

**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 2017

*This report is submitted in accordance with Guild reporting obligations and, as such, aligns first quarter activities and events, across all campuses, with the 2017 Fees Allocation Deed (FAD) and the expenditure categories nominated therein.*

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# PRESIDENT REPORT

## **President Report**

As the Guild did not have a President during the 1<sup>st</sup> quarter of 2017, there is no report.

# CEO REPORT

## CEO Report

### Challenges:

The first quarter of 2017 Senate term will be reflected in the Guild's records as memorable for all the wrong reasons. Due to a number of Senators' deliberate disregard and contempt for due process, and improper use of their positions to gain direct or indirect advantage for themselves, the Guild's ability to plan and deliver member services during this quarter was severely compromised.

Starting in December 2016 and continuing throughout January and February, the Guild had to seek comprehensive and costly legal advice from its solicitors as a result of this Senate group's conduct in ignoring a legitimate and lawful Guild disciplinary process. This was further exacerbated by uncensored interference and enablement by the University. The advice sought was to establish the legitimacy of the disciplinary process that resulted in the President Elect being suspended from holding office, for serious misconduct. That advice categorically the validity of that process.

Despite this finding, these Senators acting outside their authority and powers, rejected the advice and in direct breach of rules and the constitution improperly passed motions to undermine the democratic integrity of the Guild for the advancement of their personal agenda. When, as CEO, I pointed this out I was intimidated and bullied with the intent of trying to force me to adhere to unlawful directions in those motions. When I would not compromise my professional integrity these senators, with direct assistance from the NTEU, accused me of serious misconduct and summarily terminated me on 19 January while I was on workers' compensation leave due to stress and anxiety injury. At this time, I lodged a general protections claim with the Fair Work Commission through my employment lawyer.

These Senators then willfully targeted the Guilds Financial Controller, who was acting in my position while I was on stress leave, accusing her of the same serious misconduct because she too would not break the law and uphold unlawful motions. She too lodged a Work Safe claim. Additionally, undue pressure was directed at those Senators who didn't support the radical and disruptive conduct being run by some.

The attempted termination of my employment was rejected and resulted in full retractions, and apologies, being issued by Guild Management and the Senate to me and the Financial Controller. This was accepted by the Fair Work Commission and I returned to duties on 20 February 2017. The Guilds insurer also accepted liability for the stress and anxiety injury caused as a result of interactions with these hostile senators.

Their conduct seriously impacted Guild operations and services and the quarter finished with a significant ground swell of member dissatisfaction toward these senators for not fulfilling the duties of the positions they committed to; they will be held to account at the Guilds AGM in mid-April where the power of the membership will be exercised for what I can only describe as a period of disgraceful and abhorrent behaviour detrimental to the Guilds purpose.

Despite this dominating the quarter salaried staff planned and delivered, within the constraints of Senate indecision, all avenues of support they could and were aptly supported by those Senators whose integrity remained focused on the core purposes of the Guild.

**Brett Callender - CEO**

# GENERAL SECRETARY REPORT

## General Secretary Report

The first quarter of 2016 has been an unfortunately difficult one for the majority of Staff and Senators. A number of Senators who ran alongside President-Elect Vineet Chawla who was suspended from holding office before the start of his term, purposely orchestrated a campaign to interrupt the normal operations of the Guild by unlawfully attempting to terminate the CEO, and by accusing the Financial Controller of Serious Misconduct for failing to follow their directions to ignore federal and state legislation. This time, that would historically have been used to plan and implement initiatives for 2017, was used by the same Senators who orchestrated the obstructionist campaign, to continue to ignore their duties, by not turning up to work for weeks at a time, refusing to communicate with staff, other Senators, university staff, and student clubs within their departments.

In March, the Vice-President (Social Activity) Robert Callan resigned from his position, after failing to attend a single day of work since his appointment in December 2016. As per the Guild Constitution, the position was declared vacant and the Senate voted in a replacement to the position, Jason Duffin. Jason worked for the Guild within a casual role in 2016, alongside the then Vice-President (Social Activity) Trent Barron, and has used this experience to quickly and efficiently reconcile the workload of the position. The feedback from both the clubs within the Social Activity Department and the students who have attended Guild events has been overwhelmingly positive, and he has done well to form a good rapport with key university contacts, particularly from the Campus Support Office.

Also in March, the Guild received Legal Advice that due to President-elect Vineet Chawla being suspended from holding office for 12 months, that the position of President was vacant, and that the Guild needed to hold a by-election to fill this role. The CEO will begin the process of finding a Returning Officer to facilitate the election, however due to the WA State Election also being held the same month, we do not expect to find a suitable person until these are finished. We expect that the elections will be held before the end of the teaching period in May.

The Guild have also finalised a sponsorship agreement with the ECU Jets Amateur Sports Club, a club that was formed as a result of an initiative by Guild Senators in 2016. The club offers members the opportunity to play, spectate, and volunteer, within a variety of sports including AFL, Futsal, Cheerleading, Netball, Touch Football, Basketball, and Volleyball, and is made up of predominately ECU Students (approximately 85%).

On the final day of this quarter, the Senate finally approved the Draft Budget for 2017, which is to be submitted to the university.

**Caitlin Gibbs**  
**General Secretary**

# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

## **Vice President – Academic Report**

No report submitted

# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

## Vice President – Equity & Diversity Report

The objective of the Equity and Diversity department is to assist, encourage and serve student groups regardless of their diverse backgrounds. It reaches out to all students who are facing equity issues on a daily basis and help them get involved around campus with fellow students who might face similar problems. All the collectives have been attending the monthly departmental meetings. The Equity Space is now fully furnished and is easier for students to access. Equity Pizza Night was the first successful Equity event which was held at the beginning of the semester at Joondalup and Mount Lawley.

The following four Equity collectives are fully functional and have held successful events:

### **ECU Disability collective**

- Hosted Auslan Chats at Joondalup and Mount Lawley.

### **Ethnocultural Collective**

- Participated in Harmony day.

### **Queer Collective**

- Hosted “Queer Beers events” at Joondalup and Mount Lawley; and
- Held a stall at Harmony Day.

### **Woman’s Community**

- Held Ladies Night at the tavern to celebrate International Women’s Day;
- Held a stall at Harmony day;
- Launched Red my Lips Campaign; and
- Other regular events like Coffee Mornings.

The following collectives have been active and are in the process of affiliating with the Guild:

### **ECU Aboriginal Community**

- Held a stall at Harmony Day.

### **ECU Mature Age Student Network**

- Have been running coffee mornings at Joondalup and Mount Lawley.

### **ECU Wellbeing Collective**

- Are looking for active committee members.

**Aqila Burhani**

**VP – Equity & Diversity**

# VICE PRESIDENT – SOCIAL COUNCIL REPORT

## Vice President – Social Activity Report

It should firstly be noted that I became an official member of the ECU Student Guild senate on the 17<sup>th</sup> of March 2017; this was due to the previous position holder, neglecting his duties. In the weeks leading up to my official start date, I was involved with the planning of a number of social events and performing the duties of the Vice President – Social Activity role.

### **ECU Tropico**

Our first major social event for the year was ECU Tropico. This was our tropical themed start of semester event that included a main stage, a silent disco, a pop-up bar & a food truck. The event took place on March 3<sup>rd</sup> on the ECU Joondalup campus between Buildings 1 & 2. Well known Australian acts San Cisco & Alex Dyson performed for the crowd of almost 700 students. The event received much praise and was claimed, by a number of attendees, to be our best event yet.

### **Clubs Carnival**

On March 29<sup>th</sup> we held our Clubs Carnival for the year. We invited all of our social, academic and equity clubs to set up a stall and promote themselves to students. The event also included live music and a free sausage sizzle for anyone that engaged with a club at the event. The event took place outside building 32, this area has heavy foot traffic which resulted in a high engagement between students and clubs and an overall successful event.

The rest of March included reconnecting with social clubs, ensuring that they followed the re-affiliation policy and provided with Guild support in the way of funding, resources and assistance with events and programs. This involved myself and General Secretary Caitlin Gibbs reforming the Social Council and hosting the Clubs Training Day, to ensure that clubs were aware of the processes involved with Guild Affiliation and the support and services that we have available to them.

**Jason Duffin**

**VP – Social Activity**



# FINANCIAL STATEMENTS

## Financial Controller Report

The first quarter of 2017 was an extremely busy one with ongoing contentious issues surrounding the senate position of President and who was lawfully holding the role, as well as ongoing attempts by a group of senators to circumvent legal and governance requirements to suit their own agendas.

As a result, the Guild CEO Mr. Brett Callender was on extended Work safe personal leave during the quarter, during which time I was asked to be Acting CEO in his absence. This same group of Senators then sought to continue their unlawful actions to the extent of harassing, intimidating, threatening and bullying myself and other Guild staff. This was an extremely distressing time resulting in my own health being compromised, requiring me to also take personal leave.

These issues have recently been largely resolved with:

- a new Guild President being elected unopposed via a by-election process
- several other senators being removed by the Guild membership at a Special General Meeting (SGM) of members, despite repeating and ongoing attempts by these senators to subvert due process and deliberately making the meetings inquorate, to prevent their resulting removal
- Allegations of serious misconduct levelled against myself and Mr. Callender have been formally and unreservedly withdrawn with apologies, from the remaining current senate
- Work Cover and Fair Work claims lodged have been accepted and closed or on hold, pending no further wrongdoing by senate.

These activities placed severe pressure on the resources of the Guild Operations team and finance area.

Notwithstanding these issues, the finance department was able to continue to operate on an essentials basis, while management and governance issues were in limbo.

Finance coordinated with our Auditor to undertake the audit of the 2016 Financial Statements, which was approved with an unqualified audit report. This was a very pleasing result with the new Xero accounting system and updated processes and procedures, proving valuable improvements to the Guild and winning praise from the audit team.

We also facilitated the completion of the 2017 budget with the hostile senate which was highly challenging; however, we were able to come to a final agreed document, while not satisfying all the aims and election promises of the senate, is realistic and achievable.

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

**NOTE:** [See Appendix 1 – quarterly Financial Report](#)

# 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	Student Assist	Referral	GSA & Guild Office			
			R Dale ML	C Reed JO & ML	C Terhorst JO & ML	D Webster BUN
			Number of support instances			
<b>Financial assistance:</b>						
General enquiry			11	6	16	8
Food vouchers			2	12	3	0
Study supplies			25	62	38	27
Emergency loan			2	11	1	1
Ad-Hoc / Finance issues			-	3	4	1
<b>Appeals:</b>						
Result Appeal			2	25	22	1
Unit Failure			-	2	4	0
Exclusion appeal			12	33	19	0
Withdrawal / Extension			5	12	8	2
Misconduct / Other			-	18	6	0
<b>Welfare &amp; Education:</b>						
Grievances / complaints			6	9	9	1
Equity & Diversity			2	3	1	2

# OPERATIONAL ACTIVITIES

Support Type	Student Assist	Referral	GSA & Guild Office			
			R Dale ML	C Reed JO & ML	C Terhorst JO & ML	D Webster BUN
			Number of support instances			
Equal Opportunity			-	-	-	1
Sexual harassment			-	-	-	-
Anxiety / Stress			5	8	18	1
Health / wellbeing			3	4	6	2
Academic / study concerns			3	12	14	-
Course / exam extensions			1	6	3	1
Scholarships			-	-	2	2
<b>Other Support / Queries:</b>						
Centrelink / Medicare			-	5	16	-
Course Fees			5	5	11	-
Accommodation / Housing			-	2	8	2
Legal			-	3	2	-
Visas / immigration			-	6	4	-
Support / Reference letters			-	-	-	1
Careers / Employment			3	1	-	-
Clubs / Activities / General			21	34	28	6
Second Hand Books			6	21	18	1
Guild membership			56	59	40	-
Child Support			-	-	1	2
Volunteering			2	1	6	4

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS:

Associated Meetings	GSA			
	R Dale	C Reed	C Terhorst	D Webster
Department of Education Services WA	-	-	-	-
Equal Opportunities Commission WA	-	-	-	-
Student Appeals Committee (SAC)	-	5	1	-
Guild Staff/GSA meetings	1	5	5	4
General University meetings as GSA	1	8	6	7
Vice Chancellor's Student Advisory Forum	-	-	-	-

# 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 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
10 <sup>th</sup> Feb	Tokyo City University Welcome		X			½		ECU/Equip
13 <sup>th</sup> Feb	WAAPA O'Day		x			½		ECU/Equip
20 <sup>th</sup> Feb	JO O' Day	X				4	4	ECU/Equip
22 <sup>nd</sup> Feb	BU O' Day			X		2	4	ECU/Equip
23 <sup>rd</sup> Feb	ML O' Day		X			4	4	ECU/Equip
27 <sup>th</sup> Feb	Seat of JO Debate	X				4	4	FT/Only
1 <sup>st</sup> Mar	Women in Engineering Meet & Greet	X				1		FT/Only
3 <sup>rd</sup> Mar	National Union Kuwaiti Students	X				1		FT/Only
13 <sup>th</sup> Mar	Guild Student Assist Brunch & Beyond	X				2	1	FT/Only
14 <sup>th</sup> Mar	School of Business & Law Careers Fair	X				1	2	FT/Only

# OPERATIONAL ACTIVITIES

<b>14<sup>th</sup> Mar</b>	School of Science (marquee + trestles)	<b>X</b>				<b>1</b>		ECU/Equip
<b>14<sup>th</sup> Mar</b>	Women's Community Clothes Swap		<b>X</b>					FT/Only
<b>16<sup>th</sup> Mar</b>	Women's Collective Clothes Swap	<b>X</b>				<b>1</b>		FT/Only
<b>17<sup>th</sup> Mar</b>	Nurses and Midwifery BBQ	<b>X</b>				<b>1</b>		Ft/Only
<b>20<sup>th</sup> Mar</b>	Guild Student Assist Brunch & Beyond		<b>X</b>			<b>2</b>		FT/Only
<b>21<sup>st</sup> Mar</b>	Women In Engineering Drone Day	<b>X</b>				<b>1</b>	<b>1</b>	FT/Only
<b>22<sup>nd</sup> Mar</b>	Bike Week	<b>X</b>	<b>X</b>			<b>1</b>		FT/Only
<b>27<sup>th</sup> Mar</b>	Guild Student Assist Brunch & Beyond	<b>X</b>				<b>2</b>		FT/Only
<b>28<sup>th</sup> Mar</b>	Learning Abroad Fair	<b>X</b>				<b>1</b>		FT/Only
<b>29<sup>th</sup> Mar</b>	Clubs Carnival	<b>X</b>				<b>1</b>	<b>3</b>	FT/Only
<b>31<sup>st</sup> Mar</b>	Women's Community Red My Lips	<b>X</b>				<b>1</b>		FT/Only
<b>Clubs, Societies &amp; Collectives</b>	Room Bookings	<b>19</b>	<b>9</b>					

# OPERATIONAL ACTIVITIES

## MARKETING AND PROMOTIONS

### Overview

Continuous engagement with ECU Students is integral to building the Guild's membership base and enhancing the services and support network we provide. Central 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.

Marketing and Promotions is responsible for the support and development for Guild activities and events covering publications/magazine and electronic media including the Guild's website(s) and social media and produce a diverse range of marketing materials for target audiences. Additionally, this area develops and maintains brand identity and secures advertising and sponsorship opportunities to facilitate Guild growth and keeps the Guild abreast of ever changing best practices and, through consultation, implements new initiatives for promotional delivery mediums.

Developing and maintaining vendor relationships for the supply of Guild merchandise and the development and publication of the annual student diary, also fall under this role.

### New Website and Intranet

Initial planning for a comprehensive internally managed Guild Website and Intranet was begun during this quarter to introduce a multi-level Word Press site inclusive of plug-in software to accommodate extensive features currently provided by costlier third party products.

### Branding and Style Guide

The marketing department, in conjunction with an external consultant reviewed and formalised the Guild's branding presence; this will be progressively rolled out over the rest of 2017 and be inclusive of all printed materials associated with the Guild. A style guide was implemented to ensure consistency for any and all new developments.

**Lauren Reed**  
**Marketing & Promotions Officer**

# SENATE DEPARTMENT SERVICES

## 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

### Stock take

Opening Stock: 1 January 2017

Closing Stock: 31 March 2017

Book Count	Book Value (net)
304	\$8,966
242	\$8,771

### Transactions

#### Book Buy Backs

Number of transactions

Number of books

Buy back value

Campus		
JO	ML	BUN
82	-	-
142	-	-
\$5,890	-	-

#### Book Sales

Total number of transactions

Number of books

Sales value

Cash sales

PayPal sales

JO	ML	BUN
134	-	-
162	-	-
<b>\$6,384</b>	-	-
\$3,753	-	-
\$2,631	-	-



# SENATE DEPARTMENT SERVICES

## GENERAL OPERATIONAL ADMINISTRATION

### INITIATIVES / ACTIVITIES

ITEM - ACTIVITY	OBJECTIVE	ACTION
<b>Finance procedures</b>	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Focus for this quarter was the preparation of the 2017 budget; this proved to be a slow process due to a number of Senators not fulfilling their obligations and, at the time of writing is still an outstanding item. Notwithstanding, the Finance team moved forward with further enhancements within the Xero accounting system particularly in the areas of reporting functionality and cross referencing the system with the chart of accounts to ensure polarity.
<b>IT Infrastructure review</b>	To ensure the system capable of meeting the Guild's evolving needs moving forward. Ensure all campus offices are accessing and using the same standard operating environment (SOE).	The Guild undertook a quotation process to identify a supplier for a new four (4) year Multi-Function Device (MFD- Printer Copier) contract for the provision of new devices for each campus office. Ricoh, Konica Minolta and Fuji Xerox were invited and all submitted quotations (the previous contract was with Ricoh). The process involved the Guild providing a comprehensive user requirements document to the suppliers and evaluation resulted in the contract being awarded to Scope Business Machines – Konica Minolta. Three new C368 bizhub MFD's were configured and delivered.
<b>Policy and Procedure</b>	To meet broader governance obligations Define Senate and Operational delineation in management controls. Ensure consistency of application by all stakeholders.	This is a continuous work in progress with a broad range of business policies in development. As a result of changes to the Guild's constitution being approved at ECU's February Council meeting, all policy development is reviewed by a new Policy and Accountability Committee, comprising Senate and Operational members. The committee then makes written recommendations to Senate in seeking ratification of new and/or amended policy.
<b>Change Management</b>	Recruit a replacement GSA officer	The Guild's new Marketing and Promotions Officer began her role on 9 January 2017 and quickly demonstrated her skill sets.

# SENATE DEPARTMENT SERVICES

<b>HR Records</b>	Meet governance obligations. Minimise user overhead; maximize functionality and reporting capability.	Ongoing Work Cover claims for CEO, Brett Callender & Financial Controller, Melissa Johnston.
<b>Governance</b>	Maintain and adhere to all overarching governance documentation including statute, rules and the constitution.	<p>During the latter half of 2016 the Guild introduced a large number of changes to the Constitution – the majority of these were administrative corrections. The changes could have readily been ratified at the December Council meeting i.e. having already been approved by Guild Senate and the membership at two (2) Special General Meetings, and the Legislative Committee. However, the day before the Council meeting new Senator Lewis Todman, acting outside his authority, submitted a malicious letter to the University in which he blatantly lied by claiming the changes had never been approved by the Guild membership.</p> <p>Instead of verifying this with the Guild the University enabled Todman’s behaviour by deferring debate and decision on the changes without referral to the Guild.</p> <p>This resulted in the changes not being passed until the February 18<sup>th</sup> 2017 meeting of Council, where is passed unanimously. This was an unnecessary delay perpetrated by the same Senator who orchestrated a campaign of actions that severely impacted the Guilds operations throughout December and January. Many of these actions could have been avoided had the University not undermined the Guild’s legitimate democratic processes by allowing Todman to subvert those processes through his lies.</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>	
ECU Islamic Society	
Edith Cowan Aviators	
POWA Anime Club	
Saudi Students Association	
Chinese Students & Scholars Association	
Socialist Alternative ECU	
ECU eSports Society	
Youth Movement	
The Gospel Stand	
ECU Parties & Events	<b>EDUCATION SOCIETIES:</b>
ECU Quidditch	
WASTV ECU	ECU Association of Technology & Engineering
Enactus ECU	Engineering Club
Edith Cowan University Liberal Club	Arts Management Student Organisation
ECU Badminton Club	West Australian Student Paramedics
Computer & Security Student Association (CASSA)	Finance & Accounting Society
POWA Anime Club	ECU Nursing & Midwifery Collective
Women in Engineering at ECU	
Collective Hope	
Intelligence & Counter-terrorism Student Association (ICSA)	

# 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 Women's Community

# STUDENT GUILD CONTACT INFORMATION

## Student Guild Contact Information

<b>SAMUEL MARTYN</b> PRESIDENT	<b>BRETT CALLENDER</b> CEO	<b>MELISSA JOHNSON</b> FINANCIAL CONTROLLER
<b>Tel</b> (61) 08 6304 2651 <b>Mob</b> 0432 560 920 <b>s.martyn@ecuguild.org.au</b>	<b>Tel</b> (61) 08 6304 5915 <b>Mob</b> 0473 925 831 <b>b.callender@ecuguild.org.au</b>	<b>Tel</b> (61) 08 6304 5134 <b>Mob</b> 0419 936 836 <b>m.johnston@ecuguild.org.au</b>

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# APPENDIX 1

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# Statement of Financial Position

## Edith Cowan University Student Guild

As at 31 March 2017

	NOTES	31 MAR 2017	31 DEC 2016
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	2	583,301	433,616
Receivables & Accruals	3	531,911	553,632
Inventory	4	8,772	8,966
Prepayments	5	29,965	56,848
<b>Total Current Assets</b>		<b>1,153,949</b>	<b>1,053,062</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	8	82,870	91,778
Intangibles	9	16,353	17,954
Investment Reserves	7	793,392	786,708
<b>Total Non-Current Assets</b>		<b>892,615</b>	<b>896,440</b>
<b>Total Assets</b>		<b>2,046,563</b>	<b>1,949,502</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
GST		57,821	32,018
Creditors & accruals	10	81,191	88,913
Employee provisions	11	126,671	121,703
<b>Total Current Liabilities</b>		<b>265,683</b>	<b>242,634</b>
<b>Total Liabilities</b>		<b>265,683</b>	<b>242,634</b>
<b>Net Assets</b>		<b>1,780,880</b>	<b>1,706,868</b>
<b>Equity</b>			
Retained Earnings		1,780,880	1,706,868
<b>Total Equity</b>		<b>1,780,880</b>	<b>1,706,868</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Income & Expenditure Statement

Edith Cowan University Student Guild  
For the 3 months ended 31 March 2017

	JAN-MAR 2017	JAN-MAR 2016	2016 TOTAL
<b>Income</b>			
SSAF Funding	475,000	475,000	1,916,574
Other Revenue	30,205	34,561	198,806
<b>Total Income</b>	<b>505,205</b>	<b>509,561</b>	<b>2,115,380</b>
<b>Direct Costs</b>			
Student Support Program Costs	125,575	144,939	615,333
Bookshop Costs	6,379	9,843	23,186
<b>Total Direct Costs</b>	<b>131,955</b>	<b>154,782</b>	<b>638,519</b>
<b>Gross Profit</b>	<b>373,250</b>	<b>354,779</b>	<b>1,476,861</b>
<b>Indirect Costs</b>			
Administrative Overheads	22,292	18,246	120,486
Bad Debts	-	-	4,193
Depreciation	11,961	9,074	48,325
Infrastructure Overheads	35,377	53,252	175,656
Salaries & Wages	199,788	192,568	922,822
Salary On-Costs	28,558	57,579	140,155
Interest & Investment Costs	1,262	1,161	4,846
Records Project	-	-	9,250
<b>Total Indirect Costs</b>	<b>299,238</b>	<b>331,882</b>	<b>1,425,733</b>
<b>Profit/(Loss)</b>	<b>74,012</b>	<b>22,897</b>	<b>51,128</b>



# Notes to the Financial Statements

## Edith Cowan University Student Guild For the 3 months ended 31 March 2017

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements under the Edith Cowan University Act 1984. The Senate has determined that Edith Cowan University Student Guild (the Guild) is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### a. Income Tax

The Guild is not liable to pay income tax; however, it is registered for GST purposes.

#### b. Property, Plant and Equipment (PPE)

Plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Guild commencing from the time the asset is held ready for use. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement.

#### c. Impairment of Assets

At the end of each reporting period, the Senate reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### d. Employee Provisions

Provision is made for the Guild's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

#### e. Provisions

Provisions are recognised when the Guild has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**f. Cash on Hand**

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

**g. Accounts Receivable and Other Debtors**

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

**h. Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the Guild is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

**i. Leases**

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the Guild, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**n. Inventories**

Inventories are carried at the lower of cost or net realizable value. Cost is based on the first in first out method and includes expenditure incurred in acquiring the inventories and bringing them to the existing condition and location.

**j. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

**k. Financial Assets**

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

**l. Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Guild during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**m. Intangible Assets**

Intangible assets are software developed for student or the management of the Guild. The assets are brought to account at cost and amortised over the useful life of the asset.

	JAN-MAR 2017	OCT-DEC 2016
<b>2. Cash &amp; Cash Equivalents</b>		
Bank Accounts	585,608	439,632
Other Cash Items	4,173	2,023
Credit Cards	(6,480)	(8,040)
<b>Total Cash &amp; Cash Equivalents</b>	<b>583,301</b>	<b>433,616</b>

	JAN-MAR 2017	OCT-DEC 2016
<b>3. Receivables</b>		
<b>Receivables</b>		
Trade Debtors	537,000	535,443
Other Debtors - Student Loans	(9)	-
Other Emergency Loans	(4)	-
Less: Provision for Doubtful Debts	(5,217)	(5,217)
Accrued Income	141	23,406
<b>Total Receivables</b>	<b>531,911</b>	<b>553,632</b>
<b>Total Receivables</b>	<b>531,911</b>	<b>553,632</b>

These notes should be read in conjunction with the attached compilation report.

	JAN-MAR 2017	OCT-DEC 2016
<b>4. Inventory</b>		
<b>Inventories</b>		
Stock on Hand - Books	8,772	8,966
<b>Total Inventories</b>	<b>8,772</b>	<b>8,966</b>
<b>Total Inventory</b>	<b>8,772</b>	<b>8,966</b>
	JAN-MAR 2017	OCT-DEC 2016

**5. Prepayments**

Prepayments - Other	24,454	48,908
Prepayments - Insurance	5,511	7,939
<b>Total Prepayments</b>	<b>29,965</b>	<b>56,848</b>
	JAN-MAR 2017	OCT-DEC 2016

**6. Other Current Assets**

Other Emergency Loans	(4)	-
<b>Total Other Current Assets</b>	<b>(4)</b>	<b>-</b>
	JAN-MAR 2017	OCT-DEC 2016

**7. Financial Assets**

<b>Financial assets - Managed Funds</b>		
Plan B/IOOF - Managed Fund - Investment	435,385	432,614
Plan B/IOOF - Managed Fund - Change in Market Value	(16,551)	(20,464)
<b>Total Financial assets - Managed Funds</b>	<b>418,834</b>	<b>412,150</b>
<b>Term deposits</b>		
Bendigo Bank-TD 2014+2015 SSAF	374,558	374,558
<b>Total Term deposits</b>	<b>374,558</b>	<b>374,558</b>
<b>Total Financial Assets</b>	<b>793,392</b>	<b>786,708</b>
	JAN-MAR 2017	OCT-DEC 2016

**8. Property Plant and Equipment**

<b>Plant and Equipment</b>		
<b>Plant and equipment at cost</b>		
<b>Plant and equipment (Low Value Pool) at cost</b>		
Low Value Assets (\$300-\$1000) - at cost	6,640	5,188
Low Value Assets - acc dep	(6,603)	(5,188)
<b>Total Plant and equipment (Low Value Pool) at cost</b>	<b>36</b>	<b>-</b>
<b>Plant and equipment (ML) at cost</b>		
P & E - ML - at cost	48,019	48,019
P & E - ML - acc dep	(28,304)	(26,749)
<b>Total Plant and equipment (ML) at cost</b>	<b>19,715</b>	<b>21,270</b>
<b>Plant and equipment (BU) at cost</b>		
P & E - BU - at cost	8,233	8,233

These notes should be read in conjunction with the attached compilation report.

P & E - BU - acc dep	(6,058)	(5,823)
<b>Total Plant and equipment (BU) at cost</b>	<b>2,176</b>	<b>2,410</b>
<b>Plant and equipment (JO) at cost</b>		
P & E - JO - at cost	122,882	122,882
P & E - JO - acc dep	(61,940)	(54,785)
<b>Total Plant and equipment (JO) at cost</b>	<b>60,943</b>	<b>68,098</b>
<b>Total Plant and equipment at cost</b>	<b>82,870</b>	<b>91,778</b>
<b>Total Plant and Equipment</b>	<b>82,870</b>	<b>91,778</b>
<b>Total Property Plant and Equipment</b>	<b>82,870</b>	<b>91,778</b>
	<b>JAN-MAR 2017</b>	<b>OCT-DEC 2016</b>

## 9. Intangibles

<b>Other Intangible Assets</b>		
Software - Recfind	32,469	32,469
Less: Provision for Amortisation	(16,116)	(14,515)
<b>Total Other Intangible Assets</b>	<b>16,353</b>	<b>17,954</b>
<b>Total Intangibles</b>	<b>16,353</b>	<b>17,954</b>
	<b>JAN-MAR 2017</b>	<b>OCT-DEC 2016</b>

## 10. Payables

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	17,688	30,576
Sundry Creditors	6	-
Provision for Accounting/Audit Fees	6,600	6,600
Jets Holding Account	2,543	9,206
Rounding	1	2
<b>Total Creditors</b>	<b>26,839</b>	<b>46,383</b>
<b>Payroll</b>		
Accrued Wages	25,029	25,029
Other payroll accruals payable	190	296
PAYGW Payable	13,838	16,875
Superannuation Payable	15,295	330
<b>Total Payroll</b>	<b>54,352</b>	<b>42,529</b>
<b>Total Current</b>	<b>81,191</b>	<b>88,913</b>
<b>Total Payables</b>	<b>81,191</b>	<b>88,913</b>
	<b>JAN-MAR 2017</b>	<b>OCT-DEC 2016</b>

## 11. Employee Provisions

Provision for Long Service Leave	31,752	28,020
Provision for Annual Leave	94,919	93,683
<b>Total Employee Provisions</b>	<b>126,671</b>	<b>121,703</b>

These notes should be read in conjunction with the attached compilation report.

	JAN-MAR 2017	OCT-DEC 2016
<b>12. Retained Earnings</b>		
Retained Earnings	1,706,868	1,655,740
Current Year Earnings	74,012	51,128
<b>Total Retained Earnings</b>	<b>1,780,880</b>	<b>1,706,868</b>

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These notes should be read in conjunction with the attached compilation report.

# Spending Program by SSAF Category

## Edith Cowan University Student Guild For the 3 months ended 31 March 2017

	JAN-MAR 2017	2017 TOTAL	2017 SSAF SPENDING PROGRAM BUDGET	BUDGET VARIANCE \$	BUDGET VARIANCE %
<b>Income</b>					
SSAF INCOME	475,000	475,000	1,900,000	1,425,000	75
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>1,900,000</b>	<b>1,425,000</b>	<b>75</b>
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>1,900,000</b>	<b>1,425,000</b>	<b>75</b>
<b>Expenses</b>					
<b>Direct Costs</b>					
SSAF 01 - Food & Drink	4,561	4,561	26,064	21,503	83
SSAF 02 - Sport & Recreation	93,537	93,537	462,905	369,368	80
SSAF 03 - Club Admin Support	56,723	56,723	327,967	271,244	83
SSAF 06 - Health & Welfare	65,731	65,731	328,757	263,026	80
SSAF 09 - Financial Affairs	18,445	18,445	64,696	46,251	71
SSAF 12 - Library & Reading Rooms	(1,005)	(1,005)	8,318	9,323	112
SSAF 13 - Aristic Activity	2,370	2,370	16,010	13,640	85
SSAF 14 - Student Media	18,264	18,264	107,494	89,230	83
SSAF 15 - Study Skills	22,514	22,514	112,875	90,361	80
SSAF 17 - Advocacy	54,683	54,683	271,322	216,639	80
SSAF 18 - Orientation	65,018	65,018	167,749	102,731	61
SSAF 19 - International	1,972	1,972	5,843	3,871	66
<b>Total Direct Costs</b>	<b>402,814</b>	<b>402,814</b>	<b>1,900,000</b>	<b>1,497,186</b>	<b>79</b>
Indirect Costs	-	-	-	-	-
<b>Total Expenses</b>	<b>402,814</b>	<b>402,814</b>	<b>1,900,000</b>	<b>1,497,186</b>	<b>79</b>
<b>SSAF SURPLUS/(DEFICIT)</b>	<b>72,186</b>	<b>72,186</b>	<b>-</b>	<b>(72,186)</b>	<b>(4)</b>
<b>Other Income</b>					
<b>Non-SSAF revenue</b>					
Interest received	872	872	-	(872)	-
Distributions received	7,942	7,942	-	(7,942)	-
<b>Total Non-SSAF revenue</b>	<b>8,813</b>	<b>8,813</b>	<b>-</b>	<b>(8,813)</b>	<b>-</b>
<b>Total Other Income</b>	<b>8,813</b>	<b>8,813</b>	<b>-</b>	<b>(8,813)</b>	<b>-</b>
<b>Non-SSAF Expenses</b>					
Interest and finance charges	4	4	-	(4)	-
Depreciation	11,961	11,961	-	(11,961)	-
<b>Total Non-SSAF Expenses</b>	<b>11,965</b>	<b>11,965</b>	<b>-</b>	<b>(11,965)</b>	<b>-</b>
<b>OPERATING PROFIT/(LOSS)</b>	<b>69,035</b>	<b>69,035</b>	<b>-</b>	<b>(69,035)</b>	<b>-</b>