Minutes of the meeting held on Wednesday, 5th February 2014 at 6:00pm in the Old Senate Room, Irwin Street Building.

Present: Adjunct Professor Warren Kerr AM (Warden), Mr Paul McCann AM (Deputy Warden), Clinical Professor Lesley Cala, Mr Terrence Cheong, Ms Devon Cuneo, Mr Clifford Gillam, Professor Richard Harper, Mr Arthur Hiemstra, Mr Robert Johnson, Dr Susan King, Dr Doug McGhie, Mr James Paparo, Mr Ian Passmore OAM, Dr Zarin Salter, Mr Jonathan Strauss and Ms Pauline Tremlett.

By Invitation: Mr Simon Dawkins (Senator), Ms Hilary Silbert (Senator) and Mr Thomas Henderson (Guild President)

Apologies: Associate Professor David Hodgkinson (Immediate Past Warden) and Dr Taiwo Sanusi

Leave of Absence: Mr Paul Appleton, Mr Colin Campbell-Fraser, Mr Ashok Desai, Mr Chuan Ong, Dr Fran Pesich and Ms Tracy Taylor.

Ms Juanita Perez, Convocation Officer, as Executive Officer.

The Warden then declared the meeting open at 6:02pm.

1. APOLOGIES AND APPROVAL OF LEAVES OF ABSENCE

There were 6 requests for leaves of absence received prior to this meeting.

It was

Resolved 01/14

That Leave of Absence be granted for Mr Paul Appleton, Mr Colin Campbell-Fraser, Mr Ashok Desai, Mr Chuan Ong, Dr Fran Pesich and Ms Tracy Taylor.

Proposed: Mrs Pauline Tremlett
Seconded: Mr Arthur Hiemstra

The motion was carried.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the Council of Convocation meeting of Wednesday, 4th December 2013 were contained in Attachment A of the agenda papers for this meeting.
Correction: An apology submitted by Ms Hilary Silbert for the 4th December 2013 Council meeting was not recorded. The minutes will be amended to include Ms Silbert’s apology for that meeting.

It was

Resolved 02/14

That the minutes of the Council of Convocation meeting held on Wednesday, 4th December 2013 be accepted as a true and accurate record of that meeting including an amendment to include Ms Silbert’s apology for that meeting.

Proposed: Dr Susan King
Seconded: Mrs Pauline Tremlett

The motion was carried.

3. BUSINESS ARISING FROM THE MINUTES

It was agreed that all items of business arising from the minutes of the meeting of Wednesday, 4th December 2013 would be covered in the agenda for the meeting.

4. WARDEN’S REPORT

The Warden, Adjunct Professor Warren Kerr AM spoke to his report. The Warden’s report appeared at Attachment B of the agenda of this meeting.

The Warden highlighted a number of activities over the past month from his report.

RFP for Academic Dress Services
Prior to Christmas, Convocation together with Graduate Women WA (GWWA), submitted a tender application to be the ‘preferred supplier’ for academic dress services at graduation ceremonies for UWA. The Warden reported that to date, he has received no further communication from the University other than an acknowledgement that the tender submission had been received before the revised closing date.

Although the Warden has heard some rumours that Phillips and Fathers had been selected as the preferred supplier, he had received no formal correspondence advising of this decision by the University. The Warden also reported that the GWWA had received a letter and will be having a meeting to consider their response to this matter. The Warden has been invited to attend this meeting to be held immediately following the Council Meeting at 7.30pm on Wednesday, 5 February 2014.

Meeting with Vice Chancellor
On 23 December 2013, the Warden met with the Vice-Chancellor to discuss a number of issues pertaining to Convocation, including the Convocation Council’s Strategic Plan, the tender for Academic Dress services, the possible takeover of Universities by the Commonwealth Government, the potential to celebrate the first graduates on 29 July 2014 and possible ways to improve the operation of Convocation.

Celebration of first Graduate 29th July 2014
Prior to Christmas, Dr Fran Pesich and Dr Joan Pope alerted the Warden to the potential opportunity to celebrate the 100th anniversary of the graduation of UWA’s first “home-grown” graduate Edward Sydney Simpson, who graduated with a Bachelor of Science in Geology in a ceremony conducted in the Ballroom of Government House on 29th July 1914. Discussions are continuing regarding potential arrangements to have a formal dinner to mark this occasion.

Response to Letter to All Graduates
Prior to Christmas, the Warden sent a personal letter to all graduates seeking their email addresses in preparation for the introduction of electronic voting. There has been a good response from graduates, including many new applications to become subscribing members of Convocation. Responses received before 31 December 2014 have been entered into a lucky draw for an iPad Air. The winner of the lucky draw will be announced at the First Ordinary Meeting to be held on Friday, 21st March 2014.

UWA Sports & Recreation Association
As discussed at the last Council meeting, the Warden has arranged to meet Mr Pino Monaco, the President of the UWA Sports & Recreation Association to discuss his attendance at future Council Meetings in order to facilitate improved communications between Convocation and the UWA Sports & Recreation Association. Because of the holiday period, these discussions have now been scheduled for Monday 10 February 2014.

Uniview Magazine
The Warden represented Convocation at an Editorial meeting to consider the content for future issues of Uniview during 2014.

First Ordinary Meeting of Convocation
The First Ordinary Meeting of Convocation will be held on Friday, 21st March 2014 at 6.00pm in the Banquet Hall of the University Club. All preparations for this event are on track. The guest speaker is Winthrop Professor Carmen Lawrence.

5. GUILD PRESIDENT’S REPORT

The Warden welcomed the new Guild President Tom Henderson to his first Convocation Council meeting. The Guild President’s report was contained in Attachment C of the agenda of this meeting. Mr Henderson also reported on the following issues:

National Union of Students (NUS) National Conference
The Guild President apologised for being unable to attend the Convocation Council meeting of 4th December 2014; he was in Melbourne attending the NUS national Conference. At this conference, Mr Henderson was able to meet with the incoming National President to discuss better engagement with UWA.

Guild Student Centre
The Guild has undergone significant capital works over the Christmas period. Refurbishments to the Guild Student Centre to accommodate both the Guild Student Centre and the Guild Volunteering Hub on the ground floor are now completed. Refurbishment on the first floor is currently underway. These works form part of a larger project called the “Guild Consolidation
Project,” which after completion will consolidate all other Guild services into one central location on the first floor of the South Wing in Guild Village.

**Orientation Day (O-Day)**
Planning for O-Day is currently underway. All Guild departments and associated groups have been allocated stalls in James Oval. There will be over 200 stalls with a mix of student clubs and other external corporate partners. There will be a variety of activities to welcome new and returning students to the University and also to faculty-based societies.

**International Student Focus**
In line with the University’s focus of increasing international student enrolments, the Guild will be looking at ways in which these students can engage more with domestic students, the Guild and the University with the aim of making their student life experience a rewarding and memorable one.

**External Funding Sources**
The Guild is also exploring the means to raise funds from external sources for financial stability. The Guild is in discussions with financially independent external food caterers such as Subway and Boost with a view to derive income from hiring out space in the Guild catering outlets to these companies.

**6. TREASURER’S REPORT**

Because the Treasurer, Dr Fran Pesich was not present at the meeting no written report was provided for this meeting. A Treasurer’s Report will be submitted at the next Council meeting to be held on Wednesday, 5th March 2014.

**7. REPORT OF ISSUES OF RELEVANCE FROM SENATE**

Ms Hilary Silbert reported that the Senate has not met since the Christmas break. The Senate will meet later this month.

**Convocation Election**
Ms Silbert voiced her concern regarding the current elections for members to UWA Senate. There are 15 candidates of which 14 are men. Ms Silbert is the only female candidate in the running for the Senate election this year. Ms Silbert mentioned that when she was first elected to Senate in 2010, there were 7 women. If she is not re-elected this year, there will only be 4 women remaining in the UWA Senate.

The Warden indicated that he will be sending out a reminder to all graduates urging them to vote by 11 March 2014 and noting that the voting papers have been posted earlier this week.

Prior to the Christmas break, the Warden sent a letter to all members of Convocation to encourage all graduates to have an on-going involvement in the future of our University. In the letter, the Warden invited graduates to nominate for Senate, and encouraged them to vote at the upcoming Convocation elections. Ms Silbert commented that this was a good initiative by the Warden, but felt that the letter could have been sent out much earlier to allow graduates time to consider whether they would like to nominate for the elections. Ms Silbert also voiced her concern that the letter encouraged graduates with specific skills and knowledge from some
professional fields to consider nominating for a position on Senate. The Warden replied that the letter had undergone extensive consultation prior to posting, and that the suggested categories of skills and knowledge mentioned in the letter were not meant to be exclusive. The intention of the letter was to generate interest and to enable graduates to be aware of their opportunity to nominate and to vote at the coming elections.

Mrs Pauline Tremlett commented that there was a vast improvement in the design and format of the voting papers this year; the voting instructions and the layout of the ballot papers were much easier to follow. Mrs Tremlett also commented that the order of names appearing on the ballot papers for candidates running for positions on the Convocation Council were in alphabetical order as prescribed in Statute 9, and the order of names appearing on the ballot papers for candidates running for positions on Senate were drawn by lot as prescribed in Statute 12.

Mrs Tremlett suggested that names for both elections should be consistent to avoid any confusion by listing them all in alphabetical order. Mr Paul McCann reported that this matter had already been considered by the Statutes Committee and is included in the list of proposed amendments to the Statutes. The proposed amendments to Statutes will state that all names will be drawn by lot in the future. The Warden commended all the good work done by the Statutes Committee and the Convocation Officer in organising this year’s Convocation Elections by the WA Electoral Commission.

Ms Devon Cuneo enquired why there were no ballot papers for the positions of Warden and Deputy Warden. The Warden replied that only one nomination had been received for the position of Warden and one nomination for the position of Deputy Warden.

8. NEW BUSINESS

8.1 Strategic Plan Working Group Report

The Warden reported that the Strategic Plan Working Group had met twice since the last Council meeting in December 2013. The Warden spoke to his report. The Strategic Plan Working Group report was contained in Attachment D of the agenda of this meeting.

One of the purposes of the meeting was to consider a suitable Mission Statement for the Convocation Council. The Warden undertook extensive research of mission statements from a number of University Alumni Association in America. A list of mission statements was included in this report (Attachment D).

Following a review of these Mission Statements, it was noted that Caltech appeared to be the only university where the university itself had a mission to enrich the lives and opportunities of its alumni as well as its students and faculty.

MISSION STATEMENT FOR UWA CONVOCATION

The Strategic Plan Working group recommended to Convocation Council that the Mission Statement for Convocation should be:

“To enrich the lives of members and involve them in UWA’s future.”

Mr Simon Dawkins commented that he has reservations of the use of the word ‘member’ which may imply that a transaction is required to be included.
The Warden advised Council that the Communications Committee are working on a communication strategy to get the message across to graduates that they are members of Convocation.

Following discussions, it was

**Resolved 03/14**

That the Mission Statement for Convocation should be:

“To enrich the lives of members and involve them in UWA’s future.”

Proposed:  Adjunct Professor Warren Kerr AM  
Seconded:  Clinical Professor Lesley Cala  

The motion was carried.

**8.2 Possible Commonwealth Responsibility for Universities**

The Warden provided Council with the background on this issue and it was agreed that Council should monitor any further announcements by the Commonwealth Minister for Education.

**9. COMMITTEES AND WORKING GROUPS**

**9.1 Statutes Committee**

Although no written report was submitted for this meeting the Convenor of the Statutes Committee, Mr Paul McCann AM, reported on the following:

**Outsource Election**
Outsourcing the elections to the WA Electoral Commission is a new initiative for Convocation. All is going well.

**Electronic Voting Project**
The budget proposal submitted by Convocation to the University to implement electronic voting was not approved for funding this year by the University. The Statutes Committee will examine another alternative to progress this initiative.

**Proposed Amendments to Statutes 9 and Statute 12**
As the proposed budget to implement electronic voting was not approved by the University, there is no longer a need to rush the proposed amendments to Statute 9 and Statute 12 for presentation at an Additional Ordinary Meeting of Convocation originally planned for April 2014.

The Warden thanked Mr McCann AM for his report.

**9.2 Awards Committee**

The Convenor of the Awards Committee, Clinical Professor Lesley Cala spoke to her report. A copy of the report from the Awards Committee was contained in Attachment E of the agenda papers of this meeting.
Matilda Awards
The Matilda Award has received a sponsor from Clinical Professor Bryant Stokes, who will donate $5000 per year for the next 5 years. UWA Academic Policy Services require Convocation to submit a formal resolution from Council to re-naming the Matilda Award. Academic Policy Services also require evidence that The UWA Student Guild agrees to this name change. Professor Cala has obtained notice in writing from the Guild President, Mr Thomas Henderson, that the UWA Guild Executive Committee has agreed unanimously to the re-naming of the Matilda Award.

It was

Resolved 04/14
That the two entities, Convocation of UWA Graduates and the UWA Student Guild are agreed that the name of ‘The Convocation of UWA Graduates and the UWA Student Guild Matilda Award for Cultural Excellence’ should be changed to be ‘The Bryant Stokes Matilda Award for Cultural Excellence’ in recognition of an initial generous donation of $25,000, paid as $5000 per year for 5 years, by Clinical Professor Bryant Stokes for this Award commencing in 2014. Negotiation for further funding will take place by 2017.

Proposed: Clinical Professor Lesley Cala
Seconded: Ms Devon Cuneo

The motion was carried.

The Legislative Committee of the Senate have approved the change but it still has to be reported to full Senate on 21st February 2014 for endorsement.

The Warden publicly thanked Professor Cala for all the work she has done in bringing the Matilda Awards to this point. The Council acknowledged Professor Cala by acclamation in recognition of her efforts to achieve this wonderful outcome.

The Value of Convocation Awards
A draft budget for 2014 was prepared by the Awards Committee and was contained as Attachment B of the Awards Committee Report. Professor Cala thanked Mr Chuan Ong for putting together the draft budget.

Professor Cala stated that the fact that Convocation does not currently have the funds to support the awards at the new proposed values, the purpose of putting forward a resolution was essentially to indicate the desire to raise the value of all of the Convocation awards when funds can be made available.

Professor Cala is in discussions with the Warden and Mr Arthur Hiemstra, Convenor of the Communications Committee regarding the means to initiate possible income streams to fund the awards. Mr Hiemstra has generously agreed to give a 15-minute presentation to outline his ideas on ways of how money may be sourced at the next Awards Committee meeting to be held 18 February 2014.
Council agreed in principle that the acceptance of the draft budget for 2014 is contingent on the proviso that a source of funding can be identified.

It was

**Resolved 05/14**

That the value of all of the prizes offered by Convocation be raised to the values listed in the 2014 Budget Notes of the Awards Committee when funds become available.

**2014 Awards Committee Draft Budget Notes**

1. Realign awards to changes to 35 Schools and increase from $250 to $1,000
2. Increase PRTA from $2,500 to $3,000 for depreciating AUD and improve attractiveness to applicants
3. Matilda Award maintained at $5,000 from 2014 from named donation
4. Sports Star of the Year also adjusted from $500 to $1,000
5. Sports Scholarship reviewed from $1000 to $1,500 to improve attractiveness to applicants
6. Include budget for an Award ceremony under Awards Committee

Proposed: Clinical Professor Lesley Cala
Seconded: Mr Clifford Gillam

The motion was carried.

**Convocation Awards Ceremony**

In view of the comprehensive involvement of the Awards Convenor in all aspects of the planning and preparation of the Awards Ceremony, the Awards Committee recommended a resolution to formalize this matter be accepted.

It was

**Resolved 06/14**

That the role of the Awards Committee be acknowledged to additionally include the preparation and organization relating to the Awards Presentation Ceremony and those attendant expenses be itemised in the Council budget under the Awards Committee.

Proposed: Clinical Professor Lesley Cala
Seconded: Mrs Pauline Tremlett

The motion was carried.

Professor Cala announced that the Awards Ceremony this year will be held on Friday, 15 August 2014 at the Banquet Hall, University Club.
9.3 Outreach Committee

The Convenor of the Graduate Outreach Committee, Ms Tracy Taylor, was not present at the meeting. The Committee’s first meeting of the year is scheduled for 11th February 2014.

50th Reunion Luncheon

Mrs Pauline Tremlett reported that the 50th Reunion Luncheon for the graduates of 1964 will be held on Saturday, 31st May 2014. The Luncheon will be held in the Banquet Hall, University Club. The organising sub-committee of the luncheon will be meeting in the next couple of weeks.

E-Newsletter

Mrs Tremlett also expressed her concern regarding Convocation news being ‘tucked away’ in a corner with very small font on the DAR E-Newsletter. The Warden replied that he has been made aware of this matter and that he has raised this matter with the DAR representative who oversees this E-Newsletter. He is awaiting a reply as the representative is still currently on leave.

No written report was submitted for this meeting.

9.4 Development & Policy Committee

The Convenor of the Development and Policy Committee (D & P), Mr Arthur Hiemstra, spoke to his report. A copy of this report was contained at Attachment F of the agenda of this meeting.

Graduation Ceremonies

Mr Hiemstra reported that the Communications Committee has discussed the presence of Councillors in the Undercroft at the Graduation ceremonies, and after considerable discussion has come to the conclusion that the added value of Councillors being physically present is very limited.

It was

Resolved 07/14

To reduce the presence of Convocation in the Undercroft to a static display only, utilizing the existing monitors and promotional materials.

Proposed: Mr Arthur Hiemstra
Seconded: Mr Clifford Gillam

The motion was carried.

Mr Hiemstra also met with the newly appointed Graduations Officer, Ms Daniela Giovanetti. Ms Giovanetti is a former Convocation Officer and is very supportive of Convocation. Ms Giovanetti has assured Mr Hiemstra that Convocation’s static display is secure and that current arrangements will be maintained this year. They can re-assess arrangements for next year in due course.

Video

Mr Hiemstra also highlighted from his report that a trial has been conducted to explore the
feasibility of regular production of short 3-4 min videos. Jim Paparo has been very generous with his time in organizing an interview of Vivienne Brown, a 2012 PGRTA winner. Manny Tamayo had also kindly offered to video record this interview at no cost and the video can be found at [http://youtu.be/3kAA80qh6ls](http://youtu.be/3kAA80qh6ls). Manny Tamayo has offered to do these videos for the very low ‘alma mater’ price of $200 when a package of 10 is purchased.

The committee is of the opinion that video production is an essential element of creating compelling content and has included this item in the 2014 budget request. The February committee meeting will be used to establish a list of potential interviewees and the committee would welcome suggestions for potential interviewees from all committees. The committee foresees a strong representation of past Convocation award winners as part of a drive to further promote Convocation awards and support fundraising.

**Website Migration**
A meeting was held with Mr Grant Malcolm, Manager, UWA Web Office, to discuss the status of the migration of Convocation’s website. Mr Hiemstra tabled a document outlining the process and requirements for the Convocation website content management system (CMS) to be migrated to the current MySource Matrix website (CMS). This document is contained as Attachment A of this set of minutes.

Mr Hiemstra reported that the volume of the number of websites on the UWA domain requiring migration in combination with a lack of resources at the Web Office has resulted in a considerable backlog of websites due for migration. The Web Office has indicated that the migration will need to be concluded by the end of 2014 and that any websites not migrated at this time will have to organise their own migration.

The UWA Web Office also indicated that at the end of 2014, all websites still running on MySource Classics, the older version CMS which the Convocation website currently runs on, will have their editing interfaces locked, and will remain frozen in their current state for archive purposes.

Christopher Gorham is capable to complete the migration for Convocation, however his contract with Convocation is due to expire on 28th February 2014. Mr Arthur Hiemstra highlighted the need to fast track the approvals required to extend Mr Gorham’s employment in the Convocation Office. The Warden reported that there is general agreement that work on the website needs to continue to migrate Convocation’s website to the more current CMS. This is an administrative issue that is now being tended to in the Convocation Office so that Mr Gorham’s appointment can be extended.

**Electronic Newsletter**
A request has also been put in for better ‘real estate’ in the newsletter – the section immediately underneath the directly viewable section. Council will be kept informed on progress.

**9.5 Membership Committee**
The Convenor of the Membership Committee, Dr Susan King, spoke to her report. A copy of the minutes of the committee meeting of Tuesday, 19 November 2013, are included at Attachment G of the agenda of this meeting.

The committee also held a meeting on Tuesday, 17 December 2013. At this meeting, the Committee actively progressed issues regarding the various categories of membership. The Committee also discussed the concept of putting together a set of criteria for admission to Convocation under Statute 4. The minutes of this meeting will be circulated in due course.

**Presentation on Raiser’s Edge by Brian Soucie**

Dr Susan King reported that the date for the presentation on Raiser’s Edge originally scheduled for the third week in February would need to be re-scheduled. Another email will be circulated to canvass availability of Councillors to attend this presentation.

**Next Membership Committee Meeting**

The next Membership Committee scheduled for Tuesday, 18 February 2014 will now commence at 5:45pm to allow Councillors attending the Awards Committee meeting, (also scheduled on the same day commencing at 4:30pm), ample time to travel from the earlier meeting to the next meeting.

**10. OTHER BUSINESS**

**2013 End of Year Financial Resolutions**

Prior to the Christmas break, an email was circulated to all Councillors regarding the end of year financial resolutions to approve the transfer of funds to ‘clear’ operating accounts and to approve the allocation of fund distributions to various award and general purpose accounts. For auditing purposes, it was requested that Council resolve to formally to approve the 2013 End of Year Financial Resolutions at this meeting.

It was

**Resolved 08/14**

To accept the 2013 End of Year Financial Resolutions.

Proposed: Mr Clifford Gillam
Seconded: Professor Richard Harper

The motion was carried.

**Convocation Office Staff**

Mr Christopher Gorham, EVP Project Coordinator, will be taking recreation leave from February 13 - February 28, 2104.

Ms Juanita Perez, reported that she will take leave from 1st March and will return to work on 13 March. During her absence, Mr Christopher Gorham will be acting in her role as Convocation Officer.

**GWWA 90th Anniversary Book**

Ms Silbert distributed the GWWA 90th Anniversary Booklet as a gift to all Councillors.
Convocation Election
Ms Silbert voiced her concern that a UWA staff member is standing for a position on UWA Senate. This candidate is a member of Professional Staff. As there are already members on Senate representing Academic and Professional Staff, this issue should not be allowed to occur. The Warden thanked Ms Silbert for highlighting this issue but noted that this is something that can only be changed by amending the Statutes.

There being no further business, the Warden declared the meeting closed at 7:40pm.
Convocation Website – CMS Migration

BACKGROUND

The Convocation website currently runs on the MySource Classic content management system (CMS). This system, while still running adequately, was retired by its publisher over nine years ago, and receives no support in the form of security or functionality updates. Its layout engine is quite outdated, and is not capable of working within current standards of “best practice” web design.

The UWA Web Office’s migration project, which it has been pursuing for six years, was intended to transfer (“migrate”) the content of all UWA websites from MySource Classic to the more current MySource Matrix. This project will be concluded at the end of this year. At that time, all websites still running on MySource Classic will have their editing interfaces locked, and will remain frozen in their current state for archive purposes.

For the Convocation website to continue being updated past the end of 2014, it will be necessary for Convocation staff to work with the Web Office in migrating the content of the site to MySource Matrix.

PROCESS

The migration process will be as follows:

- Convocation and Web Office staff will conduct a “site audit” to determine which sections of the site will require custom templates to preserve their functionality;
- Web Office staff will create CSS templates for the new site as required, in consultation with Convocation staff;
- Convocation staff will create pages for the new site using those templates, copying the content from the equivalent pages on the old site and writing custom CSS and JavaScript code as necessary;
- Web Office staff will examine the site to ensure that it meets standard usability and accessibility criteria and adheres to the UWA Website Guidelines (see http://www.is.uwa.edu.au/it-help/policies/website);
- The new site will then be made “live”, with robust redirections to ensure that no traffic is lost.

The Web Office require two weeks’ notice for the commencement of this process.

SCOPE OF WORK

The Convocation website is at present made up of 52 pages. It is expected that in the lead-up to and during the course of the migration process, additional pages will be created as news and events arise and/or additional desired functionality is identified.

Convocation’s budgets are separated into “statutory” activities – i.e. those which relate directly to its representative function through the election of Council and Senate members, and the administration related to that function – and “non-statutory” activities, which covers everything else. As such, work on the website must be divided according to whether the work directly supports the statutory role or not.

According to the Registrar’s guidelines, the sections of the website can be divided as follows:

ATTACHMENT A
### Statutory areas:
- Home
- News (landing page)
- Events (landing page)
- News and Events sub-pages related to elections and Ordinary Meetings
- Council & Senate Members
- Elections
- Contact us
- Update My Details

### Non-statutory areas:
- News and Events sub-pages not related to elections and Ordinary Meetings
- Membership & Benefits
- Prizes & Scholarships
- Graduate Email
- LinkedIn

The “statutory” pages, in actual number, make up just under 50% of the real pages on the site. However, these pages are in general more elaborate and have more content than the “non-statutory” pages other than the Awards (more frequently including elements such as submission forms, accordions, custom JavaScript elements and unique CSS layouts). I estimate that in terms of re-creating the existing pages of the site in Matrix, the “statutory” pages would account for 60-70% of the actual work required.

Given the number of existing pages to migrate, plus the creation of ongoing additional pages, liaison with the Web Office, and verification and testing, I estimate 300 hours of work as a conservative time frame for completing the migration. That would be broken down into approximately 200 hours of “statutory” work and 100 hours of “non-statutory” work.

### STAFF

The migration process will require that Convocation employ an internal staff member to complete the work needed. This will require a working knowledge of MySource Classic and MySource Matrix, as well as experience with HTML, CSS and JavaScript (jQuery preferred).

Due to the schedule of work and the reliance on the Web Office for certain critical elements, it would be advisable to employ this staff member on a casual basis to allow for periods of “downtime” when work on the site cannot be progressed. This would also allow for greater flexibility should the scope of the project change, and for the staff member to pursue other Convocation projects.

The position would be classified at UWA General Staff Level 5, Step 1 with a 25% casual loading, at a cost to Convocation (including on-costs) of $38.86 per hour.

### COST

Convocation’s budgets would need to include the following items to cover this project:

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<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statutory Account (BU 95600)</strong></td>
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</tr>
<tr>
<td>Website migration – statutory expenditure</td>
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</tr>
<tr>
<td><strong>General Purpose Account (BU 02460)</strong></td>
<td></td>
</tr>
<tr>
<td>Website migration – general expenditure</td>
<td>$3886.25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$11658.75</strong></td>
</tr>
</tbody>
</table>

**ATTACHMENT A**