

Edith Cowan University (ECU) Student Guild

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FEES ALLOCATION DEED REPORT

3RD QUARTER 2017

This report is submitted in accordance with Guild reporting obligations and, as such, aligns third 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

Australian Human Rights Commission Report

The Australian Human Rights Commission (AHRC) Report on sexual assault and harassment on campus was released on the 1st of August. It contained detailed statistics on the prevalence of harassment and assault inflicted on students while on campus and travelling to and from campus. This was an important report as it highlighted what has been an ongoing problem faced by students. The response from the University has been positive; they are genuinely concerned about the welfare of students and have made many policy changes in the lead up to the report and since the report has been released. They also formed an advisory board that will take the recommendations from the (AHRC), decide on a plan of action and give a report to the Vice-Chancellor to act upon. While these changes have been good to see, the University appears to be hesitant to do some of the more drastic changes, or changes that aren't currently being done by other universities. One of the main things I have pushed is mandatory consent training being put into the induction workshops for new students, but this has been knocked back. On the Guild's side of responding to the report, we have improved the safety of our parties and events by introducing sealed cups, having a responsible officer that addresses any concerns patrons bring forward at the event, and increasing the amount of security staff we have present. We also had training for our staff and senators from the Sexual Assault Resource Centre (SARC), which was to prepare them to deal with being disclosed to by survivors of assault or harassment. It prepared them strategies on how to deal with the immediate situation and then what referrals to make – this training was kindly paid for by the University.

Guild Student Assist Officers (GSA's)

The GSA's have had a very busy second semester. They were fully booked out for weeks after the exam results came up with appeals, this was a very good sign as it meant many students were aware of the service and trusting the GSA's to professionally handle their case. They also took a more hands on role, creating many events of their own and showing off their services at other events such as Guild day. The result of this is that even more students will be aware of the GSA's and even more students will trust them to handle their potential appeals in future.

Events

At the end of September, we held our Oktoberfest@ECU event. The Oktoberfest is a unique event compared to the other parties as it begins during the day, runs longer than our other parties and has a relaxed vibe with patrons mostly sitting rather than standing up and dancing. This was also the first Guild party that a substantial number of ECU staff were invited to, unfortunately the weather put off most staff but those that did come said they enjoyed it and student/staff events are something we plan on pursuing in future.

Meeting Hon. Sue Ellery MLC, State Minister for Education and Training

Along with the other WA Guild Presidents, I met with Sue Ellery to discuss the current SSAF arrangement in the context of legislation changes. This was a valuable opportunity to voice our issues in relation to SSAF reporting and budgetary requirements. While not a lot of substance came out of this meeting, it was a good sign that Sue was interested in hearing the concerns of Guilds. She committed to working more closely with us in the future which was a good outcome.

Sam Martyn
President

CEO Report

Overview

The September quarter commenced with the Guild moving forward with structure and collaboration, in the best interests of members, returning to normality under President Sam Martyn's decisive leadership and direction.

The quarter saw significant activity planned and executed by all student representative departments and the relevant Vice-Presidents. The resulting events and activities were heavily promoted with a high degree of member support realised. Lines of communication between Senate and operations were fully reestablished with a noticeable level of cohesion.

HR

Having been stalled for several months due to circumstances reported in the first two (2) quarterly reports for this year, the process of reviewing and developing a new Guild staff Enterprise Agreement (EA) commenced in earnest and continued throughout the September quarter.

Management, in the interests of open negotiation and with the benefit of such a small workforce, facilitated regular scheduled and structured meetings. All staff participated in these meetings with the sole purpose of formulating a new EA and log of claims; all requirements prescribed under Fair Work and the current EA were met throughout this exercise. The proposed draft, approved by majority of staff is due for completion toward the end of October.

Infrastructure

Mt Lawley renovations

Following approval from ECU leasing, the Guild's Mt Lawley offices in Building 12 received a well needed renovation in the form of full internal painting. The results have been well received by members and staff alike with the office area being more 'bright' and vibrant. The addition of some new furniture for the student lounge area and new internal signage and fittings has really lifted what was a very worn out unwelcoming environment.

Website and Social Media Platform

After several months of extensive development and testing (and frustrating technical delays courtesy of poor communication protocols by Microsoft) the Guild's new WordPress Website was officially launched on Monday 11 September 2017. The dedication, work ethic and patience of our Marketing and Promotions Officer, Lauren Reed in developing and delivering an exceptional platform, with all the functionality sought in the brief, is commendable.

Associated improvements and comprehensive integration with the Guild's Social Media platforms were also implemented.

Finance

The Guild received its second SSAF installments during the quarter.

Initial preparations for the 2018 budget commenced during the quarter and formal meetings are planned for the final quarter with the intention of having a 'draft' budget ready for the commencement of the 2018 Senate term due to commence on 1 December 2017.

Customised report development, within the Xero system continues.

CEO REPORT

Governance

In response to a range of recommendations from the 2016 Election Tribunal and matters of conduct resulting from those elections, the Guild fully re-drafted the ECU Student Guild Election Procedures (regulations) with the intention of removing ambiguity, introducing new condition, particularly in relation to eligibility and misconduct; as well as, accommodating the recommendations submitted by the Election Tribunal.

The Guild, with able assistance from ECU Governance Services, also drafted associated amendments to the ECU Rules – Student Guild.

Primarily due to the disruption caused by an element of the Senate (as previously reported) there was insufficient time for the changes (which require Council approval) to be reviewed in full and progress through the committee system before the call for the 2017 General Elections. Consequently, a supplemental submission was made at the suggestion of the University to try and get key elements approved within the time available.

Integral to the changes was the inclusion of candidate eligibility requirements which the Legislative Committee determined had to be removed otherwise they would not recommend to Council approval of the other changes submitted. The Guild strongly objected to this unwarranted demand as the Guild had met all its legislative requirements and the committee had no grounds under the Act, Statute or Rules to do so.

A request for the justification of the decision was rejected by Legal Services on the grounds that “the University has no obligation to provide the Guild with explanations”, left the Guild with no alternative but to proceed in the interests of having other changes approved. The President wrote to the VC to express his concern that the decision was unjustified, unprofessional and a direct challenge to the Guild’s autonomy.

2017 General Election

Elections for the 2018 Senate term were formally launched on Monday 11 September 2017, by publication of the Election Notice calling for nominations. Mr. Garry Duijckers was appointed as the Returning Officer for the elections.

In accordance with rules and procedures, nominations closed on Friday 29 September 2017. Following eligibility confirmation 41 nominations were accepted for the 12 Senate positions, and seven (7) NUS delegate positions open for election.

Polling is scheduled for Tuesday, Wednesday and Thursday 10, 11 & 12 October 2017.

Brett Callender
CEO

GENERAL SECRETARY REPORT

General Secretary Report

The third quarter of 2017 has seen a significant improvement in comparison to previous quarters this year. The new Senators appointed during the previous quarter made a significantly bigger effort than their predecessors, in particular Stewart Lee, the Vice-President (Academic). Stewart jumped into his new role, contacting neglected academic clubs, and setting the framework for Conference Week, which he decided would not be able to run in Semester 2 of 2017, but would go ahead in 2018.

Election Procedures

The Guild's Election Procedures were completely rewritten, taking into account recommendations from the 2016 Election Tribunal and put to the university with the assistance of Kathryn Clarke from the ECU Governance Services. Unfortunately, the university refused to allow one of the new sections, "Schedule A", to be put to University Council for approval. Their involvement, in a similar fashion to their unwelcome involvement during the Presidency debate during the 4th Quarter of 2016, ensured that the Clauses they did not agree with did not make it to University Council by hindering its natural progression through intervention at the legislative committee stage. This was in direct breach of their authority; the Guild is an independent organisation and it is very concerning that the University continues to involve itself in matters, outside their legislative authority, that should be left to the governing board of the Guild.

ECU Jets

The ECU Jets' winter season was in full swing this quarter. In a stark contrast to their 18-game loss in 2016, the Jets' AFL team finished equal 5th place on the ladder with 7 wins from 16 games, missing a finals spot by percentage. The Jets' netball, touch, and futsal teams did well; with a number of wins by all teams. The Jets' cheerleading team are yet to compete but will be defending their title as Varsity State Champions in October and November. The atmosphere has been very positive and the culture within the student body surrounding the ECU Jets has been growing exponentially.

Guild Day

For the first time in a number of years, the Guild hosted "Guild Day". This event allowed clubs from each of the departments to promote their club and engage with students. We also had a number of activities to interest students and encourage participation in the day; these activities included a mechanical bull, bungee run, and animal farm. Unfortunately, due to issues with finding a suitable venue to host the event in Mount Lawley, we were only able to hold it in Joondalup, however hope to find a suitable remedy this for 2018.

Caitlin Gibbs
General Secretary

VICE PRESIDENT - ACADEMIC REPORT

Vice President – Academic Report

Quarter 3 has seen increased activity from Academic clubs at ECU, particularly during the months of October and November when 4 new academic clubs affiliated with the Guild and applied for funding. Unlike before, there is now at least one academic club per School.

There was also an increase in the amount of SSAF funding used to help students attend conferences and with memberships of industry bodies. While this was not budgeted for, it has been made possible because underspending of some academic clubs allowed for these funds to be redistributed.

During Quarter 3, the Guild ran an academic LinkedIn Workshop with the help of the University's Careers & Leadership department. This was a success and attendees were happy with the event and the professional photographs they had taken.

The Guild has budgeted for tea & coffee stations to be provided throughout the two metro campuses and this project will be completed before the end of November. This aims to increase the services available to student's after-hours, something that has been mentioned to us as lacking on a number of occasions.

Through the Undergraduate Studies Department, the Guild began to ramp up a campaign in support of free higher education; posters and social media templates were created and will be rolled out at the end of November – the time at which the messaging is likely to receive the greatest amount of attention.

The remainder of the month of November will see the Department finalise any funding commitments it has made and I fully expect that, following this, there will still be funds remaining to be deposited into the Guild's reserves.

Stewart Lee
VC - Academic

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.

Equity and Diversity department

- Hosted the Culture and Food fair in conjunction with the International Department;
- Sponsored RUOKDAY? Which was done the Wellbeing Community;
- Held a BBQ for the 'yes campaign' to support marriage equality;
- Facilitated the healthy BBQ at Wellness Expo and Mental Health Care kits which were given out on the Wellness Expo's both at Joondalup and Mount Lawley campuses;
- Facilitated Mindfulness Morning Tea and got puppies in Mental Health Week; and
- Hosted Diwali with ECU Malaysian Club.

ECU Disability collective

- Is facilitating an Accessible Study Space for Study Week before the formal exam period at Mount Lawley and Joondalup

Ethnocultural Collective

- Ethnocultural Collective participated in the Culture and Food fair.

Mature Age Student Network

- Regular events like coffee mornings at Joondalup and Mount Lawley.

Queer Collective

- Facilitated sausage sizzle to encourage people to enroll to vote for marriage equality;
- Made ballot boxes in preparation for the marriage equality postal survey at both campus and placed them at different locations around campus for students to drop off their survey;
- Have set up "Pride Space" at both campuses for the postal survey results; and
- Hosted regular "Queer Beers events" at Joondalup and Mount Lawley.

Woman's Community

- Other regular events like Coffee Mornings and Tav Catch-Up.

Wellbeing Community

- Did a sausage sizzle and other activities on R U OK DAY;
- Free Yoga classes and smoothie;
- Thinking Out of the Box & Vision Workshop

Aqila Burhani

VP – Equity & Diversity

VICE PRESIDENT – SOCIAL COUNCIL REPORT

Vice President – Social Activity Report

The third quarter of 2017 has been extremely successful in terms of engaging students and an increase in activity amongst the Guild clubs. This has resulted in the guild being much more prominent on campus and increasing student's awareness of the guild's events and services.

REWIND

ECU Student Guild Club, ECU Parties & Events, with the support of the Guild, held the start of semester party "Rewind" on campus in Early August. The event hosted an op-shop theme and entertainment was provided in the form of Audio-Visual DJs, where DJs mix both music, and videos together live which are projected on large screens around the event. This was an exciting and successful event, as something like this has never been done at ECU in the past, and was very well received by patrons. The event was held at the ECU Joondalup tavern and attracted over 250 patrons to the event.

GUILD DAY

In August, along with other guild departments, we held their first ever Guild Day, a market/fun day type event where the guild clubs were able to set up a stall and promote themselves to students. The event also featured entertainment including live music, a bucking bull & bungee run and an animal farm as well as a selection of local food trucks. Despite some hurdles during the planning of the event, including a venue change, and rain being forecast for the event day, the event was a huge success, with the weather staying clear and a couple of hundred students passing through the event. We received feedback from clubs that it was one of the most engaging environments they have had with students and resulted in a boost for member sign ups. We also received feedback from ECU students that it was a great on-campus event and the activities such as the animal farm and inflatable rides gave them a much needed study break in-between classes.

OKTOBERFEST@ECU

Returning for its fourth year running, the Guild's annual Oktoberfest event was held in September, taking place at a new venue on the grass lawn at Building 1. The event is based on the annual German festival that celebrates beer and food. For the ECU event we had two large beer hall marquees with long table seating, an outdoor beer garden, a pop-up bar serving authentic German beer as well as a stage featuring live German music + DJs when the sun set. Despite bad weather forecast and strong winds prior to the event, the weather stayed clear, but cold for the duration of the event, allowing us to run the event without any problems. Tickets included a free custom ECU Student Guild beer stein on entry. It was obvious the bad weather did defer some patrons on the night with over 400 tickets sold, but only 300 attending the event. This was also the first event where we offered a set amount of free tickets to the ECU staff, which allowed them to knock off and come down and enjoy the event after work. This was an extremely successful initiative and allowed students and staff to interact and created a better sense of the ECU community at the event. Due to staff receiving free tickets, they did not receive the complimentary stein and were required to enter the event before 6pm. Overall, despite the weather deferring roughly 25+% of the patrons, the event was a success and was enjoyed by the students and staff that attended.

Jason Duffin
VP – Social Activity

Financial Controller Report

It has been an uneventful quarter for finance at the guild, as activities and events commenced for Semester 2. Senate and operations staff have been working well together to engage with the student body in various areas including Jets Sports, Social Activities, Wellbeing and GAS Support events as well as Semester 2 Orientation Day and Guild Day.

Finance has undertaken a mid-year budget review to identify any areas of concern, with only minor issues of concern arising. Some areas were identified as being under-utilised and efforts have since been made to ensure these are improved by year end, such as the International department for which events which have since been held, including Visa information talk and International Food Festival.

The Guild has appointed new Auditors for 2017, 2018 & 2019 being RSM Bird Cameron, after recommendations to Senate following the quotation process and approval by ECU. We have had preliminary planning discussions with the audit manager as to the timing and requirements for 2017 audit.

Finance staff attended training in the form of an NTAA 2017 Tax Time update and an HR update for employee, payroll and related issues, to maintain CPD hours for professional qualifications.

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		
			J Williams JO & ML	C Terhorst JO & ML	J Healey BUN
			Number of support instances		
Financial assistance:					
General enquiry			2	9	3
Food vouchers			2	4	3
Study supplies			1	86	35
Emergency loan			2	2	-
Ad-Hoc / Finance issues			5	8	1
			12	109	42
Appeals:					
Result Appeal			23	72	3
Unit Failure			23	78	1
Exclusion appeal			38	61	1
Withdrawal / Extension			9	41	-
Misconduct / Other			12	16	-
			105	268	5
Welfare & Education:					
Grievances / complaints			13	7	3
Equity & Diversity			7	2	1
			20	9	4

OPERATIONAL ACTIVITIES

			GSA & Guild Office		
			J Williams	C Terhorst	J Healey
			JO & ML	JO & ML	BUN
Support Type	Student Assist	Referral	Number of support instances		
Equal Opportunity			9	0	-
Sexual harassment			1	3	-
Anxiety / Stress			22	58	6
Health / wellbeing			16	11	-
Academic / study concerns			17	42	7
Course / exam extensions			3	3	-
Scholarships			0	0	-
			68	117	17
Other Support / Queries:					
Centrelink / Medicare			0	7	1
Course Fees			1	12	-
Accommodation / Housing			1	2	1
Legal			3	1	-
Visas / immigration			18	21	-
Support / Reference letters			21	0	-
Careers / Employment			3	2	2
Clubs / Activities / General			21	15	5
Second Hand Books			6	5	2
Guild membership			10	16	4
Child Support			0	2	-
Volunteering			2	18	-
			86	101	15

OPERATIONAL ACTIVITIES

RELATED MEETINGS

Associated Meetings			
	J Williams	C Terhorst	J Healey
Department of Education Services WA	2	-	-
Equal Opportunities Commission WA	0	-	-
Student Appeals Committee (SAC)	5	14	-
Guild Staff/GSA meetings	10	3	3
General University meetings as GSA	8	2	3
Vice Chancellor's Student Advisory Forum	0	1	1
	25	20	7

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 name	Campus		
	JO	ML	BUN
Octoberfest	300		

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		
		ML	BU N	EX T	Staff	Sen ate	Attendees
7 th July	ECU Jets Quiz Night				1	4	80
15 th July	POWA LAN Event				1		Equip/O
21 st July	Edith Cowan College Graduation				1		ECU/Equip
23 rd July	ECU Open Day				1	4	Equip/O
24 th July	ECU Orientation Semester2				4	6	300
26 th July	ECU Orientation Semester 2		X		2	2	100

OPERATIONAL ACTIVITIES

27 th July	ECU Orientation Semester 2	X		4	6	300
29 th July	Nursing & Midwifery Pilates			1		Equip/O
31 st July	Equity Soup Day			1	2	100 cups
1 st August	Equity Soup Day	X		1	2	100 cups
2 nd August	Women In Engineering			1		Equip/O
2 nd August	Education Careers Fair	X		4		400
4 th August	CASSA Meeting			1		Equip/O
9 th August	Digi Week			2		Equip/O
10 th August	Digi Wk: eSports Games			1		Equip/O
11 th August	Tokyo City Welcome	X		3		175
11 th August	ECU International - Science			1		20
11 th August	CASSA: Beer + Nuts			1		Equip/O
14 th August	GSA Soup Day			2		100 cups
14 th August	GSA Tax Seminar	X		2		30
15 th August	Guild Day!			5		FT/Only
16 th August	School of Science			1		ECU/Equip
16 th August	Learning Abroad Fair	X		3		150
17 th August	Nurses & Midwifery BBQ			1		Equip/O
17 th August	Teach Learn Grow BBQ	X		1		Equip/O
18 th August	Queer Collective BBQ	X		1		Equip/O
21 st August	Nursing – Nepal BBQ			1		Equip/O
21 st August	Speech Pathology			1		ECU/Equip
23 rd August	Guild Day / GSA Soup Day	X		3	2	100 cups
24 th August	Enrol To Vote BBQ	X		1	3	Equip/O
24 th August	On Track!	X		2	2	FT/Only
25 th August	Wear It Purple			1	2	Equip/O
29 th August	Nurses – India BBQ			1		Equip/O
30 th August	International BBQ			2	1	150
31 st August	Nurses – Cambodia BBQ			1		Equip/O
4 th September	Nurses – South Africa			1		Equip/O
5 th September	Youth Movement			1		Equip/O
6 th September	Marriage Equality BBQ			1	2	Equip/O
11 th September	GSA Soup Day			2		100 cups
12 th September	Bhutanese BBQ			3		170
12 th September	Socialist Alternative BBQ	X		1	1	Equip/O
13 th September	Edith Cowan College BBQ			1		ECU/Equip
14 th September	RU OK! Day	X		3		FT/Only
18 th September	Research Week			1		ECU/Equip
18 th September	Urbi Bicycles Launch			3		FT/Only
19 th September	Nurses Graduation BBQ			1		Equip/O
21 st September	School of Business & Law			4		250
22 nd September	Octoberfest			2	4	300
29 th September	Chinese Students Social Association			1		Equip/O

OPERATIONAL ACTIVITIES

RELATED MEETINGS

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

OPERATIONAL ACTIVITIES

MARKETING AND PROMOTIONS

Overview

The ECU Student Guild's marketing activities in Q3 were focused on increasing the Guild's reach and visibility across the student body through online and on-campus platforms.

Signage and Branding.

Q3 welcomed the addition of static signage on the Guild windows to promote the core Guild services (Student Assist, Bookshop, Clubs and Events) plus smaller notices from clubs about events and activities. Sturdy signage boards were also purchased to promote Guild events around all three campuses in populated areas and the Guild was granted access to the Ooh media signage on the Mount Lawley and Joondalup campus to promote particular events. The addition of signage is part of an overall strategy to increase the Guild's visibility on campus.

Website Launch.

The new website was launched in late August including the new Guild home site (ecuguild.org.au) and a dedicated club's website (clubs.ecuguild.org.au). The new website means better customization for pages and plug-ins, including a comprehensive events calendar that can draw from external event sources (Facebook, ical, excel), additional functionality to import Facebook feed from club pages to keep content fresh and an easier navigational experience.

The dedicated club's website makes it easier for students to join Guild affiliated clubs and for clubs to sign up new members. [Clubs.ecuguild.org.au](http://clubs.ecuguild.org.au) has 31 clubs listed and since its launch in August has received over 110 new join-a-club requests.

Google analytics has been used to track visits and develop new benchmarks for the Guild and Club website. Q3 saw 2,926 (3,479 total) unique users to the Guild home site and 830 unique users (1,064 total) to the Club site.

Social Media and Promotions.

The Guild social media is going strong with a 6% increase in audience on the quarter and 19% increase YTD. Through partnering with local organization's such as Events Cinema, Scitech and Buzz Marketing, the Guild has given away over \$6,700 worth of tickets and merchandise to ECU Guild members via social media and on site events. The most popular promotions are free movie tickets and premier screenings offered by Roadshow and Event Cinemas.

In Q3 the Guild also ramped up its South West activity with new Coordinator Jess Healey working to promote the South West Student Facebook page and partnering with the Rose Hotel to offer ECU Students 10% off.

Newsletter:

The Guild also trialed a new e-newsletter platform in Q3 to replace Mad Mimi. Mailer Lite is a cost effective way of segmenting students without incurring the higher fees from Mail chimp.

Dircksey Advertising

Dircksey, the independent student magazine funded by the ECU Guild secured advertising from Unibank, SEXPO and The Department of Health for a combined \$4,320. Booking regular advertising is still inconsistent however the combined revenue is enough to cover printing for two editions.

Overall the marketing activities of the student Guild in Q3 built on an increase in social media visibility and interaction.

Lauren Reed

Marketing & Promotions Officer

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 July 2017
Closing Stock: 30 September 2017

Book Count	Book Value (net)
417	\$21,576.00
365	\$22,492.50

Transactions

Book Buy Backs

Number of transactions
Number of books
Buy back value

Campus		
JO	ML	BUN
116	-	-
196	-	-
\$8,408.50	-	-
Book Sales		
	ML	BUN
Total number of transactions	200	-
Number of books	248	-
Sales value	\$7,492.00	-

GENERAL OPERATIONAL ADMINISTRATION

OPERATIONAL ACTIVITIES

INITIATIVES / ACTIVITIES		
ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Preparation of the 2018 Budget is underway; this is the main focus for the Financial Controller. The Finance team are still moving forward with further enhancements within the Xero accounting system mainly in relation to Purchase Orders via Xero.
IT Infrastructure review	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).	Guild's new website is now active and looks fantastic. Installation of the new card readers for the Guild's new printers is now complete and all staff, senate & students are setup.
Policy and Procedure	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. New Policies & Procedures created and introduced to
Change Management	Recruit a replacement GSA officer.	A number of casual contracts have been in place to cover staff whilst on leave throughout this quarter.
HR Records	Meet governance obligations. Minimise user overhead; maximize functionality and reporting capability.	Ongoing Work Cover claims for CEO, Brett Callender & Financial Controller, Melissa Johnston. Draft Enterprise Agreement has been submitted to the Guild CEO for the next stage. Relocation of Finance & HR into one office for confidentiality & security of documents.
Governance	Maintain and adhere to all overarching governance documentation including statute, rules and the constitution.	2018 Election announced and completed. With the following elected Students: President – Stuart Lee General Secretary – Greg Warren VP Academic - Sarah Cavanaugh VP Equity & Diversity – Vesh Arumugam VP Social Activity – Caitlin Gibbs Environmental Sustainability Officer – Harrison Gray Postgraduate Officer – Peter Kihui International Officer – Shariq Ahmed South West Officer – Rebecca Joyce

OPERATIONAL ACTIVITIES

	General Senator – Faizan Akram
	General Senator – Modjadji Mokoto
	General Senator – Abhishek Mehta

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

SOCIAL CLUBS:	
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	EDUCATION CLUBS:
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 Women's Community

STUDENT GUILD CONTACT INFORMATION

Student Guild Contact Information

SAMUEL MARTYN PRESIDENT	BRETT CALLENDER CEO	MELISSA JOHNSON FINANCIAL CONTROLLER
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Edith Cowan University (ECU) Student Guild
Building 34 ECU Joondalup Campus
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APPENDIX 1

KPI Quarterly Financial Report

Edith Cowan University Student Guild

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3	Statement of Financial Position
4	Income & Expenditure Statement
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Statement of Financial Position

Edith Cowan University Student Guild

As at 30 September 2017

	NOTES	30 SEP 2017	30 SEP 2016
Assets			
Current Assets			
Bank accounts	2	1,286,105	1,121,459
Receivables & Accruals	3	9,491	9,942
Inventory	4	22,492	18,676
Prepayments	5	10,344	48,919
Other Current Assets	6	-	5,725
Total Current Assets		1,328,432	1,204,721
Non-Current Assets			
Property, plant and equipment	7	64,555	74,157
Intangibles	8	13,097	19,587
Investment Reserves	9	797,064	776,195
Total Non-Current Assets		874,717	869,938
Total Assets		2,203,149	2,074,659
Liabilities			
Current Liabilities			
GST		60,042	43,671
Creditors & accruals	10	77,097	113,874
Employee provisions	11	134,970	116,510
Total Current Liabilities		272,109	274,055
Total Liabilities		272,109	274,055
Net Assets		1,931,040	1,800,604
Equity			
Retained Earnings		1,931,040	1,800,604
Total Equity		1,931,040	1,800,604

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 9 months ended 30 September 2017

	JAN-SEP 2017	JAN-SEP 2016
Income		
SSAF Funding	1,425,000	1,425,000
Other Revenue	130,179	121,746
Total Income	1,555,179	1,546,746
Direct Costs		
Student Support Program Costs	368,165	397,027
Bookshop Costs	5,890	8,903
Live Acts, DJs & Karaoke Hire (OD2)	673	-
Total Direct Costs	374,728	405,929
Gross Profit	1,180,451	1,140,816
Indirect Costs		
Administrative Overheads	71,779	53,458
Depreciation	43,719	32,571
Infrastructure Overheads	89,995	128,657
Salaries & Wages	640,752	664,608
Salary On-Costs	106,139	106,065
Interest & Investment Costs	3,895	3,592
Records Project	-	7,000
Total Indirect Costs	956,279	995,952
Profit/(Loss)	224,172	144,864

Statement of Cash Flows

Edith Cowan University Student Guild For the 9 months ended 30 September 2017

	JAN-SEP 2017	JAN-SEP 2016
Cash flows from Operating Activities		
Receipts from grants	2,090,000	1,567,522
Receipts from customers	116,967	98,005
Payments to suppliers and employees	(1,353,314)	(1,277,139)
Total Cash flows from Operating Activities	853,653	388,388
Cash flows from Investing Activities		
Proceeds from sales of property, plant and equipment	520	135
Dividends received	27,391	24,274
Interest received	9,253	12,122
Interest Paid	(20)	(11)
Payment for property, plant and equipment	(11,640)	(35,320)
Increase in investments	(23,515)	(198,371)
Total Cash flows from Investing Activities	1,988	(197,170)
Net increase/(decrease) in cash held	855,642	191,218
Cash Balances		
Opening cash balance	441,655	911,547
Closing cash balance	1,297,297	1,102,764
Movement in cash	855,642	191,218

Notes to the Financial Statements

Edith Cowan University Student Guild

For the 9 months ended 30 September 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.

j. 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.

k. 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.

l. 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 the Statement of Income and Expenditure.

m. 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.

n. 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-SEP 2017	JAN-SEP 2016
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	1,294,392	1,099,355
Other Cash Items	2,905	3,410
Total Cash Balances	1,297,297	1,102,764
Credit Cards	(11,192)	(17,119)
BankWest - TD	-	35,814
Total Cash & Cash Equivalents	1,286,105	1,121,459

	JAN-SEP 2017	JAN-SEP 2016
3. Receivables		
Receivables		
Accounts Receivable	6,685	10,313
Other Debtors - Student Loans	6,925	-
Less: Provision for Doubtful Debts	(5,217)	(1,297)
Other Emergency Loans	-	(140)
Accrued Income	1,098	1,066
Total Receivables	9,491	9,942
Total Receivables	9,491	9,942

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

	JAN-SEP 2017	JAN-SEP 2016
4. Inventory		
Inventories		
Stock on Hand - Books	22,492	16,649
Stock on Hand - other merchandise	-	2,027
Total Inventories	22,492	18,676
Total Inventory	22,492	18,676
	JAN-SEP 2017	JAN-SEP 2016

5. Prepayments

Prepayments - Other	9,690	47,168
Prepayments - Insurance	654	1,751
Total Prepayments	10,344	48,919
	JAN-SEP 2017	JAN-SEP 2016

6. Other Current Assets

Other Emergency Loans	-	(140)
Bonds	-	5,725
Total Other Current Assets	-	5,585
	JAN-SEP 2017	JAN-SEP 2016

7. Property Plant and Equipment

Plant and Equipment		
Plant and equipment at cost		
Plant and equipment (Low Value Pool) at cost		
Low Value Assets (\$300-\$1000) - at cost	12,595	2,529
Low Value Assets - acc dep	(8,340)	(2,529)
Total Plant and equipment (Low Value Pool) at cost	4,255	-
Plant and equipment (ML) at cost		
P & E - ML - at cost	48,744	40,574
P & E - ML - acc dep	(35,055)	(24,626)
Total Plant and equipment (ML) at cost	13,689	15,948
Plant and equipment (BU) at cost		
P & E - BU - at cost	10,598	6,921
P & E - BU - acc dep	(9,501)	(5,356)
Total Plant and equipment (BU) at cost	1,098	1,565
Plant and equipment (JO) at cost		
P & E - JO - at cost	122,495	105,303
P & E - JO - acc dep	(76,982)	(48,661)
Total Plant and equipment (JO) at cost	45,513	56,643
Total Plant and equipment at cost	64,555	74,157
Total Plant and Equipment	64,555	74,157
Total Property Plant and Equipment	64,555	74,157

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

	JAN-SEP 2017	JAN-SEP 2016
8. Intangibles		
Other Intangible Assets		
Software - Recfind	32,469	32,469
Less: Provision for Amortisation	(19,372)	(12,882)
Total Other Intangible Assets	13,097	19,587
Total Intangibles	13,097	19,587
	JAN-SEP 2017	JAN-SEP 2016

9. Investments

Financial assets - Managed Funds		
Plan B/IOOF - Managed Fund - Investment	456,129	433,529
Plan B/IOOF - Managed Fund - Change in Market Value	(33,623)	(31,891)
Total Financial assets - Managed Funds	422,506	401,637
Term deposits		
Bendigo Bank-TD 2014+2015 SSAF	374,558	374,558
Total Term deposits	374,558	374,558
Total Investments	797,064	776,195
	JAN-SEP 2017	JAN-SEP 2016

10. Creditors & Accruals

Current		
Creditors		
Trade Creditors	42,320	48,347
Jets Holding Account	2,464	18,811
Rounding	-	(1)
Suspense	-	240
Total Creditors	44,783	67,397
Payroll		
Other payroll accruals payable	498	148
PAYGW Payable	14,682	19,541
Superannuation Payable	17,133	26,788
Total Payroll	32,313	46,477
Total Current	77,097	113,874
Total Creditors & Accruals	77,097	113,874
	JAN-SEP 2017	JAN-SEP 2016

11. Employee Provisions

Provision for Long Service Leave	39,095	25,714
Provision for Annual Leave	95,875	90,796
Total Employee Provisions	134,970	116,510

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

	JAN-SEP 2017	JAN-SEP 2016
12. Retained Earnings		
Retained Earnings	1,706,868	1,655,740
Current Year Earnings	224,172	144,864
Total Retained Earnings	1,931,040	1,800,604

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

Spending Program by SSAF Category

Edith Cowan University Student Guild

For the 9 months ended 30 September 2017

	JAN-MAR 2017	APR-JUN 2017	JUL-SEP 2017	2017 YTD	2017 SSAF BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Income							
SSAF INCOME	475,000	475,000	475,000	1,425,000	1,900,000	475,000	25
Total Income	475,000	475,000	475,000	1,425,000	1,900,000	475,000	25
Total Income	475,000	475,000	475,000	1,425,000	1,900,000	475,000	25
Expenses							
Direct Costs							
SSAF 01 - Food & Drink	4,046	8,119	5,802	17,967	25,195	7,228	29
SSAF 02 - Sport & Recreation	92,329	134,357	65,998	292,684	463,023	170,339	37
SSAF 03 - Club Admin Support	57,516	57,650	66,716	181,881	317,033	135,152	43
SSAF 06 - Health & Welfare	65,273	62,459	89,960	217,692	333,347	115,655	35
SSAF 09 - Financial Affairs	18,248	13,729	14,696	46,673	62,539	15,866	25
SSAF 12 - Library & Reading Rooms	(1,046)	(10,020)	(2,481)	(13,547)	8,041	21,588	268
SSAF 13 - Aristic Activity	2,319	1,992	3,651	7,962	15,476	7,514	49
SSAF 14 - Student Media	17,907	21,397	22,959	62,263	103,910	41,647	40
SSAF 15 - Study Skills	20,699	20,153	25,163	66,015	132,492	66,477	50
SSAF 17 - Advocacy	53,735	51,031	65,757	170,523	262,276	91,753	35
SSAF 18 - Orientation	59,264	14,202	50,007	123,473	162,156	38,683	24
SSAF 19 - International	2,381	1,577	3,502	7,460	14,512	7,052	49
Total Direct Costs	392,670	376,647	411,730	1,181,046	1,900,000	718,954	38
Total Expenses	392,670	376,647	411,730	1,181,046	1,900,000	718,954	38
SSAF SURPLUS/(DEFICIT)	82,330	98,353	63,270	243,954	-	(243,954)	(13)
Other Income							
Non-SSAF revenue	8,813	6,925	8,218	23,957	-	(23,957)	-
Total Other Income	8,813	6,925	8,218	23,957	-	(23,957)	-
Non-SSAF Expenses							
Interest and finance charges	4	16	-	20	-	(20)	-

Spending Program by SSAF Category

	JAN-MAR 2017	APR-JUN 2017	JUL-SEP 2017	2017 YTD	2017 SSAF BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Depreciation	12,557	15,017	16,145	43,719	-	(43,719)	-
Total Non-SSAF Expenses	12,561	15,033	16,145	43,739	-	(43,739)	-
OPERATING PROFIT/(LOSS)	78,583	90,246	55,343	224,172	-	(224,172)	-