

SPECIAL MINUTES

Murdoch University Guild of Students

Acknowledgement "We acknowledge and respect the traditional custodians whose ancestral lands on which this meeting is held. We acknowledge the deep feelings of attachment and relationship of Aboriginal peoples to country and pay respects to the cultural authority of Aboriginal peoples".

FEBRUARY-2022 COUNCIL SPECIAL MEETING

Details

Date: 17th February
Time: 1:15pm
Venue: Guild Board Room student hub

2022 Council Attendees

- David Ugrinov (he/him) Guild President
- Chewe Chisanga (he/him) General Secretary
- Shaanan Suthesh (he/him) Education Vice-President
- Vishwa Hewage (she/her) Women's Rep
- Gisele Pang (she/her) MISA President
- Luke Morgan (they/them) Queer Rep
- Devin Kos (he/him) Disability Rep
- Allira Scott (she/they) Indigenous Rep
- Zoe (she/her) Sustainability Rep
- Kevin Kurian (he/him) OGC
- Christopher Nonis (he/him) OGC
- Andre Hoogenboezem (he/him) OGC
- Minh Hoang (they/him) OGC
- Jaztine (she/her) OGC

2022 Council Apologies

- Jaztine (she/her) OGC

- Tarek Mohammed (he/him) MUPSA President
- Ryan Garve (he/him) OGC

Agenda

Part B: Items for discussion and decision

1. General updates

Meeting starts: 1:15 PM

David: So first we will go through the budget with Vanessa. Vanessa is our finance manager and a very smart lady. So yeah, just have a listen, ask any questions and then afterwards we will have Chad from PDSO

Vanessa: I'll explain how we prepare a budget. We do a yearly budget, and we do quarterly forecasts as well. The difference between a budget and forecasts is that normally we set a budget a year before. This year is a bit different, but we will know how we are going to travel for the next financial year. This way we can closely monitor how we land and how we want to travel with our financial status. Forecasts only happen within that financial year. Budget is usually for the whole year while forecasts are monthly. This month, you will have a better picture about what is going to happen next month using forecasts which are highly connected to our test tool. So, we know how much money we have and how much we are going to spend to meet our payment obligation. For budget, we normally have to wait for Murdoch university to forward us the set amount, but we cannot complete our budget without a set number. I believe everyone understands what that is. We get 50% funding from Murdoch university, but we do not get involved directly in how they set the budget. Basically, the university will look at how many students have enrolled and based on domestic and international students, they get a budget and allocate 50% to us. Then, we, based on how much money we get for the upcoming financial year, we use that to do our budget because you can't come up with a budget if you do not know how much you're getting.

This year, everyone has been asking why the budget has been presented so late. This is because we only received the set budget number from the university in the second week of January, from Peter who is in the finance team. I believe there are a lot of new people in the finance team, so they took a lot longer to finalise because of a lot of uncertainties and the pandemic, border opening, etc. We have our budget sitting ready, but we have to get the set number to put in, factor everything in and make sure that our budget is more practical. Once we have the set number, we put in that number and send it to each department. So, I think you understand our structure as well – we have project, student services, volunteering, new bookshop, cafes, taverns, etc. They will send it to each department. I don't decide their budget. Simon is the tavern manager. He does the input in the budget. Once he predicts the sales, expenditure next year, then he will send me the budget to review so that once I get it, I

send it to Evan who is the general manager. The general manager will then discuss with Frank, who is the CFO of Murdoch University then we vote to see if it is achievable and has factored in all possible complications so that we can closely meet our budget.

Once Evan says yes, then we will present and try to seek approval from you guys. Once approved, we allocate the funding back to the department, so they get the fully detailed budget to spend for this financial year. I can also ask why they overspent or underspent. So basically, the budget is a guideline of how they will spend their money/funding. For the last three years, we have always achieved better than our budget. If you look at the first column (December 2021), there is a 93K loss, but everyone knows that we are not for profit. We are not here to make money. We do not use any money to buy shares, bitcoins, etc or invest in anything outside. The profit made from the tavern and cafes will reinvest back to student services and back to the university. We do not aim to make profit because our performance is not measured by the profit, we make but by the service we provide. When we did our budget in 2021, we assumed that it will be a really bad financial year because of the pandemic and job keeper ending which would mean that we would not get a lot of funding. We predicted a 200K loss. However, we managed the finance and expenditure well, so we ended up with a 33K loss which is a very good result. Anything you see as negative indicates bad and positive on the sheet is good. December 2021 93K is not our final number even though the financial year had ended. Our financial year is the calendar year meaning our year end is 31 December. We locked the December account, but we cannot guarantee that will be the final, but it would be very, very close because all the numbers are subject adjustments.

So our auditors RSM are coming in March and they can still access to adjust anything if we are not following accounting standards or not meeting their compliances as they have the right to access it. I repeat, this number is not a final number but should be very close. OK, so now back to the 2022 budget. So you questioned why we are planning to make profit for 2022. Because this year, we will have international students back. I do not know if that is 100% as it is all based on instructions from the university. So we predict that this year will be a better year.

We have another budget for SAP because we report to SAP committee (Matthew Evans) as well. We need them to approve how we spend SAP money. We are non-profit so we get to be our own bosses but also have very heavy reporting and finances. We report to the resources committee, the university. Last time, they were very happy with our financial result and did not have any questions. We report to the resources committee which is a big group of people who are underneath the Senate. We report to Murdoch University even though we are completely independent, and we also report to the Australian Charities group and all our financials are posted publicly in ACNC online which makes us 100% transparent. First year auditors are really hard to get past because they audit every single detail. This year, we changed to RSM because the first-year auditors charged us a lot of money. But three years we have very good framework. We have very good template because we work with Deloitte. So we think it's time because we have to rotate auditors for independency and conflict of interest rates purposes. We decided it is better to go to third year and save some money as we basically pay 20K less for the same standard of work.

For December 2021 we spent \$1.5 million even though we predicted that we would spend \$1.7 so we saved about 270K SAP funding which can be carried over to this year. The last two years we have not done a lot as we were worried about the pandemic, and we knew that there would be no one on campus despite all the investments. Therefore, we want to slow down to reserve our funding so that we can

spend more when students are back on campus which is our plan for this year. We have 591K for the capital for this year. The biggest is café Kadj. I believe that you know that we are going to completely renovate it and put a cool room for café Kadj. We chose café Kadj because it has the higher traffic and higher level of transactions. We also have a different uniform logo but want to develop a new website, to give people a new image and refresh ourselves. So that money we will bring aside. For the last two years, we have saved a lot of money, put in our cash flow and cut whatever we can. We have forecasts so we know what to cut down. A budget is just an indication of how we want to travel but not necessarily our direction if we have not factored something in.

This is for the Guild Council, your area. This is the breakdown. The budget for 2020 is \$9000 losses. This budget, David Shaanan and Chewe put the input and knew all the details on the budget, how they were going to monitor the expenditure for your area. If you have any questions you can go to David, Shaanan, Chewe or to me.

Devin: I have a question for folks who are online right now. Is there a way for us to receive this resource like on an email or something? The papers you are looking at right now.

Vanessa: Yes, of course. We will send in the group chat so that whoever isn't here will get to see as well. The university encourages to work from home so I am not in my office everyday, but you can feel free to come and see me by appointment if you have any questions.

Our financial year is from January 1 to December 31st, and we always ask to please submit your reimbursement. It doesn't have to be something out of pocket. We have recently had people come in to try to do reimbursements from last year events, but we have already closed the financial year and have locked the payments. There is always a cut off time and we reminded everyone. I hope that people understand there is a cut off. This year, I believe there are no events in December so you should have enough time to submit. Email us if you do not come to campus, as long as you can get David to send an email showing approval of the expenses. This way we make sure that we put it in the correct reporting period. Feel free to ask questions after this. You can ask David, or you can email me.

Luke: So, the \$9000 is that what has been allocated for all the events?

Vanessa: No. If you look at line 61710, 43K. This is the money. They want to know the breakdown. We have put 43.5K aside for this year. So, for each area, you need to plan ahead so you know what expenditures will incur for the next financial year. You are not supposed to wait until a month before even though a lot of unexpected things can happen. You need to apply for the funding. Communication is key as we can reallocate the resources.

Luke: So, when we are organizing an event, for example, and we need to pay someone, do we come to you?

Vanessa: There are three ways to make payment. First, we encourage getting a copy of the tax invoice. We do not encourage paying out of pocket. We have ABN, there is no way people cannot send us a tax invoice unless you order from eBay, Amazon, etc. If you want us to pay, you need to send it to Murdoch University. The second is payment by credit card. We have corporate credit cards. The last option is paying first and then receive a reimbursement. However, you need to receive approval from David

or Evan if there is anything you want to spend. This is so that I can put my cashflow better to manage funding.

Minh: Is this money allocated for everyone and the allocation for the reps and those resources? For example, for woman's rep, is the allocation from the guild pulled from the 40K?

Vanessa: Yes, but when you say clubs. Clubs are different because you have to go to Sarah, the project manager, for club funding. Clubs is sitting under projects, the third line and there is a separate budget for clubs. For clubs such as Filipino club, Malaysian club, etc they go to Sarah's team, the project side. If you need to know your budget for this year, feel free to talk to David.

Chris: I am not from accounting so I'm very new to this. But for example, Feb 2022, there is an allocation of \$5983. So, if you only spend 4K, will the remainder go to the next one \$2083 to increase by 1K?

Vanessa: There are two ways. We have timing differences which are similar to the reimbursement I mentioned earlier but timing differences allow in the same financial year. I cannot move the budget from September to October So in a month, you will see discrepancy but for us it is just the timing differences. It does not have any impact on the year-to-date balance. Don't panic. So, let's say you don't do something, but at the end of the month at the end of the year by October, you know you have 2000 left, you can still plan something that's not in the budget because you have funding left or you can choose not to do anything if you feel it is a waste of money. But, we cannot carry forward budget to a different financial year. We will end up with a better result for not spending the money we planned to spend.

Luke Besides the web allocations, what else would we use the guild pool money for.

Vanessa: We have orientation, barbeque normally sponsored by the guild council. We have festival day barbeque and education council barbeque as well. We have money allocated for Facebook ads, international women's day every year, sustainability events. We have culture club events, council events. So many events can come up so we put funding aside for that. The nursing ball, we support the student village with their washing machines, coffee vouchers, guild marketing videos done every year, etc. Every month, I will send a report, so they know the actual expenditures. The budget is very detailed, so I have given you a summary of whatever you need to know.

Allira: No, no questions.

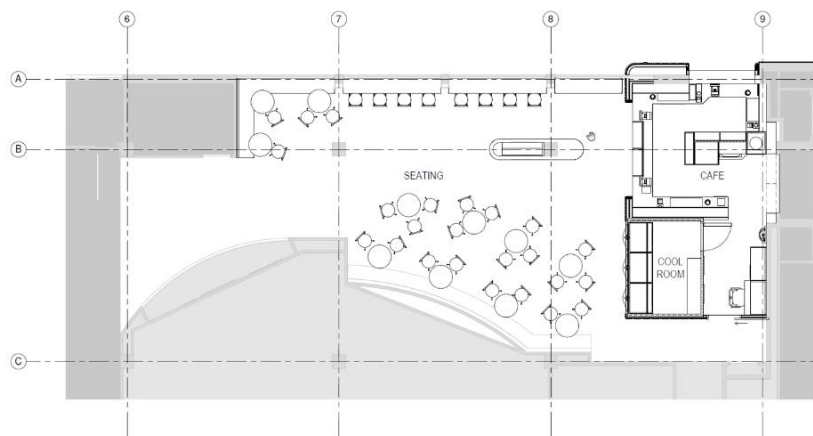
Devin: Yeah, we're all good.

Chad Martin: My name is Chad Martin. I'm the Project Director for Renewals and Infrastructure in our Property Development and Commercial Services offices here at Murdoch University. With the exception of the new academic Building 360 and the auxiliary projects that relate to that building, all campus capital delivery falls through me. Incredibly fun job, incredibly challenging job, especially in the current environment. So, I just overheard some of your finance people talking around some things that you're going to be doing. So yes, all those sorts of impacts also impact what we do in terms of capital delivery as well and how we how we go about the budget, how we go out and plan projects, how we go about and deliver them, which is what I'm here to talk to you guys about today.

Back in October last year I presented to the Guild Council at that time pre-election, basically on the on the cafe Kadj refurbishment project, located in the library. The intent was around giving the Guild council an understanding. The the intent of going out to the marketplace based on concept designs and concept information, finalizing that into detailed design and then having the market come back and tell us whether they could actually deliver It or not. I understand from David, unfortunately you guys can't get me up on screen. So, I'm not sure how well, this part of the presentation will come through, but I'll put it on the laptop for those who are not in the meeting room and for those who are in the meeting room, you can share it around, then at least it gives you some concepts of what it will look like.

The café Kadj refurbishment is all about bringing café Kadj, which is looked after and has been historically looked after by the Student Guild and basically refreshed into the 21st century.

Its orientation and flow is not so easy. You have facilities in there probably beyond what we'd call useful life, and certainly beyond where you'd like to take your services from my understanding, from your Guild executive. This is the actual real-life concept of what we want Cafe Kadj to look like and feel like as a new modern on-site cafe to rival any other cafe on campus. Obviously, the intent of this cafe is more transient cafe as opposed to somewhere like Sir Walters where you go in and sit down for longer periods. And of course, this cafe is linked to the library. On that basis, the intent is to refresh the cafe effectively, so as you as you can see the whole entrance piece into the cafe would be effectively around repainting the pillars, the walls putting knew either new floor covering or polished concrete. We can accommodate one or the other. Our big directive is to minimize the noise, especially as noise travels across the front of the library. The service desk through to my Murdoch advice keeping the noise impact as low as possible. We considered that in terms of the furnishings, the wood look and feel. Also, the type of lighting, mechanical and electrical. One of the key drivers in here from the guild executive was around making them more service delivery focused. So, I will go through slide by slide, what that concept will look like.

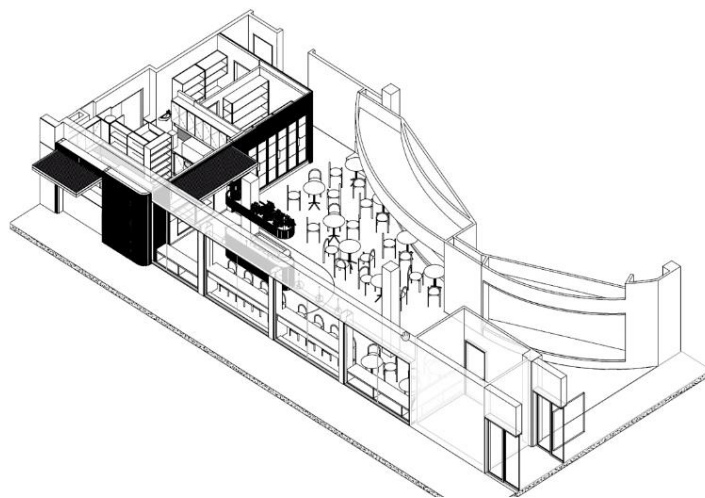


From a bird's eye view, coming in from the left-hand side, past the seated area, past the new amenity's space in the middle, past the tables and into the service counter. So, from the service counter you place your order at point of sale, get serviced in terms of whatever your food or beverage either might be and then you move past and around to take your amenities, take a seat or exit if you're not actually spending any time in the cafe itself.

One of the big changes about this whole project is the implementation and addition of a cool room, fully supported by our project delivery team because having a cool room doesn't or won't just service the cafe Kadj but will also service other guild facilities. So that means you guys can be doing functions and you can use it as a cool room storeroom. You could be having deliveries not just coming into cafe Kadj, but for other locations such as amenities or functions or even the tavern, which does not have a cool room this size.

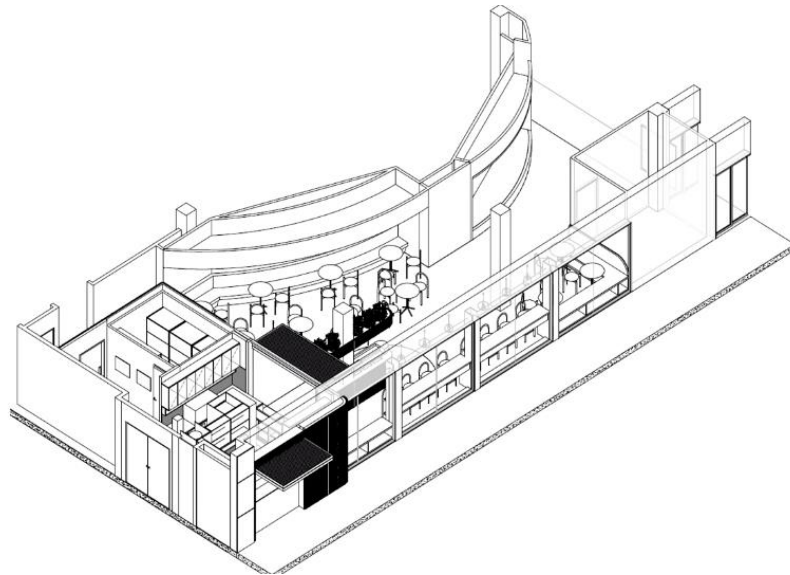
In addition to that, one of the key things that we wanted to do to allow more space in the seated area or the service area as well as give further expansion of the types of food and beverages you can put into fridges and cool rooms is to have built-in fixed cool rooms. So, built-in fixed refrigerators that don't rely on branding, for example, at the moment, I know that there's a Coca Cola branded refrigerator in cafe Kadj. Usually when you have that sort of licensing agreement or commercial agreement with Coca Cola, you can only put Coca Cola products. But what we're what we're trying to do is expand the horizon, expand the ability of the Guild to provide more services and and more food and beverage opportunities to students ultimately. So, the cool room is a major addition to what we're trying to achieve here in terms of a refurbishment.

The other big piece from what we call the back of house is the Cafe Kadj point of sale itself, so right now, as it stands right now, there's a service point at the at the main service counter internally and the service point at the external service window that faces into Bush court. So, one of the key drivers from the Guild executive was around introducing an extra service provision to allow the Guild to train students in terms of food and beverage. It might be a training around a coffee making certificate. It could be something as similar to that or could be something where you provide other expanded training services to do with food and beverage opportunities. To accommodate those extra requirements, we've made it a double point of sale at the main counter, which will then allow an extra coffee machine. So instead of two copy machines, it should allow for three. So, these are two of the big changes that have been included as part of the planning that came from the Guild Council.

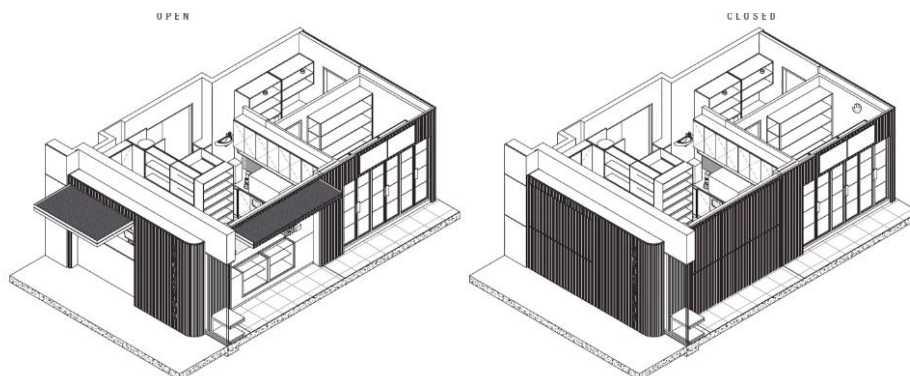


Here is a 3D mark up of roughly what it will look and feel like. At the bottom right of the screen there she enters cafe Kadj, so there's to the right there is the standard seating area. So, we intending to use the existing table and chairs where possible to keep costs as reasonable as possible. There will be some additional furniture, possibly

around some of the chairs, and certainly some of the tables and chairs and benches in the window space on the left-hand side that overlooks into the Bush court. So as you can see, there's an amenities station in the middle and that will have some artificial plants at the top to just give some greenery, all rendered in wood panelling just to give that Bush court feel to the cafe while still allowing it to be unique. And then you can see where what the inbuilt fridges will look like, the point of sale, the cool room at the back and the back of house service and prep areas. On the very top left, you can see the opening for the external facing hole in the wall that allows service provision for takeaways outside.



Here is an opposing view of a 3D mark up from the back of house point of view looking towards the front of the house. Now part of the concept and part of the look and feel like I mentioned before, was as intrinsically making this cafe refurbishment a look and feel part of the Bush Court, which includes a timber look and feel, finished. So, we'll get to the render drawing shortly. But what this concept gives you is when you're looking at the internal point of sale plus the external service point of sale, when it's closed on the right-hand side, it will just look like standard wood panelling. When it's opened, the panelling comes up. So particularly on the one that's external facing, it just becomes like an extra overhead barrier granted there's an already existing covering.



This is also a concept of the type of wood and the type of paint that goes with the look and feel of a Bush Court environment cafe. So, the concept is around screen wood spotted gum and just having a black background paint. The one thing I haven't spoken about here is what we're intending to do is put some screens, some digital screens, above the refrigerators and this has two benefits for the guild: The first is about having a rotating advertisement for your actual menu and beverage items. So, for example, one of the expanded menu requirements from the Guild Council, was around having additional food options e.g muffins, bakery pastry, sandwiches, rolls and baguettes, sausage rolls and pies, etc. So, all this potential will be built into what could become available for the Guild to service students as a library food and beverage service option. The second one, for advertising so you can rotate your menus, but equally you can rotate your advertising. For example, it could be a Friday and the screen pops up with sausage rolls and pies available at X price whenever. Twenty seconds later, the next screen pops up and it could be "please come down to our Friday event down at the Guild Tavern, available from 5:00 PM etc. This is something additional that we've thought through in terms of what the Student Guild can offer in terms of digital media and digital advertising and services.



This is what the rendering close up looks like. On the left hand side, you can see the points of sale and the back of house and on the left of both pictures is part of the amenities counter post getting your food and beverage.

Devin Grimm-Kos: I'm Devin, the Disability Rep for the Council. I was just wondering for the amenities station in the middle, is this an accurate 3D modelling of what the space will look like.

Chad Martin: Yes, it's relatively accurate, yes. So, we thought how can we make it as effective as possible and this is the design the architect came up with that was the best to deliver.

Devin: My question was considering a lot of disabled students have assistive devices that take up a lot of space, do we have enough space for students to actually get by, order and then leave? But if there is an immovable object, then it's an immovable object.

Chad: Very good question, disability compliance is super important in my line of work from anything like a toilet, passage-way, or door. We have been through a project last year where we started automating doors around campus for students and we intend to work with the Disability Committee at Murdoch to look at what else we can do for 2022. But going directly back to your question, yes, so the spaces and the distances between objects do comply with the ability to move wheelchairs and people who need the ambulance through those spaces

Luke: My name is Luke. I'm the queer representative. I love the idea of the two points of sale. My question is that the Kadj, from my understanding, does have an outside one at the moment, but it's not being used, I think the reason was because of COVID reasons and that, but would that still be in place once it's completed.

Chad: Absolutely and my answer is twofold. So, the intent was to leave things at a minimum as they are all to expand where we could. We are going to create three points of sales, not two points of sales. So, you'll have two internal and you can see from the current screen on the left-hand picture, there's two monitors. But in addition to that, on the far side, it's not very visible, we've got the external facing window into Bush court that is also a Third Point of sale.

Luke: Yes, that is what I meant sorry. What I was referring to was having the sales inside and outside but from my understanding was that before Covid, the Kadj was open to the outside, but once Covid came in place it was closed. So, I was just wondering if once it's finished, that if the outside was actually going to be open?

Chad: Yeah, absolutely. So, the intent is, after all WA government and Murdoch University requirements around COVID and around the movement of people and the restrictions around isolations and distancing revert to pre COVID, you're absolutely right. The external service window in my understanding would no longer be or would no longer have any restrictions, and therefore we'd go back to 2019 and pre 2019 serviceability.

Luke: Ok, so the reason it's closed at the moment is due to like Murdoch requirements, is it?

Chad: That's a good question. I probably can't answer that. You would probably have to go to someone within Murdoch who has a bit more understanding about why the external service is closed and maybe David can answer that. But, certainly long-term, post-Covid or post any other restrictions, my understanding is that the Guild executive wants 3 points of sale, 2 internal and the external window to be serviceable as well, yes. So, during the works, it was probably the highest guild executive requirement for the cafe must remain live and operational. Now obviously a challenge because you're going to have builders coming in, tradies coming in, electrical, mechanical, hydraulic, fire protection systems are going to go offline, be reinstalled, upgraded, implemented, etc. So what we plan to do is do it in two stages. The first stage is likely to be the back of house. So that's all the parts from the point of sale all the way through the back and into the cool room, etc will be done first, which means that the Guild will supply a coffee cart, which will be located in the eating area effectively. Once that back of house is completed, it will reverse, so the external facing window would become the point of sale and then the front of house or the seated area and the amenities station that you will be refurbished. Once it's all done, the intent will be a soft launch with a future date hard launch.

Zoe: I have a question. My name is Zoe and I am the Sustainability representative. In the central panel are those three bins?

Chad Martin: Yes, you are correct. I can't recall if it's two or three bins, but we will probably see from the photos coming up, but you are correct

Chewe: Are they going to be labelled to say what should go where. I know it's not as pretty, but is that incorporated somewhere in the design?

Chad Martin: Yes, absolutely. There must be labelling, and it's actually designed so that the usage is actually not from the angle you're seeing, but from the other side. So once you've got your coffee, you don't come back to the same direction where everybody standing to order is. You go around the other side and then you use the amenities from that side. But in terms of labelling, you're absolutely right. There will be a recycle bin. There'll be a recycle bin, a waste bin and there may even be a third bin that will be temporarily not used until future recyclable cups are put in place. But that that's something we're looking at for the future.

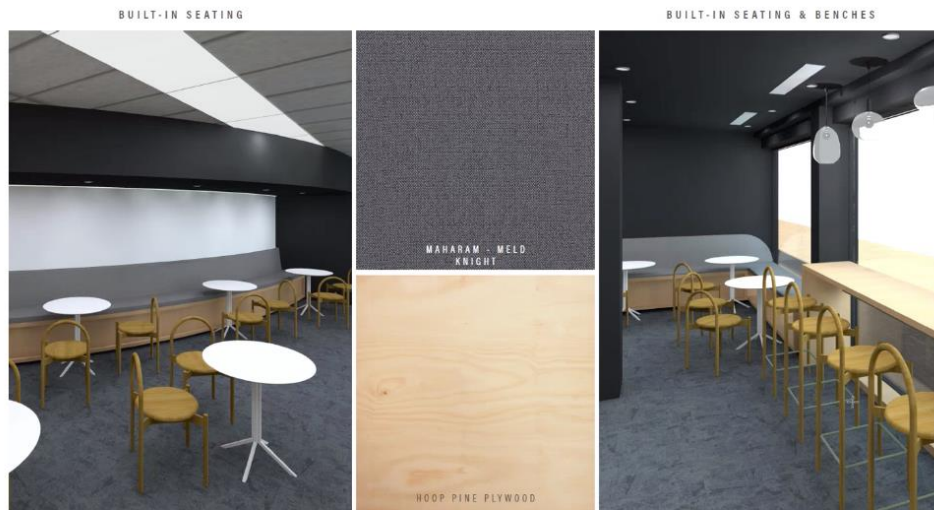
David: David: Yes in 2020 when I was sustainability rep, we wanted to get a swap cup system, but the health restrictions did not allow us to do that kind of thing and we needed renovation. So, putting infrastructure in place for now and the future generations.

Chad Martin: I'm extremely hopeful, David that future generations is not too far away, within years, not decades.



So, guys, this is this is a concept of the type of look and feel of the material colours that we're looking at. Again, we're trying to blend into the natural environment the Bush court. Murdoch University is set up on grasslands and wetlands, right? We know that. So again, the pastel greens, the mint them into the Bay leaves the whites, the creams, the walnuts that all these sorts of colours and keep it fresh, keep it modern and align it to where we are and who we are, we are Murdoch University. We're located in indigenous locations of wetlands and grasslands. All these things are super important, and the name of your cafe says it all. You have the premium location on campus in my opinion, you're at the front of Bush Court on the most exposed elevation

of the whole Bush court. It is an absolute prime place. It is the perfect place to showcase the thought around you guys as the as the Guild Committee and the students who represent, how you interconnect to not just indigenous culture, but also the environments that we're in.



Now we're talking about the front of house, the type of material and this is open to change, subject to price. The maharam- meld knight for the cushioning and the hoop pine plywood will be underneath.



So again, they call it the utility wall. I call it the amenities station. This is looking at it now from the other elevation as if you were looking in through the window and this is the side where after you've got your coffee, you'll come and service your abilities with sugar, a coffee stirrer, napkin etc.

FURNITURE & FITTINGS

P . A . I . D



SBW COUNTER STOOL

SBW HALO CHAIR - optional



SBW OTTO TABLE - optional



These are concepts around the type of seating in terms of counter stools or chairs, the table options as well as the lights. So again, all the concepts are being melded together to make it look and feel with that concept theme or what café Kadj is. That connection to the indigenous culture and the location of the Murdoch University on wetlands and grasslands.

VISUALISATION

P . A . I . D



EXTERNAL VIEW BUSH COURT CAFE KADJININI
WITH PROPOSED NEW FACADE EXTENSION OPEN

^ External Rendering in an open capacity



INTERNAL VIEW SEATING AND UTILITY
WALL WITH CAFE KADJININI OPEN

Landscape view of front of house with Point of Sale open



INTERNAL VIEW SEATING AND UTILITY

^ Walking in



INTERNAL VIEW SEATING AND UTILITY WALL

^ Looking back towards library entrance

So that's the concept visualization that we put out to the marketplace. But before I move on to what the market came back with, the absolute key, in my opinion, to how this all links together in terms of the indigenous culture, the name of the cafe, and why this will become the centrepiece of Bush court, is the blank wall on the right (mage below)



INTERNAL VIEW SEATING AND UTILITY
WALL WITH CAFE KADJININI

This is really important. The intent is for an indigenous artist to create an indigenous mural to be painted or to be positioned onto that wall, which will have effective lighting either drop down or onto the mural itself. That will be lit up 24 hours, or at least during the non-daylight hours' time, which will mean cafe Kadj will be seen from any part of the Bush Court 24/7 effectively and it will become the focus of Bush Court Café – Café Kadjinini and the mural. I personally think it's an unbelievably strong tribute to Murdoch University and to the indigenous cultures and indigenous peoples that we represent – the Wadjuk Noongar people. I really wanted to highlight that with you guys because I can't stress enough how important that is for inclusivity, for our heritage and for the indigenous reputation and indigenous representation and the indigenous heritage of this location. That brings me to the end of the first part of my presentation. Are there any further questions at this point?

Allira: Not so much a question. I'm Allira the Indigenous Rep. I just want to say that I think it's great that you're including all of that. We don't see it often enough, so I am very appreciative that you're including that in your designs.

Chad Martin: Thank you very much. I appreciate the comments. I'm really open to what we can do for all students of all nationalities, of all races, of all inclinations. Because the bottom line is you guys represent everybody and the more inclusive you are, the more we show as a guild of students that we are inclusive, we are thinking, and we are part of reconciliation and wanting to make a difference. I truly tell you once these lights are on and it goes dusk or after dark. Hopefully we're back to things like night school in the wintertime after 5:00 PM This will truly become the highlight of Bush court and I'll be I'll be so pleased for you guys because you guys are the representatives of the student body.

Chad Martin: Murdoch University has what we call a minor works panel where we went through and selected through an 18 month, three stage procurement process, 12 true builders and three security specialists to now be the go-to builders and vendors should we require any building construction works. So, on that basis we selected four that we thought had the ability to do the job and we went out to the marketplace with those four as a closed request for quote and requested that they look at the information and then put a submission back to us. That went out in December, and we gave them approximately 4 weeks so closed in January. What followed was a briefing session and a site inspection, so we had representatives of all four of those vendors come in. They came into the cafe, they had a look, they went into the backspace, we took them up into the roof cavity of the library to look at some of the mechanical and

other service requirements and we also gave them further information and further clarifications around the tendering requirements.

Chad: So as an outcome of that, the request for quote closed on the 19th of January and all 4 panel vendors provided conforming submissions. A consensus meeting or the initial consensus meeting was held on the 31st of January where five key elements were assessed:

1. Pricing/ Qualitative
2. Capability and capacity to meet the scope requirements.
3. Works program to meet deliverables.
4. Vendor's methodology i.e., how they would go about delivering the project
5. Use of subcontractors (who would they use & which type of subcontracting e.g electrical, mechanical, hydraulic, etc)

On that basis, the project manager and I, who's a former graduate of Murdoch University, by the way, who's recently been selected and appointed as a project lead within my team. We went through and we did an evaluation where we scored against all of those areas. Two vendors came out relatively close, but one was slightly ahead. If you're looking at it from a 100%, they came out at 87% which is which is extremely high, I have done a lot of tendering in my professional career.

Some of the key things that came out were that they had the lowest quotation price. Now I just want to clarify that value for money is not just about price. We look at all the elements around what they can deliver and how it's going to benefit Murdoch University and in this case, how it's going to benefit the guild students. They provided good examples of hospitality projects, so they've worked on cafes and bars before and demonstrated the depth of experience. They completed a large amount of assets and maintenance projects around Murdoch over the last year, so that's upgrades to our university and improvements in terms of maintenance and repairs.

Their works program was approximately 60 days now. Obviously, that's provisional on the marketplace and particularly the supply chain. Every single one of you have probably been into a supermarket over last four weeks and seen how shelves are just dissipating and the majority of that came across one active god of it in the nullable. The majority of goods come by trains into WA and those trains couldn't arrive which had a major impact on supermarkets and the goods and items. The same thing is happening across the building construction industry. So, equipment, materials, labour, has all been in short supply. So hence pricing is going up, but equally time has been pushed out. So a 60 day work program we felt was quite reasonable in the environment especially while keeping your cafe serviceable during the entire works program. They have a large project team and the capacity to allocate numerous resources to the project and the other reason why we liked this particular vendor is if they did potentially get behind, they are big enough to throw other resources on the project to catch up and get back on schedule

The vendor gave consideration to the mobilization and management of the site. Things like noise management, waste management, reporting, etc. The methodology was sound. It wasn't the strongest, but it was certainly sound. They had an understanding of which subcontractors and gave in depth explanations as to why they would use particular subcontractors for particular spaces. So just at a very high level, that's the rationale and the justification with why we went with that particular vendor so.

The price, obviously that's the one you guys want to know. It's usually the key driver in

terms of decision making. It came back again as the lowest price by a reasonable amount. Again, there were two that were close, but in terms of pricing, these guys were the lowest by \$20,000 or more? And they came in at \$505 489. The business case, the budget approval was around the \$500,000 mark, so it was extremely close. Now in the current market, that's beyond exceptional. To give you guys an understanding of what else is out there in the marketplace, another vendor came in at \$ 692 000.92 and That's a difference of almost \$190,000. Exactly the same information, using exactly the same nominated vendors where we requested them to, including furniture vendors. This should show you that a lot of due diligence has gone into making sure we find the right vendor who can actually deliver. Now the other good thing in terms of timeframe: because these guys have been through an 18-month pre-selection process, we already have terms and conditions agreed. So, things like insurance are a pre agreed, limitations and liability are pre agreed and other terms and conditions. So, it makes a massive difference now that we don't have to go through a minimum of one-to-three-month process to negotiate a contract. All that's been pre done. If you as to the siding body, because it's your money, if you decide to move ahead under my recommendation, that will mean we can lock away the a scheduled to order, which is a contract under the master agreement very quickly because all we do is we take the stuff that they submitted, finalize it and put that into a short contract which forms a contract under the master agreement. On that basis, there is one more thing I need to say.

There was an error from one of the nominated vendors, the furniture supplier, particularly their bench seats which is quoted at C05. It actually came in at \$33,000 higher. Now that is uniform across all the vendors. So, the reality is the lowest costs of vendor is now approximately \$538422. Do you wish to proceed with this project as a once in a 10 to 15 year, possibly longer refurbishment for \$539,000? So, I'll just read out my recommendation based on best value for money, minor works panel number, WMP 211219 121 to be awarded by construct, which is the company that came in at the lowest, noting the additional costs as stated in Section 3 though I've just been through with you guys which is increases the contract amount of \$538,422.25 excluding GST. Note it's excluding GST, so GST also needs to be added on that. So, I just want to tell you guys it your decision today is also based on asking Murdoch University and my team to go away and see if we can reduce their costs through value engineering. So there are two ways we can value engineer. The first is by finding a way to deliver for you guys by using other products or materials and the second is by finding a different system to still achieve the same outcome. So I'm more than happy to go away and work now with the well, should you agree, work with what we're proposing as the award builder and the architects and the engineers and the service providers in their specialist fields to find ways that we can potentially reduce that cost but still deliver a premium quality product that you won't have to touch for an extended period of time.

On that basis, that effectively wraps up what I wanted to talk to you about today in terms of. What our what our plan was we went away and asked the market. The markets come back now. I strongly recommend that the Guild of students, you guys, as the Guild Council vote to proceed with these works. Probably the only other thing or key thing that I'll mention is that this is a once in 20-year opportunity guys. David will reiterate in 2017, 2018 Murdoch University with the Guild the students had a go at doing this. We didn't even get to tender and there's a range of reasons for that including the environment at the time, the politics at the time, the finances at the time. But, we are now in a place where this truly is an amazing opportunity, with all the considerations I've spoken about today, for you guys leading the Guild and the students who represent to move forward with an amazing cafe that will rival anything in the university moving forward, I'm open to questions.

Zoe: I just wanted to ask about the lights because you are planning to light them up pretty often. Are they pretty high up in terms of energy efficiency

Chad: So energy efficiency is super important for the university. I'll give you example, so we have buildings within the university where the rampage is so extreme that if you put in a refrigerator, you'll trip the entire electricity of the whole building. I'm not going to comment which buildings, but we're mitigating that and one of the ways we mitigating that is through lighting. So by changing out the fixtures and putting in LED lighting, that reduces the rampage or the load of the of the electricity of the building which allows which allows effectively either the reduced risk of the electricity of that building going out and equally it reduces the power bill. So, you're absolutely right. We'll be looking at the highest tech LED lighting which doesn't cause a heat load to the infrastructure, reduces the energy costs and looks the best in terms of what's available in the marketplace.

Devin Grimm-Kos: I was just wondering about how long the disturbance of the cafe will be, because obviously we wish for the cafe to be open while construction is occurring, which may extend that construction time. But how long do you suspect once construction starts, that semi disturbance will go for?

Chad Martin: There is going to be an impact for the entire works program. So if the vendors propose to start at the back of house, which means there will be a coffee cart supplied by the Guild in the front of house in the seating area that you can see in the foreground of the picture. So that would be for a period of time and then when it's reversed and the front of house needs to be refurbished, the external window facing Bush Court from the back of house will be open and available for use.

Devin Grimm-Kos: So how long in terms of an actual time period in terms of months or even weeks, do you think that disturbance overall will be?

Chad Martin: So realistically, minimum two months, which is about 60 days. The reality is though, if supply chains get harder in WA. If COVID has a greater impact in WA, there is potential that that could be pushed out from two months to a greater period of time.

Luke: Sorry Luke again. When are we planning on starting construction?

Chad Martin: Another great question now in a perfect world, construction would have started around mid to end of November posts exams and would have been completed by O week, which is effectively next week right. Unfortunately, due to a whole range of reasons we couldn't achieve that outcome. So, the reality is we would like to start on this as soon as possible. So, in theory you guys approve today, within weeks we get all the requirements done to build up physically on site and get started and hypothetically, they start in March, or they'll be finished around May/June give or take.

Luke: Thank you so much.

Chad: You're welcome. Note if you guys wanted to push that out further, there is a whole range of risks. Say you said you prefer to start in June and then finish up around August/September. The first one's weather, right? A lot of the mechanical stuff in the roof and even though it's undercover, might need to be cut into the openings or into the surfaces. Rain is going to have an impact and so will the wind as well because

storms come through. So that, potentially could push out the time frames as well as the safety impacts for the vendors and the tradies who will be delivering it.

The second is around costs. You guys would know just as well as I do over the past two years, costs are going upwards, not downwards, on everything. I can't guarantee three months our costs aren't going to increase again. So, the sooner we lock this away and the sooner we get started, the better.

David: Yeah, I think Barry was saying the other day, it's gone up 5% this month, average costs.

Chad Martin: Yes, right. I completely concur with that statement. And I would suggest it's a minimum of 5%. I think some elements and some materials and some labour, I think would exceed 5%.

Luke: I'm completely new to the stages and stuff like that but will there be extra costs if the company we do hire takes longer to do the job or. I'm sure everybody has complained about construction on roadways and stuff, and how they seem to always be delayed and stuff like that. But are there any extra costs that will be incurred by us other than natural fluctuations and stuff?

Chad: In direct answer to that, it's two-fold with any building and construction. The first is around if it's proven to be a builder fault or builder induced costs, then that's on the builder. Some of it is contractual as well e.g., unforeseen things such as storms. But if it is something out of their control then usually the principal e.g., us as a collective would have to weigh the costs. That is standard building and construction industry.

Luke: Thank you.

Minh: Can you hear me?

Chad Martin: Yes, I can. So, who am I speaking with?

Minh: My name is Minh, and I am in OGC. This is not really a question but when you mentioned the mural and stuff, is there any chance our indigenous rep can have a say in picking the artist to do the mural.

Chad Martin: Great question, I won't commit to picking the artist. What I will say is that this whole project is about students working with students to deliver for students. So, Callum is a former student at Murdoch University, a former graduate. He's the project lead, he's the guy who I rely on to deliver this project. And we're working with students, you guys, as the students who represent the students as well as the Guild executive to deliver for students, ultimately the main end users and yes staff and contractors and everyone else who uses it but ultimately this is for students. What we were aiming for is to engage an indigenous artist. We may have one through Murdoch University's art curator post end of the project to work with a potential Kulbardi student whom we would hope would have input into how the indigenous artist creates the final piece. But the theme of the indigenous art again is around the wetlands and grasslands of the locality of Murdoch University, and we do have a concept from that artist of something he's done previously and there's a whole range of things that we've already spoken to Kulbardil by the way guys. So, I wouldn't even be talking to you about this space unless we had the in principle backing of the indigenous community. We also planning to talk to the elders of the location because obviously Kulbardi can only go so far in terms of what their thoughts are. I understand it up to the elders of the Wadjuk Noongar people to tell us if they're happy with us proceeding in this particular

direction. But one of the themes proposed is some sort of fluidic motion to represent the streams and the lakes that are located effectively in the billion wetlands where Murdoch is situated.

Luke: So, is the cost of the mural included in the figure you gave, or is that going to be on top of that?

Chad Martin: There are two things here now. The first is that the mural doesn't form part of the project. The mural will be issued or commissioned and completed post project, hence why my thinking is that we do a soft launch at the completion of the project and then once the murals in place we do a hard launch. And the second thing is in terms of funding, it hasn't been decided who pays for the mural. It is very, very possible, although I won't commit at this point that Murdoch University in Murdoch's interests may look at funding it. But I want to be on record. There's no commitment than that at this time. I will say though, I will personally where I can influence within Murdoch, because of what it represents and because of the visibility that the mural has right across the Bush court. Thank you for the question, I appreciate it. Any other questions, guys, thoughts, points, or anything else you'd like me to consider? Alright, David, I'll throw it back to you if you still need me to do anything else?

David: Thanks Chad, I'll give you a call if we've got any further questions.

Chad Martin: Yes, please do. Well, I'll stay on standby for a short period if there are any further questions, just provide them to David guys and I'll address them via telephone or if you want me to link back in via teams, I'll address it at that point. Thank you all. I really appreciate you allowing me to present to you today and I can't stress enough my recommendation to proceed at this time on this occasion. Thank you again.

Everyone: Thank you for your time. Thank you very much.

David: So now we have two things. We've got this and we've got the budget. At the induction meeting, you wanted to do the budget approval after a certain amount of time after their presentation. Now what that puts us in the position is. How did people that weren't here and didn't see the presentation actually vote on it? I mean, they can't just blindly trust. But that defeats the purpose of the presentation.

Devin Grimm-Kos: Well, I think we should provide, both the one-page document you put it in the group chat plus, I believe you guys got an extra piece of paper that broke down the numbers even further. I think if we just provide that to everyone, give them a moment, some time to actually read it, possibly we provide just a very short paragraph of what like each number means just like a summary of this meeting essentially and hopefully. We can do like very quick answering questions on top of that just so everyone is well informed.

David: We've got minutes for this. What would probably be easier is we have those documents and then you contact Vanessa your query and we have a cut off time because you see with the cafe, delays have consequences, you know. The longer you delay this, the longer you know you can't put in your budget requests and things. There's that. One second will do that. And then for the cafe, would you recommend the same thing with the cafe Devin?

Devin Grimm-Kos: I think we should actually provide a contact for Vanessa. You can't just say contact Vanessa, and then she might have a phone number in the induction

booklet you gave us, but I think an email might be more prudent for her. Yeah, just so it's more available for everyone.

David: For the café, I mean. I'm happy to vote on the café' and I will send an email to Vanessa. The risk with the café is prices are going up 5% a month. That's 25 grand a month it's costing us.

Devin Grimm-Kos: I will say I do trust Chad and his opinion and the numbers and the presentation he gave us, and I think he provided us more than enough information that we could vote today on the cafe.

David:

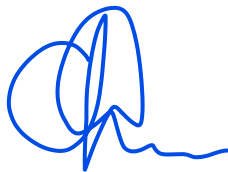
Basically, why it took a while, he couldn't really say. That was because of the previous Chief Operating officer. This project was meant to happen in 2018-2019. Last year we made a lot of progress with the chief operating officer and our relationship with him. It's really one of those things where if we wait, it's going to cost us a lot more. We were actually going in there and you know you go in there and you kind of think, what's the sort of price you're willing to maximum pay before you see any other numbers. 600K would be a fair amount we're getting 505. What we're going to do is reupholster the current seating to save money.

Zoe: So, the issue with the seat is that the issue of the booth thing?

David: Yes, the booth along the wall where the mural will go. I don't want to go down that path. I just want to reupholster. Tomorrow or over the week, you can give your questions to Vanessa. I will go with that because the whole organization is waiting on the budget and look to be honest, the budget is always a worst-case scenario. With the constant border changing, which is now changed again after we've prepared that we're probably going to be getting more money with international students coming in again. We'll conclude for today, 3:51 PM and just put the Vanessa contact in the group.

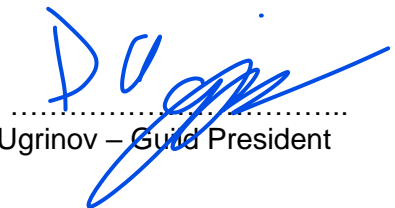
Meeting ends: 3:51PM

Prepared by:



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Chewe Chisanga – General Secretary

Approved by:



.....
David Ugrinov – Guild President

