UWA - Sport & Recreation Association 2015
Student Services and Amenities Fee Service Level Agreement

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<tr>
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<td>Jon Stubbs</td>
<td>Final copy for signing</td>
<td>21 Jan 2015</td>
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RELATED MATERIAL (OPTIONAL)

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DOCUMENT APPROVAL (OPTIONAL)

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<tr>
<td>Alec Cameron</td>
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<td>Bruce Meakins</td>
<td>Executive Director</td>
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</tr>
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UWA - Sport & Recreation Association 2015 Student Services and Amenities Fee Service Level Agreement

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1. UWA – UWA Sport & Recreation Association Service Level Agreement 2015

1.1 This Service Level Agreement (SLA) dated this {date} is

Between:

The University of Western Australia (the University

and

The UWA Sport and Recreation Association Incorporated (UWA Sports).

2. Contents

2.1 The SLA between UWA and UWA Sports is composed of:

(i) This document (10 pages)
(ii) Schedule 1 – Contracted Services and Amenities
(iii) Schedule 2 – Key Contacts
(iv) Schedule 3 – 2014 UWA Sport and Recreation Board membership and meeting dates
(v) Schedule 4 – Recipient Created Tax Invoice Agreement

3. General Principles of the SLA

3.1 The University and UWA Sports will enjoy an active partnership which is beneficial to ensuring an outstanding student experience at The University of Western Australia.

3.2 By 31 October in each year the University and UWA Sports will review and develop an annual plan for service delivery including budget and key performance indicators (KPIs) for the following year.

3.3 Both parties recognise that this partnership is critical for the success of the University’s strategic objective ‘(t)o improve the quality of the student learning experience’\(^1\) and the operational objective ‘(t)o improve student engagement in a high-quality campus community.’\(^2\) This partnership also contributes to other strategic imperatives including ‘(t)o improve the University’s positioning and reputation, and to develop strategic relationships and community engagement.’\(^3\) Both parties recognise that this partnership is critical to the achievement of the UWA Sports vision and annual membership and participation targets.

3.4 Both parties agree to provide complementary services that are not in competition with each other; the intention is for an integrated complementary range of services for students.

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\(^1\) The University of Western Australia Operational Priorities Plan for 2009 – 2013, p12.  

\(^2\) Operational Objective ED 5, op cit, p14.

\(^3\) Strategic Objective, op cit, p17.
3.5 Both parties acknowledge that the National Access to Services Benchmarks outline the requirements of the University to provide certain services to enrolled students.

4. **Purpose**

4.1 Consistent with Senate Resolution 109, the purpose of this Service Level Agreement (SLA) is to formalize an arrangement between The University of Western Australia (hereinafter, the University) and the UWA Sport and Recreation Association Incorporated (UWA Sports) for the University to purchase student services and amenities from UWA Sports, at specific levels of support, from Student Services and Amenities Fee income for the benefit of students of the University.

4.2 This SLA is intended to:

   (i) Provide clear reference to service ownership, accountability, roles and/or responsibilities.
   (ii) Present a clear, concise and measurable description of the services and amenities to be provided by UWA Sports.
   (iii) Match perceptions of expected service provision with actual service support and delivery.

4.3 This SLA may evolve over time, with additional knowledge of UWA’s requirements and UWA Sports’ capabilities, as well as the introduction of new services and amenities provided by UWA Sports.

5. **Scope of the Service Level Agreement**

5.1 The amount of the Student Services and Amenities Fee in each year and its distribution is determined by the Senate after a formal process of consultation with the Guild and the Sports Association.

5.2 The University contracts UWA to provide the following services and amenities as detailed in **Schedule 1 – Contracted Services and Amenities**:

   (i) Social and competitive sport
   (ii) Recreate courses
   (iii) UWA Sports Scholarships
   (iv) Sports and Recreation Clubs
   (v) Sports Council
   (vi) Student Employment Opportunities
   (vii) Other services and amenities consistent with Section 19-38 of the Higher Education Support Act 2003 including:

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5 Resolved at a meeting of the Senate held in the Senate Room, The University of Western Australia, Crawley on Monday, 10 December 2012.
a. Student leadership opportunities  
b. Improved fitness, health and welfare outcomes for students  
c. Continuous improvement  

5.3 The following areas are identified for review during 2015. These areas address issues where review or clarification of the service appears warranted:  

(i) Planning of implementation of “Strategic Alignment and Structure of Sport Recommendations” to maximise student engagement where approved by and agreed with the DVC Education.  
(ii) Master Planning to achieve alignment between the Capital and Infrastructural needs of UWA Sports and Campus Management’s oversight of the Campus Plan and facilities development. UWA Sport should expect to have at least one ‘shovel ready’ capital project ready to go with all necessary approvals.  
(iii) Comprehensive review of the role and structure of the Sports Council to maximise Student engagement in the future that better reflects and represents areas students are engaged beyond the traditional sports clubs.  
(v) UWA Sports appointment processes and training for students who take on leadership and organisational roles for events.  
(vi) Further development of student leadership opportunities.  
(vii) Comprehensive review and consolidation of Club Resources as per UWA Sports website http://www.sport.uwa.edu.au/sports_clubs/club_resources including forms and UWA Sports Club Information Resources  
(viii) Identification and implementation of online UWA Sports Club membership and compliance system to be piloted with 20% of clubs.  

6. Reporting and payment  

6.1 UWA Sports agrees:  

(i) To provide the services and amenities detailed in Schedule 1.  
(ii) To send a report to the Director, Student Services, within 5 working days of each meeting of the UWA Sport & Recreation Board, that reports on:  

a. Agreed KPIs for each area of service on the basis of the past month and for the year to date.  
b. Any matters of significance during the past month.  
c. Any future matters of significance.  
d. Any other matters.  
(iii) That the UWA Sports Executive Director and the Director Student Services, together with other invited persons as mutually agreed, to discuss the report and any related service matters.  
(iv) To sign the Recipient Created Tax Invoice (RCTI) Agreement included as Schedule 4 in this SLA.
(v) To the annual reconciliation of advanced payments against UWA Sports’ “actual full year annual fee.”

(vi) Report to Senate via the Audit and Risk Committee on the delivery of contracted services and SSAF expenditure

(vii) Report publicly on how SSAF funds are expended and to identify SSAF funded projects, services and other activities.

6.2 The University agrees:

(i) To provide monthly Student Services and Amenities Fee Statement reports.

(ii) To pay for the services detailed in this Service Level Agreement provided by UWA Sports based on the proportion of the actual “full year Student Services and Amenities Fees” (the fees) received from students for the calendar year as authorised by Senate.

(iii) To make advanced payments to UWA Sports in instalments independent of the timing of the cash receipt of fees from students upon satisfactory delivery of the services as documented in the required reports.

(iv) To provide an estimate to UWA Sports for the forecast value of the 2015 “full year estimated fee” to be paid by the University to UWA Sports. The value of UWA Sports’ “full year estimated fee” will be provided by the University to UWA Sport on 15 April each year based on the March census date full year fee projections.

(v) To make advanced payments to UWA Sports in instalments based on the value of the “full year estimated fee” with a final adjustment to be determined by the University to adjust for the difference between the advanced payments and UWA Sports’ “actual full year fee”. An adjustment to either recoup from or repay UWA Sports for any variance resulting from the impact of the actual fees received from students versus the estimate provided will be calculated by the University.

(vi) To make advanced payments to UWA Sports in instalment payments for UWA Sports’ portion of the “full year estimated fee” based on the following payments cycle:

a. First instalment payment due on 15 April 2015. The payment will be calculated at 50% of UWA Sports’ portion of the “full year estimated fee”.

b. Second instalment payment due 15 September 2015. The payment will be calculated at 50% of UWA Sports’ portion of the “full year estimated fee”.

(vii) In February 2016 to:

a. Calculate the actual fees received for the previous calendar year.

b. Determine the portion due to UWA Sports.

c. Calculate the difference between the “full year estimated fee” paid to UWA Sports via advanced instalments and UWA Sport’s proportion of the actual fees received.

d. Recoup from or repay UWA Sports for the difference.

(viii) In the event that this Service Level Agreement is renewed for a further period, the difference amount will be included in UWA Sports’ first Instalment payment on 15 April 2016.

(ix) In the event that this Service Level Agreement is not renewed, the University will either invoice UWA Sports’ or raise a recipient created tax invoice as appropriate for the difference, the invoice being payable by UWA Sports or the University within 30 days.
(x) To issue a recipient created tax invoice for each payment.
(xii) Publicly report on how SSAF funds are expended and to identify SSAF funded projects, services and other activities.

7. Termination of Service Level Agreement

7.1 Where UWA Sports is in breach of any material obligation under this SLA which is capable of remedy and does not rectify the breach within 15 days (or where the breach cannot reasonably be remedied in 15 days, such period as is reasonable) after receipt of a Notice from the University that specifies the material breach and directs its rectification, the University may terminate this SLA without penalty.

7.2 In such an event the University shall give UWA Sports 30 days written notice of intent to terminate, delivered to UWA Sports.

8. Non-Appropriation

8.1 Funds for this service are payable from Student Services and Amenities Fee receipts. While the University intends to make every effort for continued funding for the period of this SLA, in the event no funds (or insufficient funds) are received in any year for payments due under this SLA, then the University shall immediately notify UWA Sports of such occurrence, and this shall create no further obligation of the University as to such current or succeeding fiscal year and shall be null and void, except as to the portions of payments herein agreed-upon for funds which shall have been received. In such event, this service shall terminate without penalty or expense to the University of any kind whatsoever on the last day of the year for which receipts were received.

8.2 Notwithstanding Clause 8.1, the University agrees to enter into negotiations with UWA Sports to establish alternative funding where the Student Services and Amenities Fee (SSAF) legislation is altered or the funding formula of the SSAF causes a reduction in the current funding distributable under this SLA.

9. Amendment to Service Level Agreement

9.1 Any amendment to the Terms and Conditions of this SLA require the approval of the Deputy Vice Chancellor (Education) on behalf of the University and the UWA Sports Executive Director on behalf of UWA Sports. The amendment of the SLA would take place through an addendum and the recording of that addendum in a Schedule to this SLA.

9.2 There will be an opportunity on a quarterly basis to make adjustments to this SLA. The University and UWA Sports should work together to make changes at that time.

10. Force Majeure

10.1 Definition of Force Majeure:
(i) Natural Events. These may include fire, flood, plague, pandemic, earthquake, storm, cyclone, or other natural disaster.

or

(ii) Political and Special Events including: War, invasion, act of foreign enemies, riots or civil disturbances, terrorist activities, labour disputes, strike, lockout, nuclear or chemical contamination and failure of public infrastructure (i.e. electricity, telephone service, internet access).

Neither party to the SLA is entitled to terminate this Agreement under Clause 7.1 (Termination) in such circumstances.

10.2 If UWA Sports asserts Force Majeure as an excuse for failure to perform UWA Sports’ obligation, then UWA Sports must prove that they took reasonable steps to minimize delay or damages caused by foreseeable events, that UWA Sports substantially fulfilled all non-excused obligations, and that the University was timely notified of the likelihood or actual occurrence of an event.

10.3 Either party who is, by reason of a Force Majeure Event, unable to perform any obligation or condition required by this Service Level Agreement to be performed must notify the other party as soon as possible specifying:

(i) the cause and extent of such non-performance;
(ii) the date of commencement of non-performance; and
(iii) the means proposed to be adopted to remedy or abate the Force Majeure Event.

10.4 A party who is, by reason of a Force Majeure Event, unable to perform any obligation or condition required by this Agreement to be performed:

(i) must use all reasonable diligence and employ all reasonable means to remedy or abate the Force Majeure Event as expeditiously as possible;
(ii) must resume performance as expeditiously as possible after termination of the Force Majeure Event or the Force Majeure Event has abated to an extent which permits resumption of such performance; and
(iii) must notify each other party when the Force Majeure Event has terminated or abated to an extent which permits resumption of performance to occur.

10.5 No party will be liable for any delay or failure to perform its obligations pursuant to this Agreement if such delay is due to a Force Majeure Event of which Notice has been given.

10.6 The period of time during which performance of any obligation or condition is prevented by a Force Majeure Event must be added to any period of time provided in this Service Level Agreement for performance of an obligation or condition and to the time required for the performance of any act dependent thereon.
11. **Substantial Performance**

11.1 The Substantial Performance clause allows both parties to imply a term that allows a partial or substantially similar performance to stand in for the performance specified in the Service Level Agreement.

11.2 This principle is relevant when UWA Sports’ performance is in some way deficient, through no wilful act or negligence by UWA Sports, yet is so nearly equivalent that it would be unreasonable for the University to deny the agreed upon payment. If UWA Sports successfully demonstrates substantial performance, the University remains obligated to fulfill payment.

12. **Disputes**

12.1 The University and UWA Sports agree to use all reasonable endeavours to resolve any Dispute (including any controversy or claim arising out of, relating to, or in connection with this SLA, including any question regarding its existence, validity or termination) as expeditiously as possible and with minimal impact on the provision of the Services by UWA Sports.

12.2 In the first instance the Dispute will be referred to the relevant participant’s Primary Contact or, in their absence, Alternative Contact for resolution.

12.3 If the parties’ Primary or Alternative Contact, as the case may be, fails to resolve a Dispute within 14 days of one party giving Notice to the other of the Dispute, either party, by giving Notice to the other, may refer the Dispute to the UWA Sport and Recreation Board and to the Deputy Vice Chancellor (Education) and each party must seek in good faith to resolve the Dispute as amicably as possible within 14 days of the dispute being referred to them.

12.4 If the UWA Sport and Recreation Board and the Deputy Vice Chancellor (Education) fail to resolve the Dispute within 14 days of the Dispute being referred to them, either party, by giving Notice to the other, may refer the Dispute to be resolved in accordance with clause 13.

13. **Alternative Dispute Resolution**

13.1 Where the parties fail to resolve a dispute in accordance with clause 12, the parties will submit to expert dispute resolution with and in accordance with the Institute of Arbitrators & Mediators Australia Rules for the Conduct of Commercial Arbitrations and in the absence of any agreement to the contrary, the expert’s decision will be binding on the parties to the Dispute.

14. **General Terms and Conditions**

14.1 This SLA is in effect upon the date of acceptance or 1 January 2015 (whichever is the latter) and ends on 31 December 2015.

14.2 Key contacts are shown in **Schedule 2 – Key Contacts**.
15. Renewal of the SLA

15.1 Subject to the provisions contained in Clause 9 Amendment to Service Level Agreement the University and UWA Sports undertake to renew this SLA for successive 12 month periods.

Executed as an agreement:

Signed by The University of Western Australia

The UWA Sport and Recreation Association
Incorporated
The schedule of contracted services and amenities assumes funding in the order of $1.539M will be distributed to UWA Sports.

### 16. Social and Competitive Sport

16.1 UWA Sports will offer a wide variety of social and competitive sports and sporting competitions - from Inter-Faculty, Inter-College, Intramural and Inter-University competitions to social leagues (local leagues through to international tournaments) – with the dual aims of taking participants’ sport skills to their next level and helping students make new friends, become engaged in the broader University-community and develop their leadership skills. UWA Sports will support students developing leadership skills in the organising and running of student sport and in the management of the Association.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sports</td>
<td>A range of team sports that cater for participants with a wide range of abilities and interests</td>
<td>6 sports; 440 teams; 2500 student participants;</td>
<td>Semester 1 – 6 sports; 220 teams; 1250 student participants and Semester 2 – 6 sports; 220 teams; 1250 student participants</td>
</tr>
<tr>
<td>On-line information</td>
<td>Up to date and comprehensive Social Sports information within the UWA Sports website</td>
<td></td>
<td>All year Semester 1 Social Sports published prior to the start of the academic year. Semester 2 Social Sports published prior to the start of second semester</td>
</tr>
<tr>
<td>University sport</td>
<td>A range of opportunities for students to volunteer, officiate and develop leadership skills and abilities in the Social Sports</td>
<td>Comprehensive records of student volunteering, officiating and leadership in Social Sports</td>
<td>Semester 1 Social Sports volunteering and leadership records available prior to the start of second semester. Semester 2 Social Sports volunteering and leadership records available prior to the start of the next academic year</td>
</tr>
</tbody>
</table>

10 sports; Semester 1 – 5 sports; 8 faculties, 5 colleges; 750
<table>
<thead>
<tr>
<th><strong>College competitions</strong></th>
<th>8 faculties, 5 colleges; 1500 participants</th>
<th>participants and Semester 2 – 5 sports; 8 faculties, 5 colleges; 750 participants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-line information</strong></td>
<td>Up to date and comprehensive University sport information within the UWA Sports website</td>
<td>All year Semester 1 University sports program published prior to the start of the academic year. Semester 2 University sports program published prior to the start of second semester.</td>
</tr>
<tr>
<td><strong>Comprehensive records of student volunteering and leadership in the Inter-Faculty, Inter-College and Inter-University competitions</strong></td>
<td></td>
<td>Semester 1 University sports program volunteering and leadership records available prior to the start of second semester. Semester 2 University sports program volunteering and leadership records available prior to the start of the next academic year</td>
</tr>
<tr>
<td><strong>Inter-University Sport</strong></td>
<td>A range of Inter-University sports competitions including: (i) Tertiary Sports W.A. (TSWA); (ii) Australian University Games (AUG); (iii) Australian University Championships (AUC); (iv) World University Championships (WUC) in even years; (v) World University Games (WUG) in odd years; and (vi) International University Competitions &amp; Exchanges</td>
<td>(i) TSWA: 25 sports; 40 teams 350 participants (ii) AUG: 25 sports; 35 teams 300 participants (iii) AUC 2 sports; 2 teams 20 participants (iv) WUC/WUG 1 sport; 5 participants (v) International University Competitions &amp; Exchanges: 4 teams / groups, 20 participants</td>
</tr>
<tr>
<td><strong>Court and equipment hire</strong></td>
<td>A range of sports courts and variety of equipment available at competitive prices</td>
<td>5,000 sports courts hired 500 items of equipment hired 50% below community prices</td>
</tr>
</tbody>
</table>
17. **Recreate courses**

17.1 UWA Sports will offer a wide range of health and fitness, sport and recreation, personal development and outdoor and leadership activities and expeditions.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreate courses</td>
<td>A range of health and fitness, sport and recreation, personal development and outdoor and leadership activities and expeditions.</td>
<td>200 courses 1000 student enrolments in pre-booked courses Success of Recreate program is highly dependent on the provision of online enrolments</td>
<td>Semester 1 – 100 courses 500 student participants; and Semester 2 - 100 courses 500 student participants;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All year Semester 1 Recreate courses information published prior to the start of the academic year. Semester 2 Recreate courses information published prior to the start of the next academic year.</td>
</tr>
<tr>
<td>On-line information</td>
<td>Up to date and comprehensive Recreate courses information within the UWA Sports website</td>
<td></td>
<td>All year Semester 1 Recreate courses information published prior to the start of the academic year. Semester 2 Recreate courses information published prior to the start of the next academic year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All year Semester 1 Recreate courses information published prior to the start of the academic year. Semester 2 Recreate courses information published prior to the start of the next academic year.</td>
</tr>
<tr>
<td></td>
<td>A range of opportunities for students to volunteer and develop leadership skills and abilities in the Recreate courses program</td>
<td>Comprehensive records of student volunteering and leadership in the Recreate courses program</td>
<td>Semester 1 the Recreate courses program volunteering and leadership records available prior to the start of second semester. Semester 2 the Recreate courses program volunteering and leadership records available prior to the start of the next academic year.</td>
</tr>
</tbody>
</table>
18. UWA Sports Scholarships

18.1 UWA Sports, in conjunction with the University of Western Australia, Office of Development and Alumni Relations and Convocation, the UWA Graduates’ Association, will offer current students the opportunity to apply for a UWA Sport Scholarship. Sport Scholarships are designed to assist students wishing to pursue an elite sporting career while sustaining a level of proficient academic achievement.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWA Sports Scholarships</td>
<td>A range of scholarships to support promising student athletes in attaining excellence in their chosen sport while maintaining high academic excellence</td>
<td>40 scholarships with objective to achieve gender parity</td>
<td>Per annum</td>
</tr>
<tr>
<td></td>
<td>On-line information</td>
<td>Up to date and comprehensive sports scholarship information within the UWA Sports website</td>
<td>All year</td>
</tr>
</tbody>
</table>

19. Sports and Recreation Clubs

19.1 UWA Sports will coordinate and support a variety of sports club and teams that respond to the varied sporting interests and abilities of UWA students.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports and recreation clubs</td>
<td>A range of sports and recreation clubs that respond to the diverse sporting interests of the UWA Student population</td>
<td>At least 25 clubs with up to date contact details maintained on the UWA Sports website</td>
<td>All year</td>
</tr>
<tr>
<td>Basic club infrastructure support</td>
<td>Training and support for club officials including event management &amp; responsible service of alcohol</td>
<td>All new club officials are offered training and ongoing support Club officials are aware of and</td>
<td>All year By April</td>
</tr>
</tbody>
</table>
agree to abide by relevant UWS Sports and University policies including where applicable:
- The Charter of Student Rights and Responsibilities
- The University Policy on Alcohol and Other Drugs
- The Code of Ethics and Code of Conduct, and
- The Work Health and Safety Policy.

At least one official from each club has completed training.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>By April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small grants</td>
<td>25 grants of between $500 and $3,000 each</td>
<td>Per annum</td>
</tr>
<tr>
<td>Use of facilities</td>
<td>Access to club rooms and administrative facilities</td>
<td>All year</td>
</tr>
<tr>
<td>Active clubs</td>
<td>Student members of affiliated clubs</td>
<td>By April</td>
</tr>
<tr>
<td>Club sports events</td>
<td>A range of club organised sports events to foster student participation</td>
<td>At least 50 successful events (minimum 2 per club) in which all participating students are safe and relevant UWA Sports and University policies are observed 25 per semester (minimum 1 per club). All participating students are safe and relevant UWA Sports and University policies are observed</td>
</tr>
<tr>
<td>Club social events</td>
<td>A range of club organised social events to foster student engagement</td>
<td>At least 50 successful events (minimum 2 per club) in which all participating students are safe and relevant UWA Sports and University policies are observed 25 per semester (minimum 1 per club). All participating students are safe and relevant UWA Sports and University policies are observed</td>
</tr>
</tbody>
</table>
20. **Sports Council**

20.1 The Sports Council Management and Finance Committee (Sports Council) is the governing student body of sport at UWA. It is responsible for the day-to-day management and financial affairs of Sports Council. UWA Sports will provide opportunities for current student to develop their leadership skills through participation in all aspects of the Sports Council.

20.2 The Sports Council is also responsible for the awarding of the Sports Awards. These are presented at the annual sports award evening, and consist of a variety of awards to recognise the efforts of individuals and clubs in the development of sports at UWA.

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Council</td>
<td>Opportunities for students to nominate and serve on the Sports Council Management and Finance Committee and its subcommittees</td>
<td>Annual nominations widely advertised and promoted</td>
<td>In a timely manner</td>
</tr>
<tr>
<td></td>
<td>A coherent system of student representation</td>
<td>Constructive student contributions to the affairs of UWA Sports</td>
<td>All year round</td>
</tr>
<tr>
<td></td>
<td>Student leaders on club committees and Sports Council</td>
<td>Network of student leaders and representatives throughout the year</td>
<td>Established each year by March</td>
</tr>
<tr>
<td></td>
<td>A system for channelling student participant feedback to UWA Sports and, where appropriate, the University</td>
<td>UWA Sports representative system</td>
<td>Established each year by March</td>
</tr>
</tbody>
</table>
### 21. Student Employment Opportunities

21.1 UWA Sports will provide opportunities for enrolled students to gain employment throughout the range of its programs

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student employment opportunities</td>
<td>A range of opportunities for students to work with UWA Sports and in its various programs</td>
<td>At least 60 student employment positions annually</td>
<td>All year</td>
</tr>
</tbody>
</table>

### 22. Student Leadership Opportunities

22.1 UWA Sports will provide opportunities for enrolled students to develop their leadership skills throughout the range of its programs

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor leadership</td>
<td>Provide leadership and development opportunities for students in the areas of mountain biking, paddling, verticals, trekking and sailing</td>
<td>100 student participants</td>
<td>50 participants semester 1 50 participants semester 2</td>
</tr>
<tr>
<td>Sports leadership</td>
<td>Provide leadership and development opportunities for students in the areas of club administration, officiating and sports team management</td>
<td>40 student participants</td>
<td>10 participants semester 1 30 participants semester 2</td>
</tr>
<tr>
<td>Fitness leadership</td>
<td>Provide leadership and development opportunities for students in the areas of group fitness, gym instructing and personal training</td>
<td>20 student participants</td>
<td>10 participants semester 1 10 participants semester 2</td>
</tr>
</tbody>
</table>
## 23. Other services and amenities consistent with Section 19-38 of the Higher Education Support Act 2003

<table>
<thead>
<tr>
<th>Service</th>
<th>Deliverables</th>
<th>KPI</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved fitness, health and welfare outcomes for students</td>
<td>Provide Fitness Membership and Participation Opportunities for students to improve their health and wellbeing</td>
<td>2400 student memberships 2000 Casual Visits</td>
<td>1400 student memberships Semester 1 1200 student Casual Visits 100 student memberships Semester 2 800 student Casual Visits</td>
</tr>
<tr>
<td>Community event strategy</td>
<td>Encourage students to participate in selected community events on behalf of the University (Team UWA)</td>
<td>100 student participants</td>
<td>25 participants in Freeway Bike Hike 25 participants in Bridges Fun Run 25 participants in Run For A Reason 25 Participants in City To Surf</td>
</tr>
<tr>
<td>Continuous improvement</td>
<td>Continuous improvement survey</td>
<td>At least 2 large population surveys that gather sufficient responses to produce statistically valid data</td>
<td>Annually</td>
</tr>
<tr>
<td>Operations Priorities Plan (OPP) and Implementation Schedule</td>
<td>OPP and Implementation Schedule reviewed and updated annually</td>
<td></td>
<td>By October of each year</td>
</tr>
</tbody>
</table>
## Schedule 2 – Key Contacts

### 24. University

| Primary Contact | Jon Stubbs  
| Director, Student Services  
| The University of Western Australia MBDP: M009  
Crawley, WA 6009  
Room 2226 Social Science South  
Telephone: +61 8 6488 2427  
Mobile: 0408928762  
Facsimile: +61 8 6488 1053  
Email: jon.stubbs@uwa.edu.au |

| Alternate Contact | Dr Judy Skene  
| Associate Director, Student Services (Student Support Services)  
| The University of Western Australia MBDP: M302  
CRAWLEY WA 6009  
Room 1234 Social Science South  
Telephone: +61 8 6488 2424  
Facsimile: +61 8 6488 1119  
Email: judy.skene@uwa.edu.au |

### 25. UWA Sports

| Primary Contact | Bruce Meakins  
| Executive Director  
| UWA Sport and Recreation Association Incorporated  
The University of Western Australia MBDP: M412  
Crawley, WA 6009  
Telephone: +61 8 6488 2335  
Mobile: 0407 776 414  
Facsimile: +61 8 6488 4725  
Email: bruce.meakins@sport.uwa.edu.au |

| Alternate Contact | Bea Sonnenberg  
| Associate Director Marketing and Communications  
UWA Sport and Recreation Association Incorporated  
The University of Western Australia MBDP: M412  
Crawley, WA 6009  
Telephone: +61 8 6488 4659  
Facsimile: +61 8 6488 4725  
Email: bea.sonnenberg@sport.uwa.edu.au |
## Schedule 3 – 2015 UWA Sport and Recreation Board membership and meeting dates

### 26. Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Position</th>
<th>Date</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Appointed by Association)</td>
<td>Bruce Meakins</td>
<td>Executive Director</td>
<td>UWA Sport &amp; Recreation Association</td>
<td>University of Western Australia</td>
<td>M412 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Elected by Association)</td>
<td>Pino Monaco, President</td>
<td>Graduate Representative</td>
<td>2 Year Position: April, 2013 – April 2015</td>
<td>37 Tyrell St NEDLANDS WA 6009</td>
<td>Ph: (08) 9325 6188 Email: <a href="mailto:pino@gvlawyers.com.au">pino@gvlawyers.com.au</a></td>
</tr>
<tr>
<td>(Elected by Association)</td>
<td>Lara Bromfield</td>
<td>1st Dec 2014 – 30th Nov 2015</td>
<td>Guild Student Representative</td>
<td>University of Western Australia</td>
<td>M300 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Elected by Association)</td>
<td>Elizabeth O'Shea</td>
<td>1st Dec 2014 – 30th Nov 2015</td>
<td>Guild President</td>
<td>University of Western Australia</td>
<td>M300 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Elected by Sports Council)</td>
<td>Cameron Fitzgerald</td>
<td>March 2013 – March 2015</td>
<td>Student Representative</td>
<td>University of Western Australia</td>
<td>M426 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Elected by Sports Council)</td>
<td>Chris Massey</td>
<td>TBC</td>
<td>Staff Representative</td>
<td>University of Western Australia</td>
<td>M300 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Appointed by UWA)</td>
<td>Rob Credaro</td>
<td>Treasurer - Senate Representative</td>
<td>UWA Financial Services</td>
<td>University of Western Australia</td>
<td>M424 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Appointed by UWA)</td>
<td>Professor Alec Cameron</td>
<td>Senate Representative</td>
<td>Deputy Vice-Chancellor (Education)</td>
<td>University of Western Australia</td>
<td>M360 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
<tr>
<td>(Appointed by UWA Board)</td>
<td>George Anderson</td>
<td>University Representative</td>
<td>Director UWA FM</td>
<td>University of Western Australia</td>
<td>M458 35 Stirling Highway CRAWLEY WA 6009</td>
</tr>
</tbody>
</table>
27. Meeting Dates

January - No Meeting

February - Meeting 1 - Thursday, February 26th

March - Meeting 2 - Thursday, March 26th

April - Meeting 3 - Thursday, April 30th

May - Meeting 4 - Thursday, May 28th (Strategic Planning Day)

June - No Meeting

July - Meeting 5 – Thursday, Jul 30th

August - Meeting 6 - Thursday, August 27th (Board Budgeting and Planning Day)

September - Meeting 7 - Thursday, September 24th

October - Meeting 8 - Thursday, October 29th

November - Meeting 9 - Thursday, November 26th

December - No Meeting
Schedule 4 - Recipient Created Tax Invoice Agreement

28. Conditions of the Agreement

27.1 The University of Western Australia (University) will issue Recipient Created Tax Invoices in respect of taxable supplies as outlined above made by the UWA Sport and Recreation Association Incorporated (UWA Sports) to the University (“the Recipient”) in return for payments by the University.

27.2 UWA Sports must not issue any tax invoices in respect of these supplies.

27.3 UWA Sports (“the Supplier”) are registered for GST purposes at the time of signing this agreement.

    ABN: 48 123 935 877

27.4 UWA Sports will notify the University immediately should it cease to be registered for GST purposes or become aware of any reason why its registration may be cancelled.

27.5 At the time of entering this agreement, the University is registered for GST. The ABN for the University is 37 882 817 280.

27.6 The University will issue the original or a copy of the Recipient Created Tax Invoice to UWA Sports within 28 days of the making or determining the value of the original supply.

27.7 By signing below, the UWA Sports’ representative warrants that they are properly authorised to agree to the terms of this agreement which, when received by the University will become legally binding.
27.8 This agreement is made

**BETWEEN**  
THE UNIVERSITY OF WESTERN AUSTRALIA

**AND**  
THE UWA SPORT AND RECREATION ASSOCIATION INCORPORATED

Signed: ................................................................. Date: ........................................

Name: ................................................................. Position: ........................................

On behalf of The University of Western Australia

Signed: ................................................................. Date: ........................................

Name: ................................................................. Position: ........................................

On behalf of The UWA Sport and Recreation Association