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111th GUILD COUNCIL
OLIVIA STRONACH AND MATTHEW HARRIS
ACCESS DEPARTMENT
GUILD COUNCIL REPORT JANUARY
31/01/2023

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SUMMARY

December and January have been primarily spent establishing our committee and introducing everyone to each other to prepare for the year ahead.

We have also spent some time deciding which projects we want to focus on earlier in the year and which projects we will save for later in the year.

MEETINGS ATTENDED

<i>Date</i>	<i>Meeting</i>	<i>Purpose</i>
1/12/2023	IT Induction	Completed our IT induction and gained access to our email accounts.
15/12/2023	Christopher-John Daudu (PSA President)	Discussion of accessibility issues unique to PSA students as well as the creation of an Accessible Education Guide.
21/12/2023	Access Department Committee	Discussion of committee matters.
21/01/2024	Access Department Committee	Discussion of committee matters.
22/01/2024	Finance Induction	Completed finance induction and gained access to NetSuite.
23/01/2024	National Disabilities and Carers Officers (NUS)	Introduction to other disability officers in Australia as well as brief discussion of proposed NUS disability related campaigns for 2024.

PROJECT UPDATE

O'Week / O'Day

- Have purchased a marquee for our O'Day stall which we plan to use for future events throughout the year as well if needed this will hopefully save the department money in the long-term.
- Have begun to plan some ideas for our stall with the committee.

Student Leadership Training

- Have begun preparing a presentation for SLT sessions which will introduce the Access Department as well as give an overview of accessibility in the club space and how the Access Department can assist.

Accessible Education Guide

- Draft has been provided from 2022 Access Co-Officers.
- Guide for students on how they can navigate academic processes such as special consideration throughout their university studies.
- Seeking to update this guide for 2024 and prepare it for publication by the Guild.
- Seeking to collaborate with PSA to ensure that PSA students are also supported by this guide.

Accessible Clubs Guide

- Original guide was created in 2021 by the Access Department.
- Needs an update for 2024 with a focus on measures that are easily applied by clubs to make it straight forward for university affiliated clubs to consider accessibility for events.

Medical Waste Bins

- A project that was initiated by previous Access Officers aimed at installing medical waste bins in UWA bathrooms across campus to increase accessibility.
- We have a copy of the business template that was originally provided to the previous Access officers, and we plan to submit to follow this up with the assistance of UniAccess.

FINANCES

Guild of Undergraduates Budget vs. Actual with YTD by Department V6 From Jan 2024 to Adjust 2024

Financial Row	Amount YTD (Jan 2024)	Budget YTD Amount (Jan 2024)	PY YTD Amount (Jan 2023)	Budget All Year Amount (Jan 2024 - Adjust 2024)	Amount Remaining in Budget
Gross Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenses					
ADMINISTRATIVE EXPENSES - ADMINISTRATIVE EXPENSES					
305016 - Orientation Week	\$0.00	\$0.00	\$0.00	\$227.00	\$227.00
305068 - Orientation Day Expenses	\$135.41	\$0.00	\$0.00	\$320.00	\$184.59
305079 - Theme Week	\$0.00	\$0.00	\$0.00	\$740.00	\$740.00
305080 - Activities and Functions	\$0.00	\$0.00	\$0.00	\$740.00	\$740.00
305083 - Advertising & Promotion	\$0.00	\$0.00	\$0.00	\$110.00	\$110.00
305147 - General Expenses	\$0.00	\$4.50	\$0.00	\$54.00	\$54.00
305155 - Interior decoration	\$0.00	\$0.00	\$0.00	\$84.00	\$84.00
305180 - Printing & Stationery	\$0.00	\$35.00	\$0.00	\$35.00	\$35.00
305185 - Minor Assets	-\$647.25	\$0.00	\$0.00	\$0.00	\$647.25
305187 - Software Digital	\$0.00	\$6.00	\$4.22	\$72.00	\$72.00
305207 - Special Projects	\$0.00	\$135.00	\$0.00	\$1,350.00	\$1,350.00
Total - ADMINISTRATIVE EXPENSES - ADMINISTRATIVE EXPENSES		\$0.50	\$4.22	\$3,732.00	\$4,243.84
Total - Expenses	-\$511.84	\$180.50	\$4.22	\$3,732.00	\$4,243.84
Operating Profit	\$511.84	-\$180.50	-\$4.22	-\$3,732.00	-\$4,243.84
Net Profit/(Loss)	\$511.84	-\$180.50	-\$4.22	-\$3,732.00	-\$4,243.84

ACHIEVEMENTS

- Appointment of 2024 committee and filling of all executive roles.
- Sharing of Disability Awareness Training with Guild council and successful completion by Guild councillors.

DISCUSSION POINTS

- As councillors continue to plan their events for the upcoming year, we urge them to ensure that they consider the accessibility of their events and social media content as much as possible.
- We urge all councillors who have not been able to complete the disability awareness training yet to complete it and share it with their committees. Any feedback on the training would also be appreciated (positive or negative). Training can be accessed here: <https://disabilityawareness.com.au/courses/introduction-to-disability-awareness/>

Regards,



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