



END OF YEAR REPORT | GUILD COUNCIL HANDOVER 2013 5.1

Cameron Barnes | 100th Guild President

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Introduction | It's been an epic year!

There is so much one could cover in an end-of-year report for this year. I kicked off my term in December by developing two strategic documents; a list of short term goals (the Guild 100) and a strategic directions paper. The focus of this report will be to outline my activities, assess how well I achieved my vision and provide some insight for future Guild Presidents & Councils on the role of the Guild President in leading the Student Guild.

In addition to being the Chief Executive of the Guild on an operational level, the Guild President acts as the voice of students to the university. This year I have been actively involved in a range of University decision making bodies, most notably the University Senate, Academic Council, the Teaching & Learning Committee, and the Facilities Development Committee.

Key Goals and Achievements | Advocacy

It can be very hard to quantify the impact a Guild President has in this regard, as much of my impact this year has been contributing to group decisions. However, there are some specific, tangible achievements I can identify:

- Successfully lobbied for a reduction in library fines by 40%
- Negotiated extra SSAF funding- \$250,000 for the 2013 year and an extra \$100,000 for 2014
- Intervened to prevent students having to pay for compulsory online textbook subscriptions
- Proposed a successful model for a Service Learning Co-ordinator position to be funded by the University and integrated with the Guild Volunteer Manager position
- Lobbied for SURF data on student satisfaction with units to be made publicly available, with a proposal currently progressing through the University decision making structure
- Contributed towards the terms of reference for the UWA Education Futures Document
- Influenced significant policy decisions on Academic Council, the Board of Coursework Studies and the Board of Studies for the Bachelor of Philosophy
- Lobbied the City of Perth for a review of its decision to restrict parking on Park Avenue
- Worked with student assist to help students on a range of education issues
- Developed a strong working relationship with UWA Sustainable Development, and worked with them to increase the number of end-of-trip and repair facilities for cyclists

Key Goals and Achievements | SSAF strategy & 'Comprehensive Representation'

- Created a comprehensive representation strategy to ensure that all students benefit from the 46% of their SSAF fees which go towards the Student Guild. This included stronger engagement through:
 - o The college engagement strategy & 'Grill the Guild' initiatives I personally organised
 - o The creation of an International Student Council
 - o New 'Campus Rep' positions to represent Nedlands, Albany, QEII & external students
 - o An road trip down to Albany with other exec members & Albany Campus rep Lizzy O'Shea
 - o Greater engagement with Indigenous students through collaborating with the WA Student Aboriginal Corporation and assisting them to run important events like Marnda
 - o Improved engagement with Postgraduate student issues through regular meetings with the PSA President, supporting structural reform and expanding Education Council
 - o Work with the WAMSS, UDSS and PMSS Committees to improve representation and support for Medical, Dental and Podiatric students

- This engagement resulted in a significant increase in the uptake of Guild services like student assist
- Built a stronger relationship with the University and developed a clearer vision on our student services to ensure we have more influence over SSAF revenue distribution
 - o The feedback from the University was that the extra \$100k we negotiated was a direct result of a stronger relationship in 2013 than we had in 2012.
- Worked with NUS on SSAF issues. NUS has so far successfully lobbied for new regulations to improve student consultation on how the University implements the SSAF Act

Key Goals and Achievements | Volunteering & Service Learning

- Successfully developed a new model for the Volunteer Hub Manager to also coordinate the development Service Learning Units under a joint venture funded by the University
- Worked with faculty societies to develop 'skilled volunteering programs' to allow students to use their degree skills to help the community and enhance their learning
- Revived the Guild Volunteering Hub Steering Committee

Key Goals and Achievements | Improving food & drink

This year I have worked hard to develop a new long term strategy for Guild Catering based on expert advice, comparisons with other campuses and UWA student feedback. Under this new strategy, we have delivered a number of significant improvements, including:

- A new "food-court style" Refectory with a salad & sandwich bar, burger bar, a new café with better coffee, bubble tea, Sushimaster sushi and the potential for new outlets like Subway
- New and affordable breakfast options at Hackett Café with bacon, eggs and baked beans
- Mobile vans: Boost, Il Paolo woodfired pizza, Butty's burgers and Ole Paella
- New vegan and vegetarian options including Chutney Mary's curries, pre-packaged meals, gourmet pies and a range of new made-to-order options
- More dietary information, including better labelling and behind-counter info booklets
- Higher numbers of students employed in Guild catering

We are currently in active negotiations with both Boost & Subway and have asked our architects to develop plans for 'food court style' planning to be included within the masterplan

Key Goals and Achievements | Strategic & Structural Reform Agenda

The most important thing from my perspective is that the work of each Guild Council is continued and built on by subsequent teams. The Guild cannot afford to re-invent the wheel each year; it needs a strong handover every November, long term strategy and better corporate governance. The progress I have made this year in this area includes:

- Restructuring the Guild Committee system, reforming discipline regulations and undertaking wholesale reform of the Guild Regulations
- Reforming the Guild policy book and providing updated records of policy and Guild Council motions to Guild staff and students through the Guild website
- The development of a new operational priorities plan and a number of strategic documents covering representation, services, Guild Catering and student safety
- Committing to a caretaker policy to guarantee a President-elect a full handover
- Successfully reforming outdated Guild election regulations

The 100th Guild Council has achieved an history level of institutional and strategic reform

Key Challenges & Issues | Prosh

Without doubt, the most significant challenge has been addressing the problems caused some articles in this year's Prosh paper. At the time, I committed to an independent review of Prosh editorial process, mandatory cultural awareness training and new initiatives in partnership with WASAC & ICEA. I am pleased to report that I have now successfully overseen the implementation of these commitments:

- All of the senior people involved in the production of this year's Prosh have now done a workshop run by Malcolm Fialho called 'Courageous Conversations About Race'. We will also be lining up additional opportunities for Indigenous cultural training through ICEA
- Guild Council has accepted the independent review and committed to implementing all of its recommended reforms

However, with the independent review being delivered quite late in the year the new executive will still have quite a bit of work to do to create an implementation strategy to achieve all of the review's recommendations. ***It is advised that this strategy be presented to Council by the February at the latest.***

Key Challenges & Issues | Events Management & Risk Management

There have been significant issues this year with event management and risk management. ***I would recommend that Executive next year take a more active approach to identifying risk management and ensuring that staff have adequate support in this regard. Executive or Executive Management Committee should report regularly to Council to update them on key risks to the organization and its reputation.***

Key Challenges & Issues | Comprehensive engagement

Despite an attempt to engage more with under-represented students, there are still a significant number of students who are disengaged with the Guild and missing out on important services. In future years the Guild will need to progressively improve its engagement with postgraduate, mature-age, residential, clinical and external students.

Activities | December

- Negotiated an improved funding arrangement with the Registrar
- Attended my first Senate meeting, where I spoke about our plans to increase our proportion of SSAF revenue up from the current 46%
- Participated in F&P budget process.
- Several meetings regarding the Guild Catering Review and the ACUMA report into catering
- Attended the NUS National Conference and met individually with the incoming National President to discuss better engagement with UWA
- Conducted interviews for and selected Pelican Editors for 2013.
- Initiated review of Guild Regulations and election regulations.
- Worked with Aden Date (V-Hub manager) to create a vision for Guild Volunteering in 2013
- Met with Bianca Stibbs from WASAC regarding NAIDOC Week on campus
- Met with the Director of the UWA Sports Association to discuss better collaboration
- Met with the Director of Information Services and senior staff

Activities | January

- Attended the first Education Council meeting
- Attended several meetings about orientation, including:
 - Meetings with Events, Memberships and SOC about sending out clearer information for clubs about new rules guiding the orientation process
 - A meeting with WAMSS and John Stubbs about their proposed 18+ camp in March

- Meeting with Alex Pond and Ben Johnston about a plan for a PAC Pop-Up Launch on O'Day
- A meeting of the Orientation Planning Committee (formerly COPIT)
- Met with Student Assist & Finance staff to improve the administration of emergency loans
- Met with the Health Promotions Unit to discuss collaboration on mental health initiatives
- Met with Sustainable Development UWA and Dan Stone to discuss reinvesting the Parking and Transport Fund into end user facilities for cyclists and subsidised public transport
- Met with PAC Committee to discuss collaboration grants
- Met with Senior Deputy VC Bill Loudon to discuss our new service learning vision
- Met with the PSA to discuss ways to improve services for postgraduate students and carve out a clearer role for the PSA in Guild Regulations.
- Met with the New Deputy Vice Chancellor for Education
- Met with Hello Sunday Morning to discuss a partnership and followed up with Student Services
- Attended the NUS President's Summit
- Met with Vice Chancellor Paul Johnson to discuss a range of issues, including our long term strategic plan, service learning, the review of pedagogy and our SSAF funding arrangements
- Attended a meeting with the scholarships office to provide student feedback

Activities | February

- Attended the two-day Senate Strategic Directions Seminar
- Met with the Scholarships office to discuss eligibility and promotions issues.
- Met with Ted Snell, the director of the UWA Cultural Precinct, to discuss collaboration on PAC Pop-Up and supporting student involvement in the arts at UWA.
- Met with Shirley, Wayne and Maddie to kick-start the strategic planning process
- Met with the Director of Student Services to resolve issues around ticket selling on O-Day
- Met with RSD President Simon Thuijs to discuss college engagement strategy
- Met with the Tertiary Access Group to discuss the catering report and potential scope for reform
- Worked closely with the Project Development Group for the Guild Facilities Masterplan to ensure that staff and student preferences were being met
- Negotiated with the NTEU on the next Enterprise Bargaining Agreement increment and reached a mutually amicable agreement
- Wrote a draft *UWA Guild Future Directions Paper*
- Facilitated the Guild's first full strategic planning day
- Met with the President of the Council of Australian Postgraduate Associations (CAPA) to discuss a number of issues, including commonwealth supported places for New Course masters degrees
- Spoke at the orientation for new UWA staff
- Spoke at a panel discussion as part of a professional development course run by the Centre for the Advancement of Teaching and Learning (CATL)
- Attended my first meeting of Academic Board, which focused predominately on the Vice Chancellor's UWA Futures Paper
- Met with new Deputy Vice-Chancellor (Education) Alec Cameron to discuss orientation, strategic planning, proposals surrounding assessment mechanisms and our involvement in his review of pedagogy
- Worked with Laura, Valentina, Guild Staff and the Orientation Planning Committee to prepare for Orientation Week.
- Attended a meeting of the Guild's Centenary Committee and touched base with our new publication editor
- Attended a taste-testing of the new Tavern menu, which I'm pleased to say was delicious
- Attended a catering committee meeting on the progress of our three-tier catering strategy. We also discussed how to promote the strategy and its recent successes
- Spoke to students in the Flying Start program and sat on an expert panel for a Q&A session

- Attended the Arts Union's orientation event at City Beach
- Attended the Guild Council retreat (and unfortunately had to leave halfway due to illness)
- Spoke at the three commencement ceremonies at the start of orientation week.
- Attended a meeting of the Student Complaints and Appeals Working Party to discuss streamlining student complaint and appeals procedures
- Met with Jon Stubbs for the first regular report on our Service Level Agreement (SLA)
- Initiated regular meetings with PSA President Gemma Bothe, which will continue fortnightly on an indefinite basis.
- Met with a number of senior faculty members on service learning units, which have encountered some trouble at getting up.
- Met with University Lawyer Kim Heitman to discuss a number of matters including potential for a Guild-run student legal advocacy service
- Worked with Hendo and Academic Policy Services to organise student advocacy training for faculty society leaders

Activities | March

- Attended the Universities Australia Conference thanks to financial support from the Vice-Chancellor
- Met with the new Chair of the Academic Board John Cordery to discuss plans for the year
- Met with the new editor of our Centenary publication Patrick Cornish
- Met with Kelly Smith, the Director of the UWA International Centre to discuss improved support services for international students and a range of issues, including \$5 cover charges for the medical centre and proposed changes to our recruitment strategy
- Met with the President of SNAGS to discuss plans for the year, issues around the merging of the two science faculties and service learning opportunities
- Attended the March Convocation Council meeting and discussed my Future Directions paper
- Attended my first Sports Association Board Meeting
- Met with Grady Venville to discuss our service learning proposal and plans to improve the training and development of student advocates on education council
- Took part in a fairtrade film shoot for the university & accepted a certificate on behalf of the Guild for our role in the University's fair trade accreditation process
- Attended my first Teaching & Learning Committee meeting where the Review of Pedagogy (now called UWA Education Futures) was discussed
- Spoke at the University's senior leadership day about the student experience
- Started regular directors meetings to improve cross-team communication
- MC'd at the Big 100
- Developed a service learning proposal (to be discussed verbally)
- Worked with the PSA to implement a new postgrad student employment initiative
- Met with the Muslim Students' Association to discuss issues around Halal food & prayer room facilities
- Developed a new strategy for migration advice services
- Met with Fiona Parker to discuss issues faced by residents at St Cats College
- Attended my first Board of Coursework Studies meeting
- Attended a catering committee meeting to track progress of recent developments and work on marketing strategy
- Initiated plans to improve the availability of Halal food
- Attended a meeting of Academic Board where we discussed my Guild Future Directions Paper
- Developed a proposal for an International Students' Council with ISS President Felix Lim
- Resolved issues surrounding Pub-crawls with senior university decision makers
- Met with Luke Johnson from Red Frogs and developed an engagement strategy to assist clubs with high risk events

- Attended the first ISS affiliates night
- Ran a Grill the Guild at St Cats and a Supper at Trinity, with more planned for the other colleges
- Spent the 22nd March at our Albany campus, met with their student committee & developed new proposals & ideas to improve engagement
- Attended regular meetings with the PSA to work on our idea for a Postgrad Education Forum
- Met with the Senior Deputy Vice Chancellor & also (separately) the Executive Director of Finance and Resources to discuss a range of issues (to be discussed verbally)
- Attended the National Day of Action Rally

Activities | April

- Attended Arts Board of Studies meeting
- Met with Head Librarian to discuss changes to Scholar's Centre and new student facilities for electronic device recharging
- Met with Education students about reviving the lapsed Education Students' Union
- Attended Student Assist meetings on improving our services for migration advice and looking into the feasibility of a Guild legal advocacy service
- Met with the Dean of Coursework Studies to discuss our proposal for a University funded service learning coordinator role to be run out of the Guild volunteering hub
- Met with the Associate Director, Academic Policy Services to discuss our best practice campaign, teaching awards and issues relating to Centrelink access for masters by coursework students
- Attended a Teaching & Learning Committee Meeting on the UWA Education Futures project
- Met with WAMSS president to discuss Medical students' access to Guild services
- Developed a campus engagement strategy and appointed Guild Council representatives to support each of our non-crawley campuses
- Met with the new B-Phil Union President to discuss issues with the Bachelor of Philosophy
- Met with the environment collective to discuss plans for the year, including a proposal for a solar panel installation on the roof of the refectory
- Met with a number of faculty society Presidents
- Met with newly elected ordinary members of Guild Council committees
- Developed a new free breakfast program to be run out of the Welfare Department
- Met with a student about developing instant feedback technology to improve lecture pedagogies
- Met with the ISS director on developing a new International Students' Council
- Met with the WAEC on our election regulation reforms
- Met with the Vice Chancellor to discuss recent funding cuts to higher education and SSAF issues
- Met with NUS West President to organize campus actions
- Worked on new ideas for halal food options with Beverly Hill from Equity & Diversity UWA
- Attended finance and planning committee meetings on developing a proposal for a subway on campus
- Allocated a vacant clubroom to the Science Union through the clubroom allocation committee
- Attended a Senate Strategic Resources Committee meeting
- Attended the Senate Community Dinner
- Participated in the annual PROSH and dealt with a range of issues stemming from unacceptable articles in the newspaper (discussed below)
- Ran a "Grill the Guild" at St Georges College and also at St Thomas Moore Catholic College
- Met with Chris Massey to discuss the University Hall development
- Developed ideas for more healthy options on campus after meeting with staff members from the Health & Wellbeing Committee
- Attended a BBQ for Mature Age Students, where a new club for mature age students was created thanks to the Guild VP Annie Lei

- Met with ICEA reps and WASAC reps to discuss new plans to promote cultural awareness on campus and do more for NAIDOC week celebrations

Activities | May

- Attended the induction for Board of Studies representatives
- Received approval from UWA for our Service Learning Co-ordinator proposal
- Ran a Masterplan workshop with key stakeholders from student clubs and the University
- Attended regular meetings with the PSA President to discuss security concerns, issues with the Macquarie Model discussions and building the PSA's role
- Met with Chris Massey from Uni Hall to discuss student issues and potential for collaboration
- Arranged a meeting with relevant staff and student reps to activate discussions on an integrated online calendar and ticketing facility
- Met with members of the University's Health & Wellbeing Committee to discuss healthy food options on campus.
- Met with the Founder of ICEA to discuss potential initiatives to improve cultural awareness at UWA through running leadership development for student leaders
- Attended a Mature Age Student BBQ run by the Guild VP Annie Lei
- Met with the Senior Deputy Vice-Chancellor to discuss our education agenda
- Met with the Director of Student Services Jon Stubbs to discuss the \$5 medical charge imposed on international students, which should be resolved through a new insurance agreement
- Met with the new Warden of Convocation to discuss collaboration. One of the ideas of relevance was to provide mentoring from past Fac-Soc Presidents now in successful positions
- Attended a meeting of the University Senate
- Continued to develop our student assist policies through the newly named Student Assist Committee
- Met with new members of Guild Committees
- Finalized audit arrangements in preparation for the Senate Audit and Review Committee
- Met with a number of faculty societies Presidents to get updates and continue to assist with service learning and education issues
- Gave feedback in an interview with other councilors on the University's Review of Administration
- Attended an activities committee meeting and made progress on new EMP policies, Tavern events, paint party and plans for an end of year "Guild birthday party"
- Attended a Teaching & Learning Committee meeting, where we are continuing to develop the DVCE's Education Futures Project
- Met many times with the WASAC President to discuss new initiatives and ways of the Guild doing more to support Indigenous students
- Attended a Board of Studies (Arts) meeting and handed over my position to Arts Union President Emma Brede
- Attended a Board of Coursework Studies meeting where a major policy issue was raised with respect to undergraduate credit towards postgraduate degrees
- Contributed to the approval of new end-user facilities for cyclists appropriated under the Parking and Transport Reserve Fund
- Attended a Finance and Planning Committee meeting where we continued to push forward with our catering strategy

Activities | June

- Met with the Vice Chancellor to discuss mental health, SURF, access to raw exam marks, orientation review, Education Futures project and commercial arrangements
- Attended a meeting of the WAMSS committee and discussed issues around self-education \$2000 cap and national internship allocation scheme (G100 #81)

- Participated in the ENACTUS advisory board
- Visited the Albany Campus and attended social events with their student committee
- Worked on the ISC security campaign with memberships department, attended an ISC meeting and met with both the University security and the City of Subiaco regarding lighting and security. We will be giving them a night tour of the streets around campus and behind colleges
- Finalised arrangements for membership packs & info on textbook assistance to be sent to RCS students (G100 #10 & #11)
- Worked on the Guild sustainability plan with Dan Stone (G100 #56)
- Developed a partnership with ICEA to run cultural awareness training (FD #21)
- Signed off on the motions book- great work Dan Stone! (G100 #8)
- Developed an inclusive events strategy (FD #19)
- Attended the NUS Education Conference and delivered a presentation on University Relations and how to manage problems with SSAF legislation (G100 #13)
- Developed and implemented a strategy for a non-executive Council meeting to improve governance and accountability (G100 #95)
- Called the first Student Services Committee meeting in years to discuss proactive plans for orientation 2014
- Worked with PSA Pres on a range of issues, in particular structural reform (FD #2)
- Chaired a Workplace Health & Safety Meeting and approved our WHS Handbook
- Attended F&P meetings where we developed recommendations to Council for Mid-Year budget review and (at a later meeting) approved new solar panels
- Planned for and attended the NUS National Day of Action on August 20th
- Spoke with Senator Scott Ludlam about the cuts to higher education
- Met with our new staff members, Steven Shaw and Tony Goodman. We are very fortunate to have both of them onboard, student reps have already been impressed
- Met with the Directors of Student Services & APS to discuss mental health at UWA
- Attended and spoke at the launch of the Guild Museum exhibition for our centenary
- Opened the Dentistry Kiosk
- Organised a Grill the Guild BBQ at Uni Hall which had strong participation thanks to the Res Club distributing their shirts at the same time 😊
- Attended a meeting of Convocation Council and spoke about Guild collaboration on education issues and University Education Futures project
- Ran a Grill the Guild BBQ at the Nedlands Campus for Education students
- Developed a proposal for a new volunteering committee of Guild Council
- Met with the Residential Students Department President and other Residents Club Presidents to discuss a proposal to improve college student advocacy and representation
- Attended a Board of Coursework Studies meeting, with the focus being on exemptions for the new MD course

Activities | July

- Involvement with the UWA Education Futures project through the Teaching & Learning Committee and through leading the student consultation process with Alec Cameron and Tom Henderson
- Developed a 'Clinical Medical Students Engagement Plan' in collaboration with the executive of the WA Medical Students' Society (WAMSS)
- Participated in the 'Courageous Conversations about Race' program run by UWA Equity & Diversity. The program was immensely useful and I want it to become standard for all student reps to attend
- Appointed a new Director of Corporate and Student Services and a new ICT Coordinator
- Met with new Queer Department representatives to discuss plans for the year and how the Guild can improve its representation of queer students

- Met with Liz Constable to discuss the student experience and some of her work as a Vice-Chancellor's fellow
- Established the new International Student Council and developed its first campaign on student safety
- Met with Robert Leaver and the UWA Security team to discuss security issues and how we can work together to promote security initiatives to students, harness student feedback and identify areas for improvement
- Developed and awarded a new grant for two residential students to attend the National Association of Australian University Colleges (NAAUC) National Conference. The two students will present a report to Guild Executive on how other student unions have built ties with colleges to improve the student experience.
- Submitted Guild Election Regulation changes to the UWA Senate, which were passed pending drafting changes from the Legislative Committee
- Continued to develop wholesale reforms to Guild Regulations, in particular with respect to the Postgraduate Students' Association and its role within the Student Guild.
- Attended a one-day training course on corporate governance run by the Australian Institute of Company Directors. The course was very useful in both my Senate capacity and my role as Guild President.
- Developed a new corporate governance strategy to improve our accountability and communication with members.

Activities | August

- Met with the Vice Chancellor to discuss mental health, SURF, access to raw exam marks, orientation review, Education Futures project and commercial arrangements
- Finalised the first draft of our Operational Priorities Plan. This is a very important strategic document and has been taken to Council for approval
- Visited the Albany Campus and attended social events with their student committee
- Worked on the ISC security campaign with memberships department, attended an ISC meeting and met with both the University security and the City of Subiaco regarding lighting and security. We will be giving them a night tour of the streets around campus and behind colleges
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- Attended a meeting of Convocation Council and spoke about Guild collaboration on education issues and University Education Futures project
- Ran a Grill the Guild BBQ at the Nedlands Campus for Education students
- Developed a proposal for a new volunteering committee of Guild Council

- Met with the Residential Students Department President and other Residents Club Presidents to discuss a proposal to improve college student advocacy and representation
- Attended a Board of Coursework Studies meeting, with the focus being on exemptions for the new MD course
- Attended the August Senate meeting and the subsequent opening of University Hall

Activities | September

- Arranged a meeting with Peter Curtis and our new events team of Chloe Jackson and Tony Goodman. The University was very concerned about the lack of resources in our events department, however I am confident we have already started to turn this around
- Attended a Board of Discipline meeting and participated in its deliberations
- Met with the President of St Thomas Moore Catholic College Residents' Club to discuss issues with their NRAS application and the potential for greater collaboration with the Guild as a follow up to our successful 'Grill the Guild' event in first semester
- Participated in the selection panel for the new Deputy Vice-Chancellor. While I am unable to say who the new appointment is yet, I am pleased to advise that I am extremely happy with the new SDVC appointment.
- Attended a meeting of the UDSS Committee and ran an open forum for Dentistry students on issues faced in the School. Luke Rodman and I are currently writing a paper to the Head of School, the Dean of the Faculty and the University Executive expressing my concerns. We have nearly completed our first draft and if anyone is interested in looking at it we are happy to take on feedback. I have reported in further detail on this item below
- Attended a meeting of Academic Council
- Attended a Convocation Council meeting
- Attended a Facilities Development Committee and brought along Dan Stone for the discussion of our solar panels project. I have reported in greater detail on this item below.
- Met with the new FM Director George Anderson and had very productive talks about a stronger Guild-FM relationship and upcoming projects like the Masterplan. I also discussed the toilets issue, which is covered in greater details below.
- Met with the Head of the Dental School, Nick Boyd, to discuss issues raised with me by UDSS and to develop plans for collaboration between the Guild and OHCWA on improving the pool of patients and expanding dental care for Guild members
- Met with the University legal team to discuss and resolve issues around new lease contract arrangements. At this stage, it appears that we will have to accept the new structure of lease agreements but protect our interests through a side agreement. More discussed below.
- Attended a Board of Studies (B-Phil) meeting, where we had a discussion on demographic balance within the B-Phil cohort and the new 75 WAM requirement.
- Starred in a new student edge film which will be broadcast on Channel 7. In the film, I am featured driving a golf-buggy and talking about why the UWA Student Guild makes UWA an attractive campus for prospective students. It was really fun...
- Met with the Director of Student Residences to discuss collaboration with the Student Guild & Uni Hall to promote our services better to residential students
- Made arrangements to finalise the draft of the OPP
- Met with senior members of the University to discuss the Vice-Chancellor's new 2020 proposal, which I have discussed in more detail below
- Developed a paper on reforming the committee structure, which will be distributed at the meeting for early feedback before being officially confirmed at the October meeting.

Activities | October

- Attended a Teaching & Learning Committee where we had a discussion about implementation of the recent decision we successfully lobbied for regarding the publishing of SURF scores.

- Attended several meeting with the University around negotiating our share of the 2014 Student Services & Amenities Fee revenue
- Worked with the Implementation Schedule of the Operational Priorities Plan for 2014 with President-Elect Tom Henderson
- Attended and assisted with a range of Multi-Cultural Week events
- Met with Sustainable Development regarding their sustainable transport plan
- Met with Arnold Lee to finalise the independent review process for Prosh' editorial process
- Attended Board of Discipline hearings on a confidential matter
- Met with Events team regarding our new events management policy and response to some EMP issues faced this year
- Met with ISS and MCW Managing Director to review issues with the local council after Spring Feast
- Initiated a planning process for alumni engagement with Jono Zahra
- Chaired a Finance & Planning Committee meeting
- Ran a lunchtime forum with two national officebearers from the National Union of Students and most of our recently elected delegates to the upcoming conference
- Met numerous times with the Statutes Committee and various University representatives to ensure the swift passage of proposed reforms to the Guild's regulations
- Finalised documentation for the regulations reform
- Attended a half-day strategic planning workshop for the Sports Association Board
- Met with the Vice Chancellor, Enviro Officer Dan Stone and Guild President Elect Tom-Henderson to touch base on a range of issues, including the approval of our solar panels project.
- Attended regular meetings with the PSA President, mostly focused on budgets and regulations reform
- Attended the International Students Service AGM
- Opened the process of nominations for Pelican editor, Prosh director/s and Prosh editor/s
- Met with WA Senator Sue Lines to discuss higher education issues which have emerged in the last several weeks.

Activities | November

- Finalised our wholesale reforms to the Guild regulations & Committee structure and met with numerous University staff to ensure passage through the Senate
- Attended the Cabinet Luncheon and had a very constructive conversation with Premier Colin Barnett (I was seated next to him) about the role of student representatives within the University Senate
- Attended the November Senate meeting
- Participated in the selection process for our new internship scheme. We interviewed candidates for design, IT and events
- Met with AISEC representative and discussed arrangements for next year (I told them to get in contact with Tom about signing their new memorandum of understandin)
- Attended an Academic Council meeting
- Attended a Senate External Environment Committee meeting where the issue of slow progress on achieving more service learning units was brought up. The Guild proposal was touted by the university as a potential solution to this. However, part of the concern is that the position is part time and not supported by University leadership enough
- Participated in our final Catering Committee meeting
- Presented the new master plan concept to senior leaders in the University for feedback. They were all extremely impressed with our ambition and we will likely get SSAF capital support in the future if we play our cards right
- Participated in reviews of the International Centre and Information Services. I pushed the WiFi issue as a number one priority for information services and the University.
- Organised the first ever Guild Council Handover retreat

- Participated in interviews for the new Pelican Editor. Unfortunately due to a lack of information in candidates applications we have had to re-do the process
- Met with the Centenary Committee to make arrangements for a new Guild Alumni Association. We have received significant support from notable Alumni like Sue Boyd and Madeleine King
- Met with the Dean of Science Tony O'Donnell and incoming Science Union President Millie Dacre
- Met with the new President of the Residential Students' Department Jordan Piggott to discuss the Guild-College engagement strategy and provide some advice for next year
- Organised the final round of the 'Courageous Conversations About Race' workshop for this year's Prosh people and incoming Guild Councilors
- Participated in a meeting of Academic Board where our motion for SURF to be published (which successfully passed Academic Council) was delayed for further consideration at a special meeting of Academic Board. Tom and Lizzy will need to follow this up (and new Academic Board reps will need to be very aware of these issues)
- I will be attending the Master-class in 'Courageous Conversations About Race' after the Guild Handover Retreat this Thursday. The class will be run by internationally renowned equity practitioner Glen Still.

Advice for the future | Set strategies early on

Without any doubt- all of our successes this year can be tied to solid strategies we developed at the start of the year. Strategies should be clearly tied to resources and individuals responsible. Ideally this process should be facilitated through the OPP implementation schedule and overseen through the strategic management committees & executive management committee.

Advice to future Presidents | Be prepared to accept responsibility for mistakes

As the Chief Executive of the organization it is extremely important to take responsibility for everything that goes wrong and try to fix it. There are a few reasons behind this:

- People aren't interested in whether it is your fault- they want someone to apologise for the mistake and immediately set to work on righting it
- The University and other key stakeholders are much more accepting and less likely to pursue action if they are satisfied you have taken swift and decisive action yourself. It is always better for the Guild to clean up its own messes then open itself up to outside intervention.
- Even if it wasn't your fault, you represent the organization as a corporate body and you are the voice for the Guild.

Advice to future Presidents | Delegate delegate delegate

There is so much responsibility centered on the Guild President. A President should have no more than three major projects or priorities and all of your other time should be spent overseeing the running of the organization, engaging with external groups and putting time and effort into preparing yourself for meetings of various universities committees and bodies.

You should ensure that everything in the OPP is delegated out to either other student reps (largely in an executive or officebearer capacity) or staff members. The chairs of the strategic management committees should hold these people rigorously accountable for achieving key goals and targets

Advice to future Presidents | Get exercise and look after yourself

It sounds kind of motherly, but I always considered myself to be a health conscious person. Unfortunately after this year my health has deteriorated significantly owing to working 70+ hours during the more intense

periods of my term. Exercise, good food and the occasional break is essential. However, you will need to recognize that this is not an ordinary 40 hour-a-week job no matter how well you delegate and organize your time.

Advice to future Presidents | Constant prioritization is an essential skill

You will not be able to achieve everything you want to achieve. Each day, write up on a whiteboard what your priorities are for the day and make sure when you go home you have at least ticked off your main priorities. Have a separate whiteboard where you record longer-term priorities and constantly set yourself artificial deadlines. Try to break the work up as much as possible into discrete projects which are achievable in a short time frame.

Get whiteboards for all of this. Get all of the whiteboards...

Overview of the VP role

Traditionally, the role of the VP has been defined by the Guild Regulations:

4.4 The role of the Vice-President is to:

- (a) assist the President;
- (b) regularly report to Guild Council on the activities undertaken by the Vice-President;
- (c) present an annual report to the Guild Council meeting held in November on the activities undertaken by the Vice-President during their term in office; and
- (d) liaise with Guild departments, University colleges, and other bodies on behalf of the Guild Executive as required
- (e) utilise on-campus media to inform students of the proceedings and decisions of the Guild Council;
- (f) promote student awareness of on-campus issues;
- (g) in November each year, organise and conduct training of all the incoming Guild Councillors (elected in the most recent Annual Guild Elections) in order to familiarise the incoming Guild Councillors with all Guild facilities and outlets;
- (h) inform those directly affected by Guild Council and Executive decisions of those decisions;
- (i) oversee and implement the transport and parking policy of the Guild and the activities of the Guild associated with transport and parking needs of students;
- (j) liaise with the University and other bodies as required, on issues associated with the transport and parking needs of students;
- (k) act as the representative of the Guild on the University Parking Infringement Advisory Panel;
- (l) make assessments of the adequacy of facilities, including issues of safety and security, (including buildings, grounds, technology and information services) provided by the University;
- (m) run campaigns and assist the President in lobbying towards improvements in the quality of University facilities; and
- (n) collect and collate student opinion and feedback on University facilities.

This year, in the wake of the new centenary for the Guild, the Vice-President role has been tailored towards looking after minority interest groups as well. This is vital for comprehensive representation of all students at UWA. In light of this, I have taken on 2 major projects this year – to revamp the International Students Council (ISC) and to start up a Mature Age Students' Association (**MASA**).

General VP Duties

Parking Appeals Board

As the vice president, you get a seat on the Parking Appeals Board, out of 3. The Board convenes once a month to waive or stand parking fines appeals.

Finance & Planning

Big decision-making committee.

Catering

I was really passionate about improving Guild catering and therefore was part of the Catering committee this year to make crucial decisions about the food we offer, prices we sell at, customer service, training and recruitment etc.

UWA O'Day / Open Day / Semester welcomes

Usually, Guild representatives speak at all the university welcomes. I was involved in giving various speeches at UWA O'Day, Open Day, and Semester welcomes, especially the Mature Age Students' Welcome each semester.

Other (special convened meetings):

- PROSH review
- Masterplan meetings
- NAIDOC Meeting
- Student Services Committee meeting
- Security meetings

Special Projects undertaken this year

Projects | Post Graduates Students' Association (PSA)

I had an aim to work closely with the PSA this year to make sure that we could cover some common grounds for mature age students. I met up with Peter Derbyshire from PSA several times this year to work on a collaborated event, the Family Picnic, which was open to both post graduate students and mature age students for the first time!

Projects | International Students Society

I had an aim to work very closely with the ISS Director this year, and I'm glad to say that I did! Felix Lim was wonderful to work with, and we successfully brought back the International Students' Council (ISC) this year! This initiative was to give ISS more power and a stronger platform to help international students out, particular with educational issues. ISC at the moment is quite an informal panel that allows ISS to build stronger engagement with the existing international clubs at UWA and addressing international students' concerns. The first meeting occurred in the week beginning 27 May 2013. We ran bi-monthly meetings up until October (when every club got busy with their own end of year events).

This has been a very successful initiative; the purpose of this council was to increase engagement and collaboration between Guild Departments, such as ISS, and all international student clubs on campus, as well as residential colleges, which cater for many international students. Over the year, we built very strong relationships with many international clubs and residential colleges, and managed to bring up a few international issues for discussion, such as multiculturalism and security on campus.

We had our first ISC meeting on Thursday, 30 May. There was a great turnout, with over 20 international clubs' and residential colleges' presidents. We discussed international students concern such as security issues around campus, as well as racism issues. Further, we looked into ways that international students can integrate into the domestic mix of students at UWA.

We developed a communal calendar database to promote better planning of events amongst the international clubs, with a primary focus of avoiding clashes of events. We also liaised with the Student Centre to send out a monthly newsletter to all international students on behalf of ISC detailing all the upcoming events. This serves dual purposes; firstly, to provide a strong platform for international clubs to plug their event, and secondly, to provide ISC with the bargaining power to encourage stronger participation and collaboration from all international clubs and residential colleges. This should be continued on for years to come, using the monthly newsletter as a selling

point for international clubs to commit to ISC meetings and take on more active roles to improve collaboration.

Projects| Mature-aged students

MASA Annual Report

Summary:

- 1 x social networking event conducted in Semester 1, 2013
- 3 x social networking events conducted in Semester 2, 2013
- Survey conducted for mature age students
- Over 100 mature age students in email database to date
- Total expenditure = \$1633

Mature age students mailing list

- G'News entry to call for interested mature age students to join a mailing list/database was released in the week beginning **4 March 2013**.

Welcome BBQ – Semester 1, 2013

- BBQ on Oak Lawn on **Tuesday, 24 April 2013**
- Registered interest: 40
- Total attendees: 30
- Total expense: \$133

Official MASA Welcome Launch Lunch – Semester 2, 2013

- After setting up the MASA committee during the winter holiday break, we held our first event in Semester 2 on **Tuesday, 3 September 2013** in Sue Boyd Room
- Invited Dr Judy Skene and colleagues from Student Services to meet and mingle with mature age students so they had the opportunity to touch base with the UWA support network.
- Dr Judy Skene gave a welcome speech at the event, followed by a general welcome speech by Vice-President of the Guild (Annie Lei)
- Registered interest: 40
- Total attendees: 40
- Total expense: \$500

MASA Survey – Semester 2, 2013

- 8 short survey questions as to the anticipated direction of MASA, what events mature age students would like to see, days for events etc
- Total participants: 30
- Summary available upon request

MASA Interfaculty Afternoon Tea – Semester 2, 2013

- Following from survey results, held an afternoon tea on **Monday, 14 October 2013** in Sue Boyd Room
- Provided opportunity for mature age students to meet others within their faculty to build networks that may help with their courses
- Registered interest: 30
- Total attendees: 18
- Total expense: \$500

MASA End of Year Sundowner – Semester 2, 2013

- Held at the Uniclub on **Thursday, 21 November 2013**

- Purely social event where mature age students could gather with the MASA committee to celebrate the end of exams / semester / year
- Registered interest: 40
- Total attendees: 35
- Total expense: \$500

Projects | International Exchange Visits to UWA

This year, we had quite a lot of enquiries as to visits to UWA from Malaysian and Singaporean universities. I have been in charge of liaising with representatives from the student bodies of those universities. It is very exciting to know that we are internationally recognized as a very strong and successful Student Guild! Many of these programs want to get to know how our organization runs and to take a few ideas here and there to be implemented at their home universities. I am very excited about this prospect and the opportunities that we can provide to other university organisations.

Student representatives from Village 5 of the University of Technology Petronas came to visit UWA on Monday, 16 September. There were around 10 student representatives, and we organized a welcome session in the morning in Sue Boyd for the group to get to know the UWA Student Guild better.

Projects | NDA against Education Funding Cuts

Joined in the campaign against tertiary education funding cuts. Turnout was great from Curtin and ECU – admittedly, UWA turnout was a little bit poor. Overall though, it was quite a successful campaign.

Projects | Dietary Requirements Forum

Purpose of this project was to get direct feedback from students as to how Guild Catering is performing presently to accommodate for students with dietary requirements, and how we can improve. This is in line with our Guild 100 Goal (G100#97) for better representation of students from ethnic, cultural and religious minorities through more food options. Roughly 8 participants in total. Definitely need to work on organizing it better, so that we get a higher participation rate, but overall, it was one baby step towards the bigger picture of comprehensive representation of all students at UWA.

Recommendations for next year

MASA

Continue on with MASA, acting as a “supervisor” on the running of the committee. Make sure that the MASA committee continues on strong and organizes monthly events for mature age students next year. Build on the database and hopefully exceed 300 by the end of next year!

ISC

BONDAGE BONDAGE BONDAGE BONDAGE BONDAGE!

Unfortunately, we ran out of time this year to hold a collaborative event and bring back BONDAGE, but this is definitely something that is very do-able and would be of great value in terms of integrating international students with domestic students. Here was the proposal for last year but we could not implement due to time constraints:

ISC BONDAGE EVENT PROPOSAL

Name: BONDAGE CARNIVALE (subject to other suggestions!)

Date: Friday, 11 October 2013 (Friday of MCW – same day as Oktoberfest)

Time: Evening – 7pm, right after Oktoberfest

Venue: Ref, extending to Ref Courtyard

Anticipated capacity (18+ only): 600+

Schedule:

- **Marketing / Promotions (club reps):**
 - Facebook event page
 - Facebook posts / clubs’ pages
 - G’News
 - Student Services Centre
- **Food & Alcohol stalls (Annie & Felix):**
 - Organise food vans for different cultural foods
 - Organise own food stalls
 - Beers from different countries?
 - Look into costs
 - Organise bar (where Sushimaster is) – tokens?
 - Talk to Tav to try get wholesale drinks
 - Approved Manager needed
 - Club reps with RSA to help with bar
- **Cultural / Creative stalls (club reps):**
 - **Each club to sort out logistics of their own stall – come up with own idea**
 - Fortune-telling stalls
 - French bulls
 - Photoboosts
 - Hardart paintings
 - Passport Competition – first to finish?
- **Logistics (Annie & Felix):**
 - DJs?
 - Photographer – Alex / Honny
 - Security

- Check Liquor Licensing capacity
- Venue Decorations (**Annie & Felix**):
 - Cultural flags
 - Black drops
- Ticket sales logistics (**Annie & Felix**):
 - Oak Lawn stall 2-3 weeks prior to event
 - Each individual club sales
 - Online ticketing (trybooking.com)
 - 600 tickets?

Finance & Tickets logistics:

- Charge entry fee of \$5-\$10 (clubs to vote)
- Entry provides access to all the stalls
- Bar drinks are separate (not included in ticket price), but we will try to get wholesale drinks like Blackstone (\$4 smirnoffs, beers, wines etc)
- There will be a DJ and a dance floor will open up towards the end of the night

Ticket Pricing	Ticket Sales	Ticket Revenue	Fixed Costs**	Budget per stall (based on 20 stalls)
\$5	600 (30 tickets per club x 20 clubs)	\$3000	\$1000	\$100
\$5	800 (40 tickets per club)	\$4000	\$1000	\$150
\$5	1000 (50 tickets per club)	\$5000	\$1000	\$200
\$10	600 (30 tickets per club x 20 clubs)	\$6000	\$1000	\$250
\$10	800 (40 tickets per club)	\$8000	\$1000	\$350
\$10	1000 (50 tickets per club)	\$10,000	\$1000	\$450

Deciphering above table (using highlighted grey row as an example):

- If we sold tickets at \$5 each, and each club has a minimum quota of 40 tickets to sell, then the minimum ticket sales would be 800, and we would have minimum revenue of \$4000, which means each club has \$150 to spend on the operation of their own stall.
- Any club who sells more than their minimum quota of 40 tickets will get to keep the ticket sales as their own revenue (ticket sales incentive).

****Fixed overheads would include things such as Ref venue hire, DJ, photographer, bar drinks etc.**

Dietary Requirements Forum

Hold this bi-annually to show that the Guild really does represent all students at UWA. Should be run at the Ref (cordoned off area in the Ref) during common lunch hour so students can easily find the place to do the survey and conduct the review (we did it at the Guild Council Meeting Room this year during construction period which worked against us). Make sure short, simple 1 pager surveys are provided, and that key catering personnel are there to take in verbal feedback (Ken, Rodney etc):

Dietary Requirements Survey

1) Please specify your dietary requirements:

2) Which Guild outlet did you go to today (please circle)?

	The Ref	Hackett Café	Reid Café	
Science Café		Guild Village Café	Nedlands	Dentistry Kiosk

3) Rank the outlets in order of frequency of visit (1 = most, 7 = least)?

The Ref	<input type="checkbox"/>
Hackett Café	<input type="checkbox"/>
Reid Café	<input type="checkbox"/>
Science Café	<input type="checkbox"/>
Guild Village Café	<input type="checkbox"/>
Nedlands	<input type="checkbox"/>
Dentistry Kiosk	<input type="checkbox"/>

4) How would you rate the food options available at Guild Catering outlets (1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good)?

1	2	3	4	5	NA
---	---	---	---	---	----

5) How would you rate the food quality?

1	2	3	4	5	NA
---	---	---	---	---	----

6) How would you rate the staff's food knowledge?

1	2	3	4	5	NA
---	---	---	---	---	----

7) How would you rate the staff's service in accommodating for your dietary requirement?

1	2	3	4	5	NA
---	---	---	---	---	----

8) General feedback & comments (e.g. price of food, types of food you'd like to see in Guild Catering):

Thank you for participating in the 2013 Dietary Requirements Forum.

Useful contact details

Mature age students

Judy Skene – judy.skene@uwa.edu.au

Catering

Ken

Conclusion

Please do not hesitate to contact me if you have any questions or if you want to talk about plans to better students' experiences at UWA.



Introduction

This document will provide context to the Guild regulations, using lessons learned from the work of the 2013 Treasurer. Provided for each of the Guild Treasurer's responsibilities is a description of the action, the goals set by the 100th Treasurer, how it panned out and lessons learned for future years. Note this focuses only on the Treasurer's role in improving financial accountability across the Guild and not as a member of the Catering or Tavern Committees.

Other documents that are a must read (located in the Treasurer drive):

- Handover (informal)
- Catering Policy Schedule
- Catering Strategy paper
- Guide to the Guild budget

The Budget and Mid Year Review

According to Guild regulations 4.6.1 – the role of the Treasurer pertaining to the budget is:

- To present at the first semester general meeting the budgets of the Guild council and subsidiary councils
- To report to the second semester general meeting the auditor's report and the financial statements of the previous year
- To present, with the help of the Management Accountant, an annual triple bottom line budget by the February Guild Council meeting as per the recommendations of the Strategic Resources Committee

All three of these points were achieved in 2013, as the process of passing each amendment to the budget is straightforward and driven by the mechanisms set in place by the Finance and Planning (now Strategic Resources) committee.

The budget process can be described as a back-and-forth discussion between the members of F&P and the Guild staff and student departments, and subsidiary councils to optimise allocation of funds.

For the triple bottom line budget, the Treasurer is required to provide a report regarding the Guild's financial position and expenditure priorities in the upcoming calendar year. The details of the preliminary budget presented in December 2012 can be read in the Appendix.

Recommendations to improve:

In December, the Finance and Planning Committee spent a lot of time trying to analyse figures presented by 2012 representatives in each student department as recommendations for 2013. While useful, it is my opinion that a more effective approach would be for the incoming Treasurer to allocate meeting times in the first week of office with each Office Bearer and Student Representative with a budget. This would serve three functions:

- i. To cut any wasted allocations (e.g. overspending on barbecues, wasting money on services that could be doubled up with other departments);
- ii. Determine what events and initiatives they would like to run and helping them create a budget; and

- iii. Create a relationship between the Treasurer and the Departments that is continued throughout the year

Clubs & Societies (Administration of Ed, SOC & PAC)

Guild regulations 9.4.4.1 specifies that the Guild Treasurer must work with subsidiary council Treasurers and the Management Accountant to “supervise all correspondence related to the finances of the subsidiary council”.

New initiatives:

- Revamped the treasurer training handbook
- Created budget templates for clubs
- PAC Collaboration grants

Recommendations to improve

In 2013 I set out to improve treasurer training by revamping the handbook given out to clubs. In 2014, I would strongly recommend breaking down the training into 4 or 5 tutorial sized groups of Treasurers as opposed to trying to engage with 100 of them in one room! In smaller groups you would be able to provide greater individualised assistance to the clubs and check the attendance easier. It would be also great for engagement.

Initiatives to Improve Accountability and Engagement with Students

While not directly referred to in the Guild regulations, this is an expanding role that has previously been neglected by the Treasurer of the Guild. This year we had our first AGM for 10 years, something that should continue into the future.

One of the larger projects I worked on was a summary of the budget for students, which described the Guild budget process and the rationale behind our spending. It also outlined where our income comes from and clarifies some myths on the SSAF.

Recommendations to improve:

Engaging more people in the budget process is difficult. In 2014 I would suggest creating small pamphlets that are easy to read and can be distributed in diaries or as promotions to colleges to show what the Guild does.

DECEMBER

Treasurer's Report, Budget Meeting December 2012

Prepared by R.J.Purdew

It is my pleasure to deliver the 2013 UWA Student Guild budget.

This document highlights key factors considered by the Finance and Planning Committee (F&P) looking to the upcoming year. I would like to thank the members of F&P: Cameron Barnes, Annie Lei, Lucas Tan, Elizabeth O'Shea, and Tom Henderson, as well as the staff members Vishal Shah, Wayne Howells, Ken Saverimutto, and Shirley Bode. They have all spent much time going line by line through the budget to ensure that we are best prepared for the year ahead.

This year's budget has been much tighter than in previous years, since income received from the university has been halved and the changes applied to the catering department envisaged for 2013 have uncertain impacts on profitability. This has provided F&P with a number of challenges; namely how we could deliver a budget that reflected an ambitious Centenary year, while remaining fiscally responsible and continuing to provide adequate services to students.

Note that UWA will be audited and the Guild will face much greater financial scrutiny. Hence we have taken steps to improve accountability:

- ISS, PSA, Albany and Environment will be able to access greater funds from President but only where proper financial information is provided;
- Money has been allocated for a number of reviews (two on catering, orientation); and
- Savings will be made on printing, voluntary reduction of hours, utilities etc.

All figures are subject to rounding, and changes are expressed in relation to 2012 forecasts.

Operating Income

Percentage of the SSAF received by the Guild down from 70% to 36%

- ⤴ This revenue stream has now decreased from \$3,086K in 2012 to \$1,525K this upcoming year with a \$425K contribution for Capital Expenditure
- ⤴ This is an anomaly - in 2014 the university plans to increase the fees, meaning income to the Guild will follow the long term trend increase
- ⤴ After several meetings with the Vice-Chancellor/UWA Exec., Cam Barnes negotiated an extra \$250K from the University. This was a huge victory – without this extra amount, we would have had many issues maintaining operations

- ⤴ Initial accounting loss estimated at \$523K – F&P has reduced this figure to \$298K, which is reasonable given last years surplus (roughly twice the size of our deficit) and expectations of more income next year

Number of uncertain impacts on Catering Department income, yet outlook positive due to shift in business model

- ⤴ Relinquishment of Business Café and the detriment it will have on our capacity to hold functions in the Business School, as well as our bottom line due to the payroll costs of redundancies
- ⤴ The consequences of a catering review to be conducted and completed, assuming Council approval, before the commencement of Semester 1 2013
- ⤴ Potentially more demand/profitability of catering in the refectory due to capital works, and new products such as fresh sushi, made to order sandwiches and bubble tea
- ⤴ Specialisation approach to focus catering services, providing better quality
- ⤴ Choice will increase demand and make outlets more efficient

Tavern prepared for a good year

- ⤴ More events and promotion of tav services

Properties to be given more focus

- ⤴ Org. review allows for the Business Officer to pursue other commercial opportunities
- ⤴ Need for alternative income streams to ensure that volatilities of legislation are less damaging to the Guild's expenditure on services in the long term

Continued cannibalisation of Second Hand Bookshop profit by Texchange

- ⤴ Will need to look into a review of how we help students sell their used textbooks

Non-Operating Income

Main component is interest earned on investments in UWA Pools, which is calculated as the approximate increase in value of this asset over the next calendar year. In past years this has been volatile, since it is difficult to predict. We are cautiously optimistic about the budgeted amount – keeping it the same as last year.

Expenditure

Presidential

- ⤴ Presidential: decrease of \$10K
 - Net investment of \$5K in Guild ball
 - \$18K budgeted for special projects, to be distributed to Enviro, PSA, ISS and Albany (application/need-based). Also includes grants to RSD for mental health initiatives, NAAUC State Conference and Intercollege Sports
 - Note: RSD will be separated as a new line item early next year

- ⤴ Guild council: decrease of \$491K
 - No payment of \$450K to UWA Student Services, so real decrease is roughly \$41K
 - Greater application for student loans means more needs to be written off
 - 3K for Mental health grants
 - Special Projects decreased (some staff IT project costs moved to other departments)
 - \$5K contribution to Volunteer Hub for Relay for Life
 - \$5K allowance to pay to electoral commission to review elections
 - \$5K to conduct strategic review of catering department
- ⤴ Elections and Referenda: decrease by \$10K – review to reduce costs
- ⤴ Affiliation fees and conferences to increase to account for NUS accreditation (fee to be negotiated in the range of \$50K)

Guild Departments

- ⤴ Environment to increase by \$1K [**Budget amendment, increase now \$2K**]
 - Bike repair station
 - Sticker campaign
 - Energy review of Guild buildings (conducted under Guild Council budget)
 - Greater allowance for enviro week
- ⤴ ISS budget maintained, but with \$5k of funding held by Guild Executive until budget uncertainties clarified
- ⤴ PSA increase by \$10K
 - Extra staff member to add capacity
 - \$10k of funding held by Guild Executive until budget uncertainties clarified
- ⤴ Increase to Women's by \$1K:
 - New initiatives, improving accessibility of the Women's office, increase in demand for self defense classes
 - Note Women's has \$500 capex. allocation for Women's room
- ⤴ Albany Students' budget remains at \$2K – no justification or contact by that committee to increase their income

Student Councils

- ⤴ PAC is back: increase by \$4.2K for new collaboration grants and to fund PAC pop-up
- ⤴ Club grants stable – because large orientation grants were given out last week – all societies will have more money in 2013
- ⤴ Increase in SOC allowance by \$7K, to fund greater online resources, lockers and other new initiatives for clubs
- ⤴ Ed Council increase by \$900
 - Decreased operating expenses – no longer printing agendas
 - More to EAN activities

Services and Activities

- ⤴ Student Assist increase by \$60K due to greater promotion of services and need for an additional staff member to cope with demand as per Org. Review

- ⤴ Events budget decrease by \$13K through wage/efficiency savings
- ⤴ \$50K increase to Membership and Communication Services
 - To promote the Guild during its Centenary Year
 - Staffing as per Org. Review
 - \$2K for Rural Membership packs (Hardship grants) to help students on country rotations to pay for their books
- ⤴ Design increases due to internal restructuring
- ⤴ Volunteering increase of \$6K to better promote services

Finance and Administration

- ⤴ Finance now including more staff members as per the Org Review
- ⤴ Increased training allowance by \$7K as some training was not conducted in 2012 and is long overdue

Capital Expenditure

All capital expenditures over \$20K will need to be approved by council following a recommendation by F&P. Supporting documents and business cases will be provided to Councillors before the decision is made.

Tavern refurbishment

- ⤴ Deferred to November 2013 because the builder was not able to guarantee completion by O'day. If the Tav was closed at the start of semester there would be riots

Catering Department

- ⤴ Dentistry Kiosk – estimated opening planned for May 2013
- ⤴ Refectory
 - 1st phase: introducing Subway-styled sandwich outlet and salad bar, supplied by the providers for Sumo Salad. New outlet next to coffee stop with bubble tea and fresh sushi.
 - 2nd phase: new burger bar, replace bain-maries with heat and serve meals
- ⤴ Hacket Hall
 - New Wok cooked noodles

JANUARY

Catering

Services: 2013 is looking to be a big year. So far F&P has approved a raft of changes in the Refectory, to be completed for the start of semester. Furthermore, we have approved the trial of a mobile independent pizza outlet, to be discussed in Guild Council. This is a positive step – the new mobile outlet suits the broader Catering department's aim with independent providers – maximum flexibility and student control. It is also more competitively priced than our previous tender.

Note: this is just a trial – we do not believe that giving a trial to a single provider for a few weeks is enough to warrant that we spend on capital works to install them permanently!

Review: We are currently conducting a review of the catering business as a whole, to

determine how we can improve it and what changes need to be made to ensure that it is competitive compared to other universities. This should be completed by the end of February.

EBA Team

Negotiations are ongoing, as we try to obtain an optimal salary increase for staff, while adhering to a strict budget.

Budget

The process is ongoing – if anyone has any questions to ask about the budget, I am happy to help you. I was disappointed that so few people came to discuss the budget during the contact hours that I set, especially given that some of the Councillors voted against the budget despite not voicing their concerns.

FEBRUARY

Catering Committee

- Working on a schedule of policy to direct the Catering department
- Introduction of new foods that appease students with dietary requirements (Vegetarian, Halal, Kosher, Lactose/Glucose intolerance etc.)
- Trial of new independent food stalls – Il Paiolo Pizza and Boost Juice
- Refitting the ref nearly complete – Butty's burger and sandwich/deli area completed for first day back; slight delays with fridges for sushi corner so it will be ready for the second week
- New coffee machines in every cafe
- New Tav menu with delicious, delicious perinaise
- Creating an informal working party between Memberships and Catering to promote food on campus more professionally
- Setting up email address for better feedback of food on campus
- Starting 'mystery customer' program for students who perceive themselves as food critics
- Exec to help out in peak times in main cafes (**open to any councillors who would like to help as well**)

Finance and Accountability

- Publishing financials via infographics – working with Finance and Memberships to create cohesive and easy-to-understand breakdown of Guild annual spending

Working with the Sub councils

- Treasurer training
- Updating the Treasurer's handbook to make it much more practical and comprehensive
- Looking at auditing Faculty Societies this semester
- Working with Valentina to issue collaboration grants for social justice initiatives

MARCH

Catering

- ▲ Working with Memberships to communicate and promote changes implemented by Guild Catering in a more routine way (many students only learn about what is on offer by going to the cafes)

- ⤴ Changing packaging and marketing of all goods sold from cafes (e.g. replacing plastic tubs with better bowls that can be branded &c.)
- ⤴ Finished design work with Alex to name the sandwich/salad area, “Lunch Club (to go, made to order)”
- ⤴ Producing a Dietary Requirements menu book (accessible in each cafe and online)
- ⤴ Developing a strategy for deployment of more mobile booths
- ⤴ Looking to meal deals to promote healthy options
- ⤴ Sushimaster is now here! Cam calls it sooshi or something. Laugh at him
- ⤴ Catering policy schedule – list of policies to instruct Catering on Guild initiatives

Finance & Planning

- ⤴ Nothing to report beyond MD & CD

Other Projects

- ⤴ Board of Studies (Commerce) still hasn’t met due to a lack of agenda items
- ⤴ Treasurer Training for SOC/PAC clubs – outlined role of Guild Finance in brief presentation. Laura talked about Grants, Vishal presented on financial responsibility
- ⤴ Produced Treasurer’s Handbook, combined with online templates of budgets and claims forms &c.

APRIL

Catering

- Some delays with catering committee meeting due to clashes
- Promotions and menu boards to be completed next week
- Addressing improvements suggested by students in the food-review@guild... email address – some interesting feedback so far

Other Projects

- Still working on Budget breakdowns: have had a number of assessments that have hindered productivity
- Looking at mid year report similar to that RMIT Union’s
- Board of Studies (Commerce) still has not met
- Issues with Arts Union

MAY

Catering

- Menu boards finally up
- Cancelled fee for hot water in cafes due to student feedback
- New paella guy as part of the mobile strategy
- Continued support for pizza van and boost
- Sushi has now been running for two months, so far a huge hit with students
- Looking at policy book for catering (ongoing)
- Dietary requirements handbook (ongoing), although changes have been made to the back-end – all staff now have menu and ingredients lists so they can instruct students as to what they are eating
- Worked with student group taking a unit on Health Promotions to publicize healthy options that the Guild offers. This is ongoing – need to promote via facebook and put stickers up in cafes

Finance

- SSAF handbook suffered some delays – nearly finished
- Approved audit
- Upcoming project Guild semester report

Board of Studies

- Met for the first time this month
- Sent apologies as I had an in-class assessed debate

JUNE

Catering

- Had meeting on 24th of June
- Discussed catering policy schedule, to be completed for July meeting – if councilors have any suggestions of policy to add, they will have the chance to do so in the week before the next meeting
- Start of second semester will see breakfast available in the ref from 7.30am
- Response to UWA PAW petition – cage-free eggs will be used in ALL Guild cafes next year (negative effects on profitability, need to take time to change supplier). Also considering general animal welfare in sourcing of food products
- This holiday staff will receive student discounts to increase customer base among non-students. Also extending this to deals for quiet times, such as Friday
- Looking forward to consolidating changes in semester 2. First half of the year has been a huge success; Ken and his team have done very well.

Finance

- Considering starting biannual (semester) financial/general Guild reports for transparency/accountability as per RMIT Union
- Will depend on staff availability – potentially a project for second semester in line with AGM

Nothing else to report; I am currently in Europe, so if councilors have questions/concerns please table them during the meeting, or send me an email at least 24 hours before Council and I will respond.

JULY

Catering

- Breakfast now available in Hackett cafe
- Catering Policy Schedule nearly finished
- Looking to consolidate from successful first semester

Finance

- Looking to more transparency measures, e.g. more regular public budget updates
- Commenced writing more specific budget pamphlets (shorter than the 16 page document already released)

AUGUST

Catering

- Finally finished catering policy schedule to give the CD better direction from student representatives
- Dent kiosk is finally open and is operating very successfully
- More food vans this week! (yay)
- Breakfast in Hackett is finally here, although take up has been limited in the past month
- Holding a dietary requirements panel discussion to help improve the quality of food for those with restrictions
- Perinaise continues to be very tasty in my sandwiches

Other Projects

- Working with SOC Treasurer Harrison Sweeney to deliver budget templates for clubs. These will help incoming Treasurers for 2014 to account for events in a much more effective way
- Looking into getting club statements online – not an easy task given resourcing issues in the finance department

OCTOBER

Catering

- ⤴ Working on rebranding Guild Food + Drink with memberships office - to be finished and presented to CD for costing, opinions before semester end
 - Packaging, logos etc
 - Naming of cafes
 - Enviro initiatives
 - Promos and offers
- ⤴ About to have October meeting (September was cancelled due to elections, lack of agenda items)
- ⤴ Dietary requirements forum (run by Annie Lei) next Monday
- ⤴ Generally happy with this year's improvements, but still a way to go in improving service and overall quality of each of the cafes – rebranding will help student perception side, up to next year's council to continue implementation of review strategy

Budget 2014

- ⤴ Making sure 101st council has most accurate draft budget on 1st December – something that can significantly cut the work load and improve the budgeting process going into the future
- ⤴ Everybody loves cuts
- ⤴ Going through each departments' working budget for 2014 in the next couple of weeks

Other Projects

- ⤴ Associate memberships – looking at improving revenue as only a couple of hundred cards are sold annually – potentially thousands of staff members as market
- ⤴ Preparing for a successful handover; currently making a "Guide to Treasurer" that should be relevant for years to come



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Secretary's Role

Primarily, the Guild Secretary Role is administrative – compiling Agendas, Reports and Minutes for Guild Council meetings. In 2013, I also took on the role of “Chief of Student Reps” – organizing the student rep team and liaising with staff. This year the Guild 100 Goals was the main focus. The Secretary also sits on various committees and works with the Guild Executive.

Secretary's Duties

Administrative

- Compile Agendas and agenda packs, including writing a monthly Secretary Report and compile Guild Council meeting minutes.
- Guild Council may request NUS conference reports from the UWA delegates, to be presented at Guild Council.
- Guild Council may request reports about off-campus activities from the off-campus contacts (ie. Albany, QEII, Nedlands, Claremont and rural placements).
- The regulations require that committee reports be presented at Guild Council. This was not done in 2013, I recommend it be done in 2014 for transparency.
- Follow up business from Minutes, meetings and general activities.
- Provide a template for all Guild Council, Sub-Council and Guild Committee meetings to ensure consistent branding.
- Prompt Office Bearers & Departments to complete their finance forms
- Attend staff meetings
- Create an Outlook Calendar How-To
- Conduct the process of Ordinary Committee Member Applications via G-News (may change under new structure)

Chief of Student Reps

- Touch base with all councillors and committee chairs at the start of the year, making sure they know what is going on and the expectations.
- Maintain contact with all councillors re: their projects, to tick them of the Guild 100 Goals and provide support and assistance where required.
- Co-ordinate large posters for the Guild 100 Goals, displayed near Oak Lawn and physically ticked.

Guild Executive

- Approve loans and grants for students, and overdrafts for facsocs and clubs.
- Sit on the Finance & Planning Committee, and Workplace Health & Safety Committee.
- Provide a student rep' perspective at Guild Interviews.
- Help at various events: 2013 included the Big 100, Grill the Guild, O-Week activities and Graduation Ceremonies. Encourage councillors to participate also.
- Support the Guild Executive, take minutes of meetings and help drive the agenda.
- Social Media: The Guild Executive are administrators of Guild Social Media, however the operation of the various accounts is done by the Memberships & Communications team and the Events team.

- The Guild President and Secretary can authorize after-hours access for clubs and other student organisations using Guild facilities. In 2013, I authorized quite a few instances of after-hours access.

Committees

The committees I sat on, or attended this year were:

- Guild Executive
- Guild Council
- Finance & Planning
- Workplace Health & Safety
- Masterplan Control Group
- Activities Committee
- Student Services Committee

2013 Secretary Projects

Strategic Direction

Cam Barnes, myself, Wayne and Shirley began the year with the intention of putting together a Guild Strategic Directions Paper, which would feed into the Guild's OPP. As part of this, we ran a Strategic Planning Day with all staff and student reps (or most of them). At this day we discussed the various departments/areas of the Guild and what progress needed to be made. This helped us formulate the Guild 100, and the resulting product, I believe, was the Guild Future Directions paper authored by Cam Barnes. My role was the help organize and facilitate the Strategic Planning Day, compile a list of the staff members and student reps who were able/interested in helping achieve each goal, and assigning a person responsible for each of the Guild 100 Goals. The Future Directions Paper then fed into the Guild's OPP, spearheaded by Cam Barnes and Tony Goodman. I didn't have a lot to do with the OPP – just providing a bit of feedback. The Future Directions paper and Guild 100 were specific documents for the 100th Guild Council term, and I hope the outcome of the Guild Retreat Strategic Planning sessions will be a Guild 101 and direction plan for the 101st Guild Council term. The OPP is for the medium-term future and it would be advisable that the Guild Executive play a large part in marking sure the Guild achieves its goals.

The feedback was:

- Everyone was new to the job and had goals, but were unsure how to achieve them
- The aim of the session was not made clear
- It would be a good idea to conduct the session with both the 100th Guild councillors and 101st Guild councillors so the 100th Guild councillors can help explain anything unclear.

My recommendations are:

- Carry the session out at retreat and send to staff for feedback afterwards.
- Create a Guild 101

Contacts: Management Staff and Guild Executive

wayne.howells@guild.uwa.edu.au

tony.goodman@guild.uwa.edu.au

executive@guild.uwa.edu.au

Guild Annual Report

Cam Barnes and I coordinated the Guild's first Annual Report in 10 years. Cam drew up an outline of the content, and I liaised with staff and student reps to get their reports written. Cam and I then spent a weekend editing the reports to be similar in style, and the correct length. We didn't really know what we were looking for until we received everyone's reports

– next year the Guild Executive may be able to give clearer guidance. Feedback received about the Report was:

- The guidance was vague – a formatting guide would be useful, and an indication of style
- OBs would have liked more space (it was difficult to compress their reports) – especially the rationale for carrying out certain projects
- Perhaps having a long and short version
- Information on how many people have viewed it online
- Writing it later in the year, so it is more of a year-end report – Cam Barnes said that it must be published during semester because the Guild is required in regulations to produce an Annual Report and have an AGM every year. His recommendation for future councils is to hold the AGM in the last Wednesday or Thursday of semester and present the Annual Report at the end of semester two.

My recommendations to the incoming Guild Executive would be:

- Take the 2013 Annual Report as a guide and create a template and style-guide to distribute to those writing for the report.
- Include links (maybe QR tabs) to webpages or Facebook pages where OB's/Staff Departments can provide more information for those interested.
- Write an executive summary with the most important information for students who won't read the whole document.
- Write it later in the year as per Cam's suggestion above. Choose the dates early so contributors set aside time to write their reports (if it is end of semester two councillors will likely have assignments and election-fatigue, and staff will be very busy).

Contacts: Every staff member and student rep of the Guild

Campus Representatives

We decided that as part of our off-campus outreach program we would elect representatives to liaise with the Nedlands, Claremont, QEII, Albany and rural placement students. We intended to run Grill the Guilds at each campus, and to make sure those students were effectively represented by Guild Council and we dealt with issues they were facing.

Nedlands: We ran a Grill the Guild, and I believe Josh Bamford (the Nedlands Campus Rep) made contact with the ALVA and Education students.

Claremont: Unfortunately we did not effectively contact the Claremont campus students or run a Grill the Guild because they are mainly research and ESL students.

QEII: We ran a Grill the Guild, meetings to determine the needs of QEII students and brought motions to council. Thanks QEII rep, Luke Rodman.

Albany: We visited the Albany campus twice, and their reps came to Perth to attend Guild Ball. We brought motions to council to help them operate better. Thanks Albany rep, Lizzy O'Shea.

Rural Placements: We liaised with the WAMSS committee to see what rural students needed most and brought motions to council, and improved our online access to Guild services.

I strongly believe that continuing this program will help us maintain good representation of these students, however, it might be better to allocate a member of the Guild Executive to be the contact person, rather than 5 councillors, except where those councillors have a special connection with that campus.

Internships

There was a Guild 100 goal to engage more students in the Guild in a non-political capacity, as interns. We already have a job share in Finance, and we decided to expand this to a

Design internship and Events internship. Each position is a 5 week, 2 days/week position. We chose two successful applicants in November 2013. Once they have finished their internships it would be advised that Guild Executive review the decision to see if it was a good one! And if we should engage interns more frequently.

We also opened applications for an ICT intern, but received a lack-lustre response. At this stage we have made no progress on this, and the incoming Guild Executive will have to decide how to proceed.

My role was to draft the motion and bring it to Guild Council, liaise with management and Jenny (in HR) to fine-tune the idea and publicise, and to be present at the interviews.

Contacts: Jenny Ophel

jenny.ophel@guild.uwa.edu.au

Work Experience Students

During 2013 we had two work experience students. I organized for each to spend some time with various student reps to get a better working understanding of the Guild. Next year I would urge both the OBs and the member of Guild Executive who takes over this job, to engage more and have an OB the work experience student can spend time with each week. This year each work experience student only got time with 2-3 OBs, which was disappointing.

Contacts: Jenny Ophel

jenny.ophel@guild.uwa.edu.au

Masterplan

I had the pleasure of sitting on the Masterplan Control Group, and being involved in Masterplan discussions. I contributed to the Club Facilities Survey, I responded to ideas and contributed my own, to bring us to where we are with the Masterplan now – in the construction phase of the Consolidation Plan, and in the planning phase of the Student Facilities project. We have a significant way to go until the Guild Precinct is being used to its full capacity. This may be a role a member of the Guild Executive would like to carry on next year.

Contacts: Wayne Howells, Jonathan Zahra

wayne.howells@guild.uwa.edu.au

jonathan.zahra@guild.uwa.edu.au

Events

I attended meetings of the Activities Committee, first as a proxy and then as a standing invitee. I added items to the agenda, and looked after some events; Cruickshank-Routley Memorial Guild Ball, Oktoberfest, EOSS(2), and tavern events.

Cruickshank-Routley Memorial Guild Ball:

Being the Centenary year of the Guild, we wanted to do something impressive for the Ball. I opened expressions of interest for the Guild Ball team, and got a fantastic response – I ended up having approximately 30 people keen to be involved (including all the Activities Committee). Alex Pond and Chloe Jackson were the main staff I worked with, and they were fantastic. The Guild Ball team decided on the theme, colour scheme, activities and decorations. We then took it to Alex and Chloe who helped make it happen. We ran a couple of crafters' afternoons with the Guild Ball team and other volunteers to create the decorations, which were very successful. Thank you to the volunteers who helped set-up on the day, and pack up the following morning. The evening was a great success, with few issues and happy prize winners. Congratulations again to Josh Bamford, winner of the Cruickshank Routley

prize, and all the SOC, PAC and Ed prize winners. Thank you again to Chloe, Alex, Ben and Alex's team, as well as the Guild Ball Team for all your hard work.

Next year I would recommend going less extravagant, and spending less money, but still running a fantastic event at an affordable cost. Either the Chair of the Student Services Committee, a member of Guild Executive or another volunteer from Guild Council could coordinate it. I would suggest having a smaller working team, as 30 is a fairly unsustainable amount of people, and engage them for the brainstorming and crafternoons, but work closely with staff to actually make it happen, keeping the working team informed of the progress. I didn't keep up contact with my working team enough.

Oktoberfest:

We wanted to run a fun event, so organized extensive decorations, pretzels, German beer and German music. The event was successful, reaching capacity in the Tav around 3pm and with few issues. I would recommend less time-intensive decorations next year (although they did look good!), and more upbeat music – perhaps a DJ to play popular German music or authentic Oktoberfest tracks. Thank you to those who helped me set up and pack down the event, and to Chloe, Tony and Gary for making it all happen.

EOSS:

The Activities Committee had the idea of running a 100th Birthday Party for the Guild. This evolved into the final idea which was a carnival – with lots of activities to keep people entertained. We ended up having two inflatable games, a dunk-tank, a side-show ally with games and stalls (Don't Drink and Drown and Red Frogs), as well as a bar and special food. We had some great bands play and gave out free tickets to upcoming music festivals. The day was a great success and I've had good feedback. I would highly recommend that at future EOSS events, we have activities for people to do, because just drinking to music can get boring sometimes. In the future, Guild Council members will need to have less of a hand in organizing this event, because we now have the fantastic Chloe Jackson.

Tavern Activities:

We wanted to revitalize the Tav and bring more people in by running more events. I started coordinating these events in semester two with Judith, the Tavern Committee chair. I would have liked the events to start Semester One, and I would encourage the Student Services committee (formerly Activities Committee) to make plans over the summer period for a start with a bang next year.

Comedy: We ran one comedy night in the Tav. It was fairly well attended, although not my sort of comedy. We decided not to bring them back.

Movies: We showed Rocky Horror Picture show. It was also fairly well attended and a lot of fun.

Hip-Hop Karaoke: We had plans to run karaoke, but it never happened because of timing. A great idea for next year.

We had also planned to decorate the Tav differently each week but never got the idea off the ground. I think the incoming executive should have a good think about how to make the Tav more appealing and inviting. We have a market that we can easily capture, we just need to be a bit more exciting.

Next year I would recommend continuing these student events, but with better promotion.

Bands: Judith and I did try to put the word out for uni student bands, especially those from the colleges, but with little success.

Contacts: Chloe Jackson, Gary Morris, sometimes M&C staff

chloe.jackson@guild.uwa.edu.au

gary.morris@guild.uwa.edu.au
alex.pond@guild.uwa.edu.au

Staff and Student Rep' Bio's

Based on feedback from staff and student reps at the Strategic Planning day, I put together a document with information about the Staff and Student Reps (things like studies, previous work experience, their roles, hobbies and projects they would like to be involved in with the Guild). The aim was to encourage more collaboration. Many student reps had projects they wanted to carry out, and there were staff members who were keen to help – the document should tell student reps who to look to.

I think it was a beneficial document, and should be re-created next year. I'd suggest with photos of each person!

Important Dates

I began the year with the hopes of creating a Semester Calendar of Guild Events and Activities. Unfortunately, I didn't complete it – I didn't follow it up and create the document. I do think it is a good project, and next year a member of the executive should put one together in conjunction with the Events and M&C teams.

Welfare Week Clothes Swap

I coordinated one of the Welfare Week events – a clothes swap. We had over 300 items of clothing handed in, many of them going to new home and the rest being donated. Some of the councillors helped me – thank you! It ran really well, although the organizing systems need to be re-thought. I would suggest buckets or more tables. The event also needed to be publicized more widely. Otherwise, great success! I would recommend next year that the Welfare Officer or committee run this event again and look after organizing it.

Second-Hand Bookshop

Following discussion at an F&P meeting about the profitability of the Second-Hand Bookshop, Lizzy and I set out to improve it before the Semester 2 rush. This involved re-organising the entire shop, cleaning and re-labelling. We got a fantastic increase in sales! Unfortunately the bookshop has reverted to the state it was in before. It really needs a more organized system of registering and displaying the books, we need to stop taking in books that provide us with a very small margin of profit, and we need more regular sorting, cleaning and organizing. An issue for the incoming Guild Executive to think about.

Contacts: Betty Jensen

Equity & Diversity Training

I organized for Malcolm Fialho to present his Courageous Conversations about Race workshop to many student reps, some staff and some PROSH people. It was a fantastic workshop that I believe every councillor should complete in order to maximize their impact on Guild Council. I wish I had have organized it earlier for the 100th Guild Council.

I also looked into Ally training, which the 2013 Guild Councillors never did. I would recommend this for the 2014 Guild Council.

Contacts: Malcolm Fialho

malcolm.fialho@uwa.edu.au

Student Services Committee & Orientation

I attended a meeting of the Student Services Committee as a standing invitee. We discussed plans for Orientation in 2014 – and decided it would be good to hold more events throughout Orientation Week and run a Returners Week. I was tasked with the project of

writing a 3 year Orientation Strategy with Tom Henderson. This never happened – I would suggest the Guild Executive or Student Services Committee make this happen next year so we have a clear 3 year vision for how to engage as many students as possible. However, Tom and I did work with the Student Services committee and Guild staff to plan the 2014 Orientation.

Contacts: Management, Guild Executive

International Student Council

I attended meetings of the International Student Council, which were very successful. I had planned to help Annie and Felix run a large Bondage event, but we ran out of time. Definitely something next year's ISC should think about!

Contacts: ISS Director, Vice-President

First Aid Help in the Guild Village

Should anyone be hurt in the Guild Village during business hours, please take them to the UWA Medical Centre, or if it is minor, use resources from our first aid kit. If after hours, call the non-emergency UWA Security number.

Contacts: UWA Medical Centre: 6488 2118, UWA Security: 6488 2222

Handover

I coordinated the reports for handover and helped Cameron Barnes plan the Guild Retreat. This is generally the task of the Vice-President, but is a role I took on this year because I was more interested in it. I would suggest it revert to the Vice-President next year.

Other

I contributed to the Guild Policy Book, Clubs Poster Policy, O-Day Debrief meeting, O-Week activities, MASA BBQ, EAN meetings, National Days of Action, Student Assist Loan Policy, and ran a BBQ at NAIDOC Week's Marnda event. I attended the official Dentistry Kiosk opening, helped at the Guild Centenary Museum exhibition opening night and attended the Guild Alumni Tav event. I visited the Albany campus twice – the first for PROSH, and the second to meet their students. We went paintballing and attended a "Meet and Greet" event. I stepped in for Annie and conducted a session with the UTP V5 Malaysian students visiting UWA, and answered lots of questions about the Guild's structure, operations, projects, elections, university relations and funding arrangements. I also organized for Guild Councillors to volunteer at a range of Guild-run events.

I was a support person, and helped many councillors with projects and forming motions. Many emails come through to the executive about deals for students – I have dealt with some of those.

I was meant to spear-head the purchase of some giant games for Oak Lawn, which was not done. I'd suggest the Guild Executive in 2014 approve the expenditure and make the purchases.

Tenancy Committee

I also sat on the Tenancy Committee this year which saw me take a Budget proposal to F&P Committee, introduce First Aid Kits, allocate Storage Spaces and push for improvements to toilet facilities. My Tenancy Committee report is separate. The Secretary is not automatically the Tenancy Committee Chair person.

Checklist for Handover

- Guild Council Minutes – process
- Guild Council Agenda packs – process
- Secretary Duties under the Guild Regulations, Standing Orders and Policy Book Templates
- Other administrative tasks and documents
- Ordinary Committee Member Applications (may change under new structure) - process
- Leadership role/Chief of Student Reps – explanation
- Executive expectations
- Grants/Loans - process
- F&P, WHS committees – explanation, expectations
- Guild Interviews – explanation
- Strategic Direction – process and documents
- Guild Annual Report – process and documents
- Campus Representatives – process and documents
- Internships – process
- Work Experience students – process
- Masterplan – briefing
- Student & Staff bio's – process and documents
- Equity & Diversity training – process and contact details
- Orientation – briefing
- International Student Council – briefing
- Policy Book – briefing

I am also happy to provide a handover for the person who will be taking over the management of Guild Events, when they are decided. As with all other projects I carried out that are generally outside of the Secretary portfolio.



This year has been a busy year for the Societies Council (SOC) Committee. We have had many projects to work on, have seen 16 new clubs affiliate and have also assisted clubs in the implementation of the Orientation Review Recommendations. I have thoroughly enjoyed my time as SOC President, both working with my own committee, and the many affiliated clubs on campus.

I would like to take the opportunity to thank all Guild affiliated clubs for making my last year at UWA a very enjoyable one. Club representatives have made my job much easier by providing great communication and feedback, and responding promptly to any requests I sent their way. You should all be proud of your achievements this year and for your contributions to making UWA the most vibrant campus in WA.

In particular, I would like to thank my SOC committee. Put simply – I would not have made it through this year without you! A particular thanks must go to two people – Owen Myles (Secretary) and Kaila Stevens (OCM). Owen is possibly the best secretary any SOC President could hope for. He was always there when I needed him, went above and beyond and implemented some great projects this year. Additionally, Kaila's work on the clubs dashboard was outstanding. Kaila – thank you for all of the hours of work you put into planning and developing handbooks. I am so excited for you to step into the role of VP next year and I wish you all the best.

Finally, this report contains an outline of the projects that were undertaken by SOC this year, including progress updates and recommendations. I am very confident that incoming SOC President Maddie Mulholland will do an excellent job next year and I look forward to seeing her succeed in the implementation of her projects next year.

1. PROJECTS UNDERTAKEN FOR SOCIETIES COUNCIL 2013

1.1 Club Committee Resource Page

Description:

One of the biggest projects undertaken in SOC this year has been an overhaul of the old Club's Dashboard (essentially, a space for submission of forms) and introduction of a new user friendly and resource filled page for club committees. The aim of this project was to provide more online information for club committees, as previously the online resources available to clubs was very minimal. The goal was to make Guild processes and guidelines relevant to clubs more transparent and understandable, while also making it easier for the SOC President to convey important information to club representatives.

This project was commenced at the very start of my term, however proved to be a much more involved process than initially envisaged! A big thank you to current SOC OCM Kaila Stevens for all of her hard work on this project, as well as to staff member James Devenish for helping with the technical side of things. Additionally, thank you to the events team, who simplified the event planning information for clubs. Thanks to this hard work, we have been able to launch the initial stages of the new "Committee Resources" and "Events" pages

during semester two. These pages contain many handbooks, flowcharts, policies and information to assist clubs in running their committees and events.

Progress

Of course, this project still has much further to go! While we have been able to make many aspects of the page live, there remain many aspects that require updating and creation. In particular, the following sections of the website still require work:

- Club rooms and storage (Maddie has provided initial information, however this is still under construction);
- Forms – this remains the link to the old clubs dashboard page. **Recommendation:** revise and update all forms on here to ensure that only relevant information is provided;
- Getting your club online. **Recommendation:** work with Guild IT staff to develop easy guidelines and processes for clubs. This includes – how to set up mailing lists, how to set up committee emails, how the Guild can help to host a web-page, how to set up a Facebook page etc.
- Money – this is mostly complete, however **recommendation** to update the Lion Nathan Grant Application Form (see Lion Nathan Grants below for more info).
- Running a Committee – content for this section is almost ready to go thanks to Kaila. Currently at the final editing stages and requires final design.
- Contacts – requires an update
- Important meetings and dates – requires an update at the start of 2014.

Thankfully, as Kaila has been elected as SOC VP for 2014, she will be able to provide continuance of this project and insight into where the project is headed. Kaila and I plan to meet to ensure adequate handover is provided. **Recommendation:** for Kaila to oversee continuing implementation of this project in 2014.

1.2 Event Management Policy

This year, a lot of my work on SOC has been communicating with clubs the policies and requirements related to planning and holding events on and off campus. With the Orientation Review and its recommendations last year, clubs were in need of some assistance and direction on the issues. This year, I worked with former Guild Event Manager Ben Johnston to develop the now in force Event Management Policy. This policy sets out clear guidelines for clubs preparing their events and seeks to reduce any risks associated with the running of events.

Recommendations:

- While the Guild Events Team remain the primary contact for ensuring compliance with the Events Management Policy, the SOC President should continue to reinforce the policy and be in constant communication with the Events Team and clubs.

1.3 Poster Policy Review

Description

This year, SOC Secretary Owen Myles undertook a review of the Policy Policy. This policy provides guidance to clubs in the requirements for any advertising, both in paper and online. One essential element of this policy was to see an introduction of poster frames in the Guild Village precinct to improve visual appearance of posters around the Guild area.

Progress

The new policy was successfully passed by both SOC and Guild Council and has been in effect since July 2013. While some poster frames have been installed, on latest update we were awaiting the arrival of the remaining frames. **Recommendation:** follow up on the frames and enquire about their delivery – Owen Myles will be able to provide information on this.

1.4 Masterplan and Clubs

Description

This year I was able to sit on the Masterplan Project Development Group, which provided me with the opportunity to provide input and feedback on aspects of the Masterplan that will impact on clubs. As part of my involvement on this committee, I assisted Jono Zahra in the implementation of a clubs survey, in order to ascertain the key needs and requirements of clubs in the planned student areas. This survey provided useful feedback and, in conjunction with club workshops, has been used in the planning of student areas.

Progress

As the Masterplan is ongoing, this project is continuing. Thankfully, Maddie has also been heavily involved in the Masterplan PDG, and as Tenancy Chair this year has a great understanding of the progress on the Masterplan. **Recommendation:** to keep representing the interests of clubs on any planning groups, and provide updates to clubs on Masterplan development wherever necessary.

1.5 Best Inclusive Event Award

Description:

Thank you to Owen Myles, SOC Secretary, on his work to introduce a new club award – the Best Inclusive Event Award. This award seeks to recognise clubs that plan and run events that are inclusive in nature, not only in terms of inclusion of different groups on campus, but also in the provision of events that do not have alcohol consumption as their primary focus. This award was sponsored by Hello Sunday Morning this year, with the prizes as follows: 1st place \$500, 2nd place \$300, 3rd place \$200.

Progress:

This project is complete, but should be a recurring award every year!

1.6 Paint Party

Description

Another big promise of SOC this year was the introduction of a FREE “Paint Party”, which had the primary focus of bringing different groups of students together in an inclusive manner. While this event was initially planned to occur during the 2013 Orientation period, we hit many stumbling blocks along the way and made the decision to postpone the event until semester two, 2013.

Despite the rescheduling of the event, it was a success! The Guild Events Team assisted in the purchasing of powdered paint and waterguns, which would provide the entertainment for the afternoon. The event was held on a Thursday afternoon on the old chemistry lawn. Participants were encouraged to take part with their relevant group on campus – whether that be with a faculty or the colleges. Each group was allocated a different colour paint, with

the afternoon consisting of activities such as tug of war and mural competitions to spread the paint around!

Recommendations:

- If possible, the event should be held during orientation: this will encourage the participation of more groups on campus and is a great opportunity for incoming students to mingle and become a part of their faculty group on campus. The weather will also be more favourable.
- Plan this event well in advance: if being held during orientation, planning should commence from December.
- The event should remain free
- Planning of the event should rest solely with the Guild Events Team/Activities Committee and not with the SOC committee
- Ensure clear communications with University groups about the event – i.e. Security, Risk Management etc.
- Ensure wash stations at each exit point – these were very useful and important!
- Paint should be purchased in powdered version, from Indian supply stores – this was much cheaper than purchasing online. Ensure purchase of paint well before the event
- Hire low fencing to provide a marked off area.
- Plan activities to break the event up to ensure the paint lasts long enough! E.g. tug of war.

1.7 O-Day

Description

While the SOC committee's involvement in the planning of O-Day is minimal, it is still important that the SOC (and PAC) Presidents participate in the day. This year, myself and Valentina (PAC President) spent a large portion of the day visiting each club stall to not only introduce ourselves, but also check on whether they required any assistance. This proved to be very useful to many clubs, as the Guild Events Team can become quite busy on the day and might not be able to attend to each club's requirement for assistance. It was great to meet all of the clubs and gain some feedback on how their membership sign-ups were going.

One particular aspect of O-Day that was run by SOC was the 'Golden Ticket' competition. This competition required clubs to opt-in to participate. Each club participating provided a double pass to one of their events being held during semester one. Students signing up for membership with Golden Ticket clubs on O-Day were automatically entered into the draw. The winner of the 'Golden Ticket' received a double pass to an event from every participating club, with their details being drawn from the list of member sign-ups provided by clubs in their O-Day Grant submissions.

Recommendations:

- The SOC President should continue to be involved with O-Day and check in with clubs throughout the day, relaying any concerns with relevant Guild Staff
- Check that there are enough tables and chairs ordered for clubs!
- Discontinue the 'Golden Ticket' competition, or undergo a review as to its implementation:
 - Though we had many clubs participate in the competition, its implementation proved difficult. Many clubs never provided their double passes, proving quite an administrative task to track them down!

Additionally, unfortunately the winner this year did not collect most of the double passes awarded to them.

- I would not have considered the competition a success this year, and in its current form required a lot of time dedicated to following up participants

1.8 President's Summit

Description

One of my favourite projects this year was the introduction of the new "President's Summit". The President's Summit was held in replacement of the May SOC meeting, and was a night focused on inspiring club presidents to become effective leaders of their committees. It also provided an excellent opportunity for the leaders of clubs to network and share experiences – something that has not happened on this scale before. The evening went as follows:

- 6pm: sign in and seating, with nibbles available. Club presidents were encouraged to sit at tables (of 8) with people they haven't met before, to encourage networking.
- 6-6:30pm: general SOC administrative announcements.
- 6:30pm – 7:15pm: Guest Speaker 1: Tara Broadhurst. Tara, a former executive member of the Leisure committee who now works in the events industry, talked to club reps about how to manage committee expectations. She held several breakout sessions, in which club reps were encouraged to share experiences and come up with solutions together.
- 7:15pm-7:45pm: Supper break. Club reps were encouraged to match up with a club leader they have not met before, and find out about how their club functions – including what works well in their committee/club structure.
- 7:45pm-8:15pm: Guest Speaker 2: Akram Azimi, Young Australian of the Year. Akram gave an inspiring speech about what it means to be a leader, drawing from his own experiences. He also took questions from club reps – which provided some valuable tips for presidents on how to develop themselves as effective leaders.
- 8:15-8:30pm: Final breakout session lead by myself, encouraging club leaders to reflect on Akram's speech and start thinking about how they will be even better leaders next semester.

Club leaders were very interactive, and made the best out of the opportunity. There was plenty of valuable experience sharing occurring, and everyone made the effort to ensure they collaborated with clubs they have never interacted with before. I received positive feedback from club leaders, and several requests as to whether a similar event will be held next semester. I would strongly encourage that events similar to this are run in the future – it proves very valuable in encouraging club collaboration, and developing more effective club leaders.

I would like to thank Tara and Akram for providing inspiring talks on the night, as well as the SOC and PAC committees for their help in organisational aspects. Additionally, thanks to WASTV for filming/photographing the evening.

Recommendations:

- Definitely run this event again in 2014! Club leaders provided lots of positive feedback and it proved valuable to developing better leaders on campus
- This event requires quite a lot of planning – so ensure planning occurs far in advance
- The event should be held earlier in semester, as club president's may not be able to attend towards the end of semester when assignments are due

- If possible, consider holding a second “President’s Summit” in semester two, that focuses on a different aspect of leadership – e.g. handovers.
- Having food platters (Subway and Coles) was a great alternative to the normal SOC BBQ

1.9 New Clubs

Description

This year we had 16 new clubs affiliate to the Societies Council, with several more attempting affiliation. The affiliation of new clubs is a significant ongoing task for the SOC President and dominates most of SOC’s consultation hours. This year, I developed some new handbooks to make the process of affiliating a new club more transparent and understandable. These handbooks are: “New Club Application Guide”, “New Club Application Forms” and “New Club Handbook”. I found that the most important thing to do with new clubs was meet with their committee and run through the club idea. This ensured that the proposed club was not overlapping with already existing clubs, and provided a good chance to check in with the level of planning the club had undertaken. Generally, the greater the amount of careful planning and consideration, the more successful the club was in affiliation.

Recommendations:

- Continue to encourage new clubs to affiliate, but always ensure you meet with the proposed club before their attendance at SOC meetings
- Where a proposed club is similar to one already existing, encourage them to approach and speak to those groups before seeking affiliation
- New Club Application Forms should be submitted at least one week prior to the SOC meeting at which they want to attend – this provides enough time to double check everything and ensures the club is adequately prepared. If a club misses the deadline, they should be placed on the next SOC meeting agenda.
- This year we limited affiliation speeches to 2 minutes, to keep it fair. We also limited questions from current club reps to 3. This was highly effective and ensured that every club was given an equal chance of gaining affiliation.

1.10 Tenancy

Description

This year I was lucky enough to have Maddie Mulholland elected as Tenancy Chair. She was excellent in this role, which provided me with the chance to focus on core SOC projects, rather than tenancy issues. This year, the following was achieved:

- Creation of a new Tenancy Allocation Policy
- Allocation of a vacant clubroom to Science Union, following the process set out by the then Clubroom Allocation Policy
- Allocation of Storage Spaces using the new Tenancy Allocation Policy

Recommendations:

- See through the implementation of the allocated storage facilities
- Keep clubs and Tenancy Committee up-to-date on Masterplan developments
- The SOC President, being chair of the Tenancy Allocation Committee, should work closely with the Tenancy Chair.

1.11 Club Grants

Description

Club Grants is a recurring task for the SOC committee each year. This year, there was not much variance to the grants available to clubs, other than the implementation of the new Orientation Event Support Grants. Another change was the introduction of online submission of grant applications, rather than hard copy – this was to eliminate paper wastage and assist with better record keeping.

Recommendations:

- Publicise the Orientation Event Support Grants well in advance. While there was significant take up of these grants this year, I definitely feel it could be increased next year. Applications for these grants are normally open until O-Day.
- Lion Nathan Grants: consider revising the form. This year we had some difficulties with applications where clubs hadn't specified whether their event was new or significantly improved. In particular, it was often difficult to judge whether an event was "significantly improved" due to a lack of information provided in the application form. The form should be revised, with the inclusion of questions directing clubs to describing exactly how their event differs and is improved from the past.

1.12 Training

Description

As always, SOC is responsible for Treasurer Training. This year we changed Treasurer Training slightly by having a presentation from the Guild's Management Accountant on responsible budgeting. We also revised the Treasurer Handbook. However, I received many queries from club treasurer's throughout the year on what they should be doing, as well as how to apply for grants.

Recommendations:

- Consider revising the Treasurer Training content – is it informative enough?
- Consider running additional training sessions closer to semester grant deadlines

1.13 PROSH Olympics

Description

PROSH Olympic is a traditional club event, run in collaboration with the PROSH Directors. The event this year was a great success, with the PROSH Directors planning most of the activities for the day.

Recommendations:

- Continue running as per tradition, but ensure planning occurs early!

1.14 Club Carnival

Description

Club Carnival is also a recurring annual SOC event. This year, we had some clubs perform for the event, as well as free fairy floss and popcorn. The event was a great success and saw many clubs successful in the signing up of new members.

Recommendations:

- Do some research into whether the budget would allow for grants similar to O-Day grants
- Encourage more clubs to perform
- Encourage clubs to clean up at the end of the event – unfortunately this year there was quite a mess left behind, leaving it to only a few members of the SOC Committee to clean up!

2 RECOMMENDATIONS FOR NEW ACTIVITIES/PROJECTS IN 2014**2.1 Training**

Club committee training is something that requires ongoing review and updating. This year, the Guild provided four sessions of Student Leadership Training for club representatives. While many clubs did attend, there is still a need to increase awareness and attendance at these training sessions. Over the year I have received feedback from clubs that the training is too long (it takes up three days) and that some parts are not relevant to the functioning of their club.

As such, I would recommend reviewing the current training structure. In particular, I would recommend the following:

- Provide training sessions constantly throughout the year
- Provide the following training sessions, where possible:
 - Equity and diversity training
 - RSA training
 - Treasurer Training
 - Committee Leadership training, particularly for presidents
 - Marketing/promotions training
 - Event management training

Of course this is by no means an exhaustive list – just a few examples of what could be included! Training should be scheduled so that it is flexible and does not clash with peak assignment periods. Additionally, accurate records need to be kept of club attendance at any training sessions.

2.2 Equity and Diversity Policy

At the beginning of the year, the idea to create an Equity and Diversity policy for clubs was raised. Unfortunately, due to time constraints, this project was not commenced. I believe that such a policy is a must for Guild affiliated clubs. As such, I would recommend that the 2014 SOC Committee look into the creation of this policy ASAP from the start of their term.

2.3 Streamline SOC Policy

Currently, SOC and club policies are all over the place and at times difficult to find. Specifically, the Orientation Event Grant is not currently contained within the Club Grants Policy. As such, I would recommend a review and streamlining of all SOC policies and procedures.

3 HANDOVER CHECKLIST

The following is a non-exhaustive checklist of items that should be discussed at handover between the 2013/2014 SOC Presidents:

- Online database access – where to find and log in details
- Managing SOC Committee
- Managing Clubs
- Relationship with Guild Events Team
- Balancing of all SOC commitments
- How to run SOC meetings
- How to approach new club affiliations
- How to do O-Day and semester grants
- Update on the Clubs Dashboard/Committee Resource Page
- How to run training sessions



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Introduction

Education Council and the education portfolio have strived this year to have a noticeable impact on the ability of the Guild to lobby and make change to the educational need of its members and the greater university student body. This report will look to illustrate what the education portfolio achieved and areas which were difficult and in need of improvement.

While most of this report looks at the activities of the education portfolio and office of Education Council President, some areas of activity this year were outside of the education portfolio and done in collaboration with other staff and student departments of the Guild.



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Education Council

Education Council is one of the foremost areas that the Education Council President and the education council portfolio develop ideas and strategies and makes a difference to the student community.

Ed Council Exec

The Ed Council Executive is probably some of the more underutilized members of the greater Guild committee structure. In 2013 and from accounts of 2012, these members of committee were not given enough responsibility or projects to stimulate their interest and engagement with the committee. However the antithesis is also true where members were given too much autonomy that caused problems.

Roles

VP

Traditionally the VP is charged with running the Education Action Network and with this is given a large amount of autonomy and responsibility while also contributing and actioning directives of Ed Council. The role of Vice-President was very tumultuous this year with certain actions and attitudes being taken as a disadvantage to the running of Ed Council and EAN and as such, the position was made vacant. Fortunately this did not hamper the efforts of EAN too much as other members of Ed Council took these responsibilities on in their absence. Because of this a little more oversight of this position is recommended for next year.

Treasurer

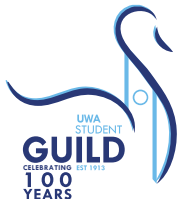
The role of treasurer is an interesting; where there are two distinct work periods where funding is distributed to FacSocs and the expected commitment is higher and times in between are fairly low workload. A greater role in managing the EAN budget during the year is something that I would like to see for next year.

Secretary

This year the secretary was underutilized, being solely used to take and provide minutes for the Ed Council meetings. This role could be utilized more effectively by giving the Secretary more roles in research and preparation of documents for Ed Council.

OCMs

OCMs were very underutilized this year and not being given specific projects to complete or work on made it difficult to motivate them. I would recommend that they are given very specific roles to play on ED Council next year.



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FacSocs

The engagement of FacSocs has been both interesting and challenging. Having motivated FacSocs is vital to the effectiveness of Ed Council. Motivating FacSocs comes down to making them feel a part of the decision making processes and having a definitive impact for their club. Each FacSoc has different needs from financial, training and support.

Finances

Finances this year were run efficiency using similar systems to 2012 with the addition of special project grants. The smaller faculty societies and bigger more financially liquid seem happy with the arrangements where those with big sponsorship and assets receive less amounts of money than the smaller FacSocs who are less financially stable.

Special Project grants were very well received by all FacSocs as it gave money to those that had genuine innovative ideas that required extra money and was not dependant on the amount of money one had.

Training

Student Advocacy training was very well received with each of the attendees saying that the information while a little boring and dry, was very useful in their interactions with the university on a faculty and broader level. This could be improved by having another follow up session during the year for each of the FacSocs to meet and discuss the issues and challenges they have had and to foster a continued relationship.

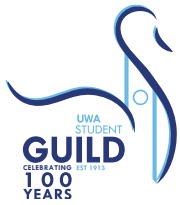
It was decided that treasurer training was better run at the end of the year as when run in February it is often after all of the FacSocs have completed the bulk workload of treasurer duties.

EAN

EAN this year was difficult to organize due to personnel issues and making EAN inclusive and attractive to students. The action network needs a large amount of reform to attract more students and make it more effective. The NDAs run through EAN were fairly successful but is a long way from reaching participation levels of other universities in WA and Australia.

Student Advocacy/Support

The second most important aspect of the Education Portfolio is individual student support and where there are systematic issues advocating for the all students affective.



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Student Assist

The relationship between student assist and the Education President is maintained through Student Assist and the Student Assist committee. This relationship needs to be a more 2way, with the information loop being closed by circulating the outcomes of various actions. Information being returned after a student has been referred and the outcome, along with information provided to the Education Council President when multiple incidence are recorded and the outcome of any action being returned to Student Assist.

Online Submission Form

The online submission form was fairly successful in giving students direct interaction with Student Assist, the Guild President and Education Council President. The only issue is that the form is received by all of those people and it is difficult to easily who has taken responsibility for any actions.

Student Policy

This year we were very keen to gather policy that the general student wished the Guild would take action on. We ran a SLETS survey that asked many questions about teaching and learning experience that reached a significant number of students though we would have liked a larger proportion of the total population. This would be used to develop a student policy book to take to the university along with some significant data to be used to substantiate reasoning.

University relations

The Education Council President is fortunate to be taken to a large amount of meetings along with the Guild President, which allows one to be involved in some higher level decision making.

Academic board

Personally I found Academic board quite interesting but not an arena to provide feedback or opinion as most decisions were only there for consideration

University Executive

University executive are fairly easy to deal with however you must provide a lot of time to organize a meeting as they are very busy and do not have a huge amount of time. It is best to organize meetings in tandem with the Guild President.

Enrollment and Orientation Working Group

This was an extra duty taken on to assist the Guild President and will be pivotal to the success of the orientation and enrollment period in 2014 so it was a privilege to play such a significant role.



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Aux Fees and Charges

This meets only once a year and therefore preparation is very important. Thorough knowledge of the act is required and is often not enforced at a faculty level and such getting information from faculty representatives is very important.

Activities

January Activities

Supporting Faculty Societies

- Treasurer Training
- Student Representative Training

Education Council Administration and Reform

Funding Review

Education council was endowed with a large amount of money that had not been distributed by the outgoing Education Council President in 2012.

Guild Education Administration

Student Handbooks:

Library Fines

Guild Policy Book

Best Practice Guide

February Activities

Supporting Faculty Societies

- Equity Diversity Training

Education Council Administration and Reform

- Monthly Faculty Exec meetings
- Funding

Guild Education Administration

- Student Survey
- Guild EMPs

Best Practice Guide

Education Financials

- Sue Boyd and providing food
- Pizza

March Activities

Enrollment issues

Education Financials

- Student Rep Training costs of hiring out Sue Boyd and providing catering was last month but will be realised in the coming months budget. Will need to be accrued.
- Pizza of first meeting which was through a reimbursement will also be realised 2 months after its usage and will need to be accrued.
- Semester 1 Start-up grants have been distributed.

April Activities

Mid Sem exam issues



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Start-up Grants

Financials

- NDA Printing

May Activities

NDA 1

NDA 2

EAN

SLETS Survey

Education Financials

- Cost of BBQ for NDA 1 and 2
- Cost of buses for NDA 1 and 2 have been submitted
- EAN Budget may be a little over due to the 2 actions held in first semester.
- Education Council budget is below budget

June Activities

Academic Council

- Attended on behalf of cam barnes

DVCE

- Met with DVCE about SURF and SLETS

SLETS

- Continued work

LMS shutdown

EXAM

- Exams issues

General

- Lecture materials

FINANCIALS

- There has been no major expenditure since the last meeting, only on sundries for printing of agendas for meetings.

July Activities

Enrolment Dates

SLETS

ORIENTATION

- 2nd Semester Student Orientation

Speeches

- Commencement 2nd semester

FINANCIALS

- The Education Council Budget and EAN budget are all under budget to date. And will hopefully will be kept that way until the end of the year.

FacSoc Funding

- Second semester

August Activities

Timetables

SLETS

SURF scores

FINANCIALS

- The Education Council Budget and EAN budget are all under budget to date. And will hopefully be kept that way until the end of the year.



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FacSoc Funding

- The structure and allocation of Faculty Society grants has recently not been utilised in second semester and grants have been lost due to lack of distribution.

September Activities

Time tables

2014 orientation

Best Facsoc criteria

2nd Sem FacSoc funding

October Activities

Oral report - See minutes

November Activities

Transition period to Guild President

Public Affairs Council

- Public Affairs Council (PAC) is the wing of the Student Guild that represents all of the Political, Religious, Cultural, Multicultural and Social Justice clubs on campus. One of my key goals after becoming President was to re-energize and revitalize PAC and bring its presence back on campus. PAC has a fantastic opportunity, with increased funds, to open the floodgates to the fantastic collection of talent that is present at UWA. Because of this, we were very ambitious with our plans for PAC this year, and attempted to introduce some new, long term initiative with the intention that, if successful, could be carried on by future PAC Committees.

PAC Pop Up

- PAC Pop Up was a re-occurring event that was designed to allow for performance-based clubs to promote themselves to students before one of their large events. The event was based around the concept that clubs would spontaneously perform around busy areas of campus without students knowing it was happening. PAC Pop Up ended up being quite a success throughout first semester with the University Dramatic Society doing a Pop Up in the Refectory during the common lunch hour, where they performed a musical number from their upcoming musical. In addition to this, Dance UWA also did a Pop Up on Oak Lawn where they had a break dancing stage set up and members of their club performed for students. This will be continued throughout semester two and will hopefully be adopted by future committees in order to assist these clubs in boosting membership and selling tickets to events by having the opportunity to physically showcasing their talents.

Social Justice Collaboration

- With the support of the University Student Guild, in particular, PAC, the 2013 Social Justice Week was a great success. Working in collaboration with a wide variety of social justice minded clubs, along with cultural and environmental groups, we devised three themed days of stalls, foods and awareness on Oak Lawn. Our goal was to provide these clubs with an opportunity to promote their causes, whilst interacting directly with students during common lunch hours on Oak Lawn. As a result, we decided to theme each day so that students could identify these groups by their interests. These days that were chosen were Earth Day, Diversity Day and Humanitarian Day. Needless to say, the week itself was a huge success and each day brought a new level awareness to the students of UWA. It provided students with a vibrant display of environment, cultural and humanitarian causes they could easily involve themselves with by singing to such a wide range of clubs on campus.

PAC Rules

- One thing that I notice when coming into PAC in the beginning of the year was there were no actual rules that governed how PAC operated. After realizing this, I then decided that one of my goals for the semester was to create a series of PAC Rules that could then be passed by Statues Committee and Guild Council and then act as the set of principles that could be used as a point of reference for PAC. With the assistance of several key people, and the statues committee, we then ended up creating a set of rules that dealt with aspects such as Affiliation to Clubs and

Societies, Meetings, Club Finance, Disaffiliation, Collaborations as well as several others. The rules were also put to all PAC Committees and Guild Councilors to allow them to make any changes if they felt necessary. The rules were then unanimously passed by all groups and are now in practice.

PAC Grants

- This year, PAC also used some of its funding to introduce Social Justice Collaboration Grants. These grants were available for SJ Clubs who were running joint events with other SJ Clubs. Clubs were able to apply for either \$250 grants, \$500 grant, and a \$1000 grant. The grants were used to assist these clubs to fund various aspects of their events in the attempt that they would therefore be able to use the money to promote their cause further and reach out to more students. The grants were seen to be a fundamental tool for these clubs and will be available again next semester and hopefully next year as well.

Fringe Festival

- Fringe Festival was one of the most successful events that PAC ran this year. It was an opportunity for clubs to perform in a relaxed environment and showcase the amazing talent that we had at UWA and also providing students with an entertaining free show. It was one of the highlights of the year and by getting in famous local bands that were made up of ex – UWA students made the night an incredible hit. It provided students and performers with the opportunity to perform to their peers and it also ended up attracting a lot of people from outside UWA. I was extremely proud of this event and hope it can continue into the future.

My only real recommendations for Honny next year would be to utilize the committee more than I did and to do things systematically. I really hope that the Social Justice Collaboration Grants can be continued and potentially even be expanded to a new pool of clubs if the funding will allow it. I also think that PAC Pop Up has huge potential it is just a matter of chasing clubs up and really stimulating interest. Fringe Festival again was something that was a highlight however, my recommendation would be to run more of them throughout the year for a smaller cost. Obviously paying the bands that came down to support students and the staging and sound and lighting could be done at a cheaper cost in order to make them more frequent and provide more opportunities. I am very confident that Honny will continue to allow SJC to prosper as I know she is very passionate about us re-establishing it and I know she has fantastic things in store.

I would also like to see her work more closely with WASTV, as I did not get as much of a chance this year as they were still establishing themselves and pursuing their own fantastic products but they could really benefit PAC and help increase PAC's presence on campus and I would really like to see Honny utilize everything that they have to offer and they could definitely help expand PAC.

I should also note that for next year Honny should also just make sure she is familiar with the new PAC rules which were passed by clubs, statues and guild council and just make sure that she upholds the new rules and also enforces them as they were put in place to help segregate PAC from SOC and so hopefully it will make a few things easier for her in the long run.

I think Honny will make a fantastic 101 PAC President and I look forward to working with her over the holidays incase she needs any assistance what so ever 😊.

Valentina Barron
100th Public Affairs Council President



Environment Department Final Report 2013

Summary of Projects



Recognitions

Before presenting the summary of all of our projects to you I would like to recognise the people that made this year so very successful and who put so much time and energy into making it happen.

First of all, to the people who volunteered with us right the way through. The Environment Department is demanding to volunteer for. Projects require persistence, hard work and dedication over a long period of time. Bryn, Denisse, Deniss, Suzie, Hannah, Jessica and Julia have all been outstanding in taking on challenging projects and delivering huge results. I hope you had as much fun and learnt as much as I did.

To the people at Sustainable Development UWA. Not only have they contributed significant staff time and expertise to Guild Projects, but between them the University will have spent close to \$150,000 on collaborative projects with us. In at least half of cases this team has been the difference between the success or failure of our projects. Helen, Trish, Geraldine and Alain I look forward to working with you very soon. Ruth, I wish you all the best for the future.

To the Guild Staff, who have consistently gone above and beyond the call of duty time and again. Thank you for not getting frustrated as I turned up at your office every day to talk about the latest project. Whenever I needed support on something you were there. Special thanks to Wayne, Ken, Rodney, Henry, Vishal, Chloe, Tony, Kate and especially Jonno and Alex, who all worked directly on sustainability projects this year.

To the executive of each of the environmental clubs. Your creativity and passion for what you believe in is endless and you contributed much to what we achieved. Thanks to Sam and Dan, Shakira, Belinda, Afira, Erin and Josh. Keep up the good work.

And finally to the Guild Council reps who gave me this wonderful opportunity and helped me steer things through, especially Cam, Joshua and Lizzy. I've had the most wonderful time yet volunteering, so thank you for the chance.

Capacity Building

One thing that we have to remember as Environment Officers is that our role is not purely centred on getting stuff done and then leaving. Part of the reason little has been achieved in the past is that our department hasn't been up to it. While capacity building is a challenge in a political environment we have made a strong effort by:

- Recruiting continuing volunteers who have run successful projects.
- Creating a first ever strategic planning document to guide future departments.
- Furnishing the Environment Department nicely.
- Managing the most comprehensive handover process possible.
- Finding ongoing projects for the Environment Department to take up next year.
- Entrenching our project decisions within policy and infrastructure so that they stand the test of time.

As I type this, I know that I leave the Department in good shape and in the most capable hands this University has to offer. Best of luck, Bryn Howells.



Dan Stone

Contents and Recommendations

Please Note: These are not comprehensive recommendations. Please turn to the relevant project page to find more detail.

Level 4: Complete

Project:	Page:	Recommendations
Jayride	5	<ul style="list-style-type: none"> Get in contact with Vinko Grgic from Jayride to gather year-long data. (vinko@jayride.com) Develop more effective promotional tools and institutionalising methods.
Dine In Option Availability	6	<ul style="list-style-type: none"> Recommence the policy to have staff ask for dine-in. Create a training poster detailing the benefits of having customers dine in. Recommence the informal feedback mechanisms used in semester 1 2013.
Keep Cup with Discounts	7	<ul style="list-style-type: none"> Increase discount to 30c with rising coffee prices. Have KeepCups everywhere during the orientation week and implement the stickers to encourage people to bring last year's cups back. Encourage peer use.
Carbon Neutral Flights	8	<ul style="list-style-type: none"> Confirm with Karen that the policy stands. Get the carbon neutral how-to Guide onto the website
100% Recycled Paper	9	<ul style="list-style-type: none"> Ask for money to be spent on better printers for Guild Finance.
Energy Efficiency Measures	10	<ul style="list-style-type: none"> Print out similar lights posters for Guild, but in a different colour to renew attention.
Guild Sustainability Plan	11	<ul style="list-style-type: none"> Complete the first review of the plan before the start of semester 1.
SERAG Volunteering	12	<ul style="list-style-type: none"> Promote the recognition of volunteer hours in the academic transcript as an incentive. Talk to Conservation Biology coordinator about the possibility of advertising SERAG to their students.
Recycling Point	13	<ul style="list-style-type: none"> Create a promotional plan with WMRC for the Point. Monitor frequently for misuse. Consider alternative toxics to light bulbs.
EnviroFest	14	<ul style="list-style-type: none"> Separate out EnviroFest and Sustainability Week. Consider increasing the Marquee size for EnviroFest
Bike Breakfasts/Lunch Trials	15	<ul style="list-style-type: none"> Sausage sizzles should be held occasionally. Breakfast should be discussed with the university over reducing cost burden on the department
Lobbying for end of trip facilities	16	<ul style="list-style-type: none"> Lobby the UWA Fitness and Rec Centre to make their showers available to students. Get end of trip facilities onto the Campus Map (or other good promotional tool).
Reusing Coffee Grinds	17	<ul style="list-style-type: none"> Get the final café on board this program. Continue project weekly
Carbon Neutral O-Day	18	<ul style="list-style-type: none"> Work with Events, Memberships to ensure media plan/promotions is followed. Monitor any additional requirements to ensure carbon neutral accreditation.
Environment Calendar	19	<ul style="list-style-type: none"> Integrate the calendar into other systems, such as Facebook.
Environment Council	19	<ul style="list-style-type: none"> Continue to hold and proactively monitor clubs.

Level 3: Complete, but ongoing upgrades

Project:	Page:	Recommendations
Recycling at Events	20	<ul style="list-style-type: none"> Monitor to ensure that the new Event Management Form is approved.
Bike Repair Station	21	<ul style="list-style-type: none"> Monitor to ensure the A1 poster is placed up (before Semester 1 preferably). Ensure both valve types work for the pump before O-Day.
Banning Bottled Water at Orientation	22	<ul style="list-style-type: none"> Finalise design and order bottles from company.

Level 2: Incomplete, significant progress made.

Project:	Page:	Recommendations
Free Range Eggs	23	<ul style="list-style-type: none"> Decide upon a certification/accreditation and inform Catering
Urban Orchard	24	<ul style="list-style-type: none"> Begin planning for use, opening and maintenance.
Solar Panel System	25	<ul style="list-style-type: none"> Monitor, wait for project completion by Sustainable Development. Begin investigating new solar system.

Level 1: Incomplete, some progress made.

Project:	Page:	Recommendations
Energy Audit	26	<ul style="list-style-type: none"> Get Mojarra to quote on just the two buildings and then ask FM to quote as well. Put into the Sustainability Plan a requirement that lighting be upgraded in all capital works.
Candy Dispenser	27	<ul style="list-style-type: none"> Continuously follow up with Alex and ensure the candy dispensers are bought and used.
Recycling Black Spots	28	<ul style="list-style-type: none"> Engage volunteers to roll out the bins across campus. Talk to the cleaning staff to ensure that the recycling bins are emptied appropriately.
Bottle-less Vending Machine	29	<ul style="list-style-type: none"> Investigate Freshie alternative options.
Recycling in cafés and aligning with UWA waste contracts.	30	<ul style="list-style-type: none"> Create a GC motion to write into the new contract that the Guild will use the diacom facility and recycling. Identify a catering outlet for a recycling trial and put out recycling bins in that outlet.
Bike Loan Scheme	31	<ul style="list-style-type: none"> Continue to work with SD, when they are ready to begin, flesh out more details of the plan.
Fair Trade T-Shirts	32	<ul style="list-style-type: none"> Work with Alex Pond to obtain quote and look into funding arrangements.
Divestment from Fossil Fuels	33	<ul style="list-style-type: none"> Review divestment strategy in light of new options.

Jayride Carpooling Site | Level 4

Concept

Jayride is a user-friendly online carpooling system which allows UWA staff and students to see what carpools are available going to/from UWA. Users can provide details such as time of trip, likely path and a fee if applicable. They can then be contacted through Jayride, or an email/phone number if the user prefers. The user's address details are not posted online, only their suburb. Users can search by suburb or browse through multiple listings.

Action Taken

1. Worked with Ruth Balding from Sustainable Development to identify alternatives to sharemyride.com.
2. Tested a UWA Jayride system, which demonstrated advantages over sharemyride.
3. Requested that UWA implement the new system, and then promoted the new system to students using a basic "map my ride" activity on a large map of Perth.
4. Met with Student Services to have a special carpooling link placed up on Student Connect, near the public transport link.
5. After one month the page had 3000 page views and 30 shared rides.

Recommendations

1. Get in contact with Vinko Grgic from Jayride to gather year-long data. vinko@jayride.com
2. Carpooling is not considered to be a "winner" for transport issues, but if there's interest develop more effective promotional tools and institutionalising methods.



Dine In Option Availability | Level 4

Concept

Having a meal dine-in at Guild Catering cafes was significantly promoted in an attempt to reduce the consumption of disposable plastic containers, as a part of waste management. Dining in has been in option in some cafés all along; however, it has never been promoted or made aware to the general population of the University. The Guild Environment Department made in cooperation of the Guild Catering the dine-in option more visible and available.

Action Taken

1. Asked Guild Catering to purchase crockery and cutlery to be able to serve food dine in in all cafés, rather than just Hackett and Reid.
2. Created posters and other promotional material and placed them inside and around cafés to promote the use of dine-in.
3. Obtained an agreement from Guild Catering to have the dine-in option asked to all customers by the staff and to have metal cutleries available. (The staff have been informed and trained accordingly.)
4. Informally monitored whether staff were asking customers to dine-in, through a standard mystery shopper technique. Guild Catering where then provided with the feedback and sent out emails/retrained staff accordingly.
5. Monitored to see if students and staff were still dining in. At its peak at least half of sitting staff and students were dining in however with limited follow-up in Semester 2 this dropped off. Some students did continue to autonomously get dine-in, indicating that a certain amount of behaviour change was successful.

Recommendations

1. Recommence the campaign to have staff ask for dine-in. Create a training poster detailing the benefits of having customers dine in. Catering have indicated they are willing to give this another shot.
2. Recommence the informal feedback mechanisms used in semester 1 2013.



Keep Cups with discounts | Level 4

Concept

The Keep Cup campaign was successfully launched in 2013, and has gathered a strong following on the UWA campus. 1000 UWA Guild branded reusable beverage cups were ordered for sale through the Environment department events, campus dining outlets as well as the Co-op Bookstore for \$10. The intention of this campaign was to reduce the amount of disposable cups resulting from hot beverage orders. This campaign was supported by regular and vibrant promotional events and material, as well as by financial incentives of discounted coffees for refill cups.

This project is proliferating with momentum among students and staff on campus. Keeping the issue of waste reduction in the forefront of student consciousness via means of posters should continue into 2014 to continue its uptake.

Action Taken

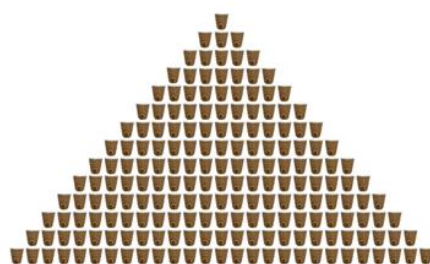
1. First order of 2000 KeepCups placed
2. 20c discount on refillable cup orders negotiated with UWA catering
3. Keep Cups appear in Co-Op, café outlets and sales begin through volunteer run channels on Environment events and on-campus stall day.
4. In March, the first 'Cookies for Conservation' stall event is held with mixed success. Sales are remain low (~2 – 8 cups), but great curiosity and conversation is generated among passing students enquiring how to qualify for the free rewards
5. Designated Keep Cup table was held at EnviroFest during Sustainability Week
6. Catering report 3250 many refill coffees sold, 3250 cups saved from landfill during Semester 1
7. Keep Cups continue to be sold and awareness raised at Environment Department waste free events – such as a documentary screening night for *Chasing Ice*
8. Sticker designed to be placed on disposable cups, reminder users of 20c discount when they switch to KeepCup
9. Catering reports 6000 cups saved from landfill during Semester 2.

Recommendations

1. Maintain visual presence of KeepCup campaign through colourful promotional material in Guild Courtyard poster screen.
2. Increase discount to 30c with rising coffee prices.
3. Encourage peer use, as this has been significant accelerator in uptake on campus and establishing waste awareness as a social nor.
4. Have KeepCups everywhere during the orientation week and implement the stickers to encourage people to bring last year's cups back.



**One coffee cup:
Non-recyclable
Goes straight to landfill**



**200+ Coffee Cups
Amount saved per week with Keep Cups
At UWA Semester 1**

Carbon Neutral Flights | Level 4

Concept

Unlike the Guild's energy consumption, there is no other way to reduce the Guild's emissions associated with flights. The Guild made up to 21 flights this past year contributing up to 33T of CO₂. The concept was to provide Guild funding to purchase online offsets for all flights on a flight by flight basis, which can be purchased at a rate of \$22/tonne via climatefriendly.com

Action Taken

1. Lizzy O'Shea developed a Business Case to list benefits and crunch numbers
2. We lobbied the Guild President to support it.
3. We took the proposal to the Finance and Planning Committee who approved it.
4. The Finance and Planning Committee delegated the task to Karen Ratkovic, who is the staff member in charge of booking Guild flights.
5. ADDITIONALLY, some clubs (Enactus, Engineers Without Borders) autonomously started to carbon neutralise their events. We prepared a "how-to" guide to encourage the behaviour.

Recommendations

1. Monitor only. Confirm with Karen that the policy stands. May be useful to collect data from her.
2. Get the carbon neutral "how-to" Guide to go onto the Guild website – see Events Office.



100% Recycled Paper | Level 4

Concept

In the last 40 years global paper usage has increased 400%, making paper consumption a 35% contribution to all logging each year. Aside from issues related to habitat destruction and climate change, the production of paper has a serious environmental impact with a tonne of paper costing:

- 32000 L of water
- 4100 kWh electricity
- 27 kilograms of air pollutants
- 13-24 trees
- 4 cubic metres of landfill

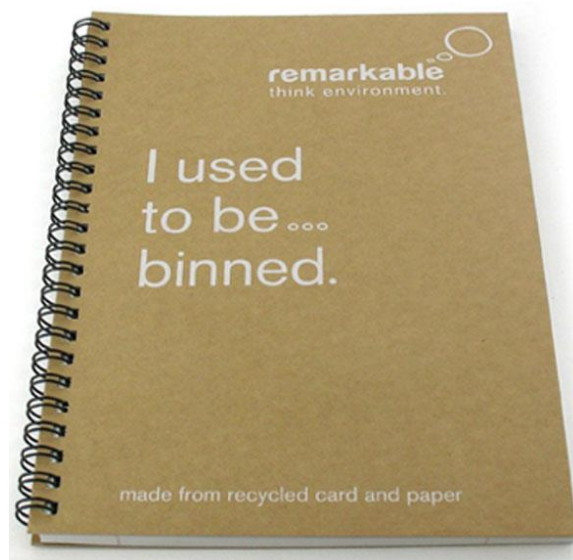
This is one of the few areas where the Guild has a durable record of acting with a GC motion passed 10 years ago to ensure that Guild uses 100% recycled paper. That motion was under threat of repeal in 2013.

Action Taken

1. Lobbied the Guild Executive to resist push from staff to repeal this motion, using the figures provided above. Essential argument was that with the savings of not purchasing this paper we could not adequately offset the damage.
2. Discussed motion with staff in charge of paper procurement (Karen Ratkovic) to continue implementation of this policy (which wasn't always being followed).
3. Requested that Guild Executive make efforts to reduce paper consumption, amongst which was to stop printing Council agenda packs (which are enormous x 25 people)

Recommendations

1. Monitor, and if necessary lobby to maintain.
2. Consider additional mechanisms for paper avoidance if obvious.
3. Only Guild Finance does not use 100% recycled, on the basis it damages printers. Ask for money to be spent on better printers.



Energy Efficiency | Level 4

Concept

With such a wide campus there are often many behavioural ways of influencing energy consumption, but because a lot of them are quite small, they go uncaught. This is unfortunate, because despite being small as they accumulate the energy efficiency becomes quite low for the services provided. Therefore the Environment Department has tried to advocate for management techniques that encourage more energy efficient behaviours.

Action Taken

1. Printed out and laminated bright “Keep Calm and Turn Off the Lights” posters for implementation around the Guild Buildings. This has had significant success in behavioural change in certain areas.
2. Lobbied FM to reduce the air conditioning setpoints within the Physics LTs. The result is the LTs aren’t as cold in winter but stay cold in summer.
3. Lobbied FECM to implement an energy saving system onto their computer to have computers go on standby and monitors switch off after a certain period of usage.

Recommendations

1. Continue to look for opportunities to influence behavior change.
2. Print out similar lights posters, but in a different colour to renew attention.



Sustainability Plan | Level 4

Concept

Prior to this year, the Guild has had no central guiding strategy on how to approach Sustainability. Over the course of the last 10 years multiple attempts to put together a document have been tried and have failed. This has led to there being almost no sustained initiatives to reduce the Guild's impact or the impact of students by the Guild.

Action Taken

6. Look at the University's 2015 Sustainability Plan to align with.
7. Took the plan to Environment Department volunteers to determine what pillars we wanted to align with.
8. Hosted a "Plan Writing" day where people were invited to give examples of possible targets and possible objectives for achieving those targets.
9. Took the suggestions away and put together the plan based on them, the university's goals and what was felt to be achievable at the time.
10. Drew up a draft plan and consulted widely with environmental clubs, Guild Staff, Sustainable Development and student reps.
11. Obtained Guild Council endorsement of the plan.

Recommendations

3. Complete the first review of the plan with some Guild Councilors, volunteers and Environmental Council club reps present before the start of semester 1. Specifically you should review the following issues:
 - a. The inability of the current energy projects to meet the goal of 35% reduction (currently estimated to hit 23%).
 - b. The extremely broad nature of the procurement goal, and identifying closer projects to achieve that goal.



SERAG Volunteering| Level 4

Concept

The Swan Estuary Reserve Action Group, Inc. (SERAG) is a community work that performs rehabilitation work along the Swan River Estuary, with Pelican Point being one of their areas of interest due to its importance for migratory birds in the Swan River area. One of such areas is Pelican Point, which is located just five minute walk from UWA's Crawley campus.

An opportunity was identify whereby UWA students could be recruited to support SERAG's conservation efforts in the Pelican Point area. A partnership was created between SERAG and UWA through the Student Guild Environment Department and the Volunteering Hub (VolHub).

Action Taken

1. SERAG was contacted in order to determine if volunteers where needed in the area. Due to their positive response, the potential partnership was brought up to Daniel Stone, Environment Officer 2012-2013.
2. The VolHub was contacted to seek advice on the creation of a new partnership. Aden Date, director, provided full support and the partnership between SERAG and UWA was officially created.
3. SERAG decided to offer a special event for UWA students every second Friday of every month. These events were advertised through the VolHub website and Facebook page, as well as the Environment Department Facebook page.
4. Due to the support of UWA students for SERAG events, the VolHub arranged for all students who volunteer with SERAG to get their hours officially recognized in the academic transcript.
5. The relationship with SERAG has continued to strengthen with special events, such as the Clean Up Australia Day, ran for UWA students with their full support.
6. Due to continued and growing support from students at UWA, SERAG has decided to continue offering the special UWA events during 2014.
7. It is worth mentioning that delegates from University Hall are also supporting this initiative and they bring volunteers to all SERAG events since the start of Semester 2, 2013.

Recommendations

1. Continue to strengthen the relationship with SERAG by supporting their conservation efforts in Pelican Point.
2. Continue and improve advertisement of SERAG events to all university students.
3. Promote the recognition of volunteer hours in the academic transcript as an incentive for students to volunteer.
4. Talk to Conservation Biology coordinator about the possibility of advertising SERAG to their students.
5. Students from other universities have come to our events and have expressed interest in coming back to our events. Perhaps there is an opportunity to link with other universities and advertise SERAG conservation efforts in Pelican Point.

Recycling Point | Level 4

Concept

Recycling everyday common objects like bottles, cans and paper is becoming easier and easier via recycling bins. However light bulbs, printer cartridges, phones and batteries are harder to recycle as they can't be put into normal recycling and if they go to landfill they cause negative environmental impacts via the chemicals in them. To solve this issue the UWA Student Guild investigated ways to recycle these objects and reduce the environmental impacts.

Enter the Recycling Station as seen below. It allows those objects listed above to be recycled and reused in an environmentally friendly way without going to landfill. It is funded and serviced by the Western Metropolitan Regional Council (WMRC) free of charge.

Action Taken

1. Worked with Sustainable Development to implement a recycling station using an available 3-slot bin. Collectables were mobile phones, shoes and batteries. Shoes were recycled through Enactus' ReShoe program. However Enactus eventually stopped taking shoes from the bin.
2. Met with the Western Metropolitan Regional Council to take on one of their recycling stations which looked a lot nicer. This one collected mobile phones, batteries, light bulbs and printer cartridges. The phones and batteries did well again but not the light bulbs or printer cartridges.
3. Signed an MOU with the WMRC to support their initiative. Got new permission from Ken after having seen the first one in action for a semester to put the second one inside the ref.
4. Wheeled the new station out to the Chasing Ice event for additional promotion.

Recommendations

1. Create a promotional plan (with WMRC support) for the Recycling Point. WMRC have costumes!
2. Monitor frequently for misuse.
3. Consider alternative toxics to light bulbs in particular.



EnviroFest and SW | Level 4

Concept

EnviroFest is a joint creation between Kate (Environment Officer -2011) and Trish Howard and is the largest environmental event on campus. It is intended to be run once a year and requires a huge amount of effort. However, it did not run in 2012, so bringing it back and making it a big success was very important. EnviroFest is a 4-hour festival on Oak Lawn designed to spark interest in sustainability by the UWA community and uses live animals and a festival atmosphere to entice “warm prospects” with clubs, organisations and stores inside to satisfy the “hot prospects”.

Sustainability Week (previously also called Environment Week) is a tradition of the Environment Department although some were more successful than others. Events other than SD’s bike breakfast and EnviroFest that occurred included talks by SEN, a fun bike ride, a cocktail night and the first volunteering event at SERAG with other volunteering opportunities. In total 10 events were organised with over 1000 attendees across the week. SW was also designed to try to foster collaboration between environmental clubs.

Action Taken

1. A date was arranged between Trish Howard, the Environment Department and Events Office who each took responsibility for organising different things. We moved the event to a Tuesday midday event, which was a good move.
2. A master list of stallholders was written up based on the previous EnviroFest and the current clubs on campus. We were able to max out the Oak Lawn space. The Environment Department and Trish Howard took on responsibility for contacting the majority of stakeholders, which we were successful in.
3. Difficult issues, such as insurance were resolved by going through the Guild processes sneakily rather than through UWA’s.
4. A logistics plan for the day was drawn up.
5. Multiple meetings also occurred between the Environment Clubs to run different events. Ultimately the events were run mainly separately.

Recommendations

1. Abandon the concept of SW acting to bring clubs together and reduce reliance on clubs and new events. Clubs were highly unreliable. EnviroFest performs this function anyway.
2. Separate the weeks for EnviroFest and Sustainability Week, to reduce workload and make the messaging strategy clearer.
3. Consider increasing the Marquee size (even though this is expensive) as we were effectively out of space and there is a huge potential to include more organisations that have recently become involved at UWA (ie WMRC, UWA PAW, SERAG).

Bike Breakfast & Lunch| Level 3

Concept

As an incentive to get people to ride their bikes into uni, we decided to host a free bike breakfast. Students bring their bikes and get breakfast for free! We also had two bike sausage sizzles; pay unless you have a bike, in which case they were also free.

Action Taken

1. Bike sausage sizzles. These were initially messy (the barbecue was double-booked), but ended up breaking even and were excellent PR exercises for getting the Environment Guild name out there (as someone who gives away free sausages). Lessons learned were that if you get 2 packets of 22 sausages (\$14), plus 7 bags of rolls (\$14) from Coles and sell them on Mondays to the 11.45, 12.45 and 1.45 crowds at \$2 you will sell out. At \$3 you may sell out, though this is less guaranteed. Profit is ~\$30 at \$2 price, ~\$50 at \$3 price, allowing for numbers given away to cyclists for free. The major issue with holding regular sizzles is the time commitment needed from people at the Environment Dept; at least two people are needed to staff the sausage sizzle.
2. Breakfast. This was extremely popular, with ~40 attendees (expected was 20). We had to print out more vouchers to deal with demand (vouchers are obtained from Guild Catering). The issues with the bike breakfast were:

-The cost, which at \$7.50 per breakfast makes it prohibitive to scale the breakfast up much further than one/two every semester.

-The effectiveness of the project, as only about 10% of those who rode in did so specifically to get the breakfast (i.e. they did not usually ride or had never ridden before).

These issues make it difficult to hold a breakfast more than once a semester, but they do seem to get at least a few people to ride in to uni.

Recommendations

1. Sausage sizzles to be held occasionally, for minor fund raising and as PR exercise. If there is another event that we want to advertise, the sausage sizzle can be a good way to get our name out there, and as a way to engage with people it is extremely effective.
2. Bike breakfast to be investigated: discussion with the university/catering over taking part of the cost of the breakfast upon themselves, or only giving a discounted breakfast rather than a free one.



EoT Lobbying | Level 4

Concept

One of the major obstacles to students cycling in to campus is the lack of accessible and visible “End of Trip Facilities”, which is essentially the combination of showers and lockers that riders need to use coming in to UWA. Increasing the number of riders from current levels, approximately 6-8% is an important way of reducing the demand for parking.

Action Taken

1. Early in the term a meeting was arranged between the Guild President and Environment Officer and Helen Whitbread, Associate Director of Sustainable Development. We were being asked to support the Sustainable Transport Plan and made increased End of Trip facilities a condition of our support.
2. Helen has reported that approval for implementing End of Trip facilities in the Maths building and Chemistry building has been achieved. Expect some construction in 2014.

Recommendations

1. Lobby the UWA Fitness and Rec Centre to make their showers available to students.
2. Get the end of trip facilities onto the campus map (or other promotional tool).



Using Coffee Grinds in Gardens | 4

Concept

Coffee grounds are a plant-based organic matter that can be re-used in an environmentally friendly and sustainable way, thus keeping them out of landfill. The UWA Student Guild has taken the initiative to reuse the coffee grinds, from Guild operated Café's around campus, thus reducing the waste costs and amount going to landfill.

The coffee grinds are collected once or twice per week from each café by a volunteer and taken to the UWA Grounds soil area, where they are mixed in with soil, this soil is then used for gardens and landscaping around UWA. We currently collect coffee from 4 of the 5 Guild operated cafes, which has resulted in 3 – 3.5 tonnes of coffee diverted from landfill and reused on campus in gardens.

The fifth and final café is expected be on board by the start of first semester in 2014, this will require an Environment Department volunteer consulting with café staff and arranging logistics, plans for this are already underway. Continued weekly collection will also need to be done to ensure coffee grinds are taken away and used in soil.

Action Taken

1. Idea was generated in a meeting with Ken Saverimutto (Director – Catering) on potential ways to make Guild Cafés more sustainable.
2. Met with Grounds staff to discuss implementation. Grounds needed some time to confirm with their specialists if this was good for the soil. Grounds eventually confirmed.
3. Also met with Perth City Farm, and for a time provided them with coffee grinds to grow mushrooms. This ended when there was significant staff turnover.
4. Asked Grounds to provide us with small bins for the initial trial phase. The closest cafés to the grounds depot were done weekly, while Hackett was left mainly for student/staff collection.
5. Some promotion to students and staff was done. The idea was very popular online.
6. Eventually the Department purchased bright colourful bins to use to make the project look nicer when out and about.

Recommendations

1. Continue project weekly.
2. Get the final café on board this program. Ensure grounds staff can accept additional load.



Carbon Neutral O-Day | Level 4

Concept

After the success of carbon offsetting Guild Flights, some clubs autonomously carbon offset their events, such as Engineers Without Borders and Enactus/Oxfam UWA. To build on this success we have arranged to have O-Day carbon neutralised in 2014.

Action Taken

1. This expenditure was made a 2014 election promise by Bryn Howells, who proceeded to win.
2. Calculations for the emissions from the event were made from previous O-Day information for waste generated, number of people travelling to O-Day (using the average commuter distance in WA) and flight details for the concert.
3. A business case was generated based on paying for this from carbonneutral.com. Lizzy O'Shea presented it on at least 3 occasions but was deferred each time.
4. On the fourth occasion, Tony, Director of Corporate Services provided a media plan which convinced the committee to fund this project.

Recommendations

1. Work with Events, Memberships to ensure media plan/promotions is followed.
2. Monitor any additional requirements to ensure carbon neutral accreditation.



Environment Council | Level 4

Concept

Communication between environmental organisations has traditionally been poor, with event clashes and other issues. We have established a monthly Environment Council to engage environmental clubs, capacity build and discuss issues.

Action Taken

1. Lobbied each individual club to gain interest in establishing the Council.
2. Begun holding Council meetings, generated some rules surrounding Environment Council and worked collaboratively on the Chasing Ice Film Night which had ~60 attendees.
3. Discussed and created the below Sustainability Calendar.

Recommendations

1. Continue to hold and proactively monitor clubs. Be wary of tension between groups.

Sustainability Calendar | Level 4

Concept

Environmental events at UWA have a habit of getting lost in the crowd of the 101 other events happening every week at UWA. To try to get a small edge with the environmental movement, we have tried to get a better calendar system arranged.

Action Taken

1. Worked with SD to set up a working link between the Sustainable Development Calendar and the UWA G-News. James Devenish (Guild IT) created an automatic report which is sent to G-News organisers each week containing the next few weeks Sustainability events. This then goes in its own section within G-News placing all environmental clubs together.
2. Worked with Environmental Clubs to keep that space full of events. Often in G-News 5-6 events will be listed, making that section extremely impressive.

Recommendations

1. Continue to proactively work with clubs to ensure events are written into the Calendar.
2. Integrate the calendar into other systems, such as Facebook.

Recycling at Events | Level 3

Concept

With the installation of recycling bins around campus at the end of Semester 2, only two places remain where recycling is inaccessible to students: Guild Catering outlets and club events. Considering the waste streams at some of these events (Hyperscience had nothing but 5000 aluminium cans) this represents a major opportunity to both increase recycling and get students to think about recycling. We've based our strategy on getting the event organisers to ask for recycling bins first, with events staff to check that they have done so. Events staff are capable of ordering the bins and doing so does not add to their workload (they have to order general waste bins).

Action Taken

1. Met with Events Manager at the time, Ben Johnston. Extracted a promise from him to place the question – how many recycling bins do you want – within the Event Management Form.
2. Asked Ben in the meantime to organise recycling for all events, beginning with O-Day, which was successful.
3. Unfortunately Ben's contract expired before the form was completed. Replacement Chloe Jackson has added it into a new form along with other suggestions, such as carbon neutralising the event and types of packaging used for drinks.

Recommendations

1. Monitor to ensure that the new Event Management Form is approved.
2. Ensure that the skips delivered to deal with general waste and recycling on O-Day are highly marked. The waste provider will NOT do this.



Bike Repair Station | Level 3

Concept

To increase services for students riding into university, the Guild has installed a Bike Repair Station, which can be used to perform simple tasks, such as pump up tires to more complicated ones, such as changing a tire. Having this station permanently attached to the Guild building allows students to solve any bike related issues at any time, even after hours.

Action Taken

1. Met with the University Bicycle Club President and the Sustainable Transport Officer Ruth Balding. Identified obstacles of space and aesthetics. Decided to use the Guild as a place to implement given the difficulty of obtaining approval for it otherwise.
2. Met with Guild facilities manager (Henry from Finance), Ruth and an architect to discuss locations. Decided on secondary location (current one – facing oval) instead of by the bike racks along Student services on the basis that this building was being renovated.
3. Asked Events and Memberships to work on an A1 framed poster going above the repair station. This poster is now complete.

Recommendations

1. Monitor to ensure the A1 poster is placed up (before Semester 1 preferably).
2. Ensure both valve types work for the pump before O-Day.



Banning Bottled H₂O at O-Day | Level 2

Concept

Plastic, in particular water bottles are a major contributor to marine pollution worldwide. Although recyclable it only has a limited amount of times it can be recycled. After this set amount is reached, they decompose and are simply sent to landfill.

The only effective way to reduce plastic pollution is to minimise usage, which is where this project comes in. It is estimated that 9,000 plastic water bottles were given to first year students during orientation week.

To reduce UWA Student Guild's environmental impact we have a plan to ban bottled water handouts during this week from 2014 onwards and replace them with reusable and durable plastic water bottles. The university has also implemented a series of filtered drink fountains around campus in high traffic areas. In 2014, the reusable bottles will be given to first year students free of charge and they will keep it, both as merchandise from their time at UWA and to limit the number of other plastic bottles they use over a year.

Action Taken

1. In consultation with Alex Pond, we took a motion to Council to ban the Guild from giving out disposable bottled water during orientation. The motion won approval.
2. Alex and Tom Henderson then took this resolution to Narelle Palmer in student services to discuss alternatives. It is Student Services' view that providing bottled water is part of the SLA, although the Guild disagrees. To get around this Alex has negotiated to give out reusable bottles.
3. Alex Pond received a quote for \$2 a bottle and we have advocated that if we purchase 4000 but sell 1000 at \$5 each, then this will cost us \$3000, the same amount as we paid last year anyway.
4. We have received support from Tony (Director – Corporate Services) who has said that a way to fund it can be found. Trish Howard (SD) has also offered some funding towards it.

Recommendations

1. Finalise design and order bottles from company.
2. Implement idea via bottle handouts during O-Week 2014



Free Range Eggs | Level 2

Concept

One of the most contentious issues regarding animal welfare that is relevant to Guild procurement is egg farming. Caged chickens or factory farming involves a number of distressing cruelty measures and the Guild uses eggs for salads, the new sandwich bar and the bacon and egg rolls in the morning. Quantities bought are significant. Cruelty measures involve

- Chickens having an A4 sheet of paper world to live in and can't spread their wings.
- 1 in 6 chickens have broken bones.
- Male chickens are often gassed or ground up (up to 12 million per year)
- Debeaking of birds.

Action Taken

1. Worked with UWA People for Animal Welfare to run a petition. Two methods were used, UWA PAW ran a de-stress event and had people sign the petition there. Additionally an online petition was set up. Between them over 300 signatures were gathered.
2. Lobbied Guild Catering Staff who agreed to tackle this issue. The Staff wrote tackling with this issue into the Catering Strategy, which was approved by FnP.

Recommendations

1. Need only decide upon a certification/accreditation (such as RSPCA) and Catering will seek. It is recommended to consult UWA PAW on this. This does not need to go to FnP.



Urban Orchard| Level 2

Concept

Growing your own herbs and vegetables as a procurement strategy has many environmental benefits, namely there is no packaging or transportation involved, chemicals used can be well controlled and ingredients can be fresh. Having an urban orchard in a central location will allow the Guild to engage students with the idea of growing vegetables and herbs, and potentially sustainable water and organic waste management concepts. The proposal is to have raised garden beds in the four corners of the Refectory Courtyard.

Action Taken

1. Took the idea from Sustainable Development, who offered to fund it if the Guild took charge of maintenance and approving location. Asked Sustainable Development to provide design options which was done through engaging architecture students for a unit.
2. Waited for the phase of the masterplan involving the surrounding area to confirm area was appropriate. Lobbied the current and elected SOC Presidents to obtain approval. Asked FnP and Guild Council to approve (sequentially). This was controversial, but good arguments were made on the basis of not taking up too much space and enhancing the club space. Lobbying proved crucial.
3. Sustainable Development has confirmed that the project will be funded and implemented in 2014. The Guild has requested that it be done over the summer period to avoid disruption during semester.

Recommendations

1. Monitor, wait for project completion by Sustainable Development.
2. Begin planning for use, opening and maintenance.
3. Consider planning for sustainable water sources/organic waste management.



Solar Panels | Level 2

Concept

The non for profit group Sustainable Energy Now, recently released a report for the state election, detailing how 100% renewable energy scenarios could look like. The report indicated very clear that the challenges of moving to renewables weren't technical, nor based on the cost of electricity which would not be affected, but rather the massive capital investment required to get us there. Implementing solar panels therefore is the Guild's financial contribution to the solution to one of the biggest environmental issues.

Action Taken

1. Met with a variety of solar panel providers to obtain quotes. This was ultimately found to be a waste of time as it did not incorporate FM processes.
2. Sustainable Development offered to pay \$16,000 to consultants to design and cost the 30kW system. The consultants provided a detailed report on costs and payback period.
3. Guided the proposal for funding through FnP and Guild Council, who approved unanimously. Used the whiteboard in GC to great effect.
4. Funding arranged, guided through FM processes. FPG approval was achieved but we struggled at FDC. FDC requested we move the panels to a less visible location, which we obtained approval for from FnP. However we could not get a response from FDC chair Gaye to approve the panels.
5. Set up a meeting directly to the Vice-Chancellor who arranged to approve it via email with Helen Whitbread once certain concerns were met.
6. The consultants have now been engaged to do the detailed design and tender process.

Recommendations

1. Monitor, wait for project completion by Sustainable Development. Be aware that there may still be additional costs down the track.
2. Begin investigating new solar system.



Energy Audit | Level 1

Concept

Renewable energy is an important way of reducing our energy footprint on the planet, but using energy more efficiently is equally important because it a) is often cheaper than energy generation and b) reduces ongoing societal infrastructure costs involving energy supply.

The Guild has a whopping \$200,000+ a year energy bill, even with a reasonably cheap 0.20c/kWh supply agreement with the university. This supply agreement may not last forever significantly increasing Guild bills.

An energy audit looks at all current consumption of electricity and identifies the efficiency saving possibilities.

Action Taken

1. Worked with SD to try to engage Schneider, one of their preferred suppliers. Found them slow, difficult to deal with and ultimately targeting much larger organisations.
2. Sam Begg (President – SEN UWA) contacted Mojarra to try to organise an Audit. We were eventually able to agree to a \$5000 Level 2 audit covering 55% of the Guild.
3. Having conducted the audit, Mojarra provided an encouraging report that was so good we decided to expand the service to the rest of Guild buildings. Mojarra did this for free.
4. Mojarra provided us with two options going forward, to look at lighting and an Energy Management System. We believe it is cost effective to get both, but only on a limited number of Guild Buildings (Science Cafe, Guild Village Cafe). This is because all other buildings are due for renovation anyway, so any lights paid for would need to be re-installed. The total saving of direct implementation falls to just 2-3% of the entire energy consumption, but still pays itself off timely.
5. Notified FM that this was being undertaken. FM has confirmed that this needs to go to Facilities Planning Group for approval to formally bring the project to FM stakeholders. Additionally we have met with the UWA electricians to answer concerns about procurement, upgrades triggering further upgrades, lighting standards etc. FM will also quote on the project.



Recommendations

1. Get Mojarra to requote on doing just the two buildings listed above, and then ask FM to quote as well. Mojarra will provide an adequate level of detail to allow FM to quote as well.
2. Put into the Sustainability Plan a requirement that lighting be upgraded in all capital works going forward, that way we will eventually benefit from nearly the full efficiency quoted in the initial report of about 5%.

Candy Dispenser | Level 1

Concept

For the Orientation period the Guild is required by its SLA to provide some kind of snack to students, and has traditionally done this by providing a bucket load of individually wrapped sweets, such as cool fruits. The sweets have to be individually wrapped due to hygiene issues but this presents a significant waste management challenge. The thousands of small pieces of plastic are difficult to recycle being so small and are more easily littered unconsciously when they fall out of your pocket. The small pieces of plastic then form a danger to bird and marine life, which is just on UWA's doorstep at Matilda Bay and Pelican Point, and later become micro plastics.

Alternatively, using a candy dispenser at orientation presents an opportunity similar to the water bottles – we can use the project to get students used to the idea of not being reliant on disposable packaging and get them to form more positive habits.

Action Taken

1. Lobbied Alex Pond (Director - Memberships) to purchase several candy dispensers for use on orientation. Alex has agreed to put the funding aside.
2. Investigated some nice candy dispensers online. Turns out there are some nice hand-crafted ones made out of wood and glass. This is environmentally preferable as there's no plastic involved.
3. Sent the list of candy dispensers to Alex, who liked the look of them.

Recommendations

1. Continuously follow up with Alex and ensure the candy dispensers are bought and used.



Recycling Black Spots | Level 1

Concept

For the first time, UWA has begun rolling out recycling bins across campus which is a huge win for the community awareness of the recycling programs going on at UWA. However, some locations within UWA have no recycling still, for example the Octagon Theatre. While most recyclables are ultimately captured through the diacom facility UWA uses, the plastics are all downcycled and the facility is very expensive. This process is also invisible to students who often feel there is no recycling at UWA. By increasing the number of recycling bins we are increasing the cost-effectiveness and awareness of the program.

Action Taken

1. Confirmed with Alain Twynham (SD) that the project could feasibly be implemented and that funding was available for it.
2. Jessica Cockerill organised with Environment Department volunteers to look at all locations across campus and compile a list of all places in need of recycling bins. Most locations were covered successfully.
3. Provided Alain with the list. Cleaning Services then procured the bins for us, which are currently sitting in storage awaiting implementation.

Recommendations

1. Engage Environment Department volunteers in an action day to roll out the bins in the specified locations across campus. Alain still has the list, which is also in dropbox.
2. Take care to talk to the cleaning staff (or cleaning supervisor) to ensure that the recycling bins are emptied appropriately.
3. Arrange to discuss feedback with Alain once implemented for a few months.

Bottle-less Vending | Level 1

Concept

To reduce plastic bottle consumption on campus we looked into bottle-less vending machine options; machines that would dispense either water or other flavoured beverages like a soda fountain, requiring your own bottle. We found Freshie (drinkfreshie.com), and ProAcqua (proacquaaustralia.com.au). ProAcqua dispenses chilled, sparkling or still water. Freshie dispenses chilled sparkling or still water and also has flavoured water options.

Action Taken

1. Investigated Freshie and ProAcqua. ProAcqua offered to put in their machines and maintain them, covering all costs. The guild would receive an extremely small profit (almost nothing), but there was no loss. Freshie was offered as an outright purchase of ~\$20,000 for 2 machines, with profits estimated at ~\$1.50 per drink sold, about twice the current profit from bottled drinks sold on campus (though vending machines operate on a rental arrangement that means the guild simply collects profit, the machines are owned and maintained by other companies).
2. Business case was put together with a preference for the purchase of the Freshie machines, citing potential profits and likelihood of the option significantly reducing plastic consumption.
3. Business case deferred by FnP. Risk was seen as too high on the Freshie machines, and ProAcqua thought unlikely to be effective due to card payment system.
4. Freshie negotiations ongoing, looking into potential for rental arrangement similar to current vending options on campus, in which the guild does not have to pay for maintenance/capital on machines, and collects small profit.

Recommendations

1. Discuss trialling ProAcqua because risk is zero.
2. Investigate Freshie alternative options through communication with Freshie representatives. If other options are presented, put together business case and present to FM.



Recycling in Cafés| Level 1

Concept

Now that UWA has rolled recycling bins out across campus and events staff are frequently hiring recycling bins for all events, the only location on campus where recycling is impossible is within the Guild Cafés. This is a significant environmental problem as unlike the university, the Guild does not use the diacom facility for waste disposal. This means that recyclables placed in the general waste bin may not be recovered and therefore the impact of the Guild on landfill may be significant. Further research has identified a very low level of recycling in cafés, with only cardboard being recycled, despite a huge amount of plastic packaging being consumed daily, especially for milk bottles.

Action Taken

1. Discussed with Trish Howard and Alain Twynham (SD) the opportunity to try to get the Guild to align with the University's Waste Contractors, especially seeing as this should reduce costs for the Guild.
2. Engaged Cleanaway, UWA's contractor, to generate a quote for the Guild to use their services when the Guild's contract expires in April 2014. Unfortunately due to staffing issues Cleanaway did not understand the brief given and ended up quoting for UWA, as opposed to the Guild, making the quote useless. Cleanaway also exhibited a lack of understanding of UWA's needs and SD is therefore re-tendering. As a result we are not certain who the new contractor will be or how we can re-align with them.
3. Held meetings with Ken Saverimutto (Director – Catering), Wayne Howells and Alain to work out a strategy for tackling this issue. Wayne has indicated a preference for trialing recycling in a single café to start with and then rolling that out if successful.

Recommendations

1. Create a GC motion to have written into the tender or new contract that the Guild Waste Service Provider will use the diacom facility and provide recycling to the Guild.
2. In consultation with Ken identify a catering outlet for a recycling trial and engage the current waste contractor to put out recycling bins in that outlet. Request that Alain Twynham attend that meeting to provide support.

Bike Loan Scheme | Level 1

Concept

For a while the Environment Department has been looking to create action on the perfect combination of issues – bike loaning is done not only for environmental reasons but also for welfare reasons, to try to make bike riding more accessible. Sustainable Development has expressed interest in setting it up but needs support from the Guild to manage, particularly from the administrative side of things. The bike loan would be covered by a medium sized deposit and a small lease fee to cover costs (set-up, admin).

Action Taken

1. Met with Sustainable Development to be discussing how bikes can be obtained and how the Guild could potentially support the scheme. Agreed that bikes could be obtained from bikes left over on campus, while Guild can support the scheme by administrating the approvals process, financial processes and coordinating between students and SD. SD would be in charge of bike setup and maintenance, storage and helping Guild source bikes.
2. Document written up detailing likely Guild responsibilities. Approval was sought and obtained from Alex (Director, Memberships) and Tony (Director, Corporate Services). Likely costs to the Guild would be less than \$10 per bike per semester, which could be covered by the loan.

Recommendations

1. Continue to work with SD, when they are ready to begin flesh out more details of the plan.



Fair Trade T-Shirts | Level 1

Concept

The concept of Fair Trade is paying producers of goods the appropriate market value of their product. This unfortunately does not happen due to richer countries manipulating free trade and heavily subsidising industries to outcompete poorer nations. This leads to a poverty trap for some producers.

This year the University achieved Fair Trade Accreditation for its massive achievements last year in making sure the majority of coffee consumed on campus is fair trade. Shout out to Trish Howard (SD), Ben Watson (Environment Officer, 2012) for making that happen, especially for making it so that the Guild uses fair trade coffee.

To keep accreditation the University must increase the number of fair trade accredited goods it uses and sells. One high profile way of doing this is to get 2014 Guild T-Shirts fair trade accredited, with the fair trade logo on in a big way.

Action Taken

1. Discussed with Alex Pond (Director – Memberships) the value of getting shirts fair-trade accredited. Alex has begun investigations into the shirts and is known to have a quote from her usual supplier. A quote is also being pursued through Etiko.
2. Discussed with Trish Howard the value of doing this activity, who has indicated some money may be available to pay the difference on shirts.

Recommendations

1. Work with Alex Pond to obtain quote and look into funding arrangements. May not require FnP approval if SD is still willing to cover the difference.



Divestment from FFs | Level 1

Concept

A big campaign which has just begun within the Climate Change space involves looking at the amount of money organisations are investing in fossil fuels, the main drivers of Climate Change. This push is looking at superannuation funds, as well as direct investments from universities and guilds. This push is being led by 350, and 350 Perth are especially interested in divesting Guilds. So far the UWA Student Guild is the furthest along on this process.

Action Taken

1. Held multiple meetings with different representatives from 350, including the national coordinator, local universities coordinator and some state coordinators. Also contacted the ANU group. We eventually settled on a strategy to divest the Guild, using that to leverage the University to divest.
2. Lobbied STAR to include investigating divestment as an election promise, and they were successful in winning the election.
3. 350 Perth introduced us to JustInvest, who gave us details on how divesting and reinvesting could be done. In order to divest we need to approve a set of ethical criteria to give them and have them report back to us what our rate of return would be using our standard portfolio and policies.
4. We have moved a motion for approval at the November GC to have the ethical criteria we have drawn up approved.
5. We met with Sustainable Development to discuss, they recommended we continue the investigation but not divest, instead work to influence the university to partially divest. We also met with 350 Perth for advice the same day. They advised us to work with the university in the knowledge that we could not achieve complete divestment, and when that occurred to divest. When asking, 350 Perth were able to promise that if we took that route that they would follow our messaging strategy and not criticise UWA if asked.

Recommendations

1. Review strategy and pursue accordingly.
2. **Personal Recommendation (Dan Stone):** Request the creation of a new type of sustainable portfolio within UWA's investments and ask for Guild funds to be switched to that. In that way, we can divest from FFs without divesting from UWA, without being confrontational, and being able to spread a positive campaign message about collaboration. Do not divest from the university itself.



This year has been massive for the Women's Department, especially considering the hiatus in previous years. My main aim has been aiming to introduce events and focus on things that come under my umbrella term of "mainstream feminism"; things that affect the majority of the female identifying student body. This has not only involved opening up accounts for the women's department on social media such as Facebook and Tumblr but also attempting to address issues in an unconventional and fun way, through things like the Axe The Tampon Tax petition, Burlesque in the Tav and The Bare Truth.

Women's Room – Guild 100 Goal # 58

In December the Women's Room underwent massive renovations.

The renovations included ripping up the old (and incredibly soiled/ unhygienic) carpet and replacing it with two rugs. We also repainted the room with some free paint. An Air-conditioning/ heating unit has also been procured. The usage of the room is definitely something that could be improved, as well as acquiring a new mattress and bed linen, proper carpet and curtains.

O- Day

While I did hold a stall at O- Day, I mainly chose to roam around and talk to students handing out women's products and condoms, which was quite fun. I would recommend having more people womanning the stall because doing it solo was pretty difficult. There are also a lot of left over showbags with information flyers and freebies in there so I would definitely recommend recycling them for O- Day or another event if possible.

Policy Review

I was invited to assist with the policy reform at the beginning of the year by looking at Women's and Queer policy and worked with a few members of the Feminist Action Network in an attempt to represent a wide range of views and ensure that the Guild would be kept accountable on many issues such as women's safety and bodily autonomy.

Security and Lighting Review

A review process including both the Subiaco Council and the University has been launched thanks to the wonderful Gemma Bothe (PSA President 2013) with some minor involvement from myself on behalf of the Women's Department.

Women's Week

• Hanging the Bra Tree

An incredibly successful event with more than 100 bras to be donated to UPLIFT. At the time of writing Lizzy and I were still getting onto delivering them for donation but this is something I would really recommend doing again because it was heaps of fun, looked amazing and was a really visual way to promote issues and the Women's Department to students. The line and pegs are all still in the women's room for next year ☺

Bra's were dropped off to a representative of Uplift on the 28th of November and we donated approximately 90 bras. Uplift bra's would be incredibly keen to work with the Guild again next year and wished to extend their thanks to everyone involved for the large donation.

- **Women of TED**

Was a poorly attended event, and I think the location and publicity didn't help. I think screening TED talks is an awesome idea, but having more people assist with running the week and having better publicized and more organized events is definitely feedback I would keep in mind.

- **UN Young Women Brunch**

- **UWA University Hop Brunch & Mind The Gap – FAN**

- **Women's Q&A**

Was relatively well attended, had an engaging panel and raised discussions of several key issues including the gender pay gap and rape culture. The UWA Politics Club helped run this and I would really recommend running it again because it was one of the most successful events of the week.

- **Burlesque in the Tav**

Was really well attended, and enjoyable, definitely an event I would recommend running again – even though some people felt “uncomfortable” or “confronted”, that raised some really interesting discussion about female empowerment and sexuality. Joshua Bamford wrote an awesome blog post about it. Running it before Mexicana was coincidental and perhaps didn't encourage the “right” crowd but definitely meant that there was a lot of people there- and most of the audience, men and women alike, really enjoyed themselves. All of the dancers said they would love to come back again and you should find emails from them in the women's email account.

- **Oak Lawn Festival**

We got some negative feedback from some of the attending companies. Under the advice of Andrew from events I decided to “charge” attending groups – clubs managed to get this money back under some admin review loophole and this meant that the event was a lot easier to budget. The idea was to work up to a careers fair sort of event. I think the two biggest problems were the fact that the women's department was relatively unknown and the event was slightly under publicized, and also the orientation of the marque made the event feel closed off and separate.

Self Defense Program

I recognized that the Self Defense program was a really good idea last year; I aimed to continue it this year and negotiated with Cameron Fitzgerald to go “halfies” with the Welfare department which allowed the initiative to fit better into both of our budgets and also opened up classes to male students. Attendance, in the first semester at least, was poor, and I'd probably recommend a lot more advertising to help with this. The emails from the instructor are within the self defense folder in the women's email account.

Axe The Tampon Tax

At the time of writing, the petition (<http://www.change.org/en-AU/petitions/axe-the-tampontax-bloodyoutrage>) was at 45, 219 signatures (with a goal of 50,000) and had been acknowledged by the previous treasurer, Wayne Swan. The campaign is still receiving more than five signatures a day despite a lack of publicity or work in the last few months. Axe the Tampon Tax received rather extensive news coverage nationally, including recognition from Women's Weekly and Cosmopolitan, as well as several radio stations including 6PR;

<http://axethetampontax.wix.com/change>

<http://www.4zzzfm.org.au/news/audio/2013/mar/16/tampon-tax-debate-reignited>

<http://www.au.timeout.com/melbourne/aroundtown/features/2403/axe-the-tampon-tax>

<http://www.mamamia.com.au/social/why-do-women-have-to-pay-tax-on-our-bodies-but-men-can-f-for-free/>

<http://www.theaustralian.com.au/news/latest-news/axe-the-tampon-tax-issue-rises-again/story-fn3dxiwe-122657773273>

<https://www.pedestrian.tv/news/entertainment/petition-to-axe-tampon-tax-makes-good-points-bette/1e704d50-d4d2-4d0b-a97b-6996b6d431df.htm>

<http://www.aww.com.au/news-features/news-stories/2013/2/why-do-we-still-pay-tax-on-tampons>

<http://www.cosmopolitan.com.au/community/cosmo-team/louise-conville/the-tax-that-is-cramping-our-style/>

<http://checksandspots.com/lifestyle/axe-the-tampon-tax-petition/>

I also managed to gain sponsorship from TOM Organic, a women's sanitary product company based over East. They made up some T-Shirts and provided a PR company representative for free to help with Media.

<http://www.tomorganic.com.au/axe-the-tampon-tax/>

Despite all of this, and the petition smashing the combined totals of the two previous petitions tabled to parliament, with the new change of government and the perceived "insignificance" of the issue, it is unlikely that the tax will be revoked. I will be attempting to continue the campaign; one of the major problems at the moment is that the petition is now outdated as it addresses the previous prime minister and cabinet so I will be working on rectifying it and also picking up the slack on liaising with ministers and media about the issues. Thanks also to my successor, Rebecca Doyle, for her enormous assistance in putting me in contact with Senator Louise Pratt, and to Lizzy O'Shea and Molly Dale for their puntastic contribution.

Social Media

I chose to recruit a Media Officer for the busier period of the year, and Sophia Connor did a lot of amazing work on this front, especially helping me with posters and things pertaining to the Bare Truth. She also worked really hard on keeping the tumblr full of amazing posts. We currently have a Facebook, Instagram and Tumblr account, as well as an account with Mailchimp (which allows you to send out cute customized newsletters). Having someone to help out with media is definitely not essential; I chose to because with the combination of The Bare Truth and Axe the Tampon Tax, as well as my studies, I didn't have time to keep up a constant social media presence.

We also used the platform HootSuite to integrate all of our posts (Facebook, Twitter, Instagram and Tumblr are all compatible and it really helped – Alex Pond can help out with this). All of the passwords and account names are in the Women's Handover Folder.

The Bare Truth

Aimed to address self-esteem and body image issues in young women, focusing, in particular, on issues born from eating disorders. At foremost, the magazine provides a much needed space for young women to speak candidly about their own experiences and struggles. By empowering individual women to see themselves outside of the harsh gaze of the

mainstream media *The Bare Truth* establishes a support-network where women can inspire each other and tackle difficult personal issues together. Finally, through the sales of the magazine, the campaign raises funds for The Butterfly Foundation. The Butterfly Foundation is an Australian charity organisation which does incredible work for those with eating disorders; providing online information and support, running emergency helplines, and organising campaigns similar to this one, all in an effort to raise awareness and reduce stigma. All personnel are current or former students of the University of Western Australia and are participating in the campaign voluntarily. Our models are from a wide range of ethnic backgrounds, body shapes and walks of life. This represents not only the diversity of race and physical appearance in women that is not atypically showcased by the mass media, but also is in an effort to discuss the growing problem of self esteem and body image issues, as well as eating and mental disorders, from a variety of perspectives. Alex and Kate from the design department have provided much needed assistance making the magazine look good. At the time of writing, the donation to the Butterfly Foundation was set at just over \$1900, with the costs of printing offset for the Guild. This is an enormous achievement that I am incredibly personally happy with, and I would like to extend my thanks again to Alex and Kate from the Guild Design Department, our photographer Lauren Gilbert, and our Editor Annabel Hennessy, as well as all of the models and contributors and staff for their enormous efforts in the creation of this magazine.

My plan for 2014 is to run a statewide issue of the magazine that also includes men and all five universities.

Mid Year/ Orientation Camps 100 Goal # 22

In accordance with our Guild 100 Goal to involve input from the Women's Department on all camps in 2013, I have met with events regarding Mid Year Camps and put my name forward to be involved should a discussion on Orientation Camps begin.

Toilets

I met with Gary Jones several times about getting sanitary dispensing machines in the Girls toilets in six areas as well as having many toilets cleaned out and possible refurbished. Maddie Mulholland also helped out with this. I have emailed facilities maintenance several times to ask for an update but unfortunately at the time of writing received no reply.

Improve Fac Soc Collab – Guild 100 Goal #60

I have contacted several FacSoc Equity Officers in an attempt to meet with them to discuss what they have accomplished this year and any plans they have for the rest of the year. I managed to have a casual discussion with a few representatives but unfortunately little movement was made on this front. My aim was always to have a more formal committee structure but without being superfluous this was hard to achieve; I believe Cam Barnes' committee restructuring is a great solution to this however.

Guild 100 Goals #59 – Involve supporters of the department

I did attempt to hold a women's issues forum in early semester two unfortunately no one attended. Having a form of supporters group, like Bec's Knit That and Chit Chat is a truly excellent way to improve this, and I commend her on this idea. ☺

Women's Health Poster Series

Towards the end of the year I worked very hard with the Design department and the health

promotions unit to publish a women's health poster series that covers breast and cervical cancer, sexual assault and consent, contraception and STI's. I'm still attempting to get in touch with facilities maintenance about hanging these from the back of doors in female toilets across campus, and have therefore not yet gone to print.

Ideas for Next Year

The one major event missing from this year's calendar was The Vagina Monologues – I received some emails from the Curtin Women's Department regarding the event but as far as I'm aware nothing got off the ground. I would also love to see a bigger and better women's week celebration, as well as a Blue Stockings Week celebration that I neglected to hold this year.

I'd also love to collaborate with the Women's Department in upcoming years to continue publishing the Bare Truth and expand it as a publication because it was a lot of fun and a truly successful campaign.

Rape culture on campus and a general sense of students being disenfranchised or "not convinced" by the necessity of feminism has been one of the biggest challenges this year. I think a lot of students don't feel the need to identify as feminists and don't see what the point is; which is obviously a rather prevalent issue. The women's department is also not as well known as I would like it to be across campus.

I would like to congratulate Bec Doyle on her election as Women's Affairs Officer for 2014 and wish her all the best for her endeavours. I would also like to thank the 2013 Hundredth Guild Council for their support throughout the year; it has been a great pleasure working with you all towards our goals. Congratulations on your hard work and achievements.

Useful Contacts

Med Centre 6488 2118

UWA Security
6488 2222

Sexual Assault Resource Centre
Crisis Line - 08 9340 1828
Free Call - 1800 199 888

Lifeline- 13 11 14

Butterfly Foundation Eating Disorder Helpline - 1800 ED HOPE/ 1800 33 4673

UWA Counselling Services:
<http://www.student.uwa.edu.au/life/health/counselling>

Self Defence
Debbie Clarke
Southerncrossbujutsu
Ph: 0413 344 111
www.southerncrossbujutsu.com.au

dclarke@southerncrossbujutsu.com.au

Joanne Suckling

Breast Cancer WA

jo@breastcancer.org.au

Handover Checklist

- Received handover folder
- Social Media handover (mainly for tumblr and facebook pages)
- Handover of projects – overview of plans for Bare Truth 2014, continuing Axe The Tampon Tax
- Basic events management How To's
- Useful Contacts



This year the queer started off with Zeph, Sivaroobini and Para as queer officers. They ran an O-Day stall and then a welcome picnic at the beginning of the year. Discussion groups and movie nights were also run during the first semester.

Para and Sivaroobini had to leave the job midway through semester for personal reasons so we ran another election, Kate was the only candidate and the winner. Since Zeph had left university by this stage there weren't many events run for a while.

Midyear we elected another officer, myself, to replace Zeph. Kate and I decided to hold an end of semester party at the end of the year.

Second semester had more frequent events including skill shares with the Juggling club, movie nights, discussion nights and the occasional night out in Perth with dinner. During this time our membership grew.

We participated in RUOK day and ran UWA Pride Week as well as getting involved with the production of Querelle Magazine and meeting people around Western Australia involved in queer equity and activism at a meeting with the US consulate.

We held an election to replace Kate at the end of semester two and Laura was elected.

Finally we introduced two changes to for our own regulations: That there can only be two official officers at any time and that a position should be preferenced to someone who isn't a cisgendered male.

The changes to the room this year have been a replacement of carpet and during the break we plan to replace the couches.

Felix Lim | ISS Director

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009
iss@guild.uwa.edu.au | (08) 6488 2289 | iss.guild.uwa.edu.au

Introduction

The purpose of this report is to provide an overview about what ISS has done in 2013 and some recommendations going forward.

1. Overview of 2013

Month	Activities	ISS Events	Remarks
December (2012)	- Designing new ISS logo	-	Summer Break
January	- ISS logo finalized - Facebook page set up - Designed committee tee - Panelist for Pre-Departure Talk in Singapore (organized by UWA International Centre)	-	Summer Break
February	- Lighthouse magazine sent for print - Distribution of Lighthouse during International Orientation Week	- O-Day Festival	Committee members returned back for O-Day
March	- Recruitment of Ordinary Committee Members (ISS & MCW)	- Welcome Barbecue - ISS Affiliates Night - MCW Information Session - Harmony Week	-
April	- Online edition of Lighthouse uploaded - Committee Cohesion and Training	- ISS Rottneest Trip - MCW Swedish Meatball Day	-
May	- International Students Council (1st meeting)	- ISS River Cruise - ISS Soccer Tournament	-
June	- Panelist for Pre-Departure Talk in Singapore (organized by UWA International Centre)	-	-
July	- 4 executives attended CISA Conference - Secured pro-bono migration agent	- ISS Welcome Barbecue (Sem 2)	Winter Break

August	- Distribution of Sem 2 Lighthouse - Amended ISS Constitution passed in GC - Security Future Direction passed in GC - International Students Council (2nd meeting)	- Club Carnival - ISS Health and Wellbeing Month - International Week (in collaboration with UWA CareerHub)	-
September	- First edition of ISS e-Newsletter via International Centre	- ISS Health and Wellbeing Month - ISS Badminton Competition - ISS Flea Market - ISS EGM	Motion for EGM: That the EGM approve the amended ISS Constitution, as endorsed by both Statues Committee and Guild Council. (PASSED UNANIMOUSLY)
October	- Election for 2014 Committee - ISS Director Honour Board passed in GC	- ISS Flea Market - Multicultural Week 2013 - ISS AGM - MCW Krispy Kreme Fundraiser	-
November	- Handover Preparation	-	-

2. January 2013

ISS Lighthouse Magazine

Lighthouse magazine is into its final editing stages, before printing. It is on track to be ready for Orientation 2013. From 2013, a hard copy of the magazine will only be printed for new International students. Existing students will be able to access the magazine online. This is part of ISS's efforts to be environmental friendly.

Budgeted Cost: \$2,000

Actual Cost: waiting for invoice from UniPrint.

Facebook Page

ISS is in the midst of creating our official Facebook page. It should be ready before O-Day.

Budgeted Cost: none

Actual Cost: none

ISS Logo

ISS is in the midst of designing a new logo. Stay excited as we continue to revamp the image of ISS.

Budgeted Cost: none

Actual Cost: none

O-Day Festival

ISS, together with MCW, is having an O-Day Festival stall on 22nd February 2013.

Budgeted Cost: \$500

Actual Cost: \$480

3. February 2013

ISS Lighthouse Magazine

I am pleased to inform the Council that ISS has managed to distribute the Lighthouse magazines to the International Students during International Orientation Week. Copies of the magazine will also be made available during O-Day Festival. Going forward, we will have emails sent out to International students to let them know about the online copy.

Budgeted Cost: \$2,000

Actual Cost: waiting for invoice

Facebook Page

Our Facebook page is already up and running. We are aiming to receive 100 likes before O-Day Festival. Do like us on <http://www.facebook.com/UWAIInternationalStudentsService>

Budgeted Cost: none

Actual Cost: none

O-Day Festival

ISS, together with MCW, is having an O-Day Festival stall on 22nd February 2013. For every sign-up, student will be entitled to a goodie bag which contains some ISS merchandise and old editions of magazines, a chilled can of drink and a \$5 voucher that is valid for any ISS events in 2013.

Budgeted Cost: \$800

Actual Cost: \$480 (stall); \$229 (drinks)¹

Multicultural Week 2013

As with every Multicultural Week Committee in the past, one of the major goals for the committee is to out-do the efforts of the years before, creating bigger and better events, allowing us to raise multicultural awareness to larger communities each year. However, with the need for more resources in order to achieve this goal, as well as general inflation, total expenditure each year will increase. This means that the committee needs to push in two areas: marketing and sponsorships, and grants.

The MCW team has already begun to source for grants.

2012 saw the introduction of Krispy Kreme Fundraiser. The response was great. Hence, we are going to roll out more fundraisers throughout the year to raise the required funds.

Budgeted Cost: none

Actual Cost: none

4. March 2013

Lighthouse Magazine

Still currently waiting for the online edition of Lighthouse to be uploaded. Once uploaded, we will contact International Centre and have it send out to all international students on campus.

¹ Amount not yet claimed from Guild Finance

Budgeted Spending: \$2,000

Actual Spending: waiting for invoice (since end-Feb)

Welcome Barbecue

Event was held on 5/3/2013 at the Oak Lawn. Main objective was to raise awareness about ISS on campus. 200 additional sign-ups were obtained from this event.

Budgeted Spending: \$370

Actual Spending: 290

Rottnest Day Trip

This is a follow-up to last year's event that received a positive response from those who attended. Purpose of event is to allow international students the opportunity to experience Western Australia at a more affordable cost. Currently negotiating group package price with Rottnest Express. Expecting 50-60 students for the event. Will be held during the Mid-Semester break.

Budgeted Spending: \$1500

ISS Affiliates Night

To be held on 25/3/2013. To further increase the number of affiliates under the ISS umbrella. Other International clubs, colleges' res-club representatives, members of the UWA Student Guild will be there. At the same time creating awareness of ISS to the other clubs and hopefully to create a bond with them.

Budgeted Spending: \$300

ISS Soccer Tournament

Aim of holding a soccer tournament in UWA is to get students to participate in a league style competition, whereby top 3 teams will receive prizes. A team should consist of 5 to 6 people. Targeting about 10 teams for the whole event.

Budgeted Spending: \$800

ISS River Cruise

Event will be held in end April. Social networking party organised for International students.

Budgeted Spending: \$2,000

MCW Information Session

Held on 7/3/2013. To date, we have a total of 86 members in the MCW committee. All sub-departments showed an increase in membership size. We are on track for an even bigger MCW this year.

Harmony Week

It will be held on 26/3/2013. A stall will be stationed on Oak Lawn from 12-2pm. 3 mini-games will be organised. We will be giving out Harmony Week merchandise too.

Budgeted Spending: \$70

5. April 2013

Lighthouse Magazine

Online edition of Lighthouse has been uploaded. In the process of contacting International Centre and have it send out to all international students on campus.

Budgeted Spending: \$2,000

Actual Spending: \$3,239.50

ISS Committee Cohesion

Date: Saturday, 23/3/2013

Time: 10am – 2pm

Venue: Guild Council Meeting Room and James Oval

Objective of the event was to build a strong and cohesive team through the encouragement of effective communication, teamwork, problem solving and decision making skills. 22/27 committee members attended the event. A total of three games and two icebreakers were carried out in accordance with the event objective.

Budgeted Spending: \$150

Actual Spending: \$120.55

ISS Rottneest Trip

Date: Tuesday, 2/4/2013

Time: 9.30am – 4.45pm

Objective of the event was to provide international students with the opportunity to explore the island at a cheaper cost and to encourage a healthier lifestyle through physical activity. A total of 66 tickets were sold at a cost of \$35 per person (original price \$53.80) inclusive of two-way ferry ride and bike hire. Overall

The response for the event was very good with tickets selling out by 2nd day of ticket sales.

Cost of Purchasing Tickets: \$3550.47

Revenue from Ticket Sales: \$2,328

Budgeted Spending: \$1,500

Actual Spending: \$1,222.47

Health and Wellbeing Month

Date: Mid-August to Mid-September

Objective of the event is to raise awareness about the importance of health and wellbeing among international students and to provide them with the knowledge and resources to achieve a more balanced lifestyle. Focus will be on organizing fun and engaging activities and initiatives relating to 1) food and nutrition, 2) exercise, 3) mental health and stress, and 4) social support, homesickness and culture shock. First committee meeting will be held on Friday (19/4/13).

FitforStudy has agreed to collaborate with us for the month. Currently seeking collaboration with UWA Sports and Counseling and Psychological Services.

Budgeted Spending: TBC

ISS Affiliates Night 2013

Date: 25 March 2013

Time: 6pm to 8pm

To further increase the number of affiliates under the ISS umbrella. Other International clubs, colleges' res-club representatives, members of the UWA Student Guild will be there. At the same time creating awareness of ISS to the other clubs and hopefully to create a bond with them.

Budgeted Spending: \$500

Actual Spending: \$575

ISS River Cruise

Date: Friday, 10 May 2013

Time: 8pm to 11pm

A social networking party organised for international students. Shuttle buses will be catered to ferry students from UWA to the jetty. Event is still currently in the planning stage. Ticket sales should start by week beginning 29 April 2013.

Budgeted Spending: \$2,000

ISS Soccer Tournament

Date: TBC

Seeking collaboration with Singapore Student Society (SSS). Aim of holding a soccer tournament in UWA is to get students to participate in a league style competition, whereby top 3 teams will receive prizes. A team should consist of 5 to 6 people. Targeting about 10 teams for the whole event.

Budgeted Spending: \$800

Harmony Day Celebrations

Harmony Day was MCW's first event run in 2013. It was run under the broader Harmony Week Project conducted by the Western Australian Department of Immigration and Citizenship. The crowd drawn from the public was much greater than expected.

Swedish Meatball Day

Date: 23 April 2013

April 23 will mark MCW's first fundraising event. In order to expand on what people see as a largely Asian-oriented society, we will be bringing in Swedish culture in the form of meatballs to raise funds for later in the year.

Funding for MCW

LotteryWest has expressed an interest in funding external media and advertising for Multicultural Week in 2013. Going forward, we are sourcing quotes for bus, taxi, magazine, newspaper and various other forms of advertising. The Vice Chancellery Grant is being worked on, and is being assisted by Cameron Barnes.

6. May 2013

Health and Wellbeing Month

Date: August 19 to Sep 13 2013

The objective of the event is to raise awareness about the importance of health and wellbeing among international students and to provide them with the knowledge and resources to achieve a more balanced lifestyle. Focus will be on organizing fun and engaging activities and initiatives relating to 1) food and nutrition, 2) exercise, 3) mental health and stress, and 4) social support, homesickness and culture shock. FitforStudy, UWA Sports and UWA Counseling and Psychological Services (CAPS) have agreed to collaborate during the month.

Budgeted Spending: \$1,500

Semester 2 Lighthouse Magazine

The editor is currently in the process of finalising the articles for the second edition of the Lighthouse magazine. It will be sent to print during the winter break. Publication should be ready for distribution before Semester 2 Orientation

Budgeted Spending: \$1,800

ISS River Cruise

Date: Friday, 10 May 2013

Time: 8pm to 11.30pm

This event was organized to create a platform for both international and domestic students to interact and network in a casual setting. Event was a sell-out. Positive feedback received at the end of the night. Positive spillover effects were observed when the photo album is uploaded onto the Facebook page.

Budgeted Spending: \$2,000

Actual Spending (after deducting revenue from ticket sales): \$1783.49

ISS Soccer Tournament

Date: Saturday, 18 May 2013

Time: 12pm to 5pm

Collaborated with Singapore Students Society (SSS). Event was successful despite the short time frame to get teams in. A profit of \$245 was recorded at the end of the event (profits split 60:40 as stated in the collaboration agreement)

Budgeted Spending: \$800

Actual Spending: \$49

Share of Profits: \$98

Remaining Profits: \$(98-49) = \$49

International Students Council

Annie and I have finalized the structure of ISC.

First ISC session will be held on 30 May 2013, 6-7pm. Am currently in the process of finalizing agenda and contacting the relevant parties involved.

The main objectives of ISC are

1. Build relationships among all international clubs and colleges
2. Have a common goal of representing international students on UWA campus, leading to better engagements
3. Embrace the multicultural environment that we are in

7. June 2013

Health and Wellbeing Month

Date: August 19 to Sep 13 2013

The objective of the event is to raise awareness about the importance of health and wellbeing among international students and to provide them with the knowledge and resources to achieve a more balanced lifestyle. Focus will be on organizing fun and engaging activities and initiatives relating to 1) food and nutrition, 2) exercise, 3) mental health and stress, and 4) social support, homesickness and culture shock. FitforStudy, UWA Sports and UWA Counseling and Psychological Services (CAPS) have agreed to collaborate during the month. The team is currently working on marketing ideas for the event and promotion will start latest by mid-July.

Budgeted Spending: \$1,500

Semester 2 Lighthouse Magazine

Am into its final stages of designing and confirming the advertisements we will be having. It will be sent to print during the winter break. Publication should be ready for distribution before Semester 2 Orientation

Budgeted Spending: \$1,800

Multicultural Week

MCW recently published an advertisement on a public domain. It can be found here:

<http://www.thesenior.com.au/Entertainment/Company/Multicultural-Week-2013/Multicultural-Week-2013>

International Students Council

First ISC session was held on 30 May 2013, 6-7pm. Turnout and engagement were great during the meeting. Many thanks to Cam, Annie, Maddie and Tom for coming down to help facilitate the Council's discussion.

The main issues identified in the first ISC are:

1. Security in UWA can be strengthened, both on and off campus. Out of the 5 residential colleges, only 2 (Unihall and Trinity) have security guards working at night. All 5 residential colleges have Residents Advisers on duty at night.
2. Many welcomed the idea of having a consolidated calendar to lock in the dates for their respective events. This can help to prevent future clashes of events.
3. Issues were raised as to whether it is possible for the Guild to compile a list of dates when are the mid-semester exams. Hendo mentioned that there is actually a stipulated period for mid-semester exams to be held.

Appendix 1: More information can be found in the meeting minutes

8. July 2013

Health and Wellbeing Month

Date: 19 August to 13 September 2013

The objective of the event is to raise awareness about the importance of health and wellbeing among international students and to provide them with the knowledge and resources to achieve a more balanced lifestyle. Focus will be on organizing fun and engaging activities and initiatives relating to 1) food and nutrition, 2) exercise, 3) mental health and stress, and 4) social support, homesickness and culture shock. FitforStudy, UWA Sports and UWA Counseling and Psychological Services (CAPS) have agreed to collaborate during the month.

Semester 2 Lighthouse Magazine

Publication has been distributed during Sem 2 Orientation. Leftover copies are available in the Guild

Budgeted Spending: \$1,800

Actual Spending: awaiting for Alex

Flea Market

Date: 12 October 2013

This event creates a chance for students to sell some of their stuffs. As we know graduating students accumulate a lot of stuff throughout their course of study and most of such items can't be brought home. Therefore, ISS has decided to organize a flea market for students to sell these items. We are not only targeting the international students but also the domestic students and students from other university in WA.

CISA Conference 2013

Date: 8-12 July 2013

CISA Conference was a good platform for us to better understand about the ongoing initiatives taken by various government departments and organizations that are interested in international students' issues. It is pleasing to know that WA is probably one of the better states for international students to pursue their education. In addition, it is clear that UWA has a strong relationship between the UWA staff and the student representatives. A new CISA committee has been elected and there are three committee members from WA. The student representatives from WA recognize the need to set up a CISA WA branch.

There are several key issues discussed during the CISA AGM:

1. Student Services and Amenities Fee
 - a. The AGM noted that many students are unaware of SSAF and there should be better awareness about why it is been charged and what does it goes towards.
 - b. The AGM also highlighted that if SSAF is implemented, international students should have access to SSAF and distribution of SSAF.
2. Employment
 - a. The AGM noted that international students face difficulty to find casual, part time, or full time employment. It is even more challenging if there is a practical component in the course structure.
 - b. International students are more vulnerable to getting cheated by their employers. Employment rights should be communicated to international students, such as equal opportunity rights and minimum wage law.
3. Student Accommodation
 - a. Accommodation should be made affordable and safe. All students can face the difficulty of finding suitable accommodation.
 - b. Credibility of home-stays can be questionable. International students who require home-stay are advised to tap on the expertise of Australian Homestay Network

9. August 2013

Health and Wellbeing Month

Date: 19 August to 13 September 2013

All events have been finalized. First event will be a Yoga class organised by UWA Sports on Tuesday 20/8/13. From a marketing standpoint, teaser posters and event page have been done. Instagram competition has been announced. Stall duty to promote the month and encourage sign-ups will be starting from 19/8/13 Monda Total of \$1905 allocated for budget; so far \$560 spent within budget.

Budgeted Spending: \$1,905

Actual Spending: \$560 as of 18 August 2013

International Week, in conjunction with UWA CareerHub

Date: 26 August to 30 August 2013

Objectives of the week are to increase international students' employability in Australia and to educate international students about work rights and the prerequisites for securing employment in Australia. The events have been finalized by CareerHub and can already be registered for through the CareerHub webpage. We are currently promoting the Week through various avenues (ISS Announce, G-News and ISS Facebook Page) and planning for the BBQ on Friday which will cap off the week.

Budgeted Spending: \$250

Actual Spending: TBC

Semester 2 Lighthouse Magazine

Publication has been distributed during Sem 2 Orientation. Leftover copies are available in the Guild

Budgeted Spending: \$1,800

Actual Spending: awaiting for Alex

ISS Badminton Competition

Date: 7 September 2013

Venue: UWA Recreation Centre

In collaboration with ISS Health and Wellbeing Month, the social department of ISS decides to organise a badminton competition during the Health and Wellbeing Month. Scope of the event is to promote a healthy message across to international students. Instead of studying or partying, students should engage in a friendly sport and have a well balance lifestyle during the course of study in UWA. We will be targeting 20 teams for mixed doubles or men's doubles.

Budgeted Spending: \$250

Actual Spending: TBC

ISS Flea Market

Date: 12 October 2013

This event creates a chance for students to sell some of their stuffs. As we know graduating students accumulate a lot of stuff throughout their course of study and most of such items can't be brought home. Therefore, ISS has decided to organize a flea market for students to sell these items. We are not only targeting the international students but also the domestic students and students from other university in WA.

Budgeted Spending: \$2,000

Actual Spending: TBC

Multicultural Week (MCW)

Date: 7-11 October 2013

- Monday October 7: Haunted Treasure Hunt
 - Tuesday October 8: Opening Ceremony
 - Tuesday October 8: Centenary Games
 - Wednesday October 9: Quiz Night
 - Thursday October 10: Spring Feast
- There will be no event on Friday, October 11.

Subiaco Council Issues

After much discussion over the past 10 months between the Multicultural Week Directors, the UWA Student Guild and the City of Subiaco Council, progress has been made on getting around a serious set of regulations put in place in the City of Subiaco Food Act of 2008. The issue has to do with independent student-run food stalls needing to donate all their profits to a charitable organization. The issue can be overcome by a letter from the Guild Catering Director, granting access to registered people to cook and sell food produced in the Guild Kitchen; and a series of instructions to be presented to stallholders using the facilities about the safe transfer and storage of food products.

Funding

Funding has fallen short after receiving notice that the requested \$50,000 grant from the Department of Immigration and Citizenship's Diversity and Social Cohesion Program was denied. The next two key grants in line are the Vice-Chancellery Grant and the newly introduced Alumni Grant. We are yet to hear back from either of these.

Fundraising

The Krispy Kreme Fundraiser is currently due to go ahead on October 16, after Multicultural Week. The originally anticipated date was September 17, but after trying to book it almost 2 months in advance, we were told that Krispy Kreme is fully booked out until October 10. A booking has been made for October 16, and should any dates open up before that, we will take it.

International Students Council

Second ISC meeting was held on 8 August 2013.

Gave updates regarding the CISA Conference, Security campaign and the ISS Newsletter. In addition, ISC has decided that we shall bring BONDAGE back this semester. Annie and I will be spearheading the coordination of the event.

Two main welfare/education issues raised during ISC are: scholarships for international students and the request to have examination dates released earlier.

A motion was moved regarding the request to have examination dates released earlier:

MOTION: That ISC urges the University to release final examination dates earlier for international students to book their flights back home.

Moved: Hubert Heng (Unihall). Seconded: Tori Hann (UWA French Club)

Motion passed unanimously.

Met up with Kelly Smith, Director of International Centre, to give update on what was discussed at the second ISC meeting and also arranged with him on how the ISS Newsletter will be distributed.

Appendix 1: More information can be found in the meeting minutes

10. September 2013

Health and Wellbeing Month

Date: 19 August to 13 September 2013

HWM provided international students with opportunities to get involved in health-related events for free. Based on the number of hits on the HWM event page and the individual events promoted on the ISS Facebook Page, a significant number of people were aware of the month-long initiative and ISS' collaboration with the various UWA departments. This hopefully familiarises the cohort with some of the services provided on campus. However, the online interest did not translate to strong attendance at the events, which prompted the decision to open the events to all students; not just international students, the initial intended audience. Hence, only a limited number of international students would have gained some strategies, skills and resources to effect healthy lifestyle change.

Though not a pre-determined aim, the HWM managed to raise the profile of ISS among the UWA student community. A total of 99 new likes was registered on the ISS Facebook Page between 12/8/13 and 11/9/13. The event also fostered stronger relations between ISS and the various UWA Departments, opening the door for future collaborations.

Budgeted Spending: \$1905

Actual Spending: \$1189.37

International Week

Date: 26 August to 30 August 2013

Objective:

1. To increase international students' employability in Australia
2. To educate international students about work rights and the prerequisites for securing employment in Australia.

Time	Event	Venue	Bookings (capacity)	Attendance (estimate)
Monday 26 August 1pm	Marketing Yourself in Australia	Social Sciences Seminar Room 2204	62 (30)	TBC
Tuesday 27 August 1pm	On the Couch with the Recruiters	Murdoch Lecture Theatre	82 (200) 40%	60
Wednesday 28 August 12pm	Developing Leadership Skills	Social Sciences Seminar Room	21 (30) 70%	9
Wednesday 28 August 1pm	Don't Get Ripped Off! Know Your Rights.	Social Sciences Seminar Room 2202	30 (30)	14
Thursday 29 August 12pm	Passing the IELTS – Hints and Tips	Murdoch Lecture Theatre	52 (200)	30
Friday 30 August 12pm	Department of Immigration and Citizenship (DIAC) seminar – Want to work in Australia? Latest information about General Skilled Migration	Social Sciences Lecture Theatre 1	103 (300)	150

Response in terms of bookings was positive. Two of the six events were fully booked. The other four events had a booking rate of 25-70%. However, apart from the DIAC seminar, the attendance for the remaining events was less than the expected bookings. As many as 50% who

booked did not turn up for the Developing Leadership Skills seminar and the 'Don't Get Ripped Off! Know Your Rights' seminar. Students who did not attend failed to send an email to CareerHub or unbook themselves from the event.

Budgeted Spending: \$250

Actual Spending: \$246.45

Semester 2 Lighthouse Magazine

Publication has been distributed during Sem 2 Orientation. Leftover copies are available in the Guild

Budgeted Spending: \$1800

Actual Spending: \$2800

ISS Badminton Competition

Date: 7 September 2013

Venue: UWA Recreation Centre

In collaboration with ISS Health and Wellbeing Month, the social department of ISS decides to organise a badminton competition during the Health and Wellbeing Month. Scope of the event is to promote a healthy message across to international students. Instead of studying or partying, students should engage in a friendly sport and have a well balance lifestyle during the course of study in UWA.

Budgeted Spending: \$250

Actual Spending: TBC

ISS Flea Market

Date: 12 October 2013

This event creates a chance for students to sell some of their stuffs. As we know graduating students do accumulate a lot of stuff throughout their course of study and most of such items can't be brought home. Therefore, ISS has decided to organize a flea market for students to sell these items. We are not only targeting the international students but also the domestic students and students from other university in WA.

Budgeted Spending: \$2,000

Actual Spending: TBC

Multicultural Week (MCW)

Subiaco Council Issue

The Subiaco Council issue regarding the sale of food items for profit has been resolved. After much discussion, stallholders must be students who sign up under ISS. Guild Catering is working with the Multicultural Week Committee to provide stallholders with information about health and safety procedures.

Funding

Funding from the Vice Chancellery has come through. A grant of \$30,000 was requested, however \$10,000 was granted.

We are now waiting to hear back from the Alumni Grant.

Registrations

Registrations for Spring Feast stalls have been very good. It has slowed down, but we aim to push for many more before the last day.

Event registrations are not going as well. More advertising and promotion is required. Once prizes are announced, we will more likely gain more registrations.

Advertising

Web and print advertising through newspapers have gone through, and are already in effect. Radio and Bus Stop advertising is beginning soon.

International Students Council (ISC)

After a discussion between Annie and Maddie, it is of the best interest that BONDAGE be postponed to the next year. The main reasons are a lack of response from clubs and also the tight time frame.

Scholarships access for International Students is currently looked into. A draft paper has been prepared and will be presented to International Centre in October.

ISS EGM

The EGM was for the discussion of the following business:

Motion: That the EGM approve the amended ISS Constitution, as endorsed by both Statues Committee and Guild Council.

Result: Motion has been passed unanimously on 10 September 2013

11. October 2013

ISS Flea Market

Good amount of student run stalls. Awareness of the event can be improved with better publicity.

Budgeted Spending: \$1800

Actual Spending: \$913

Multicultural Week 2013

Haunted Treasure Hunt

- 14 Teams of 2 players
- 27 Treasures hidden across the UWA Campus
- 27 Riddles leading players to the treasures
- Scoring was 1 point for correct location, 1 point for correct treasure.
- Winning team scored 26 points
- Prizes
 - 2 Animal Onesies
 - 2 \$30 iTunes Gift Cards
 - 2 Comic-Themed T-Shirts sponsored by ComicZone
 - 4 Free Drink Vouchers sponsored by RocketFuel

Quiz Night

- 17 Teams of about 6 people
- 6 Rounds
- Prizes included:
 - 6 iPod Shuffles sponsored by IDP Education Perth

- 2 sets of 6 Free Drink Vouchers sponsored by RocketFuel
- 6 \$50 Travel Vouchers sponsored by JoyTours
- Comic Book Set sponsored by ComicZone
- Book Set sponsored by White Dwarf Books

Spring Feast

- 61 Stalls present at the event
- Expansion onto Oak Lawn very well received
- Expansion lead to the ability to hold up to 85 stalls
- All performances were volunteered, except for the Lion Dance
- 17 Raffle Draws with most prizes donated
- Number of entries reached around 5,000 people (3,000 in 2012)
- Given to all Stallholders at Spring Feast
 - Average score of Spring Feast Overall: 8.7/10
- Distributed to visitors leaving Spring Feast through the main entrance
 - Average score of Spring Feast Overall: 8.2/10

ISS AGM

- The AGM had distinguished guests attending:
 - Kelly Smith (Director of International Centre)
 - Cameron Barnes (100th Guild President)
 - Amir Nourani (CISA Treasurer)
 - Sam Shipley (Trinity ResClub President)
 - Darren Ho (Trinity ResClub Treasurer)
 - Sam McKeon (Trinity ResClub President-Elect)
- Apologies were received from the following people:
 - Tom Henderson (Guild President-Elect)
 - Jimson Tan (Unihall ResClub Vice-President)
- The 2014 ISS Committee was elected at the AGM
 - Executive Secretary: Celine Tham
 - Executive Treasurer: Yijing Soh
 - Deputy Director - Social: Jess Tan
 - Deputy Director - Welfare & Education: Sharmini Thiagarajan
 - MCW Managing Director: Justine Wong
 - Design/Marketing Officer: Nicholas Poh
 - Social Secretary: Yvonne Low
 - Liaison Officer: Yan Chao Loke
 - Welfare and Education Officer: Sin Nee Seow
 - The position of Lighthouse Editor is left unfilled at the AGM
 - and the leader of this team of dedicated group of international students: Kenneth Woo, who was elected in the recent Guild Election
- The AGM also acts as a symbol of handing/taking over. I would like to thank everyone from ISS Committee 2013 for being part of this journey with me, and I sincerely wish the 2014 ISS Committee all the best in the coming year.

12. Finance

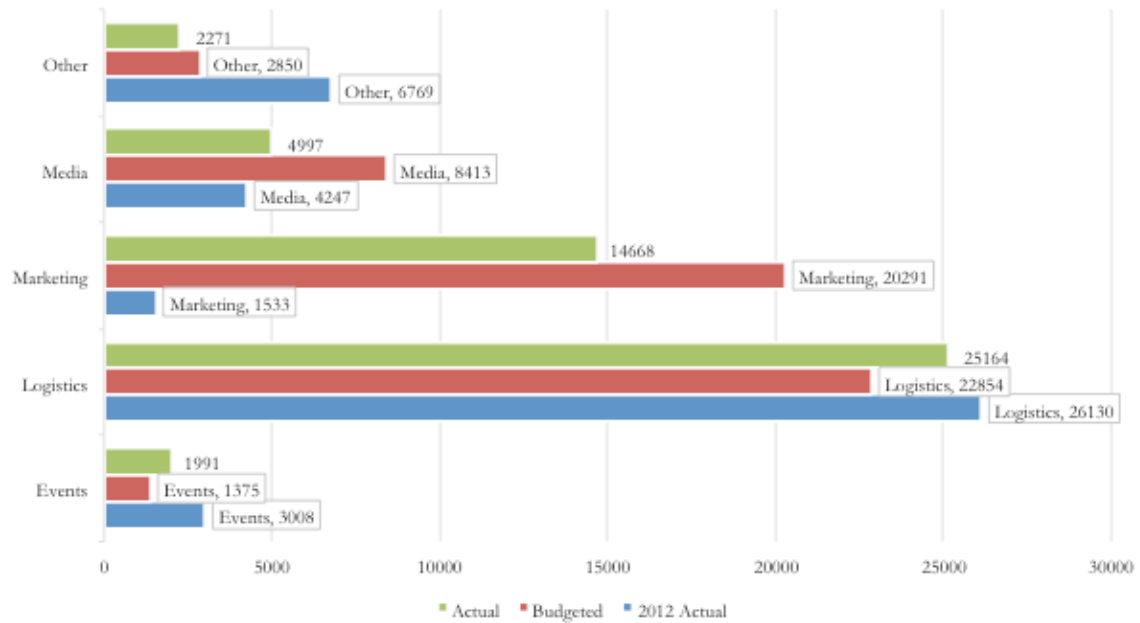
Welfare & Education Department's budget sheet for the year 2013:

Items	Allocated Budget	Expenditure	Revenue
Fresher Welcome	360.14	290.46	20
Teambuilding	300	105.95	-
Rottnest Day-Trip	1500	1241.70	-
Health and Wellbeing Month*	1655	1189.37	-
International Week	250	246.50	-
Lighthouse	4500	6731.45	2942.50
Total:	8565.14	9805.43	2962.50
Balance:		6842.93	

Social Department's budget sheet for the year 2013:

Events	Allocated Budget	Expenditure	Revenue
ISS Affiliates Night	400	575	-
ISS River Cruise	4595	5133.49	-
SSS & ISS Soccer Event	400	-	90
Club Carnival	-	-	-
ISS Badminton Competition	450	391.9	-
ISS Flea Market	1800	913	-
Total:	7645	7013.39	90

Multicultural Week Department's budget sheet for the year 2013:



Conclusion

Information is correct as of 24 November 2013. I will like to take this opportunity to thank everyone that I have worked with this year. It has been a pleasure working with all of you and I wish you all the best in your future endeavours. ☺

Felix Lim
 ISS Director '13
 UWA Student Guild – Celebrating 100 years in 2013

Mobile: 0421-846-635
 Email: iss@guild.uwa.edu.au

APPENDIX 1

International Students Council Meeting Minutes (May 2013)

1.0 Welcome and Opening

1.1 Attendance

- Cameron Barnes (Guild President)
- Annie Lei (Guild Vice President)
- Maddie (Guild Secretary)
- Tom Henderson (Guild Education Council President)
- Owen (Guild Societies Council Secretary)
- Felix Lim (ISS Director)
- Rebekah Tan (ISS Secretary)
- Rishikesa Brahbu (ISS Liaison Officer)
- Wei Lian Tan (ISS Social Secretary)
- Jayden Zilm (St Thomas More)
- Sarah Meehan (Trinity Residential College)
- Shruti Avadhani (St.Catherine's College)
- Hubert Heng (University Hall)
- Jimson Tan (University Hall)
- Mansour Alghamdi (Saudi Students Association at UWA – SSAUWA)
- Darren Ho (Singapore Students Society - SSS)
- ShenY Chen (Chinese Student and Scholar Association– CSSA)
- Yordanos Abrha (African Student Union - ASU)
- Bryan Bong (Australia-China Youth Association - ACYA)
- Jenny Tung (Postgraduate Students Association)
- Victoria Hann (UWA French Club)
- Rida Ahmed (Desi Subcontinental Students Society)
- Adam Monaco (UWA Italian Club)
- Leon Ha (UWA Italian Club)
- Richie Wu (Asian Students in Australia – ASIA)
- Daniel Jo (Multicultural Students Union – MSU)

1.2 Apologies

- Fiona Parker (St Catherine's College)
- Sam Shipley (Trinity Residential College)
- Natalie Prinz (Perth International)

2.0 Introduction to International Students' Council

2.1 Goals and Objective

- 2.1.1 Felix introduces himself and explains what International Student Services (ISS) and Multicultural Week (MCW) are.
- 2.1.2 Cameron explains that the ISC was set up previously to bring up international students' concerns. It serves as a forum to discuss such concerns.

2.2 Structure and Members

- 2.2.1 One executive from each international club at UWA to attend.
International representatives from the colleges are to attend.

- 2.2.2 The Guild VP and ISS Director will be chairing the council. ISS Secretary will be the appointed secretary for the Council.

2.3 Frequency of Meeting

- 2.3.1 It has been proposed by Annie and Felix that bi-monthly meetings are to be held i.e. approximately 6 meetings a year. The aim of the ISC is to build stronger relationships between international students as well as ISC members. No objections by members with regards to frequency of meetings.

3.0 International Students Issues

3.1 Security for international students

- 3.1.1 Cameron mentions that better lighting has been provided around the University campus over the last year. In addition to that multiple help spots have been establishing various locations around campus e.g. Business School, Science library. However, it has been brought up that there is a need for raising awareness of where they are.
- 3.1.2 Cameron says that there have been talks with the City of Subiaco Council to improve lighting around the Broadway area especially as there is a lot of student accommodation in that area. The need for improved lighting near the pit and behind the colleges has also been discussed with the City of Subiaco Council.
- 3.1.3 Hubert and Rida point out that another area of concern is around Myer Street as there is University Hall accommodation in this area as well as many international students renting accommodation here.
- 3.1.4 Cameron mentions that UWA security's number is easily accessible at the back of the student card. There is a general consensus from all present that this is not widely known by the majority of students and that awareness about various security services available around campus should be raised. This could possibly be achieved by holding a campaign to raise awareness.
- 3.1.5 Another measure proposed by Cameron to improve campus security is to get student feedback on what they want to see changed with regards to campus security and any suggestion on how this may be achieved.
- 3.1.6 Hubert, Shruti and Jayden bring up the issue of security with regards to students walking to and fro UWA and the colleges especially after hours and the need for better lighting in certain areas and increased patrols. Shruti reiterates that there are security officers who offer after-hours escort back to the colleges.
- 3.1.7 There is a request from Hubert and Shruti that there be increased security patrol outside Hackett Hall, especially in the stretch between the Reid library and Winthrop Hall. There is also a suggestion of having shuttle busses back to the colleges and to locations within a certain distance from the UWA campus.
- 3.1.8 Felix asks the respective colleges if they have a security officer on duty at night. Hubert mentions that the UWA security officers do patrol Unihall. Sarah mentions that Trinity has a security officer. Jayden and Shruti mention that they have RAs on duty at night.

- 3.1.9 Hubert and Jayden also point out that Unihall is managed by the University, hence the patrols by the UWA security officers.

3.2 Multicultural anti-racism campaign

- 3.2.1 Cameron introduces this as an NUS initiative, with the aim of getting
- 3.2.2 Tori and Yordanos raise concerns that there is often difficulty in getting the international and exchange students to be involved in campus planned activities. It is proposed that a way of getting around this would be getting domestic students involved in the ISC and promoting the integration of events within University.
- 3.2.3 Richie and Daniel mention another concern with regards to bridging the gap between international students and Australian students with an Asian background and achieving this through the ISC.
- 3.2.4 Tori mentions that the Language Market is a very good platform to promote interaction.

4.0 Collaboration of Events

4.1 Integrated Events Calendar

- 4.1.1 Felix explains the general idea of having an integrated events calendar. Requests are made to include major exam and assessment dates (possibly faculty specific), holidays and major events held by the colleges.
- 4.1.2 The benefits of having such a calendar include, being able to plan events around other events and notifying other clubs and societies of proposed events and their respective dates. The various colleges as well as international clubs such as MSU, ASIA, DESI, SSS and the UWA Italian Club supported these.
- 4.1.3 Felix also explains the possibility of having a monthly newsletter to be sent out by International Centre. The purpose of this being that all international students have access to the various events carried out by the different clubs and societies.

4.2 Mailing List

- 4.2.1 It is brought up by the various representatives of the colleges that there is much isolation for international students from University apart from PROSH. Reason being that colleges always have a set of events organised each week.
- 4.2.2 These are some points of interest with regards to advertising of events, organised by the various clubs and societies, within the colleges.
- 4.2.3 Promoting of events within colleges can be done via a weekly newsletter, through Facebook pages, communal projectors in the colleges, or on poster boards.
- 4.2.4 Events: if there are huge events around University, early notification is good so the colleges residents' clubs can plan around these events

4.3 BONDAGE (Social Event)

- 4.3.1 Move to get all international and local students to mingle. Collaboration with other faculties and domestic clubs.

4.3.2 Due to time constraint, more will be discussed at the next meeting.

5.0 Close / Next Meeting

5.1 Cameron, Annie and Felix thank everyone for attending. They then notify that the next meeting will be held at the beginning of the second semester.

International Students Council Meeting Minutes (August 2013)

1.0 Welcome and Opening

1.1 Attendance

- Cameron Barnes (Guild President)
- Annie Lei (Guild Vice President)
- Maddie (Guild Secretary)
- Tom Henderson (Guild Education Council President)
- Felix Lim (ISS Director)
- Rebekah Tan (ISS Secretary)
- Rishikesa Brahbu (ISS Liaison Officer)
- Wei Lian Tan (ISS Social Secretary)
- Rida Ahmed (DESI President)
- Richie WU (ASIA President)
- Yordanas Abrha (ASU President)
- Liam Blackford (ACYA Secretary)
- Jenny Tung (PSA International Officer)
- Alex Guglielmino (UWA Italian Club Vice President)
- Daniel Jo (MSU President)
- Sarah Meehan (Trinity ResClub International Rep)
- Sam Shipley (Trinity ResClub President)
- Fiona Parker (St Cat's ResClub President)
- Jimson Tan (Unihall ResClub Vice President)
- Hubert Heng (Unihall ResClub President)
- Victoria Hann (UWA French Club President)

1.2 Apologies

- Jayden Zilm (St Thomas More ResClub President)

- 1.3 Annie mentions that we will have one more meeting before the end of semester. The date has not been confirmed yet as we may need to reschedule it due to BONDAGE, Guild Elections and Inter-College event lining up.

2.0 Council of International Students Australia (CISA) Conference

- 2.1 CISA Conference is a platform to bring international reps from all the institutions in Australia together
- 2.2 Felix mentions that there were three main things highlighted and discussed during the AGM.
- 2.2.1 Issue with SSAF. Some international students in their institution do not have access to SSAF. However, UWA do not experience this problem.
 - 2.2.2 Employment opportunities. Difficult for internationals to find casual and full time employment due to visa restriction of 40hours/fortnight. In addition, international students are more vulnerable to getting cheated by their employers. Employment rights, such as equal opportunity rights and minimum wage law, should be communicated to international students. ISS, together with UWA CareerHub, is organizing a talk about employment rights during International Week.

- 2.2.3 Student Accommodation. Some international students are underage and required to stay at homestays or colleges. Credibility of homestays and students on being treated well at their home stays. Recommended that students tap on to Australian Home Stay network, a committee supervised by the government.
- 2.3 Felix mentions that in WA student concession are available to international students. – Student concession is not applicable to students in some other states.
- 2.4 Tom Henderson brings up a question about international students and scholarships available to them. Of the scholarships allow them to live in Australia and that they meet the cost of living here. Felix replies that there was short discussion of this at the CISA.
- 2.5 Cameron asks if there were scholarships discussed at a broader level i.e. scholarships available for postgraduate students and not undergraduate students.
- 2.6 Annie highlights that such conferences are a good opportunity for us to learn about the programs that are already in placed. Annie also suggests promoting the homestay network through Facebook pages, targeted at international students.

3.0 Security Campaign Update

- 3.1 Meeting with UWA Security. A campaign will be carried out following a discussion between Cameron, Felix and UWA Campus Security. Felix and Cameron are also working on a strategy paper that will highlight the initiatives that can be taken to improve security around campus.
- 3.2 Short-term initiatives proposed: security awareness campaign to include security posters (outlining safe zones), top 5 things to avoid being a victim, awareness of UWA security's phone number
- 3.3 Unihall and Trinity have their own security guards. It has been proposed that RA undergo training to learn proper procedures required for reporting and managing incidences or emergencies.
- 3.4 Long-term initiative – neighbourhood watch group to ensure areas around University are safe, especially at night.
- 3.5 Security around campus, especially during the study breaks when the Claremont and Nedlands areas are quieter. To increase patrol by a 5km radius. This is just a proposal that will be put through by the end of the month.
- 3.6 Cameron mentions that during the meeting with security, we also managed to identify the boundaries to what the campus security is responsible for. UWA campus security is willing to do house checks for student accommodation around campus. Proposal to set up a map so student knows where the UWA campus security does patrol.
- 3.7 Suggestions: Victoria suggests putting up notices on start up computer screens in the libraries. Maddie suggests getting lecturers to push information through at the start of the lecture. Cameron suggests getting permission to put up notices especially in 24-hour study areas as these people are especially vulnerable.

4.0 Collaboration of Events

- 4.1 Integrated Events Calendar
 - 4.1.1 A poll has been done on the ISC Facebook group. It has been agreed that it will be shared on personal Gmail accounts. It gives everyone the

chance to enter event s onto the calendar and to prevent clash of events.

- 4.1.2 Gives a chance for clubs to directly contact colleges for the promotion of colleges

4.2 Mailing List and Newsletter

- 4.2.1 Has been approved by the Guild Council and International Centre. To be sent out on a bi-monthly basis by International Centre.
- 4.2.2 Annie mentions that it is only fair that clubs and colleges can only put their events up if they attend ISC meetings.
- 4.2.3 Events shall be advertised with dates as well as a 20-30 word blurb
- 4.2.4 Maddie suggests that it includes a section with the club's contact details so students can keep up to date with what each club has planned.

4.3 BONDAGE

- 4.3.1 Annie mentions that it used to run as a cocktail event at Duxton or Hilton
- 4.3.2 It can be a good platform for international and domestic students to mingle
- 4.3.3 All clubs show interest in having such an event
- 4.3.4 Sam suggests that having a cocktail event only may exclude the population of students who do not drink
- 4.3.5 Carnival – a good platform. Possibly integrate it with MCW as there will be the MCW committee handling the event too. However, Cam, Annie and Felix feel that this has to be discussed with Kelvin (MCW Managing Director) first.
- 4.3.6 Rida suggests having a feast/global village promoting different cultures.
- 4.3.7 Sam suggests having traditional drinks from each place.
- 4.3.8 Maddie affirms that alcoholic events would attract a larger crowd than a non-alcoholic event. MSU suggests incorporating an arts component to the carnival
- 4.3.9 Date: proposed to be on the Friday of MCW (11th October).
- 4.3.10 Suggestions for stalls
 - 4.3.10.1 Fortune reader, palm reader
 - 4.3.10.2 Cultural dances
 - 4.3.10.3 Music festival
 - 4.3.10.4 Photobooth
 - 4.3.10.5 Henna
 - 4.3.10.6 Getting winners of battle of the bands to perform as a supporting act
- 4.3.11 Entry charge
 - 4.3.11.1 Suggestions to make it large scale and charge a minimal fee of \$10
 - 4.3.11.2 Annie mentions that we need to first work out the costs and calculate where is the breakeven point, before deciding on the price of ticket.

5.0 General Business

- 5.1 Felix asks the Council if they have any other welfare or education issues that they like to highlight. Such items will be feedback to International Centre upon the closure of each ISC.

- 5.2 Hubert mentions that he received feedback from some students regarding timetable. He is aware that the University is undergoing a timetable review. He points out that it will be beneficial if examination dates can be released earlier. This can help international students save a significant amount of money when booking their air tickets to head back home.
- 5.3 Cameron replies that there has been a discussion with the University. Cameron suggests that ISC moves a motion to have amore collective voice to advocate on this matter.
- 5.4 MOTION: That ISC urges the University to release final examination dates earlier for international students to book their flights back home.
 - 5.4.1 Moved: Hubert Heng (Unihall). Seconded: Tori Hann (UWA French Club)
 - 5.4.2 Motion passed unanimously.
- 5.5 Cameron also mentions that if anyone has any issues, they can email him who will bring it up to a higher level if necessary.

6.0 Close/Next Meeting: Annie and Felix thank everyone for attending.

This year has been a really busy year for the PSA. We have unfortunately had several committee members come and go through circumstance beyond their control. That said we have had a really great postgraduate committee in 2013 and we have achieved some fantastic things:

Representation:

The PSA has represented postgraduates on the following boards and committees at the University level this year:

- UWA Senate-
- External Environment Committee (A standing committee of Senate)-
- Sustainable Development Committee (A standing committee of Senate)-
- Academic Board-
- Academic Council-
- UWA Research Committee (a standing committee of Academic Council) -
- Board of Coursework Studies (a standing committee of Academic Council)-
- Teaching and Learning Committee (a standing committee of Academic Council)-
- Board of the Graduate Research School-
- Board of the Institute of Advanced Studies-
- Albany Steering Committee-
- Grants and Scheme Committee (A standing committee of the Teaching and Learning Committee)
- Scholarships Committee (A standing committee of the Board of the Graduate Research School)-
- Business Investment Programme-
- Review of Student Complaints and Appeals Working Party-
- Guild Education Council (speaking rights only)

In conjunction with this I have had semi-regular meeting with the following people:

Dean of Research (Alan Dench) and Dean of Coursework (Grady Venville)

Meet:	Bi-Monthly
Focuses on:	Discussing any Coursework or Research issues, as well as getting advice on issues and concerns
Additional Notes:	Student instigated, useful tool but need to be proactive in making sure these occur

Head Librarian (Mary Davies)

Meet:	Monthly
Focuses on:	Getting up to date information about the library and information services, as well as giving student feedback
Additional Notes:	Also with Guild President

Chair of Academic Board (John Condry)

Meet:	The Tuesday before Academic Board
Focuses on:	Any upcoming issues in Academic Board, any concerns with items on the agenda
Additional Notes:	Also with Guild President

The PSA has also gained a spot on the Board of Coursework Studies for in 2014.

General University:

- Attended both Research and Coursework orientations
- I attended the Plant Biology Orientation
- Talked at the UWA Open Day
- Talked at the UWA Postgraduate Expo
- Worked with the GRS to advertise workshops to postgraduate students
- Participated in the Convocation Awards.
- Advocated to the University about several issues with UWA housing- specifically in Cook Street)
- Got Masters of Pharmacy Coursework Students results released early so that they would not encounter issues as Pharmacy had been removed from the Skilled Occupations list.

The Scholars Centre

The planned changes to the Scholars Centre and the Libraries consultation and subsequent communication of these changes has upset a lot of postgraduates.

As of the end of this year the Library will no longer be offering dedicated desks or carrels to Honours or Postgraduate students. The library has currently not taken into consideration what will happen to the 40+ students who have been given dedicated desks when this occurs.

Up to 80% of these students are from the Faculty of Arts. The library did not inform the Graduate Research School of the Faculty of Arts of these changes.

The result of the PSA's negotiations with the Library and the University was that any students with an assigned carrel will be able to keep there desks, but no more will be allocated. This will result in allocated desks being slowly phased out.

The Faculty of Arts

The PSA sent a letter critiquing the Faculty of Arts, and how it treats its Postgraduate Students. The letter outlined several problems ranging from the damaged furniture in the postgraduate workspaces, to communication issues, IT issues, and general treatment.

The result of this letter has been that the Faculty of Arts will be doing the following for implementation in yearly 2014:

Orientations- Twice yearly orientations, scheduled for one month after the GRS orientations will not occur to give out Faculty Specific information.

Postgraduate 'Welcome Back'- A start of year networking event will be organized by the Faculty for Postgraduates in February.

Postgraduate Mentoring/Advance Tutorials- Monthly sessions run by senior Faculty Staff will occur on Faculty Specific topics and issues.

Postgraduate Research Training- Ben Smith (Associate Dean of Research Training) is looking into creating a Postgraduate Research Training programme to make Arts Postgraduates more 'employable' on the completion of their studies.

Ethernet access- The Faculty of Arts IT was falsely telling students that they could not access the internet via an Ethernet cable. This was cleared up that they can access it but access need to be set up through IS

Desk allocation - The PSA in consultation with Arts postgraduates and Ben Smith will come up with a desk allocation procedure that we believe would be the most effective way to go forward given limits to space. We will present this to the Faculty Manager for consideration.

Tim Stewart (Faculty of Arts Manager) will also be investigating the option of card access for postgrad offices. Card access has the benefit of low ongoing admin costs for managing desk use and improved security but may have prohibitive costs.

Ergonomics of existing postgraduate desks in the Arts building - Tim is investigating an upgrade for this space to improve ergonomics. There is no current timeframe but the PSA has been assured that action will be taken as soon as possible.

Communication system - an improved method of capturing new and current postgraduates in an email mailing list is being investigated - to be followed up by Tim Stewart

The 'Dungeon' Arts Postgraduate Common Room - Tim has said he will investigate this space and follow up with ideas on improvements or reallocation of postgrads to the staff tea room

Printing credit - It is Tim's understanding that credit for printing/copying has been consolidated into one monthly sum that is transferred onto student cards. Tim said he would confirm that this was the case for all students that the value being put on cards monthly is just under \$17.

Access to windows operating systems on student Lab computers - Tim will confirm that this is possible and/or that it is already in existence.

Regularly update students spaces - it was identified that many spaces have information that is out of date. Tim will look into updating student spaces so that accurate information is provided.

Tim has also agreed to write to students directly about the proposed changes to student desks and also address some of the misinformation around facilities provision.

Finally Tim will write back to the PSA about the actions taken to address the issues outlined in the letter for their records.

PSA Committee

The PSA itself went through a number of changes this year, as well as achieved a great number of things. They are as follows:

- Reviewed and revised the PSA Constitution
- Reviewed and revised the PSA Committee Structure, to allow for equal representation of both Coursework and Research students. We also change to better accommodate off-campus students.
- Rewrote PSA Election Regulations
- Revised and reviews the PSA Awards and Grants including the Guidelines and how they were assessed.
- We created some subcommittees to increase the consistency of committee rules from year to year on issues like *Postscript* and Awards and Grants
- Created comprehensive handover documents for each of the PSA Committee positions, to increase consistency of the Committee from year to year.
- Have worked closely with CAPA's Western Regional Secretary to run some collaborative events with Murdoch PSA (MUPSA)
- Created a fantastic 2013 *Postscript*
- Over doubled our 'likes' on the PSA Facebook Page
- Created a Twitter account that now has around 90 followers
- Slowly revising the content on the PSA Website
- Hired a PhD student to work administratively part-time for the PSA (Janet has been fantastic)
- Filled several years of unsorted/organised PSA records
- Moved the PSA Office and Lounge to their temporary positions
- Organised PSA advertising materials ready for orientations and enrolment in 2014
- Conducted a Postgraduate Workspace Survey
- Ran a successful AGM with approximately 40 attendees
- Filled most of the 2014 PSA Committee Positions
- Am currently running an effective handover period.
- Attended the CAPA ACM to represent UWA Postgraduates at a national level.

Events:

The PSA has run several very successful events this year:

List of 2013 Events

The Events that were run in 2013 can be put into three categories: Networking/Social (N/S), Professional Development (PD), Promotional (P) and Fundraising (F), each event has been categorised in this way.

In 2013 the PSA put on, or were involved with, the following events:

- 1st Thursday of every month 5-6pm (February- December) **Connects**
- 11th Feb 2013 Oak Lawn 3.30-4.30 **InSPiRE BBQ**
- 22nd of Feb 2013 James Oval 9am- 3pm **O'Day Stall**
- 29th March 2013 – **Holi celebration**

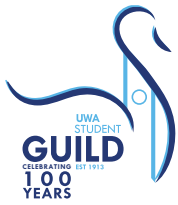
- 20th of April 9am- 12.30pm Moot Court Law Building **Office of Industry and Innovation Professional Development Session**
- 11th of April **GRS Orientation**
- 23rd of May UWA Tavern 7.30-10pm **PSA Quiz Night**
- 19th of September Oak Lawn 5.30-7.30pm **Mid-Autumn Mooncake Festival**
- 29th of September Oak Lawn 11am-3pm **Family Day Picnic**
- 11th October – **Guided Winthrop Hall and Tower Tour**
- 17th of October- **CAPA Roadshow (run with CAPA and MUPSA)**
- 25th of October **LACE/PSA Dinner**
- 31st of October 4.30pm- 7pm Law Lecture Theatre **PSA AGM and Mini Connect**
- 1st of November Uni Club 8am- 12.30pm **Last Say Media Training (run with MUPSA)**
- 1st of November 7.30pm- late at the Butterworth **PSA Cocktail Party**

For more information on any of these events (i.e organisation, cost please contact me and ask)

PSA and the Guild

The PSA and the Guild have worked closely this year to achieve several goals that the PSA has had for some years now. The following was achieved in 2013

- Guild Regulation changes to include the PSA in their Executive Governance structure.
- Guild Regulation changes to give the PSA a vote on Guild Council in 2015
- Changes to the Guild Education Council so that PSA Faculty Representatives will now be able to contribute to discussions about Education at UWA
- Met regularly with the Guild President to increase communication between the PSA and the overall Guild structure, which proved beneficial when approaching the university on several issues through-out the year
- Worked with Cameron Barnes and Felix on Security issues on Campus



This report details my work over the last year as the Guild Welfare Officer. It has been an awesome opportunity to be involved in the Guild and I'd like to thank everyone I had the privilege of working with. In particular I'd like to acknowledge the efforts of Alex Pond, Josh Bamford and Cameron Barnes who greatly enhanced the output of the Welfare Department this year.

I've broken this report down into individual events where possible. I've also included a summary of my year-end Guild 100 goal progress, as well as a summary of Welfare Department finances.

I have gone into as much detail as possible for each element because to my knowledge there is very little prior record of the activities of the Welfare Department. Hopefully this will aid in building up a knowledge base in future.

Contents at a glance

1. First Week Survival Guide
2. Online Student Survival Guide
3. Facebook Page
4. Self-Defence
5. Yoga
6. College Yoga
7. Mind Body Reprogramming
8. Reach Health Checks
9. Welfare Week
10. Free Breakfast Program Trial
11. Mental Health Grants
12. De-stress with UWA PAW
13. Health Check Day
14. Stress-less Event
15. EWB Computer Program
16. Guild Exam Stress Campaign
17. Guide to Guild Welfare Services
18. Guild Student Assist Online Form
19. Guild Welfare Committee
20. Guild Student Assist Committee
21. Policy Work
22. Some Assorted External Groups
23. Guild 100 Goals 2013
24. Finances: Expenditure by Month
25. Finances: Event Specific Breakdown for Welfare Week

First Week Survival Guide

It has been the practice of the Welfare Department, in collaboration with Education Council and others, to produce a printed Student Survival Guide. In an effort to cut down on printing, I authored a credit-card sized booklet that the Memberships department were able to distribute to Freshers on O-Day, answering various questions they may have over their first week.

Contact: Alex Pond for design assistance

2014 Recommendation: Consult other departments and the subsidiary councils to expand this project and better inform new students. Potentially consolidate with other material being distributed at this time. Create a companion online resource to link to with expanded information.

Online Student Survival Guide

In producing a smaller paper guide, I designed and had passed through council a plan for an online survival guide that could live on from year-to-year, rather than having to be re-done. This is to be in the form of a Wiki with various sections for various student and staff representatives. Unfortunately its implementation was not completed in 2013 due to an over-committed IT department.

2014 Recommendation: Complete this project! May require a re-examination of the design doc. Consider linkage with briefly proposed Guild App. Consider the state of play of the new website and the relevance of this project in context.

Facebook Page

I worked with the Memberships department to establish a social media presence for Guild Welfare to aid in advertising our events, and eventually building a support base as we become a proper “department” again in 2014.

2014 Recommendation: Maintain the page, and organize a social media plan with Alex Pond to ensure consistent advertising of Welfare events across the Guild platform.

Self-Defence

I collaborated with the Womens Department (Sophie Liley) to offer free jointly funded Self-Defence classes in semester one and two. These sessions ran at 4:30pm on Tuesdays and were attended by a core group of 6 students (all of whom were able to undergo Jujitsu grading at the end of the course) as well as various other students coming and going according to their availabilities.

Contact: Debbie Clarke (dclarke@southerncrossbujutsu.com.au, 0413 344 111)

2014 Recommendation: Focus more on promotion of this opportunity to increase its reach. Maybe even consider running one or two classes at the colleges to expose those students.

Yoga

Free Yoga classes have been run by the Welfare Department for at least the last two years. Yoga is an easy opportunity to promote healthy living. Classes were initially run on Thursdays at 4pm, and then changed to 4pm Tuesday at the request of our instructor. Class sizes ranged from 2-15 depending on promotional effort, weather and time during semester.

Contact: Yoga instructor - Emmaline Turley (emmalinet@hotmail.co.uk, 0437722309)

2014 Recommendation: Early in the year access UWA Guild Yoga Facebook group (talk to Cam for admin access) and poll the Welfare Facebook page to check for a suitable day to run Yoga. Aim to confirm an instructor early (Emmaline charged us a very competitive rate of \$50/hour and is willing to come back in 2014). Ensure that an alternate room is available in case of inclement weather.

College Yoga

A new initiative I started after attending several Grill the Guild events at colleges. We funded a second weekly yoga session at Trinity College (on the provision that they promote to the other colleges). This was apparently run at full capacity each week.

Contact: Trinity College Club President - Sam McKeon

2014 Recommendation: Formalise this further to ensure other colleges are more involved (ie rolling sessions at the different colleges). Maybe work with RSD to roll this out.

Mind Body Reprogramming

Mind body reprogramming is a downloadable self-help course developed by a UWA researcher and lecturer – Jon Laugharne. In particular, this year we negotiated to get access to an exam-stress targeted series, free for UWA students. Students access the download by obtaining a code through the members area of our website. We unsuccessfully tried to gather feedback from all participants (only a handful of responses), however the program appears to be largely successful, if lacking some more effective promotion. Jon has also hinted that he is keen to look into running some in-person workshops, if it will mean more exposure for his online offering.

Contact: UWA Professor - Jon Laugharne (Jonathon.laugharne@uwa.edu.au)

2014 Recommendation: Continue this relationship and look to expand on the offering. Meet with Jon early in the year.

Reach Health Checks

Reach Health Checks are run by the City of Subiaco and see nurses in training come onto campus to perform basic health checks on UWA students for their own practice. They are able to provide basic health advice and baseline health figures including blood pressure, blood sugar level, cholesterol level, pulse and girth measurements.

Reach came onto campus as part of Welfare Week in semester one and Health Day in semester two. Both times the checks were well attended with over 200 students being tested each time. We setup in the corridor outside the Ref for maximum exposure.

Contact: City of Subiaco - Rebecca Waddington (RebeccaW@subiaco.wa.gov.au)

2014 Recommendation: Get Reach back on campus in semester one and two!

Welfare Week (Semester one – week 11)

Welfare Week featured a number of events, this year mostly centered on free stuff for students. On the Monday we ran a clothes-swap event, with a lot of help from Maddie. On Tuesday we ran a soup kitchen (sourced from Guild Catering) and some mini-stalls from Student Assist and the HPU Tertiary Alcohol Project (TAP – running mini-alcohol interventions). We also invited and confirmed Beyond Blue, but they did not attend on the day. On Wednesday we ran a free breakfast featuring bacon and egg muffins and juice. Thursday wrapped up the week with Reach Health Checks (see above) and a free BBQ).

2014 Recommendation: Enhance Welfare Week with more third-party involvement – i.e. try Beyond Blue again, SPAMH, other agencies.

Free Breakfast Program Trial

Having discovered a similar program at some Eastern States universities we sought to trial free breakfasts on Wednesdays. Initially we ran an event with porridge from Guild Catering and sourced fruit and bread-related goods as well as juice. This was poorly attended despite our best promotional efforts. The Welfare Week breakfast was a second attempt and this saw much better attendance because... bacon. It appears that the appetite is there for free breakfast, but perhaps not from our target audience of students who actually struggle to find the time for a proper breakfast.

2014 Recommendation: Perhaps a better way to attempt implementing this program in future years would be to hand out free breakfast vouchers for a Guild Café / Hackett Hall product (especially given Hackett Hall now sells specific breakfast products), based on financial need.

Mental Health Grants

As part of the Guild Council budget, we allocated \$3000 for Faculty Society grants for Mental Health related events. The definition and criteria were left broad and at the discretion of the Welfare Officer and Education Council President. Tom Henderson and I called for applications against the linked criteria and approved the following grants, each to the value of \$500.

Summary of Grants Allocated (semester 1) Document:

https://docs.google.com/document/d/1V5zk-o6vlzxU06pwLhjEG9MvuEF9Kpe47NN7peh3_E0/edit?usp=sharing

Grant Applications Guidelines Document: <https://docs.google.com/document/d/1VgA-iQVEQZ2JDfdmsqXosmrv31QpJPffv2l-CtRvv0o/edit?usp=sharing>

2014 Recommendations: Keep the application guidelines broad to allow for discretion in allocating to innovative efforts. Advertise to faculty societies early and introduce a consultation process to encourage event innovation. Consider expanding the target audience to include large clubs, dependent on funding.

De-stress with UWA PAW (Semester One and Two – week 13)

De-stress was an event idea we campaigned on, to bring animals onto Oak Lawn before exams to relieve stress etc. UWA PAW independently decided to run a similar event and sought to partner with Guild Welfare to help fund the event and ensure it was as big as possible. Their aims are primarily to promote animal welfare initiatives and keep an end goal of getting some of the animals adopted out, which were able to work with our aims of de-stressing students. For both events, Welfare funded the BBQ, and helped organise various components (along with our events department), including marquee (we used the Guild's), tables, BBQs, event promotion etc.

Both events saw over 300 students onto Oak Lawn over the day, which is a good exposure opportunity.

Contact: UWA PAW

2014 Recommendation: Continue partnering with UWA PAW to help run this event. Get in contact early to keep up the relationship. Work on adding in more stress related messages – involve HPU, student assist etc.

Health Check Day (Semester Two)

Based on the success of the Reach Health Checks in semester one we invited Reach Health Checks back on campus and our City of Subiaco liaison was able to organise a Lions Institute Ear Science van as well. This event coincided with national R U OK? Day, so we teamed up with SPAMH (Students Passionate About Mental Health) to run a joint health and wellbeing event. We also offered a free BBQ on the day.

Contact: SPAMH, Rebecca Waddington (see Reach Health Checks item above)

2014 Recommendation: Run the event again and consider expanding a little into a semester two “Welfare Week” style event.

Stress-less Event (Semester Two – SWOTVAC)

Stress-less was a fairly last minute event just to end the year for the Welfare Department. We obtained a bunch of tea, lollies, biscuits and Mi Goreng to give away to students, as well as a clam filled with pillows and soft toys and 25m of bubble wrap. We also organised 2 massage therapists to come on campus for 2 hours and offer free five minute massages to students. This event involved over 100 students.

Contact: Massage- Active Wellbeing Subiaco, Mitchell Jefferys (jeff41@hotmail.com, 0447722849)

2014 Recommendation: Consider running the Stress-less event again, but promoting better and using the exposure opportunity to promote Guild services. Mitchell was keen to meet up and consider some sort of partnership with the Guild for his company's various services; this would be worth looking into.

EWB Computer Program

I worked with David Sanders from EWB to help link an excess of computers in the EWB PCs for Refugees program with students in financial need on campus. Thanks to our Student Assist team we were able to use the existing financial need requirements in the grants program to govern eligibility, and after a short meeting with student assist, a student could be deemed eligible. At this point a computer would be delivered to the Guild by EWB for collection by the student. Because the PCs for Refugees program gained sponsorship from Rio Tinto there is no cost to the Guild or the student for a computer. We had a limited uptake this semester due to limited promotion.

Contact: EWB PCs for Refugees program director

2014 Recommendations: Continue the program, establish a relationship early in the year and consider running a financial services campaign to advertise this and other Guild financial services.

Guild Exam Stress Campaign

Towards the end of semester one I ran a poster and flier campaign targeting student exam stress issues. Working with the Guild Design Team and Memberships Department we produced posters and accompanying fliers. Fliers were distributed at the Guild Student Centre, and also in Blackstone's Stress-less Week show bags. These featured advice on special consideration, exam deferral, how to access our online self-help offering (see above), UWA Student Services exam study Skillsshops information and more.

2014 Recommendation: Consider running a similar campaign towards the end of both semester one and two. Work with faculty societies to potentially produce fac-soc specific fliers and information.

Guide to Guild Welfare Services

As part of the Rural / Regional Engagement Strategy under the Guild 100 goals, myself and Cameron Barnes wrote a comprehensive guide to Guild Welfare and Education related services, including Student Assist, Loans and Grants. The particular focus is for rural students, but this document could be adapted to more be generally applicable as an online resource for students.

2014 Recommendation: Revamp this guide to be independent of rural student information and make it more applicable for all students; post on the Guild website.

Guild Student Assist online form

Prior to this year, our Student Assist team was contactable by students via email or phone. This often led to follow-up emails and calls before any action could be taken or advice given, to obtain all necessary information. To counter this, I worked with Marianne from Student Assist and Guild IT to design an online form to ensure first contact with student assist contained all necessary information. There are also further designs progressing, working towards a flow-down form that will enable frequently offered advice to be given under the right input circumstances etc.

2014 Recommendation: Continue working with Student Assist and Guild IT to enhance this form further. Examine the possibility of introducing a “ticket” system for Student Assist to better aid them in case-management, student communication and collecting information.

Guild Welfare Committee

Official members of the Guild Welfare Committee this year were Rajdeep Singh, Georgina Carr, Jess Murray and Kelsey Gordon. I should also mention the informal contributions of Josh Bamford due to his interest in the area. We met several times during the year to brainstorm ideas and so I could sound off potential plans. With several busy committee members this committee was underutilized and probably confused between being a policy versus an action committee. This will be clarified with the new committee structure being introduced in 2014 as well as restoring the Welfare to “department” status. The department committee will be able to help with action items, where as the Welfare & Advocacy Committee will be able to provide policy direction and guidance.

2014 Recommendation: Clarify committee roles and ensure volunteers are aware of the time commitment for active roles.

Guild Student Assist Committee (formerly Guild Student Centre Committee)

This committee met monthly with myself, the Guild President, Education Council President and members of the Student Assist Team. I often used the committee as an opportunity to sound off my event ideas for the Welfare Department based on their experience. More importantly, we used this committee to help plan and implement changes to Guild Welfare Service policy, including loan policy, plans for a migration services agent, potential legal advice for students and more.

Policy Work

Inclusive Events Strategy (with Josh Bamford and Owen Myles)

Noting a lack of promotion of events without a strong drinking or partying focus, we drafted and had approved by council a strategy for encouraging and promoting inclusive events on campus. We defined inclusive events with a number of factors, including availability of non-alcoholic drink options, food for people with special dietary requirements and areas without loud party music. Josh was able to secure funding from Hello Sunday Morning to support three awards for "Best Inclusive Event" as part of Societies Council. Our design team also produced posters for events to highlight drinking awareness.

Updated Ordinary and Emergency Loan Guidelines (with Rob Purdew and Cameron Barnes)

We updated Guild policy relating to staff action on unpaid loans to allow for staff follow-up with a healthy dose of discretion, rather than leaving loans unpaid for extended periods of time. It turned out that most students contacted were able to pay back the loan and had either forgotten or were awaiting a reminder.

Loan and Grant Policy concerning Rural Students (with Cameron Barnes)

In line with producing the Guide to Guild Welfare Services, Cam and I reformed policy relating to our Loans and Grants to ensure they were easily accessible to rural students (i.e. Medical student on clinical practice), as well as reducing the financial need component on grants for those students (as living in a country town away from home for the semester / year was often barrier enough to getting a job / earning income).

Some Assorted External Groups

UWA LDAG (Local Drugs Action Group)

The Welfare Department has a standing invite to this group that I was unable to fulfill in 2013 due to meeting clashes with classes. I received their meeting notes and this would be a good pipeline for expanding the Inclusive Events Strategy into the future, looking for external funding.

UWA HPU (Health Promotions Unit)

I met with the HPU several times during the year. HPU offer a number of services to students as well as running courses like the Mental Health First Aid Training. We heavily promoted Mental Health First Aid training to clubs and societies as it is free for students and is a good up-skilling opportunity to help support students in a time of need.

Student Services

Student services run a number of study skills sessions that we were able to promote as part of our exam stress campaign in first semester.

Guild 100 Goals 2013

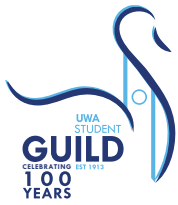
Goal		Progress
45	Create a mental health working party to unite mental health groups on campus	Done.
46	Distribute mental health grants	Done.
47	Run mental health first aid workshops for faculty societies	Done.
49	Provide online access to services offered by student assist officers	Done – Initial form online, further development underway in 2014.
50	Run soup kitchens, student breakfasts and a welfare week	Done.
51	Run a petting zoo and stress management workshops during exam periods	Done.
52	Create a Wiki version of the student survival handbook with more content	Design complete, waiting on ICT time.

Finances: Expenditure by Month

January	0	
February	350	First week survival guide printing (350)
March	165	Yoga (3 sessions - 150) Sue Boyd Room for Yoga (\$15)
April	83.7	Yoga (1 session - 50) Free breakfast [porridge was complimentary] (33.70)
May	1161.86	Welfare week (833.27) Yoga (2 sessions - 100) Posters (23) Fliers (70) De-stress (135.59)
June	326.85	Yoga sign (26.85) College Yoga (300)
July	0	
August	310	Yoga (4 sessions - 200) Health day food (110)
September	100	Yoga (2 sessions - 100)
October	1108.14	Yoga (3 sessions - 150) De-stress (258.14) College Yoga (700)
November	2276.8	BBQ (144.60) Yoga (1 session - 50) Stress-less food (212.20) Stress-less massage (280) Self-defence (11 sessions - 1540) De-stress raffle prize (50.00)
December	0	

Finances: Event Specific Breakdown for Welfare Week

Welfare Week	Total	833.27
Soup kitchen	300	
Chocolate (for student assist stall)	18	
May Tannock Room for Health Day	82.5	
Printing (posters)	14.36	
Breakfast	205.67	
BBQ	77.15	



GUILD COUNCIL | REPORT

Kelly Fitzsimons | 100th Guild Council Sports Officer

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This report includes:

- 1.0 Summary of activities carried out during the term**
 - *Sporting events (what went well, what didn't, recommendations for future events)*
 - *Committee structure*
 - *Other activities*
- 2.0 Areas of improvement and expansion**
- 3.0 Useful contact details**
- 4.0 Handover checklist and guide**

Summary of Sporting Events:

- **Interfaculty Squash:**
 - This event ran smoothly with 13 teams registering.
 - The fixtures were cut to make the competition finish at 3pm.
 - *This event highlighted the importance of keeping all sporting events from 1-3pm if possible. This was done for the rest of the year successfully.*
 - *It was suggested that we should start the semester off with a bigger and more inclusive sporting event to get everyone excited about InterFac Sport.*
 - *However, during the calendar planning meeting in November 2013 it was decided to keep Squash as the first event in week 1 to provide sport reps with the time to learn how to register a team, organize a team and meet people in their faculty etc. This will provide them with enough time to get a team together for the second event, in week 2 of semester which will help to make it bigger and better.*
- **Interfaculty Touch Rugby:**
 - The turnout was great with 13 teams registering; however, ALVA did not turn up. This meant that the fixtures had to be changed on the day making the event start late and some teams having to wait a long time before they got their first game.
 - Another issue was that we only had 2 fields. This meant that only 4 of the 13 teams could play. *It is recommended that 3-4 fields are running in the future so that 6-8 teams can play at once. Water and sun cream should also be provided.*
- **Interfaculty Volleyball:**
 - This was a highly successful event with over 70 people attending.
 - It ran really smoothly and on time- we even managed to finish early meaning lots of people could get to their 3pm classes.
 - We borrowed the Guild speaker to have music playing throughout the event which added to the atmosphere
 - *It is recommended that music should be at future events as most people agreed it improves the overall atmosphere*

- **Interfaculty Badminton:**
 - 13 teams registered from 7 different faculties.
 - It ran really smoothly and had lots of positive feedback.
 - This is a really simple event – the nets need to be set up and each team scores themselves so no umpires are required. *Squash rackets should be available from UWA Sports for the people who don't have one.*
- **Interfaculty table tennis:**
 - We had some difficulty with people forfeiting which impacted the fixtures as well as people being late.
 - The issue of people forfeiting or running late was discussed at the Sports Council meeting following this event. *It is recommended that the Guild Sport rep reminds everyone to be at the set location by 12.45pm each week (mainly at the start of each semester) and to remind them on Monday morning that registration closes at 12pm (again this is more important at the start of each semester). Everyone has a busy week and sometimes forgets so this is a simple way to ensure the competition runs smoothly.*
- **Netball/Football:**
 - This went well, with participation numbers up
 - As the day was very hot, the sports reps suggested that sunscreen and water (if not nearby) should be provided
 - *It also highlighted the importance of having ice on hand at the UWA Sports reception for injuries*
- **Mixed Rowing:**
 - This was the first time rowing had been run as part of InterFac for a long time
 - It was run by the Rowing Club however there were a number of issues. *Recommendations for future years include;*
 - *Communication between the rowing club and sport reps needs to be improved (for example; how many people do each faculty need, when and where do they meet, how experienced do they have to be)*
 - *As it is a specialized sport, it is hard for the sport reps to know who has experience in rowing. UWA Sports and the Rowing club should assist sport reps by providing contact lists of the people they know who row.*
 - *Having additional fun events to do with the water could make it a more fun event ie. Canoe boat racers*
- **Mixed Netball:**
 - This was our last sport for semester 1 and was a Great day!
 - Most people arrived on time. For the first time we had duty teams who were responsible for umpiring one game, timing and scoring once throughout the competition. This worked really well.
 - We even had the trophy down at the event as well as sunscreen. ☺
 - *It is recommended that the last sport of the semester is made into a bigger event, possibly with drinks and a BBQ. Music would also improve the atmosphere. Duty teams who score/umpire etc are a great way to get everyone involved and reduce the work for the sport reps. It is recommended that this occurs again for sports like netball.*

- **Novelty games/ Athletics**
 - Unfortunately we had to cancel our novelty athletics carnival due to poor weather but the UEC Sport reps did an excellent job at planning for the event. Planned events included;
 - Tug-a-war
 - Leaderball (traditional or with normal ball and with a water balloon if a hot day)
 - Tunnelball (traditional or 'mystery tunnel ball' where each team must pick a piece of paper out of hat which tells them what there ball is. The selection of balls include tennis balls, ping pong balls, medicine balls etc
 - Relays
 - 3 legged race
- **Basketball**
 - Basketball was our final event for the year and was run by ECOMS. This was a bigger event than normal as we decided to run a BBQ, have music, and presentations at the end of the event.
 - *It is vital that there is a first aider on hand and that the sports reception has ice.*
 - *Umpires also need to be strict to prevent injuries*
 - Thanks to Cam Fitzgerald and the Welfare department we got some funding to run a BBQ. The ECOMS Sport reps did a great job at organizing this and their committee to come and help run the event. Catering was perfect and not a single sausage or drink was left over.
 - It is recommended that you have a towel on hand to wipe any spills or sweat on the floor to prevent injuries.

Overall participation at most events were higher than last year and preliminary recordings suggest that overall participation was double from previous years. *It is recommended that 2 events per semester should be bigger more social events (like Basketball this year). This could possible involve;*

- *Music*
- *Food, drinks*
- *Awards*

Committee Structure

- For the first time, I created an InterFac Sports Committee that met every month and consisted of the sport reps from each faculty, the UWA Sports Staff Member and the Guild Sport Rep. This greatly improved the communication between the Guild, faculties and UWA Sports.
- We met the last Thursday of every month around 1pm. Where sport reps could not attend the president was asked to attend. Meeting time/dates were set using a doodle poll to ensure that we had maximum attendance.
- At the start of the year, the committee structure was very much me talking and the sport reps listening. I wanted the sport reps to take ownership of the competition and encouraged them to take charge of the meetings.

- Sport reps were assigned an event to run and encouraged to take charge of that event by discussing their ideas in meetings, running the event and then reporting on how it went to the committee and the next meeting.
- By the end of the semester, the discussion was mainly run by the sport reps and I just provided a few agenda items.
- Overall, I think the committee structure worked really well and would highly recommend it for next year. To improve, I would suggest the following;
 - *This year, I attempted to bring in a pre and post event form with the idea that the sport reps running the event will fill them out so we had a document of how an event ran and future improvements for the following year. However, this was not enforced throughout the semester and so the reporting process became informal in meetings which meant some of the recommendations for next year were not recorded. I would suggest re-introducing these forms but changing them if necessary to make them more relevant.*
 - *Make sure the sport reps are leading the discussion by encouraging them to participate and take ownership*

Other Activities

- Worked with UWA Sports to improve access to safety equipment
- Improved publicity for the competition. Made a UWA InterFac Facebook Page and created posters for each faculty at the start of each semester outlining the upcoming events and contact details of the sport reps.
- Created a dropbox with all the relevant InterFac files which was shared between the Guild Sport rep and UWA Sports Staff Member to improve communication and documentation. This was then passed on in changeover. Hopefully, as this continues more and more information will be collected for future years.

Areas of improvement and expansion

- Promotion of the competition is an area that needs significant improvement. A lot of people don't know what the competition is/how to get involved/ is it social or competitive etc. Promotional activity should increase and could involve;
 - Facebook events
 - Posts on the UWA Sports Association Facebook Page advertising upcoming events
 - Posts on the UWA Sports Association Facebook Page with photos and review of past events
 - Continuation of the UWA InterFac Sports Facebook Page
 - Posters around the Guild and within Faculties
 - Posts on the UWA Guild Facebook Page
 - Information in GNews.
- The communication between sport reps and UWA Sports has significantly improved this year but can be improved further.
 - Sport reps should get information from UWA Sports on the rules of each sport (ie. How many people in each team) at least 3 weeks prior to the event. This will allow them to have enough time to plan teams. This has already been discussed with UWA Sports but should be maintained throughout the year.
 - It is important that the UWA Sports Staff member responsible for InterFac continues to attend most meetings to keep up this communication network

- Work should be done to create a role description for the Guild Sport Rep in conjugation with UWA Sports to help future Guild Sport reps.
- The Wednesday 1pm timeslot is getting overtaken by classes meaning that less and less people are free to participate in InterFac Sport. I would recommend that each year an email is sent out to facilities to remind them of the importance of healthy living and encourage them not to plan classes for Wednesday 1pm if possible so students can participate in InterFac Sport.

Important Contact details:

**2013-14 UWA Sports Staff Member
responsible for Inter Fac**

Dylan Harvey
dylan.harvey@uwa.edu.au

2013-14 UWA Sports Executive member

Bruce Meakins
bruce.meakins@sport.uwa.edu.au
OR
admin@sport.uwa.edu.au

2013 Guild Sport Rep

Kelly Fitzsimons
Kelly.fitzsimons@yahoo.com

Handover checklist

- ☐ **Share and discuss dropbox file containing;**
 - Pre and post event forms
 - UWA Interfac Sport Council Document (role of)
 - Sport reports, fixtures, rules, information
 - Council reports
 - Fixtures
 - Minutes from InterFac Sport meetings
 - Sport rep guide given to Sport reps at the start of the year
 - Calendar from previous years
 - Previous changeover reports
- ☐ **Write up and discuss with incoming Sport Rep the Changeover Report which should include;**
 - Tips and recommendations
 - Suggestions on what to do first during the Summer Break
 - Suggestions on how to manage InterFac Sport Meetings
 - Challenges that were faced
- ☐ **Incoming and outgoing Sport rep should meet with UWA Sports to plan calendar for the following year**



GUILD COUNCIL | END OF YEAR REPORT

5.15

**Simon Thuijs | 100th Guild Residential Students' Department
President**

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Guild Affiliation

The Residential Students' Department (RSD) has worked closely with the Student Guild this year in order to facilitate a closer relationship that benefits both parties. The Guild has increased its funding to allow a greater diversity of RSD events, while RSD has maintained a close partnership with the Guild in order to initiate reform on scholarships and educational policies that disadvantage rural students. Given that colleges are continually expanding (St Cat's increase to 400 residents in 2014, Tommy More to increase to 400 in 2016) this funding will need to be increased in future.

This year will also see RSD become a fully ratified Guild Department, achieving Goal number 85 of the illustrious Guild 100. This will finally formalize the relationship between the Guild and RSD, and will ensure the voice of residential students is strongly represented on Guild Council in the future. While the regulations have been altered, future Guild and RSD Presidents should continue working on strengthening this relationship. The provision of office and storage space in the new building would be a great start to solidifying RSD as a strong member of the Guild.

The Student Guild also gave financial support to two members from RSD so that they could attend that National Association of Australian University Colleges Conference in Brisbane. The knowledge they returned with was vital when discussing the way in which the RSD should be formally recognized as a Department of the Guild.

The 'Grill the Guild' BBQs run in Semester 1 were successful, and should be continued. They were planned by the Guild executive and each college's student club committee. Hopefully this event gains traction in future and entices collegians to be actively involved in Guild affairs.

Facilitating InterCollege Relationships

The primary aim of the RSD is to foster positive relationships between all five residential colleges at UWA. The events calendar for this year was reworked from the ground up in order to reach out to students from a variety of backgrounds. The Dragon Boating event in Orientation Week was a great success and kicked off the year with a bang. Over 500 students descended onto Matilda Bay for a friendly water fight followed by Dragon Boat races and a barbecue. Building on this great inclusive event was the Jungle Party, which sold out, and the Tav Shows that are always popular.

However, the vibrant InterCollege atmosphere is mainly upheld by the Arts and Cultural events that cultivate college spirit. The annual LipDub competition this year was the biggest RSD has ever held, with all five colleges submitting impressive entries that resulted in a fiercely contested competition. The traditional Intercollege Arts Night, Battle of the Bands, Debating Competition and Games Night were also kept on the RSD calendar as they are incredibly popular amongst residents and allow students an opportunity to display their talents in front of fellow collegians.

InterCollege Sport is another large part of the RSD's goal in maintaining healthy college relations. The InterCollege Sports Committee functions independently from the RSD, but is supported by funding provided by the RSD through the Student Guild. It should be noted that the Student Guild worked alongside UWA Sports this year to modify the way InterCollege Sports are funded so that it is more equitable and sustainable for the future.

Community

RSD prides itself on reaching out to the community, and this year a significant goal of the RSD was to do more for the community. The largest event on the RSD calendar is the annual Charity Ball. In 2013 it was held at Winthrop Hall and the theme was Harry Potter. The Charity Ball was the most successful it has ever been, raising a record-breaking \$8500 for the charity Teach Learn Grow (TLG). This charity was picked as students can volunteer to be a tutor with TLG, and so the event was doubly successful as it encouraged more than fifty college residents to apply and become a tutor with TLG over their holidays. RSD also helped collegians raise more than \$6,000 combined for Live Below the Line, over \$5,000 for Shave for a Cure, and in second semester will once again unite to raise money for Relay for Life and also at the RSD's inaugural Charity Cocktail evening.

Summary

- Strong RSD/Guild President relationship is key
- Development of formal Guild relationship in regulations to be closely monitored and revised if needed
- Grill the Guild BBQs to be continued if possible
- RSD Funding to be increased over the next 3 years given rapid inflation of college numbers
- Make integration of RSD in Guild events and activities a long-term goal

Contact

Simon Thuijs

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GUILD COUNCIL | HANDOVER REPORT | 28th November 2013

100th Guild Councillors

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009
guild.uwa.edu.a

Ordinary Guild Councilor – Rida Ahmed

My experience on the 100th Guild has been absolutely wonderful and very different to what I initially thought it would have been. Incoming councilors should expect to have a very huge say in matters of the Guild. In my term, I'd limited myself to events and activities, alongside a little bit of work regarding campus representations. But there are opportunities that I didn't realize when I first began my term, for you to get involved in absolutely every aspect of the Guild that interests you.

Before becoming a Guild Councilor, I had sat as an ordinary student rep on the Activities committee in 2012, so when I found myself on the Guild, that was my number one preference. I acted as Chair of the Activities and Events committee this year, and liaised with Guild Event's team staff, Guild Secretary Maddie Mulholland and other students interested in events! These included Guild Ball, End of Semester Show and Paint Pop Up party, alongside assisting other areas when needed, including Societies Council, PAC, Women's' Department and the Tavern Committee.

While on Guild, another project I took on was representing the Claremont Campus as part of one of the Guild's 100 goals, to represent campuses and students, which are not at the Crawley campus. This campus in particular was an interesting one, because it doesn't actually cater for students, rather is a hub of the university's research centers, language courses and also venues for external hire, most notable as exam centers.

For incoming councilors, I'd strongly give three pieces of quick advice! Firstly, DO your readings! I wish I'd started doing that earlier on, but as much you might be inclined to put it off, it's actually pretty insightful and the things you will learn from it are not only quite interesting, but will also prepare you much better for Guild Council Meetings. Not to mention, a lot of it may be confidential and you are one of the selected few trusted to have to access it, don't let it go to waste!

Second and thirdly, get involved! Firstly get involved within the guild activities and various departments! Whenever an office bearer or a dept. of the guild is looking for people to jump on or starting a new project, it'll be beneficial and the most fun for you to be a part of it and have a better understanding of the particular department! And the other "get involved" is with campus life! There's only 13 councilors and a majority of the students at UWA will not know a single one. Get involved, go to Guild/club/department events, make a presence and Oak lawn and let people know about the Guild! By doing this not only did I get to meet a huge array of amazing people who don't really know much about the guild and get amazed when you inform them about it, but also will be very rewarding for yourself to know you're one of the faces of the Guild.

Being a Guild Councilor is more than just attending Council meetings. Try to the best of your ability to be part of the great range of activities and projects the Council does! Good Luck!

Ordinary Guild Councilor – Judith Carr

Being a Guild Councillor is a fantastic opportunity, in which you can really see results from the work you put in. Most of my work this year was in relation to the Tavern acting as chair of that committee, and I also sat on Activities Committee, but in addition I made great efforts to make it to, and help out with, as many Guild run events as possible.

The Handover this year had been significantly better than ours was, so hopefully you already have more of an idea of how things work, what things you can potentially be involved in, and what you in particular would like to work on.

My greatest suggestion would be to decide very early what things you'd like to get done, what you'd like to contribute or work on and if there are any committee positions you'd like to hold. Once you have some idea of this I would recommend you tell the relevant people involved soon and make sure they know this is something you'd like to help with. This is because the one thing I regret is not getting involved in more projects! Express interest early, because most things get underway well towards the beginning of the year. If you let people know you'd like to help with things, they also know who to contact when they do need this help, which makes their life a lot easier!

The other thing I would say is do try to make it along to Guild run events. Talking to people is the best way to engage them in what the Guild does, and raise awareness of our existence and purpose, and the best way to reach out to people is through such events. I also, think it's important that student reps are (and are seen to be) heavily involved with the general student population, in order to adequately represent them.

Lastly, be nice to the staff and get to know them. They can help you a lot and are lovely people! ☺

Ordinary Guild Councilor – Josh Bamford

Nedlands Campus Representative

The Nedlands Campus is much more distant than its geographical location would indicate. It primarily consists of Architecture and Education students, both groups have very unique and sometimes very demanding courses. The Nedlands café struggles to compete with other offerings on Hampden road, although could probably market itself as a lower-cost alternative. The Guild generally has very minimal presence on the Nedlands Campus, although the Grill the Guild session that was held there did get some enthusiastic responses (as well as a lot of apathy). In general, many Nedlands students would like to have more involvement with the Guild and get a greater sense of campus life. Potential ideas would be to run cultural events at Nedlands such as Pop-up PAC or to have food vans there. Timing will always be the key to running events at Nedlands, as it is very quiet when either the Education students are on prac or the Architecture students are in folio week. A further complication for Architecture is that some of them are now being sent to Claremont for their classes. It should be noted that stress is a major issue in Architecture, and there would be much benefit from running mental health based events between ALVA and the Welfare Department.

Education Faculty

The Faculty of Education has been underrepresented to the wider university for many years. This was brought to my attention through working with students enrolled in the Bachelor of Music Education during my time as Ed VP of the MSS. The BMusEd is run through the School of Music, however with the introduction of New Courses, Music Education would be taught as a major within the Masters of Teaching at the Faculty of Education; thus, these students would no longer be represented by the MSS in the future. This was a concern to me, as the Music Education students had a particular need for support due to the demanding nature of the course.

The Faculty of Education used to have a Faculty Society, known as the Education Union, which has since lapsed. This year, we began informally meeting with students from the Faculty of Education. From these meetings, it is recommended that at least two representatives of the Education student body be elected at the start of next semester, who would serve on Education Council as the representatives of the Education Union, and who would work with the Guild to improve services to the Nedlands campus. It is not suggested that a complete committee should be formed in this first year, as Education students have great time demands associated with their relatively short courses, so retaining a whole committee may be difficult. This election would be treated as the AGM of the Education Union. Rules should be drafted governing the role of these representatives, and I am happy to work with the incoming representatives (from both the Guild and Education Faculty) to ensure this happens. Assuming this trial goes well, the Education Union could perhaps be established more formally in 2015.

Urban Orchard

The concept of the Guild Urban Orchard Project was largely inspired by the Urban Orchard in the Perth Cultural Centre. Including community green spaces in cities is a trend happening world-wide, and has many associated health, social and productivity benefits. Specifically, research shows that green spaces on university campuses increase student outcomes, while community projects such as an Urban Orchard increase the sense of responsibility citizens feel towards a space.

The Guild Urban Orchard Project was intended to be mainly a project within the Enviro Collective, providing a project for the Enviro Collective to rally around, thus contributing to the continuity of the collective. The idea has since been pitched to the UWA Department of Sustainable Development, the Guild Welfare Department and Guild Volunteering.

Sustainable Development have offered to fund the capital costs of the project, as it ties in with their broader strategy for the campus; they would subsequently hand operation of the Orchard to the Guild, however they would ensure that the gardening staff could maintain the garden during university holidays. The Welfare Department sees opportunities to use the space for workshops around healthy eating and lifestyle for students. The Volunteering Hub has offered to help recruit students to maintain the space, in conjunction with the Enviro Collective, and may use it as a meeting place for volunteers on campus given the proposed location's proximity to the Volunteering Hub office.

The Guild Urban Orchard Project has been included in the designs for the Guild Masterplan, in the Refectory Courtyard. This location is ideal as there is ample sunlight for the plants, and it is currently an underutilised space. Access to the new student areas in the redeveloped East Wing of the Guild Precinct will be through the Ref Courtyard, and the addition of garden beds with attached benches make this a more attractive space for students to spend time during the day. There is also the option of the Ref Coffee Bar operating into the Ref Courtyard, as well as the potential for another tenant. Sustainable Development has now listed the Guild Urban Orchard as a minor works project for 2014. It is recommended that the Environment Department maintain contact with Sustainable Development regarding the timeline for construction. Members of the Enviro Collective will then be responsible for maintaining the space, and there are already volunteers keen to take this on.

Ideas for events to hold within the space would include: harvest festivals, gardening workshops, cooking workshops, general seminars/workshops (the university chaplains have indicated that they would use such an outdoor space for seminars), and cocktail parties, in addition to the traditional events that have been held within the space. It should also be noted that the designs for the physical garden beds were contributed to by Architecture students as part of an assignment.

Guild Drinks Responsibly – Inclusive Events Strategy

This was an initiative that started with the Welfare Department, but which subsequently involved the Societies Council and gained great support from the Memberships Department and from an external sponsor: Hello Sunday Morning. Given some negative publicity surrounding the drinking culture at UWA, it was proposed that we run a poster campaign to challenge drinking norms on campus. The idea was based upon my experience in social psychology and science communication. The Nancy Longnecker from the Science Communication Department was contacted, and it was proposed that a group of Science Communication students could take on the task of researching and designing messaging for posters as part of a practical assessment.

The Sci Com student team provided a report outlining a complete strategy for reducing the drinking culture at a university campus, specifically tailored for UWA. This report included recommended messaging strategies for poster and online campaigns, in addition to novel ideas such as working with clubs. Independently, the Societies Council had also created an Inclusive Events Award to reward clubs that run events without alcohol. It was decided that these projects could effectively be merged, leading to a comprehensive Inclusive Events Strategy which included awards for clubs, recommendations for club and Guild run events, a poster campaign, and an online promotion strategy.

We were subsequently contacted by Hello Sunday Morning about the potential for collaboration. They were very excited by the proposed Inclusive Events Strategy and offered to sponsor the initiative, providing a total of \$1200 to go towards printing costs and prize money. I have since been in contact with Hello Sunday Morning, who are very happy with how the project has gone and wish to implement similar partnerships with other student associations, using our model.

Going forward, it is recommended that the Inclusive Events Strategy is further developed. In particular, the posters have had a slow uptake at events, so incentives for clubs to display the posters should be investigated. These posters should also be displayed at Guild run events that have alcohol, and inside the Tav. Someone from the 101st Council may wish to maintain contact with Hello Sunday Morning and further develop that relationship; alternatively, Hello Sunday Morning are interested in having a paid representative to UWA who could represent the organisation on campus, and run/attend events.

Catering

The Catering committee has certainly been busy this year. My role has largely been to represent the interests of students from the North end of campus (ie. The Hackett Coffee Lounge) and to act as a liaison with the Environment Department. While the Ref has been the main focus this year, there are great plans for Hackett next year, and the removal of the minimum eftpos limit was very well received by students who study away from the Guild ATMs. Catering has certainly become more environmentally friendly, with the introduction of Keep Cups, recycling of coffee grinds, dine-in options and plenty of ideas for next year such as free range eggs. All credit goes to Dan for these achievements, but I greatly enjoyed helping out however I could through the catering committee.

Statutes

It has been a busy year for the statutes committee; culminating in a review of the Guild Regulations made under Statute 20 (just around the time my thesis was due). I contributed in a general way to this review, as well as the review of the Election Regulations. The following are more specific projects I took on as part of Statutes Committee:

Statute Book Project

When the 100th Council took office, and I was elected to Statutes committee, one of the first things I did was look for the Guild Statute Book as defined in section 23 of the Guild Regulations made under Statute 20. It quickly became apparent that no physical book had existed for quite some time, and that the individual rules and regulations of the Guild resided in various digital repositories. Looking through the Guild Archives suggested that the most recent complete edition of the Statute Book was printed in 1958. Since then the individual documents had been kept separately.

Over the course of this year, I've collected all the elements to be included in the Statute Book, as outlined in Section 23, and have them stored in a shared Google Drive folder. Once the 2013 review of the Guild Regulations made under Statute 20 has passed Senate, I will be printing a complete copy of the Statute Book for the archives. This will be stored in a custom made lever arch file (commissioned by the Centenary Committee), meaning chapters of the Statute Book can be removed/replaced as they get updated. The intention is that the file will always contain a physical copy of the most recent version of the Statute Book, complying with the requirements of Section 23.

Busking Policy

The only other Music Psychology honours student this year was studying the effect of music on students in the Ref; this led to the idea of having live music around the Guild Village on a more regular basis. To this end, we now have a busking policy that allows anyone to busk within the Guild Village Precinct, within certain limits. There has been a lot of interest in the busking programme, although only a couple of buskers have performed regularly. Potential buskers must first seek approval from the Events office. It would be recommended that the programme be advertised more in the future.

PSA Regulations

The Guild and the PSA have had a rather strained relationship in recent years. This is, in large part, due to the limited power of the PSA within the Guild's overall structure. The PSA have been pushing for reform for many years (looking through the archives shows a very colourful history of Guild and PSA relations), although with little success.

With the move to New Courses, re-evaluation of our representation structures seemed in order. It is projected that 40% of students at UWA will be at postgraduate level in future years, and these students need representation. There is also much for undergraduate students to gain from working with postgraduates, as many postgraduates have been at UWA for some time and are often also tutors. Personally, I gained much from meeting with previous PSA presidents through Ed Council; their experience in dealing with the university and sense of perspective was very valuable to a young and inexperienced student representative.

The new PSA Constitution and Election Regulations are now in effect. These tighten up the process of electing the PSA committee, as well as provide more channels of communication between the PSA, Guild and FacSocs. This review was followed by the review to the Guild Regulations and an upcoming review of Ed Council. The PSA President will now be a voting member of Guild Council and the Guild Executive Management Committee.

PSA Liaison

Through working on the PSA regulations, I have also served as a kind of unofficial liaison officer to the PSA. This has included meeting with their executive and the full PSA committee to discuss a wide range of issues, as well as assisting at their SGM and AGM. There is a provision in the new PSA Constitution allowing a member of Guild Council to act as a standing invitee to the PSA, essentially continuing the role that I have filled this year. It would be my recommendation that a member of the 101st Council step up to this position.

Hackett ATM

An election promise I made to the music students was that I would work towards getting an ATM at Hackett hall, as currently all the ATMs are in Guild Village. This is an ongoing project, as I never anticipated how long it would take to get a bank on board and approval from the university. Vishal has been working on this, and I hope he will continue to do so next year.

Music on Campus

As a music student, I've always wanted to see more live music on campus. I've greatly enjoyed assisting the efforts of Valentina and PAC with the Fringe Festival and Pop-Up PAC. There has also been the busking programme (as already mentioned), and the Open Mic afternoons at the Tav. I must thank incoming MSS President, Bernardine Grigson, for her

support, expertise and talent in both of these initiatives. I do hope that these will both continue next year, and perhaps that more ways of giving live performers a stage at UWA may be found.

Science Presidents Forum

Last year, the Science Union began new model for increasing representation for science clubs. This involved inviting the Presidents of each of the clubs associated with Schools within science to a regular forum. The success of this forum is the result of hard work from Kiro, Alex Bennet and Millie Dacre. I sat on the forum as an invitee from Guild Council, to observe the model. In 2011 there were discussions in Ed Council about how to best represent schools that were typically underrepresented by the membership of Ed Council. Many models were proposed, however I believe that flexible, FacSoc based structures such as the SU Presidents Forum are superior to anything that could be imposed by the Guild, or that would require vast changes to the composition Ed Council (aside from increasing postgraduate representation, as already discussed). I would recommend that other FacSocs should consider regularly meeting with representatives from Schools within their Faculties.

Research as Teaching Working Party

Through my involvement with the SU Presidents Forum, I gained the opportunity to contribute to the Research as Teaching Working Party in the Faculty of Science. This provided recommendations to the Science Faculty in response to the Education Futures paper. The key outcome of this, was a recommendation to increase opportunities for Level 3 students to engage in practical, research based projects, aimed at giving students a taste of what to expect at Honours/Masters level while also gaining critical thinking and team work skills that would be applicable in professional circumstances. The working party was very open to student input and I was impressed by how student focused most of the members were.

Centenary

It has been an absolute pleasure serving on the Centenary committee this year; there has been a lot of excitement around celebrating this important milestone. Jono has done a fantastic job coordinating the Centenary projects. The specific projects I've been involved with are as follows:

Honorary Life Membership Process

When going through the archives and honour boards, it was noted that Honorary Life Associate Membership has not been awarded in many years. The Guild Regulations are very sparse on the matter, providing little guidance on the process of awarding Honorary Life Associate Membership. Between Statutes and Centenary Committees, we developed a process that elaborates upon that outlined in the Guild Regulations. It is recommended that this process be followed next year. As there has been a substantial period of time where no Honorary Life Associate Membership had been awarded, it may be deemed appropriate for multiples to be awarded next year, however care should be taken not to devalue the award. It is certainly not a requirement that it be awarded every year, only that it should be considered.

Centenary Book

Working with Patrick Cornish and the rest of the team, I contributed some text and photos for the book, and helped with proofreading. This was a very enjoyable project and I highly recommend having a read of it if you haven't already.

Guild Museum

I did very little for this, other than contribute some items from my Mum's time at uni (including tapes from the Guild Radio Unit), and help organise music for the opening night. Getting an opportunity to see the Guild Archives on display was fascinating. Looking back at the history of this organisation makes me even more proud to be a part of it even for such a brief period of time.

Centenary Gala

The official launch of the Centenary Book and an opportunity to reunite old Guild Councillors. Again, I assisted with providing music. This also provided the impetus behind starting a more formal Guild Alumni association, given the positive feedback received from many Guild Alumni.

Guild Alumni

Building on the success of this year, we resolved to create a more formal association of Guild Alumni. The exact role and structure of this group is yet to be determined (this will be done in the coming months), but I am keen to stay involved as an alumnus myself.

Ordinary Guild Councilor – Luke Rodman

My experience on the 100th Guild Council was one of intense learning and effort. In this report I will attempt to briefly surmise my involvement on Guild Council and make comment and recommendations on how I believe things could be improved.

Monthly Guild Council meetings are a primary role of Councilors and it was a function I considered very important. There is a considerable amount of reading required to effectively manage this position, some of which I found I was considerably under educated to fully comprehend. Accordingly, the task of reading can be arduous and time consuming but I believed that in my role I had a duty to make the best effort to understand the situation and actions of Council. Alas, sometimes I was required to trust in those with more understanding than I, particularly for the financial reports. Don't be afraid to ask for a lay explanation! The meetings themselves I found to be of a similar nature, where they can be long, tiring and sometimes seemingly ineffective. Nonetheless I made my best attempt to attend every meeting for its entirety and stay focused and involved within the discussion. My recommendations for incoming members are to show commitment and enthusiasm for the meetings and be an active member of discussion. However, in an effort to minimize superfluous conversation and reduce the burden that the meetings can be, I would encourage councilors to refrain from straying from discussion and repeating points. I do not believe it is necessary for every person to put in their two cents on every matter so if another has articulated your thoughts sit quietly and move on! On a similar note, nothing irritated me more than when questions were raised at meetings that could have easily been clarified prior to the day through simple discussion via email or a quick chat. Lastly, be polite and have fun. Guild Council meetings are not mock parliament and negative, aggressive or accusatory comments with pointless rhetoric are unnecessary. Be happy and make friends!

The Guild does a fantastic job at organizing events for students. However, these can only be effective if the students attend! Councilors should try and attend as many events hosted by the Guild as they can, that's if they're not helping run them! We cannot expect these events to organize themselves and we cannot expect other students to attend if we ourselves do not. I tried my best to do this throughout 2013 and in the process I have had a lot of fun and shared some great experiences with new friends and old. This aspect of my time on Council will be one that I remember most fondly so I would strongly recommend that councilors get involved with events and activities.

I had the role as a campus representative and I must admit that I should have done so much more! I found it easy to represent Dentistry, but there were others I could have reached out to through more time and effort. If you decide to be a campus rep, my advice would be to find out exactly who you represent and then get in contact with their facsocs or any other representatives they have. Be proactive in discussions and really get to know the people you're looking after. I don't think it's feasible for you to find out every issue that they are having, but if those students have a big enough issue make sure that they know that you are there to help and how to get in touch with you.

Throughout the last 12 months I had hoped to be of more use but I found I was far busier than I anticipated. As such, plans were easily delayed to points later in the year. I would urge incoming councilors to avoid this pitfall and get active early! Things take time to get done which means that by mid-way through the year it is potentially too late to start new projects! If you have thoughts and dreams let the relevant people know ASAP and get things rolling. For those that have lots of free time or don't have any particular projects in mind,

the OBs work very hard and can always use a hand. There will always be something for you to work on!

As a final comment, I would like to ask everyone to take pride in his or her role on Guild Council. It is not easy to get where you are and that is something very special, but remember the words of Voltaire and recognize your duty to those who have allowed you the opportunity in front of you. The 100th Council set the bar very high but we all expect to be beaten, so take pride in your work, take pride to be on Guild Council and take pride in knowing that through effort and hard work you can quite literally changed the lives of many individuals. Good luck for the challenges ahead and I'm always free to chat!

Stay smiley!

Luke

Ordinary Guild Councilor – Lucas Tan

Summary of experiences on Guild Council

- Enjoyable year being Chair of the 100th Guild Council
- Met loads of passionate and interesting people, forged good working relationships with the members on Statute Committee, as well as Cam Barnes
- In particular, Josh Bamford was amazing in his capacity as a Statutes Committee member, and regularly went above and beyond of what was expected of him.
- It was challenging to manage and run the monthly Council meetings, but I found the overall experience rewarding
- Facilitating the lively debates was fun, but meant that I could not often contribute my own opinions and thoughts into discussions
- I enjoyed running the OGC informal review, which was really helpful in identifying some issues which Councillors had
- Due to other commitments, I unfortunately could not put as much time into my OGC and Committee duties as I originally envisaged.

What incoming councillors should expect

- What you put in is what you get out- your OGC role gives unique flexibility, in that you can pick and choose what areas you want to get involved in, as well as your time commitment
- The role is unrestrained- some weeks you may be putting in only a few hours, whereas in others you may find it closer to a full time job!
- The OGC role is akin to a Non-ED role, to cast independent and active judgment on management matters- as a Council managing the affairs of a large organization, we may have to make some high level decisions which require some financial, accounting, and business thought and training.

Things incoming councillors should know

- A basic understanding of a budget, financial documents, business cases etc
- Walkthrough of the Guild statutory framework at the start of the year to identify scope of duties, responsibilities, and the new committee framework
- Staff roles
- A basic understanding of the standing orders which govern the Guild Council Meetings

Any other recommendations they would like to make

- More training in financial literacy at the start of the year, and a more in-depth walkthrough of the various Guild Departments, Committees, and Sub- Councils

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Things Councillors Need to Know – Maddie Mulholland

Quorum

Quorum for Guild Council: 10 Voting Original Members (ie. Non-proxies), two of which must be members of the Guild Executive. Without quorum, Guild Council may be rescheduled or moved into a Committee of the Whole. Decisions made by a Committee of the Whole are not effective until COB three working days after the Secretary circulates the unconfirmed minutes, unless the Secretary received an objection from a member of Guild Council.

Other Committees: Each committee will have its own requirements for quorum. Without quorum, the decisions are not binding. If you are the chair of a committee, it is best to confirm ahead of time that you will have quorum.

Apologies

If you cannot attend a meeting, whether it be Guild Council or a committee meeting, please send your apologies ahead of time. Apologies are to be sent to the Guild Secretary in the case of Guild Council meetings, and the committee chair in all other cases. If you are absent two Guild Council meetings in a row without apology, you can be removed from Guild Council, so don't do it!

Proxies

If you cannot attend a meeting, you can send a proxy to speak and/or vote on your behalf. For Guild Council, proxies must be sent to the Guild Secretary, preferably by 5pm on the day of the meeting (or the Guild Secretary may set other requirements). Each Secretary has different requirements about form – some need it written and signed, some are happy to accept emails. The 2014 Guild Secretary will make this clear to you following their election. You can give your proxy full discretion to vote and speak as they see fit, or you can give them specific instructions. For example, you can allocate how they are meant to vote for each motion and any unforeseen motions (for example, those moved from the floor and not on the agenda), and questions to ask for motions. Please make it clear to the Guild Secretary how you intend for your proxy to behave – in the case of allocated voting/speaking, the Guild Secretary can enforce those votes. This is especially important in the case of a secret ballot.

Your proxy bears the same Corporate Governance responsibilities of confidentiality and conflict of interest that you do. So make sure your proxy understands that. Many people seek a report back from their proxy after the meeting, or may be content to wait until the Minutes are ratified the following month. It is your call!

Please note that your proxy can only speak and/or vote once accepted by a simple majority of Guild Council. This is generally done at the start of the meeting, and when necessary as proxies arrive thereafter.

Crucial Standing Orders

All Reports, Motions and Motion Attachments must be received by the Guild Secretary at 5pm 7 days prior to the Guild Council meeting. Don't be late! Any motions received later will not have adequate notice requirements. If the business is urgent or business which because of its nature couldn't be set on the agenda, then Guild Council can vote to waive the notice requirements.

Debates: You can speak more than one – put your hand up to be added to the speaking list. Speakers must ensure they confine their speech to the subject matter of the motion, and avoid repetition (of other previous speakers). You can propose a procedural motion to close the speaking list if the debate is getting a bit long.

Don't disrupt debate, acting contrary to Guild Regs or Standing orders, or use improper/discriminatory language or you may be named by the Chair. Being named three times equals ejection from the meeting.

The voting members of Guild Council are:

- President
- Treasurer
- Sub-Council Presidents: Ed, SOC, PAC
- The 13 Ordinary Guild Councillors
- Women's Officer
- UWA Sports President

All other members of Guild Council are non-voting and only have speaking rights.

Elections for any positions are done by secret ballot with a staff member as the Executive Officer.

Make sure you read the section about the Budget Meeting!

Circular

In the case of urgent business, business which by its nature could not be set on the agenda, or business which by procedural motion has been moved to consideration by circular by the Guild Council, may be moved as a motion via circular. Within 3 days of circulating the motion, the Secretary must receive a quorate amount of votes, otherwise the motion lapses. Councillors can object to motions via circular (see the Regs for procedure).

Reading

Set aside the Monday or Tuesday evening prior to the Guild Council meeting to read your agenda pack. Some months it will be 50 pages only, some months it could be over 500! It is crucial that you know what each motion means (so read the supporting documentation). It is also nice if you read everyone's reports – it takes them ages to write, so do them the decency of reading them. Likewise with the Minutes – sometimes the Secretary messes up – make sure you help them by picking out mistakes! You will get a lot more out of meetings (and they will be far more interesting) if you know what is going on.

Staff

Guild Staff do not work at the Guild for money or prestige, they work here because they are passionate about students. Many of them make lots of sacrifices, like staying back late so that they can help make your jobs easier, and deliver more for students. The most important thing to remember is that all Guild Staff members deserve your utmost respect. They are amazing, make sure you recognise that.

How to make the most of your term

Say yes. When the PAC President emails you asking for help with an event they are running, say yes to helping out. When the Secretary emails you to ask for volunteer Mace Bearers, say yes. The more you get involved in, the more you'll get out of your year. You do NOT want to get to the end and wish you had done more, because the year goes very quickly and you do not want to have regrets!

Have fun, this will be one of the best years of your life!

Ordinary Guild Councillor – Lizzy O'Shea

My experience as an Ordinary Guild Councillor in 2013 was very rewarding, and this was because I got involved in different committees, departments and working groups in the periods between Guild Council meetings. To have a great year on the Guild it is important to realise that being an OGC is so much more than just attending monthly meetings, and you do not need to be a department officer or sub-council president to contribute to that area of the Guild.

If you have an idea for a project, take it to the relevant committee/department and try and make it happen – I worked with the Women's Department to run a bra-collection for disadvantaged women in rural communities. This was something I had wanted to do for a long time, and Sophie Liley and I incorporated this into the Women's Week program. As a member of F&P I was able to move policy leading to the offset of all Guild flight emissions, and worked with Dan Stone to push for environmentally conscious policy through this committee.

Expectations

As an incoming councillor, I didn't have a well-formed idea of what to expect for the year and it took a while for me to find my feet within the Guild and the Council team. Expect this to be a steep learning curve. You will need to learn a lot of information, processes and practices very quickly. The handover retreat was a great opportunity for this year's councillors to have a better start to the year than we did in 2013, and I encourage anyone who wasn't on the retreat to take the time to catch up on what was covered.

Tips

- **Ask questions** – everyone was new at some point. If you're not sure where something is, what an acronym means, who is the appropriate staff member to approach about something, ask someone who has been around for a while (or Alex Pond, she knows all).
- **Read the provided documents** – it is critical that you take the time to learn how the budget and finance documents work, and if you do so early you will have a much more rewarding experience on Council. You will also be a lot less confused all year, and you won't sit through the Directors' reports each meeting not knowing what is going on. You'll also feel a lot more able to contribute to major decisions on the Guild.
- **Get to know the team** - Get to know the Guild Staff and the rest of the council team if you don't already. The staff are always willing and interested in taking on and helping with your projects, as well as helping you to better understand how the Guild works. If you have some ideas for a specific department or area, go and put your idea forward.
- **Keep on top of your emails and documents you've got on your computer....** Don't let it get to the mid-year break before you try to organise a filing system for your emails/documents you've downloaded. I cannot stress enough how annoying and crucial this is.
- **FILL OUT YOUR AVAILABILITY ON YOUR OUTLOOK CALENDAR** – if you don't, people will assume that you are free for a meeting all day every day, and they will book meetings in those times and without fail you will be in a class or at work or at an appointment and

you will have to be the annoying person who has to have meetings changed around for them because people assumed you were free. Do not be this person. I was this person. Being this person is the worst.

- **Respect the time commitments of others** – While you are obviously an exceptionally busy person, doing a dozen things at once and wearing several different hats depending on clubs and facsocs and committees and work and study and etc. – remember that everyone is busy. Everyone does their best to juggle their commitments and you need to be considerate of others when they don't get things in on time or are having trouble with their workload. Support each other, give lots of hugs.
- **Have fun** – you are very privileged to have this experience – this has the potential to be an amazing year, so make the most of it.

Lizzy O'Shea

Ordinary Guild Councillor - 2013



GUILD COUNCIL | HANDOVER REPORT | 28th November 2013

Lucas Tan | 100th Guild Statutes Committee Chair

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

The membership of the committee

- Chair: Lucas Tan
- Ordinary Councillors: Joshua Bamford, Lizzy O'Shea, Cam Payne
- President: Cameron Barnes
- Two ordinary non councillor members to be elected- including one female- Ben Tomasi, Zoe Lim

A summary of the activities, projects and discussions carried out during their term and their progress status

- Guild Election Regulations (passed)
- Guild Regulations (passed)
- ISS/PSS Constitutional amendments (passed)
- PAC Rules (passed)
- Busking Policy (passed)
- Honorary Life Membership Policy (passed)
- Guild Discipline Regulations Policy- (have not yet drafted up- needs to be followed up by 101st Governance Committee)
- Guild Statute Book – (need to double check with Josh Bamford as to the status of the Physical Statute Book; next year's Governance Committee will also need to liaise with Josh as to the link to the Electronic Guild Statute Book)
- Guild Standing Orders – have not yet been updated with the GC approved amendments (direct right of reply, and change to the notice requirements for motions/reports/supporting docs)
- Statute 20 amendment- (awaiting legal advice from DLA Piper- follow up with Wayne)
- Guild Policy Book- (amendment by GC this year, lead by Dan Stone)

Recommendations for the improvement of recurring activities, projects and discussions

- Governance Committee does resolve some of the concerns we had this year
- We recommend co-opting a member of staff to alleviate some of the administrative workload and ensure proper record keeping of Governance Committee's decisions, determinations, and draftings.
- A physical and electronic statute book containing ALL guild Regulations, and rules, policy, guidelines made under those regulations will need to be maintained

Recommendations for activities, projects and discussions not carried out that should be

- Guild Discipline Regulations Policy- (have not yet drafted up- needs to be followed up by 101st Governance Committee)
- Guild Standing Orders – have not yet been updated with the GC approved amendments (direct right of reply, and change to the notice requirements for motions/reports/supporting docs)
- Statute 20 amendment- (awaiting legal advice from DLA Piper- follow up with Wayne)
- Guild Statute Book – (need to double check with Josh Bamford as to the status of the Physical Statute Book; next year’s Governance Committee will also need to liaise with Josh as to the link to the Electronic Guild Statute Book)

Useful contact details

- Wayne Howells
- Immediate Past Statutes Committee Chair- Lucas Tan (lucas.tan91@gmail.com)

An index guide or check list to be used when conducting their handover (ie. Agendas, Minutes, other relevant documents)

- Statutes Meeting Minutes
- Guild Statute Book (electronic version)
- Physical copies of the Guild Regulations, Standing Orders, and Policy
- Guild Chair Guide 2013
- Informal OGC Mid-Year Review Document

Guild Council Chair

- preside and act as chair over all meetings of the Guild Council and the Governance Committee;
- convene meetings of the Governance Committee; and
- present an annual report to the Guild Council meeting held in November on the activities undertaken by the Chair of the Guild Council and the Governance Committee during their term in office.
- In 2013, I also ran an Informal OGC Mid-year Review discussion and feedback session for ordinary guild councilors- this was a useful tool to give to the Guild executive and also provided good advice for next year’s incoming Council
- I would familiarize myself with the Standing Orders, new Regulations, as well as points of formality in Council Meetings to enable the effective and efficient running of Council meetings in 2013 and 2014.

Cameron Barnes 13 25/10/13 1:29 PM

Comment [1]: Name change- see Review of Committees briefing document

Cameron Barnes 13 25/10/13 1:29 PM

Comment [2]: Name change- see Review of Committees briefing document

Cameron Barnes 13 25/10/13 1:29 PM

Comment [3]: Name change- see Review of Committees briefing document



GUILD COUNCIL | HANDOVER REPORT | 28th November 2013

Rida Ahmed | 100th Guild Activities Committee Chair

UWA Student Guild | M300, 35 Stirling Highway, Crawley WA 6009
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Chair, Activities Committee – Rida Ahmed

The activities committee oversees the planning, organizing and running of Guild Events, including but not limited to annual recurring events (O Week, End of Semester Shows, Guild Ball) or new, spontaneous, fun events (Paint Party, Stall days) and also the assistance of events of other departments (for e.g Women's department Burlesque or The Tavern's Movie Screenings etc).

The membership of the Activities committee includes the following:

- President
- Vice President
- SOC President
- PAC President
- 3 Guild Councilors (One of whom acts as chair)
- 3 Ordinary Student reps

The Executive Officer from the Events team is also a standing invitee too all Activities Committee meetings. The Activities Chair may also, at his/her discretion or at the request of members invite other members to committee meetings, as they see fit. In my term as chair, the Guild Secretary Maddie Mulholland, Events Consultant Chloe Jackson and Manager of Memberships & Communications, Alex Pond, were also made invitees to committee meetings. The meetings in theory, may be conducted every six weeks. However it is at the chairs discretion to call more frequent meetings during busy periods or less occasional meetings, as they see necessary.

The meetings of these committees mostly involve brainstorming, suggesting and just helping advise the Event's team about what the student representatives would like to see. The meetings are also the opportunity for the Events officers to run past the committee any regulations or issues that need to be addressed or issues which require advice on how to proceed, as a preliminary step before taking it to the Council. The first half of my term was heavily focused around the revised new Event Management Plan, where drafts were presented at the Activities meeting, before the final draft was taken to Societies Council and the Guild Council.

The role of the members of the committee, also includes helping in the running of these events. While time commitments are often an issue, plus the small number of student reps on this committee for an event like end of semester show for example, there is always the need to recruit external volunteers from Guild or the general student population. However the general expectation for members is to help in the carrying out of all events organized under the committee. The role of the chair will also include liaising outside of meetings, with the Events team staff and take on a bigger, leadership role in the running of the events so as to not burden other members of the Guild Council or student committee reps. Any questions or directions needed by staff, should be addressed by Activities. This role stands alongside the expected tasks of scheduling and calling meetings, creating/distributing agenda and minutes and chairing meetings.

For future terms, I'd strongly recommend perhaps a mandatory reporting of the sub division

Activities committee's work to monthly Council meetings, if not their reporting of the entire function of Student Services. This is for two reasons. Firstly, I believe it helps keep the Chair on top of his/her game and accountable for the timely progress of the committee (something I would benefit from) and secondly, more importantly, to keep the Guild Council in the loop. On a lot of occurrences, the other members of Guild Council were not aware of any events or activities coming up until it was public and it can result in events, which are poorly promoted, and also which might end up not going ahead, purely because of that reason (e.g. proposed "Thrift Shop" party).

UWA Student Guild

Activities Committee – (Agenda)

{Meeting # 3 Date: Friday, 26th July 2013 Time: 10am Venue: Guild Council Room}

Members:

- Rida Ahmed (Chair)
- ~~-Cameron Barnes~~
- ~~-Annie Lei~~
- ~~-Laura Smith~~
- ~~-Valentina Barron~~
- Judith Carr
- Sophie Liley
- ~~-Kaila Stevens~~
- ~~-Sophie Smith~~
- Yutika Donoghue

By invitation:-

- Ben Johnston (Executive Officer)
- Andrew O'Connor (Activities)
- Maddie Mulholland
- Alex Pond (Memberships & Communications)

Agenda

1. Update on Events (Ben Johnston)
2. Paint Party (Rida Ahmed)
3. Guild Ball (Maddie)
4. End of Sem (Maddie)
5. Tav (maddie)
6. Themed weeks (madz)
5. Other Business (EMP – Ben? Or Tav – Judith?)
6. Next Meeting.

Meeting Notes.

1. Update on Events

★ Club Carnival, 6th August.

- Reminder to SOC and clubs
- Potentially need posters for promo (facebook banner, to be shared)
- BIG Promo posters for campus!

★ Paint Party, 8th August. (Read Below)

★ 2. Paint Party , 8th August.

- Chemistry Lawn
- Free Event – powdered paint for students.
- Paint has been ordered
- No promo yet but fb page will be up soon
- Free tickets/registration
- Link to a google form or a trybooking type ticket rego? Free ticket, but students submit their names.
- Need a Webpage google doc form.
- Music/DJ (Lucas) section cut off/roped off.
- Sausage sizzle/Fairy floss (Guild can do sausage sizzle, perhaps Relay to do Fairy floss?)
- Soft drinks for sale
- Activities – Tug of War, Slip n Slide, Dunk machine?, water guns and water balloons!
- Jelly beans/fairy floss to compliment the colours!
- Borrow paddle pool! (SCIENCE union has one perhaps, multiple clubs do!)
- Twister
- 15 minutes paint activity, 15 minutes water balloons sesh (rinse and repeat, rinse and repeat)
- Photography to be done by Alex
- Water hoses/Wash stations/Paddling Pools
- Colours: 4 x faculties, 1 x professional courses, 1 x residential colleges.
- Activities Committee to help with logistics of registering, power handling, wash stations etc.
- Need signage for rego table and powders

★ 3. Guild Ball

- Issues regarding dates and venue availability.
- Theme is Prohibition
- Reflection Pond: Canapes, Croquet, Jazz -> move up Winthrop down to undercroft for the prohibition feel, extravagant inside!
- Tickets to be on sale asap, by end of August.
- Costings have come through for the undercroft and Winthrop, reasonable costs.
- Maddie will now start doing budget with Ben Alex and Cam and present at the next meeting.
- Keep ticket prices at 100 by doing more DIY stuff!
- Maddie and Alex (student/staff leaders) overseeing the Venue Décor, Table décor, Entertainment and Catering groups.
- Crafternoons will be open to EVERYONE so bring ANYONE.
- Yet to determine promo strategy, for clubs, ticketing and graphics.
- Aiming for 250 people, budgeting for 150, anything over is a bonus.

★ Tav

- Trying for a long time for comedy night but Judith has been struggling with whether or not to communicate with staff and have them organize it or do it herself.
- Maddie's ideas for things to do in the Tav:

- Beer Tasting (concern over too alcoholic, but it is the fav)
- Wednesday and Friday, existing happy hours.
- Live Music
- Cocktail (committee not as keen)
- Themed Free nights: 80s, Hip Hop Karaoke, 60s, Onesie, Lion King, 90s, Gym “lets get physical” wear (Apparently Pelican is doing Prom themed)
- Hot days, Hawaaiin Night (Paddling Pool, SOBER has palm trees, Maddie says Yolo)
- Projectors to screen sporting events, potential during the day, Melbourne Cup, AFL Final
- Guitar Hero
- Movie Night/Movie themed – Rocky Horror, Grease, Austin Powers, generic
- Halloween (focus can either be on movie or don’t and just have movie in the background), Ask through Facebook Poll/Question
- Slideshow on the TVs, PROSH images, club/guild’s promotional videos/photos running in the back constantly
- Live Acoustic Music – Cams sister May Barnes? Music students can do open mic night?
- PSA Family Fun Sunday
- Tuesday Trivia Night
- Open mic Mondays
- Birthday Specials (Free food or drink voucher or birthday hat, for birthday patrons!)

-Night time is harder but Gary is super keen for day activities

-Judith suggests scrapping comedy nights and focus on these. Committee consensus that we attempt one comedy night and then these ideas alongside.

- Judith concerned over the overlap of Tavern Committee/Activities Committee; Maddie suggests all activities come to this committee, Food/drinks go to Tavern committee.

- Chalk board outside the Tavern – highlights special activities/meal deals of the week!

- Similar to Claremont’s “Whats on This Week”

- Maddie and Judith to talk to Alex and Gary in week 1 of Uni.

★ End of Semester

100th Birthday Party!

Oak Lawn – extended bar, all ages section, chill/couch section

Alternatively near business school if we can access the pool for the obstacle course that Cam has always wanted.

- Dunk machine, DIY Pinatas (Crafternoons!), Fairy Floss, Slip n Slide, Balloon Man, Bouncy Castle, Palm Trees (SOBER), Paddle Pools, Photobooth, Musical chairs, Food Vans, Toffee Apples, Giant Jegga (Judith has lost it.), Popcorn, Egg & Spoon, 3 Legged Race, Sack Race.

- Need to section off the bar, wrist band.

- Cake bake stall. Face Painting.

- Hula Hoop, Raffle, Summer Hamper as prizes, ASOS vouchers etc (Discuss with Alex)

-Froyo, Soft Serve Ice cream.

- Soft (drink) Pong,

- Pony Hops

- Pool obstacle course early in the day, before the bar is opened.

- Balloons of “1 0 0”

★ Themed Weeks

Heads up on the three themed weeks coming up – Fringe, Faith and Anti Povert



GUILD COUNCIL | HANDOVER REPORT | 28th November 2013

Judith Carr | 100th Guild Tavern Committee Chair

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Recommendations for the 2014 Tav Committee

This year, a number of changes were implemented in the Tavern to menu options, drink options, entertainment, operations and promotions, however there is a lot more which could still be done. As such, this document will lay out some recommendations, and some ideas to be investigated which were discussed by this year's committee, but which we ran out of time to address.

Committee:

The committee was previously made up of the two Guild Councillors (one of whom is chair), Guild President, Treasurer, Tav Manager, Catering Director and three ordinary guild members. However this committee as will no longer exist as it currently stands under the new committees structure!

Menu Options:

A new menu was brought in, which received good feedback. In addition to this, we brought in a meal deal – A Tav Burger and Budweiser for \$11 any time between 2-5pm. The aim of this was to try to bring people in after the main lunch time rush to keep the Tav more lively in the afternoons. We were lucky enough to strike a good deal with the brewery on the Budweisers, allowing us to run this great value deal! The Tav has been selling around 100 a month of these deals, which Gary (Tav Manager) considers to be successful.

The 2013 Tav Committee thinks it might be wise to run a different meal deal each day, to create some variety and bring different people in on different days. With this in mind, Ken was directed to investigate feasible pricing of such meal deals, using Budweiser as the beer, because we have a good deal on this. The pricing would be as follows:

- | | |
|-----------------------------|--|
| • Fish and Chips + Bud | \$13 and reduced to \$11 will mean 16% discount |
| • Spicy Chicken wings + Bud | As above |
| • BLT, Chips + Bud | \$13.50 and reduced to \$11 will mean a 19% discount |
| • Bacon and Turkey + Bud | As above |

The committee tended to think people would still be happy to pay the above prices of \$13 and \$13.50, as long as the cheaper, Tav Burger deal was kept. We would also recommend the 2014 committee investigate some sharing options, such as nacho + jug or chips + jug.

We have also trialled running a birthday meal deal for the second half of this semester which was a free bowl of chips when you buy a jug on your birthday. This was with the view to encouraging people to come into the Tav to celebrate their birthday (and bring their friends). It did not have the desired effect however – Gary found people tended to come and get their chips then leave. Ken says it is costing the Tav \$50/week in profits.

With this in mind, the 2013 committee believes the best approach would be to discontinue the birthday deal, but trial giving Gary the option to hand out bowls of chips at his discretion to large groups celebrating birthdays. This is a low cost way of rewarding people who come to the Tav to celebrate and will hopefully bring more groups in.

Drink Options:

Drink options were discussed on multiple occasions. The one change made was that we brought in Little Creatures beer. Otherwise, the 2013 committee was happy with the beer, wine and other options available.

Operations:

The 2013 committee brought in the buzzers to collect your food, rather than numbers being called out over the loud system, on the suggestion of Gary and these have gone down well.

Another change made, on the suggestion of the college kids on committee, was to move Happy Hour on a Wednesday to be from 4-5pm instead of the previous 3-4pm. This was also a good change.

The possibility of having printed menus (particularly outside) has been discussed, but thought to be unnecessary. The 2013 committee thought it would perhaps be an idea to have clip frames on one of the pillars near the entrance, but has left this to the 2014 committee to decide. The Tav now also has a sandwich blackboard, which great use can be made of.

EFTPOS and ATMs is an issue that has come up a number of times. Gary is looking into the costs associated with both, but points to be considered are that:

- To have an ATM, a certain number of transactions need to be made, which can be difficult given the Tav is closed for significant portions of the year.
- The University will not allow an ATM just outside the Tavern on the Ref
- Gary thinks EFTPOS would create issues with slowing down service (particularly during Happy Hour or big days like Oktoberfest), and also with paying for food then drinks, which is currently done separately

It was discussed to perhaps have a minimum so at least people would be restricted buying only jugs and such instead of every drink on EFTPOS! This would be something that would be best looked into or done over the holidays!

Gary raised the possibility of getting security cameras into the Tavern as a result of an incident at an event this year when claims were made of violence by the bouncers. Gary has been finding it hard to get preferred suppliers to come down and quote, but will consult with Murdoch tavern on their set up. Points that were raised in favour of taking on this project sooner rather than later were that Gary expects all licensed venues will be required to have security cameras soon anyway, and it might be best to get in before this legislation is made and the prices of such systems rocket up. However there would obviously be large costs associated with such a project, which should be considered.

Another small matter that was discussed was to get air fresheners in the female toilets. It was decided that they were unnecessary and would probably be destroyed in the male toilets, but

comments have certainly been made about the odour in the female toilets! This is obviously not a pressing matter, but is perhaps something best done over the summer holidays if the 2014 committee thinks it's something that should be done.

One other idea raised which the 2013 committee thought it wise to implement in some form, was to run some sort of discount for clubs (perhaps just Fac Socs as a trial) to put down bar tabs to celebrate finishing assignments or similar, as Gary feels some of this type of business has been lost to Varsity. Our ideas included:

- Gary suggested \$200 bar tab, get 5 baskets of chips
- Buy 9 jugs, get one free
- Put a certain amount of money down and get a certain amount extra
- Talk to catering about getting platters of shared food (similar sorts of things to chips) which you could get when put a bar tab down?

Entertainment:

Currently have DJs from EMAS on Wednesday afternoons - start off okay according to Gary, but music seems to get louder and less and less Tav appropriate through the afternoon. We would recommend that the 2014 Tav Chair has a chat to Iain McIntyre (President of EMAS), or at least to Chloe in events who music is normally organised through, to stipulate when locking them in for the semester that the music must be kept quieter and more appropriate to the Tav environment.

The other thing we had great difficulty with this year was with finding bands to play in the Tav. This is partially due to a lack of communication in previous years between the Tav and Events. Gary says that band sometimes come to the Tav and ask him if he can play, but he frequently has no idea what the events office has planned in the Tav, which makes it difficult for him to book them in. For some reason it's then incredibly difficult to get the bands to actually contact the events office to make a booking. However it is important that bands book through Events, because sound equipment needs to be organised through the office.

Having bands or live music in the Tav on a Friday afternoon in particular is something I think it's incredibly important to get up and running again, but it is definitely best to start work early on this one! Start trying to book in bands early – before semester starts – and it would be wise to talk to both Gary and events to organise a way of getting around the communication issue raised above.

Perhaps an online calendar that can be accessed by both events and Gary could be used? Or Gary could do tentative bookings when bands come in that he can run by events, or maybe he could just be updated regularly about what bookings have already been made.

As to where to find bands, I think the colleges are a good place to start perhaps! Acoustic acts would also be great.

We also this year attempted to run a few student nights in the tav, the two we ran being a stand up comedy night, and a showing of the Rocky Horror Picture Show. Both of these had a decent turn out, and everyone who came enjoyed them, but they were not good on the profit front (as expected

when first starting out). The aim of the events was not to make profit, but to try to run events that may appeal to and engage groups on campus who do not regularly attend university or club events. However it is not sustainable to run such events at a significant loss. If the 2014 committee would like to continue running these sorts of events, we would recommend you book in regular dates at the beginning of the year and promote the regular events early. If they're regular, people are more likely to know they're on and to show up! Perhaps run them once a month?

Other events that are usually run throughout the year, which are organised through events are first semester EOSS, Oktoberfest, and Tav Trivia (usually run about 4 weeks in the semester during common lunch hour on Tuesdays). EOSS mainly requires the organisation of bands and DJs for the afternoon. Oktoberfest requires decorations (tons can be reused from this year), and bands or DJs. Tav Trivia just needs a mic set up by Gary, one or two people reading out four rounds of questions with the fifth round usually being a drawing one, and the scores written up on the whiteboard each round. Main thing it's easy to forget is to print out the answer sheets! Events office has a template for this though!

St Patrick's Day is also run and organised by the Tav – Gary has this under control usually, just make sure it is being organised.

Promotions

The committee this year thought it was important, with the competition Varsity presents, for the Tav to be promoted well. With this in mind we created a Tav Logo and Facebook page, of which we will make the incoming chair (or equivalent under the new structure) admin.

We also set up a slideshow of guild photos to play on the projector screen in the Tav. This was mainly to brighten the place up a little, but also has the advantage that we can sprinkle Tav event posters throughout the slideshow.

With respect to promotions, it's important that the Tav does not put print material referencing alcohol outside of the Tav grounds. However it is perfectly acceptable to put posters in the Guild Village promoting events and menu options.

People to Know:

Gary Morris – Manager of the Tavern (definitely the easiest way to contact is to go into the Tav and see him!)

Ken Saverimutto – Catering Director

Kate Hoolahan – If you'd like posters designed! Email designrequest@guild.uwa.edu.au

Chloe Jackson – Events Consultant (if you'd like help running any events – email chloe.jackson@guild.uwa.edu.au)

Summary of Recommendations

- Book in regular dates for events before the year starts and start promoting early, if this is something you'd like to do – perhaps once a month?
- Nail down and run some sort of discount or incentive for Fac Socs to put bar tabs down at the Tav.

- Start trying to lock bands in to play on at least Friday afternoons early on! Definitely aim for a band every week, though could be difficult to organise! Also establish functional, but accessible to students booking method between Tav and events.
- Trial running a different meal deal every day
- Terminate birthday deal as it currently stands, but trial directing Gary to give free chips at his discretion to large groups celebrating in the Tav
- Discuss EFTPOS or ATMs, security cameras and air fresheners in the Ladies Toilets
- Apparently there's a chessboard behind the bar – I only discovered this at the end of the year – I think it could be cool to investigate getting more board games (similar to The Loft and other places) and promotion that they're available!

Good luck for the coming year and have fun! And start early on anything you'd like to get done 😊



GUILD COUNCIL | REPORT | Welfare Committee 2013

Cameron Fitzgerald | 100th Guild Welfare Committee Chair

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welfare@guild.uwa.edu.au | 040 503 1177 | guild.uwa.edu.au

Official members of the Guild Welfare Committee this year were Rajdeep Singh, Georgina Carr, Jess Murray and Kelsey Gordon. I should also mention the informal contributions of Josh Bamford due to his interest in the area.

We met several times during the year to brainstorm ideas and so I (as Welfare Officer) could sound off potential plans. We also communicated using a Facebook group and shared Google Documents. With several busy committee members this committee was underutilized and probably confused between being a policy versus an action committee. At the start of the year I was hoping to have more of a department working group to help with projects (as I took this role as more of a projects-focused position, rather than focusing on policy), as opposed to an oversight committee to provide guidance.

This will be clarified with the new committee structure being introduced in 2014 as well as restoring the Welfare to “department” status. The department committee will be able to help with action items, where as the Welfare & Advocacy Committee will be able to provide policy direction and guidance.

2014 Recommendation: Clarify committee roles and ensure volunteers are aware of the time commitment for active roles.