



CORPORATE SERVICES

11th January 2019

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past and present.

1.1 Attendance: Jack Spagnuolo (JS), Nicola Norris (NN), Kelvin Lee (KL), Conrad Hogg (CH), Nitin Narula (NN (PAC)), Clarice Antero (CA), Melissa Hetherington (MH), Raaghav Raj (RR).

1.2 Apologies: Joseph Chan (JC)

1.3 Absent: Mutya Maraginot Joseph (MMJ)

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Introduction of 2019 Committee

2.1.1 All members of the committee introduced themselves and provided some information on their roles / position.

2.2 Computer Investment Program

2.2.1 KL provided an overview of the program for new committee members advising that several years ago it was decided to restructure the way the Guild reviews and renews its computers. Every year KL researches and documents the need for computer replacement over a 5-year cycle. Noted that there is a document on this that was issued when the program was introduced; KL will re-issue this to the new committee.

2.2.2 KL noted that for 2019 renewals, MMJ was eager to fast track the process this year. As such, KL shortlisted the 2019 requirements towards the end of 2018 and issued this to the Directors for their input and requirements.

2.2.3 KL now has a shortlist however it is not yet finalised as some suppliers have yet to provide details on pricing, but KL estimates the cost will be approx. \$15,000. CH queried whether this is normal, and KL confirmed that it is, having spent approx. \$20k last year.

2.2.4 RR requested more details on the shortlist and KL explained that currently 8 computers have been shortlisted for renewal with the potential for 9, the ninth pertaining to Student Assist:

1	Danielle Wegman	Laptop to allow flexibility in working from home
2	Jenny Ophel	Smaller model of Microsoft Surface Pro
3	Liam Guiney	Need to confirm with ADSS what type of computer
4	Irene Conway	Fixed desktop
5	Darryl Sanders	Fixed desktop
6	Giselle Araujo	Fixed desktop
7	Steph McRoberts	Fixed desktop
8	Hayden Greenham	Fixed desktop



CORPORATE SERVICES

11th January 2019

- 2.2.5** RR commented that he received an email from Chloe Jackson regarding a computer request. KL advised that this does not fall within scope of the Computer Investment Program as it is not a renewal or replacement.
- 2.2.6** KL noted that the process of approval is for CSC to endorse it and then to SRC to approve. Sometimes it is required to go the Guild Council for approval.

2.3 Urgent Request

- 2.3.1** KL noted he only received the business case for the new computer this morning.
- 2.3.2** KL advised that there are currently 2 Creative Officers who job share; due to change in their working hours there is now an overlap of their working hours, as such Chloe Jackson has requested a new computer. KL further advised that because one of the officers also works from home the preference is to have a laptop.
- 2.3.3** RR suggested that this case be reviewed in February to allow time to analyse the business case.
- 2.3.4** CH noted that the current machine does not have the capability that the Creative team need to perform their duties.
- 2.3.5** NN advised that as their hours are increasing very shortly, we need to ensure their productivity is maximised.
- 2.3.6** RR noted perhaps we could review in 2 weeks; Conrad responded that we should review immediately after the meeting has closed.
- 2.3.7** CH had several questions for KL; the pricing of the new machine seems expensive. KL advised that Elise's preferred work environment is Mac and this particular one is top of the line before customization. KL added that there is not much need for customization on this particular machine. The screen is expensive because it reaches RGB standard, providing more realistic colour, which is suitable for graphic design purposes. The accessories are not required but desirable to have. KL noted that the last item listed for purchase on the circulated business case is the keyboard with dials, which again, is not necessary but preferable to have.
- 2.3.8** CH queried could we review the specs again, perhaps the touchbar on the Mac; KL noted that this is standard and will not reduce the cost if it were to be removed.
- 2.3.9** RR questioned whether the machine had to be a Mac and KL advised that while his own personal preference would not be a Mac, that it is not about him, it is about the user's own work environment and how to maximise their productivity. CH added that this would also save in overtime costs.
- 2.3.10** RR queried whether both a Macbook and monitor were required. KL noted the Macbook would be able to be taken home and the monitor for the office will allow for efficiency. RR noted that he understood this, but it is still so expensive with monitor included; CH noted that the monitor was a small cost, it's the machine itself that is costly.
- 2.3.11** CH advised that the machine is a good price and that we was happy to approve. RR advised he was not happy. CH confirmed that this would have to be approved in time for the SRC meeting, that a circular could be done if more time was needed.
- 2.3.12** NN (PAC) confirmed he was happy to approve.
- 2.3.13** CA confirmed she was happy to approve.
- 2.3.14** RR noted that a motion would be issued after the meeting closed.



CORPORATE SERVICES

11th January 2019

2.3.15 NN (PAC) queried whether the machine needed 512gb and KL advised that standard is 512gb.

2.3.16 CH added that it is the people not the machine that matter and the skills they bring with them, in the grand scheme of things the machine is a sunk cost and will save in overtime. NN added that overtime is very expensive and on costs such as super, payroll tax and worker comp need to be considered. RR requested more information on overtime, NN noted that she did not have department specific figures to hand in the meeting but to speak to the finance team after the meeting. JS advised that student service specific queries should be addressed directly to Chloe Jackson.

2.4 Website

2.4.1 KL advised that he is not directly involved with this project.

2.4.2 CH noted that they are currently seeking quotes for the project and added that the Audit & Risk Committee wanted to look at the Guild's web presence more holistically.

2.4.3 CH confirmed that some working groups will be set up over the coming weeks and any feedback is welcome.

2.5 Refectory

2.5.1 JS advised that we are waiting on costings for carpet in the Acorn and that UWA will be installing it.

2.5.2 JS spoke to Sue Sugandah this week regarding the mirroring on the wall and confirmed that we will look at installing moveable mirrors.

2.5.3 JS noted that projectors had not been included in the business case but that we may have to look at this later.

2.5.4 JS suggested that a surface hub would also be an attractive feature in those rooms and furniture will be explored later.

2.5.5 JS confirmed that all works are in progress as detailed in the business case.

2.5.6 With regards to the lighting, UWA are involved in this so it will take time to complete; UWA will complete this according to their standards. JS is hopeful that they will install decent lighting across all rooms.

2.5.7 RR queried why were carpets chosen. JS noted it adds a warmer tone to rooms, the preference was not to have all hard floors and it is less expensive. CH added that it allows a wider use for the rooms.

2.5.8 JS added that a request has been made to remove the gate on the balcony.

2.5.9 CH asked JS about the proposed Refectory tenants. JS confirmed that 5 out of the 6 proposed tenants had signed the documentation over the Christmas period, the remaining business has an issue with the documentation. UWA have also signed the leases as landlord.

2.5.10 JS further advised that the fit-out co-ordinator has received some plans and documentation from tenants and are reviewing them to ensure they are in line with the specification document. We are hoping to commence works next week, only Nene Chicken is behind schedule.

2.5.11 JS noted that he will brief CSC members on Guild Village at a later date.



CORPORATE SERVICES

11th January 2019

- 2.5.12** JS added that we will not have food vans on Oak Lawn as we will not have much more scope for food businesses, and it would be unfair on the incoming tenants to have the vans present. The food vans may be on other sites throughout the University, but JS is waiting on UWA to revert.
- 2.5.13** JS confirmed that there will be two mobile coffee vans at set locations on campus at the end of March. JS has sent a map of proposed location to Campus Management and wait for them to revert.
- 2.5.14** RR proposed that perhaps instead of fixed rent we could take a percentage of revenue; JS confirmed that turnover rent has already been incorporated in addition to a base rent. Fixed annual increases are also included, which are typically higher than CPI increases.
- 2.5.15** JS advised the Committee that all this information is confidential.

2.6 Archives

- 2.6.1** MH advised that Tony Goodman has suggested that we use our archives to create an interesting display in the Refectory upstairs charting the history of the Guild with old pictures and addressing student perspectives on certain events over the years, e.g., first man on the moon etc.
- 2.6.2** ML is working with Xander in the creative department on blueprints available to them and on interchangeable frames.

3.0 CLOSE AND NEXT MEETING

- 3.1** Proposed future meetings be held in first two weeks of the month.
- 3.2** Meeting closed at 01.47 pm.



CORPORATE SERVICES

15th February 2019

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past and present.

1.1 Attendance: Jack Spagnuolo (JS), Nicola Norris (NN), Kelvin Lee (KL), Conrad Hogg (CH), Clarice Antero (CA), Melissa Hetherington (MH), Joseph Chan (JC), Raaghav Raj (RR).

1.2 Apologies: Nitin Narula

1.3 Absent: N/A

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Update Guild Website

2.1.1 CH noted that the idea of setting up working groups had been shelved as the project is nearing completion, focus will be had on testing the website once its completed.

2.1.2 JC added that we are very close to getting final quotes for the project and so far, everything appears to be within budget.

2.1.3 KL advised that he was meant to meet some people from UWA's cyber security team yesterday however they did not show up.

2.1.4 JC noted that once contracts have been signed, we will move into forming working groups for testing each component of the website.

2.1.5 CH advised that development of the website will take approx. 5-6 months; contracts are expected to be signed soon.

2.1.6 CH further noted that the cost will be approx. \$140k. MMJ confirmed that we have the budget from 2018 and the additional \$100,000 budget approved for 2019.

2.2 Refectory

2.2.1 JS confirmed that 2nd floor is near completion. Lighting will be installed next week. Floors are completed and projectors are in situ. Signage for the doors have been produced, they just have to be put up.

2.2.2 JS further noted that the project has remained within its allotted budget of \$40k.

2.2.3 KL advised he is working on the locks and order has been issued to the contractor.

2.2.4 JS added that furniture can be hired if there is a need for it; this can be further assessed down the track with possible business case if needs be.

2.2.5 CH queried whether we are hiring the projectors; JS noted that we own both projectors.

2.2.6 JS commented that the rooms are looking good; mirrors have been ordered and will be arriving soon.



CORPORATE SERVICES

15th February 2019

- 2.2.7** CH queried the pricing for hire of the rooms by clubs; JS noted he would ask the Functions manager, Fernanda, adding that cleaning costs will have to be covered. MMJ advised the committee that current pricing for clubs is significantly lower than prices for non-clubs, approx. 50-70% lower. MMJ suggested that the students should perhaps consider setting a fixed cost; JS added that perhaps Fernanda could speak to MMJ on this. MMJ added that any decision could be endorsed by this committee but would have to be approved by Guild Council. JS commented that it further explored once a pattern can be determined for club usage.
- 2.2.8** JC asked when the rooms would be available for use. JS noted next week hopefully depending on whether the lighting will be installed; this is currently the hold up. JS further added that the rooms are still usable to an extent, just not fully completed.
- 2.2.9** JC commented that the current pricing schedule is expensive when compared to that of University theatres; MMJ noted that this will be discussed.
- 2.2.10** RR queried whether they would be used as dance rooms and JS confirmed that there is carpet in Acorn room but there is plenty of space in the remaining two rooms. JC added that Dance UWA club can easily move the mirrors from one room to the other to suit their requirements.

2.3 Refectory

- 2.3.1** JS advised that management have given tenants options to work 24/7 to get set up. Utopia will likely open by O-Day.
- 2.3.2** JS noted that 5 prospective tenants should be signed by the end of the month and 6th one is in negotiation. Nene Chicken have removed their offer; we are now negotiation with Zambreros. MMJ noted that Zambreros still owe us approx. \$3k; JS advised that this is a separate business as such but is happy to say it, adding that the franchise owner is very keen to have a presence here.

2.4 Coffee Vans

- 2.4.1** MMJ queried whether this pertained to Catering Committee as opposed to CSC. JS briefly noted that the strategy is to have vans located close to carpark / not to close to a place already serviced.

2.5 IT

- 2.5.1** KL provided a pricing schedule to members of the committee for the 2019 computer investment programme; MMJ noted that this needs SRC approval. CH queried the need to upgrade monitors and KL advised that where a Microsoft Surface had been selected that monitor is also required. RR queried what would happen to existing monitors and KL advised that they will be either sold if possible or redistributed to other staff members. JS added that a screen would be required for the new chef; KL advised he would update schedule.
- 2.5.2** KL spoke about Microsoft Licensing and how UWA have changed their pricing method from a FTE (full time equivalent) method to a per usage basis meaning it will now be more expensive for the Guild to renew their licensing



CORPORATE SERVICES

15th February 2019

every year. Under the new method, the price equates to approx. \$9,500. KL issued a schedule of current licences. KL noted that with the new method, the number of licences is no longer ideal; noted that the 12 licences for Pelican had previously been approved by Guild Council. CH asked KL's opinion on Guild Council members not having email accounts; KL advised that this is a matter of record keeping. CH queried what the deadline was for finalising license numbers and KL advised end of March. KL advised that this can be discussed further once the meeting has ended.

2.6 Finance

- 2.6.1** NN advised that the external audit was ongoing with Deloitte in office carrying out their fieldwork; aiming to have the Financial Report presented at the March Guild Council meeting.
- 2.6.2** NN also noted that we are currently working on reallocating some duties with Finance personnel as due to the multiple system roll outs, there is now a need to focus on internal control and maximising productivity.

3.0 CLOSE AND NEXT MEETING

- 3.1** Proposed next meeting be held on 5th March 2019.
- 3.2** Meeting closed at 11.30am.



CORPORATE SERVICES COMMITTEE

3rd May 2019

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

1.1 Attendance: Mutya Maraginot Joseph (MMJ), Jack Spagnuolo (JS), Kelvin Lee (KL), Clarice Antero (CA), Chan (JC), Raaghav Raj (RR), Nitin Narula (NNA), Conrad Hogg (CH),

1.2 Apologies: Nicola Norris (NN)

1.3 Absent: Melissa Hetherington (MH)

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 Committee Business

2.1 Business Case for Task Backup

KL outlined the business case for adding backup for TASK. This would involve working with TASK and adding another server on site. This change will ensure our TASK data is protected on both financial and compliance terms.

All agree and the Business case is passed.

2.2 Business Case for DR – Offsite Replication

KL outlined the business case. Currently we have backup here on site. But we need to push data to an outside location to ensure we have reliable backup.

KL has reviewed several options. Our options are restricted by the UWA requirements hence we cannot use platforms that store data overseas such as Amazon.

Probox is an option that is possible with their storage facility locate in Malaga WA.

Monthly costs depend on the data volume. The business case is based on current use broken down into (1) Quick Access (2) Archiving – stored on cheaper discs 1 tenth of cost. All costs per terabyte are based on current monthly and Quarterly archive calculations for data in the last 7 years.

RR asked if there is a system currently in place. KL indicated there is no backup in place offsite and we are exposed if something was to occur at our current on-site location.

CH asks if there any essential systems which are currently backed up. MMJ indicated that TASK and Netsuite are currently backed up.

RR asks if this expenditure is really required. MMJ indicates that it is essential because of the potential risk to our organisation if we do not have data backed up off-site.

CH asked What is the most significant area of data loss between monthly and quarterly backups. MMJ short term backup no difference but our Archiving backups would be at highest risk.

CH asks if we are backing up monthly what is the advantage of archiving. KL indicates we would lose archiving data between backups.

CH What is your recommendation due to costs? Potentially not monthly updates. Full backups then deltas for the month to ensure data is protected.



CORPORATE SERVICES COMMITTEE

3rd May 2019

JS asks if we are keeping data we don't require? KL will review the data currently in use.

RR asks what the most likely cause of damage to our onsite data storage is. KL indicates that physical damage ie fire, water damage, etc would be the most obvious.

NNA suggests that it needs to be done and all agree to proceed in endorsing this.

CH will ask the university about their data centre and what their future are. Including their management and/or third-party arrangements.

Costs will be borne by IT expense – unbudgeted.

CH suggested this to endorsed and passed on to SRC for final approval. All agree

2.3 Photocopier Contract renewal

KL provided a background on the photocopier situation. Current photocopier contract set to expire in July 2019. There are 4 options (1) Replace current machine with new machine, new 5 year contract (2) Upgrade existing machine with a colour machine, new 5 year contract (3) No upgrade but pay as you go on a cost per page printed basis, under contract. (4) Do not upgrade machine do not extend contract. Pay for running costs and repairs per callout.

From the options KL proposes we go with option 4 because it will give us flexibility and least costly.

JC asked how much we are spending at Uniprint. KL pointed out that we use the other colour printer and will still to use uniprint service.

CH asked if the costs will still be split up between department. MMJ suggests this is still possible on a user basis but the cost will be significantly less to each user. JS indicated that we should still monitor heavy users to ensure that there is no abuse of the service.

Option 4 agreed and passed by the committee.

2.4 Guild Website update

JC indicated that the website skeleton will be completed by July with the content to be determined by the 1st September

KL Data as been sent to begin setting up database. Pub crawls and camps included at this stage.

Going forward we will able to vary the EMP size and scope which was not previously possible.

2.5 Update on Refectory 2nd Floor

JS requested this be removed from the agenda. The project is completed, and the rooms are in operation and available.

All agree to remove from the agenda.

2.6 Oak Lawn seating

CH indicated that the Student council has tasked him to explore the viability of improving the seating options on Oak Lawn. Suggestions such as Hammocks which provide us a challenge in regard to OHS and storage issues, to bean bags which will need to be managed and have their own storage solution.

JS pointed out that we need to engage CM to find out their overall plan for seating on campus. With this we could decide on placing additional seating.

CH will pursue the university through his channels. JS will make contact through the CM directors to get a clearer idea on their timelines and plans for the space.

Report back to this committee with additional information and options.



CORPORATE SERVICES COMMITTEE

3rd May 2019

2.7 Finances

MMJ suggested things are going well. But currently short ne staff member which is making things a little tight. Auditing completed so this has taken pressure off he team overall.

MMJ pointed out that a student could be engaged in a quasi-internship to help in accounting finance area. CH indicated that there was a lot of interest for this with students.

RR said he would be interested in providing assistance to finance in relation to the role for the experience. MMJ to follow up.

2.8 Other - Wi-Fi

MMJ indicated that we will be getting a site survey from a Telstra subcontractor to look at potential solution to our poor mobile phone reception within the Guild precinct. This is mainly due to the poor reception and the need for our students, tenants, and staff to have better reception in this part of the campus.

JS pointed out that it is commercially important to make the guild location the best area for mobile reception on campus. It will ensure that it gets increased visitation and engagement.

KL will provide further details in the next committee meeting.

3.0 CLOSE

3.1 Meeting closed at 1.56pm.