

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

Building 34 ECU Joondalup Campus

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# FEES ALLOCATION DEED REPORT

## 2<sup>ND</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.*

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# PRESIDENT REPORT

## President Report

The Guild has continued its involvement with the progression of the University Acts Amendment Legislation during this quarter, through attending a consultation session with the other Presidents of the Student Guilds in WA, facilitated by the Minister for Education, Hon Peter Collier MLC. In addition to this, the Guild also collaborated with the Hon Sue Ellery MLC of WA Labor to help glean her party's stance and approach; as well as, responding to a letter from the WA Nationals seeking the ECU Student Guild's input.

The Guild's Election Procedures, which were drafted mid to late 2015, were finally coming to a close thanks to the assistance from Kathryn Clarke of the Office of Governance Services and her colleagues in the Office of Legal Services. These were approved by University Council on the 23<sup>rd</sup> June, at the end of this quarter.

The CEO's contract negotiations concluded and both parties signed, on the proviso that it would be renegotiated after the completion of the Enterprise Agreement negotiations due to take place this year. This was supported by advice from CCI WA.

I attended the Tertiary Advocacy conference in Melbourne in May, which was put together by the Deakin University Students' Association (DUSA). This was primarily for staff employed by student unions/associations/guilds (and our Student Assist Officer from the South West Campus was in attendance with me) – but it had immense value and gave me significant insight into student advocacy in the tertiary sector and taught me a lot about best practice approaches, which I have since shared with my peers. I also have plans to pitch various ideas to the University on how to change certain processes which will provide a much fairer and more equitable appeal process for students, this is yet to be formalised.

In terms of on-campus activity, the Guild rolled out a range of events and initiatives for the remainder of Semester 1. This included its annual Toga Party, the promotion of the Film Screening of "The Hunting Ground", which was led by the University for the "Respect. Now. Always." Campaign, and a Wine & Brewery Tour in the Swan Valley.

An invitation to a "couched" style debate (meaning everyone is seated together in an informal fashion, where the tone is conversational rather than adversarial) was sent out to the pre-selected candidates for the seats of Cowan, Moore, Perth and Forrest (the four electorates relevant to ECU's three campuses) for the ALP, LNP and Greens. This was due to the looming Double Dissolution election, and the Guild wanted to ensure students had access to answers that were relevant to them. Unfortunately, despite all parties, with the exception of the LNP, being keen to participate this did not prove to be the case and, with the debate looming, the Senate agreed to call the initiative off on the basis it was not willing to present an unbalanced under-represented event.

The Guild's Annual General Meeting took place on the 19<sup>th</sup> of April, and a student representative was stationed at all three campuses to ensure the video-conferencing facilities were available. The required

# PRESIDENT REPORT

quorum was attained, with the usual inherent difficulties experienced each year, but ran very smoothly and business was attended to without any protracted discussion.

The International Student Experience – an initiative where mostly international students attend a West Coast Eagles game, are treated to a tour and experience the full hype of an AFL game, took place for its third consecutive year. This has continually proved to be popular, with international students thoroughly grateful for the opportunity to get such good value for money and an experience that is very authentically Australian.

The Squad Party took place near Ngoolark (outside Student Central) on Friday the 27<sup>th</sup> of May and proved to be an incredibly popular event for students. Online ticket sales sold out and sourcing a different provider for the liquor license meant that the party was adequately maintained to be only ECU students (with an occasional “plus one”) and broke all records for attendance for a Guild event.

During the exam period, the Guild increased its promotion of its free breakfast facilities through branding it as the “Breakfast Club”. This was available at the Joondalup campus at first, but after more students stepped up to help run this, it was accessible at both metro campuses. The aim of this program was to provide healthy breakfast options prior to students’ exams all throughout the day as students often don’t eat healthily when studying as they don’t find the time to prepare nutritious dishes and instead resort to snack food. This has an impact on focus and wellbeing, and was well received by students.

The semester was brought to a close with an End of Exams Sundowner at the ECU Joondalup Tavern, with Dircksey (the student magazine) events running through the break sourcing creative input from the student body.

**Lewis Price**  
**President**

## CEO Report

Development of the Guild's administrative and fiscal management foundation has continued throughout this quarter with key changes being concluded or nearing completion; the deliverables of which will lead to the Guild providing ever improving business management best practice.

### IT Infrastructure:

- A line was secured from ECU for Bunbury during this period, and work is still pending to terminate that in our offices in Bunbury to enable network connection to our server environment in Perth.
- A further line was secured and run to Building 9, Joondalup campus to provide network connectivity for the Guild's Club space. This work was completed and services secured for club activities.
- One on one training is continuing with staff and senate to facilitate consistency of application across all areas of the Guild.
- The third quarter will see a major upgrade of our email server from 2013 to 2016 to avoid support issues with MS advising it would no longer support MS Exchange Server from this year.
- Plans are in place to begin the process of configuration and user testing of the Guild's Electronic Document and Records Management System (EDRMS), RecFind6. This has taken a backseat over the last 9 months due to infrastructure constraints and was a key drive in deciding to upgrade our IT systems.

### Administration / HR:

- Significant time was required throughout this quarter in continuing with the implementation of change management restructure of an existing position. Despite adhering to all obligations, and beyond, in our Enterprise Agreement, the Guild had to navigate through challenging employee relations objections with the NTEU, which still remain unresolved.
- A constitutional review was also initiated during this quarter to address a number of identified anomalies that impact our ability to effectively govern; it is anticipated this will be completed and submitted for approval by mid-August.
- The Guild has entered into renegotiations for its Enterprise Agreement; the Guild has sought professional advice to ensure it can secure a document that is fair and equitable and sustainable in comparison to the one we've had to deal with over the last couple of years.

**Brett Callender**  
CEO

## General Secretary Report

This quarter it was exciting to see the ECU Student Guild engage with new demographics of students through the ECU Jets Amateur Sports Club. This has led to over 120 students participate in and play sports on a weekly basis. The club has been well received by the student community and we are well on the way to creating a sustainable initiative that students will be able to participate and for many students form the core of their university Social experience.

We have continued to create more of a culture of accountability for our Senators. Our team has consistently been reporting on their achievements and student engagement level. This has allowed us to manage their projects and see what they have achieved. We have also set a new requirement that our team spends a set number of hours per week in the office, this will create a steady, set contact point for students wishing to engage with the excellent range of services and activities that we have on offer. So far this has meant that most of the time our team is on hand for students to ask questions and potentially engage with a Guild club or activity.

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

# VICE PRESIDENT - ACADEMIC REPORT

## Vice President – Academic Report

Conference week is a new initiative that we plan on launching during the mid-semester break semester 2 2016. Thus Far the following has been achieved for conference week.

- Finalized the marketing materials and launched the conference week campaign at O-Day
- Confirmed the majority of conference week guest speakers
- Finalized Conference Week catering
- Finalized room bookings
- Contacting potential sponsors

We are currently working in collaboration with individual Schools to market/ promote the event. Senators and Academic Clubs have also been encouraged to help promote the event.

The final conference week marketing materials are currently being drafted and will be ready to be launched closer to the conference date.

Now that most Academic Clubs have been established we plan on delivering more extra-circular activities for each of the schools.

**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. This semester collective's regularly attended monthly Equity and Diversity Department meetings, and abided by the Equity and Diversity Handbook which was developed and implemented at the start of the year. This resulted in the collectives contributing to the campus culture by holding many successful events throughout the semester.

### **General Equity:**

- Equity Space, furnished and used regularly by the Equity and Diversity Department
- The 'Racism, it stops with me Campaign' pledge video has been commenced and various students and staff appear in the video. It is still in the editing stage.
- An "Racism. It stops with me" Banner has been hung in the Joondalup Campus.
- Collectives having structure and active committee members.

### **ECU Aboriginal Student Union**

- A team of 11 Indigenous Students and 3 staff from Student Activities attended National Indigenous Uni-Games in Brisbane;
- Held fortnightly events at Joondalup and Mt Lawley;
- Held a stall at the Harmony Event; and
- Held a stall at NAIDOC events.

### **Mature Age Student Network (MASN)**

- Held weekly events at Joondalup and Mt Lawley Campuses; and
- Recruited a MASN rep at Bunbury.

### **ECU Queer Collective**

- Developed a book club; and
- Hosted "Queer Beers events" at Joondalup and Mt Lawley.

### **ECU Wellbeing Community**

- #ECUtacklesmentalhealth is an initiative that was created by Wellbeing which is comprised of photo stories aimed at tackling the stigma around Mental Health Issues; and
- Mental Health Week is being planned with various external stakeholders getting involved.

### **ECU Women's Community**

- International Women's Day Photo Pledge was a success with over (insert number) of students who made pledges on the day;
- Hosted Red My Lips campaign; and
- Made a partnership with the Sexual Assault Resource Centre (SARC).

**Kymerlee Finn**

**VP – Equity & Diversity**



# VICE PRESIDENT – SOCIAL COUNCIL REPORT

## Vice President – Social Activity Report

### Clubs Space

The Guild having acquired additional space in Building to provide a space for clubs in which they can meet and work on club business. The Guild secured a line from ECU to allow a connection to our network and this was cabled and computers installed to facilitate direct connection.

Furnishing's courtesy of ECU and suitable additions by ourselves have led to the room being almost complete; initial feedback from clubs that have already used the space has been overwhelmingly positive. A number of meetings have also been held in the space.

### ECU Jets

The ECU Jets is closing out its first season across men's AFL, Netball and Futsal. Our first AFL season was somewhat short on wins but has been very positive in growing a strong sense of community throughout all teams. Students, through the ECU Jets, have pride in their University and in a sign of how diverse our club is, we had three international students playing AFL.

### Events

#### End of Semester Party:

The End of Semester Squad Party was held on the 27<sup>th</sup> of May 2016, running from 7pm – Midnight. The purpose of the event was to allow students to celebrate the end of the university semester in a social environment, with alcohol, music, food and other entertainment. The event was our largest yet in regards to tickets sold, with just over 800 being sold, and roughly 750 punters through the door. There were no incident reports or complaints raised following the event and all stake holders involved were pleased with the events setup, duration and pack down.

### Clubs Carnival

The guild ran its first Clubs Carnival which was a chance for clubs to show students some of the work they do and attract new members. We had over 20 clubs attend the event and through this event a lot of clubs recorded high numbers of new sign ups.

#### End of Exams Party:

The End of Exams Sundowner was held on the 17<sup>th</sup> of June running from the late afternoon until midnight. The event provided a relaxed social environment where students could come socialize, drink and celebrate finishing their exams. The event was free entry and open to all ECU students and staff. The event offered both low and high energy spaces and allowed students to unwind comfortably or dance and celebrate following exams. The event attracted several hundred students throughout the afternoon and evening and there were no incident reports.

### Trent Barron

#### VP – Social Activity

# FINANCIAL CONTROLLER REPORT

## Financial Controller Report

The Guild finance department continues to operate well, with an emphasis on continued improvement of systems, utilising the features of Xero for accurate and efficient quarterly reporting to Edith Cowan University (ECU) and ad-hoc reporting to other stakeholders.

We have continued to build on our Xero capabilities, undertaking some one-on-one training, by a referred Xero consultant, to ensure we are utilising the features and capabilities of Xero to meet our requirements. We have also revised and updated our Xero 'Chart of Accounts' and 'Job Tracking' naming and numbering protocol, to simplify and in some areas reduce the volume, to remove minor complications causing some confusion and inconsistencies.

The Guild has had improved cash flow as a result of our improved reporting to ECU and more efficient approvals process for release of quarterly SSAF funding. This has means we have already received half of our 2016 funding as at 30 June, in line with the SSAF deed. As a result, we have been able to set aside the 2015 additional funding provided to our reserves, as required (this funds transfer took place post 30 June). We have reviewed and evaluated our banking needs and after selecting an appropriate provider and receiving abysmal service over the prolonged five-month transition process, called a stop to the changeover and agreed to remain with Bendigo Bank, one of our current providers, with agreement from them to provide additional services we were seeking, such as new merchant services facilities and transferring the business credit cards, to have all banking services under one provider.

We plan to undertake a mid-year budget review with the half way point of the year passed, to ensure we are on track and determine if any planned spending programs need to be revised. This should be complete by the end of August. We do not expect any significant changes from the original approved 2016 budget. Our attached financial report shows we are tracking on target in all areas.

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

# FINANCIAL STATEMENTS

## Financial Statements

BALANCE SHEET	30 JUN 2016	31 DEC 2015
<b>ASSETS</b>		
<b>Bank</b>		
<b>Bookshop Funds</b>		
Petty Cash - Bookshop - JO	1,280	994
Petty Cash - Bookshop - ML	468	468
<b>Total Bookshop Funds</b>	<b>1,748</b>	<b>1,462</b>
<b>Petty Cash</b>		
Petty Cash - 2 ML	200	160
Petty Cash - BU	288	356
Petty Cash - JO	1,750	1,289
Petty Cash - ML	(16)	119
<b>Total Petty Cash</b>	<b>2,222</b>	<b>1,924</b>
<b>Term Deposits</b>		
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>
<b>Trading Accounts</b>		
BankWest - Trading	6,095	4,964
Bendigo Bank - High Interest	614,969	869,531
Bendigo Bank -Trading Account	579,294	32,525
ANZ Bank -Trading Account	16,362	-
ANZ Bank -Savings Account	501	-
PayPal Merchant Account	1,028	1,021
<b>Total Trading Accounts</b>	<b>1,218,248</b>	<b>908,041</b>
<b>Total Bank</b>	<b>1,457,541</b>	<b>1,144,120</b>
<b>Current Asset</b>		
<b>Coles Vouchers</b>		
Coles Vouchers – JO1	400	90
Coles Vouchers – ML1	200	30
Coles Vouchers – BU1	500	-
<b>Total Coles Vouchers</b>	<b>1,100</b>	<b>120</b>

# FINANCIAL STATEMENTS

## BALANCE SHEET

30 JUN 2016

31 DEC 2015

### Debtors

Trade Debtors	27,171	8,980
Less Provision for Doubtful Debts	(1,296)	(1,296)

### Total Debtors

**25,874** **7,684**

### Inventory

Stock on Hand - Books	10,672	10,672
Stock on Hand – Books movement	(2,554)	-

### Total Inventory

**8,118** **10,672**

### Other

Accrued Income	903	199,457
Bonds	5,500	2,379
Other Current Assets	-	325

### Total Other

**802** **202,161**

### Prepayments

Prepayments - Insurance	3,458	4,809
Prepayments - Other	37,168	58,140

### Total Prepayments

**40,626** **62,949**

### Total Current Assets

**82,121** **1,427,707**

### Non-Current Assets

#### Plant & Equipment

Low Value Assets (\$300-\$1000) – at cost	1,542	-
Low Value Assets - Acc dep'n	(469)	-
P & E - BU - at cost	6,921	6,921
P & E - BU - Acc dep'n	(5,155)	(4,756)
P & E - JO - at cost	101,863	70,575
P & E - JO - Acc dep'n	(40,831)	(28,126)
P & E - ML - at cost	40,574	40,347
P & E - ML - Acc dep'n	(23,265)	(20,579)

### Total Plant & Equipment

**81,181** **64,382**

### Intangibles

Software - RecFind	32,469	32,469
Less: Provision for Amortisation	(11,250)	(8,021)

### Total Intangibles

**21,219** **24,448**

# FINANCIAL STATEMENTS

## BALANCE SHEET

30 JUN 2016

31 DEC 2016

### Investments

Plan B/IOOF - Managed Fund	414,752	412,836
Plan B/IOOF - Managed Fund – M/Value	(26,801)	26,836
<b>Total Investments</b>	<b>387,951</b>	<b>386,000</b>
<b>Total Non-Current Assets</b>	<b>409,170</b>	<b>474,830</b>

### TOTAL ASSETS

**2,030,152**

**1,902,538**

### LIABILITIES

#### Current Liabilities

#### Corporate Credit Cards

MasterCard - MD	4,735	11,962
Visa Card - President	436	-
Visa Card - SW	861	144
Visa Card - VP Social	1,525	3,670
<b>Total Corporate Credit Cards</b>	<b>7,557</b>	<b>15,776</b>

#### Creditors & Accruals

Provision for Accounting/Audit Fees	-	6,600
Trade Creditors	19,563	26,785
<b>Total Creditors &amp; Accruals</b>	<b>19,563</b>	<b>33,385</b>

#### GST Liabilities

GST	54,104	18,939
GST on accruals	-	17,168
GST.	-	(33)

#### Total GST Liabilities

**54,104**

**36,073**

#### Payroll Liabilities

Accrued Wages	-	28,817
Other payroll accruals payable	(100)	1,209
PAYGW Payable	13,294	13,517
Superannuation Payable	-	(303)

#### Total Payroll Liabilities

**13,194**

**43,241**

#### Total Current Liabilities

**94,417**

**128,475**

# FINANCIAL STATEMENTS

## BALANCE SHEET

	30 JUN 2016	31 DEC 2016
<b>Non-Current Liabilities</b>		
Customer Deposits	-	190
<b>Payroll Provisions</b>		
Provision for Annual Leave	93,107	74,384
Provision for Long Service Leave	42,403	44,086
<b>Total Payroll Provisions</b>	<b>135,511</b>	<b>118,470</b>
<b>Total Non-Current Liabilities</b>	<b>135,511</b>	<b>118,660</b>
<b>TOTAL LIABILITIES</b>	<b>229,928</b>	<b>247,135</b>
<b>NET ASSETS</b>	<b>1,800,211</b>	<b>1,655,402</b>
<b>EQUITY</b>		
Current Year Earnings	144,809	23,981
Retained Earnings	1,655,402	1,631,421
<b>TOTAL EQUITY</b>	<b>1,800,211</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>SSAF Income</b>					
SSAF – 01 Food & Drink	4,423	4,423			8,847
SSAF – 02 Sport & Rec Activity	92,560	92,560			185,120
SSAF – 03 Club Administration Support	77,229	77,229			154,457
SSAF – 06 Health & Welfare of Students	74,144	74,144			148,289
SSAF – 09 Students Financial Affairs	14,205	14,205			28,411
SSAF – 12 Library & Reading Rooms	4,241	4,241			8,483
SSAF – 13 Student Artistic Activity	3,875	3,875			7,750
SSAF – 14 Supporting Student Media	57,823	57,823			115,646
SSAF – 15 Student Study Skills	64,107	64,107			128,213
SSAF - 16 Student advocacy - Uni rules	47,912	47,912			95,824
SSAF – 18 Help for Students Orientation	29,202	29,202			58,404
SSAF – 19 Helping Overseas Students	5,279	5,279			10,558
<b>Total 5RV-120000 SSAF Income</b>	<b>475,000</b>	<b>475,000</b>			<b>950,000</b>
<b>TOTAL SSAF INCOME</b>	<b>475,000</b>	<b>475,000</b>			<b>950,000</b>

## LESS DIRECT EXPENSES – SSAF EXPENDITURE

### SSAF01

#### Provision of Food & Drink

Water	89	235			324
Fruit	967	1,381			2,348
Kitchen Food Supplies	1,243	2,439			3,682
Ad-Hoc Supplies (non-food)	132	15			147
Other Food Services (BBQ on-charged)	33	349			382
Senate, Staff & Visitors – on site	183	7			563
Senate, Staff & Visitors – off site	38	178			720
Senate & Staff – on site	353	210			190
Senate & Staff – off site	101	619			216
<b>TOTAL SSAF01 FOOD &amp; DRINK</b>	<b>3,139</b>	<b>5,433</b>			<b>8,572</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
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### SSAF02

#### Sporting & Recreational Activity

##### Sporting Events

Ad-Hoc Costs	151	1,544		1,695
Administration Costs	5,309	8		5,318
Alcoholic Beverage Catering	-	2,727		2,727
Coaching & Governance Accreditation	-	97		97
Equipment & Resource Hire	-	74		74
Event Merchandise Purchases	21	1,579		1,600
External Staff Hire	-	1,150		1,150
Food Catering	29	363		393
Game Day Costs	268	1,276		1,544
Regular or Annual Fees	6,568	8,534		15,103
Uniforms	6,774	10,019		16,793
Venue & Ground Hire	864	3,621		4,485
<b>Total Sporting Events</b>	<b>19,985</b>	<b>30,992</b>		<b>50,977</b>

##### Recreational Events

Ad-Hoc Costs	638	2,088		2,727
Alcoholic Beverages Catering	2,349	3,679		6,028
Administration Costs	1,775	898		2,674
Casual Staff Hire	1,812	-		1,812
Food & Drink	1,809	5,886		7,695
Live Acts, DJ'd, Karaoke	3,326	7,153		10,479
Decorations & Accessories	-	46		46
Ticketing Fees	(34)	336		303
Venue, Equipment & Resources Hire	7,522	13,083		20,605
Event Merchandise Purchases	23	167		189
<b>Total Recreational Events</b>	<b>19,222</b>	<b>33,336</b>		<b>52,557</b>

##### Equipment Purchases

Equipment Purchases	1,091	682		1,773
<b>Total Equipment Purchases</b>	<b>1,091</b>	<b>682</b>		<b>1,773</b>



# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SF02DT Professional Development &amp; Training</b>					
Travel & Accommodation	-	118			118
Associated Conference Costs	-	48			48
<b>Total Professional Dev &amp; Training</b>	-	166			166
<b>TOTAL SSAF02 SPORT &amp; REC</b>	<b>40,297</b>	<b>65,176</b>			<b>105,474</b>
<b>SSAF03</b>					
<b>Club Administration Support</b>					
<b>Club Grants</b>					
Ad-Hoc Costs	2,711	2,044			4,755
Admin & Meeting Costs	1,249	864			2,114
Alcoholic Beverages Catering	128	437			565
Club Merchandise Purchases	1,717	1,591			3,308
Equipment Hire	1,898	-			1,898
Food & Drink Catering	1,593	2,481			4,073
<b>Total Club Grants</b>	<b>9,296</b>	<b>7,416</b>			<b>16,712</b>
<b>Professional Development &amp; Training</b>					
Conference Registration & Fees	-	873			873
Travel & Accommodation	-	1,766			118
Associated Conference Costs	-	430			48
<b>Total Professional Dev &amp; Training</b>	-	3,068			3,068
<b>TOTAL SSAF03 CLUB ADMIN SUPRT</b>	<b>9,296</b>	<b>10,485</b>			<b>19,781</b>
<b>SSAF06</b>					
<b>Health &amp; Welfare of Students</b>					
<b>Health &amp; Welfare Dept</b>					
Ad-Hoc Costs	470	64			533
Administration	218	718			936
Casual Staff	-	175			175
Equipment Hire	1000	655			1,655
Food Catering	2,193	305			2,498
Live Acts and Karaoke Hire	180	-			180
Merchandise & Equip Purchases	636	-			636

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Total Health &amp; Welfare Dept</b>	<b>4,697</b>	<b>1,917</b>			<b>6,614</b>
<b>TOTAL SSAF03 HEALTH &amp; WELFARE</b>	<b>4,697</b>	<b>1,917</b>			<b>6,614</b>
<b>SSAF09</b>					
<b>Students Financial Affairs</b>					
<b>Student Finance Support</b>					
Study Supply Grants	15,000	-			15,000
Coles Vouchers - General	470	50			520
Centrepay fees	25	60			86
Emergency loan sundry	-2	2			-
<b>Total Student Finance Supt</b>	<b>15,498</b>	<b>108</b>			<b>15,606</b>
<b>TOTAL SSAF09 STUDENTS FINANCE</b>	<b>15,472</b>	<b>108</b>			<b>15,606</b>
<b>SSAF12</b>					
<b>Library/Reading Rooms</b>					
Bookshop Costs	5,691	3,073			8,764
Stock on Hand Movement	4,078	(1,524)			2,554
<b>TOTAL SSF12 LIBRARY/READING ROOMS</b>	<b>9,768</b>	<b>1,549</b>			<b>11,318</b>
<b>SSAF13</b>					
<b>Support Student Artistic Activity</b>					
<b>Environmental Jobs</b>					
Ad-hoc	-	91			91
Food Catering	74	97			172
Merchandise & Equip	297	-			297
<b>Total SF13EVJ – Environmental Jobs</b>	<b>372</b>	<b>188</b>			<b>560</b>
<b>TOTAL SSAF13 ARTISTIC ACTIVITY</b>	<b>372</b>	<b>188</b>			<b>560</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
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### SSAF14

#### Support Student Media

##### Guild Publications

##### Student Magazine

Preparation Costs	143	85		227
Printing & Distribution Costs	4,680	2,309		6,989
Other Related Costs	492	42		533

##### Student Diaries

Printing & Distribution Costs	14,576	-		14,576
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<b>Total Guild Publications</b>	<b>19,891</b>	<b>2,435</b>		<b>22,326</b>
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<b>TOTAL SSAF14 STUDENT MEDIA</b>	<b>19,891</b>	<b>2,435</b>		<b>22,326</b>
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### SSAF15

#### Help Develop Study Skills

##### Academic Program

##### Academic Jobs

Ad-hoc Costs	-	4,120		4,120
Administration	-	485		485
Alcoholic Beverage catering	-	123		123
Casual Staff Hire	299	250		549
Equipment Hire	-	164		164
Food Catering	496	1,197		1,694
<b>Total Academic Program</b>	<b>795</b>	<b>6,339</b>		<b>7,134</b>

##### Undergraduate Jobs

Food Catering	34	248		282
Live Acts & Karaoke Hire	255	350		605
Ad-hoc costs	-	140		140
Administration	-	500		500
<b>Total Academic Program</b>	<b>289</b>	<b>1,238</b>		<b>1,526</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
Professional Development & Training					
Travel & Accommodation	-	708			708
Associated Conference Costs	-	154			154
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>862</b>			<b>862</b>
<b>TOTAL SSAF15 HELP DEVELOP STUDY SKILLS</b>	<b>1,084</b>	<b>8,439</b>			<b>9,523</b>
<b>SSAF17</b>					
Student Advocacy Under in matters arising under the University Rules					
Professional Development & Training					
Training Course & Registration Fees	-	190			190
Travel & Accommodation	-	1,685			1,685
Associated Conference Costs	-	166			166
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>2,041</b>			<b>2,041</b>
<b>TOTAL SSAF17 STUDENT ADVOCACY</b>	<b>-</b>	<b>2,041</b>			<b>2,041</b>
<b>SSAF18</b>					
Help Student Orientation					
Semester One O-Day					
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 Semester One O-Day</b>	<b>48,543</b>				<b>48,543</b>
<b>TOTAL SSAF18 STUDENT ORIENTATION</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
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### SAF19

#### Help Overseas Students

#### International Department

Food Catering	542	-		542
Ad-Hoc Costs	1,203	-		1,203
<b>Total International Dept</b>	<b>1,745</b>	<b>-</b>		<b>1,745</b>

#### Professional Development & Training

Conference Registration & Fees	-	328		328
Travel & Accommodation	-	418		418
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>746</b>		<b>746</b>

<b>TOTAL SSAF19 OVERSEAS STUDENT</b>	<b>1,745</b>	<b>746</b>		<b>2,490</b>
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<b>TOTAL DIRECT SSAF</b>	<b>154,330</b>	<b>98,517</b>		<b>252,847</b>
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<b>TOTAL DIRECT EXPENSES</b>	<b>154,330</b>	<b>98,517</b>		<b>252,847</b>
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<b>GROSS SSAF SUPRLUS/(DEFICIT)</b>	<b>320,670</b>	<b>376,483</b>		<b>697,153</b>
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# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

MARCH QTR-1	JUNE QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
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### LESS INDIRECT EXPENSE

#### Salaries & On-Costs

##### Salaries & Wages

Senate Salary & Wages	47,086	46,774		93,860
Op's Salary & Wages	145,482	177,075		322,557
<b>Total Salaries &amp; Wages</b>	<b>192,568</b>	<b>223,849</b>		<b>416,417</b>

##### Salaries On-Costs

Senate On-Costs	4,848	3,881		8,729
Operational On-Costs	52,731	23,319		76,049
<b>Total Salaries On-Costs</b>	<b>57,579</b>	<b>27,199</b>		<b>84,778</b>

### TOTAL SALARIES & ON-COSTS

250,147	251,049		501,196
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#### Other Indirect Costs

Total Admin Overheads	14,809	9,728		24,537
Total Consumables	3,814	3,432		7,246
Total Election expenditure	7	-		7
Total Infrastructure O/Heads	52,566	34,853		87,419

### TOTAL OTHER INDIRECT COSTS

71,189	48,021		119,209
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### TOTAL SALARIES & ON-COSTS & OTHER INDIRECT COSTS

321,336	299,070		620,405
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### TOTAL DIRECT & INDIRECT SSAF EXPENSES

475,666	397,586		873,252
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### NET SSAF SURPLUS/(DEFICIT)

(666)	77,413		76,748
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# FINANCIAL STATEMENTS

PROFIT AND LOSS STATEMENT	MARCH QTR-1	JUNE QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>NON SSAF OPERATING INCOME</b>					
<b>Trading Income</b>					
Book Sales	8,189	2,619			10,807
Merchandise Sales	-	880			880
<b>Total Trading Income</b>	<b>8,189</b>	<b>3,498</b>			<b>11,687</b>
<b>Ad-Hoc Income</b>					
Advertising Income	2,250	1,450			3,700
ECU Program Sponsorship	10,500	12,500			23,000
Fund Raising	381	-			381
Other ad-hoc income	2,924	1,458			4,382
Stall Holder fees	791	190			981
<b>Total Ad-Hoc Income</b>	<b>16,846</b>	<b>15,598</b>			<b>32,444</b>
<b>Recreational Event Income</b>					
Events - Other Income	3,605	-			3,605
Events - Ticket Sales Income	4,098	15,531			19,629
<b>Total Event Income</b>	<b>7,703</b>	<b>15,531</b>			<b>23,234</b>
<b>Sporting Event Income</b>					
Amateur Sports Income	-	15,317			15,317
Social Sports Income	-	1,436			1,436
Other Sports Income	1,882	328			2,209
<b>Total Event Income</b>	<b>1,882</b>	<b>17,081</b>			<b>18,963</b>
<b>Health &amp; Welfare Event Income</b>					
Other Income	391	-			391
<b>Total Sales Income</b>	<b>391</b>	<b>-</b>			<b>391</b>
<b>TOTAL NON SSAF OPERATING INCOME</b>	<b>35,011</b>	<b>51,709</b>			<b>86,720</b>
<b>NET OPERATING INCOME</b>	<b>34,345</b>	<b>129,122</b>			<b>163,467</b>

# FINANCIAL STATEMENTS

## PROFIT AND LOSS STATEMENT

	MARCH QTR-1	JUNE QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Non-Operating Income</b>					
Interest Received	3,358	2,393			5,751
Plan B/100F Change in Market	(7,757)	7,791			35
Plan B/100F Distribution	3,948	325			4,274
<b>Total Other Income</b>	<b>(450)</b>	<b>10,509</b>			<b>10,059</b>
<b>TOTAL NON-OPERATING INCOME</b>	<b>(450)</b>	<b>10,509</b>			<b>10,059</b>
<b>Non-Operating Expenses</b>					
Depreciation	8,564	10,923			19,487
IOOF Management Fees	1,161	1,196			2,357
Records Management Project	-	7,000			7,000
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>9,725</b>	<b>19,119</b>			<b>28,844</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>24,170</b>	<b>120,513</b>			<b>144,682</b>



# FINANCIAL STATEMENTS

## STATEMENT OF CASH FLOWS

	JUNE 2016	DEC 2015
<b>Cash Flows from Operating Activities</b>		
Receipts from Payees	1,274,446	1,943,527
Payments to Vendors and Employees	(945,534)	(1,258,030)
Increase in Inventory	2,554	(10,673)
<b>Total Cash Flows from Operating Activities</b>	<b>331,466</b>	<b>674,824</b>
<b>Cash Flows from Investing Activities</b>		
Interest received	5,751	14,572
Payment for Property Plant & Equipment	(33,056)	25,358
Payment for Investments	-	100
Plan B/100F Distribution	4,308	(25,623)
Funds transferred to Plan B	(1,951)	(25,358)
<b>Total Cash Flows from Investing Activities</b>	<b>(24,948)</b>	<b>(10,951)</b>
<b>NET CASH FLOWS</b>	<b>306,518</b>	<b>663,872</b>
<b>CASH BALANCES</b>		
Cash and cash equivalents at beginning of period	1,144,566	480,694
Cash and cash equivalents at end of period	1,451,084	1,144,566
<b>NET CHANGE IN CASH FOR PERIOD</b>	<b>306,518</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 OPERATING INCOME	NET SSAF SPENDING 2016 TOTAL	DIFF \$ UNDER/ (OVER)	DIFF % UNDER / (OVER)
<b>SSAF01</b> Food & Drink	16,534	3,802	5,880			9,682	5,744	3,938	12,596	24%
<b>SSAF02</b> Sport & Recreation	375,591	76,991	97,437			174,428	43,077	131,351	244,240	35%
<b>SSAF03</b> Support Clubs	314,843	43,700	41,205			84,905	11,000	73,905	240,938	23%
<b>SSAF06</b> Health & Welfare	297,279	87,312	81,173			168,485	391	168,094	129,185	57%
<b>SSAF09</b> Financial Help	56,544	17,627	1,544			19,171		19,171	37,373	34%
<b>SSAF12</b> Libraries & Reading	21,178	10,892	2,470			13,365	10,807	2,558	18,620	12%
<b>SSAF13</b> Artistic Activity	17,715	2,648	2,282			4,930		4,930	12,785	28%
<b>SSAF14</b> Media Support	217,466	76,000	55,895			131,895	3,700	128,195	89,271	59%
<b>SSAF15</b> Study Skills	253,314	44,557	48,907			93,464	12,000	81,464	171,850	32%
<b>SSAF17</b> Student Advocacy	190,712	54,905	54,781			109,686		109,686	81,026	58%
<b>SSAF187</b> Orientation Support	116,237	52,919	2,953			55,871		55,871	60,366	48%
<b>SSAF19</b> Overseas Students	22,588	4,309	3,059			7,368		7,368	15,220	33%
<b>TOTAL</b> Reconcile to P&L Direct + Indirect	1,900,000	475,665	397,585			873,250	86,719	786,531	1,113,470	

# 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	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	21		14	7	5
Food vouchers					
Study supplies					23
Emergency loan	7		3	4	3
Ad-Hoc / Finance issues	4		3	1	2
			<b>20</b>	<b>12</b>	<b>33</b>
<b>Appeals:</b>					
Result Appeal	17		6	11	
Unit Failure					
Exclusion appeal	3		2	1	
Withdrawal / Extension	2			2	3
Misconduct / Other	2			2	
			<b>8</b>	<b>16</b>	<b>3</b>
<b>Welfare &amp; Education:</b>					
Grievances / complaints	1			1	3
Equity & Diversity		1		1	3

# OPERATIONAL ACTIVITIES

Support Type	Student Assist	External Referral	GSA & Guild Office		
			C Dinse JO & ML	J Jansen JO & ML	D Webster BUN
			Number of students assisted		
Equal Opportunity					
Sexual harassment					
Anxiety / Stress	2	4	2	4	4
Health / wellbeing	1		1		2
Academic / study concerns	54		22	32	2
Course / exam extensions	5		3	2	1
Scholarships					3
			<b>28</b>	<b>36</b>	<b>18</b>
<b>Other Support / Queries:</b>					
Centrelink / Medicare	4		4		3
Course Fees		5	2	3	
Accommodation / Housing		2		2	3
Legal		2		2	
Visas / immigration					
Support / Reference letters	3		3		
Careers / Employment		2		2	2
Clubs / Activities / General	9		5	4	15
Second Hand Books	17		7	10	4
Guild membership	76		37	39	8+
Child Support					1
Volunteering	3		3		4
			<b>61</b>	<b>62</b>	<b>40</b>

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

Associated Meetings	GSA		
	C Dinse	J Jansen	D Webster
	Number of meetings		
Department of Education Services WA		0	
Equal Opportunities Commission WA		0	
Student Appeals Committee (SAC)		2	
Guild Staff/GSA meetings	2	5	3
General University meetings as GSA	1	1	8
Vice Chancellor's Student Advisory Forum		0	
	<b>3</b>	<b>8</b>	<b>11</b>

## ACHIEVEMENTS / HIGHLIGHTS

Item	GSA		
	C Dinse	J Jansen	D Webster
Developed factsheets on Assessment Appeals and Status Appeals for students. These factsheets provide a clear guide to the University appeals process and a template they can use to develop a strong appeal letter. They are available to students at face to face appointments and on the Guild website.		X	
6 April - Dining with the Guild event was very successful with 44 people attending. The Epicure is the TAFE Training Restaurant.			X
17 May - Australia's Biggest Morning Tea is a very worthy charity which we raise money by holding a morning tea for a gold coin donation.			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
<b>Squad Party</b> The End of Semester Squad Party was held on the 27 <sup>th</sup> of May 2016, running from 7pm – Midnight. The purpose of the event was to allow students to celebrate the end of the university semester in a social environment, with alcohol, music, food and other entertainment. The headline entertainment for the evening was Mashd-N-Kutcher, a well-known Australian DJ duo that were flown over from Queensland. This was an exclusive Perth show as part of their Australian Tour, this also gave ECU students the ability to see the act, without having to pay the usual high entry fee for other events at which the act has played. The event was our largest yet in regards to tickets sold, with just over 800 being sold, and roughly 750 punters through the door. There were no incident reports or complaints raised following the event and all stakeholders involved were pleased with the events setup, duration and pack down.	X		
<b>End of Exam Party</b> The End of Exams Sundowner was held on the 17 <sup>th</sup> of June running from the late afternoon until midnight. The event provided a relaxed social environment where students could come socialize, drink and celebrate finishing their exams. The event was free entry and open to	X		

# OPERATIONAL ACTIVITIES

all ECU students and staff. In the afternoon live music was provided by WAAPA students and then after sunset DJs played inside the tavern. The event offered both low and high energy spaces and allowed students to unwind comfortably or dance and celebrate following exams. The Student Guild's Fit Club ran a sausage sizzle fundraiser on the balcony and other activities such as a photo printing booth were present. The event attracted several hundred students throughout the afternoon and evening and there were no incident reports.

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## 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
4 <sup>th</sup> April	Krispy Crème's Study Snack			X		1		35 (+-)
5 <sup>th</sup> April	ECU Women's Community		X			1		Equip/O
6 <sup>th</sup> April	ECU International Tokyo City		X			1	2	150
6 <sup>th</sup> April	Dining with the Guild			X		1		44 (+-)
7 <sup>th</sup> April	Nurses Midwifery BBQ	X				1		Equip/O
19 <sup>th</sup> April	Engineers Without Borders Pancakes	X				1		Equip/O
19 <sup>th</sup> April	Annual General Meeting + BBQ	X				1	8	100
20 <sup>th</sup> April	Equity BBQ	X				1	2	Equip/O
21 <sup>st</sup> April	Boomerang BBQ		X			1		Equip/O
25 <sup>th</sup> April	Anzac Day Morning Tea			X		1		30 (+-)
26 <sup>th</sup> April	ECU Women's Community	X				1		Equip/O
29 <sup>th</sup> April	ECU Buddhist Youth Club Movie Screening		X			1		Equip/O
		Campus				Event Support		

## OPERATIONAL ACTIVITIES

[illegible]



# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

	CAMPUS	
	JO & ML	BUN
Health & Wellness		1
University Staff & Committees	6	3
SW Campus Activities Group		
Guild Network Community Group		
Bunbury Student Activities		3
ECU Sport Committees		
Guild Clubs & Committees	2	2
Network & Community		1
Student Connect Activities		2
Student Villages		
Tavern Events Management		
Guild Staff meetings	2	3

# 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	<p>Total advertising revenue for the first half the year was \$4,585.25 - of which \$2,160.25 was raised in this reporting quarter.</p> <p>Dircksey had its first ever ad booking from a Guild discount program partner (Joondalup Rock Climbing). Both Uni-bank and the Health Department made follow-up bookings in this period.</p> <p>The third and fourth editions of Dircksey were successfully published and distributed on campus and online.</p> <p>The publication dates for the second semester editions were changed without adverse impact on production or pre-existing ad bookings.</p> <p>Assisted with proof reading of edition three, which included annotation.</p>
Dircksey Editorship	<p>Continued to mentor the Dircksey Editor. This included providing advice on dealing with conflict and managing section editors, creating cost benefit comparisons, consulting on changing</p>

# OPERATIONAL ACTIVITIES

	production deadlines, and explaining how to organise legal public competitions.
<b>Guild Website / Newsletter</b>	<p>The correct links to the Study Supplies Grant were added to the Student Assist page on the Guild website in time for students to begin applying.</p> <p>The second Guild Monthly Newsletter was sent on 15/06/2016. Sent: 12,519 Accepted: 12,519 Viewed: 2,827 Engaged: 496</p> <p>Subjects covered included: The Guild 'Breakfast Club' program, Dircksey submission deadlines, promotion of the second hand bookshop, promotion of appeals assistance, promotion new discount partners, information on a new safe space available at Joondalup, O-Day details, and promotion of the Guild Ball and the volunteering program.</p> <p>Added Alt-text to the Guild Monthly Newsletter to improve disability accessibility.</p>
<b>Membership Activities</b>	<p>Requests for memberships packs from the communications office followed the normal rate of decline over this period as the majority of students collect their packs in March-April.</p> <p>Five member packs were mailed to external students.</p> <p>In the June staff meeting it was agreed in discussion with the Activities Assistant that a complete stock take of membership pack materials would be completed before the mid July deadline to begin packing bags for semester two distribution.</p> <p>Added Studds and Memory Box to the Guild discount program.</p>
<b>General Administration</b>	<p>Provided monthly publishing tallies to Ricoh as requested.</p> <p>Collected office delivery receipts when possible and provided these to the Finance Officer.</p> <p>Collected milk and other kitchen supplies as necessary.</p>

# OPERATIONAL ACTIVITIES

	<p>Provided front line reception to phone enquiries and walk-ins. Also responded to the bulk of the general enquiries submitted via the Guild website or forwarded from ECU.</p> <p>Responded to a dozen enquiries over the reporting period from potential advertisers.</p> <p>Created Google business Listings for each campus outlet.</p>
<b>Professional Development</b>	Participated in online design training on TrainSimple
<b>Other</b>	

## ADVERTISING / SPONSORSHIP ACTIVITY

CONTACT / BUSINESS NAME	ADVERTISING	SPONSORSHIP	SECURED	AMOUNT
UniBank	X		X	\$1,030
Joondalup Rock Climbing	X		X	\$480.25
Health Department	x		X	\$650
				<b>\$2,160.25</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

### Stock take

Opening Stock: 1 January 2016

Closing Stock: 31 March 2016

Book Count	Book Value (net)
151	6573.50
161	6871.50

### Transactions

#### Book Buy Backs

Number of transactions

Number of books

Buy back value

	Campus		
	JO	ML	BUN
Number of transactions	107	-	-
Number of books	161	-	-
Buy back value	6714.50	-	-

#### Book Sales

Total number of transactions

Number of books

Sales value

Cash sales

PayPal sales

	JO	ML	BUN
Total number of transactions	117	-	-
Number of books	146	-	-
Sales value	8005.00	-	-
Cash sales	2660.00	-	-
PayPal sales	5345.00	-	-

# 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>Finance best practices continue to grow with further enhancements being made to Xero to facilitate more user friendly reporting. Having prepared a functional queries list, a specialist Xero administrator was contracted to conduct a one-on-one training course with finance staff, which proved to be money well spent and resolved all issues that had been experienced in transitioning to the Xero system from MYOB.</p> <p>The next phase in development will be to test a range of reporting profiles, fine-tuned to deliver straightforward representations of budget to expenditure reports for Department Vice Presidents to track their individual budgets.</p> <p>The Guild will undertake a comprehensive review of the Budget for the 1<sup>st</sup> half of the year as soon as the June – end of financial year figures are completed. With a far more detailed budget having adopted for the 2016 year the review is expected to deliver a very accurate picture, and measure, of our finances in response to the significant changes introduced.</p> <p>Plans to move the Guild's accounts to ANZ were cancelled in June following what can only be described as five months of gross incompetence on the part of ANZ small business. Our accounts are now being moved to, in whole, to Bendigo bank.</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 last major hurdle in our IT infrastructure upgrade has been completed i.e. bringing the Bunbury Guild Office onto our network. Despite a few 'Telstra' hiccups the office is now up and running and, for the first time, directly linked to the Guilds servers over our independent network. This has been achieved by utilising a Virtual Machine environment for our staff member in Bunbury to maximise connection speeds.</p>

# OPERATIONAL ACTIVITIES

		<p>Training is continuing, and will do for the foreseeable future and the new infrastructure has been openly embraced by senate and staff.</p> <p>A mandatory upgrade from Microsoft Exchange Server 2013 to the new 2016 version is planned for mid-July.</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>Ever competing and changing priorities continue to make this a naturally ongoing process but headway is being made with a full constitutional review underway and, in conjunction with this, a full re-write of the Guild's standing orders has been completed and is ready for review by the senate.</p> <p>A number of 'priority procedures are now in use for key areas such as cash flow management and various IT processes, namely shared mailbox management and web mail access.</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>Full procedures / templates have been completed and implemented to ensure this critical reporting cycle is met with a consistent and more timely approach and has been utilized for the production of this quarterly report.</p>
<b>Change Management</b>	<p>Recruit a replacement GSA officer</p>	<p>There has been no staff movement in the second quarter.</p>
<b>Records Management</b>	<p>Meet governance obligations.</p>	<p>The next phase of the IT infrastructure project will totally focus on bringing the Guild's EDRMS,</p>

# OPERATIONAL ACTIVITIES

	Minimise user overhead; maximise functionality and reporting capability.	Knowledgeonecorp RecFind, on-line and moving it through full configuration and user testing stages before going live in a production environment late this year.
<b>Bookshop</b>	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.	The bookshop continues to be well supported by the student body with a large number of buy-backs during the quarter. We are also exploring the use of Shopify, our online bookshop, to promote and sell other Guild merchandise, namely branded clothing.



# 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

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