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## Guild President Report | December 2014

GUILD PRESIDENT R January 21, 2015

While we're only about two months in to the 102<sup>nd</sup> Guild Council, we've certainly hit the ground running and have been moving full steam ahead on a number of key strategic projects that we'll be carrying through over the year. I am excited to see what the Office Bearers, Councillors and staff team can do this year.

Firstly, you may have noticed that there is a new tree planted on Oak Lawn. I attended a ceremony in December 22<sup>nd</sup> in memory of Ben Pocock, an exchange student on his way to study at UWA who died when MH17 was shot down. The ceremony was attended by a number of the University Executive and Ben's family. Hearing from Ben's family how excited he was to come to UWA, how the campus culture had drawn him to come here, how he had already touched base with the Ultimate Frisbee club and was ready to throw himself into life on campus – it really brought it home not just how tragic this loss of life was, but the ties that we have to our fellow students in this community. I hope that members of this Guild Council will pass on the message that this tree, planted in the centre of student life on campus, is in memory of Ben. I have contacted the VC to see if the Guild could provide a plaque to go with the tree out of my personal budget.

### University Executive and Strategic Projects |

I have locked in quarterly meetings with the full UWA Executive and myself, Lucy as VP, and Tony, which I feel is a great start to the year. I think that it is important that the University is on board with our partnership and that they don't just hear about the Guild when something goes wrong. I hope that these meetings, with an hour allocated, will let us showcase some of the great things that we're getting up to, keep the Exec informed of our progress on strategic projects, allow us to show them how we can contribute to their goals, and much more. I believe this is a huge step forward with regards to our relationship with the University and will ensure that we cement ourselves as a strategic partner, rather than an organisation that simply exists on campus.

### SERVICE LEVEL AGREEMENT (SLA) | *For endorsement at January Guild Council Meeting*

The SLA is an agreement signed between the Guild and the University, representing an exchange of funding for services. One of the key priorities for December/January has been ensuring that we have an SLA document that we are comfortable with for endorsement by Guild Council ASAP in 2015, so that we can begin ticking boxes and ensuring we meet and exceed the requirements of this agreement.

When I began as President this document was sitting with the DVC (Education) Alec Cameron awaiting approval. The document included all negotiated terms for the Guild and University's responsibilities for the year, but I requested an amendment to our reporting line for negotiations. This was accepted and the result means that we will do all negotiations and amendments to the SLA with Alec Cameron, and all operational matters through Jon Stubbs (Director of Student Services). I pushed for this change because Student Services are effectively in competition with the Guild for SSAF funding, and given our funding is dependent on compliance with the SLA, it is not good governance for us to negotiate the terms of this agreement with Student Services.

### GUILD RELATIONSHIP AGREEMENT (GRA) |

The Guild Relationship Agreement is a legal document that formalises the relationship that we have with the University. This document is in desperate need of revision, particularly in clarifying our legal position with reference to leases and our buildings. I aim to finalise the GRA this year, as the most recent agreement is dated 2000. Tony and I have met with UWA's lawyers to get a bit of a background on the document. Now that the SLA is finalised, I will begin discussions with Alec Cameron to establish where the University would like this document to go, and to make our priorities clear. I will ensure that Council is kept up to date on the progress of this document, as it is an incredibly important document for the Guild's future.

## EDUCATION PORTFOLIO |

I have been working with Tom Beyer, Alec Cameron, and a number of key figures in his Education Portfolio on various matters relating to the educational experience at UWA. The primary focus of the Education portfolio seems to be the Education Futures project, and the associated changes that are being implemented as part of this vision. This will include a **switch from Moodle to Blackboard** for our LMS. Gilly Salmon, who is taking charge of “Operation Black Swan” will be trying to have 1000 units will full utilisation of LMS by the end of the year. At the moment only about 30% of units have what is considered to be “full” LMS use. Gilly aims to bring the other 70% on board. If this process results in more units having a better use of online resources, then I think that years of the Guild’s lobbying on this issue will have made progress.

I have concerns with the Blackboard switch, and have been involved in the process to ensure that any issues that may be of student concern in the transition are considered. I have a concern that the 30% of units currently using LMS (having made huge efforts to utilise the system creatively etc. in the past) actually cater for a disproportionately large number of students. I am concerned that in pushing the other 70% onto the system, the 30% who have consistently put time and energy/money into Moodle will have a reduced usage. I am also concerned that the time frame proposed is very swift, with an aim to have Blackboard being used by Semester Two, but I have been told that our relationship with Moodle will remain in place until the full transition is ready, as both are owned by Blackboard.

I have met with the University’s Head Librarian to discuss student issues including access to online journal, facilities and storage/desks in Reid, as well as discussing how best to use the funds collected from student fines. Vik and I have monthly meetings with Jill Benn and I am looking forward to the year, and Jill has been very receptive of student feedback to date.

## SPORTS AND REC ASSOCIATION | Review and Sports Council

The University recently conducted a review of the Sports and Rec Association. Cam Fitzgerald, Tom Henderson, Lucy, Lara, Tony and I are currently looking at ways that the Guild could take on sports clubs, Inter-fac sport and Uni Games, as well as how we could effectively revive the Sports Council structure, if Sports and Rec were to be amalgamated back into the University in some way. This issue will be progressing over the next few months and is an exciting opportunity for the Guild.

## Guild Divisions

### FINANCE | Audit and Insurance Claim

The 2013 Audit/accounts were presented to the Senate Audit and Risk Committee in the 2014 term. The result of this has been a distinct need for the Guild to reflect upon its finance procedures. As part of recommendations a review processes all University affiliates – UniClub, UWA Sports Association and the Guild – will be required to have an internal UWA financial review. The Guild’s has been scheduled in quarter three of this year. With our new process and procedures that are currently being administered by the operational team and the realignment of our management team structure I am confident our review will be seen in a very positive light.

The Guild’s auditors, William Buck will be coming in on the 27<sup>th</sup> of January to begin the process of completing the 2014 Audited Accounts as per our usual accounting procedure. The aim is for Council to have the audited accounts to view and ready for approval by the end of February/start of March depending on the auditor’s timeline. As you would be aware we are currently recruiting for our Associate Director Corporate Services as the organisation’s Financial Controller.

In December 2014 the Guild received an initial 100k fee reimbursement from our insurer which is a positive sign for our claim. I will hopefully be able to give Council an update on our insurance claim at this meeting.

### VOLUNTEERING | McCusker Centre for Citizenship

Day 1 of my term was *interesting*, when we found out that Alumni and Engagement along with a few other people within the University, had put together a proposal to secure a significant donation from prominent alumni, to fund a

“Centre for Citizenship” that could in theory (and for that kind of money, in practice) replace Guild Volunteering. We will not be giving this up without a fight and have a long history of not only supporting volunteering but working with Volunteering WA. I see the fact that this proposal was developed entirely without my (or any student representative) consultation to be a huge issue, and I will be very open with the fact that the way I was treated by a member of the Alumni staff was totally unacceptable. I have referred this matter to the Vice Chancellor.

Moving forward, I have been assured that I and members of the Guild will be involved with the working party that tries to establish how this McCusker Centre would work and I will be putting forward a proposal for how I think the future of Volunteering at UWA should look. In the meantime the Guild is refocusing the Volunteering Hub’s priorities and ensuring it delivers more great services to students. Guild Volunteering is such an important part of the Guild service offering that I and the new Associate Director of Student Services will be driving new initiatives forward with our new Volunteering Hub Manager. We are continuing our excellent working relationship with Volunteering WA and had several meetings on how we can develop our future strategically and practically for students.

## **EVENTS | Camps**

Our first camp for the year has occurred, with Uni Camp for Kids submitting EMPs for their three January Summer Camps. The club was cooperative with the process and was in frequent contact with both our Events department and, through Chloe, Tony and I. I am confident that the processes we have put in place are watertight and being constantly improved, both for safety, insurance and compliance purposes, as well as ease of completion from the clubs end. We have recently received a \$5,000 grant from City of Subiaco to put our Events training online, so hopefully it will become even easier to complete the necessary training to run a camp in future.

## **HR | *New Guild Management Structure approved by circular***

With the successful endorsement of the new Guild management structure by circular, we are currently hiring and interviewing for the new positions. The following new roles should be filled by the next meeting:

- Associate Director of Student Services
- Associate Director of Corporate Services
- Executive Assistant

We hope to have filled a number of vacancies for existing positions, including the Volunteering Hub Manager Position, with the position currently being advertised by Volunteering WA through their networks.

## **PROSH and RELAY | *PROSH Directors to be appointed January GC, Relay Exec finalised pre-meeting.***

I was involved with interviewing the Relay@UWA Executive candidates this week and not only was the talent impressive, but I personally learnt a lot more about Relay and the Cancer Council through talking about their experiences and motivations etc. I would like to congratulate Sophie Smith who was selected as the Relay@UWA Chair, and the other members of the Executive.

As indicated on the agenda, Matt and Dom are up for endorsement at the January Meeting, as is Sean McEwan for PROSH editor. I am confident that this team will be able to deliver a paper that is the classic level of offensive, toilet humour, satire and photoshops, and am looking forward to having a close relationship with those involved and a heavy involvement in the proofing process.

## **PART A MASTERPLAN, SUBWAY & BOOST and TAV |**

Tony and I are attempting to have all things moving swiftly with the Part A project, Subway and Boost Tenancies, and a Tav refurbishment. Part A is all set to go to tender, Subway and Boost will be rolled into this tender application if the motion passes at the January GC meeting, and the Tavern (pending approval for the budgeted \$100,000 to be used from CAPEX) should have a revamp of the Beer Garden executed almost immediately with completion targeted for O’Day 2015. Subway and Boost leases are currently being drafted with a law firm and we are moving this along as fast as we can, having met with legal this week (15<sup>th</sup>).

## Executive |

The Executive has decided to meet weekly throughout the year, and are currently working out our division of roles and responsibilities. Ashleigh will be meeting with all Office Bearers to run them through their budgets, as well as conducting a budget training session. Ashleigh will also be updating Exec on how everyone is going against their budgets, who is saving money and being thrifty, etc. Jesse will be responsible for keeping everyone on track with their projects and ensuring that Executive is kept up to date, with the aim that no goals and promises that we set out to achieve will slip through the cracks. Lucy will be working closely with me on a number of strategic projects, which will include a project related to engaging underrepresented and less engaged students that we are currently working on with the Research Officer Jess Toon. The aim of this project will be to use different methods (surveys, focus groups, etc.) to assess how satisfied various underrepresented students are with Guild/UWA services, what they would like to see, etc, and to then implement a strategy to better represent and engage these students. The aim of the implementation stage is to always focus on giving the information we have collected to autonomous groups (eg. SPOC, Disabilities Club, some form of Ethnocultural Collective, the Women of Colour Collective, WASAC, etc) so that they have the advantage of our data collection and support, but the autonomy to decide what they want, and the space and voice to represent students from those groups.

## Guild Council | Administration and Training

It is a requirement in our SLA that all Councillors and Office Bearers complete various types of training. I will be liaising with Jenny from HR to ensure that all councillors complete this training, through either catch-up sessions with groups of people or individual meetings with me. We will also be looking into an online governance/Board Directors course for all members of Council. Please let me know if you are having any problems with your email, calendar, finding documents, etc. All Office Bearers should have (or request from Kelvin) access to their predecessor's emails, and a shared folder/server with records from previous years. You should also have, by now, had a good read of your predecessor's handover report and received a handover. **If you have not received a handover please tell me** so that I can chase up these people, give you a specific handover myself, or organise an OB from previous years to give you a bit of a hand.

## Guild Committees |

### GOVERNANCE COMMITTEE |

The two big projects that sit with the Governance Committee for this year are the review of the Elections Regulations and the review of the Guild Regulations. I will be involved with both of these projects, with the timeline for the election regulations being far more pressing than the Guild regulations if they're to be ready and passed through Senate in time for the 2015 election. In Em's absence I will be meeting with the WAEC on Friday 16<sup>th</sup> to assess the position that we're currently in, with the WAEC thinking our regs are enforceable, and update Council at our meeting.

The review of our Guild Regulations is important for a number of reasons, but the development of regulations for the Discipline Committee is particularly important. This is a project that will be developing over the course of the year, but is of relevance to our relationship with the University and Executive, who after our recent audit issues have taken an interest in our "governance". While it is unclear what this means, I believe a proactive approach to "governance" review is necessary.

### WELFARE AND ADVOCACY COMMITTEE |

I am currently reviewing the Guild's approaches to grants and sponsorship and seeking to not only raise the awareness of our OBs and staff to grants and sponsorship sources that are available, but to streamline the process and ensure that there is no overlap between applications, that people are all going for the same sponsors, etc. I am currently trying to see how/where this would fit in so please let me know if you have any other ideas.

I am currently developing an application for a \$3000 STRIVE grant through LDAG/HPU to fund a "chill out space" that could be used as an alcohol free zone during events like EOSS etc. and a space for exam distress periods. If you have

any ideas on how this could look (fake grass, bean bags, etc) please let me know!

## **Conferences |**

### **NUS | National Conference and Presidents' Summit**

I attended the NUS National Conference in early December and will give a full report to Guild Council at either the February or March Guild Council meeting. I will be heading to Sydney for Presidents' Summit, beginning on the 28<sup>th</sup> of January, where I will be meeting the other campus Presidents and discussing what their organisations do, learning from their experiences, workshopping NUS campaigns, doing training exercises and workshops, and preparing for the year ahead. I will be ensuring that I meet with all NUS National Office Bearers to discuss what they plan to do for UWA and WA students. I will provide an update on Presidents' Summit at the February Guild Council Meeting.

### **UNIVERSITIES AUSTRALIA | March**

Vik and I will be attending the UA Higher Education conference in Canberra in March with the UWA delegation, as Paul Johnson has agreed to fund our attendance. I look forward to reporting back to Council on what I have learnt about higher education issues and Universities internationally. It seems to take a structure of keynote speakers, workshops and events, with a number of opportunities to gain insights and perspectives from other Universities both in Australia and internationally.

## **Financials**

I will circulate updated financials prior to the meeting.



## Overview

I returned from overseas at the end of the second week of January and have enjoyed getting stuck in to capital projects discussions, exploring means to improve student culture (creating a 'sticky' campus) and finding ways to improve aspects of the Guild areas before O-Week in mid-February.

Cam Fitzgerald and I had a successful handover at the end of last year, and he brought me up to speed with everything he had achieved in the role last year (including IT project-wise), existing projects he has laid the groundworks for myself to contribute to, ideas for projects for the 2015 VP to take on, as well as continuous projects and jobs for the VP.

## Committees

- CSC will be holding its first meeting on 28<sup>th</sup> January 2015
- Governance held its first committee meeting late December last year (I was away, so unable to attend)
- SRC meetings throughout December and January

## Meetings

- Met with Beverly McIntyre (Guild Archivist) to learn/understand more about EDRMS
- Met with DVCE, Tony and Lizzy to discuss the University's new plan with UWA Sports and how that will affect the Guild and the Sports Council
- Met with Stuart Scott and Lizzy for a student perspective on an online graduate recruitment tool for students. Our thoughts on the pitch will be directed to University staff to help them make informed decisions about the project
- Will meet with Jessica Toon (Guild Research) and Lizzy to discuss Guild Engagement Project

## MASA (Mature Aged Students Association)

- Have been communicating via email with MASA VP and Secretary, Pat Hallett and Tamara Pinkerton
- Our first meet-up is scheduled for the end of the month, where we will be discussing their vision for MASA this year, and brainstorming new and exciting ways to engage mature aged students

## Parking Appeals

- The Guild VP is the student representative and only consistent member of the Parking Appeals Board

If you have any questions, please send me an email at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au) or [lucy.moyle15@guild.uwa.edu.au](mailto:lucy.moyle15@guild.uwa.edu.au).

Lucy Moyle







## Overview

The start of 2015 has seen the Guild Secretary role expand to include administrative tasks, a number of project-based tasks as well as a ‘Chief of Student Representatives’ role. I have managed to speak with many councillors, staff and Office Bearers to gauge how they’re going with the organisation of their projects, and it seems as though a significant amount of work has already been achieved in getting projects off the ground.

I had a very successful handover with Maddie Mulholland in mid-December, where she elaborated on some of the projects she worked on as Secretary in 2013, as well as bringing me up to speed with all the administrative tasks that are required of the Secretary. I plan to have another handover with my predecessor Sam Shipley, in late January.

## Secretary Roles | Summary

I am treating the position of Secretary as “Chief of Student Representatives” in that I manage the progress of the Student Rep team, liaise with staff and provide any assistance when necessary.

As part of this aspect of the Secretary role, I have completed the following tasks:

- Reviewed full list of sub-council projects and plans and collated this information into a spread sheet in order to cross-reference with Office Bearer Policy timetables (in progress)
- Spoken to Office Bearers, Councillors and Staff about their plans for this year, as well as discussions about their workload and capacity throughout the year.
- Compiled and circulated Minutes, Agenda and Resolutions.
- Liaised with the Guild President and Executive Team regarding the division of key tasks as well as following up business from meetings and minutes.
- Established mailing lists to more effectively communicate with Office Bearers, Councillors and Staff.

## Guild Executive | Summary

The Executive Team have worked to delegate specific tasks to specific members of the Executive in order to more effectively share the workload and ensure that all goals from every corner of the Guild are achieved. The Team has also been contacted to approve a number of student loans from Student Assist.

## Strategic Resources Committee | Summary

The Strategic Resources Committee has met a number of times throughout December and January. The December meetings predominantly consisted of reviewing the budget for 2015 in order to ensure the most efficient allocation of monetary resources and to maintain a budget surplus. I was unable to attend the January meeting and thus have nothing to report.

## Welfare & Advocacy Committee | Summary

The Welfare and Advocacy Meeting has met twice during the holidays and have discussed a number of projects. Firstly, we locked in the dates for the Guild Welfare week for Semester 1 and 2 as well as brainstorming possible programs to feature during these weeks, such as free breakfasts, yoga and a food pantry. We also discussed the Academic Feedback Survey and discussed possible future questions that could be put to students.





## **Student Services Committee | Summary**

The first Student Services Committee meeting will occur on the 19<sup>th</sup> of January 2014 and thus because this date is prior to the meeting, I am unable to comment on the progress of the committee in this report.

## **Tenancy Committee | Summary**

The Tenancy Committee does not require an Executive Delegate to be present at its meetings, however I chose to attend the meeting in order to familiarise myself with the aspects of club culture I felt I hadn't yet experienced. As the Executive Delegate, I helped to inspect clubrooms in Cameron Hall and contributed to the busy-bee. I plan to be present at all remaining tenancy meetings this year.

Please note that the position of Secretary does not have a budget, thus no money was budgeted or spent in January.

## **Conclusion**

As I learn more about my position as Secretary, I am becoming more familiar with the operational aspects of the Guild and how to most efficiently execute our goals as a student representative body. I am excited to support you, as the Guild throughout this year in any capacity I can, so I request that all Councillors, Departments, Committees and Office Bearers send me regular project updates and how they are going. Please let me know if you have any questions or queries throughout the year, I am more than happy to help.

If you have any questions, please send me an email at [secretary@guild.uwa.edu.au](mailto:secretary@guild.uwa.edu.au).



Greetings!

The holidays have been a busy time, but it's been great to come back and spend my days at the Guild. A quick update as follows.

### Catering and Tavern:

There has not yet been an opportunity for a January Catering and Tavern Meeting, however, through online communication, some ideas regarding modification/refurbishment of the outside of the Tavern have been generated.

2015 looks set to introduce some changes to the Ref in the form of extended trading hours in Semester time from Monday to Thursday. The change in opening hours will see the Ref kept open until 5pm, allowing students to use the space as a social zone. It will remain to be seen whether this has a monetary impact to keep it open, and the hours change will be reviewed in the next few months. The Ref Coffee Stop will also start producing refreshing and thirst quenching Ice Coffees for Semester 1, as an alternative to the hot coffee that is currently offered.

UWA Paw has also decided to source a Vegan Food Van and is planning to submit a Business Case to SRC upon finding one.

There are plans to change the food products offered in Hackett Café for 2015, which is something that will be discussed more in depth over late January and February. It is important that a wider variety of healthier options are made available as catering becomes more progressive.

### Finance:

I have been working on creating a list of all the clubs that are currently in the position of owing money to the Guild. It's important that for future overdrafts to be given out to deserving clubs – that past clubs who have such overdrafts have adhered to their contracts in good faith and agree to pay back their money owing – if they have not. As this will be a long term project, I will be working with SOC and PAC in order to ensure that clubs are unable to overdraw their accounts unless prior arrangements have been made.

### Misc. Business:

I am currently in the process of convincing Lizzy to allow me to write a G-News/Guild Website Advice Column. I do not believe that I will be successful in this venture. The only progress I have made so far has been the inclusion of this subject in this report.

Transparently yours,  
Ashleigh







### **Ed Council | Enrolments:**

The major change to fac soc plans for enrolments this year is their location. It was felt that the location at the end of the line on Oak Lawn was not the most effective place so this year fac socs will be located near their own faculty and hopefully will be able to speak to students when they're still fresh and excitable, rather than in a post OLCR zombie state.

### **Ed Council | Orientation:**

Ed Council Exec is planning to open SPG grants for orientation events early to give fac socs more financial certainty over orientation events they're planning which are reliant on these grants.

Also, a number of fac socs are running camps this year which is exciting.

### **Ed Council | Fac Soc meeting with head of IT:**

A meeting between the faculty societies and the University IT in December has had to be postponed until late Jan/early Feb. This is a chance for students to discuss how the upcoming upgrades to WIFI can best benefit them.

### **EAN | Upcoming NDA:**

With the Federal Government recently launching a new \$8 million advertising campaign in support of the higher ed changes it's clear that the fight against fee deregulation still has a long way to go.

David Cann, the 2015 UWA EAN coordinator, and I are working hard to continue the work in 2014 to make EAN more accessible and inviting for all students.

The first big event for 2015 will be the National Day of Action on 25<sup>th</sup> March. We won't be holding a UWA event, however we will be getting a bus to the city for the cross campus event in Murray st Mall.

### **EAN | Plans for Oday:**

We'll have an EAN stall at Oday where we'll be aiming to advertise the EAN network and services such as student assist to freshers. We're hoping to have some form of interactive element to the stall. In the past we've had students sign post cards to the relevant higher education minister as an example of what could be expected. If NUS OBs are in town I'm sure they'll also be involved in the activities of the stall.

### **EAN | Know your rights guide:**

The Know Your Rights Guide is almost complete and will be ready for distribution at Oday. I'm lucky to be the Ed Council Pres when we're ready to publish, however can't take credit as almost all the work has been done by the 2014 Ed Council Committee and Kate, the guild design officer.

### **EAN | Ancillary fees and charges**

Ancillary fees and charges continue to be a significant issue for students.

I currently have the Guild research officer working on a project comparing UWA the other Group of Eight Unis to try and apply pressure to the uni exec to ease the burden on students.

In the meantime, I'm encouraging fac socs to circulate info to their members about grants that can be sought to assist students.

### **Watched flag on echo:**

With the help of Lizzy, we're exploring the possibility of a "watched" flag on echo so students can mark what lectures they have/haven't watched with Gilly Salmon from the University. Stay tuned for updates!

### **Meeting with Alec Cameron:**

Myself and Lizzy have a meeting scheduled for 15<sup>th</sup> Jan with Alec Cameron. As this report was due before the meeting I'll brief the council at the Guild Council Meeting.

**University assessment policy review:**

The University is reviewing their assessment policy. There are a lot of potential benefits for students in this process, however I'll be monitoring things closely and seeking fac soc input to ensure that students are not disadvantaged.

**Finances:** There were no expenses for this month



## Introduction:

The start of the year has taken a large administrative focus for PAC, in order to ensure a well-organised and productive year ahead. Additionally, we have taken the start of the year as an opportunity to plan for a huge number of activities and events in order to continue with the incredible growth that the PAC portfolio experienced last year. An effort has been made to touch base with a number of departments, clubs and people around campus so as to lay the foundations for collaboration between the PAC committee, PAC clubs and groups on campus beyond the Guild.

## Administration | Constitution

We are currently in the process of reviewing the current Public Affairs Council constitution. I have received feedback from IPP Honny Palayukan on some recommended changes (e.g. formalised affiliation criteria, subcommittee structure) and will pass a draft new constitution on to Governance Committee.

## Administration | Mailing List

I have worked with Kelvin to create an e-mail mailing for all of the PAC clubs. This will be used to contact only those clubs that are affiliated to the Public Affairs Council, as previously no such contact list existed.

## Finance | Budget

We have received our budget of \$15 700 for the year, and have developed an initial budget breakdown for the various events throughout the year. There has been no spending this month, as budgeted.

## Finance | Annual Alumni Fund Grant Acquittal

I have finished the acquittal process for the Annual Alumni Fund Grant of \$15 000 that PAC received in 2014 for Fringe Festival. The purpose of this process was to provide a breakdown of Fringe Festival activities and spending to the Alumni Foundation. Currently, Treasurer Lauren Hung is investigating alternative sources of revenue for events this year.





## **Clubs | Welcome**

I have contacted clubs to introduce the PAC committee and myself for 2015, as well as to share ideas and vision for the year ahead. Clubs have been invited to collaborate in our Summer Nights Festival – the initial stages of planning for which have commenced this month.

## **Clubs | Pop-up PAC**

We have sourced a number of buskers/student performers that will hopefully be performing from the beginning of semester.



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**Societies Council President | January 2014**

**January 21, 2014**

## Overview

I have received Maddie's extensive and comprehensive handover and she has also left me with many recommendations and ideas to implement in 2015. The past two months have consisted a lot of planning, review, and analysing of the current SOC structure and support. SOC is slowly becoming the well-oiled machine that I want it to be, with a lot of ideas currently being investigated.

## 2014 Semester Grants

Grants were finalised and distributed in December.

## SOC HANDBOOKS

We have decided this year, to write up new handbooks, such a new secretary and sponsorship handbook, as well as re-introducing the treasurer's handbook. We also plan to change the New Club Handbook to the New Office Bearer Handbook, as we find that new office bearers aren't receiving proper handovers and so are unaware of all the services that the Guild offers. The content in the New Club Handbook is very relevant to new office bearers and so will be modified for them. We hope that this will result in committees engaging with the Societies Council more so than previous years and utilise the many services that we offer. The aim is to have all the important content that office bearers need at the beginning of their term, all in one place.

The SOC Secretary, Jack Looby, is also putting together a guide to SOC, to assist future SOC Committees understand what exactly the Societies Council does. This Guide will also aid in explaining to external groups, clubs and societies how the Council works.

## WEBSITE & MYGUILD

Kaila Stevens (SOC VP of 2014) will be looking after the website until the end of January. The project will then be handed off to Sam for him to look after. Kaila has done an amazing job getting content up on the website that clubs desperately need. Ideally the introduction of this new website, will mean that I will be receiving less questions from clubs, however there are still a few issues such as navigation and the back system that need to be fixed. As a result, I am still receiving a lot of emails and I am basically copying information from the website into my emails. Some of the information and pdfs need to be updated as well and this will be a project that the SOC Secretary and I will take on this year.

We are also having a meeting on the 27<sup>th</sup> of January to review the website and compile a list of changes and improvements. This will be done amongst the current SOC Committee as well as Kaila and Maddie Mulholland.

I am hoping that the MyGuild website will be up before O-Day so that students are able to sign up to be a non-financial member online and also view what clubs they signed up to on O-Day. MyGuild will provide clubs with the opportunity to engage with the students from the very beginning of the semester. Kelvin has told me that it is possible the website will be up by O-Day, however it cannot be confirmed as of yet. A key issue that has been raised is that after O-Day, there is no continual engagement with students from clubs and so students become disinterested in the club culture at UWA. I believe MyGuild can massively improve how clubs engage with their members, so it is imperative that such a platform exists early on in the year.

## SOC MEETINGS

We have set the dates for this year's SOC meetings and we are hoping to introduce treasurer training online! Olivia the SOC Treasurer is still investigating which is the best method to conduct treasurer training. She is also considering holding smaller sessions over 2/3 weeks, which will allow her to receive more feedback and hopefully encourage more communication and discussion between clubs. Treasurer Training will be completed in the month of March. Till then, Olivia will have material posted on the website for Treasurers to refer to and

she will be sending out an email, which will state key tips and general information regarding club finances.

The Club Culture Conference is a new event hosted by the Societies Council Committee to provide a broadly inclusive forum for students at UWA that seeks to develop cohesive strategies to overcome the challenges facing the club community and adapt to a changing university environment. This event will not be exclusive to just club representatives as we are seeking equal representation of the whole UWA student body. As oppose to a presenter speaking for 2 hours, this event will primarily involve club discussion and feedback so that SOC can ascertain what exactly the clubs want from the Guild and what they would like to see happen in 2015. If the event is successful (and it will be), we could see the club culture drastically improve and have a lot more active clubs, effectively engaging with students all across the campus.

We will also have two Presidents' Summits this year, just like in 2014. For the first Presidents' Summit we have Sue Boyd as a confirmed speaker!!! And the main topics of discussion at this point are promotion and committee management, however this is subject to change depending on the feedback we receive from the Club Culture Conference. For the second presidents' summit, we will provide handover support but we are also planning on conducting a review of the year and asking clubs what they would like to see change and improve for 2016.

I am also planning to introduce a new networking/mixer event. A purely social event that rewards club executives for committing to such a demanding and time-consuming position. The event will also serve as an opportunity for club reps to talk to other clubs and discuss possible collaboration, or even rant a little and meet people going through similar problems.

I will also be introducing an exciting new 'feature' to my meetings that will hopefully increase engagement at meetings drastically. At the moment a lot of clubs are inattentive and too afraid to ask questions at SOC Meetings; I hope to solve this by having an application, where clubs can anonymously send in questions or 'votes' for any polls via a website (possibly Poll everybody), the presenter will then be able to see what questions people are asking and be able to see what people are thinking by looking at polls that update then and there!

A greater focus will also be placed on ensuring that clubs understand the University and Guild requirements and that SOC is doing everything we can to help clubs and make things easier for them, whilst meeting the requirements of the University.

Here is a list of SOC Meetings dates for 2015

Date	Event
3rd & 4th February	Student Leadership Training
11th February	Club Culture Conference *
20th February	Orientation Day
23rd February	<i>Semester One Commences</i>
26th February	Returns Festival
3rd March	Club Carnival
11th March	Presidents Summit*
April 6th-10th	<i>Study Break</i>
15th April	<b>SOC Meeting *</b>
13th May	<b>SOC Meeting *</b>
29th May	Semester One grants due
June 6-20	Semester One Exams
July 27th	<i>Semester Two Commences</i>
4th August	Club Carnival
12th August	<b>SOC Meeting *</b>
16th September	Presidents' Summit *
September 28th – October 2nd	<i>Study Break</i>
14th October	<b>SOC Meeting *</b>

\*Compulsory events for clubs

## **SOC VP**

Sam has been very busy dealing with a multitude of projects, most of which that carry over from 2014. He was acting SOC President whilst I was away on holiday in December and was replying to any club queries during that period. He is in the process of determining which clubs need to be lapsed, has been chosen to sit on the Project Control Group for the Masterplan Project, is drafting up a new SOC Grants Policy, updating the Mailbox policy, and is sharing the [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au) email, so that there is a quicker turnaround time with emails.

## **SOC COMMITTEE MEETINGS**

We have held 3 committee meetings so far and did our strategic planning, administration, reviews and an introduction to SOC. The committee is amazing! They have been super helpful and committed to their respective positions. I foresee SOC accomplishing a lot this year, so expect big things!

## **ODAY & RETURNERS FESTIVAL**

A lot of clubs still haven't signed up for an O'Day stall, even though multiple reminders have been sent out by myself. I have asked the SOC Committee to ask clubs directly and Alex to post a list of all the clubs that have signed up, so those who haven't signed up know they need to get their act together.

This year we plan to be stricter with the louder clubs and make sure they aren't disturbing the clubs around them. To enforce this, compliance on the day will be a condition to receive the O-Day Grant.

I have also sent out an email to clubs asking that they should get involved with Returners Festival, I just hope clubs are receiving my emails in the first place and then reading all of it!

## **CLUB ENQUIRIES**

I have received a lot of email from clubs, mainly confirmation of their O-Day stall, handover questions, plenty of requests to be removed from the mailing list, and a few clubs asking about what services the Guild offers – I even had one club request to meet with me and person and get an in depth description of what the Guild can do for them and how they can stay in SOC's good books. I have had 1 new club affiliation request and surprisingly quite a few reaffiliations! To summarise – a lot of emails, mainly about club admin.

## **SOC GRANTS POLICY**

Sam is in the process of drafting up the new Grants Policy. A few of the main changes is that the O-Day grant will no longer be an reimbursement of how many members a club signs up, it will instead be a stall subsidy so that smaller clubs receive better funding. The Orientation grant has also been renamed to the Special Projects Grant and will essentially be a general event grant.

## **SPONSORSHIP OF NEW SOC GRANTS**

The treasurer and I are currently drafting up a SOC sponsorship prospectus, that we will use when approaching businesses to sponsor new SOC Grants and possibly provide funding to other grant pools. More money for clubs!

## **FINANCE**

It was good to hear that council supported an increase to the SOC budget. As aforementioned SOC will seek external funding to increase club funding. We are currently seeking sponsorship from Hello Sunday Morning for the Best Inclusive Events Award, which they sponsored in 2013.

If you have any questions, please do not hesitate to contact me.

**Nevin Jayawardena**  
2015 Societies Council President  
[soc-president@guild.uwa.edu.au](mailto:soc-president@guild.uwa.edu.au)



## **ENGAGEMENT | Women's Room Refurbishment**

Before the New Year members of the Women's Collective got together to assist with painting and cleaning out the Women's Room. One wall has now been painted with blackboard paint to encourage the room to be a creative space and also to allow easy advertising of events. The room was also cleared out with old and broken furniture removed. The room now has a table and chairs, rather than single desk, to allow for groups to sit in the room and study or socialise. The aim of the refurbishment is to try and increase the number of women using the room by making it a more welcoming and flexible space.

## **ENGAGEMENT | Queer Women and Women of Colour**

In recognition of the fact that many women face oppression for reasons beyond gender two new autonomous collectives have been created; the Women of Colour Collective and the Queer Women Collective. Hopefully the creation of these two collectives will be a good step towards making the department a more inclusive space a greater diversity of women. Over the course of the year I hope that both collectives will be able to run their own autonomous campaign about an issue that uniquely affects their members. As I identify with neither group Laura Mwiragua and Lizzie Long, both women who have been very involved in the Women's Department in the past, are coordinating one of the collectives each, with as much autonomy as possible.

## **EVENTS | O'Day**

Similar to last year, the Women's Department will have a stall for O'Day near the other Guild Department stalls. We will also be handing out goodie bags containing contraceptives, sanitary items, pamphlets for sexual health and assault services, lollies and information on the Women's Department.

## **EVENTS | International Women's Day**

The Women's Department will be holding Women's Day on **Wednesday March 11th**. We will be having the Bra Tree going again during the day as well as a stall on Oak Lawn with pamphlets and information about IWD.

For the morning I am investigating the option of having an outdoor breakfast with speakers. I have been in contact with UN Women, who run breakfasts around the country, and they said they can help advertise the event and provide us with some merchandise.

At night we are planning to collaborate with Colosoul, a Perth social justice and music magazine, to hold a Women in Music Festival on Oak Lawn featuring local Perth women artists and proceeds going to women's charities. This event will be a fantastic way to support local talent and raise money for a good cause, as well as promoting the Women's Department to the broader community.

## **FINANCES | December and January**

	<b>December</b>	<b>January (as of 13/01/15)</b>
<b>Actual Spend</b>	\$101.56 <i>Women's Room Refurbishment</i>	\$0.00
<b>Budgeted Spend</b>		
<b>Campaigns/Events</b>	\$350.00	\$350.00
<b>Printing</b>	\$50.00	\$50.00



	December	January (as of 13/01/15)
<b>General Expenses</b>	\$15.00	\$15.00

Prices for the printed materials and goodie bags for O'Day as well as costs associated with International Women's Day events will be included in the next report.

**I am currently in Washington DC and thus won't be able to make the January Guild Council Meeting so if anyone has any questions regarding my report or the plans for the Women's Department in 2015 feel free to email me before the meeting and then I can circulate my response to the whole council if necessary.**



## Overview

It's been a great start to the year for the Welfare Department. I have tackled the early planning stages of major events (Welfare Week, Free Breakfasts, O-Day) and programs for the year, and have developed new initiatives like pilates classes for students commencing in second week of semester one. My major goal for the year is to engage students on campus and make sure that they are aware of the recourses available to them at university.

## Finances

The department budget was received and to date, the welfare department has not spent any money from the allocated amount. I have spent time allocating a proposed budget for each event/program and have allocated a safety amount if we surpass proposed allocations. The Welfare and Advocacy Committee has spent time looking at community grants to fund Welfare Week/ guild events.

## Activities

- Planned major events/programs of the department such as Free Yoga, Free Breakfast and Welfare Week
  - W&A committee nominated dates for Welfare Weeks and notified Events/Staff.
  - ❖ Semester 1 – Week 21 - Monday 18/05/2015 through to Thursday 21/05/2015.
  - ❖ Semester 2 – Week 43 – Monday 19/10/2015 through to Thursday 22/10/2015.
- pls inform me if these dates clash with any major events.
- Approached REACH clinics for free health checks as part of Welfare Weeks for semester 1 and 2. They have proposed to come in on 20<sup>th</sup> May and 22<sup>nd</sup> Oct (both fall within Welfare Weeks)
  - Pilates (trial classes) to be commenced on 3<sup>rd</sup> March 2015 and proposed to meet the Pilates instructor to discuss the program's direction in more detail.
  - Corresponded with last year's Yoga instructor and proposed to commence program on 4<sup>th</sup> March 2015
  - Sent Invitations to UWA Faculties and Societies to collaborate with the department for Welfare Week activities.
  - Sent invitations to external agencies to collaborate with the dept on major events such as Oday and Welfare Week
  - Drafted a social media strategy for the Department.
  - Aim to apply for STRIVE grants ranging from \$200-\$3000 for chill out zone during welfare week and major Guild events such as Returners festival, EOSS etc
  - Attended Zest for Life meeting organised by the UWA Health Promotion Unit

## Conclusion

If you have any ideas for the Department pls email me at [welfare@guild.uwa.edu.au](mailto:welfare@guild.uwa.edu.au)



Dear friends, colleagues and interested students, I intend to use this report to update you on our various projects that relate to sustainability and the environment at UWA.

## Environmental Projects

*Not yet succeeded:*

Incomplete Projects	Status	Field	Finances (January)
Guild Sustainability Plan	Pencilled in 7 <sup>th</sup> March for 2015 revision meeting with Enviro Council, Department, and other interested parties.	All.	Revenue = \$0 Expenses = \$0
Solar Panels	Design finalised for installation on Indian Ocean Research Centre, design with builder for cost of installation. Agreement between Campus Management and Guild is drafted, awaiting approval from Director and then Guild.	Energy and Climate Change	Revenue = \$0 Expenses = \$0
Divestment	In contact with 350.org, to help co-ordinate meeting of students who have show interest in creating an independent UWA Divestment group	Energy and Climate Change	Revenue = \$0 Expenses = \$0
Sustainability Map and Enviro Website	Data available from Sustainable Initiatives and Guild, needs to be collated for submission to Guild IT for design phase.	Engagement and Communication, Transport	Revenue = \$0 Expenses = \$0
Womens' and Enviro Bike Collaboration	Potential to get female bike repair instructor from "Dismantle" in Fremantle; need to confirm availability, date and costs.	Transport, Engagement and Communication	Revenue = \$0 Expenses = \$0
Sustainability Audit Volunteering: Cameron House	Leader training completed. Pencilled date for 7 <sup>th</sup> February. Some interest shown, awaiting response from potential volunteers. Will count towards students' transcripts.	Energy and Climate Change	Revenue = \$0 Expenses = \$0
Envirofest	Date April 7 <sup>th</sup> suits major stallholders (Enviro Clubs and Sustainable Initiatives), need to book date with Guild. Enviro Council and Guild to play more major organisational role this year.	Engagement	Revenue = \$0 Expenses = \$0
Recycling in Cafes	Need to discuss feasibility with Catering	Waste Management	Revenue = \$0 Expenses = \$0
Masterplan	Met with Projects Manager to confirm efficiency of planned lighting and heating/cooling, all satisfactory. Possibility of native garden as part of Tavern redevelopment, will be possible to involve student volunteers for transcript hours.	Procurement, Waste Management, Energy and Climate Change	Revenue = \$0 Expenses = \$0

## Environmental Projects

*Initialisation success (either maintaining or improving):*

Systemic Environmental Projects	Status	Field	Finances
Environment Council and Calendar	The Environment Council meets monthly, and has been in regular contact over the summer to plan Envirofest and other activities for the year.	Engagement and Communication	Revenue = \$0 Expenses = \$0
Urban Orchard	Successful in 2014, huge community interest (staff and students). Selection of co-ordinator for 2015 in progress. Also requesting extension to other garden beds, via UWA Grounds. Some maintenance needed.	Engagement and Communication	Revenue = \$0 Expenses = \$0
Carbon Offsetting O-Day	Need to consider viability of 2015 offsetting. More promotion needed this year.	Energy and Climate Change	Revenue = \$0 Expenses = \$0
Keep Cups with discounts	Discount remains at 30c. Success with fortnightly KeepCup stalls in 2014, selection of 2015 co-ordinator underway.	Waste Management	Revenue = \$0 Expenses = \$0
Dine In Options	Implemented – needs new promotion/incentivisation. Discount for dine-in considered not feasible for Semester 1.	Waste Management	Revenue = \$0 Expenses = \$0
Bicycle Repair Station	Second repair station installed opposite Co-Op: good signage and visibility.	Transport	Revenue = \$0 Expenses = \$0
Carbon Neutral Flights	Implemented	Energy and Climate Change	Revenue = \$0 Expenses = \$0
Recycling Point	Implemented – Lots of phones, batteries, lights and printer cartridges collected.	Waste Management	Revenue = \$0 Expenses = \$0
Energy Efficiency Measures	Signage, Air conditioning setpoints in LTs , computer standby modes	Energy and Climate Change	Revenue = \$0 Expenses = \$0
100% Recycled Paper	Maintained as procurement strategy.	Procurement	Revenue = \$0 Expenses = \$0
Recycling at Events	Implementation of recycling bins at events highly successful, requires EMP changes	Waste Management	Revenue = \$0 Expenses = \$0
SERAG volunteering.	The Environment Department has linked the Swan Estuary Restoration Action Group to the Guild Volunteering Hub to ensure greater conservation of the Pelican Point Area.	Engagement	Revenue = \$0 Expenses = \$0
Bottled Water at Enrolments	Stopped at O-Week 2014	Procurement	Revenue = \$0 Expenses = \$0

Finances:

- Actual Spend = \$0
- Budgeted Spend = \$100
- Actual Events = 0
- Budgeted Events = 0
- Unusual Discrepancies: none

No monies spent on projects in January



## Overview

In 2015 the ISS Departments plans to begin to heavily market and reimage ourselves to ensure that International students in UWA firstly, know about the department, know what we do and can do for them and feel comfortable to come to us/contact us.

As a majority of the committee are international students, most of us are not actually in Perth and therefore haven't been able to have any meetings. However the executive committee has been in constant communication in preparation for 2015.

In the past the MCW department has been seen as a separate entity to the ISS department. Before I left in December last year, I met with the MCW committee to build a tighter relationship and to work together much more.

## Lighthouse

Lighthouse is the ISS departments' magazine, which is published at the beginning of each semester. In the past, the magazine was printed and sent to each international student. Due to the high costs of doing this, last year the ISS committee decided to make it an online publication only. This has however reduced readership greatly.

This year the Lighthouse magazine will be printed, but specifically for first year international students. Long ago Lighthouses acted as guides to ships, we want our lighthouse to be a guide for our international students here at UWA.

The magazine is no longer article based, but provides important information for international students, such as Maps to major lecture theatres, how to navigate OLCR, where medical centre is, and that with their OSHC card, they receive free consultation and much more.

The Lighthouse magazine is currently in the making and will hopefully be printed by the 5<sup>th</sup> of





February.

## **Events**

In 2015 the ISS department wishes to, according to our rules, have at least 2 social events and 1 welfare event a semester. At the moment, these events are being proposed; some old favourites will be coming back, like the Rottnest island trip and maybe a gaming competition in semester 2.

Lizzy was recently contacted by James Grabski, the Community Engagement Coordinator for the West Coast Eagles, about an opportunity to be part of a program that gives international students an introduction to Australian Rules Football. The program will give 25 international students a tour of the club and an introduction to the rules of AFL, this will then be followed by attendance at a fixture all for the price of a budget concession ticket.

The ISS department has confirmed that we would like to be part of this program, where we will then pay for these tickets and sell them at subsidised prices to international students. We expect this to be quite a successful program and we will begin marketing for this at the beginning of semester.

## **Finances**

So far, in January, no money has been used, however we have made agreements to spend close to \$1000 for the West Coast Eagles international student engagement program and to pay for half of the cost of the stall for MCW at O-Day.



## Overview

Following the election and interim election of two new officer's at the end of semester two 2014, the Queer Department has been working on the handover to the new officer's, organising O-day and a general meeting to approve the new rules that have been formulated for the department, as well as collaborating with the Cross Campus Queer Network (CCQN) to plan a stall at the Pride Fairday. The Department has also planned events for the first 3 weeks of semester one.

## Handover

Following the appointment of two new officer's the majority of handover has been completed, with finance still to be done as neither of the current officer's are in a position to be able to get to the university to complete this before February. This has meant that we have not been able to make any financial decisions at this time.

## O-Day

The Queer Department is having a stall at O-Day and will be a part of the guild section. We are planning to hand out information about the Department and what we do, as well as our events and directions for finding the room. We are planning to sell badges and possibly offer face painting as draws to our stall and will have flags and music to attract students to the stall. The possibility has also been discussed of having roving department members available to hand out information to those who may be reluctant to come up to the stall itself.

## Queer Department Rules

Due to events that occurred in the previous year for which the Department had no guidelines, such as the removal of an existing officer by the Department, the new officer's in conjunction with the previous Guild Chair have written a set of rules for the Department which we hope to have recognised pending approval by the queer collective at the February Guild Council.

## General Meeting

We are planning a general meeting in the first week of semester in order to pass approval for the new Queer Department Rules and if these are passed then to legitimise the officership of Ellen Cohen from interim officer to officer for the rest of the 2015 period. We are also planning to introduce the idea of

writing a safer spaces policy for the Department to the collective at this meeting. This will possibly be held in conjunction with a welcome barbecue in order to achieve quorum.

### **Pride Fairday**

We have been working in collaboration with the Cross Campus Queer Network to organise a stall at the Pride Fairday in February in order to promote the Queer Department and inter-university Queer Department relations.

### **Events**

In order to give students notice of events and so we can advertise them at O-week we have come up with events for the first three weeks.

Tuesday 24th February, 12 30pm - Welcome back picnic, meeting starting at 1pm

Friday 27th February, 6 30pm - Dinner and the Court

Monday 2nd March, 6pm - Cards Against Humanity and pizza

Wednesday 4th March, 4pm - Crafternoon

Tuesday 10th March, 6pm - Movie Night

### **Finance**

We have not spent any money in December 2014 or January 2015 prior to submission.

### **Conclusion**

This report is correct as of January 17th, feel free to contact us if there are any questions or concerns.



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## Postgraduate Students' Association Report | January 2014

January 21, 2014

### **Vikraman Selvaraja** **President of the Postgraduate Students Association**

Hi all, in January the PSA committee held their first meeting for the year in which we completed the calendar for PSA social events for 2015. We also finished planning our activities for the orientation period.

I have begun a series of discussions regarding restructuring the PSA Grants and Scholarships mechanisms with a view of simplifying the process and making it more accessible to applicants.

We have also begun discussion with the GRS to update and maintain our mailing lists more effectively.

From a budgetary perspective, we haven't spent any money in January but were budgeted \$24 to spend on communication expenses.

We have almost completed recruiting the gaps in our committee; with the only remaining committee vacancies are in Business and Arts faculty reps.

Thank you

Vikraman Selvaraja

