

**Edith Cowan University (ECU) Student Guild**

Building 34 ECU Joondalup Campus

Tel (61) 08 6304 5915

[www.ecuguild.org.au](http://www.ecuguild.org.au)

# FEES ALLOCATION DEED REPORT

## 1<sup>ST</sup> QUARTER 2016

*This report is submitted in accordance with Guild reporting obligations and, as such, aligns first quarter activities and events, across all campuses, with the 2016 Fees Allocation Deed (FAD) and the expenditure categories nominated therein.*

# TABLE OF CONTENTS

## Contents

President Report	1
CEO Report	3
General Secretary Report	4
Vice President – Academic Report	5
Vice President – Equity & Diversity Report	6
Vice President – Social Council Report	7
Financial Controller Report	8
Financial Statements	9
Operational Activities	24
Senate Department Services	39
Student Guild Contact Information	41

# PRESIDENT REPORT

## President Report

In the first quarter of 2016, the Guild has seen its budgeting processes come to fruition and, while time consuming, has been integral to the future years work through a “template” based system, thus eliminating a lot of confusion for future Senators, as well as providing continuity for a broad range of Guild services.

The Guild recruited a replacement Guild Student Assist Officer in the early part of the quarter and had the pleasure of being involved in the process which, I am delighted to report, yielded a fantastic addition to our operations team by welcomed Ms. Jessica Jansen to the Guild. Orientation was once again a success; ECU took the lead with organising it this year and the Guild participated in Orientation Day Stakeholder Committee meetings which ensured regular communication and kept the efforts cohesive.

The Guild has had contact with several members of the WA State Parliament regarding the proposed University Acts Amendment Bill, which originally sought to remove students from University governing bodies, as well as remove the provision for the Guilds to receive 50% of Amenities & Services Fees. After lobbying efforts and communication with the Minister of Education and his team(s), and through collaboration with other bodies including state Guilds, some concerns have thankfully been addressed in the interests of the student bodies. The Guild’s position is to resist any attempts to remove the 50% provision and will continue to lobby relevant bodies accordingly. Fortunately, to safeguard the continuity of our Guild’s SSAF funding, an agreement was reached with the Vice-Chancellor to ensure we continue to receive 50% of the amenities and services fees regardless of potential changes through the Act. This will be conditionally formalised in writing in the next several weeks.

The SSAF Steering Committee met twice and resulted in the Guild’s budget submission being reviewed and approved without dispute. The Secretariat also presented its initiatives for student programs in 2016 to the University’s executive group which was well received; the focus of this was outlining the Guild’s goal to host a week-long academic based – ‘Conference Week’ event.

Another core initiative initiated in this quarter, the General Secretary and the Vice-President (Academic) worked together to present the Guild’s ‘Student Involvement Pitch’ to each of the eight new Schools of the University, outlining a plan to integrate representative academic clubs into the Guild’s relationships with the respective Schools, thus increasing student engagement and participation in decision making.

The recruitment process for the Guild’s Managing Director was completed during the quarter and involved the Chamber of Commerce & Industry WA (CCIWA) acting as the Guild’s HR consultant and resulted in a robust and regimented procedures. The caretaker of the position, Mr. Brett Callender was appointed to the position effective 21 March 2016.

Subsequent to the appointment the position has been retitled to Chief Executive Officer to accurately reflect the role accountabilities. This change has enabled the Guild to leverage of the significant advances made over the past seven months. One notable measure was the Guild formally endorsed ECU’s decision to change its ATAR entry rank to 70, thus making the Senate more aware of establishing ‘position’ statements

# PRESIDENT REPORT

that identify and shape the Guild's stance on core values relevant to students' interests, thus empowering the President to act effectively as the Guild's spokesperson.

**Lewis Price**  
**President**

## CEO Report

The first quarter has served as a valuable proving ground for the implementation of the initiatives and all the hard work from the previous quarter.

### IT Infrastructure:

- All core elements of the Guilds new IT Infrastructure, with the exception of Bunbury, have been rolled out and are now operational. Network infrastructure, server infrastructure and existing, and new desktop equipment has all been installed and configured as has new personal and shared directory structures, with permissions being managed through an integrated security access groups schema.
- Installation and configuration of additional software to facilitate seamless user friendly interaction for users, particularly in relation filing interaction between MS Outlook and file repositories in conjunction with 'finer' desktop configuration and comprehensive implementation training, is now underway and will further enhance an inclusive single operating environment for all Guild offices.
- Our intention is to have our Bunbury office 'online' as soon as practicable and, at writing, are waiting on confirmation from ECU IT as to availability of a fixed line at Bunbury to accommodate this.

### Governance / Administrative Continuous Improvement:

- The recruitment and appointment process for the new role of Chief Executive Officer (CEO) for the Guild was conducted during this quarter with the professional HR assistance of external body CCIWA. Mr. Brett Callender was formally appointed effective 21 March 2016 and his formal contract of employment is expected to finalised by the end of May 2106.
- The Guild's new chart of accounts, budget submission process and accounting package (Xero) were implemented during this quarter and saw our annual SSAF Budget submission for 2016 accepted without dispute.
- Our annual Audit was also conducted in March / April with an excellent result and favourable feedback from the external Auditors, in their report, as to the governance applied by the Guilds changes to administrative practices.
- Core policies, both position and operational based, along with supporting workflows, procedures and templates have not progressed as quickly as we would have liked due to competing priorities, but have been advanced and include an Affiliated Clubs Pack including all procedures and templates required for a club to interact in a simple and transparent manner in managing club grants provided by the Guild through SSAF funding.

### Enterprise Agreement (EA) Negotiation Planning:

The Guild has begun planning processes for the renegotiation on its current EA, which is due to expire 31 December 2016.

**Brett Callender**  
CEO

# GENERAL SECRETARY REPORT

## General Secretary Report

This quarter has been an exciting one for the ECU Student Guild; we have seen the organisation mature and develop into one that can not only run exciting projects and support students but can repeat these successes over and over again. This has been achieved by documenting our success and adopting best practice planning before acting, to achieve repeatable success; this will mean that future Guilds will have the ability to not only launch their new initiatives but will have shoulders to stand on as they do that to create the best outcomes without doing the same work over and over.

This has been facilitated by the new CEO, who has taken on the role in a way that encourages Senators to approach him when we require asking for genuine and supportive advice. With this new approach, our team not only has a group of individually capable, ambitious and supportive student representatives but access to an experienced leader who can support us and guide us to deliver on what we have committed to when we were elected by the student community.

We have also been able to measure the outcomes delivered by our team a lot more effectively by using online services such as Formstack. We now have many of our repeatable activities completed through online forms; this allows our team to take action quicker and reduces the workload meaning that we can spend more time supporting students. While much of this was set up in previous quarters, this has been the quarter where it has been used to most effect, and we have started to look at ways that we can integrate technology for organisational benefit.

The outcome I am proudest of this quarter is our delivery of the ECU Jets and Social Sports Clubs. So far we have set up six separate amateur clubs playing in a range of leagues including the WAAFL and the WDNA, our teams have started to work together. At the Jets launch event, almost 100 ECU Jets players and supporters attended showing that this club is something ECU Students want, making it a real priority for the Guild this year. Our teams so far haven't been very successful on the field but for us our main focus is delivering an experience that students will remember long after their time at ECU, and I believe with the Jets we have achieved that.

In summary, this quarter has been very exciting, we have delivered a range of new initiatives, matured as an organisation and launched a sports club which has engaged with students and encouraged them to commit in a way that we have never achieved before. I am happy with what we have achieved and can't wait to see what the rest of the year brings.

**Dominic Lindsay**  
**General Secretary**

# VICE PRESIDENT - ACADEMIC REPORT

## Vice President – Academic Report

### STUDENT INVOLVEMENT PITCH

The Academic departments core objective is to increase awareness and student participation within the academic space. In order to work towards this, we met with all school Deans to pitch this idea and get them on board with student involvement which promises to deliver the following initiatives;

- Quality feedback given to the schools.
- Extra-curricular events established through collaborating with the Guild's affiliated clubs and student representatives.
- Increase student participation within schools.
- Establishment of School based Clubs; where these are not already present.

To facilitate this the Guild implemented a representative restructure within the undergraduate studies department by identifying educational based clubs and transferring them from the Guild's Social Council to the Undergraduate Studies Department. Through consultation and promotion of the initiative we have also been able to establish the following affiliated clubs as representing their relevant Schools:

- ECU Nursing and Midwifery Collective
- ECU Medical, Exercise, Science and Health Student Society (MESH)
- ECU visual Arts Collective

Semester 2 will see the delivery of extra-circular activities for each of the schools, in addition to creating an academic calendar for the Guild's website, with all the academic workshops and activities scheduled for the semester being displayed, allowing the clubs to plan ahead of time.

### CONFERENCE WEEK PROGRESS:

Thus far the following items have been achieved for conference week

- Established conference week committee
- Hired a project manager
- Sent business case to Vice-Chancellor, which has been approved.

We now plan on securing guest speakers and finalizing event timetables, and working closely with ECU marketing in order to start promoting the conference.

**Kumbirai Zvorwadza**  
**VC - Academic**

# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

## Vice President – Equity & Diversity Report

The Equity and Diversity department's objective is to encourage, support and promote the needs and rights of student groups dealing with equity and diversity issues in their daily lives and is striving to increase awareness to the overall student body; as well as, focusing on supporting students already in the collectives, which are:

- ECU Aboriginal Student Union
- ECU Disability Collective
- ECU Ethno cultural Collective
- Mature Age Student Network (MASN)
- ECU Queer Collective
- ECU Wellbeing Community
- ECU Women's Community

The Equity and Diversity Department has gone through various structural changes since the start of the year, with a comprehensive Policy Handbook being developed collaboratively by the Vice-President (Equity and Diversity), Guild President and CEO. The handbook provides the collectives with structure, direction and processes to run by including detailed information on:

1. Requirements when representing the Guild
2. Core objectives of the collectives and the Department
3. Governance
4. Guild Affiliation – General Conditions and requirements
5. Finance and Grants
6. Events and requirements regarding events

Notable wins for the Equity Department during the quarter have been:

- Securing space as an Equity meeting room in building 10.
- A substantial grant from the VC for the Aboriginal Student Union to attend Indigenous University Games this year in Brisbane.
- The 'Racism, it stops with me Campaign' involving a pledge video featuring students and staff supporting the message.
- Collectives having structure and active committee members.

Five of the seven collectives have been transitioned into formal committee based structures with the Guild providing administration support in the form of a Clubs/Collectives Pack containing guidelines, procedures and templates to facilitate simple and transparent documentation to work with.

**Kymberlee Finn**  
**VP – Equity & Diversity**



## Vice President – Social Council Report

The Senate made a decision this year to re classify clubs to better suit their objectives and needs. This involves a distinction between social clubs and academic clubs resulted in academic clubs aligning themselves under the Academic department of the Guild.

Through the establishment of the ECU Amateur Sports Club, ECU and the Guild now have representative teams competing in the following three categories:

- 1 Men's AFL Team – (WAFL)
- 3 Women's Netball Team's
- 2 Men's Futsal Team's

The launch for all teams has occurred for 2016 and comes under the banner of the ECU Jets. In addition, our social-sports competitions have also been launched with strong participation, as in previous years, involving the following teams:

- 2 Mixed Netball Team's
- 2 Mixed Touch Team's
- 1 Mixed Futsal Team
- 2 Mixed Volleyball Teams

The Social Department kicked off the year with two very successful headline events in the Woodstock Party and the Toga Party, both events sold out (500 tickets) with both events being held on the grass area in front of building one. Both went off without a hitch and we received positive feedback from attendees and the relevant planning departments within ECU that greatly assisted us in holding the events.

The events also served as a 'learning ground' with the Guild using an alternative bar provider to measure how successful this would be with the view that the Guild will begin running its own bar for many future events. This will provide a healthy basis in which to grow income to roll back into student service initiatives we would like to launch and also provide us with valuable commercial management experience.

During the next quarter the Guild has two key events planned – and end of exams function to be held in conjunction with the Perth Social Club (Tavern) and a Squad Party, which will be the Guild's biggest event ever.

**Trent Barron**  
**VP – Social Activity**

# FINANCIAL CONTROLLER REPORT

## Financial Controller Report

The 1<sup>st</sup> quarter 2016 has been particularly busy and onerous for the finance department with the following focus areas being addressed:

1. Our transition to Xero accounting system is now complete and the system is fully operational. We have maintained our previous MYOB accounting system for two months, side by side, to ensure reliability and accuracy of Xero and are now fully transitioned, with the March 2016 quarterly reports being prepared on the new system. This has provided an opportunity to review our Chart of Accounts structure, which we have re-designed to complement the SSAF categories and reporting requirements. We have also utilized Xero's tracking functions to allow more detailed reporting on individual events and activities throughout the year.

Xero also has additional functionality, that has assisted in gaining efficiencies such as:

- 'bank feeds' for all bank, credit cards and PayPal accounts that auto match and allocate transactions, reducing data entry time significantly
- integration with other software we use, such as Eventbrite for ticket sales, PayPal payment processing and Shopify bookshop sales, to allow direct reconciliation of sales, payments and event management

2. The 2015 audit commenced on 1<sup>st</sup> March 2016, with our approved auditor Dharam Ghanges from DKY Auditax Accountants and Auditors. The audit was completed without qualification of the audit report and without the need of a management letter for any recommended changes. The auditor noted that the Guild has made significant improvements from the previous year and he was very satisfied with the progress of the Guilds processes and procedures, to improve financial reporting and accountability.
3. The Guild budgets for 2016 have been finalized, submitted to ECU and approved by the SSAF steering committee. We were happy to be approved for a budget of approximately \$1.97m, which is the majority of the estimated SSAF funding for 2016, rather than a lower amount allowing for less, which is then paid as separate additional funding later, that is required to be put to reserves. This allows the Guild to budget its operations and programs to fully utilize the estimated funding and plan accordingly. The Guild has historically not spent the full budget as we provide for numerous funding areas, which are not fully expended, such as senate wages and club payments that are unclaimed.

**Melissa Johnston**  
**Financial Controller**

# FINANCIAL STATEMENTS

## Financial Statements

### BALANCE SHEET

31 MAR 2016

31 DEC 2015

#### ASSETS

##### Bank

##### Bookshop Funds

Petty Cash - Bookshop - JO	906	994
----------------------------	-----	-----

Petty Cash - Bookshop - ML	468	468
----------------------------	-----	-----

<b>Total Bookshop Funds</b>	<b>1,374</b>	<b>1,462</b>
-----------------------------	--------------	--------------

##### Petty Cash

Petty Cash - 2 ML	150	160
-------------------	-----	-----

Petty Cash - BU	130	356
-----------------	-----	-----

Petty Cash - JO	1,088	1,289
-----------------	-------	-------

Petty Cash - ML	100	119
-----------------	-----	-----

<b>Total Petty Cash</b>	<b>1,468</b>	<b>1,924</b>
-------------------------	--------------	--------------

##### Term Deposits

BankWest - TD	35,814	35,814
---------------	--------	--------

Bendigo Bank - TD - 2014 SSAF	199,510	196,880
-------------------------------	---------	---------

<b>Total Term Deposits</b>	<b>235,324</b>	<b>232,694</b>
----------------------------	----------------	----------------

##### Trading Accounts

BankWest - Trading	14,033	4,964
--------------------	--------	-------

Bendigo Bank - High Interest	472,929	869,531
------------------------------	---------	---------

Bendigo Bank -Trading Account	139,004	32,525
-------------------------------	---------	--------

PayPal Merchant Account	1,776	1,021
-------------------------	-------	-------

<b>Total Trading Accounts</b>	<b>627,742</b>	<b>908,041</b>
-------------------------------	----------------	----------------

<b>Total Bank</b>	<b>865,908</b>	<b>1,144,120</b>
-------------------	----------------	------------------

##### Current Asset

##### Coles Vouchers

Coles Vouchers – JO1	100	90
----------------------	-----	----

Coles Vouchers – ML1	50	30
----------------------	----	----

<b>Total Coles Vouchers</b>	<b>150</b>	<b>120</b>
-----------------------------	------------	------------

##### Debtors

Trade Debtors	539,098	8,980
---------------	---------	-------

Less Provision for Doubtful Debts	(1,296)	(1,296)
-----------------------------------	---------	---------

<b>Total Debtors</b>	<b>537,801</b>	<b>7,684</b>
----------------------	----------------	--------------

# FINANCIAL STATEMENTS

## Balance Sheet

	31 MAR 2016	31 DEC 2015
<b>Inventory</b>		
Stock on Hand	10,672	10,672
Second Hand Books	(4,078)	-
<b>Total Inventory</b>	<b>6,594</b>	<b>10,672</b>
<b>Other</b>		
Accrued Income	802	199,457
Bonds	-	2,379
Other Current Assets	-	325
<b>Total Other</b>	<b>802</b>	<b>202,161</b>
<b>Prepayments</b>		
Prepayments - Insurance	5,076	4,809
Prepayments - Other	27,168	58,140
<b>Total Prepayments</b>	<b>32,244</b>	<b>62,949</b>
<b>Total Current Assets</b>	<b>1,443,500</b>	<b>1,427,707</b>
<b>Non-Current Assets</b>		
<b>Plant &amp; Equipment</b>		
Low Value Assets (\$300-\$1000) – at cost	153	-
Low Value Assets - Acc dep	(153)	-
P & E - BU - at cost	6,921	6,921
P & E - BU - Acc dep	(4,955)	(4,756)
P & E - JO - at cost	101,863	70,575
P & E - JO - Acc dep	(33,494)	(28,126)
P & E - ML - at cost	40,347	40,347
P & E - ML - Acc dep	(21,808)	(20,579)
<b>Total Plant &amp; Equipment</b>	<b>88,873</b>	<b>64,382</b>
<b>Intangibles</b>		
Software - RecFind	32,469	32,469
Less: Provision for Amortisation	(9,636)	(8,021)
<b>Total Intangibles</b>	<b>22,833</b>	<b>24,448</b>
<b>Investments</b>		
Plan B/IOOF - Managed Fund -	415,623	412,836
Plan B/IOOF - Managed Fund – M/Value	(34,593)	26,836
<b>Total Investments</b>	<b>381,030</b>	<b>386,000</b>
<b>Total Non-Current Assets</b>	<b>492,736</b>	<b>474,830</b>
<b>TOTAL ASSETS</b>	<b>1,936,238</b>	<b>1,902,538</b>

# FINANCIAL STATEMENTS

## Balance Sheet

31 MAR 2016

31 DEC 2015

### LIABILITIES

#### Current Liabilities

##### Corporate Credit Cards

MasterCard - MD	87	11,962
-----------------	----	--------

Visa Card - SW	1,206	144
----------------	-------	-----

Visa Card - VP Social	3,615	3,670
-----------------------	-------	-------

<b>Total Corporate Credit Cards</b>	<b>4,907</b>	<b>15,776</b>
-------------------------------------	--------------	---------------

##### Creditors & Accruals

Provision for Accounting/Audit Fees	6,600	6,600
-------------------------------------	-------	-------

Trade Creditors	26,063	26,785
-----------------	--------	--------

<b>Total Creditors &amp; Accruals</b>	<b>32,663</b>	<b>33,385</b>
---------------------------------------	---------------	---------------

##### GST Liabilities

GST	18,939	18,939
-----	--------	--------

GST on accruals	(600)	17,168
-----------------	-------	--------

GST.	30,277	(33)
------	--------	------

<b>Total GST Liabilities</b>	<b>48,616</b>	<b>36,073</b>
------------------------------	---------------	---------------

##### Payroll Liabilities

Accrued Wages	-	28,817
---------------	---	--------

Other payroll accruals payable	1,310	1,209
--------------------------------	-------	-------

PAYGW Payable	14,054	13,517
---------------	--------	--------

Superannuation Payable	20,994	(303)
------------------------	--------	-------

<b>Total Payroll Liabilities</b>	<b>36,358</b>	<b>43,241</b>
----------------------------------	---------------	---------------

<b>Total Current Liabilities</b>	<b>122,544</b>	<b>128,475</b>
----------------------------------	----------------	----------------

#### Non-Current Liabilities

Customer Deposits	190	190
-------------------	-----	-----

##### Payroll Provisions

Provision for Annual Leave	89,456	74,384
----------------------------	--------	--------

Provision for Long Service Leave	44,665	44,086
----------------------------------	--------	--------

<b>Total Payroll Provisions</b>	<b>134,121</b>	<b>118,470</b>
---------------------------------	----------------	----------------

<b>Total Non-Current Liabilities</b>	<b>134,310</b>	<b>118,660</b>
--------------------------------------	----------------	----------------

<b>TOTAL LIABILITIES</b>	<b>256,855</b>	<b>247,135</b>
--------------------------	----------------	----------------

<b>NET ASSESTS</b>	<b>1,679,383</b>	<b>1,655,402</b>
--------------------	------------------	------------------

# FINANCIAL STATEMENTS

## BALANCE SHEET

	31 MAR 2016	31 DEC 2015
<b>EQUITY</b>		
Current Year Earnings	23,981	(337)
Retained Earnings	1,655,739	1,655,739
Retained Earnings - Prior year adjust	(337)	-
<b>TOTAL EQUITY</b>	<b>1,679,383</b>	<b>1,655,402</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>INCOME</b>					
<b>5OI-110000 NON SSAF INCOME</b>					
<b>5OI-110100 Trading Income</b>					
Book Sales	9,314				9314
<b>Total 5OI-110100 Trading Income</b>	<b>9,314</b>				<b>9,314</b>
<b>5OI-110200 Ad-Hoc Income</b>					
Advertising Income	2,250				2,250
ECU Program Sponsorship	10,500				10,500
Fund Raising	381				381
Other ad-hoc income	2,924				2,924
Stall Holder fees	791				791
<b>Total 5OI-110200 Ad-Hoc Income</b>	<b>16,846</b>				<b>16,846</b>
<b>5OI-131130 Event Income</b>					
SAOI – Events - Other Sales Income	3,605				3,605
SATS – Events - Ticket Sales Income	4,098				4,098
<b>Total 5OI-131130 Event Income</b>	<b>7,703</b>				<b>7,703</b>
<b>5SA-130000 Sales Income</b>					
SSAF02 - Sport & Rec Activity	1,882				1,882
SSAF06 - Health & Welfare Students	391				391
<b>Total 5SA-130000 Sales Income</b>	<b>2,273</b>				<b>2,273</b>
<b>TOTAL NON SSAF INCOME</b>	<b>36,136</b>				<b>36,136</b>
<b>5RV-120000 SSAF Income</b>					
RVSF - Club Administration Support	77,229				77,229
RVSF - Food & Drink	4,423				4,423
RVSF - Health & Welfare of Students	74,144				74,144
RVSF - Help for Students Orientation	29,202				29,202
RVSF - Helping Overseas Students	5,279				5,279
RVSF - Library & Reading Rooms	4,241				4,241
RVSF - Sport & Rec Activity	92,560				92,560

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
RVSF - Student advocacy - Uni rules	47,912				47,912
RVSF - Student Artistic Activity	3,875				3,875
RVSF - Student Study Skills	64,107				64,107
RVSF - Students Financial Affairs	14,205				14,205
RVSF - Supporting Student Media	57,823				57,823
<b>Total 5RV-120000 SSAF Income</b>	<b>475,000</b>				<b>475,000</b>
<b>TOTAL INCOME</b>	<b>511,136</b>				<b>511,136</b>

## LESS DIRECT EXPENSES

### 4DC-210000 - Direct SSAF Categories Expenditure

#### 4DC-211000 – SSAF01

#### Provision of Food & Drink

Ad-Hoc Supplies	132				132
Fruit	967				967
Milk	171				171
Ops & visitors external costs	38				38
Ops & Visitors internal costs	183				183
Other Food Items	641				641
Senate - External food costs	101				101
Senate - Internal food costs	353				353
Water	89				89
<b>TOTAL SSAF01 FOOD &amp; DRINK</b>	<b>2,675</b>				<b>2,675</b>

#### 4DC-212000 - SSAF02

#### Sporting & Recreational Activity

#### SF02SEJ - Sporting Events

Ad-Hoc Costs	151				151
Administration Costs	587				587



# FINANCIAL STATEMENTS

<b>PROFIT AND LOSS STATEMENT</b>	<b>MAR QTR-1</b>	<b>JUN QTR-2</b>	<b>SEPT QTR-3</b>	<b>DEC QTR-4</b>	<b>TOTAL 2016</b>
Advertising & Promotion	400				400
Event Merchandise Purchases	21				21
Food Catering	29				29
Game Day Costs	268				268
Regular or Annual Fees	6,568				6,568
Training Gear & Equipment	758				758
Uniforms	6,774				6,774
Venue & Ground Hire	864				864
<b>Total SF02SEJ- Sporting Events</b>	<b>16,421</b>				<b>16,421</b>
<b>SF02REJ - Recreational Events</b>					
Ad-Hoc Costs	638				638
Administration Costs	120				120
Advertising & Promotion	5,503				5,503
Alcoholic Beverages Catering	2,349				2,349
DJ Hire	900				900
Casual Staff Hire	1,812				1,812
Food Catering	1,779				1,779
Lighting & Electrical Equipment Hire	1,625				1,625
Live Act Hire	1,350				1,350
Music Equipment Hire	1,058				1,058
Non-Alcoholic Beverages Catering	30				30
Other Equipment Hire	1,843				1,843
Photography	570				570
Printing Costs	475				475
Security Hire.	2,203				2,203
Venue Hire	1,282				1,282
Event Merchandise Purchases	23				23
<b>Total SF02REJ – Recreational Events</b>	<b>23,560</b>				<b>23,560</b>
<b>SF02EPJ Equipment Purchases</b>					
Equipment Purchases	351				351
<b>Total SF02EPJ – Equipment Purch</b>	<b>351</b>				<b>351</b>
<b>TOTAL SSAF02 SPORT &amp; REC</b>	<b>40,331</b>				<b>40,331</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>4DC-213000 – SSAF03</b>					
<b>Club Administration Support</b>					
<b>SF03CGJ - Club Grants</b>					
Ad-Hoc Costs	2,711				2,711
Admin & Meeting Costs	16				16
Alcoholic Beverages Catering	128				128
Club Merchandise Purchases	1,717				1,717
Equipment Hire	1,898				1,898
Food Catering	1,418				1,418
Non-Alcoholic Beverages	174				174
Promotion Advert & Print	1,233				1,233
<b>Total SF03CGJ - Club Grants</b>	<b>9,296</b>				<b>9,296</b>
<b>TOTAL SSAF03 CLUB ADMIN SUPRT</b>	<b>9,296</b>				<b>9,296</b>
<b>4DC-216000 SSAF06</b>					
<b>Health &amp; Welfare of Students</b>					
<b>SFA06HWJ Health &amp; Welfare Dept</b>					
Ad-Hoc Costs	470				470
Administration	18				18
Equipment Hire	1000				1000
Food Catering	2,159				2,159
Live Acts and Karaoke Hire	180				180
Merchandise & Equip Purchases	636				636
Non-Alcoholic Beverages	34				34
Photography	200				200
<b>Total SF06HWJ Health &amp; Welf Dept</b>	<b>4,697</b>				<b>4,697</b>
<b>TOTAL SSAF03 HEALTH &amp; WELFARE</b>	<b>4,697</b>				<b>4,697</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>4DC-219000 SSAF09</b>					
<b>Students Financial Affairs</b>					
<b>SF09FSJ Student Finance Support</b>					
Study Supply Grants	15,000				15,000
Coles Vouchers - General	470				470
<b>Total SF09FSJ Student Finance Supt</b>	<b>15,470</b>				<b>15,470</b>
<b>TOTAL SSAF09 STUDENTS FINANCE</b>	<b>15,472</b>				<b>15,472</b>
<b>4DC-222000 SSAF12</b>					
<b>Library Reading Rooms</b>					
Bookshop Costs	5,690				5,690
Stock on Hand Movement	4,078				4,078
<b>TOTAL SSF12 LIBRARY READ ROOM</b>	<b>9,768</b>				<b>9,768</b>
<b>4DC-223000 SSAF13</b>					
<b>Support Student Artistic Activity</b>					
<b>SF13EVJ Environmental Jobs</b>					
Food Catering	74				74
Merchandise & Equip	297				297
<b>Total SF13EVJ – Environmental Jobs</b>	<b>372</b>				<b>372</b>
<b>TOTAL SSAF13 ARTISTIC ACTIVITY</b>	<b>372</b>				<b>372</b>
<b>4DC-224000 SSAF14</b>					
<b>Support Student Media</b>					
<b>SF14GPJ Guild Publications</b>					
<b>Student Magazine</b>					
Preparation Costs	143				143
Printing & Distribution Costs	4,680				4,680
Other Related Costs	492				492

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Student Diaries</b>					
Printing & Distribution Costs	14,576				14,576
<b>Total SF14GPJ Guild Publications</b>	<b>19,891</b>				<b>19,891</b>
<b>TOTAL SSAF14 STUDENT MEDIA</b>	<b>19,891</b>				<b>19,891</b>
<b>4DC-225000 SSAF15</b>					
<b>Help Develop Study Skills</b>					
<b>SF15APJ Academic Program</b>					
<b>Academic Jobs</b>					
Food Catering	496				496
Casual Staff Hire	299				299
<b>Undergraduate Jobs</b>					
Food Catering	34				34
Live Acts & Karaoke Hire	255				255
<b>Total SF15APJ Academic Program</b>	<b>1,084</b>				<b>1,084</b>
<b>TOTAL SSAF15 STUDY SKILLS</b>	<b>1,084</b>				<b>1,084</b>
<b>4DC-228000 SSAF18</b>					
<b>Help Student Orientation</b>					
<b>SF1801J Semester One O-Day</b>					
Marquee & Tent Hire	7,286				7,286
Casual Staff Hire	3,138				3,138
Food Catering	4,261				4,261
Non-Alcoholic Beverages	1,688				1,688
O-Day Merchandise Purchases	31,108				31,108
Ad-Hoc Costs	826				826
Administration Costs	237				237
<b>Total SF1801J Semester One O-Day</b>	<b>48,543</b>				<b>48,543</b>
<b>TOTAL SSAF18 STUDENT ORIENTATE</b>	<b>48,543</b>				<b>48,543</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>4DC-229000 SSAF19</b>					
<b>Help Overseas Students</b>					
<b>SF19INJ International Department</b>					
Food Catering	542				542
Ad-Hoc Costs	1,203				1,203
<b>Total SF19INJ International Dept</b>	<b>1,745</b>				<b>1,745</b>
<b>TOTAL SSAF19 OVERSEAS STUDENT</b>	<b>1,745</b>				<b>1,745</b>
<b>TOTAL 4DC-210000 DIRECT SSAF</b>	<b>153,874</b>				<b>153,874</b>
<b>TOTAL DIRECT EXPENCE</b>	<b>153,874</b>				<b>153,874</b>
<b>GROSS PROFIT</b>	<b>357,261</b>				<b>357,261</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MARCH QTR-1	JUNE QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>LESS INDIRECT EXPENSE</b>					
<b>4EX-3000000 Salaries &amp; On-Costs</b>					
<b>4EX-310000 Salaries &amp; Wages</b>					
4EX-311100 Senate Salary & Wages	47,086				47,086
4EX-311200 Op's Salary & Wages	145,482				145,482
<b>Total 4EX-310000 Salaries &amp; Wages</b>	<b>192,568</b>				<b>192,568</b>
<b>4EX-320000 Salaries On-Costs</b>					
4EP-321100 Senate On-Costs	4,848				4,848
4EX-321200 Operational On-Costs	54,045				54,045
<b>Total 4EX-320000 Salaries On-Costs</b>	<b>58,893</b>				<b>58,893</b>
<b>TOTAL SALARIES &amp; ON-COSTS</b>	<b>251,461</b>				<b>251,461</b>
<b>4OV-400000 Indirect Costs</b>					
<b>4OV-410000 Admin Overheads</b>	<b>16,426</b>				<b>16,426</b>
<b>4OV-420000 Consumables</b>					
4OV-421100 Printing & Stationary	3,814				3,814
<b>Total 4OV-420000 Consumables</b>	<b>3,814</b>				<b>3,814</b>
<b>4OV-430000 Infrast O-Heads</b>					
4OV-431100 Rent & VO's	34,325				34,325
4OV-431120 IT & Telecoms	18,241				18,241
<b>Total 4OV-430000 Infrast O-Heads</b>	<b>52,566</b>				<b>52,566</b>
<b>TOTAL INDIRECT COSTS</b>	<b>72,805</b>				<b>72,805</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>324,267</b>				<b>324,267</b>
<b>OPERATING PROFIT</b>	<b>32,995</b>				<b>32,995</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MARCH QTR-1	JUNE QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Non-Operating Profit</b>					
<b>501-110300 Other Income</b>					
Interest Received	3,358				3,358
Plan B/100F Change in Market	(7,757)				(7,757)
Plan B/100F Distribution	3,948				3,948
<b>Total Other Income</b>	<b>(450)</b>				<b>(450)</b>
<b>TOTAL NON-OPERATING INCOME</b>	<b>(450)</b>				<b>(450)</b>
<b>Non-Operating Expenses</b>					
4DP-110000 Depreciation	8,564				8,564
<b>Total Non-Operating Expenses</b>	<b>8,564</b>				<b>8,564</b>
<b>NET PROFIT</b>	<b>23,981</b>				<b>23,981</b>

# FINANCIAL STATEMENTS

## STATEMENT OF CASH FLOWS

	MARCH 2016	2015
<b>Cash Flows from Operating Activities</b>		
Receipts from Customers	224,384	1,943,527
Payments to Suppliers and Employees	(462,364)	(1,258,030)
Increase in Inventory	(4,078)	(10,673)
<b>Total Cash Flows from Operating Activities</b>	<b>(242,058)</b>	<b>674,824</b>
<b>Cash Flows from Investing Activities</b>		
Interest received	3,358	14,572
Payment of Property Plant & Equipment	(31,441)	25,358
Payment for Investments	(1,161)	100
Plan B/100F Distribution	3,948	(25,623)
Funds transferred to Plan B		(25,358)
<b>Total Cash Flows from Investing Activities</b>	<b>(25,295)</b>	<b>(10,951)</b>
<b>NET CASH FLOWS</b>	<b>(267,353)</b>	<b>663,872</b>
<b>CASH BALANCES</b>		
Cash and cash equivalents at beginning of period	1,128,464	480,694
Cash and cash equivalents at end of period	861,111	1,144,566
<b>NET CHANGE IN CASH FOR PERIOD</b>	<b>(267,353)</b>	<b>663,872</b>



# FINANCIAL STATEMENTS

## SSAF CATEGORY BUDGET ANALYSIS

SSAF CATEGORY	BUDGET 2016	QTR-1 2016	QTR-2 2016	QTR-3 2016	QTR-4 2016	2016 TOTAL	LESS NON-SSAF INCOME	NET SSAF SPENDING 2016 TOTAL	DIFF \$ UNDER/ (OVER)	DIFF % UNDER / (OVER)
<b>SSAF01</b> Food & Drink	16,534	3,345				3,345	-	3,345	13,189	79.77
<b>SSAF02</b> Sport & Recreation	375,591	77,479				77,479	20,085	57,394	318,197	84.72
<b>SSAF03</b> Support Clubs	314,843	44,083				44,083	3,305	40,778	274,065	87.05
<b>SSAF06</b> Health & Welfare	297,279	87,840				87,840	391	87,449	209,830	70.58
<b>SSAF09</b> Financial Help	56,544	17,647				17,647	-	17,647	38,897	68.79
<b>SSAF12</b> Libraries & Reading	21,178	10,912				10,912	9,314	1,598	19,580	92.45
<b>SSAF13</b> Artistic Activity	17,715	2,671				2,671	-	2,671	15,044	84.92
<b>SSAF14</b> Media Support	217,466	76,446				76,446	2,250	74,196	143,270	65.88
<b>SSAF15</b> Study Skills	253,314	44,954				44,954	-	44,954	208,360	82.25
<b>SSAF17</b> Student Advocacy	190,712	55,319				55,319	-	55,319	135,393	70.99
<b>SSAF187</b> Orientation Support	116,237	53,019				53,019	791	52,228	64,009	55.07
<b>SSAF19</b> Overseas Students	22,588	4,318				4,318	-	4,318	18,270	80.80
<b>TOTAL</b>  Reconcile to P&L Direct + Indirect	1,900,000	478,141				478,159	36,136	441,915	1,458,086	

# OPERATIONAL ACTIVITIES

## Operational Activities

### GUILD STUDENT ASSIST (GSA)

#### Overview

As the representative body for all students at ECU, support and advocacy services are essential in demonstrating the core representational rights provided to those students. GSA's specialise in assessing and helping students within a scope covering health and welfare, financial assistance and support advocacy, including referrals to other support groups and/or professionals where necessary.

The Guild actively supports and promotes continuous training practices and this is particularly the case with GSA's to ensure services provided cater to the varied needs of all students.

#### CASELOAD REGISTER

Support Type	GSA Assist	External Referral	GSA & Guild Office		
			C Dinse JO & ML	J Jansen JO & ML	D Webster BUN
			Number of students assisted		
<b>Financial assistance:</b>					
General enquiry	Yes		4	10	10
Food vouchers			3	3	
Study supplies			90	89	23
Emergency loan	Yes		2	7	3
Ad-Hoc / Finance issues	Yes			8	1
			<b>99</b>	<b>117</b>	<b>37</b>
<b>Appeals:</b>					
Result Appeal	Yes	Yes	22	10	1
Unit Failure					1
Exclusion appeal	Yes		10	8	
Withdrawal / Extension	Yes	Yes	5	3	2
Misconduct / Other				3	
			<b>37</b>	<b>24</b>	<b>4</b>
<b>Welfare &amp; Education:</b>					
Grievances / complaints	Yes	Yes	3	1	3
Equity & Diversity	Yes	Yes		6	3

# OPERATIONAL ACTIVITIES

Support Type			GSA & Guild Office		
			C Dinse	J Jansen	D Webster
			JO & ML	JO & ML	BUN
			Number of students assisted		
Equal Opportunity					
Sexual harassment					
Anxiety / Stress	Yes	Yes	3	11	2
Health / wellbeing	Yes	Yes	2	3	3
Academic / study concerns	Yes	Yes	5	1	2
Course / exam extensions				1	
Scholarships	Yes	Yes	1	3	3
			14	26	16
Other Support / Queries:					
Centrelink / Medicare		Yes	1	3	1
Course Fees		Yes		3	6
Accommodation / Housing		Yes		3	3
Legal		Yes	2	2	2
Visas / immigration	Yes	Yes	2	2	
Support / Reference letters	Yes				1
Careers / Employment	Yes	Yes	6	2	1
Clubs / Activities / General	Yes		15		2
Second Hand Books	Yes		25		2
Guild membership			100 +	60 +	27+
Child Support					
Volunteering	Yes				3
			151	75	48

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

Associated Meetings	GSA		
	C Dinse	J Jansen	D Webster
	Number of meetings		
Department of Education Services WA	1		
Equal Opportunities Commission WA			
Student Appeals Committee (SAC)			
Guild Staff/GSA meetings	2	2	2
General University meetings as GSA	2	1	
Vice Chancellor's Student Advisory Forum			
	5	3	2

## ACHIEVEMENTS / HIGHLIGHTS

Item	GSA		
	C Dinse	J Jansen	D Webster
Achieved a number of successful wins in both, result and exclusion appeals	X	X	X
Successful completion of the Study Supply Grant project culminating in the issuance of approximately 90 Co-Op vouchers to welfare qualified or equity registered students.	X	X	X

# OPERATIONAL ACTIVITIES

## GUILD ACTIVITIES MANAGEMENT & SUPPORT

### Overview

Activities has the responsibility of facilitating all activities including planning, equipment hire, catering, staging, and interaction with internal and external stakeholders for all Guild events ranging from a club BBQ to a major event such as Orientation day. Officers are integral in building and maintaining effective relationships with responsible officers in the Guild Senate, ECU University departments as well as a wide range of external service providers in ensuring Guild events and activities are presented in a professional light with an emphasis on safe environments.

They are also responsible for identifying resource needs and managing the procurement, recording and maintenance of the Guild's equipment assets. The full range of services, and equipment, is available to all Guild departments, affiliated clubs and the broader ECU University community to encourage and support initiatives that result in extended student services.

### EVENTS OF NOTE

Event / Activity	Campus		
	JO	ML	BUN
Ongoing provision of free bread each Thursday morning			X
Ongoing breakfast provided to students each Thursday morning			X
10 week Healthy Lifestyle Program every Thursday afternoon			X

Event / Activity	Campus		
	JO	ML	BUN

# OPERATIONAL ACTIVITIES

--	--	--

--	--	--

--	--	--

## EVENTS REGISTER:

### ATTENDEES LEGEND:

Equip/O

ECU/Equip

>number

Number (+ -)

FT / Only

Affiliated Club event – Guild provided equipment only

ECU event - Guild provided equipment only

Guild / Club event – figure represents number catered for

Guild / Club event – figure reflects ticket sales and/or door count

Guild / Club event – Foot Traffic attendance count not kept

Date	Event	Campus				Event Support		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
17/2/2016	Orientation Semester 1			X		1	3	200 (+ -)
18/2/2016	Study Skills Launch			X		1		80 (+ -)
22/2/2016	Welcome Back Week			X		1		40 (+ -)
24/2/2016	Welcome Back Week			X		1		40 (+ -)
25/2/2016	Welcome Back Week			X		1		40 (+ -)
29/2/2016	Guild Student Forum			X		1		20 (+ -)
8/3/2016	International Womens Day			X		1		80 (+ -)
16/3/2016	Wine, Dine, & Bowl			X		1		31 (+ -)
21/3/2016	Harmony Day			X		1		50 (+ -)
24/3/2016	Easter Egg Hunt			X		1		35 (+ -)
30/3/2016	Dine with Guild (TAFE)			X		1		45 (+ -)
30/1/2016	Get Set Saturday	X				1	3	FT / Only
2/2/2016	ECU Corporate Stage	X				1		ECU/Equip
5/2/2016	Guild BBQ		X			2		>200
5/2/2016	Karaoke ML Village		X			2		ECU/Equip
6/2/2016	Peter Cowan Writers	X				1		ECU/Equip

# OPERATIONAL ACTIVITIES

Date	Event	Campus				Event Support		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
10/2/2016	PIBT BBQ		X			1-2		ECU 200 +
14/2/2016	Peter Cowan Writers	X				1		ECU/Equip
15/2/2016	Orientation Day	X				5	6	>1000
18/2/2016	Orientation Day		X			5	6	>1000
19/2/2016	International Event		X			1		ECU/Equip
22/2/2016	ECU Corporate Event	X				1		ECU/Equip
24/2/2016	ECU Corporate Event	X				1		ECU/Equip
25/2/2016	ECU Corporate Event	X				1		ECU/Equip
26/2/2016	ECU Corporate Event	X				1		ECU/Equip
9/3/2016	Enactus BBQ	X				1		Equip/O
9/3/2016	Edith Cowan Aviators		X			1		Equip/O
11/3/2016	WAAPA BBQ	X				1		Equip/O
16/3/2016	Womens Collective	X				1		Equip/O
17/3/2016	ECU Bike to Breakfast	X	X			2		ECU/Equip
17/3/2016	ECU Engineers Club	X				1		Equip/O
18/2/2016	School of Science BBQ	X				1-2		ECU/Equip
20/3/2016	One Love Markets	X				1	2	Equip/O
21/3/2016	Harmony Day	X				1	2	Equip/O
29/3/2016	Red My Lips – (Womens)	X				1		Equip/O
30/3/2016	Japanese Studies BBQ		X			1	1	Equip/O
	Woodstock Party	X				6	6	450 (+ -)
	Toga Party	X				6	6	450 (+ -)

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

	CAMPUS	
	JO & ML	BUN
Health & Wellness	1	2
University Staff & Committees		2
SW Campus Activities Group		
Guild Network Community Group		
Bunbury Student Activities		
ECU Sport Committees		4
Guild Clubs & Committees		2
Network & Community		2
Student Connect Activities	2	
Student Villages	2	
Tavern Events Management		
Guild Staff meetings	1	2



# OPERATIONAL ACTIVITIES

## COMMUNICATIONS MANAGEMENT AND SUPPORT

### Overview

Continuous engagement with ECU Students is integral to building the Guild's membership base and enhancing the services and support network we provide. Integral to the ongoing achievement of these goals is to maintain perpetual lines of communication to inform and empower students to utilize what their Guild has to offer.

The Communications Officer is tasked with ensuring this is achieved keeping the Guild abreast of ever changing best practices and, through a consultative process, implement new initiatives in varying delivery mediums. Additionally, existing communication paths are constantly maintained to reflect currency and accuracy for our members and the broader ECU community. Publications, including the Guild's magazine 'Dircksey' are overseen by the Communications officer as is the management of the Guild's website.

Developing and maintaining vendor relationships for the supply of orientation day student merchandise, other general promotional merchandise, and the development and publication of the annual student diary, also fall under this role. The Officer also monitors and ensures 'general' services defined by the various SSAF Categories of Expenditure e.g. provision of food and drink on campus for students, is being maintained at the Mt Lawley campus.

## INITIATIVES / ACTIVITIES

ITEM	OVERVIEW
Dircksey Magazine	<ul style="list-style-type: none"> <li>Editions 1 &amp; 2 successfully published in this reporting period.</li> <li>Collaborated with the Dircksey editor to create a list of potential advertisers. Researched and contacted 31 companies identified as relevant potential advertisers on 23 - 24/02/16.</li> <li>Booked \$4,070.25 worth of advertising over editions 1 - 3 during this reporting period.</li> </ul>
Dircksey Editorship	<ul style="list-style-type: none"> <li>Provided an extensive orientation session to the new Dircksey Editor, Kitty Turpin, as this was not done by the outgoing editor. Also updated and provided a copy of the "Dircksey Bible" (hand over document) as this was not done either.</li> <li>Provided ongoing mentoring to the Dircksey Editor and provided proof-reading / design feedback on editions 1 and 2.</li> <li>Liaised with the Dircksey editor about advertising bookings, deadlines, and office administration.</li> </ul>

# OPERATIONAL ACTIVITIES

<b>Guild Website / Newsletter</b>	<ul style="list-style-type: none"> <li>• Familiarised myself with Weebly.com, the website platform hosting the Guild's website. Edited and updated the discounts page to include all 74, current, 2016 partners.</li> <li>• Familiarised myself with Mad Mimi, the Guild's e-newsletter design software. Created the first 2016 e-newsletter which was sent to +12,000 members the week before O-Week (6/02/16).</li> <li>• Provided "non-technical" feedback to the Guild's Acting Managing Director, President, and General Secretary on the Guild's new Weebly-based website before the site went live (18/01/16).</li> <li>• Attended a digital communications meeting at Joondalup on 25/02/16 with the Guild's Acting Managing Director, President, and General Secretary to discuss website and e-newsletter developments in 2016.</li> </ul>
<b>Membership Activities</b>	<ul style="list-style-type: none"> <li>• Co-ordinated the delivery of 5,000 student diaries delivered by deadline on January 29th.</li> <li>• Designed and ordered 5,000 Guild member stickers in early February.</li> <li>• Received 1,000 Associate Member cards.</li> <li>• Familiarised myself with Formstack, the Guild's online form-creating software. Edited the associate membership application as per the President's request. (28/01/16)</li> <li>• Spoke to staff at the Mount Lawley Student Connect office in early February about the Guild's membership process. Advised them of the delivery date of the membership packs after they sent students to collect them from the office before they were available.</li> <li>• Oversaw the delivery of the 2016 Guild bags and liaised with the Finance Office to co-ordinate payment of received merchandise. Communicated with distributors, management and corrected a missing order for stress balls.</li> <li>• Mailed 132 membership packs to external students.</li> <li>• Estimated to have distributed 80 membership packs to students visiting the Guild Communications Office over the reporting period.</li> <li>• Received quotes and placed an order for 5,000 Guild member discount booklets that were produced and distributed to deadline. Collaborated with the Murdoch Student Guild on the design and publication of the 2016 Guild member discount booklets.</li> </ul>

# OPERATIONAL ACTIVITIES

	<ul style="list-style-type: none"> <li>Met with Michael Hiscock from M &amp; M Professionals at the Mount Lawley campus. Reviewed a range of merchandise and received quotes on several items for consideration in 2017.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>Purchased miscellaneous items including scissors, sugar, and milk.</li> <li>Created an ECU Staff Portal account.</li> <li>Purchased a staff parking display sticker after encountering considerable problems accessing ECU's online staff services. Successfully appealed a parking fine resulting from the delay in being able to purchase a 2016 permit.</li> <li>Gained access to the Guild's shared server and the shared <a href="mailto:operations@ecuguild.org.au">operations@ecuguild.org.au</a> email in February.</li> <li>Requested a new phone be installed in the Dircksey office. The required constant monitoring as the process took around a month from request to installation of a working phone.</li> <li>Rewrote the 2016 advertising kit to reflect changes to the Guild's online platforms and Dircksey's revised semester one publishing dates.</li> <li>Collaborated with the Bookshop Officer, Leah Ellard, to redesigned the Advertising Booking Form in line with the Guild's standardised template system.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Attended a 3-hour ALLY (LGBTIQ inclusion) training session on March 11th at the Joondalup campus.</li> <li>Applied with approval to attend the Introduction to Mental Health seminar at the Mount Lawley campus in May.</li> <li>Researched a variety of institutions offering relevant online short courses. Attempted to enroll in Martin College's Digital Illustration course but declined the offer after they bungled the application several times and showed no interest in prioritizing the process.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Successfully transitioned from Mac to the Windows operating system after working on Mac for the last 5 years.</li> <li>Assisted with handling cash transactions and the distribution of Guild second books to Mount Lawley students through the co-ordination of the Second Hand Bookshop Officer.</li> </ul>

# OPERATIONAL ACTIVITIES

- Responded to a wide variety of walk-in enquiries from students, enquiries from ECU contact centre, and members of the public.
- Reported an incident to security and the ECU cleaning service providers of an overnight petty theft from the Communications Office (3/03/16).

## ADVERTISING / SPONSORSHIP ACTIVITY

CONTACT / BUSINESS NAME	ADVERTISING	SPONSORSHIP	SECURED	AMOUNT
Study Perth	Dircksey		Collected	\$680
WA Health Department	Dircksey		Collected	\$1,115
UniBank	Dircksey		Pending	\$630
UniBank	Dircksey		Pending	\$515
Joondalup Rock Climbing	Dircksey		Pending	\$480.25
Health Department	Dircksey		Pending	\$650
				<b>\$4070.25</b>

# OPERATIONAL ACTIVITIES

## GUILD SECONDHAND BOOKSHOP

### Overview

The bookshop provides members with a valuable resource in respect to course textbook costs by offering a service to:

- Buy back textbooks for cash, at the highest rate available, from students who no longer require.
- Sell these books back to students for units they are starting, at significantly lower prices than they would have to pay for new books.

The Guild operates its own online, eStore through Shopify to open this service up to all ECU students who are members of the Guild.

A minimum mark-up is applied to the purchased books; that is, just enough to cover eStore and PayPal fees and to ensure we offer the book for sale at the lowest sell price possible.

There are some conditions that apply e.g. for the Guild to buy a book back it must appear on the current semester (*or immediate past semester*) Course Booklists; these are the official University approved lists.

The Secondhand bookshop is very successful and utilized by a large number of students each semester and the Guild heavily promotes the service through its website as well as starting to target nominated dates within the University academic calendar e.g. Orientation days, exam times and open days.

## BOOKSHOP ACTIVITY

	Book Count	Book Value (net)
<b>Stock take</b>		
Opening Stock: 1 January 2016	290	\$10,355.00
Closing Stock: 31 March 2016	151	\$6,573.50

Transactions	Campus		
Book Buy Backs	JO	ML	BUN
Number of transactions	84	-	-
Number of books	138	-	-
Buy back value	\$5 751	-	-

Book Sales	JO	ML	BUN
Total number of transactions	203	-	-
Number of books	226	-	-
Sales value	\$9,150.00	-	-
Cash sales	\$3,963.00	-	-
PayPal sales	\$5,187.00	-	-

# OPERATIONAL ACTIVITIES

## GENERAL OPERATIONAL ADMINISTRATION

### INITIATIVES / ACTIVITIES

ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	<p>To meet governance compliance obligations.</p> <p>Ensure consistency of application by all stakeholders.</p>	<p>The Guild as a whole has placed significant emphasis on reviewing and enhancing its financial processes to the extent we are also provide 'finance packs' to affiliated clubs to ensure the interaction with the Guild is user-friendly and transparent.</p> <p>The first quarter has provided Finance with the time to evaluate the initiatives introduced to be more fiscally responsible and to that end a review will take place mid-May to apply more finite processes and identify 'apparent' functionality shortfalls with our new Xero accounting package. We are exploring enhancements particularly in respect to reporting and payroll requirements through a combination of targeted in-house training and assessment of additional modular functional improvements.</p> <p>Delivering and processing expenditure and income against the Guild's new Chart of Accounts, in Xero, is already delivering benefits to the Senate in providing them with measurable budget to expenditure reporting.</p> <p>The Guild undertook its annual audit in March with independent firm Auditax Accountants resulting in receipt of a qualified audit and favourable comment by the Auditors on the extent of improvement to the Guild's financial affairs, which is a credit to our Financial Controller, Melissa Johnston and Finance Officer Helen Cooper.</p>
IT Infrastructure review	<p>To ensure the system capable of meeting the Guild's evolving needs moving forward.</p> <p>Ensure all campus offices are accessing and using the same standard operating environment.</p>	<p>The new IT infrastructure platform is all but in place and has made a huge difference to the Guild's operational effectiveness which in turn is leading to progressive improvements in efficiency and consistency. Bunbury is still proving to be a hurdle and is still waiting on the outcomes of negotiations with ECU IT in establishing a way of providing a 'suitable' link to ensure our staff there can access our servers.</p>

# OPERATIONAL ACTIVITIES

		<p>We are now in, what often appears forever, the ‘aesthetic’ phase of fine tuning including user interfaces and desktop refinements to provide a singular day-to-day operating framework.</p> <p>The new shared drive structure is up and running with a complete backup of all data secured and legacy file will be integrated over the next few months.</p> <p>One-on-one training with senate and staff begins 2<sup>nd</sup> week of May with support from formalised procedures.</p>
<b>Policy and Procedure</b>	<p>To meet broader governance obligations</p> <p>Define Senate and Operational delineation in management controls.</p> <p>Ensure consistency of application by all stakeholders.</p>	<p>A constant work in progress with the focus in isolating core policy groups i.e. policy/position statements to identify and document the Senates stand on key social and advocacy issues, and business/operational policies such as a Schedule of Delegation, Finance, procurement and OHS policy to name but a few. The Guild has convened its Policy and Accountability Committee to meet mid-May to advance this.</p>
<b>Quarterly Reporting</b>	<p>Provide accurate reporting to ECU to ensure SSAF funding flows to the Guild in a seamless manner.</p> <p>Encourage improved turnaround time for the submission of each report by introducing administration processes that capture required data in a format that is simple to transpose into the quarterly reports.</p> <p>Reflect continuously improved accuracy through measurable data, which will afford seamless review by external parties.</p>	<p>The 4<sup>th</sup> quarter report 2015 was unexpectedly delayed due to one of our investment partners not providing us with required figures despite numerous reminders.</p> <p>The first quarter 2016 will be issued by mid-May with the short delay being due to having to completely reconfigure the financial figure templates to reflect the structure in the new Xero system.</p>
<b>Change Management</b>	<p>Recruit a replacement GSA officer</p>	<p>A resignation due to ongoing illness provided an opportunity to employ a new Guild Student Assist</p>

# OPERATIONAL ACTIVITIES

		<p>Officer (GSA) in the early part of the quarter. Ms. Jessica Jansen was the successful candidate and brings a wealth of experience from a similar role at Curtin University.</p> <p>Jessica has been initially being employed on a fixed term full-time contract until the end of October 2016, at which time the available role will revert to a permanent part-time position (3 days per week) conditional on the mid-year budget review sustaining funding.</p> <p>The Guild senior executive position, the Chief Executive Officer, was advertised in February and the services of an external HR consultancy secured to advise and contribute to the recruitment process.</p> <p>The successful candidate is Mr. Brett Callender who was formally appointed 21 March 2016.</p>
<b>Records Management</b>	<p>Meet governance obligations.</p> <p>Minimise user overhead; maximise functionality and reporting capability.</p>	<p>The development of the Guilds new shared drive structure, while specific to a WIP / drafting, incorporates standardised folder templates for each of the activity groups they relate to. The intent being until work can recommence of configuring and implementing the Guild's EDRMS, later in the year, we wanted to have in place a folder structure that would best align with formal record keeping thesaurus principles to make transition more seamless.</p>
<b>Bookshop</b>	<p>Provide ECU students with an online resource to seamlessly sell their textbooks to the Guild for 'quick cash' and to be able to purchase secondhand ones at best value.</p>	<p>The move to the Shopify platform (from eBay) for managing the Guild's secondhand bookshop has proved very successful and also highlighted features not available through eBay. Students have found it simple and easy to use and we are exploring other features it offers such as event ticket sales.</p>



# SENATE DEPARTMENT SERVICES

## Senate Department Services

### AFFILIATED CLUBS SERVICES

#### Overview

In accordance with the prescribed intent of: **SSAF Expenditure Category (c):** *Supporting the administration of a club, most of whose members are students*, affiliated student clubs receive monetary grants. This support also extends to providing development and training opportunities to advance professional practices that assist in building the clubs profile and standing.

All Guild departments collaborate in developing initiatives to market the benefits of Guild affiliation to prospective clubs and continually seek input from stakeholders that will improve and grow this critical service to clubs.

### AFFILIATED CLUBS REGISTER

<b>SOCIAL CLUBS:</b>	
AIME Reconciliation Club	The Sound
Arts Management Student Organisation (AMSO)	WASP
Boomerang	Collective Hope
CASSA	Intelligence & Counter-terrorism Student Association (ICSA)
Chinese Students & Scholars Association	ECU Buddhist Youth Club
Club Fred	
ECU Badminton Club	
ECU Cheerleaders	
ECU French Club	
ECU Parties & Events	<b>EDUCATION CLUBS:</b>
ECU Quidditch	ECU Student Law Society
WASTV ECU	Network Teach
Enactus ECU	Engineering Club
ENGenius	Performing Arts Union
Jack of Arts	West Australian Student Paramedics
Nerdspace	Medical Exercise Science & Health Students Society (MESH)
POWA Anime Club	Arts & Humanities Collective
Club Diva	Nursing & Midwifery Collective
Robotics & Programming Society	
The Gospel Stand	
Japanese Studies Club	

# SENATE DEPARTMENT SERVICES

## EQUITY & DIVERSITY SERVICES

### Overview

This department's core purpose is to encourage, support and promote the needs and rights of student groups dealing with equity and diversity issues in their daily lives. This purpose is aptly embodied by the seven collectives / clubs representing these needs.

The department actively lobby's the University's executive and other relevant stakeholders both internal and external to ensure equity requirements are acknowledged and addressed within the broader university community.

### AFFILIATED COLLECTIVES REGISTER

COLLECTIVE NAME
Aboriginal Student Union
ECU Disability Collective
ECU Ethnocultural Collective
Mature Age Student Network (MASN)
ECU Queer Collective
ECU Wellbeing Community
ECU Womens Community

# STUDENT GUILD CONTACT INFORMATION

## Student Guild Contact Information

<b>LEWIS PRICE</b> PRESIDENT	<b>BRETT CALLENDER</b> CEO	<b>MELISSA JOHNSON</b> FINANCIAL CONTROLLER
<b>Tel</b> (61) 08 6304 2651 <b>Mob</b> 0490 051 404 <a href="mailto:president@ecuguild.org.au">president@ecuguild.org.au</a>	<b>Tel</b> (61) 08 6304 5915 <b>Mob</b> 0473 925 831 <a href="mailto:b.callender@ecuguild.org.au">b.callender@ecuguild.org.au</a>	<b>Tel</b> (61) 08 6304 5134 <b>Mob</b> 0419 936 836 <a href="mailto:fincontroller@ecuguild.org.au">fincontroller@ecuguild.org.au</a>

Edith Cowan University (ECU) Student Guild  
Building 34 ECU Joondalup Campus  
**Tel** (61) 08 6304 5915  
[www.ecuguild.org.au](http://www.ecuguild.org.au)

