



1.0 WELCOME AND OPENING

Jack formally opened the meeting by acknowledging that the Guild Council was meeting on Nyungar land and that the Nyungar people remain the spiritual and cultural custodians of their land and continue to practice their beliefs, languages and traditions.

1.1 Attendance

Nevin Jayawardena (Guild President), Owen Myles (PSA President), Michael Kabondo (SOC President), Lina El Rakhawy (Ed President), Jack Looby (Chair), Megan Lee (Vice President), Joseph Chan (OGC), Luke Andrews (OGC), Pheobe Ho (OGC), Reece Gherardi (Tenancy Chair), Justin Workman (OGC), Rigel Paciente (Queer Officer), Vinuri Gajanayake (Secretary), Michael McKenzie (OGC), Sofia Kouznetsova (VACE Chair)

1.2 Apologies

Tyson McEwan (Welfare Officer)

1.3 Proxies

Brendon Ng (Alex O'Brien), Conrad (Hannah Matthews), Rigel Paciente (Zee Ibrahim), Reece Gherardi (Tonia Curby)

1.4 Observers

None

1.5 Absent

Macy Cota (PAC President), Sean O'Leary (Environment Officer), Darryl Loke (ISS), Dionel Desuzer (OGC), Bryan Quah (OGC), Mackenzie Huggins (Sports Officer), Matt Cransberg (RSD), Sophie Coffin (WASAC Chair), Maddie Mullholland (Senate Representative), Zikun Huang (OGC)

ACCEPTED



2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

3.0 CONFIRMATION OF PREVIOUS MINUTES

3.1 Guild Council Meeting- 1 December 2016

Accepted via circular.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

5.0 DIRECTOR'S REPORTS

5.1 Managing Director's End of Year Report

Tony said that the key things regarding where we are at in terms of the refectory. They are currently discussing the project with the university to see if we can get a push on it in the new year. Given that there is a VC change at the moment, Tony said he can imagine that people are holding out until that gets sorted, but everyone seems to be in agreement that we should do it. Tony said that at this stage, we haven't got a plan to reopen the tavern or the ref on the basis that if we did, we would be rebuilding and doing a tenancy shift around as well. In terms of the year. Tony said we are gearing up in certain areas such as orientation. Orientation week is up and running and ready to go. We are sitting on about 100 O-Day stalls at the moment, but on average we should hit about 190-200 stalls so that is looking okay. Preparations are being organized for the orientation plan as well in terms of O-Day festival which we are trying to push for with the university. Tony also reported that budgeting and SSAF negotiations are completed.

Jack asked if there were any questions for Tony.

Seeing none, Jack moved that the Guild accept the Managing Director's Report.



PASSED UNANIMOUSLY

6.0 REPORTS

6.1 Treasurer's Budget Report

As tabled.

Jack moved a motion to accept the Treasurer's report.

PASSED UNANIMOUSLY.

7.0 MOTIONS ON NOTICE

Jack explained that the two motions are how we debate the budget. If there are any changes you want to make we first accept the bottom line and then if you want to change the budget after you've accepted the bottom line, you have to balance it so that the bottom line of the budget equates.

7.1 That Guild Council approves of the Preliminary Budget Deficit-Surplus figure, as recommended by the Strategic Resources Committee

Moved: Alexandra O'Brien; Seconded: Nevin Jayawardena

Brendon deferred speaking rights to Nevin.

Nevin mentioned that there was the opportunity for question time on the Thursday before Guild Council as Alex was leaving on the Friday, but he was also available throughout the week to answer any questions that anyone had on the Budget.

Nevin began to explain the background of the budget and the reasoning behind the make up of the budget. He noted that SSAF is the Student



Services Amenities Fee and the Guild used to operate at a 70% SSAF income. This changed so that the total SSAF collected included the university collecting 5% as an admin fee and the remaining amount would be allocated so that the Guild would get 30%, Student Services would get 30%, Sports would get 30% and Capital Expenditure would get 10%. With 30%, the Guild has been running at a deficit and the position that we took was that considering these services are very important to students, we would slowly “shave off the edges” and try and get back into a surplus figure. This included making small drawbacks here and there and doing a review Deloitte this year to try and work out how to become more efficient and stop running at a deficit however, we managed to secure 50% SSAF. Given that in the Act, it specifies that we should get at least 50%, we have received exactly 50%, but in future years we will be pushing for more. Now, there is no longer a 5% admin fee. The Guild gets 50% of the total admin fee, sports and student services get 25% each (which to them means around a \$200k loss, and to us it means a \$1.4M addition in funding).

Nevin then started to explain the expenses, income and resulting surplus of the Guild and the reserves account. He said that the reserves account includes our savings built up over several years because we had been running at a surplus, the reserves account has been slowly increasing (prior to 30% SSAF). Unfortunately, given that we have been running at a deficit (since 30% SSAF) and a lot of capital expenditure has happened especially this year, that has slowly been drawn back. Before, we used to pitch for the 10% capital expenditure within the previous structure of SSAF, but this year we are trying to incorporate it within our more independent budget. Within this 50% allocation, we would ideally like to include our capital investments without touching our reserves too much. For 2017 and future years, we are going to have to fund our own capital investments which is why there is an \$811k



profit. The aim is to try and increase it as much as possible so that we can deliver on our Masterplan which includes a complete overhaul of the Ref by bringing in independent catering next year, making the village precinct look good, the village café and Cameron Hall. With a small increase in reserves and not using the reserves too much, we have estimated that it will take approximately ten years to complete the Masterplan. The estimation doesn't account for an increase in student numbers, so hopefully it will be less with just 50% across the ten years. Again, in the future, we will be pushing for a greater portion of the SSAF income to change it from ten years to ideally five years.

Nevin said that we are still going with a few of the recommendations of the Deloitte review to become more efficient, but as Alex's report states, a lot of the Departments will get an increase in funding. The \$811k will go towards capital, with the main capital investment next year being the Refectory project.

The main thing done differently in the budget itself is that for some of the departments, there used to just be an allocated profit/loss figure for functions and events for example, but now we have budgeted for income as well as expenses separately, so that it reflects what each department is expected to spend as well as earn.

Tony said that its important to recognize that even though we have been given 50% as part of the Act, we should have been given that before anyway. Under the old Act, it was tallied up and the Guild was underpaid by about \$14M, so we reserve rights on that \$14M but that is obviously a different discussion. Tony said its important to note that while we now get 50%, we have always been operating at a deficit position because the amount of



money in 2012 was 70% of the SSAF and the Vice Chancellor decided to cut back to 30% and 10% on top for CapEx if you can get it. In theory, we have been operating at a \$250-\$350k deficit because the same services were expected using a smaller amount of money. Now we have more money, which Nevin and Alex have scheduled out over the departments. Hopefully we will have the \$811k surplus in the end which we can put directly back into capital projects, because we no longer have the 10% for capital expenditure. Realistically, without the 10% CapEx, the 50% becomes 40%.

Conrad asked what the Guild's exact current reserves were.

Mutya said that it was \$3.2M.

Tony expanded that by statute, we have to keep at least \$2M in our reserves to be within our buffer zone. The reason for having that \$2M is a two-fold effect, as it's not only there for if something goes wrong with the Guild, but also if something goes wrong with the university and they can't fund us anymore. The Guild and the University are two separate entities, meaning we have our own liabilities and we are liable to our own creditors. Tony said that at the end of the day, the way we manage our cash is very important for liquidity and the services that we provide.

Jack asked what the likelihood would be of getting leases signed in rent coming in from the ref this financial year. Tony responded that it is practically zero. Mutya said we are trying to open the Ref in second semester. Tony said that by closing it, we will be saving \$140k.

Justin asked how the reserve has fluctuated over the past few years. Tony said that it has gotten better since SSAF has come back into play. He said it would be fair to say that it fluctuates up and down because there is capital



flowing in and out. For example, we received \$263k extra in SSAF revenue for the tavern but we still spend another \$250k and that cash has to come from somewhere - it comes from reserves. Other costs have been the CCZ and Subway and Boost which occurred two years ago. We've spent \$3-4m in reserves for our physical facilities that we provide to students. We started with \$7m and now we're down to \$3.2m.

Jack asked the OB's to quickly explain their budgets.

Conrad, on behalf of Hannah for the Womens Department, said that one of the main things that Hannah will be implementing is monthly self defense lessons as well as a mentoring program which will add to other major expenditures including SCREW Week, Women's Week activities, Damsel magazine publication, the emergency kit of supplies in the Women's Department room, as well as a skills workshop that deals with issues that women would not be considered sufficiently equipped to deal with (e.g. changing tires, negotiating a raise etc.)

Michael K said that his SOC budget will include an increase in club grants for next year and an increase in awards for clubs to give them more of an incentive to bring back campus culture. Michael has also budgeted for an extra club carnival in each semester, meeting expenses and networking expenses to further club engagement with the student body.

Lina said that the Ed budget is essentially the same as last year. She has budgeted for their campaign, including materials, posters, the Know-Your-Rights Guide etc. There is also the conference budget.





Reece, on behalf of Tonia and the Queer Department, said she has budgeted for larger collaborative events between university campuses, which will require a lot more planning, a bigger venue and possibly external venue hire. The budget also reflects increased costs for printing and advertising.

Owen said that if you look at the numbers as they currently stand it looks like its been declining over the last few years, which is actually not the case. The full year budget from 2016 compared to the mid year budget review actually reflects a non-budgeting of income from ticket sales to events, which is why that has gone down. It seems like income from ticket sales has gone down a tiny bit this year but that is because the PSA'S CAPA affiliation has been moved out of the PSA budget and into the Guild Council Budget, which actually means that the PSA is getting the approximate of a \$7000 raise in their operating budget. What they plan to spend that on is increased engagement and a major reoccurring welfare event throughout the semester.

Michael Mackenzie asked Michael Kabondo to break down the amount that a club carnival would cost and the amount of club grants going out in the planned SOC budget for 2017.

Michael Kabondo said that for just SOC grants in general (including O-Day grants, semester grants, SPG's, new club grants), \$100 000 would be allocated. The club carnival funding sits under 'sundry' in the line items, as well as the 'general activities and functions line' which totals up to \$6000. This will go towards table hire and things needed for networking events.

Tony said that regarding the cash reserves, one of the notes from the UWA Audit and Risk Committee was that we don't carry too much cash in the



reserves. So while it fluctuates, the university expects it to stay in the \$3M mark from a security perspective.

Jack asked if anyone would like to speak on the motion. There were none.

Jack asked Nevin if he would like to take a right of reply on behalf of Alex.

Nevin said that he thinks it is a good budget that has been approved by the SRC. It's the first operating surplus we have been able to make in 3-4 years.

Jack moved the motion to a vote.

MOTION PASSED UNANIMOUSLY.

- 7.2 That the Guild Council approves the line items in the 2017 Preliminary Budget Pack, as recommended by the Strategic Resources Committee**
Moved: Alexandra O'Brien; Seconded: Nevin Jayawardena

Nevin said that he has nothing to add. He invited anyone with questions to ask.

Tony brought up a couple line items to be aware of, that haven't been budgeted for yet. One thing to focus on is the Guild car, which is currently only just functioning and needs some fixing as a couple of the departments including Guild Volunteering uses it quite a bit. The other thing to look at is the IT servers. The corporate services committee will be making decisions this year regarding IT. The other thing that we haven't budgeted for is bringing professional stock controllers in to do a test over how well we are managing our stock and our outlets. Tony said that the only one that we need to start considering seriously at the moment is the car. The university is looking at



moving to a lease-scheme system for all their cars, so we may consider doing the same as it is cheaper.

Michael asked for exact figures on the Guild President's salary and the breakdown of conferences, as well as an exact figure on how much to be spent on each particular conference- NUS etc.

Mutya said that \$8250 was budgeted for the conferences. As of September, it is only \$1300 but most of the expenses will be around November. Mutya said that it is only a slight increase from the 2016 budget.

Michael asked if we have exact figures for each exact conference.

Megan said that it all gets charged to the 'conferences' line item, so if you're paying for a flight or registration, it gets charged to that line item.

Nevin said that the information for each conferences isn't on the budget, but he can go through it with Michael afterwards.

Mutya said that the Guild President's salary is minimum wage, which is \$39 000 with payroll tax of \$2300, superannuation is \$370 and leave loading is \$567, which gives a total of \$45,767.34.

Michael asked why the Residential Students Department has gotten a decrease in funding.

Nevin highlighted that he mentioned earlier in the meeting that we allocated \$6000 as a profit/loss figure to the Activities line item. This year we have accounted for what they actually spend which based on the expenditure for



2016 is about \$36k and their expected income which is \$30k, so it looks like there is a loss but there is actually an increase from last year.

Nevin said to note that the SSAF income is just what is an estimation by the university, so it can change a little.

Jack asked if there are any amendments to the budget line items. There were none.

Jack moved the motion to a vote.

In favour: Nevin Jayawardena, Owen Myles, Michael Kabondo, Lina El Rakhawy, Jack Looby, Megan Lee, Joseph Chan, Luke Andrews, Pheobe Ho, Reece Gherardi, Vinuri Gajanayake, Brendon Ng (for Alex O'Brien), Conrad (for Hannah Matthews), Rigel Paciente (for Zee Ibrahim)

Against: None

Abstentions: Michael Mckenzie, Justin Workman

MOTION PASSED

- 7.3 That in accordance with Statue 19 (1) requirement for two students nominated by the Postgraduate Students' Association to sit on Academic Board; Guild Council approves the PSA's nomination of Nancy Haddaden (Vice President Research) and Manpreet Kaur (Vice President Coursework) as student members of Academic Board.**

Moved: Owen Myles; Seconded: Jack Looby

Jack moved the chair to Joseph Chan.



Owen made an amendment to the wording of the motion. He asked that change it from Statute 19(1)(s) to just Statute 19(1). Owen explained that the academic board has six student members elected by the Guild and two of those are designated Postgraduate students.

Joseph asked for any other comments. There were none.

Joseph moved that the Council moves to a vote.

PASSED UNANIMOUSLY

Joseph moved the chair back to Jack.

8.0 GENERAL BUSINESS

8.1 TENANCY COMMITTEE OCM ELECTIONS

Sofia Kouznetsova elected as Returning Officer for election.

On behalf of the tenancy committee, Reece recommended Taylor Home and Elise Ecker to Council.

Michael asked what the tenancy committee was looking for in their candidates. Reece explained that they were looking for experience, enthusiasm, willingness to work with everyone and noted that there was a lot of discussion involved.

Lina said that impartiality and experience in terms of different club areas that were occupied was important to the tenancy committee in making a recommendation.



A secret ballot was conducted

**TAYLOR HOME AND ELISE ECKER WERE ELECTED AS TENANCY COMMITTEE
OCM'S (BY BALLOT)**

8.2 OTHER GENERAL BUSINESS

- Jack asked Council to gain a better understanding of the Guild Regulations in preparation for the course of January and February when Jack will be consulting Councilors about the regulations.
- Recent copy of each portfolio's rules and regulations was required by Jack
- Megan will be acting Guild President whilst Nevin is away
- Next training session will around February
- Owen said that any postgrad councilors are allowed to attend PSA meeting as a standing invitee and to contact him if they have interest in doing that.

9.0 CLOSE AND NEXT MEETING

Next meeting will be held **Friday 27th January 2017 at 6.00pm**. Please contact the Guild Secretary (secretary@guild.uwa.edu.au) with any apologies or proxies. All office bearers and department officers will be available at 5.30pm immediately prior to the meeting. If unable to attend, please advise which dates you are available to reschedule, if a quorum cannot be met.