane from the Careers Centre to discuss their interest in setting up collaboration with FacSocs. We will be rolling this out through Career Hub – getting them to put their industry-related events onto it to get more visibility for their events. We also distributed a bunch of materials to the FacSocs to have at their O-day stalls or to promote online in order to boost their careers portfolios.

New Assessment Policy

UWA's new assessment policy is currently in its phase-in period – meaning that 2017 will be a year of much confusion surrounding the new assessment policy, that is, what is in place and should be enforced this year, and what does not have to be enforced until next year. I am working with Sarah and Liberty from the Assessment Feedback Futures Project, who are working on the Staff communication side of it to ensure staff are complying within their unit outlines. We will be handling the student-focussed end, to ensure that students are aware of what is and is not okay for unit coordinators to be doing.



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ENVIRONMENT DEPARTMENT

22/02/2017

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INTRODUCTION

I've had a very busy December and January working two jobs, have family visit and a trip interstate! Here's a rundown of projects I'm working on.

MEETINGS ATTENDED

Date	Meeting	Purpose
Jan 30	Guild Gardens & Volunteering	Met with Claire to discuss how Guild Volunteering and the Enviro Department can work together.
Feb 2	Video Filming	Filmed "Meet your Councillors" video with Honny.
Feb 7	Deputy Meeting	Discussing ideas and plans for upcoming events.

PROJECT UPDATE

ODAY & OWEEK

The Enviro department will be doing a make your own succulent stall on each of the faculty orientation days. This will be a chance to interact with new students coming to UWA and how they can get involved & sign up to our newsletter as previously mentioned. We will also be doing the same thing on ODAY for returning students (or new students who missed out during the week) as well as keep cup sales.

Enviro Week

I have a meeting set up with Chris Leighton to discuss cycling at UWA and plans for promoting this during Enviro Week. We have also received interest from clubs having stalls for Envirofest and a potential sustainable fashion show by FabSoc.

Mini Herb Garden Planting

Friday of Week 2 is a Life-Hacks day run by events. The Enviro Department will run a herb planting stall instead of succulents to do something a bit different.

FINANCES

Line Item	YTD Budget	Actual
Enviro Week	\$1,000.00	\$0
Keep Cups	\$800.00	\$0
Printing & Design	\$300.00	\$0
Projects & Initiatives	\$2,100.00	\$0
OWEEK Expenses	\$400.00	\$287.00
TOTAL	\$4600.00	\$287.00

Regards,
Sean O'Leary
Environment Officer
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EQUITY & DIVERSITY COMMITTEE
Guild Council Report
23/02/2017

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INTRODUCTION

It has been a bit of a slow start for the EnD committee this year, as many committee members have been away and we have not been able to get input from the relevant department representatives. The EnD chair handover only occurred after the first committee meeting, so there were revisions to the initial 2017 EnD focus projects. The focus for January and February has been trying to incorporate an Equity and Diversity component into the Student Leadership Training. We are in the process of drafting EnD workshop content with events, which will hopefully be ready by the April SLT.

MEETINGS ATTENDED

Date	Meeting	Purpose
25 th Jan	1 st committee meeting	Review of 2016's EnD focus projects. Decided on projects and focus for 2017.
2 nd Feb	EnD handover from Laura Mriwagua	Discussing recommended goals and direction of 2017 focus projects.
8 th Feb	Meeting with Kasey Hartung (Events)	Discussing feasibility of incorporating diversity component into Student Leadership Training. Also discussed possibility of having online training modules on LMS.
13 th Feb	2 nd committee meeting	Revision of 2017 focus projects, including input from committee members on relevant departments and collectives
13 th Feb	Access Collective meeting with Cara and Graham	Discussing goals and direction for 2017.

PROJECT UPDATE

Parents on Campus

One of the key points addressed in the EnD chair handover was the disbandment of the Student Parents on Campus (SPOC) club. Laura had suggested to try to get back in contact with members of the committee to ask for their input on ideas. Something that was discussed in 2016 was the installation of a crèche on campus. Most surrounding areas offer full day or after day care, while student parents would require not an all day child care facility, but such a service only between classes. **The committee has decided** to conduct an audit to prove demand and need.

Assisting Access & Ethno-cultural Collectives

The committee has decided on further developing both collectives this year. In the last year, the Access Collective had developed a constitution, and structure (Co-presidents, Public Relations Officer, General secretary, Ordinary Committee Members). We aim for the Access Collective to become a Guild Department, and the Ethno-cultural collective to be where the Access Collective is by the start of 2018. Disability and Ethnocultural officers at USyd and UNSW for tips and suggestions on starting a guild department.

Access Collective

- Contact NUS representatives to attain statistics for Headspace National welfare statistics
- Student Assist (Patrice, Katharine, Denise) officers to be more involved with AC this year
 - o Continue running of Health Promotion Unit, AC, and Guild Welfare event collaborations such as Lived Experience Mental Health Discussion Panel that had amazing feedback last year after being run for the first time.
 - o Collaborations with Guild Welfare on 'Lunchbox sessions'
 - o Student Assist to provide leaflets at AC stall, and run seminars especially

- Get in contact with Chris Massey (director of student life) inquire about the possibility of contracting a multilingual and cultural sensitive psychologist.
- Source registered psychologist that can work once a week at Guild Student Assist. Have gotten in contact with Carmela Pestell, the clinical director of Robin Winkler Clinic.

Ethnocultural Collective

- Davina Daudu continuing to work closely with Megan to complete constitution, and finalize structures.
- Decide on definition of ‘ethnocultural’—students of colour, or culturally and linguistically diverse (CALD)?
- Currently getting in contact with Ethnocultural Departments from UNSW, USyd, and NUS (Jill Malloy)
- Create Organizing Committee and Facebook Page.
- Review Interfaith Calendar, and add any other culturally sensitive dates to it that can be accessible by all students.

Club Guidelines

Although the 2016 EnD committee has created an EnD Club Guidelines document, it is still not very well circulated throughout all clubs and societies. This year, the EnD committee plan to get clubs a lot more involved. We plan to incorporate key aspects of the Club Guidelines into the Student Leadership Training (SLT) for club executives. Malcolm Fiahlo, who previously ran the diversity component of SLT has left his role. Kasey Hartung (Events) is currently in the process of finding a suitable candidate who can present the material appropriately. We are also in the process of assessing the feasibility of creating an online training or testing module to complement the SLT for the diversity component. We are collating material from Ally training, and existing diversity and inclusivity material to present to events by Week 3-4 of semester. We hope to prepare a workshop for the next SLT in April.

Facilities Development

Reece Gherardi, as 2016 Pride Department officer, had suggested the need to be more inclusive of LGBTI students. This year, we are planning to perform an audit on the number of Universal Access Toilets on campus. Hannah Matthews is currently working on this with Tony Goodman.

FINANCES

N/A- No spending throughout year.

Line Item	Description	YTD Budget	Actual
	TOTAL		

DISCUSSION TOPICS

- Input from any other relevant committees, departments, collectives on issues or suggestions.

Warm Regards,

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5.5

Mutya Maragiot-Joseph | Finance Director

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Task/Item	Status	Notes	Reference
FINANCE & ACCOUNTING			
External Audit (Deloitte)	Annual Audit	Interim audit was done beginning of December 2016. The auditors has stayed for one week. The year end audit has started Mid February 2017 and expected to be done by end of February. No significant issues has been raised by the auditors so far.	Finance Strategy/ OPP
Process & Systems	Accounting practices and review – Post Netsuite and TASK Implementation	With the completion of the Netsuite and TASK implementation, a thorough review of the finance and operational processes will be made to consolidate all the new processes implemented as well as to identify areas for improvement in internal control, efficiency and customer relations.	Organisation Strategy
Affiliate Financial Controls Review (Internal Audit review – KPMG)	UWA internal audit team will test the adequacy and effectivity of the Guild’s internal controls in Inventory for both its financial and operational processes.	Due to the implementation of TASK and the massive changes that we are implementing in the inventory and revenue cycle, it was agreed with the UWA internal audit team that the timing of the affiliate Financial Controls review is scheduled for first quarter of 2017.	OPP

Task/Item	Status	Notes	Reference
Review of the Payroll system	The existing payroll system has been used since 1996, and an overall review of the payroll system will be done and a possible upgrade or replacement of the existing payroll system may be recommended depending on the results of the review.	Review is expected to start by the last quarter of 2017.	Finance Strategy/OPP
IT & DIGITAL			
New Accounting Software (NetSuite) Implementation	NetSuite implementation – POS Integration. First phase - Integration with sales data is complete. Second phase – integration with inventory system is ongoing.	Integration with the inventory system is expected to be completed by end of March 2017.	Organisation Strategy/Digital Strategy
New POS System	TASK POS Sales system implementation ongoing.	<p>TASK POS has been configured and deployed to all Catering outlets, effective July 1 2016. The outlets are being monitored for any difficulties or requests to help improve workflow and functionality.</p> <p>The initial inventory stage is near completion. Staff will soon be trained to use the new PDA Stocktaking method, which will send stocktake results to the server in real time and account for product sold during the stocktake. Implementation of the inventory stage started in February 2017.</p>	Organisation Strategy/Digital Strategy
Server and Systems Review and Implementation	The Guild's servers are reaching their anticipated end-of-working-life. Initially installed in 2008/2009, the servers are now over 7 years old, and does not support some newer technologies.	<p>SRC approved the Business Case to migrate all email services to Office 365. This will significantly reduce the email issues we have experienced over the past few years. The implementation is completed and training for staff and students is currently planned.</p> <p>Review of the other existing servers will be made this year.</p>	



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GUILD PRESIDENT
Guild Council Report
22/02/2017

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INTRODUCTION

Another very busy month in the lead up of Semester One commencing. A lot of significant changes/improvements have been in the works that are detailed in this report. Enjoy!

MEETINGS ATTENDED

Please note that this is not a full list of all the meetings that I have attended. I have only included the main ones worth noting to council.

Date	Meeting	Purpose
23/01/17 to 25/01/17	Presidents' Summit	
30/01/17	Library Executive	Regular monthly meeting. Discussed Orientation Strategy as well as an issue for Dentistry students.
30/01/17	IT Desktop Review Discussion	Discussion around IT Transformation Project and what are the key priorities that the University should be looking at.
31/01/17	AICD Training – Governance for Directors	Training funded by Senate .
31/01/17	Education Council	Monthly Meeting.
01/02/17	AICD Training – Strategy & Risk for Directors	Training funded by Senate.
01/02/17	Convocation Council	Monthly Meeting.
02/02/17	AICD Training – Finance for Directors	Training funded by Senate.
03/02/17	Governance Committee	Monthly Meeting.
03/02/17	PROSH with St Thomas More College	Meeting to discuss Tommy More participation in PROSH.
06/02/17	UWA Transport (950 Bus)	To discuss feasibility of change in bus route.
13/02/17	Equity & Diversity Committee	Monthly Meeting.
13/02/17	Strategic Resources Committee	Monthly Meeting.
13/02/17	VACE Committee	Monthly Meeting.
13/02/17	CAPA	To discuss upcoming meeting with Minister of Education (Peter Collier)
14/02/17	St Thomas More College RA Presentation	Presentation about Guild Services to student Residential Advisors.
15/02/17	Student Services Committee	Monthly Meeting.
15/02/17	Vice-Chancellor Tour	Tour of the Guild followed by a quick meeting.
15/02/17	Societies Council	First Societies Council meeting. Also made a quick presentation about what the Guild does.
16/02/17	Flying Start Presentation	Presentation to commencing students from underrepresented schools.
16/02/17	Science Union Camp	Camp Approved

PROJECT UPDATE

Presidents' Summit

I attended Presidents' Summit at the University of New South Wales from the 23rd of January to the 25th of January. The event is hosted annually by the National Union of Students and aims to assist student leaders across the country to collaborate on campaigns that relate to student issues and provides training that is vital to our role as a campus president.

Below is the schedule of workshops and information sessions that were held over the three days.

MONDAY, 23rd January 2017

Housekeeping and Introductions
Consent workshop
National President's Report
National General Secretary's Report
'Your NUS' brainstorm session

TUESDAY, 24th January 2017

Housekeeping
Campus Reports
National Education Officer Report
Break into States for organising
Media Training
National Welfare Officer's Report
National Women's Officer's Report
National Small & Regional Officer Report
SSAF Workshop (Cancelled, as we ran over time)

WEDNESDAY, 25th January 2017

Union Panel
Media Panel
Danny Cain
National Queer Officer Report
National Aboriginal & Torres Strait Island Officer Report
National Disabilities Officer Report
Women's Panel
National International Officer report
National Disabilities Officer report
Final Reflections

Review of Conference

Overall, I found the conference to be quite productive and informative. It was quite well organised, except for a few sessions being run over time and then the Monday session having to be cancelled. I found the content to be relevant to my role but the most value I got out of the conference was the opportunity to network with other campus Presidents.

Learning about the different issues that campus' face and how they dealt with such issues was highly valuable, therefore I particularly enjoyed the workshops that facilitated such discussion. The delegates that I had interacted with over the conference were all very pleasant and were very approachable. Since then a Facebook Group has also been formed to foster better communication between the Presidents.

Overall the conference was a positive experience and exceeded my initial expectations. There was the slight mismanagement of time and short notice (due to transition), otherwise the content was mostly useful, especially the Media training. It was a great opportunity to get ideas of other campus presidents to improve the state of affairs at UWA.

Outcomes

The conference provided me with the networks that will greatly assist me in tackling sensitive matters at UWA, in particular some current issues. I was also able to start discussions around developing a knowledge sharing system between interested campuses that will aim to inform each other of new initiatives and information that other campuses can also adopt.

I hope that there will be a strong relationship not only between UWA and NUS but also other Universities in order to improve our respective organisations through that sharing of knowledge, skills and experience.

Personally, I developed more confidence in handling matters that gain a lot of media attention and how to work with (and maybe sometimes against) journalists. I also learnt strategies around building successful campaigns and initiatives on campus and how to better tackle specific issues at the University level.

Recommendations

I would strongly encourage that the 105th Guild President to attend next year's Presidents' summit as it is a perfect opportunity to meet other Presidents and complete training that is further enhanced by the feedback, opinions and recommendations of other campus Presidents.

Conclusion

Pretty good NUS Conference. Would recommend 10/10

IT Transformation

The University for a while now has been working on a transformation of IT which looks at the way we will work with computers, and how we collaborate both on and off campus. The aim is to consolidate any disparate systems and services and further the University's realisation of its strategic goals.

The project has been underway for a few years now and recently PWC met up with me to see if the project is still heading down the right direction and whether it needs some realignment. We discussed some key issues facing students, them mainly being:

- Wifi
- Consistency on Blackboard and other student portals
- Enrolment
- Consolidation of information
 - o Improving the search functionality
 - o All the information/websites in one place and better integrated
 - o Making the website and its extensions more intuitive

If anyone has any other feedback around this project, please do not hesitate to contact me and gift me with your thoughts.

AICD Training

Each year the newly elected student senators are required by Senate to complete a three-day course with the Australian Institute of Company Directorship (AICD). This year Owen and I managed to complete the training early in the year and hope that the skills learnt will not only be valuable on Senate but also on Guild Council.

We attended a three-day session that covered Governance, Strategy and Risk, and Finance. They were all full day sessions run by professionals in their respective fields. Once we complete the online quiz's we would have formally completed the course and be awarded with our certificates.

I found the training to be extremely valuable and intend to introduce some sort of similar training if not to the 104th Council, to future Council's.

PROSH

Over the past few weeks, I have been working with the PROSH Directors to get more colleges on board with the event as well as promoting the event at every opportunity available. At the moment St Thomas More is the only college that has met with us and we are still waiting on the others (it's been a few weeks now).

In our meeting with St Thomas More, it was discussed that residents would see the event as an excuse to drink throughout the night and then go to the breakfast that is hosted by the College but then go to sleep. Given that all classes are cancelled for this morning, they have the whole morning to recover (if that's enough) before having to attend classes again. For this reason, staff do not enjoy the event as most would usually stay up the whole night, stressed and concerned about the safety of their residents.

Skevos and I discussed our plan to shift the culture away from having pre's and instead celebrating afterwards as well as formalising a competition between the Colleges to see which College can raise the most money for the charities. We are hoping that we will see more students participating in the event itself and rewarding the College that works the hardest with a trophy or some equivalent. We will pitch the same strategy to all other Colleges once we get the opportunity to meet with them.

I have also contacted Chris Massey (The Director of Student Life) about joining his meeting with all the Heads and Deputies of the Colleges to not only discuss PROSH but also other issues concerning College students and what the Guild can do to help.

950 Bus Update

Met with David O'Brien from Campus Management to discuss how feasible it is to have the bus route slightly altered so that it comes down to the Guild and maybe even Business School. I will be assisting Campus Management put together some data and then assess the feasibility of the business case. I will consult with Guild Council before we formally push for any changes.

Vice-Chancellor Tour

At the beginning of the Vice-Chancellors term, the VC called me to arrange a tour of the Guild followed by a short meeting. If you were around the Guild during this period you may have noticed rearranging of furniture, thorough cleaning of Guild spaces and general franticness.

This tour was especially important as it was the Guild's first opportunity to build a positive relationship with the University that has broken down over previous years. For a long time now there has been tension between the two bodies and I believe that to move forward and to affect real and positive change, there needs to be a better relationship built on trust, respect, and appreciation.

My aim for this tour was to communicate the amazing things that the Guild does for students and the amazing things we have in plan, and especially how our aims aligns with that of the University – providing students with an amazing UWA experience. Given that the VC arrived late, I was only able to show her Volunteering, GSC, Tavern, Refectory, CCZ, PSA Lounge, Second-hand Bookshop, the Engagement Office, and then finally have a quick meeting in my office. Unfortunately, I was unable to show her Student Assist, but I fully intend on communicating the importance and full extent of this service in our next meeting.

In our quick meeting at the end, we briefly discussed the relationship between the Guild and University moving forward and I presented a proposal to develop a formal partnership that most Universities in England currently have. The VC was receptive of this idea and is very interested in taking the next steps to put together this partnership together. This will be one of the main points of discussion in my next meeting with the VC.

The Refectory Refurbishment

On Tuesday the 21st of February, the Guild will be presenting our proposal for the new Refectory to the University Executive. We have been waiting for this meeting for a long time now so that we can proceed with the next stage

of this project and hopefully deliver students an amazing new space with a diverse and top quality offering by the beginning of Semester Two.

The Refectory project is a phase that is outlined in the Guild Masterplan and has been in the works for a while now. Before we can proceed we need the approval from the University Executive which we hope to receive soon.

The Partnership

The Partnership is a new initiative that I intend to make my main priority for this year. Currently in most UK Universities there exists a formal document that outlines a partnership between the University and its students. It emphasises that students are no longer just consumers of education but today we are active learners that are offered an opportunity to be a part of the decision-making process.

Students are not consumers of higher education, but significant components within it. Consumers are not involved in the management of process, but students are co-responsible for higher education management, as higher education is developed for students. Students are the main beneficiaries of increasing the quality of [higher education]. Students should have more impact in decision-making and governance of higher education, which must be a community of students and professors who are equally responsible for its quality. [Budapest Declaration: Governance and Student Participation. 21st European Student Convention – February 2011]

Through this partnership model, the relevant Universities and Student Unions have seen tremendous success. The partnership is not so much of a contract but more of a guide of how the two bodies will interact with each other. Even now in Australia, groups have started to analyse this model and are in the early stages of putting together a national framework.

I want UWA to be one of the first Universities in forming a similar partnership so that student representative can be active and able ambassadors of positive change for other students. This partnership will more strongly encourage a deep appreciation and respect for the student voice and hopefully ensure that not only is the student voice heard but also sought at all levels of decision making within the University. It will give us timely access to information and an opportunity for genuine and meaningful engagement.

Over this year, I will be working with the VC to develop this partnership and hopefully students will see the dawn of a new and improved UWA.

The 2020 Guild Strategy

The University landscape has changed significantly over the past few years and it is time that Guild Council looks at developing a plan to adapt to these changes and plan for any future changes over the coming years. It is imperative that the Guild remains current and looks for opportunities to be a leader amongst other Guild's and Union's in Australia.

Currently the Guild has a Masterplan that focuses on strategy for the development of our buildings and commercial operations. We also completed a review with Deloitte that looked more closely at our services and our core functions as an organisation. These two documents to some extent describe a general strategy for the Guild moving forward, however there is need to develop a formal consolidated strategy that nicely ties in all aspects, and functions of the Guild.

This strategy document will aim to give Guild Council and future Council's a clearer direction of where the Guild should be heading and ensure that student representatives can achieve goals that are not feasible to be achieved in just one year. By developing a three-year strategy, I believe we will have the agility to adapt to any changes in student interests but also maintain a clear long term direction to ensure the continuity and success of the Guild.

Kind regards,
NEVIN JAYAWARDENA
Guild President
president@guild.uwa.edu.au



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Tony Goodman | Managing Director

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009

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Task/Item	Status	Notes	Reference
STRATEGY & GOVERNANCE			
	Organisation Strategy	Work will start on new strategy planning in 2017. Reviewing reports and information to support strategy project	Organisational Strategy
	Guild Relationship Agreement	Planning and discussion to be undertaken with VC. Reviewing our legal position. Strategy development.	Organisational Strategy
	Qtr. University Exec Strategy Meeting	First one due February 21. Refectory project to be main focus.	Organisational Strategy
	Audit & Risk Committee	Audit and Risk Committee – Interviewing candidates. HR running process and interviews.	Governance
	UWA Risk & Audit Committee	Preparing for 2017 – on-going prep with external financial auditors.	Governance
	Guild Elections	Resignations being dealt with WAEC advice and written recommendation sort.	Governance
HUMAN RESOURCES			
Structure	Appointments / Positons	<ul style="list-style-type: none"> - Work Health and Safety / Admin role looking for implementation and recruitment. - Casual admins support for Guild Alumni being filled. 	Organisational Strategy
Catering	All recruitment will be overseen by AD HR.	<ul style="list-style-type: none"> - N/A 	Organisational Strategy

Health & Safety	UWA H&S Committee	- Awaiting on final version of KPMG H&S Audit.	Organisational Strategy
BUILDING PROJECTS			
Solar Panels	Construction set to be underway	Power station upgrade completed. CM preparing for turning on.	Organisational Strategy
Ref Project	Design phase completed.	Awaiting University sign off on project to start. Refectory project planning is underway. <ul style="list-style-type: none"> - Building scoping and designing underway with Hames Sharley and engineering firms. - Revised drawing providing - Reviewing costing estimates for the project. - Review of potential retailers underway. 	Catering Strategy
Maintenance	PSA Lounge & Bookshop locations	Project Completed.	Organisational Strategy
Westpac ATM	Second ATM at UWA Sports	With legal team for sign off on paperwork. Commercial team implementing.	Organisational Strategy
PROJECTS			
	Governance – Guild Regulations	Jackson McDonald working on drafting with Governance committee. Review of Election regulations on vacancies needing review.	Organisational Strategy
	Commercial Strategy	Implementation of business / commercial plan underway. This will tie into the overall Guild strategy including Ref project.	Organisational Strategy
	Reid Lease / Legal Document	Guild lawyers are reviewing and providing feedback. Guild will enter into discussion on the lease with the VC.	Organisational Strategy & SLA
	Brian & Poulter Feedback	Guild feedback provided to the University. Still awaiting on guarantees from the University on protecting Guild interests.	Catering & Organisational strategies
	Guild Village Precinct Plan	Speaking to tenants about developments and options in the precinct. Have requested off legal advice on current leases.	Organisational Strategy & SLA
	Guild Alumni	Proceeding to events ideas and networking evening. Data base being built.	Organisational Strategy

	External Financial Audit	Working on compliance requirements with Finance.	Organisational Strategy
	ISB	Planning and strategy underway	Marketing Strategy
	Marketing Campaign	Get it campaign being launched across all fronts. Campaign ties in with O-Day campaign	Organisational Strategy

UWA STUDENT GUILD

KEY PERFORMANCE INDICATORS FOR THE NATIONAL UNION OF STUDENTS

Introduction & Aims

The National Union of Students (NUS) is the peak organisation representing Australian tertiary students. The organisation represents the interests of this student body as a whole, and has greater influence at a national level than any of the affiliated member organisations (including the UWA Student Guild). Accordingly, it is important to ensure that the actions of the NUS are in line with the interests and values of the UWA Student Guild, and the UWA student body. This document aims to:

- (a) provide the NUS with a clear outline of the expectations of the UWA Student Guild, and
- (b) provide the UWA Student Guild with clear and consistent guidelines for affiliation with the NUS and payment of accreditation fees.

Structure

The Key Performance Indicators (KPIs) outlined in this document are divided into two categories; “exit” and “discretionary”. Each category shall have its own assessment criteria and associated consequences for failure to meet KPIs in that category.

Application

These KPIs apply in full from the election of the first NUS National Executive following approval by the Guild Council. The Exit KPIs apply immediately following the closure of the Guild Council meeting where these KPIs are accepted.

These KPI’s will remain in force until changed or revoked by Guild Council. Any change or revocation must immediately be communicated to the NUS; changes to Discretionary KPIs cannot be used in accreditation fee consideration until the next NUS National Executive takes office. The Governance Committee is expected to inform the NUS Executive at the commencement of their terms about these KPIs, however failure to do this will not invalidate the KPIs nor impact accreditation fee considerations.

Exit KPIs

Assessment

KPIs in this category shall be assessed by the Governance Committee in consultation with NUS Delegates and any other relevant parties. Exit KPIs are assessed as pass or fail.

Outcomes

Failure to comply with an Exit KPI shall require the UWA Student Guild to immediately cease payment of any accreditation fees to the NUS until the Governance Committee determines that the KPI has been met. The Governance Committee must inform Guild Council of the breach and may recommend to Guild Council that the UWA Student Guild pursue disaffiliation from the NUS. However the decision to disaffiliate shall be at the discretion of the Guild Council in accordance with Guild Regulations and the NUS Constitution.

Key Performance Indicators

1. That the NUS hold a National Conference, which includes the election of NUS Office Bearers.
2. That UWA Delegates have full and proportional rights to vote in the election of NUS Office Bearers, and on policy proposals presented to the NUS at the NUS National Conference.
3. That the NUS shall comply with the NUS constitution, rules and by-laws. A procedural breach shall not constitute non-compliance with this KPI.
4. That the NUS does not condone the use of violence as a legitimate means of protest, and takes all reasonable steps to minimise the risk of violence at NUS endorsed protests. Reasonable steps may include:
 - Assessing the need for a police presence,
 - Where an NUS endorsed protest becomes violent, conducting a review of the event detailing how the violence could have been avoided,
 - Ensuring that suitable event management processes are followed.

Discretionary KPIs

Assessment

KPIs in this category shall be assessed using a grading system. Grades shall range from “A” to “E” where:

- “A” means complete compliance with the criterion, a passing grade;
- “B” means substantial compliance with the criterion, a passing grade;
- “C” means partial compliance with the criterion, a passing grade;
- “D” means developing compliance with the criterion, a failing grade, and;
- “E” means no compliance or movements towards compliance with the criterion, a failing grade.

Each KPI shall be assessed by the relevant office bearer or committee. This person or group shall provide a written report to the Governance Committee detailing the reasons behind the grade awarded. Where multiple people are named next to a KPI, each person shall provide an individual written report on that particular KPI. The

Governance Committee shall then combine these written reports into a single grade for that KPI. The single grade shall be an average of all the individual grades (with an A worth 4 points, B worth 3 points and so on) with any decimal being rounded to the nearest Grade, or if a .5 decimal rounded to the nearest Grade at the Governance Committee's discretion. All Discretionary KPIs shall be considered to be of equal value.

Key Performance Indicators relating to "reasonable level of support" may include the following considerations:

- Contact from the National Office Bearer/s
- Visits from the National Office Bearer/s
- Engagement through social media or other media or email
- Involvement in national campaigns
- Advice or support for individual issues
- Support for wider collaboration be it state or federal

Outcomes

The Governance Committee shall present a report to Guild Council, at or before the August Guild Council Meeting, detailing the grade awarded to each Discretionary KPI as well as an overall average grade for the NUS's performance to be reached by averaging all the grades as per the procedure above. That report shall contain a summary of the reasons behind the grades awarded, and shall then be presented to the NUS Executive. The report shall include a recommended minimum accreditation fee payable to NUS based on the KPIs, it shall also provide notice to the NUS Executive that failure to address any failing KPIs may adversely affect payment of future accreditation fees.

The Governance Committee shall conduct a further review of the Discretionary KPIs, tracking the changes in grading over a two year period and present a final report to the November Guild Council meeting. The UWA Student Guild will, at the discretion of the Guild Council, budget for additional accreditation fees that reflects the grade awarded.

If over a two year period a particular KPI or particular NUS Department receives only failing grades the Governance Committee must request of the NUS a formal explanation of their performance. The Governance Committee must include the response in their final report.

Number	Key Performance Indicator - Description	Relevant Officer Bearers
1.	That the paid, full-time, NUS National Office Bearers meet, either in person or via telephone (or other common communication channel), the equivalent UWA Student Guild Office Bearer at least once every academic semester.	<ul style="list-style-type: none"> • Guild President • Education Council President • Welfare Officer • Women's Affairs Officer • Pride Officers • Guild Treasurer
2.	That the paid, full-time, NUS National Office Bearers provide a reasonable level of support for the equivalent UWA Student Guild Office Bearer.	<ul style="list-style-type: none"> • Guild President • Education Council President • Welfare Officer • Women's Affairs Officer • Pride Officers
3.	That the part-time paid and volunteer NUS National Office Bearers provide a reasonable level of support for the equivalent UWA Student Guild Office Bearer.	<ul style="list-style-type: none"> • WASAC Chair • Access Collective Chair • Ethno-cultural Collective Chair • International Student's Services Director • Environment Officer • President of Albany Student Society
4.	That the NUS National Office Bearers provide ongoing updates on their actions and campaigns in a reasonable and consistent manner to the equivalent UWA Student Guild Office Bearer.	<ul style="list-style-type: none"> • Guild President • Education Council President • Welfare Officer • Women's Affairs Officer • WASAC Chair • Access Collective Chair • Ethno-cultural Collective Chair • Pride Officers • International Student's Services Director

		<ul style="list-style-type: none"> • Environment Officer • President of Albany Student Society
5.	That the NUS shall circulate to the UWA Student Guild President a copy of the budget by the end of May each year.	<ul style="list-style-type: none"> • Guild President
6.	That the National Officer Bearers attend all student conferences related to their portfolio.	<ul style="list-style-type: none"> • WASAC Chair • Women's Officer • Education Council President • Pride Officers • Ethno-cultural Officer
7.	That the NUS shall endeavor to run the NUS National Conference at as low a cost to delegates and the NUS as possible. The cost of the NUS National Conference shall not increase at a rate greater than the inflation rate.	<ul style="list-style-type: none"> • Guild Treasurer
8.	That the NUS shall conduct an independent annual audit of their finances.	<ul style="list-style-type: none"> • Guild President
9.	<p>That the NUS shall operate in a transparent manner with good governance procedures. Such measures and procedures include:</p> <ul style="list-style-type: none"> • Access to agendas, minutes and reports within one month of national executive meetings • Up-to-date contact details being published online for all office bearer positions • Maintain relevant and current information on NUS activities and campaigns online including any website or social media 	<ul style="list-style-type: none"> • Governance Committee
10.	That the actions and policy of the NUS are substantially in line with the interests of the UWA student body. These interests may include UWA Student Guild policies, stances or values.	<ul style="list-style-type: none"> • Governance Committee
11.	That, on balance, the NUS has made substantial progress towards achievement of its stated policy goals	<ul style="list-style-type: none"> • Governance Committee

Equivalent Office Bearers

The KPI's which evaluate the associated NUS Office Bearer and the equivalent Office Bearer at the Guild. Please note that the KPI's measuring the performance of the General Secretary are measured by various people.

NUS Office Bearer	Relevant KPI Indicator	Equivalent UWA Office Bearer
President	1,2,4,6	Guild President
General Secretary	5,7,8,9,10,11	Guild Treasurer & Guild Secretary
National Education Officer	1,2,4,6	Education Council President
National Welfare Officer	1,2,4	Welfare Officer
National Women's Officer	1,2,4,6	Women's Affairs Officer
National LGBT Officers	3,4,6	Pride Department Officers
National Ethno-Cultural Officer	3,4	Ethno-cultural Collective Chair
National Aboriginal and Torres Strait Islander Officer	3,4,6	WASAC Chair
National Disabilities Officer	3,4	Access Collective Chair
National Environment Officer	3,4,6	Environment Officer
National Small and Regional Officer	3,4	President of Albany Student Society
National International Students Officer	3,4	International Students Service Director



UWA STUDENT GUILD

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Orientation Semester 1, 2017

Report to Guild Council

Maddie Mulholland, Orientation Director

This is the first year (at least in recent history) that the Guild has appointed an O-Week Director, although we have in the past run activities during O-Week typically run through Guild Events, Student Services Committee or the President's Office.

Unfortunately I won't be at the Guild Council meeting to talk on this report (we'll be mid-O-Week), but please feel free to send any questions through to me – ipp@guild.uwa.edu.au. I look forward to seeing you throughout O-Week!

O-Week Events

This is a list of the events being run at UWA during O-Week. You can also see these listed on the UniStart website: <http://www.unistart.uwa.edu.au/crawley/orientation/yours>.

I've highlighted blue the events the Guild is participating in, bolded are the ones we are running.

Note I have only listed the undergraduate orientation events, as Owen and the PSA team have looked at the postgraduate events.

MONDAY 20 FEBRUARY (International and Exchange Students)			
Time	What	Location	Responsible
8:00 - 9:00	Pop-up Yoga and Pilates	Great Court South	UWA Sport
8:30 - 17:00	Student Centre Membership Activation There'll be a chillout zone in Guild Village all week where you can hangout on beanbags, play giant games and chat with students from second year and above who will be on hand to answer any questions you have about life, the universe and everything... or university, at least! Tip: As soon as you have enrolled and received your UWA campus card, visit the UWA Student Guild to activate your FREE Guild membership, which entitles you to a student diary (packed with important UWA info, dates and maps), great discounts on and off campus (on food, activities, useful services and more), and access to events and services all year long!	Guild Student Centre	Guild (GSC)

10:00 - 11:00	International Student Orientation (Darryl Loke speaking)	Octagon Theatre & Student Central Courtyard	UWA
11:00 - 12:00	New to UWA not University (Exchange)	Wesfarmers Lecture Theatre	UWA
11:00 - 13:00	International Student Expo We will have Guild staff departments, ISS, MCW, WASAC and 12 International Clubs on Oak Lawn. We will have giant games.	Student Services Courtyard & Oak Lawn	UWA
11:00 - 13:00	Aussie Animal Farm During the International Student Expo, get up close and personal with Australian animals with this free petting zoo! This is a great chance to get a selfie with this country's unique creatures to show family and friends back home. Run by Kanyana Wildlife.	Oak Lawn	Guild
11:00 - 12:00	School Leaver Direct Pathway FMDHS	Alexander Lecture Theatre	UWA
11:30 - 12:00	Aussie Culture Workshop Just arrived in Australia? Wondering what 'thongs', 'snags' and 'this arvo' mean, who you should call 'mate', and whether you should dare to taste Vegemite? Come along to one of these free sessions for an introduction to Australian culture and slang presented by the UWA Student Guild. This will include a discussion about Indigenous peoples and cultures, presented by Brianna Ozies. Run by Jacob Fowler & Rudra Bhatt.	Social Sciences LR1	Guild
12:00 - 13:00	Free BBQ First in, best dressed for a classic Aussie lunch – sausages on the barbecue! Halal and vegetarian options available.	Oak Lawn	Guild (PI)

	Run by Perth International.		
12:00 - 13:00	<p>Smoking Ceremony & Didgeridoos</p> <p>Len Collard will Welcome new students to Country with a traditional Smoking Ceremony and Didgeridoos.</p> <p>Run by Len Collard.</p>	Oak Lawn	Guild (Len Collard)
12:15 - 12:45	<p>Aussie Culture Workshop</p> <p>As above</p>	Social Sciences LR1	Guild
13:00 - 13:30	Winner's Guide to UWA - A grad's perspective	Reid Library	UWA
13:30 - 14:30	Understanding your undergraduate course structure	Octagon Theatre	UWA
13:30 - 15:30	<p>International Speed Friending</p> <p>A Speed Friending session is a fun and easy way to meet a lot of new people. You'll chat to a series of people (including other new students as well as representatives from the Guild International Students' Service and multicultural student clubs) for a few minutes each. You may even find someone who will be in your first classes!</p> <p>Run by ISS (Sungbeen Jun) . PROSH will provide the music.</p>	Oak Lawn	Guild (ISS)
14:00 - 14:30	<p>Get InVOLved</p> <p>Learn how you can get involved in volunteering while at UWA! The Guild Volunteering team can help you find your perfect volunteer role (one off, long-term, on campus or off) with over 250+ partner organisations to choose from. Fun, friendly info sessions are happening every day during O-Week. No need to book, just come along!</p> <p>Run by Guild Volunteering.</p>	GV Meeting Room	Guild (Volunteering)
14:30 - 15:15	Design your study plan	Octagon Theatre	UWA

18:00 - 21:00	<p>Sunset Coast Bus Tour</p> <p>Check-in at 5.30pm in front of the UWA Recreation & Fitness Centre. Join this FREE after-dinner tour to see Perth's beautiful beaches and watch the sun set over the ocean. We'll take you to beaches that are UWA students' favourites, experiencing Perth like the locals do. This is a must-do experience! Don't forget your camera.</p>	Various	Guild
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TUESDAY 21 FEBRUARY (International, Exchange and Mature Age Students)			
Time	What	Location	Responsible
8:00 - 9:00	Pop-up Yoga and Pilates	Great Court South	UWA Sport
8:30 - 17:00	<p>Student Centre Membership Activation running</p> <p>As above</p>	Guild Student Centre	Guild (GSC)
10:00 - 13:00	Course Advice & Study Plan Check	Clough Engineering Student Centre	UWA
10:00 - 14:00	Enrolments & CAS Help Drop-In Session	Civil Engineering Computing Rooms	UWA
13:00 - 16:00	Perth City Walking Tour (Exchange)		UWA
13:00 - 16:00	Mature Age Welcome (MASA presenting)	Alexander Lecture Theatre	UWA
14:00 - 14:30	<p>Get INVOLved</p> <p>As above</p>	GV Meeting Room	Guild (Volunteering)
16:00 - 18:00	<p>MASA In the Garden</p> <p>Calling all Mature Age Students! Meet and mingle with other mature age students (both old and new – to UWA, of course) over nibbles and drinks at this informal mixer presented by the Guild's Mature Age Students' Association (MASA), a group aimed at enabling you to develop a network of friends and peers.</p> <p>Run by MASA (Megan Lee).</p>	Tavern	Guild (MASA)

17:00 - 20:00	Student Excursion - IKEA Shopping Trip & Night Time Photo Opportunity		UWA
17:30 - 20:00	<p>Fish & Chips Coast Bus Tour</p> <p>Check-in at 5pm in front of the UWA Recreation & Fitness Centre. This FREE tour will take you to the best of Perth's beaches, including time to enjoy a typical Australian meal of fish and chips at the famous Cottesloe Beach while the sun sets over the Indian Ocean! Don't forget your camera and bathers!</p>	Various	Guild

WEDNESDAY 22 FEBRUARY (All students in Science, ESM, Health & Med Sciences)			
Time	What	Location	Responsible
8:00 - 9:00	Pop-up Yoga and Pilates	Great Court South	UWA Sport
8:30 - 17:00	<p>Student Centre Membership Activation running</p> <p>As above</p>	Guild Student Centre	Guild (GSC)
9:00 - 10:00	<p>Commencement Ceremony (Science/ECM)</p> <p>(Nevin Jayawardena speaking)</p>	Somerville Theatre	UWA
10:00 - 12:00	Discover your campus / Typical First week	Octagon Theatre	UWA
10:00 - 12:00	<p>Campus Tours (via Guild Student Centre)</p> <p>We will be handing out Student Survival Guides, O-Day/Week Maps and lollies.</p>	Guild Student Centre	Guild (GSC)
10:00 - 14:30	Science Faculty Orientation	TBC	UWA
12:00 - 13:00	<p>Science Faculty Lunch</p> <p>(Guild stall)</p>	Prescott Court	Guild
12:00 - 14:30	ECM Faculty Orientation	Mechanical & Chemical Engineering Building	UWA
14:00 - 14:30	<p>Get INVOLved</p> <p>As above</p>	GV Meeting Room	Guild (Volunteering)

14:30	UniMentor Link Up	Great Court South	UWA
14:30 - 18:00	<p>Activities on Oak</p> <p>During the UniMentor linkup, we'll have lots of fun activities to do with your mentor and group members. Play Ultimate Frisbee, cool off with some waterbombs, or try potting your own succulent plant to take home or helping out with 'Micro-Volunteering'.</p> <p>Will also have Red Bull, giant games, bean bags, PROSH FM, and UWA Sport are running watersports at the UWA Boat Shed.</p>	Oak Lawn	Guild
14:30 - 18:00	<p>Campus Quest</p> <p>Explore the best parts of campus from the student perspective on the Campus Quest! UWA has heaps of club rooms and essential services around Guild Village that you should know about! Don't wait until third year to finally get the most out of your time at UWA. Campus Quest is a fun activity not to be missed!</p> <p>Run by SOC (Davina Daudu).</p>	Oak Lawn	SOC
18:00 - 19:00	<p>Student Life Hacks Workshop</p> <p>Students who have 'been there and done that' will share the tips and tricks they learnt during their first year of uni to help YOU avoid their mistakes and make the most of your first year!</p> <p>Presented by a group of students TBC.</p>	Moot Court	Guild
19:00 - 21:00	<p>Science Pub Quiz</p> <p>Brush up on your trivia skills and bring your A-game for a free quiz night after your day of faculty orientation activities, with great prizes to be won! You can come with your squad to bond over multi-choice questions, or if you don't know anyone yet, don't worry – we'll place you at a table with other students from your faculty. 18+ (ID required).</p>	Tavern	Guild (Quizmeisters)

	Run by Quizmeister. FacSocs have provided faculty-themed table rounds.		
21:00 - 00:00	Tavern Welcome Night Following on from the Quiz Night, enjoy a free party in the Tavern. Enjoy some food and drinks with all your new friends after a busy day of orientation activities (and don't forget to exchange details and compare timetables)! 18+ (ID required). Run by Hayden (Tavern).	Tavern	Guild (Tavern)

THURSDAY 23 FEBRUARY (All Students in Arts, Business, Law, Design, Music)			
Time	What	Location	Responsible
8:00 - 9:00	Pop-up Yoga and Pilates	Great Court South	UWA Sport
8:30 - 17:00	Student Centre Membership Activation running As above	Guild Student Centre	Guild (GSC)
8:15 - 9:00	Commencement Ceremony (Arts, Commerce, Design) (Nevin Jayawardena speaking)	Somerville Theatre	UWA
9:00 - 12:30	Science Orientation (Day 2)	TBC	UWA
10:00 - 12:00	Discover your campus / Typical First week		UWA
10:00 - 12:00	Campus Tours (via Guild Student Centre) As above		Guild (GSC)
11:45 - 12:45	Design Faculty Lunch (Guild stall)	ALVA Courtyard	Guild
12:00 - 13:00	Arts Faculty Lunch (Guild stall)	Courtyard next to Alexander Lecture Theatre	Guild

12:00 - 13:00	Commerce Faculty Lunch (Guild stall)	Business School Foyer	Guild
12:00 - 15:00	Design Faculty Orientation	Hew Roberts Lecture Theatre	UWA
12:00 - 15:30	Arts Faculty Orientation	Alexander Lecture Theatre	UWA
12:00 - 15:30	Commerce Faculty Orientation	UWA Business School	UWA
12:45 - 16:15	Health & Medical Sciences Orientation (Day 2)	TBC	UWA
14:00 - 14:30	Get InVOLved As above	GV Meeting Room	Guild (Volunteering)
15:00	UniMentor Link Up	Great Court South	UWA
15:00 - 18:00	Activities on Oak Once you've been linked with your UniMentor, check out our fun activities with your mentor and group members. Play dodgeball, kick a footy, try potting your own succulent plant to take home or help out with 'Micro-Volunteering'. Will also have Red Bull, giant games, bean bags, PROSH FM, and UWA Sport are running watersports at the UWA Boat Shed.	Oak Lawn	Guild
15:30 - 18:00	Campus Quest As above	Oak Lawn	Guild (SOC)
18:00 - 19:00	Student Life Hacks Workshop As above	Moot Court	Guild
19:00 - 21:00	Pop Culture Pub Quiz As above	Tavern	Guild (Quizmeisters)
21:00 - 00:00	Tavern Welcome Night	Tavern	Guild (Tavern)

	As above		
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FRIDAY 24 FEBRUARY			
Time	What	Location	Club Rep
8:00 - 9:00	Pop-up Yoga and Pilates	Great Court South	UWA Sport
11:00 – 3:30	<p>O-Day</p> <p>ODAY is a massive day of fun not to be missed! Featuring stalls from the Guild’s 140+ student clubs (make sure to join one... or ten), rides, games, free stuff, entertainment and food from 11am till 3.30pm, all followed by a free music festival for Guild members (keep an eye on the Facebook event for announcement of the acts)! Make sure to activate your FREE Guild membership any time beforehand or at the Guild Membership stall on the day to get \$2 off any club membership fees, free entry to the festival and heaps of other great discounts and benefits.</p> <p>Click ‘Going’ and invite your friends on the Facebook event!</p>	James Oval / Guild Village	Guild (Events)
14:00 – 14:30	Get InVOLved	GV Meeting Room	Guild (Volunteering)
14:30 – 20:30	O-Day Festival	Oak Lawn	Guild (Events)

Marketing

Descriptions of Guild Events are published in the physical O-Day guide, posters and A-frames around campus, social media and our O-Week website: <http://www.uwastudentguild.com/o-week-2017/>.

We have a social media / marketing campaign throughout the week. We will also have a Photobooth set up in Guild Village to drive social media engagement, and signage (A-frames and posters) around the Guild about the week’s events. Guild Events and Marketing also have a variety of initiatives planned for the week, which will be reflected in the Associate Director, Student Services report.

O-Day

I have not been involved in organising O-Day or the Festival, other than seeking input from Students and the O-Week group. Kasey and Siobhan can provide an update.

After O-Week

There are a variety of events and initiatives that flow on straight from the O-Week activities:

- Life Hack Week: Running in Week 2, with a variety of sessions covering issues like Tenancy, Centrelink, Resume/Skill building, etc. This builds on the Student Life Hacks Workshops.
- Club Carnival
- Student Survival Guide Online: The printed student survival guide is only a taste of all the information we compiled, which will be presented on an as-needed schedule throughout the semester via blog and social media posts.
- College Outreach: Grill the Guild (or equivalent).
- FacSoc Campus Tours: Tours “from the perspective of students” will run in week 1, with a focus on the spots around Faculties that students need to know, and how to get to and around the Nedlands and QEII campuses.

Logistics

The planning for O-Week has included:

- Event Management Plans for each day;
- Risk Registers as required;
- Site maps;
- Detailed Bump-In Schedule;
- Volunteer Roster and recruitment;
- Stakeholder engagement with Enrolments and Orientation Working Group (EOWG), Student Services Orientation team, Faculty Student Engagement Officers, and UWA Sport;
- Coordinating Clubs, FacSocs and Guild departments (staff and student);
- Supporting FacSoc involvement in Faculty activities;
- All marketing and publications;
- Regular meetings with Guild Events;
- Coordinating students attending events.

I’ve had a great deal of help from:

- Kasey & Siobhan: All event logistics, bookings, UWA compliance requirements.
- Elise & Madeleine: Design and marketing.
- Chelsea: Sponsors and content generation.
- Claire: Volunteer recruitment.
- Shout out also to Reece Gherardi and Conrad Hogg for all their help and ideas.

Review

We will conduct a review of O-Week afterwards, to make recommendations for Semester 2 and 2018, with the Guild Events team, Guild Executive, relevant staff departments and Student Services Committee. If you are not part of these groups, please send your feedback to ipp@guild.uwa.edu.au.

Budget

The approved budget for O-Week (Monday – Thursday) is \$10,000. I anticipate we will run slightly under budget.

Item	Cost	Notes
Monday		Contractor: Kanyana Wildlife.
- Animal Farm	\$918.00	
- Aussie Culture Workshop	\$50.00	Tasters, printing.
- Free BBQ	\$400.00	Run by PI. 300 - Halal and vegetarian.
- Smoking Ceremony / Digeridoo – Welcome to Country	\$770.00	Contractor: Len Collard.
- Speedfriending	\$167.40	Various stationary, water, sunscreem, printing,
- Sunset Coast Bus Tour	\$606.00	Cost of bus and bottled water. Contractor: Horizons West.
Tuesday		
- MASA in the Garden	\$400.00	Tavern package.
- Fish & Chips Coast Tour	\$507.00	Cost of bus and bottled water. Contractor: Horizons West.
Wednesday		
- Campus Quest	\$180	Printing
- Activities	\$150	Waterballoons, Make your own succulents
- Student Life Hacks Workshop	\$25	Printing
- Science Pub Quiz	\$960	Contractor: Quizmeisters, and first place prize.
Thursday		
- Campus Quest	\$180	Printing
- Activities	\$100	Make your own succulents
- Dodgeball	\$500	Contractor: Dodgybro's
- Student Life Hacks Workshop	\$25	Printing
- Pop Culture Pub Quiz	\$960	Contractor: Quizmeisters, and first place prize.
All Week	\$18	
- Sunscreen		
Marketing		
- Bunting	\$1,500	To go in between Co-Op and Student Central
- A3 / A0 Posters	\$266	
- Student Survival Guides	\$1000	4000 copies, A3 folded
- Photobooth	\$300	
-		
TOTAL	\$9,982.40	



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**PRIDE DEPARTMENT
UPDATE REPORT**
15/02/1998

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DISCUSSION TOPICS

Regards,
Rigel Paciente
Pride Officer
UWA Student Guild
rigel.paciente17@guild.uwa.edu.au



UWA POSTGRADUATE STUDENTS' ASSOCIATION
The University of Western Australia
M300, 35 Stirling Highway | Crawley, WA 6009
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www.facebook.com/uwapsa/

UWA PSA PRESIDENT MONTHLY REPORT FEBRUARY 2017

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INTRODUCTION

This report covers the period from the 21st of January until Mid-February. Please note that during this time I took a week off. Anything that has occurred since this report was written and the meeting will be covered in a brief verbal report.

MEETINGS ATTENDED

This is a list of the official meetings I attended and does not include a large number of more informal meetings with members of the Guild staff.

Date	Meeting	Purpose
27/1/17	Guild Council	Regular Meeting (Guild)
30/1/17	Library & Guild Meeting	Regular Meeting (University Librarian & Library Manager)
31/1-2/2/17	Australian Institute of Company Directors	Required training on corporate directorship for Senate. Covered 3 Modules, Governance, Finance & Strategic Planning/Risk
1/2/17	Convocation Council	Regular Meeting (UWA Graduates Association)
2/2/17	University Research Committee	A new committee (renewal), looks after research related matters. I was unable to attend due to AICD training – Nancy (VP Research) attended in my place
8/2/17	Meeting with Keal Byrne	Science Postgraduate Orientation
9/2/17	Meeting with Dean of Faculty of Science	A wide ranging discussion on postgraduate issues in the Faculty of Science and how best to communicate with postgrads and build representative networks
9/2/17	PSA Committee Meeting	Regular Meeting (PSA)
14/2/17	Board of the Graduate Research School	Regular Meeting (GRS) – Could not attend due to being away, Nancy (VP Research) attended in my place

PROJECT UPDATE

Newsletter/Media

The Post is going strongly, with some positive feedback thus far. Content for the user generated sections is coming in slowly, but I would like more, so if you are a postgrad or know some postgrads I would really love some tips (<https://goo.gl/forms/Qj7JP5jgv6EbfdQs1>) or a profile (<https://goo.gl/forms/mgd36ejnVkGmuXdr2>). We are also updating of mailing list this week to cover all of the new students. Our social media is going well and the Facebook Page is nearly at 2000 likes which was our benchmark goal for 2017. We would like it much higher than this, but it will be good to make the benchmark at this stage.

Postgrad Common Room (previously PSA Lounge)

The Postgrad Common Room is going well. The carpet has been laid, frosting is in place and the majority of the furniture has been moved in and assembled. The decals for the windows have been delayed as the committee determined the right name for the new space. This has now been sorted and is proceeding. We still need to finalise the last of the furniture, mainly chairs and covers for the couches. We are aiming to have it open for use by mid-March.

Connect

The turnout to the February Connect was excellent and we ran out of most supplies around the end of the event. In particular the turnout from Medicine and Dentistry students was up, thanks to our FMHS representative Troy encouraging everyone to come. This was particularly good as it gave me a chance to talk to students from off campus about their issues and was able to help with some library based ones.

Elections

The election process is ongoing, we have multiple nominations for 2 positions and a single nomination for the last position. I am currently arranging for the elections for the contested positions and will likely try out a new online voting system for this election.

Orientation

The PSA has been invited to participate in a panel during orientation, and has been invited to a number of faculty based orientation events including Science, ECM and commerce.

Universities Australia

The Vice-Chancellor is sponsoring myself and Nevin to attend the Universities Australia Conference. This is the peak conference for university administrators and higher education policy makers. In attendance will be VCs, Deans, Federal and State Ministers and a number of other important people related to the higher education sector. It will be held in Canberra from the 1st-3rd of March. I am looking forward to this opportunity to meet with and learn from all of these people.

DISCUSSION TOPICS

As part of Universities Australia, I may have a chance to meet with VC's, Ministers and other important University-related individuals. If you have anything you wish for me to raise with them (no guarantees unfortunately), please let me know.

Regards,

OWEN MYLES

President of the Postgraduate Students' Association

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**Guild Secretary
Monthly Report**
27/1/2017

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INTRODUCTION

This month has consisted mainly of familiarising myself with the current system we have in place for Guild administration and trying to make sure that the Council works to the best of our ability to fulfil our promises in an organised and timely manner.

I had a successful handover in December with Michael Kabondo. He thoroughly explained the administrative duties of the Secretary and gave me access to all his documents from the previous year for reference.

MEETINGS ATTENDED

Date	Meeting	Purpose
9 th Dec	Strategic Resources Committee	Discussing and approving the proposed budget for 2017.
9 th Dec	Exec Meeting	Planning the direction of the student guild for 2017 as well as outlining the roles of executive members.
20 th Dec	Tenancy Committee	Reviewed the applications for the two Tenancy Committee OCM's and discussed the candidates whom the committee would collectively recommend to Council,
21 st Dec	Student Services Committee	Brainstorming ideas for events, student assist, engagement and volunteering in 2017 as well as discussing plans for SOC, ED and PAC councils.
21 st Dec	Exec Meeting	Discussing how to organise one's guild involvement on the outlook planner.
21 st Dec	Guild Council	Budget Meeting

PROJECT UPDATE

Other than compiling the agendas, resolutions and minutes for the past couple Guild Council Meetings, I have been working briefly some other tasks.

O-week and O-day Festival

With Maddie's and Kasey's help, preliminary planning has begun which includes brainstorming music acts, activities and practical aspects of O-week and the upcoming O-day festival. A group of diverse students are being consulted throughout the process for both ideas and approval.

Election Promises

To make good on the promises advertised during the election, I will be organising each portfolios relative promises into their assigned "buckets" on outlook planner for 2017. So far, I have organised the election promises for the welfare department and the women's department. I hope to get all of this done by the time university starts in February.

FINANCES

Not applicable to my role so far.

DISCUSSION TOPICS

I'm interested to see how much contact Councillors would appreciate from me. I'd like to know how everyone's going in their relative tasks and to offer my help when necessary, so if anyone would like me to regularly contact the, please let me know.

Regards,
VINURI GAJANAYAKE
Guild Secretary
secretary@guild.uwa.edu.au



GUILD COUNCIL | REPORT | February 2017

Jenny Ophel | Associate Director, Human Resources

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009

www.uwastudentguild.com

The Student Services team have been working incredibly hard over the past month in preparation for OWeek, ODay (including the Festival) and the start of Semester. Their output and conduct has been amazing and I couldn't have asked for more. Thank you to the hard working staff and Student Reps for all the effort put in to make this an incredible Orientation period.

Task/Item	Status	Notes	Reference
EVENTS			
Club and Fac Soc Events	Guild, Club & Societies:	Clubs are starting to book their events and submit EMPs for the year. Only 2 Club events held in January but 13 are booked for February.	SLA
Guild Events		<p>OWeek activities</p> <ul style="list-style-type: none"> - Schedule of events locked in and schedule is up on Unistart. - A webpage dedicated to OWeek has been developed and is on the Guild's website. <p>ODAY2017 – Friday 24 Feb</p> <ul style="list-style-type: none"> - 212 stallholders - Total expected income (not yet finalised) – approx. \$95,000 (vs a budget of \$85,000) <p>In 2017 we introduced new and improved Sponsorship and Marketing options</p> <ul style="list-style-type: none"> - Westpac is a Major Sponsor - \$7,500 - We charged \$500 for showbag inserts and sold 5 = \$2,500 - We sold a Roaming package = \$2,500 - We sold ads in the brochure/program = 1 = \$400 (We have more ads but they were part of sponsorship deals) - All major activities for ODAY are well underway. Site Plan is completed, suppliers locked in <p>ODAY Festival</p> <ul style="list-style-type: none"> - Festival planning well underway. - Acts are locked in (Tired Lion - Band, Tina Says – DJ, Ziggy – Hip Hop band) 	SLA

		<p>and MC)</p> <ul style="list-style-type: none"> - We are also working on local DJs to fill the gaps in the line up - Silent Disco will be run by EMAS - Partnership with Uber and Drinkwise for this event – they gave us \$3000 cash and codes for \$10,000 free rides for students. Uber & Drinkwise will have the “Uber & Drinkwise Chill Lounge” in the festival that will have couches, a charging station, free water and UBER hosts who will help people call Ubers at the end of the night. - The Silent Disco, Food truck and Chill Lounge will be in the all ages area - 18+ Area licensed for 500 people, Hayden and the tavern will run the bar - This event is FREE for Guild Members, \$10 for non-Guild members 	
Initiatives	Events Department Strategy for 2017-2019	Completed and awaiting final sign off from EMC	Event Strategy
Training	Student leadership Training	<ul style="list-style-type: none"> - First Session for 2017 was 31 Jan & 1 Feb - We had 95 people show up for all the sessions, including Sexual Violence (SARC) and Mental Health Awareness (HPU) - Kasey conducting an Event Management SLT session at Trinity on Wednesday 15 Feb - Events and other departments will be doing a presentation at Tommy Moore on Tuesday 14 Feb - Next sessions are Study Break (20&21 April) and Winter Break (July) - Working with Pheobe Ho and E&D Committee for re-develop the Event management & Inclusivity session (which is usually presented on Day 2 of SLT) - Worked with HPU & SARC to re-do the Sexual Violence session - Working with HPU to potentially have Sexual Harassment as a standalone session in SLT 	SLA
Compliance	Event Health and Safety audit	No feedback from the auditors at this stage	Event Management Policy
Website and CRM	On hold awaiting new programmer		Organisational Strategy

STUDENT ASSIST																	
<p>Case Work</p>	<p>Student Assist had a busy January. Close to double the cases compared to Jan 2016.</p> <p>Food Pantry is helping to raise the number of Welfare cases.</p> <p>Majority of academic cases involving reviews and appeals.</p>	<table border="1"> <thead> <tr> <th></th> <th>Academic</th> <th>Financial</th> <th>Welfare</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>44</td> <td>21</td> <td>10</td> <td>75</td> </tr> </tbody> </table>						Academic	Financial	Welfare	Total	Jan	44	21	10	75	<p>SLA</p>
	Academic	Financial	Welfare	Total													
Jan	44	21	10	75													
<p>Initiatives and Support</p>	<p>Student Assist have 37 networking meetings planned over the next couple of months. Both UWA and Guild Departments.</p> <p>This month Student Assist will be involved in PSA's connect evening, Ask us Anything, Uni-Hall RA training, Tommy Moore and Trinity training, SOC meeting, presentation for Flying Start students, International Student Expo, MASA welcome, Science Faculty Student welcome lunch, Post-grad welcome, O-day stall with Welfare Department, Crew chill out zone at O- day Night event, Uni-mentor activities, Campus Quest.</p>	<ul style="list-style-type: none"> - Sexual harassment workshop - Life hacks workshops (Centrelink and tenancy rights) for week 2 - Denise attended Mental Health First Aid - Planning year ahead with Welfare Department. - Putting together a Budgeting workshop to present to students - Working on Zenith Blackboard project. Student Assist will have direct link from Zenith Report. Working with Zenith team from UWA. 					<p>Student Assist Strategy</p>										
ENGAGEMENT																	
<p>Social Media</p>	<p>Facebook:</p> <p>Instagram:</p> <p>Other news:</p>	<ul style="list-style-type: none"> - Only a few posts and the top FB posts were: <ul style="list-style-type: none"> o New VC announcement (10k reached, 1.2k engaged) o Diaries (8.5k reached, 693 engaged) o Get prepped blog post (6.2k reached, 446 engaged) - diary post (181 likes, 11 comments) - 31 degree day – summer is here [154 likes, 0 comments] - Spring Feast – Nutella and Tim Tam sandwich [148 likes, 5 comments] - We received the Bankwest Social Media Grant and will be working with Hancock Creative for a year - Meetings with all student departments re their social media presence and strategy for 2017 					<p>Marketing Strategy</p>										

Advertising and Promotion	Advertising	<ul style="list-style-type: none"> - Pelican ed. 1 income: \$1100 - Total January income: \$1600 	Marketing Strategy
Website	Food and Drink Website Volunteering Website	Moving to new programmer due to on-going delays with Sushi	Organisational Strategy
Design		<ul style="list-style-type: none"> - 23 jobs (our design was away for two weeks hence the lower number) - Full week of Layout (Lighthouse) 	Organisational Strategy
Initiatives	Tavern Income Generation Plan	<ul style="list-style-type: none"> - Continuing marketing including e-news, telephone campaign and function directories. 	Organisational Strategy
VOLUNTEERING			
Engagement	VACE Guild Volunteering App Program Directors Guild Volunteering Executive	<p>The first meeting for 2017 of the VACE Committee was held on Tuesday 10 January.</p> <p>GV now has an app on the Android store which allows students to search and favourite all volunteers roles, sign up for our newsletter etc . Special thanks to Ryan Oakley (PD for Virtual Volunteering) for all of his hard work</p> <p>Currently interviewing Program Directors – training will be run on 9-10 February</p> <p>We have appointed students to the following positions :</p> <ul style="list-style-type: none"> - Directors of Legal and Compliance (x 2) - Director of Monitoring and Evaluation - Director of Grants and Sponsorship - Director of Marketing and Engagement 	SLA
Opportunities	Vol Hub / Website January	<p>January 2017</p> <p>Number of opportunities listed 77 up 133% on 2016</p> <p>Number of unique views for opportunities 3561 up 86% on 2016</p> <p>Number of events listed 5 up 150% on 2016</p> <p>Number of unique views for events 148 up 29% on 2016</p> <p>Number of new walk ins 88 down 13% on 2016</p> <p>YTD</p> <p>Number of opportunities listed 77</p> <p>Number of unique views for opportunities 3561</p> <p>Number of events listed 5</p> <p>Number of unique views for events 148</p> <p>Number of new walk ins 88</p>	SLA

Student Led Programs	PROSH	The PROSH team are up and running with this year's theme being "PROSH Wars, The Farce Awakens".	VMOST
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1.0. WELCOME AND OPENING (Meeting Commenced @ 3:00PM)

1.1. Welcome to Country

1.2. Attendance

Reece Gherardi (Chair), Brendon Ng (Tenancy XO), Michael Kabondo (SOC President), Taylor Home and Elise Ecker (OCMs)

1.3. Apologies

Lina El Rakhawy (Education President)

1.4. Proxies

Nevin Jayawardena (Vinuri Gajanayake)

Jack Looby (Michael Kabondo left @ 13:00)

1.5. Observers

2.0. CONFLICTS OF INTEREST

Taylor Home (Unigames is taking UDS' room)

A motion was moved to go into camera.

Passed.

3.0. APPEALS

3.1. On time appeals

The Civil Society

The Tenancy Committee discussed the Civil Society's appeal.

A motion was moved to reject the appeal.

Passed unanimously.

University Dramatic Society

The Tenancy Committee discussed the University Dramatic Society's appeal.

A motion was moved to reject the appeal.

Passed.

3.2. Late appeals

AISEC

The Tenancy Committee discussed AIESEC's appeal.

A motion was moved to reject the appeal.

Passed unanimously.

A motion was moved to go out of camera.

Passed.

4.0. REALLOCATION TIMELINE

4.1. Move in dates

The move in dates were established to be the 17th of February, 2017 @ the busy bee.

4.2. Move out dates

The move out date was established to begin from now till the 16th of February, 2017. Reece will send out an email to all current and future Tenants in regards to the details and skip bin arrangement. The skip bins will arrive on the 16th and be available till the 17th.

4.3. Keys

Keys are to be handed into Finance by the 16th of February or to the Executive officer @ the Busy Bee on the 17th of February, 2017.

5.0. PROJECTS AND UPDATES

5.1. Formal management of complaints and black marks

Tenancy will create an incident report form that will be used to create a formal report structure that can be used against Tenants in future. This will be archived both digitally and physically and stored within the Tenancy files.

5.2. Tenancy Rules changes

The established rules are good and don't need to be altered. However, we do recommend the removal of Clause 4 from the Tenancy Agreement.

5.3. Security incident reports

Reece will discuss an arrangement with Nevin to forward all relevant security reports in regards to incidents related to tenants from security. This will be used in accompaniment

5.4. Business cases update

Cameron Hall Storage and Furniture

After communicating with Finance, the CapEX budget allocated form 2016 is not usable. The business case for storage must be reapplied for in 2017. This will be worked on by **Brendon and Elise and due by the 27th of February, 2017.** Taylor, Elise and Brendon will work on a business case to furnish the Cameron Hall loft.

6.0. TENANT CONSULTATION MEETING AND BUSY BEE

6.1. Agenda items brainstorm

Work Orders

Brendon will communicate with Nevin and Jack Spagulo in regards to the existing work orders.

6.2. Barbeques and cleaning supplies

Barbeques at the busy were deemed not viable as it is Tenancies job to spend student money on maintenance. However, a BBQ can be supplied if tenants are interested on the day.

A budget of \$300 was voted upon to spend on 1 vacuum cleaner, 2 brooms and cleaning supplies. Brendon will arrange a purchase order through events for the vacuum cleaner and purchase the other items and be reimbursed at a later date.

Vote for budget of \$300 for cleaning supplies

Vote Passed: Unanimously

7.0. GENERAL BUSINESS

8.0. CLOSE @ 6:02PM / NEXT MEETING (10th of February, 2017)



1.0. WELCOME AND OPENING (Meeting Commenced @ 5:00PM)

1.1. Welcome to Country

1.2. Attendance

Reece Gherardi (Chair), Brendon Ng (Tenancy XO), Vinuri Gajanayake (Guild Executive), Taylor Home and Elise Ecker (OCM's)

1.3. Apologies

1.4. Proxies

John Looby (Michael Kabondo)
Conrad Hogg (Lina El Rakhawy)

1.5. Observers

2.0. CONFLICTS OF INTEREST

Vinuri Gajanayake (is on the Committee of Ignite Mentoring, who are taking the Science Union Room.

A motion was moved to go into camera.

Passed.

3.0. APPEALS

3.1. Science Union (SU)

The Tenancy Committee discussed Science Union's appeal.

A motion was moved to reject the appeal.

Passed.

3.2. Leisure

The Tenancy Committee discussed Leisure's appeal.

A motion was moved to reject the appeal.

Passed.

A motion was moved to go out of camera.

Passed.

4.0. MEETING CLOSED @ 7:13PM 10th February, 2017



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**Tenancy Committee
Guild Council Report**
22/02/2017

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INTRODUCTION

Since the beginning of the 2017 Guild Year, The Tenancy Committee have been very busy! With the election of two Ordinary Committee members in December and the full reallocation of tenancies in January and February, I basically haven't had a holiday. Other representatives from the Tenancy Committee and I have also attended a number of meetings since then, and have had our first Tenant Consultation Meeting and Busy bee (with the second one scheduled for 17th February). I have also been working on centralising the Tenancy filing system, as well as complaint forms, incident logging and internal reporting. Other members of the Tenancy Committee are working on business cases from last year, and we are all working to redesign the website. Finally, we are working on updates to the rules and structure of the Tenancy Committee, and preparing for the reallocation of storage tenancies.

MEETINGS ATTENDED

Date	Meeting	Purpose
02/12	Pride Department	Fraser Windsor and I gave Rigel Paciente and Tonia Curby a handover.
17/12	Tenant Consultation and Busy Bee	The Tenancy Committee meets with the tenant clubs, Departments and Faculty Societies to keep them updated on projects and other important information relating to Tenancy. The tenants then clean their own spaces and the common spaces, which a member of the Tenancy Committee then inspects.
18/01	Tenancy Reallocation	To consider the applications for clubroom spaces and decide on an outcome.
25/01	Association for the International Exchange of Students in Economics and Commerce (AIESEC)	To discuss with the AIESEC Committee the outcome of their room application and the reasoning behind the decision. Unfortunately, I was not able to attend, so Ordinary Committee Member Taylor Home attended as the representative from the Tenancy Committee.
25/01	Equity and Diversity Committee	Ensuring that disadvantaged students are represented on matters of equity and diversity. Attended as a standing invitee.
27/01	Science Union	To discuss with the Science Union Committee the outcome of their room application and the reasoning behind the decision. Brendon Ng, Jack Looby, Taylor Home, Lina El Rakhawy, Michael Kabondo, Nevin Jayawardena and I attended as the representatives from the Tenancy Committee. Science Union has also requested that Michael McKenzie attend the meeting.
31/01	Leisure Social Club Inc. (Leisure)	To discuss with the Leisure Committee the outcome of their room application, and the reasoning behind the decision. Taylor Home and I attended as the

		representatives from the Tenancy Committee.
02/02	University Dramatic Society (UDS)	To discuss with the UDS Committee the outcome of their room application, and the reasoning behind the decision. Brendon Ng and I attended as the representatives from the Tenancy Committee.
02/02	Science Union	Members of the Science Union Committee believed there to be an error with the processes of the Tenancy Committee, and we had an impromptu meeting to discuss this. Brendon Ng and I attended as the representatives from the Tenancy Committee.
02/02	UWA Security	Brendon Ng and I met with Ian Napier, Security Operations Manager, to obtain incident reports relating to Cameron Hall and the surrounding area.
08/02	Tenancy Reallocation Appeals	To consider the first round of appeals against the decisions of the tenancy committee made in the Reallocation Meeting and decide on an outcome.
10/02	Creative Writing and Poetry Club (CWAP)	To give the CWAP Executive a tour of their allocated space and to discuss with them the relevant policies that they need to follow and agreements that they need to sign.
10/02	Science Union	Jack Looby, Nevin Jayawardena and I met with the Science Union President Ivan Roncevich to address the <i>perceived</i> issues discussed during the meeting on the 02/02.
10/02	Tenancy Reallocation Appeals (Extended Deadline)	To consider the second round of appeals against the decisions of the tenancy committee made in the Reallocation Meeting and decide on an outcome (due to miscommunications, the Tenancy Committee felt it was necessary to extend the deadline of appeal for two applicants, which was done via circular on 02/02).
13/02	Pride Department	To discuss with the Curtin Queer Department opportunities for collaboration. I attended in case anyone had any questions about events or other things that happened in 2016.
15/02	University Dramatic Society (UDS)	To discuss with the UDS Committee the outcome of their appeal, and the reasoning behind the decision. I attended as the representative from the Tenancy Committee.
17/02	Tenant Consultation and Busy Bee	The Tenancy Committee meets with the tenant clubs, Departments and Faculty Societies to keep them updated on

		projects and other important information relating to Tenancy. The tenants then clean their own spaces and the common spaces, which a member of the Tenancy Committee then inspects.
21/02	University Executive, LGBTI Working Group and Pride in Diversity	To discuss with the Deputy Vice Chancellor (Community and Engagement) Kent Anderson, Pride in Diversity Representative Shai Feniger and the LGBTI Working Group (est. 2016) the LGBT+ student project to allow the University to achieve platinum status in the Australian Workplace Equality Index (AWEI).

PROJECT UPDATE

Ordinary Committee Members

Taylor Home and Elise Ecker were elected at the two Ordinary Committee Members (OCMs) of the Tenancy Committee. I have met with both Taylor and Elise to discuss projects that they may wish to undertake. Now, the complete Tenancy Committee consists of myself (Tenancy Chair), Brendon Ng (Tenancy Executive Officer), Michael Kabondo (Societies Council President), Lina El Rakhawy (Education Council President), Vinuri Gajanayake (Guild Executive Representative), Taylor Home and Elise Ecker.

Full Reallocation of Clubroom Tenancies

In 2016, the *Tenancy Allocation Policy* was updated to include a full reallocation of all clubroom tenancies, dictating that every three years, all clubroom tenancies controlled by the Guild's Tenancy Committee go up for allocation. All active associates of the Guild were called to apply, including, but not limited to, all clubs, Departments, Faculty Societies and Collectives. The 2016 and 2017 Tenancy Committees met to review all applications, decide on the outcome of the applications, and then decide which room each successful applicant was allocated. All applicants were notified of the outcome of their applications, with the caveat that the outcome may be subject to change after the appeals period. All unsuccessful applicants were given the chance to appeal, and representatives from the Tenancy Committee have been meeting with unsuccessful applicants upon request to explain why their applications were unsuccessful. The appeals period for appeals to the Tenancy Committee has been completed (attached); unsuccessful appellants who are still dissatisfied with the decisions of the Tenancy Committee now have ten business days to appeal to the Guild Executive.

Filing System

The Tenancy Committee is in the process of making the switch from digital filing to physical filing to a digital backup. There have been issues with the transfer of digital files from one Tenancy Chair to the next, and I am still in the process of chasing up everything from Jesse Martino (2016) and Kieran Natalwala (2015). This will allow successive Tenancy Chairs to keep all records in one place, so that during the next reallocation process in 2020, the 2020 Tenancy Committee has easy access to detailed records.

Complaint Forms

Previously, some issues have arisen between tenants, and there has existed no defined avenue for complaint. Therefore, I created a proper complaint form, which was approved by the tenants at the December Tenant Consultation Meeting (attached). Once the full reallocation process has been finalised, the form will be built into the website for tenants to access and use as they require. All complaints will be sent to the Tenancy Committee, who will then follow up.

Internal Reporting

Currently, the Tenancy Committee has no internal system of logging incidents. Hence, the Tenancy Committee is working on creating a system of incident logging similar to the one UWA Security uses. This will most likely be a form, detailing what the incident is, when it occurred, what was found in the investigation by the Tenancy Committee, what the response of the Tenancy Committee was, and other things deemed necessary. These will then be stored in the Tenancy files.

UWA Security Incident Reports

There have also previously been issues of communication between the Tenancy Committee and UWA Security, and incident reports are not sent directly to the Tenancy Chair. Brendon Ng and I met with the Security Operations Manager Ian Napier, where we found out that we needed authorisation from the Guild President to view the incident reports. While we did get them in the end, the Tenancy Committee is hoping to set up a system where incident reports are forwarded to the Tenancy Committee as they are lodged with UWA Security. Nevin, Brendon and I will be scheduling another meeting with Ian, and the proposed solution is for UWA Security to send the incident reports to Nevin (or the Guild Executive Representative on the Tenancy Committee), who will then forward them to me.

Furniture Business Case

Last year, a business case was passed through the Strategic Resources Committee permitting funds to be spent from the 2016 Capital Expenditure budget on storage in Cameron Hall, and a business case concerning furnishing the Cameron Hall loft was rejected. Unfortunately, despite approval from Guild Council for the funds to come out of the 2016 budget, the Capital Expenditure budget does not carry over to 2017. Brendon Ng, Taylor Home and Elise Ecker are currently working on the business case, which should be submitted to the Strategic Resources Committee by the next meeting, and a motion of approval should be submitted to Guild Council at the March meeting. However, it is not necessary for us to reapply for the furniture, as it has already been approved, so we will be actioning that as soon as possible.

Website

The Tenancy section on the Guild website is both extremely messy and extremely out-dated. The Tenancy Committee is currently looking at updating the website, in conjunction with Michael, with up-to-date and relevant information. However, this cannot be fully completed until the list of tenants is finalised at the end of the reallocation process.

Rules and Policy Updates

I noted an error in the wording of Clause 59 of the *Tenancy Allocation Policy*. The Governance Committee was notified of this, and it has since rectified it. We are currently working on updates to the rules and structure of the Tenancy Committee. These include the addition of the Immediate Past Tenancy Chair (or, on occasions where the Immediate Past Tenancy Chair does not want the position, the Immediate Past Executive Officer) as an advisory non-voting member of the Committee. We will hopefully be passing the updates through the Governance Committee and Guild Council soon.

Busy Bee Supplies

During a Committee meeting, we discussed whether we would provide cleaning supplies for tenants during Busy Bees. We decided that we would supply a vacuum cleaner, some brooms, and some other cleaning supplies. These have not been purchased yet, and the cost will be accounted for in the next report.

Partial Reallocation of Storage Tenancies

According to the *Tenancy Allocation Policy*, in the years that a full reallocation of clubroom tenancies takes place, a full reallocation of storage tenancies is also meant to occur. However, the lockers in the Club Collaborative Zone and Cameron Hall were allocated very later during the 2016 Guild year. As a result, the Tenancy Committee feels that it is unnecessary to do a full reallocation; therefore, we are doing a partial reallocation instead. However, this cannot occur until the business case for storage in Cameron Hall has been approved, so we will do this as quickly as possible after that happens.

Tenancy Agreements

I am currently in the process of getting the *Storage Tenancy Agreement* and/or *Clubroom Tenancy Agreement* from each club that holds a storage and/or clubroom tenancy. At the time this report was written, four clubs have submitted their *Storage Tenancy Agreements*, with another two expected by Friday 17th February. While no clubs have yet submitted their *Clubroom Tenancy Agreements*, we are expecting a large amount to be submitted at the Tenant Consultation Meeting on Friday 17th February.

Equity and Diversity Committee

Equity and Diversity Committee Chair Pheobe Ho has invited me as a standing invitee to the Equity and Diversity Committee. My project will be helping the Access Collective in the endeavours that they choose to undertake. I have contacted University of New South Wales (UNSW) Students With Disabilities Officer Alex Linker to discuss establishing and maintaining the UWA Access Collective. He has replied, and we will be continuing contact as necessary. I have also contacted the University of Sydney (USyd) Disabilities and Carers Department Officers Makragelidis, Noa Zulman and Mollie Galvin, however I have not yet received any correspondence. I will be looking at the equivalent Access Collectives of other Universities. As 2016 Pride Officer, I have been extremely involved with representing LGBT+ students, and therefore I will be working with Kasey Hartung (Events Manager), Rigel Paciente and Tonia Curby (Pride Officers), and other members of the Equity and Diversity Committee to update the Ally Training package.

FINANCES

Finances will be accounted for in the March Guild Council report.

Line Item	Description	YTD Budget	Actual
	TOTAL		

DISCUSSION TOPICS

Website

As previously mentioned, we are currently working on redesigning the website. If you have any ideas for what you would like to see on the Tenancy website, please let me know!

Full Reallocation of Clubroom Tenancies

If anyone has any questions regarding *specific* things that are not important for everyone, I would appreciate if you could contact or talk to me personally.

Regards,

Reece Gherardi

Tenancy Chair

tenancy-chair@guild.uwa.edu.au



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TREASURER
GUILD COUNCIL REPORT
22/02/2017

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INTRODUCTION

Hello Everyone! This month has mainly consisted of working on improving Food & Catering on campus. Myself and three councillors have been working hard on improving the look of the Tavern and have brainstormed a few ideas which we will be putting forward to the Food and Catering Committee. I have also been working through the approval of overdrafts.

MEETINGS ATTENDED

Meeting Types (Guild Committee, University Meeting, etc). List meetings attended and dates of meetings. Provide a brief description of the purpose of the meeting.

Date	Meeting	Purpose
30/02/17	Refectory Project Meeting	Meeting to discuss details about developments to the Refectory
30/02/17	Tavern Wall Art Meeting	To discuss potential options for decoration in the Tavern
2/02/17	Tavern Wall Art Meeting	Meeting in the Tavern to further discuss options
9/02/17	Executive Meeting	Meeting with the President to discuss focus points for my role as Treasurer
10/02/17	Catering Meeting with Spirals Cinnamon	Meeting to discuss use of Spirals Cinnamon products in Guild Cafes
13/02/17	Equity & Diversity	Revision of 2017 focus projects including input from committee members on relevant collectives
13/02/17	Strategic Resources Committee	Monthly Meeting
20/02/17	Student Hackathon Event Meeting	Meeting to run through the details of the Hackathon in April.

PROJECT UPDATE

Putting the Final Touches on the Tavern

Luke, Phoebe, Brendon and I have had a series of meetings to discuss décor for the Tavern. We have brainstormed a number of ideas and have narrowed them down to a select few that we believe would improve student experience in the Tavern. We plan on presenting these to Jack and Hayden next week.

Marketing the Guild

During my term as Treasurer, I will also be working on improving student awareness about the Guild. I have discussed with this with the President & Marketing and have suggested building a Guild App and Improving information presented on the Guild Website. I have organised a meeting with an App developer from Bloom to discuss timelines and costs.

Refectory

As mentioned in my previous report, I spent most of December & January familiarising myself with and contributing to the project. Once the project is approved by the University I will make sure to introduce more student feedback.



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VACE
REPORT TO COUNCIL
15/02/2017

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INTRODUCTION

I have just returned from my month-long vacation in Singapore and already my calendar is fully packed. I have kept this report relatively brief, but if you would like more details about any specific project we are working on, please do not hesitate to get in touch.

MEETINGS ATTENDED

Date	Meeting	Purpose
13-Feb-2017	VACE Committee Meeting	Discuss upcoming projects
14-Feb-2017	Meeting with UNAA WA Division VP	Discuss proposed volunteer program

PROJECT UPDATE

GUILDVolunteering App (update)

The official app for Guild Volunteering has been officially named the GUILDVolunteering App. Development has concluded and the app has been uploaded to the Apple app store pending review, set to be published within the next few days. Promotional materials for the app have also been designed and the campaign should launch in time with O Week. I would urge everyone on Guild Council to download the (completely free) app when it becomes available – finding a volunteering opportunity has never been easier.

National Youth Week Event (update)

Following up from my previous report, the theme of the National Youth Week Hackathon-style event will be 'Eco Futures' which aims to highlight the environment, technology and the futures of young people. The venue has been booked and the event is set to take place 31 March-2 April at the UWA Student Guild's Club Collaborative Zone. I will be sitting on the Steering Committee and will provide updates as more details are finalised.

Orientation (update)

Orientation is going to be extremely busy and exciting, with daily 'Get InVOLved' sessions run by Guild Volunteering, Pop Up Volunteering sessions, International Student Expo, and faculty-specific sessions for Arts, Business and Science. Drop by the Guild Volunteering stall at O-Day to see the VACE Committee in action.

Volunteering WA State Conference

The WA State Volunteering Conference 2017 will take place on Monday 12 and Tuesday 13 June 2017 at the Duxton Hotel, Perth. The theme of this year's conference will be 'Exploring new directions together', with streams in Leadership, Innovation and Good Practice. The VACE Committee has submitted the below abstract for a 45 minute-long interactive presentation, pending approval. I will be presenting at the conference if the application is successful.

Removing Barriers: An Innovative Approach to Increasing Volunteering Accessibility

The State of Volunteering in Australia Report from April 2016 finds that formal volunteer participation has faced a decline over the past 5 years. The main deterrents to volunteer engagement include work and family commitments; disability or health-related problems; and economic obstacles such as out-of-pocket expenses, including cost of fuel and parking. What can be done to remove these barriers to increase accessibility and enable more people to get involved? I will be sharing about two programs introduced by Guild Volunteering that have made it easier for university students to volunteer. Micro Volunteering allows participants to volunteer for short bursts of time while Virtual Volunteering enables individuals to volunteer anytime and anywhere with the use of technology. Drawing on the lessons learnt from these programs, this paper will empower volunteer-involving organisations to identify the reasons stopping people from volunteering and come up with innovative solutions to breaking down those barriers.

Campus Link Award Application

The Guild is submitting Micro Volunteering for a Campus Link Award in the 'Most Successful Student Engagement Program' category. I would like to acknowledge the efforts of the Guild Marketing team, Guild Volunteering and the VACE Committee for their contributions in preparing the application and supporting documents.

UNAAWA Volunteering Program

In 2016, I proposed a collaborative project with the United Nations Association of Australia, WA Division, which would be a new skills-based initiative to enable students to gain skills-based volunteering experience that can be improve their resumes. While I submitted the proposal in November 2016, the Executive body of the organisation has not had any meetings over December and January due to conflicting schedules over the holiday period, resulting in a delay processing my proposal. I spoke to Vice President Dr Sandy Chong yesterday and she identified opportunities for students to utilise and develop their skills in the following key areas (in order of priority to the organisation):

1. Communication
2. Marketing
3. Event Organisation
4. Fundraising
5. Budget and Earnings Forecasting
6. Photography
7. Website Content Editing
8. Grant Writer

I will be meeting with members of UNAAWA Executive and Guild Volunteering to iron out the details, especially regarding the timeline of this project. If you would like to read my proposal in full, please send me an email and I will be happy to forward it to you.

Program Directors

Program Director training took place on 9-10 February while I was away in Singapore, but I have talked to Claire Duffy about the session and had a look at the training materials and everything looks fantastic. I am very excited to meet the 2017 Program Directors and find ways for them to have an ongoing dialogue with the VACE Committee so that they can be provided all the support they need.

GV Executive

Students have been appointed to the following positions to provide support to Guild Volunteering:

Directors of Legal and Compliance (x 2)
Director of Monitoring and Evaluation
Director of Grants and Sponsorship
Director of Marketing and Engagement

The Executive team will report to Guild Volunteering staff and the VACE Committee. I will be meeting with individual members over the following week.

FINANCES

N/A

DISCUSSION TOPICS

If any members of Guild Council are interested in volunteering as part of our event and project working groups, or would like to have more detailed information about any of the work undertaken by the VACE Committee, please do not hesitate to send me an email.

Regards,
SOFIA KOUZNETSOVA
VACE Chair
vace-chair@guild.uwa.edu.au.



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VICE PRESIDENT
Guild Council Report
15/02/2017

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INTRODUCTION

This month has been an interesting month of working with several autonomous collectives and the Mature Age Students' Association. This has been an incredible personal experience for me to get to see how other students with different backgrounds and lived experiences as myself go about their uni and everyday lives – I highly recommend to all Guild Councillors getting involved with these groups, volunteering with them where you can and talking to them to learn more about their lived experiences.

MEETINGS ATTENDED

Date	Meeting	Purpose
14/02/2017	MASA Events Meeting	Meeting with Maria the MASA Chair to discuss plans for Orientation, O'Day and the Week 1 MASA Welcome Lunch
11/02/2017	Meeting with UniHall Res Club President	Discuss the relationship between the Guild and UniHall and plan Grill The Guild.
05/02/2017	MASA Committee Meeting	Establish committee roles, recruitment strategy, plan the mentoring program and the year calendar.

PROJECT UPDATE

MASA Handbook

The handbook is complete and looks fantastic. It will be distributed during orientation and given to the various faculty offices and put in the GSC for the remainder of semester. It contains information about MASA, contact information, our yearly events calendar and tips and tricks from the MASA committee and other active members.

MASA Cloud Mentoring

We had a small hiccup with the original plan of how to get this pilot program off the ground. Initially, I was going to receive a list of student numbers of commencing mature age students for 2017, but enrolments and student admin have yet to finalise this and pass it onto Elaine Lopes from the Mature Age Pathway program. This has set back our initial mailout to all incoming students, but the fall out is not anticipated to be very damaging, as we have confirmed our presence at all the orientation events for the incoming mature age students, and will promote the program in personal using those channels.

Over a dozen mentors have expressed interested in participating in the program and have been contact by myself to meet up and do a short training day in preparation for the semester. This training will cover cultural sensitivity, important information and frequently asked questions, important advocacy and mental health resources, student assist information and role descriptions as mentors. This training will be conducted during the first week of semester.

Handover Makeup Sessions

The equal Opportunity Commission training has been moved due to a cancellation from the EOC. I will be seeking feedback from participants regarding this training and strongly recommend that all councillors endeavour to make the time to attend this training.

A date for the make up handover session is in the works, as I am still coordinating with participating staff on when they are all available.

Colleges

I have been in contact with the residential club presidents from UniHall, St. George's and Trinity so far. I am yet to meet with the presidents from St. George's and Trinity in person, but I was fortunate enough to meet with James from UniHall who had some great suggestions for strengthening the relationship between the Guild and UniHall into

the future. UniHall and St. George's have kindly agreed to having out Guild flyers in their fresher orientation packs as well, which is a great high visibility opportunity for the Guild.

Ethno-Cultural and Access Collectives

Both of these collectives have been working really hard and running quite smoothly without much interference from myself which is great to see. Both of them will have a presence at O'Day which is fantastic and they are all set to start off the semester running!

FINANCES

No expenditure for the month of February, at the time of writing.

DISCUSSION TOPICS

None for this month's council meeting.

Regards,
Megan Lee
104th UWA Student Guild Vice President
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UWA STUDENT GUILD
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PORTFOLIO NAME
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INTRODUCTION

This month has been busy doing preparation for O'day to make sure all the Student Assist and Welfare material are ready to go. Apart from that I have been able to meet with other Guild departments and functions of the University on welfare issues and challenges for students. From this, I can use this information to ensure our Welfare initiatives have a clear messages in addressing these issues.

MEETINGS ATTENDED

Date	Meeting	Purpose
14/02/2017	UWA Careers Centre & Fairway	Proposal to collaborate together in week 6 at the 'Get up and Stand up'. Understanding what support services fairway students are in need of and how we can deliver them during the semester.
13/02/2017	McCusker Centre	Setting up a communication channel between Welfare and McCusker Centre for events, support initiatives and panel discussions.
14/02/2017	Student Guild	O'day preparations and developing messages we want to get across to students. Also we are planning/scouting for a part time counsellor on campus.
14/02/2017	Women's department	Updating each other about what initiatives we have planned between the two departments and find any overlap which both departments assist each other.
15/02/2017	Unihall Reslife	Reslife will be screening the Hunting Ground at Unihall on the 15 th of March. This meeting was offering support to Reslife.
17/02/2017	Jack Spagnuolo- Associate Director	Updating Jack on what is in the pipeline for Welfare and how his commercial team can assist Welfare. Looking into Oz Harvest and what capacity we could support them in 2017.
20/02/2017	Welfare meeting	First meeting for 2017. We were able to create a meeting schedule for the semester. Updated each other about O'day and the messages we want to get across. We also went through the events list to start planning on the up and coming semester.

PROJECT UPDATE

O'day

Everything is good to go with all the resources printed. One of our main focuses on Friday is to promote what services the Guild provides and how it can be access throughout the semester.



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**WOMEN'S DEPARTMENT
GUILD COUNCIL REPORT**
15/02/2017

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INTRODUCTION/DISCUSSION TOPIC

This month I've been thinking a bit about how we deal with sexual assault on campus. Me and Laura and Maddie did a tonne of work last year on how the University handles cases and me and Nevin are hopefully going to continue with that this year.

I think we also need to examine however what we are doing as a Guild – assault and harassment are far more common at alcoholic events and parties. We and the clubs we oversee are obviously the major providers of those at UWA.

What have you experienced, or seen or heard about that made someone feel unsafe at an event? Where could we be better? Is it errors in event planning, do we need better security, is there a service the Guild could provide that could make people –particularly women and non-binary people- feel more secure?

MEETINGS

Date	Meeting	Purpose
Feb 2nd	Alumni Relations	Discussing mentoring program
Feb 3rd	Rhee Tae Kwon Do	Discussing logistics of self-defence course
Feb 3rd	Governance	Monthly meeting.
Feb 9th	McCusker Centre	Discussing collaboration with Women's department, mentoring program & sexual assault reform.
Feb 13th	Equity & Diversity	Monthly meeting.
Feb 13th	SRC	Monthly meeting.
Feb 14th	Women's committee	Discussing how to implement mentoring program.
Feb 14th	Welfare	Discussing collaborations between Women's & Welfare

PROJECT UPDATE

Tav & Events - Safety and Sexual Harassment Posters

Hayden and I are working on posters of an "ask for Angela" style to be put up in Tav bathrooms to improve safety and help with situations of sexual harassment. I am also looking at creating an event pack of a similar style which can be used for clubs throwing large, alcoholic parties where there is a greater safety/harassment risk.

Self Defence Lessons

Locked in a provider – lessons will be Tuesdays at 5.15 week and run from week 2 until the study break. They will teach 10 self-defence moves as well as techniques for de-escalating situations.

Mentoring Program

I have met with alumni & the McCusker centre about how they have structured mentoring programs. We will be working with 3 FacSocs to help them establish programs in the coming year.

Damsel

Damsel Online has launched and is doing exceptionally well under Ishita Mathur's leadership – we have about 20 articles loaded and ready to go 😊

Bathroom Audit

Have been successful in obtaining a list of all the facilities on campus from campus management with the assistance of Tony G. Now working with E&D committee to determine what criteria will be used in the audit.

FINANCES

Line Item	Description	Spend
305068	O-day/Security Awareness Merch	\$1017.50

	TOTAL	

Regards,
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