

1st QUARTER, MARCH 2019



FEES ALLOCATION DEED REPORT

Edith Cowan University (ECU) Student Guild



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PRESIDENTS REPORT

Apologies received from the President due to numerous and ongoing study and practicum commitments as well as IT failures while travelling overseas on practicum, he has been unable to submit a report for this quarter.

Abhishek Mehta

President

CEO REPORT

No report available as the CEO was on ongoing Administrative Leave

Brett Callender
CEO

GENERAL SECRETARY REPORT

OVERVIEW:

The first quarter of the 2019 Senate term was primarily focused on damage control.

Following the unprecedented turmoil resulting from the actions of the 2018 Senate, the 2019 Senate commenced its term on 1st December with a clear mandate to address and resolve all outstanding matters that had plagued the Guild throughout the majority of 2018. The situation we were faced with; stemming from the agenda of a select few, led to unsubstantiated allegations against various employees, excessive and unnecessary legal costs and the Guild's reputation being brought into disrepute.

Operational staff wellbeing and moral was at breaking point and the Senate moved quickly to allay concerns and provide assurances that the lines of communication and separation between the Senate and operations would be adhered to and the interference they had been subjected to through the abuse of power by the previous Senate's convenient interpretations of governance, would stop immediately.

Numerous resolutions at a Senate meeting in early December determined the pathway to address outstanding matters in the shortest possible time with core deliverables being cost minimisation, attending to outstanding claims in the Federal Circuit Court (FCC), getting the CEO back to work, rebuilding the relationship with operational staff and recruiting staff in the key Guild Student Assist (GSA) officer area.

HR ISSUES:

CEO:

The President and myself issued new instructions to law firm Hotchkin Hanley to ensure the matters relating to the CEO were attended to as soon as practicable. Due to the previous President not conducting the majority of business with the law firm in writing, as he was obliged to, there was no formal record of instructional briefs and what the fees transactions had related to. Accordingly, Hotchkin Hanley were instructed to provide all documentation in their possession and that no further service was to be provided unless it was requested in writing and signed by both the President and General Secretary.

Urgent discussions with Hotchkin Hanley resulted in a conciliation meeting being held in their offices on 20 December 2018 between ourselves and the CEO and his lawyer. The key outcome of this meeting was the signing of a Heads of Agreement to the satisfaction of both parties. Additionally, and at the request of the CEO himself, it was also agreed the associated independent investigation into allegations of misconduct that had been levelled against him in May 2018 would actually run its course. It wasn't until 22 November 2018 that the CEO received the particulars of the allegations against him 6 months beforehand. Throughout that period, he had been denied any opportunity to defend himself.

Despite the Senate's best efforts and extenuating circumstances, caused in part by the ongoing actions of the 2018 President, General Secretary and Vice-President Activity, who had been co-respondents in the FCC claim, in addition to the Christmas shutdown period and other contributing factors, the final Deed of Agreement and Release for the FCC matter, and the conclusion of the investigation, remain outstanding at the close of the first quarter.

Further HR:

Two GSA officer's employed during the events of 2018 resigned, one in early January 2019 and the other in February 2019.

The Guild's Administration and HR Coordinator, who had been also been targeted along with the CEO by certain Senators throughout 2018, and which resulted in her lodging a worker's compensation claim, resigned in March 2019 under conditions the new Senate had acknowledged and agreed to.

During February and March recruitment processes were undertaken to employ one permanent full-time GSA and two permanent part-time GSA's to give the Guild a full complement of GSA's again to provide essential advocacy services to members. We also recruited for a Business Administration Officer at the same time.

I am pleased to say we filled all positions with candidates who bring a wealth of experience with them in their relevant fields with the last appointee, the full-time GSA, starting in her role on 25 March. I was pleased to sit on the recruitment panel which also included the Guild's specialist HR Consultant.

OTHER MATTERS:**Annual Budget:**

Provided support for all departments and Senators in developing and finalising our 2019 budget in conjunction with the Guild's Financial Controller. This was submitted to the University but at the end of the first quarter was yet to be finalised and the annual SSAF Deed issued.

Club Affiliation:

Conducted a review of the Guild's affiliation policy to address ongoing concerns regarding non-compliance with affiliation submissions and the related financial risk under SSAF spending conditions. This resulted in a clear and more stringent evaluation process with some clubs not prepared to address the requirements being denied affiliation while many others were able to meet their obligations through support and reinforcement of the terms and conditions by myself and relevant Vice-Presidents.

State Record Keeping obligations:

I spent a considerable period of time evaluating record capture by the previous Senate in respect to their legal dealings and, as mentioned above, in respect to the previous President's negligence. By securing the records from Hotchkin Hanley I am progressively building a reference of those dealings to provide an auditable record of what actually occurred.

Events:

Assisted departments with promoting member engagement and in providing cost effective social events such as the Toga Party which attracted higher attendances than the previous year but with significant costs reductions thanks to the Work of our Vice-President Activity, Alfred Koech.

We also held international student days and an Environmental day that aligned with the Clean Up Australia day.

Sarah Cavanough

General Secretary

VP - ACADEMIC REPORT

The Academic department (AC) aims to help and support students by providing additional teaching and learning opportunities for students, as well as opportunities for professional development. Typically, this is achieved through events like Conference week and short courses through the summer/winter break. In 2019, we aim to adopt subsidized short courses that form part of student's pre-practicum checklists or are required for the benefit of their professional development. The subsidized fee will allow students the opportunity to participate in these short courses without having to worry about the cost.

Workshop courses to be held in 2019

- First Aid Workshops at Joondalup, Mt Lawley and South West Campus
- Manual Handling and CPR course
- Auslan Course
- White Card Workshop

Other events considered for planning by the VPA for 2019.

- Swimming Lessons
- Mental Health First Aid course
- Deportment and grooming course

As well as planning and organizing workshops, the AC department will continue its role as the main coordinator and supporter of academic clubs, chairing the Undergraduate Studies Department (USD) meetings and appointing undergraduate representatives for each of the eight schools Teaching and Learning committees.

Seema Behrami

VP – Academic

VP – EQUITY & DIVERSITY REPORT

Welfare jobs done by the VP:

- Held Equity meetings
- Advocating for an equity space at ML campus
- Attended RAP meetings
- Catalogued budget
- Presented proposal of events
- Organising and planning future events
- Attended Secretariat meeting
- Attended Senate meeting
- Assisted with Guild day and O'days
- Held Lunar New Year celebration
- Held Multicultural festival
- Held Colour festival
- Sponsored International women's day
- Held Harmony day collaborated with university.
- Held Ramadan dinner
- Planning for NAIDOC week video collaboration with Jets and ECU

- **ECU Disability collective**

- Attended Guild Fair Days
- Attended Equity meetings

- **Ethnocultural collective**

- Represented at the Guild Fair Days
- Attended Equity meetings
- Represented at Harmony day
- Represented at Multicultural festival day
- Helping department for Ramadan dinner

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

- Represented at the Guild Days
- Coffee meet up
- New members recruited

- **Queer collective**

- Planned events and budget
- Participated at the Guild Fair Days
- Held collective meetings
- Organised Queer beers

- **Women's community**
 - Attended equity meeting
 - Presented draft budget and proposal of events
 - Held International women's day
 - Doing pampering sessions
 - Represented at Mental Health Day
- **Wellbeing community**
 - Attended equity meetings
 - Presented draft proposal
 - Represented at Guild Fair Days.

Faizan Akram
VP Equity & Diversity

VP – SOCIAL ACTIVITY REPORT

Commencing office and training.

Following a successful election, I commenced office with the team that won. Went through training on what was expected of me and what I was expected to be performing. The first part was a bit an uphill task though, as there was no proper handover, the previous office bearer was hesitant in doing a handover which dragged the process of fitting in and made it a bit difficult to take off well.

Luckily with the help of other Guild senators and staff, I managed to get into it. Starting off with was the years planning events and making contact to relevant personnel.

Upon commencing office, I have started planning for the year's events and activities, as follows:

- Be involved on the O Day & Guild Day;
- Sundowner was held first week of the semester held at Joondalup campus in conjunction with ECU Parties & Events and Perth Social Club;
- Toga - First major event of first semester held on 18th April 2019, Thursday before Easter break (mid- semester break); we had more attend than 2018 for less than half the 2018 expenditure for a successful down scaled event.
- Planning underway for End of Semester One event;
- Planning commenced for Halloween Party (mid semester 2) - check on the budget and suitable dates. (refer last year's event);
- Planning commenced for Oktoberfest; Tentatively on 1st October 2019 as semester 2 event;
- Guild Ball; Allocate a day and start planning early. Toward end of semester 2; Proposed locations are either Crown or Optus Stadium ball rooms. Optus preferred - very accessible and the name will attract more members.
- Sports Day; Create to host ECU sport day, involving all other sports, from running, soccer, golfing and volleyball.
- Help with International day and work/support other portfolios Environment, Equity and Senators.
- Met ECU Quidditch club on their dispute
- email other clubs re affiliation for 2019
- Started planning the for the events and budgeting. Checked with the Casino and Optus stadium on availability and prices of the of their rooms.

- Meeting CSO for more info and guidance on events.
- Contacted Murdoch, Curtin for possible collaboration. UWA not forthcoming.
- Attended senate and secretariat meeting as stipulated in the standing orders.

Alfred Koech

VP Social Activity

FINANCIAL CONTROLLER REPORT

The 2019 year commenced with some optimism as the new senate worked towards rebuilding the operations team with collaboration and communication, and ongoing efforts to resolve outstanding issues brought forward from 2018 senate activities.

Our CEO Brett Callendar continued to be on administration leave pending investigation, which meant the operations team were working without leadership or guidance to direct our activities. We were making the best of a difficult working environment. Unfortunately, due to the difficult circumstances experienced in our workplace, we had 2 further valued professional team members resign their positions during the quarter.

In light of increasing demand for Guild Student Assist Officers (GSA) and 3 of 4 having resigned (all Perth based team members), we embarked on a recruitment process and successfully recruited 3 new GSA's to fill the vacancies. Induction and training of these positions proved quite difficult with limited handover available and oversight, however we have been able to recruit outstanding candidates to the roles, who have been fantastic additions to our team. We have also recruited a new Business Administration Officer to replace an earlier resignation and to cover Reception/Bookshop and Accounts Administration Support, which has been very helpful for office support and also been another fantastic addition to our team for morale and energy in the office.

From a finance point of view our efforts in the first quarter were focused on finalizing the 2019 budget. This has been a challenge with a fixed SSAF income of \$2m estimated again for 2019 and growing expenditure including fixed costs with CPI and other annual percentage increases having an increasing impact on the balance of SSAF left available for discretionary programs. As a result, departmental VP's have had to review and decrease their budgeted spending by between 10% and 20% and numerous revisions. As a Guild we need to look at how we can continue to provide the services we do, with our limited resources, as costs continue to rise.

We have also completed our 2018 audit with the unqualified audit report being finalised in late April, which was very pleasing in very difficult circumstances.

The university undertook a new format to Orientation which involved a very different timing, format and content to the traditional structure and involved the Guild contributing lunchtime BBQs and welcome packs across approx. 10 days and 3 sites, which proved more costly and resource heavy than previous years. We also held Guild Fair in week one at all campuses to welcome back all returning students.

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.

Please note reduced capacity at Joondalup campus to service student enquiries, due to a resignation of a GSA officer and delayed recruitment due to internal issues. Please also note that some information on the below table may be incomplete due to some records from absent staff being incomplete or inaccessible.

Caseload Register:

			J Treloar	C Reed	C Elvin	S Barrie	D Webster
			JO & ML	JO	JO&ML	JO&ML	BU
Support Type							
Financial assistance:							
General enquiry			29	3	25	2	4
Welfare Packs			6	0	6	10	14
Food vouchers			3	1	1	1	3
Study supplies			82	5	82	0	62
Emergency loan			1	4	2	0	0
Ad-Hoc / Finance issues			0	7	0	0	12
			121	20	111	13	95
Appeals:							
Result Appeal			5	15	4	1	5
Unit Failure			0	17	0	1	2
Exclusion appeal			15	30	11	5	6
Withdrawal / Extension			2	9	1	1	0
Misconduct / Other			0	4	0	0	2
			22	75	16	8	15
Welfare & Education:							
Grievances / complaints			0	6	0	0	5
Equity & Diversity			0	1	0	1	0

Equal Opportunity			0	0	0	0	0
Sexual harassment			0	0	0	0	0
Anxiety / Stress			3	10	2	0	1
Health / wellbeing			2	5	1	0	2
Academic / study concerns			0	8	0	1	1
Course / exam extensions			0	4	0	0	0
Scholarships			0	0	0	0	2
			5	34	3	2	11
Other Support / Queries:							
Centrelink / Medicare			1	1	1	0	1
Course Fees			0	2	1	0	1
Accommodation / Housing			1	1	1	0	1
Legal			0	0	0	0	1
Visas / immigration			0	4	0	0	1
Support / Reference letters			0	1	0	0	0
Careers / Employment			0	0	0	0	6
Clubs / Activities / General			2	7	0	0	2
Second Hand Books			5	0	2	0	2
Guild membership			2	0	0	0	1
Child Support			0	0	0	0	1
Volunteering			1	0	0	0	5
TOTAL			12	8	4	0	22

		J Treloar	C Reed	C Elvin	S Barrie	D Webster
		JO & ML	JO	JO & ML	JO & ML	BU
Associated Meetings						
Department of Education Services WA		0	0	0	0	0
Equal Opportunities Commission WA		0	0	0	0	0
Student Appeals Committee (SAC)		0	4	0	0	0
Guild Staff/GSA Meetings		5	1	2	0	1
General University Meeting as GSA		0	2	0	0	5
Vice Chancellor's Student Advisory Forum		0	0	0	0	0
TOTAL		5	6	2	0	6

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
Uni Smart BBQs	X	X	
Guild Fair	X	X	
Toga Party	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

		Campus				Event Support		
Date	Event	JO	ML	BU N	EXT	Staff	Senate	Attendees
6 th Feb	UniSmart	X				2	2	360
7 th Feb	Tokyo City Uni		X			2		90
11 th Feb	UniSmart	X				2	2	360
12 th Feb	Nursing & Midwifery BBQ	X				1		Equip/O
13 th Feb	UniSmart		X			2	2	260
15 th Feb	UniSmart		X			2	2	260
15 th Feb	Lark In The Park – Club Fred		X			1		Equip/O
18 th Feb	UniSmart		X			2	2	200
19 th Feb	UniSmart	X				2	2	360
19 th Feb	Broadcasting BBQ		X			1		ECU/Equip
19 th Feb	Edith Cowan College	X				1		ECU/Equip
20 th Feb	UniSmart	X				2	2	360
20 th Feb	Edith Cowan College	X				1		ECU/Equip
21 st Feb	My International Day	X				2	2	FT/Only
22 nd Feb	UniSmart			X		2	1	150
25 th Feb & 27 th Feb	Welcome Drink vouchers & cupcakes			X		1	1	138
26 th Feb	Guild Welcome Fair		X			4	6	FT/Only
28 th Feb	Guild Welcome Fair	X				4	6	FT/Only
1 st March	Arts Management Student Organization – Bake Sale		X			1		Equip/O
4 th March	Clean-Up ECU	X				2	2	FT/Only
5 th March	International Women's Day	X				3	2	FT/Only
5 th March	Pancake Tuesday			X		1	0	37
6 th March	Guild Welcome Fair			X		3	6	FT/Only
6 th March	Finance & Accounting Students - BBQ	X				1		Equip/O
6 th March	Guild Fair			X		2	4	180
8 th March	School of Science	X						ECU/Equip
11 th March	Chinese New Year	X				3	6	FT/Only
12 th March	Learning Abroad Fair	X				3	2	FT/Only
12 th March	Coffee Vouchers			X		1	2	35
15 th March	ECC Orientation	X				2		ECU/Equip

19 th March	Harmony Day – Pot a Plant			X		1	1	110
20 th March	Harmony Day	X				2	2	FT/Only
21 st March	Urbi: Bike To Work (Breakfast + Lunch)	X				2		FT/Only
23 rd March	Friend Of WAAPA - BBQ		X			1		ECU/Equip
25 th March	ECU International - BBQ		X			1		30
26 th March	Cricket – SP1 paly Fields	X				2	4	FT/Only
27 th March	Japan Festival		X			2	2	FT/Only
28 th March	International Welcome			X		2	1	48
29 th March	ECU International		X			1		30
Every Thurs	Bree Bread	X	X	X				
Every Fri	Free Fruit	X	X	X				
Weekly	Breakfast/Milk & Condiments Supplies	X	X	X				

RELATED MEETINGS	Campu s			
	JO	ML	BU	EXT
Health & Wellness			2	
University Staff & Committees			2	
SW Campus Activities Group			2	
Guild Network Community Group	2		2	
Bunbury Student Activities			6	
ECU Sport Committees			0	
Guild Clubs & Committees	2		0	
Network & Community			2	
Student Connect Activities	2		0	
Student Villages			1	
Tavern Events Management	1		0	
Guild Staff meetings	1		1	

MARKETING AND PROMOTIONS

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

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

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: 1 January 2019

Closing Stock: 31 March 2019

Book Count	Book Value (net)
475	\$17,063.30
363	\$13,873.00

Transactions

Book Buy Backs

Number of transactions

Number of books

Buyback value

Campus		
JO	ML	BUN
69	1	1
106	1	5
\$5,798.90	\$41.00	\$205.60

Transactions

Book Sales

Total number of transactions

Number of books

Sales value

Cash sales

Paypal Sales

Campus		
JO	ML	BUN
190	-	-
254	-	-
\$11,126.00	-	-
\$7,228.00	-	-
\$4,993.00	-	-

GUILD OPERATIONAL ADMINISTRATION

Initiatives / Activities

ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Approval by Senate of the 2019 Budget is now complete.
IT Infrastructure review	To ensure the system capable of meeting the Guilds 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.	This is a continuous work in progress with a broad range of business policies in development.
Change Management	Recruitment	Recruitment for 3 Permanent Guild Student Assist Officers (GSA) was initiated following the resignation of Mr Jesse Williams and Ms Claudia Reed, following HR issues during 2018.
HR Records		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, An Investigator carried out interviews with selected Senate & Staff for CGU, the Guild is still awaiting the outcome from CGU. Staff Enterprise Agreement negotiations are still ongoing and staff are still waiting for this 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.

Club registrations are down on previous years with students seemingly less willing or able to have the time or inclination to invest in a committee and the responsibilities it involves. Perhaps a sign of the increasing demands of balancing work, study and life commitments. The Guild has also been making efforts to increase accountability and reporting for clubs which has met with some resistance in some circles, having had some degree of freedom in prior years, which has led to some club abusing the system, which we have sought to restrict.

SOCIAL CLUBS:	ACADEMIC CLUBS:
FUNDED:	FUNDED:
Socialist Alternative	Finance & Accounting Society
Alhulbayt Humanity Club	Women in Engineering
ECU Malaysia Club	ECU Aviators
ECU Pinoy Club	ECU Women in Business
ECU e-sports society	Arts Management Student Organisation (AMSO)
ECU Parties & Events	Computer & Security Student Association (CASSA)
ECU Desi Subcontinental Society	Human Resources Management Student Organisation (HRMSO)
ECU Badminton Club (conditional)	WA Student Paramedics (WASP)
ECU Centaurs (ex-Quiditch – conditional)	Enactus ECU
ECU Cricket Club	
BASIC:	BASIC:
Collective Hope	Lady Caberet (WAAPA)
Film Brats	
ECU Afro –Caribbean Society	
ECU Christian Union ML (GS Branch)	
ECU Liberal 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.

ECU DISABILITY COLLECTIVE
ECU ETHNOCULTURAL COLLECTIVE
MATURE AGE STUDENT NETWORK (MASN)
ECU QUEER COLLECTIVE
ECU WOMEN'S COMMUNITY
ECU WELLBEING COMMUNITY (INACTIVE)
ABORIGINAL STUDENT UNION (INACTIVE)

STUDENT GUILD CONTACT INFORMATION

ABHISHEK MEHTA PRESIDENT	BRETT CALLENDER CEO	MELISSA JOHNSON FINANCIAL CONTROLLER
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APPENDIX 1

KPI Quarterly Financial Report Q1 2019

Edith Cowan University Student Guild
ABN 87081487187
For the 3 months ended 31 March 2019

Prepared by Melissa Johnston

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Statement of Financial Position

Edith Cowan University Student Guild As at 31 March 2019

	NOTES	31 MAR 2019	31 MAR 2018
Assets			
Current Assets			
Bank accounts	2	223,880	693,500
Receivables & Accruals	3	1,094,915	560,591
Inventory	4	13,873	12,088
Prepayments	5	22,230	19,234
Total Current Assets		1,354,898	1,285,412
Non-Current Assets			
Property, plant and equipment	6	50,317	64,419
Intangibles	7	3,365	9,859
Investment Reserves	8	825,052	805,294
Total Non-Current Assets		878,734	879,572
Total Assets		2,233,632	2,164,984
Liabilities			
Current Liabilities			
GST		38,147	35,383
Creditors & accruals	9	96,990	160,959
Employee provisions	10	138,267	117,954
Provision for Legal Settlement		10,000	-
Total Current Liabilities		283,405	314,296
Total Liabilities		283,405	314,296
Net Assets		1,950,227	1,850,688
Equity			
Retained Earnings		1,950,227	1,850,688
Total Equity		1,950,227	1,850,688

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

Income & Expenditure Statement

Edith Cowan University Student Guild For the 3 months ended 31 March 2019

	JAN-MAR 2019	JAN-MAR 2018
Income		
SSAF Funding	500,000	500,000
Other Revenue	13,008	21,532
Total Income	513,008	521,532
Direct Costs		
Student Support Program Costs		
SSAF01 - Provision of Food & Drink	4,745	2,200
SSAF02 - Supporting Sporting & Recreational Activity	17,710	134,316
SSAF03 - Club Administration Support	8,220	11,269
SSAF06 - Health & Welfare of Students	6,679	9,708
SSAF09 - Helping Students with their Financial Affairs	9,780	11,796
SSAF12 - Library & Reading Rooms	9,826	24,261
SSAF13 - Supporting Student Artistic Activities	284	-
SSAF14 - Supporting Production & Dissemination of Student Media	5,665	6,625
SSAF15 - Helping Students Develop Study Skills	-	491
SSAF17 - Student Advocacy re University Rules	-	388
SSAF18 - Information to help students through Orientation	51,527	52,382
SSAF19 - Helping Overseas students	1,155	1,769
Total Student Support Program Costs	115,592	255,205
Total Direct Costs	115,592	255,205
Gross SSAF Surplus/(Deficit)	397,416	266,327
Indirect Costs		
Administrative Overheads	42,109	21,198
Infrastructure Overheads	27,530	21,624
Salaries & Wages	237,318	224,327
Salary On-Costs	16,431	14,423
Election Costs	-	(185)
Total Indirect Costs	323,388	281,387
SSAF Surplus/(Deficit)	74,028	(15,060)
Non-SSAF		
Income		
Interest & Investment Income		
Interest received	3,231	2,172
Plan B/IOOF Change in Market Value	18,041	(8,519)
Plan B/IOOF Distribution	3,991	3,674
Total Interest & Investment Income	25,263	(2,673)

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

	JAN-MAR 2019	JAN-MAR 2018
Other Income	684	-
Total Income	25,947	(2,673)
Expenses		
Interest & Investment Costs	1,347	1,339
Depreciation	12,478	8,822
B22 Cafe opportunity	-	2,265
Total Expenses	13,825	12,426
Total Non-SSAF	(12,122)	15,099
Combined SSAF/Non-SSAF Surplus/Deficit	86,150	(30,159)

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 3 months ended 31 March 2019

	JAN-MAR 2019	JAN-MAR 2018
Cash flows from Operating Activities		
Receipts from grants	549,979	593,718
Receipts from customers	14,843	23,042
Payments to suppliers and employees	(473,448)	(579,102)
Cash receipts from other operating activities	501	-
Total Cash flows from Operating Activities	91,874	37,658
Cash flows from Investing Activities		
Proceeds from sales of property, plant and equipment	5,167	-
Dividends received	3,991	3,674
Interest received	3,231	2,172
Interest Paid	(25)	(6)
Payment for property, plant and equipment	(116)	(12,345)
Increase in investments	(6,517)	(2,341)
Total Cash flows from Investing Activities	5,731	(8,846)
Net increase/(decrease) in cash held	97,605	28,812
Cash Balances		
Opening cash balance	134,607	678,985
Closing cash balance	232,212	707,797
Movement in cash	97,605	28,812

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 3 months ended 31 March 2019

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-MAR 2019	JAN-MAR 2018
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	229,587	705,066
Other Cash Items	2,625	2,731
Total Cash Balances	232,212	707,797
Credit Cards	(8,333)	(14,297)
Total Cash & Cash Equivalents	223,880	693,500

	JAN-MAR 2019	JAN-MAR 2018
3. Receivables		
Receivables		
Accounts Receivable	1,088,024	554,370
Other Debtors - Student Loans	9,283	6,522
Less: Provision for Doubtful Debts	(2,716)	(2,480)
Accrued Income	324	2,180
Total Receivables	1,094,915	560,591
Total Receivables	1,094,915	560,591

	JAN-MAR 2019	JAN-MAR 2018
4. Inventory		
Inventories		
Stock on Hand - Books	13,873	12,088
Total Inventories	13,873	12,088
Total Inventory	13,873	12,088

	JAN-MAR 2019	JAN-MAR 2018
5. Prepayments		
Prepayments - Other	15,396	15,540
Prepayments - Insurance	6,834	3,693
Total Prepayments	22,230	19,234

	JAN-MAR 2019	JAN-MAR 2018
6. 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	24,586	22,599
Low Value Assets - acc dep	(24,586)	(22,599)
Total Plant and equipment (Low Value Pool) at cost	-	-
Plant and equipment (ML) at cost		
P & E - ML - at cost	57,264	55,222
P & E - ML - acc dep	(42,754)	(35,801)
Total Plant and equipment (ML) at cost	14,511	19,422
Plant and equipment (BU) at cost		
P & E - BU - at cost	10,941	10,598
P & E - BU - acc dep	(9,895)	(9,282)
Total Plant and equipment (BU) at cost	1,046	1,316
Plant and equipment (JO) at cost		
P & E - JO - at cost	140,406	132,113
P & E - JO - acc dep	(105,647)	(88,432)
Total Plant and equipment (JO) at cost	34,760	43,681
Total Plant and equipment at cost	50,317	64,419
Total Plant and Equipment	50,317	64,419
Total Property Plant and Equipment	50,317	64,419

	JAN-MAR 2019	JAN-MAR 2018
7. Intangibles		
Other Intangible Assets		
Software - Recfind	32,469	32,469

Less: Provision for Amortisation	(29,104)	(22,610)
Total Other Intangible Assets	3,365	9,859
Total Intangibles	3,365	9,859
	JAN-MAR 2019	JAN-MAR 2018

8. Investments

Financial assets - Managed Funds		
Plan B/IOOF - Managed Fund - Investment	488,373	457,537
Plan B/IOOF - Managed Fund - Change in Market Value	(41,726)	(26,801)
Total Financial assets - Managed Funds	446,647	430,736
Term deposits		
Bendigo Bank-TD 2014+2015 SSAF	378,405	374,558
Total Term deposits	378,405	374,558
Total Investments	825,052	805,294
	JAN-MAR 2019	JAN-MAR 2018

9. Creditors & Accruals

Current		
Creditors		
Trade Creditors	32,608	95,700
Accruals	-	1,300
Rounding	1	-
Suspense	-	-
Total Creditors	32,609	97,000
Payroll		
Accrued Wages	-	20,125
Other payroll accruals payable	688	694
PAYGW Payable	36,714	16,140
Superannuation Payable	26,979	27,001
Total Payroll	64,381	63,960
Total Current	96,990	160,959
Total Creditors & Accruals	96,990	160,959
	JAN-MAR 2019	JAN-MAR 2018

10. Employee Provisions

Provision for Long Service Leave	45,535	39,406
Provision for Annual Leave	92,733	78,548
Total Employee Provisions	138,267	117,954
	JAN-MAR 2019	JAN-MAR 2018

11. Retained Earnings

Retained Earnings	1,864,076	1,880,847
Current Year Earnings	86,150	(30,159)
Total Retained Earnings	1,950,227	1,850,688

Spending Program by SSAF Category

Edith Cowan University Student Guild For the 3 months ended 31 March 2019

	JAN-MAR 2019	TOTAL	2019 OVERALL BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Income					
SSAF Funding	500,000	500,000	2,000,000	1,500,000	75%
Total Income	500,000	500,000	2,000,000	1,500,000	75%
Expenditure					
Student Support Program Costs					
SSAF01 - Provision of Food & Drink	9,171	9,171	30,280	21,109	70%
SSAF02 - Supporting Sporting & Recreational Activity	98,421	98,421	518,316	419,895	81%
SSAF03 - Club Administration Support	54,626	54,626	297,525	242,899	82%
SSAF06 - Health & Welfare of Students	74,761	74,761	421,241	346,480	82%
SSAF09 - Helping Students with their Financial Affairs	13,355	13,355	24,458	11,103	45%
SSAF12 - Library & Reading Rooms	530	530	10,907	10,377	95%
SSAF13 - Supporting Student Artistic Activities	4,815	4,815	30,181	25,366	84%
SSAF14 - Supporting Production & Dissemination of Student Media	28,967	28,967	108,792	79,825	73%
SSAF15 - Helping Students Develop Study Skills	22,811	22,811	142,342	119,531	84%
SSAF17 - Student Advocacy re University Rules	38,188	38,188	227,203	189,015	83%
SSAF18 - Information to help students through Orientation	74,923	74,923	159,691	84,768	53%
SSAF19 - Helping Overseas students	5,404	5,404	29,064	23,660	81%
Total Student Support Program Costs	425,972	425,972	2,000,000	1,574,028	79%
Total Expenditure	425,972	425,972	2,000,000	1,574,028	79%
Gross SSAF Surplus/(Deficit)	74,028	74,028	-	(74,028)	-
SSAF Surplus/(Deficit)	74,028	74,028	-	(74,028)	-
Non-SSAF					
Income					
Interest and Investment Income	25,779	25,779	-	(25,779)	-
Other Income	168	168	-	(168)	-
Total Income	25,947	25,947	-	(25,947)	-
Expenses					
Interest & Investment Costs	1,347	1,347	-	(1,347)	-
Depreciation	12,478	12,478	-	(12,478)	-
Total Expenses	13,825	13,825	-	(13,825)	-
Total Non-SSAF	(12,122)	(12,122)	-	12,122	-
Combined SSAF/Non-SSAF Surplus/Deficit	86,150	86,150	-	(86,150)	-

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