



## 1.0 WELCOME AND OPENING

Emma welcomed all Councillors, directors and proxies and acknowledged that UWA is situated on Nyoongar land. She paid her respects to Nyoongar elders past and present, and acknowledged the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

### 1.1 Attendance

Lizzy O'Shea (Guild President), Lucy Moyle (Vice-President), Jesse Martino (Secretary), Ashleigh Kotula (Treasurer), Tom Beyer (Ed Council President), Charlie Viska (PAC President), Nevin Jayawardena (SOC President), Emma Boogaerdt (Women's Officer & Chair), Rida Malik (Welfare Officer), Jessica Cockerill (Environment Officer), Sean Matjeraie (ISS & OGC), Cameron Payne (OGC), Carlo Guaia (OGC), Kieran Natawala (OGC), Liam Staltari (OGC), Sofie O'Mara (OGC), Vikraman Selvaraja (PSA President), Maddie Mulholland (Senate Representative), Torey Rickerby (WASAC Chair), Kelly Dunn (RSD President).

### 1.2 Apologies

Emma Norton (OGC), Ruby Blakeway (Queer Officer).

### 1.3 Proxies

Sharni Cutajar (for Aiden Depiazzi), Lina El Rakhawy (for Alex Hamilton), Emily Law (for Olivia Jo), Brad Forbes (for Cale Black).

### 1.4 Observers

None.

## 2.0 DECLARATIONS OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

### 3.1 Guild Council Meeting 26th August 2015

### 3.2 Catering & Tavern Guild Committee Minutes

- 28<sup>th</sup> August 2015

### 3.3 Equity & Diversity Guild Committee Minutes

- 18<sup>th</sup> August 2015

### 3.4 Student Services Guild Committee Minutes

- 11<sup>th</sup> May 2015

- 20<sup>th</sup> July 2015

### 3.5 Volunteering & Community Engagement Guild Committee Minutes

- 8<sup>th</sup> June 2015

Approved.

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## 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

## 5.0 DIRECTORS' REPORTS

### 5.1 Managing Director's Report

The MD said that Subway and Boost are into handover mode now. Subway has all its branding up, and is moving along progressively well. We will hopefully see it open by the end of the month, but we cannot confirm that at this stage. In addition, the student zone has been progressing well downstairs and Tony hopes to see that completed by the end of the year. Tony will be submitting a Tag nomination for the Part A project because of how incredible it will be as a student space, and how no other university in Australia has infrastructure like this for students. The Guild elections are completed, and Tony will be working out what the Guild would like to refine next year. He will discuss at governance how to streamline the process more effectively. Furthermore, the NetSuite implementation has been running fairly smoothly. He said that integrating an accounting software package has been tedious but effective. This change will transfer the way in which the organization handles its accounting, and will be beneficial.

Tony also said that the SSAF negotiations begin tomorrow. Tony will be working out how the Guild can get the best negotiating position with the university. Every university in Australia receives a significantly larger portion of the SSAF than us, so we will be pushing for a greater proportion. He also attended the University-Mutual Conference, which concerned the university fragmenting part of its rationalisations streamlining program and taking away the university insurance and legal team, which the Guild relies on. In response to this change, the Guild needs to consider how we approach brokering ourselves with insurance claims. This will be a significant amount of work to establish what will be the best policy going forward. However, overall the conference in Canberra was very effective and useful.

Tom asked how does it take so long to build the Beer Garden in the Tavern?

Tony said the complexity of the wall would take a long time to have it passed and costed. Tony said that if this cannot be resolved and implemented as soon as possible, we will be looking at a more streamlined approach that will be implemented at the start of next year.

Lizzy said that she would be more than happy to scale back or find a different solution. The designer approval and architect groups have not been responsive so it has been very difficult to get approval and implement the beer garden.

Jess asked whether there would be a timeline, which decides when we will scale the project back or forward?

Tony said we would need to do this as soon as possible.

Chloe added that she has negotiated with grounds to bring in new chairs, artwork and pot plants, this has been very successful.

Tom said that with the Student Assist Officer being recruited, is there any point employing them during December 2015 if there will be no students on campus for 3 months?

Tony said cutting back on Student Assist officers will not be effective because of the high rate of Student Assist cases this year and how busy it has been. Will need to provide the new employees with training and a transition period to bring them up to speed.

Charlie said will there be a timeline for when construction starts on the solar panels?

Tony said that we have a meeting tomorrow to discuss the solar panels with the sustainability team. We were given an initial time of June next year. We will need to ensure the project complies with university policy, which take a long time.

## **5.2 Finance Report**

The Guild has delivered a \$789 000 accounting profit. The guild has been trending from month to month very well and is ahead in cash flow by about \$12k, with a budgeted cash flow of around \$59k. This is mainly due to revenue in the catering line, due to a lower revenue turn over. The budget line is currently around \$899k due to the insurance claim. This boosted the cash flow considerably to the organisation, and a lot of this money has been put into capital works, rather than operational items as a consequence. The Guild is currently in a re-budget phase, so a lot of the numbers will be re-budgeted and reallocated in preparation for the budget next year.

## **5.3 Catering Director's Report**

The Catering director reported that in the August accounts, the reported sales were flat and not as good as last year. Ken said that our net sales are \$625K against a budget of \$664, against last year's net sales of \$629k. Ken said that the lower number of undergraduate students in the system could be accounted for these lower sales. Ken also said that the cost of goods has been reasonably low which has been positive.

Ken has introduced the welfare meal and increased a number of items that are on offer. Ken is trailing the short order menu in the Hackett Café, which will increase costs. In terms of payroll costs, we are reasonably above budget by around \$30k, but this doesn't improve the situation given we are still experiencing lower than budgeted sales. In addition, all areas have been operating reasonably well, and ref has exceeded budget by about \$6 or 8k, whilst Hackett has also exceeded budget because of the short order. Moreover, the accounting fees that have been charged to catering have worsened the budget. There has been a significant variance in the depreciation for the month of September, recording a depreciation of \$82k, against a budget of \$133k. Ken has accounted for this as a timing issue. Furthermore, after 8 months of trading, we are at a \$144k trading profit, subsequently generating \$250k of profits back into the Guild. We have given value to the Guild and its operations by about \$675 in the first 8 months of operations.

In terms of the Tavern, sales have been around \$16k against budget of 14k. This was generated by good sales during month of August. However, alcohol sales are still dipping, which is in stark comparison to food sales, which have continued to rise, with sales of \$36k against budget of \$18k. Food sales for September were close to \$40k against a budget of about \$20k. Catering has also increased functions, but still hasn't managed to account for the significant loss in alcohol sales. In terms of the cost of goods, Catering have held this down reasonably well. Payroll costs have budgeted levels of \$21k against an actual of \$20k which has been reasonably good. Operating expenses has been \$13k against a budget of \$12k. Sales for October have been soft and flat again, but Ken said he would report further on October accounts in the next Guild Council meeting.

Lucy asked whether the mid-year budget review took into account the decreased number of students on campus this year?

Ken said that these numbers are reported as they stand, and they are compared to the budgeted and actual figures of 2014. There is not way to predict how sales will be affected by changes in student numbers on campus.

Tom asked whether we have breakdowns of the different beverages in the Tavern in terms of sales and profit?

Ken said that the new lines of drinks have been improving, however they are not improving the overall standing of the accounts. Ken said he is able to circulate the full list of drinks to council.

#### **5.4 Associate Director of Student Services' Report**

Chloe said that the caseload for Student Assist has been increasing and August has been our biggest month. Following the Student Lifecycle Report, we have formed the gap analysis to look at the services we provide and the gaps that exist in student services. One of the biggest gaps is the marketing of our services, so Chloe has been going out into faculties to ensure the university knows what services are provided to students and what needs to be improved. Chloe applied to the Guinness World Record to beat the speed dating record – and she will be working with the new council and the societies council to organise this event. She said the university is happy support this event. Moreover, Chloe is attempting to diversify events such as the International Student Drop-In Centers, and if anyone has any feedback on these initiatives, please let Chloe know.

Emma asked whether the university has taken the feedback on board from the bathroom feedback form?

Lizzy said that the university has allocated \$500 000 to improving the Reid library toilets mostly because there are so many people in the library using these toilets so they are quite visible. The university wants to know which toilets are also issues.

Jesse said that given how successful the Ask Me Anything campaigns have been, particularly with regard to assessments, are we looking to continue to use these initiatives next year?

Chloe said we would like to target these events to specific issues, such as at the end of exam blocks, in order to engage audiences.

Rida asked whether she has looked into have a geo filter on snap chat for the Guild or Oak Lawn?

Chloe said yes she would look into it.

#### **5.5 Associate Director of Corporate Services' Report**

Tony said that the KPMG auditors are coming in to do their affiliate audit this month. In addition, we are looking at a new POS system with the tills in our outlets. This will be brought forward at the next council meeting for approval. Mutya is putting together a review of a number of different versions to replace the previous system. The current system is very out of date and needs to be updated

Lucy asked whether KPMG has already completed the audit?

Tony said that KPMG would come in to test what we currently have in place whilst we are implementing NetSuite, to identify any current or future issues for the Guild.

## **6.0 REPORTS**

### **6.1 Guild President**

Lizzy apologized for the late circulation of her report. She said the university is trying to limit our catering services to within our precinct. She said we are currently seeking a proposal to Campus Management to extend our outlets outside our precinct, such as food vans and coffee carts. In addition, Lizzy said that currently there is an expanded Reid library ground floor refurbishment project where the university will refurbish the whole ground floor of Reid. This will involve moving where Guild café is. However, this would still mean the Guild would control the café, but the university will put a significant amount of money into improving it. We will then be on a KPI contract with the university to ensure quality control is maintained.

Moreover, Lizzy said she experienced a number of issues with AISEC this month where they used the Guild Council room without permission, but this has been resolved. The Anthropology society is about to lose their clubroom because the university is re-evaluating their use of space and will not prioritise a student club. Lizzy has also been working with the chamber of commerce to connect students to industry. Furthermore, SSAF negotiations start tomorrow and Lizzy submitted the Part D proposal for SSAF capital expenditure projects. Part D will include accessible study spaces for students with disabilities and safe spaces for departments.

### **6.2 Vice-President**

Report as tabled.

### **6.3 Secretary**

Report as tabled. Jesse said that if councillors would like to get involved in any initiatives for the last couple of months of their terms, please get in contact with him.

### **6.4 Treasurer**

Report as tabled.

### **6.5 Education Council President**

Report as tabled. Tom said the replacement of OLCR was officially advertised on Monday, which was a very positive thing. The review of courses audit is underway and the assessment review passed through academic council today, which is great news for students.

### **6.6 Public Affairs Council President**

Report as tabled.

### **6.7 Societies Council President**

Report as tabled.

### **6.8 Women's Department**

Report as tabled. The UWA By Night Campus Map received an honourable mention at the awards Tony attended last week.

### **6.9 Welfare Department**

Report as tabled. Rida said that if you would like to get involved with Welfare Week, please let her know.

#### **6.10 Environment Department**

Report as tabled. Next week is Ride to UWA Day, so Jess encouraged councillors to promote this through their social networks.

#### **6.11 International Student Services**

Report as tabled. Sean will be working with Alec Cameron to ensure that international students are informed about the disestablishment of the International Centre. He also said that spring Feast is tomorrow.

#### **6.12 Queer Department**

Report as tabled.

#### **6.13 Guild Sports Representative**

No report submitted.

#### **6.14 Postgraduate Students' Association**

Report as tabled.

#### **6.15 Residential Students' Department**

No report submitted.

#### **6.16 WASAC Chair**

No report submitted.

#### **6.17 UWA Sports Council**

No report submitted.

### **7.0 QUESTION TIME**

Maddie said that Emma should run No Lights No Lads again, that would be great.

Emma asked whether Lizzy would be engaging in more Equity and diversity collaborations with the university?

Lizzy said that the university used to have a role, which covers human resources, strategic vision and equity and diversity portfolios. Dawn has a strong focus on a campus for all, and has reconvened the Equity and Inclusion Committee and ensured it has a newfound purpose with student involvement. Dawn believes that people are being exploited and manipulated at the university and access requirements, which she would like to change.

Vik said that a number of external individuals that will play a monitoring and advisory role. In addition, there will be a number of working parties that will be working through university student policies; Human Resources policies and academic policies to ensure that systematically we develop a set of policies that ensure people are included at university. These working parties will be categorised into gender and sexuality, women and ethnic diversity.

We are also trying to get more than 25% of Guild staff through the mental health first aid course, which will ensure that the Guild is an accredited organisation.

Charlie asked whether there was much enthusiasm for an access collective from the uniaccess meeting?

Lucy said that she had low numbers at the forum but from the students that were there, a number of students were keen to get involved.

Jesse said that with regard to the review panel where students can submit feedback, would this be advertised to students?

Lizzy said this would probably be available to the clubs list, council representatives and education council representatives. However, they are also seeking ordinary students to engage in the review process.

## 8.0 MOTIONS ON NOTICE

- 8.1** That the UWA Student Guild commit to NCOS-accredited carbon offsetting of O-Day annually.  
*Moved: Jessica Cockerill; Seconded: Lizzy O'Shea.*

Jess said that NCOS stands for National Carbon Offsetting Standard, which provides guidance on what qualifies as a legitimate carbon-offsetting project and sets requirements. This year, Offsetting at Orientation cost \$870, which has been extremely cost effective so I would encourage all councillors to support this motion.

Lizzy said that this is a more effective way of to benefit the environment, and it is very visible as Orientation is a significant university event. Lizzy also said that having this as a longstanding policy in the Policy Book will ensure it is followed year by year. This motion will mean that the Guild always commits to this, as opposed to reintroducing motions every year.

Liam asked whether there are comparable schemes for other student Guilds?

Lizzy said she is unsure whether other universities offset their Orientation Day. Jess said that the money received from this will go into bio-diversity plantations in Western Australia, which is a really positive thing, but she hasn't heard of anyone doing it.

Sean asked whether we will be able to incorporate this into other university events

Jess said that In the sustainable clubs guide, it states that clubs are able to approach the Environment department to engage in carbon-offsetting their event.

The motion was put. **Motion 8.1 passed unanimously.**

- 8.2** That Council accepts the 2015 revision of the Guild Sustainability Plan and will take every action, where feasible, to accomplish the goals it outlines.  
*Moved: Jessica Cockerill; Seconded: Lizzy O'Shea.*

Jess moved an amendment to the attachment. Page 5 should read 105.5 litres to 105 tonnes. The plan was written in 2013 when the Environment Department was in its formative stages, and thus it needs to be updated. The major changes are outlined in the attachment, and Jess encouraged all councillors to read through these before voting on the motion.

Lizzy said that she was involved in the original plan in 2013, and it was very evident in the past two years that this plan was very useful as a Guide. Lizzy took a policy to NUS that would ensure the Environment Officer would push and assist other campuses in adopting the same model. Lizzy said that it's a really good idea for this project to be revised, so that it remains useful and effective.

The motion was put. **Motion 8.2 passed unanimously.**

**8.3** That Council approves the 2015 UWA Student Guild Annual Report as attached.

*Moved: Jesse Martino; Seconded: Lizzy O'Shea.*

Jesse said that a number of reports have still not been submitted, and the document still has to go through an editing stage, as well as a proofing stage by Lizzy and myself. We will move this motion via circular after the meeting once Chloe Keller completes the report.

The motion was deferred to circular.

## **9.0 GENERAL BUSINESS**

Lizzy said that she would like to review the Guild Policy Book and significantly improve it by the end of the year. She would like to include a number of important areas such as our stance on autonomous collectives and equity and diversity. Lizzy will allow councillors to provide feedback or flag that they'd like to help over the next month.

Lucy said that next week the Guild would be having our photo-shoot.

Cameron Payne said he received all the changes to the RSD constitution, and will hopefully pass this through council as soon as possible.

## **10.0 CLOSE / NEXT MEETING**

The next meeting is scheduled for Wednesday 28th October 2015 at 6.00pm. Please contact the Guild Secretary ([secretary@guild.uwa.edu.au](mailto:secretary@guild.uwa.edu.au)) with apologies or proxies. All office bearers will be available from 5.30pm. If unable to attend, please advise which dates you are available to reschedule if a quorum cannot be met.