

3rd QUARTER, SEPTEMBER 2018



FEEs ALLOCATION DEED REPORT

Edith Cowan University (ECU) Student Guild



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PRESIDENTS REPORT

No report submitted by the President

Stewart Lee
President

CEO REPORT

No report available as the CEO was placed on Administrative Leave

Brett Callender
CEO

GENERAL SECRETARY REPORT

No report submitted by the General Secretary

Steven Gregory Warren
General Secretary

VP - ACADEMIC REPORT

Similar to the 2nd quarter of 2018, the majority of expenses activity has been a result of financially affiliated club activity including industry networking events and off-site tours to potential employers. Clubs have also invited guest speakers from relevant industries to campus to provide insight into recruitment processes and advice for students entering the early phase of their careers pre and post-graduation. Funds expenditure for these events was attributed to supportive requirements such as external transport hire services, catering and club merchandising to assist with community profile-building. The Guild Academic Department also welcomed back previously affiliated clubs including Enactus ECU and additional performing arts based organisation aimed at building support networks for students based at ECU's Mount Lawley campus.

The Academic Department collaborated with the Guild's Engineering Societies and Ertech and funded a White Card day course at a discounted rate for 50 Engineering students. Students attended the Ertech training headquarters at Tamala Park in Clarkson and were provided theoretical and practical training on a range of construction machinery. A catered lunch was also provided to students and the facilitators. Feedback obtained from attendees indicated that the benefitted greatly from the course and they would recommend it to other students. Ertech facilitators have indicated they are happy to continue this arrangement with ECU in the future, dependent on Guild funding and future VPA approval.

In August, myself and Abhishek Mehta (General Senator) attended the National Student Leadership Forum in Canberra as representatives of ECU and the Guild. This was an overwhelmingly positive experience that enabled us to grow our own leadership styles. The theme of the conference was to ensure that young people formed their own moral and ethical foundations that could not be swayed by environmental factors, thus providing a 'bedrock' for leadership decisions. The conference afforded an excellent opportunity to socialize and learn from other young community leaders from all over Australia in some of our nation's greatest landmarks including the National War Memorial and Parliament House. I hope that ECU continues to send students on this very worthwhile experience in the future, and I remain very grateful for this opportunity.

Unfortunately, I must close this report by again raising my concerns with the way that operational staff matters have been handled by the current Guild Senate. One staff member remains suspended without investigation and the matter has escalated to a legal crisis before the Federal Circuit Court. Other operational staff are being subjected to differing treatment and there seems to exist an accepted culture of nepotism within the ECU Student Guild. The Guild Staff EA Agreement does not appear to have been followed in relation to any of these matters. There seems to exist a lack conformance regarding the declaration of Conflicts of Interest in accordance with the Guild's Code of Conduct.

I have grave concerns about where this may all lead, however, I myself have been subjected to considerable detrimental action by my Senate colleagues for raising these concerns internally. I have also raised concerns with Governance about the SSAF expenditure related to all of the above matters and the lack of financial approval by the Senate nor understanding of the responsibilities inherent in being an elected official under Australian Electoral Commission rules. There seems to exist a perpetual culture of bullying and intimidation in Guild Senates (not just at ECU) that I believe needs to be addressed. It is my view that Guild Senates should operate as any other corporate

team. My concerns with the potential mismanagement of SSAF funding and abuses of elected official power resulted in me attempting to make a Public Interest Disclosure to one of the University's appointed PID officers, however, I was advised that the Student Guild was not covered by the University's PID procedures. The Guild has no internal procedure, awareness or an appointed PID officer to whom disclosures can be made. I believe this needs to be rectified to protect future whistleblowers from persecution.

Instead, there exists an apathy at ECU and an attitude that this is the 'way Guild's are' leading to a dismissal of serious concerns and an acceptance of a workplace culture that supports victimization, bullying and psychosocial harm to Senators. I am the first ECU Senator to lodge a claim for worker's compensation (as my contract is accepted as that of a 'worker') that is currently progressing in accordance with the Worker's Compensation Act. It is regrettable that my health was adversely affected by my workplace to this degree and I had to take this step. I question how someone younger and less experienced may have coped in this situation – if they could cope at all.

Sarah Cavanough

VP - Academic

VP – EQUITY & DIVERSITY REPORT

Equity and Diversity Department (EDD) represents students from marginalised groups across all three ECU campuses. One of the most crucial roles this department plays is to help students in need. They do this by promoting existing Guild services such as Student Assist and many more. On a greater scale, EDD is a great trajectory bringing pivotal issues from the students' community to the respective university bodies. There are seven collectives directly operational under this department. It is led by the Vice President Equity and Diversity. The objective of EDD is to promote equal and rational treatment of students whilst encouraging a healthy and accepting ambience on campus.

Welfare jobs done by the VP:

Attended Senate meetings and followed up on issues raised.

- Attended VC's reconciliation committee meeting 3 – advocated for an equity space in ML
- Held second color festival v.2 due to high demand in semester one
- Held equity meeting – advocated for more collaborative events and better quality events
- Filed and finalised reports for SSAF and equity meetings
- Correspondence on finances and second semester affiliation policy
- Attended and followed up on issues raised at Equity meetings Organised and held Refugee Day to recollect the contribution of Refugee to Australian society.
- Organised and held Multicultural Fest to promote multiculturalism at ECU.
- Organised and held ECU Got Talent to fish out budding talents at ECU.
- Organised and held Diwali Night with other collectives to celebrate one of the largest ethnicity at ECU's vital festival.
- Organised and held Health Day to promote the significance of health. Collaborated with Wellbeing community.
- Organised and held NAIDOC week with this year's theme "Because of her we can".
- Held Colour festival to promote diversity on campus, in this matter, Indian culture. Colour festival is often seen as a fun event but there are really very meaningful cultural elements to it. We brought a key note speaker from Hindi Samaj to explain about what is it all about.
- Chaired Dc meeting. Gathered evidence for investigation. Appointed and held meetings with disciplinary committee members. Sent out notices to referrals. Set the date and time for hearing. Followed up on the penalties.
- Meetings with collectives- Updated and managed their events and finance.
- Finance follow up of collectives with Mel. Collectives and welfare jobs.
- Attended VC's reconciliation committee meeting.
- Found new presidents for Women's community. Worked out events and budget with them.
- Promoted Equity space on website. Worked out ideas, words, pictures with Lauren Reed, Promotions Manager, and put them on the guild website.

- Attended secretariat meetings and followed up on issues raised at the meetings. Voted and dissented issues cohesively compromising to the policies, rationality, and set of belief.
- Held meetings to grant conference business cases. Followed up to make sure the attendees report what they learnt at the conferences back to the respective bodies of students they believe would benefit.
- Advocated for Equity space at Mount Lawley campus at the Equity and Diversity Committee meeting.
- Attended and followed up on VCSAF meetings. No absence.
- Equity and Diversity Committee Meeting. Attended and followed with no absence.

ECU Disability collective

1. COLLECTIVE ADMINISTRATION

We have focused on organising the back-end administration of the Collective so that when new people come through to run it, they can hit the ground running and not have to focus too much on admin. This has been a work in progress and something I have been focusing on in between my health-issues and my studies. When we catch-up, I can show you what we've done if you like, in case other clubs are interested.

2. ADVOCACY

We have corresponded with Collective members about various matters they've experienced while studying at ECU. We've referred them on appropriately to get the support they need, including sending them to Deb Duffy and her new colleague (there are two Equity Officers in ECU now) to get Learning Assessment Plans (LAPs) as well as Student Assist for individual support. The issues we have discovered that may require further action by the Guild, and by Jesse who sits on the Disability Access & Inclusion Sub-Committee are:

- Many lecturers are still not recording their lectures and putting them online for those that cannot attend. This is contrary to what the Vice-Chancellor has been promising for some time. Lecturers' resistance to this has meant students with access issues relating to their health and disability have missed out and have had to rely on very basic PowerPoint slides to remain up to date with their studies which is frustrating.
- Lecturers within the School of Business and Law are apparently still insisting that attendance of tutorials is compulsory for "participation marks". Attendance is not compulsory, and cannot be made compulsory under ECU policy unless it's something like a "lab" and it is an inherent requirement of the unit/course. Participation needs to be either through discussion in tutorials WHEN the student attends, or other appropriate alternatives such as discussions through Blackboard. Even putting "attendance" as a component of participation marks is contrary to ECU's policy and disadvantages students with disabilities.
- Following on from that, a lecturer within the School of Arts & Humanities has allegedly said that if a student cannot attend class then they need to write a 1500-word essay on that week's module as the alternative to attendance for participation. This is not a reasonable adjustment; 1500 is very onerous for each week. A simple Blackboard discussion post would be more appropriate. If this is indeed true, then it is again severely disadvantaging students with disabilities who have access issues. I have experience with this myself in a Journalism unit – it is very unfair.

- The university is apparently very reluctant to have weekly readings transcribed into Braille for vision-impaired and blind students. They only want to do the key readings and unit outlines. They allegedly cite "costs" as an issue for this, but this is what students pay their tuition fees for. Not to mention ECU turns a profit each year from its myriad of activities. Cost isn't the barrier; ECU's lack of priorities is. All materials should be given to the student in the medium that they require to access them in. That is not unreasonable – every student has a human right to education.

3. COLLABORATION

We have been speaking with other Disability Collectives and Departments in the country and learning about their activities and campaigns. We were told that the "accessible study spaces" that we trialed gave them the idea to attempt them too. I think they had more luck than we did, as they're bigger universities with more people in total on-campus. ECU students tend to only come on campus when they absolutely need to. Which makes sense for students with access issues; they're better off studying at home where they have already adapted their environment to how they need. Given we've had no further feedback on the study spaces, we likely won't do them again. Also, some of the resources were stolen from the rooms and paying for them each time is not ideal.

4. EVENTS

We haven't had many events; we have mostly been supporting others' events. We did have one Collective member take the lead with something, which was fantastic. She held a forum regarding a mental illness (Borderline Personality Disorder), and she did all of the ground-work for it and we simply provided the catering. I will upload the receipts for that soon, but it was well-attended and I will reach out to her again to see if she'd be interested in perhaps taking up more of a leadership role in the Collective.

Additionally, we collaborated with other disability organisations and held an event on-campus, relating to the National Disability Insurance Scheme (NDIS) and its roll-out in the North Metropolitan region. We have fronted a lot of the costs as the focus has largely been young people at people at University. ECU Equity also supported the event and promoted it to all students who registered their disability with ECU. This was also useful for students who do not necessarily have a disability themselves, but children with disabilities and they have caring obligations. Informing them about these changes means they will have greater capacity to access support and better succeed in their studies at ECU. The event was a success and we're very happy to have run with it. Hopefully we can do another one like it in Semester 1 2019.

Ethnocultural collective

- Organised Pakistan and India Independence Day
- Collaborated with Equity department for Refugee Day
- Regular meetings and coffee meet ups
- Planned and collaborated with VP Equity for other events

Mature Age Student Network (MASN)

- Joondalup: weekly connection at Cafe 6.
- Bunbury: Launched (by Shirley) with 15 students signing up.
- Mt Lawley: regular catch ups over a coffee.
- Found new committees as the previous ones had to pull out due to enrolment issues
- MASN meetings
- Free lunch as a support network

Wellbeing community

Organised and held R U Ok? Day in a huge scale with a great turnout. We had stress ball pool, food, and helpline cards. We also had a Psychology lecturer to talk about mental health. Well received by students and staff.

Since O'Day the wellbeing community has hosted 8 unwind events. For these we opened up the equity space during Thursday lunchtime for students to come and unwind from university stresses by meeting new people and talking about university life and pressures with friendly faces in a safe environment. These events have been really positive and have gotten more popular each week. This coming week we are finishing our "letters to myself" project. During last year's RUOK Day and Mental health week, we had a "to myself, from myself" box where people were invited to write a letter to themselves or fill out a letter template that we provided them to offer them encouragement during difficult or stressful times, such as through documenting in the letter all the times/things that they previously found challenging, which now don't seem nearly so bad to remind them that things always get better. Students could either take this home with them or put it in an envelope with their address on it and into our post box for us to post to them at a later date. We are posting them over the next week, so students get them as encouragement during this stressful assignment period and before exam time. We are going to start up our weekly yoga sessions again over the next few weeks carrying on into next semester and will have our "Vision board workshop" in the upcoming weeks.

Queer collective

We had Bingay, Queer Beer and collaborated with Women's Community for a quirky conference. This semester we're were lucky enough to be able to get to o-days on all 3 campuses for the first time. We were also present at the metro campus guild days with a record number of sign-ups across guild week. We started a weekly 'pride space's session for LGBTQ students to come and study, play games, chill or ask the committee anything. This is making use of the refurbished equity space. We held some queer beers on each campus in week 3 with a great turn out at Joondalup. By far our biggest achievement this semester has been ECU's first ever pride week. For this we held movie nights, scavenger hunts and t-shirt tie-dyeing events on both metro campuses throughout the week and we capped the week off with ECU's first pride themed party 'Big Gay Out'. Big Gay Out was a great event on the Mt Lawley campus and everyone who went had a great time enjoying the gay themed music from wonderful DJs and an excellent performance from 2 drag queens. That about sums up our semester so far and we look

forward to finishing off the semester strong with IDAHoBiT and a few more queer beers events as well as continuing pride space.

Women's community

We have been running a series of “Coffee & Conversation” events at the Joondalup campus, which have had a great turnout, and equally good feedback. Our first event was themed around teaching internationally, our second event was a high tea event featuring Anne Ally speaking on the importance of intersectionality in feminism, and our third is coming up next week – a collaboration with the Psych Society and Queer Collective – and is a psychoanalysis of the Dick Pic phenomena. NAIDOC week was an important event for us, with the theme this year being “Because of Her We Can”, we were there supporting the events that were being run, with traditional painting available, and a collaborative yarn tree to be worked on together. We also held a movie night earlier in the semester, which was less successful, but a good night by those who attended. Another collaborative event coming up is “Wine About It” at the Tavern, in collaboration with Queer Collective’s “Queer Beers”.

In addition to events, we have been doing some advocacy work behind the scenes, most notably of which was our work with the security team in promoting the use of the Now Force app, and having it included in most if not all course induction programs. Also, wheels are in motion for all bathroom stalls on campus to have stickers on them to help take away the hassle or worry about having to find one to suit your needs. One of the things I am proud of is the pamphlet that we put together that collates a range of resources that may be helpful to those in our community; including doctors, crisis care, family counselling, as well as playgroups and gyms in the area, which have been readily available in the Guild office.

Vesh Arumugam

VP Equity & Diversity

VP – SOCIAL ACTIVITY REPORT

No report submitted by the VP – Social Activity

Caitlin Gibbs

VP Social Activity

FINANCIAL CONTROLLER REPORT

The September quarter has been a continued challenge for operations staff with the ongoing absence of the CEO under an Administration Leave. This has meant there has been challenges with operating without leadership for decision making and direction.

Senate has also experienced internal disputes and turmoil which has resulted in ongoing unresolved issues and significant upheaval for senate and staff alike.

These issues have been challenging for all involved and resulted in the operations of the Guild tending towards a static essential services basis, so as to continue to provide support and services where possible, without impacting students too much. This in itself has proven very difficult with staff resignations over several of the issues leaving operations short staffed, lack of direction and leadership on key projects and decision-making for improvements and operational tasks, as well as staff having to multi-task across various roles and positions and campuses, to try and cover for shortages.

From a financial point of view, the lower level of activity has meant there has been a lower than budgeted expenditure, in most areas of spending. The exclusion to this has been Legal and HR Advice which has been incurred above budget and subject to separate approvals by the senate and Senior Deputy Vice-Chancellor Professor Arshad OMARI, as required under the Fees Allocation Deed 2018. The expenditure will be reviewed at year end to track if budget categories are within required limited, however we anticipate we may be under the 10% limits rather than over in some cases.

Melissa Johnston
Financial Controller

NOTE: See Appendix 1 – Quarterly Financial Report

OPERATIONAL ACTIVITIES – GUILD STUDENT ASSIST

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

		J Williams ML	C Reed JO	D Webster BUN
Support Type	Student Assist Referral			
Financial assistance:				
General enquiry		22	4	4
Food vouchers		3	4	1
Study supplies		38	75	30
Fuel Vouchers		2		
Transport Grants		18		
Emergency loan		22	5	0
Ad-Hoc / Finance issues		3	9	21
		108	97	56
Appeals:				
Result Appeal		80	26	4
Unit Failure		65	1	2
Exclusion appeal		75	30	2
Withdrawal / Extension		51	14	2
Misconduct / Other		20	5	1
		291	76	11
Welfare & Education:				
Grievances / complaints		29	5	4
Equity & Diversity		24	2	0
Equal Opportunity		2		0
Sexual harassment		4	11	0
Anxiety / Stress		57	9	1

Health / wellbeing	26	11	1
Academic / study concerns	42	2	5
Course / exam extensions	28		1
Scholarships	5		1
	217	40	13

Other Support / Queries:

Centrelink / Medicare	3		4
Course Fees	18	8	3
Accommodation / Housing	7	1	1
Legal	3	2	0
Visas / immigration	36	4	0
Support / Reference letters	12	2	0
Careers / Employment	3	2	1
Clubs / Activities / General	16		1
Second Hand Books	6	2	3
Guild membership	15		2
Child Support	2		2
Volunteering	11	1	2
	132	22	20

RELATED MEETINGS

J Williams	C Reed	D Webster
ML	JO	BUN

Associated Meetings

Department of Education Services WA	1		0
Equal Opportunities Commission WA	0		0
Student Appeals Committee (SAC)	5	1	0
Guild Staff/GSA Meetings	0		0
General University Meeting as GSA	15	9	5
Vice Chancellor's Student Advisory Forum	0		0
	21	10	5

OPERATIONAL ACTIVITIES – ACTIVITIES MANAGEMENT

Overview

Activities have 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
Oktoberfest 21 st September 2018	X		

EVENTS REGISTER

Attendees legend:

Equip/O	Affiliated Club event – Guild provided equipment only
ECU/Equip	ECU event - Guild provided equipment only
>number	Guild / Club event – figure represents number catered for
Number (+ -)	Guild / Club event – figure reflects ticket sales and/or door count
FT / Only	Guild / Club event – Foot Traffic attendance count not kept

Date	Event	Campus				Event Support		
		JO	ML	BU	EXT	Staff	Senate	Attend
20 th July	O Day ML		X		4 + 4	-		
25 th July	O Day BU			X	3	-		
25 th July	eSports BBQ	X			1			
26 th July	NAIDOC	FT/Only			1	4		

27 th July	O Day JO	X			4 + 4	-		
31 st July	Student Nursing & Midwifery BBQ	Equip/O			1			
1 st August	International Meet & Greet	FT/Only			2	2		
4 th August	POWA Gaming	Equip/O			1			
7 th August	Student Nursing & Midwifery BBQ	Equip/O			1			
8 th August	Beijing University BBQ	ECU/Equip			1			
8 th August	ECU Nutritional Hub Networking	Equip/O			1			
9 th August	Tokyo City Uni Welcome BBQ	ECU/Equip			1+2			
9 th August	Malaysia Club Meet & Greet	Equip/O			1	3		
10 th August	Education Careers Fair	ECU/Equip			1 + 3			
11 th August	eSports Meet	Equip/O			1			
12 th August	ML Campus Open Day	ECU/Equip			1			
13 th August	Women In Business BBQ	Equip/O			1			
14 th August	School of Science – 2x Marquees	ECU/Equip			1			
14 th August	Student Nursing & Midwifery BBQ	Equip/O			1			
14 th August	Learning Abroad Fair		FT/Only		1 + 2			
15 th August	Women's Community	Equip/O			1 + 1			
15 th August	Indian Independence Day	FT/Only			1 + 1	4		
16 th August	WA Paramedics Society	Equip/O			1			
17 th August	ECU International BBQ	ECU/Equip			1			
20 th August	Speech Pathology BBQ	Equip/O			1			
20 th August	DIGI Week	FT/Only			2 + 1			
21 st August	Student Nursing & Midwifery BBQ	Equip/O			1			
22 nd August	Nursing Fundraiser Cake Stall	Equip/O			1			
24 th August	International Workshop - VISA	45			2			
28 th August	Student Nursing & Midwifery BBQ	Equip/O			1			
29 th August	Women In Engineering Tea & Coffee	Equip/O			1			
31 st August	WAAPA Post-Grad BBQ	FT/Only			1	3		

3 rd Sept	Refugee Day	FT/Only			2/4			
3 rd Sept	Psych Society Movie Night	Equip/O			2			
4 th Sept	Teach Learn Grow Stall	Equip/O			1			
4 th Sept	Teach Learn Grow	Equip/O			1			
4 th Sept	Student Nursing & Midwifery BBQ	Equip/O			1			
5 th Sept	Women's Community	Equip/O			1 + 1			
6 th Sept	Cricket!	FT/Only			2 + 1	4		
6 th Sept	Nurses Fundraiser Cake Stall	Equip/O			1			
7 th Sept	Tavern Quiz Night	Equip/O			1	4		
11 th Sept	Student Nursing & Midwifery BBQ	Equip/O			1			
12 th Sept	Colour Festival	FT/Only			1 + 2	4		
13 th Sept	Wellness Expo		FT/Only		2 + 2			
13 th Sept	RU OK day	FT/Only	FT/Only		2 + 1			
14 th Sept	Black Box Cake Stall		Equip/O		1			
15 th Sept	School of Education - Marquees		ECU/Equip		1			
17 th Sept	Women's Community	Equip/O			1			
17 th Sept	Black Box Cake Stall	Equip/O			1			
18 th Sept	Student Nursing & Midwifery BBQ	Equip/O			1			
20 th Sept	Wellness Expo	FT/Only			2 + 2			
21 st Sept	OKTOBERFEST	FT/Only			1 + 3			
25 th Sept	Oktoberfest Pack-up				1 + 2			
26 th Sept	ECU Aviators BBQ	Equip/O			1			
28 th Sept	AMSO - Marquees	Equip/O			1			
25/7/18	Orientation Fair			x		2	2	100
26/7	Uni-start lunch/Guild forum			x		2	1	40
2/8	Welcome to Semester 2 lunch			x		2	1	70
9/8	Guild soup day			x		2	2	70
12/8	Homelessness week collection			x		1		

16/8	Guild soup day			x		2	2	70
25/8	Gravity Rock – cancelled			x				
27/8	Nursing Student Advisory Forum			x		1	0	5
30/8	Pool competition			x		1	2	50
31/8	Wear it Purple day			x		1	0	30
7/9	Spring Garden lunch			x		2	1	60
8/9	Premium Margaret River Winery tour			x		1	2	20
13/9	RUOK day			x		1	2	40
21/9	Dinner/Movies with the Guild - cancelled			x				
Every Thurs	Free bread			x				
Every Fri	Free fruit			x				

RELATED MEETINGS

	Campus			
	JO	ML	BU	EXT
Health & Wellness	1	1	1	
University Staff & Committees	2		3	
SW Campus Activities Group			5	
Guild Network Community Group			2	
Bunbury Student Activities			8	
ECU Sport Committees	1		0	
Guild Clubs & Committees	2		0	
Network & Community			3	
Student Connect Activities	2		0	
Student Villages			0	
Tavern Events Management			0	
Guild Staff meetings			0	

MARKETING AND PROMOTIONS

Progress on creating top line Marketing strategies were stunted by disruptions to staffing during Q3. Therefore, the focus was on maintaining the delivery of current Guild services.

Club and Guild Activities

Participation from Clubs was down across the Joondalup and Mount Lawley Orientation Weeks. As a result, the Guild elected to break up the presence at O'Day into Guild Departments – Academic, Equity, Social and GSA. Many clubs produced marketing materials for display however the initiative highlighted the need for a general club's resource brochure with accurate contact details.

Highlights of the Q3 calendar included the Cricket Competition help with the aid of the WACA. The one-day competition proved quite popular amongst international students and showed potential to be grown into a larger competition in the future.

R U OK? Day and the ECU Wellness Expo also provided valuable activation points for the Guild to reach the general population of students and to work with ECU departments to further knowledge of the Guild amongst ECU Staff. The Guild Student Assist team also continues to grow its brand among students and ECU staff.

Social Media and Activations.

The Guild gave away \$2,907.00 worth of prizes via social media in Q3, by partnering with youth focused business such as Holey Moley, Grill'd, Roadshow Events and the Royal Show.

There was also an increased focus on growing the Guild's Instagram presence to appeal to more students outside of the Facebook bubble. The e-newsletter open rates remained just under 30% and has shown room for improvement with greater response rates coming from targeted school based communications. However, to increase the effectiveness of email communications there needs to be a push to encourage students to access and use their student emails.

2019 Planning

2019 Guild Merchandise was ordered after a review of feedback from students and senate members. Many of the items will remain the same including providing another 5000 travel cups to encourage students to use the free Guild kitchen facilities. All items are expected to be delivered by January 30 to ensure enough time to pack in excess of 3,000 bags for Semester One 2019.

Quotations and design also began on the 2019 Student Diary. The Guild has changed suppliers and will produce 5000 student diaries for 2019. Advertising rates have already been confirmed with several outside vendors and departments within ECU. The diary is expected to be finalised in November and delivered by January 30 2019.

Unfortunately, a change in the University's Orientation program was revealed after ordering and the expected number of bags required for Semester One Orientation has been revised to 90% of the total stock. A plan to

address the discrepancy will be made with the incoming 2019 Senate but must be viewed as an opportunity to refresh the Guild's orientation activities.

Dircksey

Securing advertising in the third edition of Dircksey proved difficult with Unibank committing after originally pulling out of print distribution in favor of online channels. The changing landscape away from print advertising will need to be accounted for in the production of Dircksey in 2019. A review of similar university publications from UWA and Curtin confirm the trend with advertising down across all publications.

To end Q3 2018, the Guild continued to partner with other ECU services to further our reach on campus. With the increase in clubs and activities the Guild must carefully expand and tailor our communication channels so as not to overwhelm students with content but to still expose new students to relevant Guild services.

Lauren Reed

Marketing & Promotions Officer

GUILD SECONDHAND BOOKSHOP

Overview

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

- Buyback 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 markup 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 sale 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.

Stock take

Opening Stock:

Closing Stock:

Book Count	Book Value (net)
335	\$14,713.35
384	\$16,105.05

Transactions

Book Buy Backs

Number of transactions

Number of books

Buyback value

Campus		
JO	ML	BUN
118	5	-
219	9	-
\$10,121.80	\$329.50	-

Transactions

Book Sales

Total number of transactions

Number of books

Sales value

Cash sales

PayPal sales

Campus		
JO	ML	BUN
179	-	-
208	-	-
11,324.50	-	-
7,612.00	-	-
3,712.50	-	-

GUILD OPERATIONAL ADMINISTRATION

Initiatives / Activities

ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	
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).	
Policy and Procedure	To meet broader governance obligations. Define Senate and Operational delineation in management controls. Ensure consistency of application by all stakeholders.	
Change Management	Recruit a replacement GSA officer	Ms Caitlin Morgan-Terhorst resigned her position as Guild Student Assist Officer, this position has not been filled due to the ongoing instability between the President & CEO.
HR Records	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.	Mr Brett Callender, CEO was and is still on Administrative Leave pending an investigation by the Guild President Stewart Lee & General Secretary Greg Warren, Brett reactivated his Workers Compensation Claim with CGU Insurance prior to being placed on Administrative Leave. Staff Enterprise Agreement negotiations are still ongoing, the President Stewart Lee has taken ownership of this process and staff are still waiting for it to be finalised.
Governance	Maintain and adhere to all overarching governance documentation including statute, rules and the constitution.	

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.

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	

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.

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

STEWART LEE PRESIDENT	BRETT CALLENDER CEO	MELISSA JOHNSON FINANCIAL CONTROLLER
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APPENDIX 1

KPI Quarterly Financial Report

Edith Cowan University Student Guild

ABN 87 081 487 187

For the 9 months ended 30 September 2018

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Statement of Financial Position

Edith Cowan University Student Guild

As at 30 September 2018

	NOTES	30 SEP 2018	30 SEP 2017
Assets			
Current Assets			
Bank accounts	2	823,696	1,286,777
Receivables & Accruals	3	562,071	9,491
Inventory	4	13,322	22,492
Prepayments	5	34,793	10,344
Total Current Assets		1,433,881	1,329,104
Non-Current Assets			
Property, plant and equipment	7	54,176	64,555
Intangibles	8	6,603	13,097
Investment Reserves	9	871,659	797,064
Total Non-Current Assets		932,438	874,717
Total Assets		2,366,319	2,203,821
Liabilities			
Current Liabilities			
GST		36,494	59,942
Creditors & accruals	10	163,312	78,309
Employee provisions	11	133,190	134,970
Total Current Liabilities		332,996	273,221
Total Liabilities		332,996	273,221
Net Assets		2,033,323	1,930,600
Equity			
Retained Earnings		2,033,323	1,930,600
Total Equity		2,033,323	1,930,600

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 2018

	JAN-SEP 2018	JAN-SEP 2017
Income		
SSAF Funding	1,500,000	1,425,000
Other Revenue	101,260	106,041
Total Income	1,601,260	1,531,041
Direct Costs		
Student Support Program Costs		
SSAF01 - Provision of Food & Drink	9,199	11,318
SSAF02 - Supporting Sporting & Recreational Activity	194,521	174,561
SSAF03 - Club Administration Support	46,280	34,936
SSAF06 - Health & Welfare of Students	25,840	22,159
SSAF09 - Helping Students with their Financial Affairs	24,961	28,401
SSAF12 - Library & Reading Rooms	38,669	5,890
SSAF13 - Supporting Student Artistic Activities	-	1,309
SSAF14 - Supporting Production & Dissemination of Student Media	20,520	23,041
SSAF15 - Helping Students Develop Study Skills	1,259	4,076
SSAF17 - Student Advocacy re University Rules	388	1,964
SSAF18 - Information to help students through Orientation	73,720	68,851
SSAF19 - Helping Overseas students	5,178	3,681
Total Student Support Program Costs	440,535	380,188
Total Direct Costs	440,535	380,188
Gross SSAF Surplus/(Deficit)	1,160,725	1,150,853
Indirect Costs		
Administrative Overheads	67,313	69,828
Depreciation	7,075	-
Infrastructure Overheads	74,499	89,323
Salaries & Wages	777,117	638,173
Salary On-Costs	118,244	106,139
Total Indirect Costs	1,044,249	903,464
SSAF Surplus/(Deficit)	116,476	247,389
Non-SSAF		
Income		
Interest & Investment Income	72,938	23,484
Other Income	1,579	473
Total Income	74,517	23,957
Expenses		
Interest & Investment Costs	4,089	11,595
Depreciation	25,623	36,020

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

	JAN-SEP 2018	JAN-SEP 2017
B22 Cafe opportunity	8,805	-
Total Expenses	38,518	47,614
Total Non-SSAF	(36,000)	23,657
Combined SSAF/Non-SSAF Surplus/Deficit	152,476	223,732

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

Statement of Cash Flows

Edith Cowan University Student Guild For the 9 months ended 30 September 2018

	JAN-SEP 2018	JAN-SEP 2017
Cash flows from Operating Activities		
Receipts from grants	1,693,718	2,090,000
Receipts from customers	111,864	116,967
Payments to suppliers and employees	(1,653,028)	(1,353,314)
Cash receipts from other operating activities	852	-
Total Cash flows from Operating Activities	153,406	853,653
Cash flows from Investing Activities		
Proceeds from sales of property, plant and equipment	800	520
Dividends received	35,286	27,391
Interest received	8,668	9,253
Interest Paid	(7)	(20)
Payment for property, plant and equipment	(16,988)	(11,640)
Increase in investments	(31,203)	(23,515)
Total Cash flows from Investing Activities	(3,444)	1,988
Net increase/(decrease) in cash held	149,962	855,642
Cash Balances		
Opening cash balance	678,985	441,655
Closing cash balance	828,947	1,297,297
Movement in cash	149,962	855,642

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

Notes to the Financial Statements

Edith Cowan University Student Guild For the 9 months ended 30 September 2018

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 2018	JAN-SEP 2017
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	826,413	1,294,392
Other Cash Items	2,534	2,905
Total Cash Balances	828,947	1,297,297
Credit Cards	(5,251)	(10,520)
Total Cash & Cash Equivalents	823,696	1,286,777

	JAN-SEP 2018	JAN-SEP 2017
3. Receivables		
Receivables		
Accounts Receivable	554,376	6,685
Other Debtors - Student Loans	8,139	6,925
Less: Provision for Doubtful Debts	(2,480)	(5,217)
Accrued Income	2,036	1,098
Total Receivables	562,071	9,491
Total Receivables	562,071	9,491

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

	JAN-SEP 2018	JAN-SEP 2017
4. Inventory		
Inventories		
Stock on Hand - Books	13,322	22,492
Total Inventories	13,322	22,492
Total Inventory	13,322	22,492
	JAN-SEP 2018	JAN-SEP 2017

5. Prepayments

Prepayments - Other	33,823	9,690
Prepayments - Insurance	969	654
Total Prepayments	34,793	10,344
	JAN-SEP 2018	JAN-SEP 2017

6. Other Current Assets

	JAN-SEP 2018	JAN-SEP 2017
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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	24,042	12,887
Low Value Assets - acc dep	(24,042)	(12,887)
Total Plant and equipment (Low Value Pool) at cost	-	-
Plant and equipment (ML) at cost		
P & E - ML - at cost	55,222	48,744
P & E - ML - acc dep	(39,439)	(32,191)
Total Plant and equipment (ML) at cost	15,784	16,553
Plant and equipment (BU) at cost		
P & E - BU - at cost	10,598	10,598
P & E - BU - acc dep	(9,593)	(8,892)
Total Plant and equipment (BU) at cost	1,005	1,706
Plant and equipment (JO) at cost		
P & E - JO - at cost	135,416	122,203
P & E - JO - acc dep	(98,028)	(75,907)
Total Plant and equipment (JO) at cost	37,387	46,296
Total Plant and equipment at cost	54,176	64,555
Total Plant and Equipment	54,176	64,555
Total Property Plant and Equipment	54,176	64,555
	JAN-SEP 2018	JAN-SEP 2017

8. Intangibles

Other Intangible Assets		
Software - Recfind	32,469	32,469

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

Less: Provision for Amortisation	(25,866)	(19,372)
Total Other Intangible Assets	6,603	13,097
Total Intangibles	6,603	13,097
	JAN-SEP 2018	JAN-SEP 2017

9. Investments

Financial assets - Managed Funds		
Plan B/IOOF - Managed Fund - Investment	486,400	456,129
Plan B/IOOF - Managed Fund - Change in Market Value	10,701	(33,623)
Total Financial assets - Managed Funds	497,101	422,506
Term deposits		
Bendigo Bank-TD 2014+2015 SSAF	374,558	374,558
Total Term deposits	374,558	374,558
Total Investments	871,659	797,064
	JAN-SEP 2018	JAN-SEP 2017

10. Creditors & Accruals

Current		
Creditors		
Trade Creditors	89,716	43,563
Jets Holding Account	-	2,464
Rounding	(2)	-
Total Creditors	89,714	46,026
Payroll		
Accrued Wages	21	-
Other payroll accruals payable	1,015	467
PAYGW Payable	34,572	14,682
Superannuation Payable	37,990	17,133
Total Payroll	73,598	32,282
Total Current	163,312	78,309
Total Creditors & Accruals	163,312	78,309
	JAN-SEP 2018	JAN-SEP 2017

11. Employee Provisions

Provision for Long Service Leave	46,090	39,095
Provision for Annual Leave	87,101	95,875
Total Employee Provisions	133,190	134,970
	JAN-SEP 2018	JAN-SEP 2017

12. Retained Earnings

Retained Earnings	1,880,847	1,706,868
Current Year Earnings	152,476	223,732
Total Retained Earnings	2,033,323	1,930,600

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 2018

	JAN-MAR 2018	APR-JUN 2018	JUL-SEP 2018	TOTAL	2018 OVERALL BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Income							
SSAF Funding	500,000	500,000	500,000	1,500,000	2,000,000	500,000	25
Total Income	500,000	500,000	500,000	1,500,000	2,000,000	500,000	25
Expenditure							
Student Support Program Costs							
SSAF01 - Provision of Food & Drink	3,809	5,170	6,411	15,390	19,573	4,183	21
SSAF02 - Supporting Sporting & Recreational Activity	178,133	66,540	74,164	318,837	467,751	148,914	32
SSAF03 - Club Administration Support	69,319	87,464	104,714	261,496	386,998	125,502	32
SSAF06 - Health & Welfare of Students	64,633	72,415	92,301	229,349	361,421	132,072	37
SSAF09 - Helping Students with their Financial Affairs	14,706	3,537	17,920	36,164	35,417	(747)	(2)
SSAF12 - Library & Reading Rooms	13,626	1,365	3,793	18,785	12,431	(6,354)	(51)
SSAF13 - Supporting Student Artistic Activities	1,788	2,141	2,747	6,677	13,764	7,087	51
SSAF14 - Supporting Production & Dissemination of Student Media	29,035	33,139	39,819	101,993	112,755	10,762	10
SSAF15 - Helping Students Develop Study Skills	25,088	29,581	37,939	92,609	170,038	77,429	46
SSAF17 - Student Advocacy re University Rules	45,360	53,549	66,681	165,589	240,313	74,724	31
SSAF18 - Information to help students through Orientation	64,740	24,807	31,739	121,286	150,376	29,090	19
SSAF19 - Helping	4,823	5,389	5,183	15,395	29,163	13,768	47

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

	JAN-MAR 2018	APR-JUN 2018	JUL-SEP 2018	TOTAL	2018 OVERALL BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Overseas students							
Total Student Support Program Costs	515,060	385,098	483,411	1,383,569	2,000,000	616,431	31
Total Expenditure	515,060	385,098	483,411	1,383,569	2,000,000	616,431	31
Gross SSAF Surplus/(Deficit)	(15,060)	114,902	16,589	116,431			
SSAF Surplus/(Deficit)	(15,060)	114,902	16,589	116,431			
Non-SSAF							
Income							
Interest and Investment Income	(2,673)	18,817	57,646	73,790			
Other Income	-	727	45	773			
Total Income	(2,673)	19,544	57,691	74,563			
Expenses							
Interest & Investment Costs	1,339	1,363	1,387	4,089			
Depreciation	8,822	8,665	8,137	25,623			
B22 Cafe opportunity	2,265	-	6,540	8,805			
Total Expenses	12,426	10,028	16,063	38,518			
Total Non-SSAF	15,099	(9,516)	(41,628)	(36,045)			
Combined SSAF/Non-SSAF Surplus/Deficit	(30,159)	124,418	58,217	152,476			

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