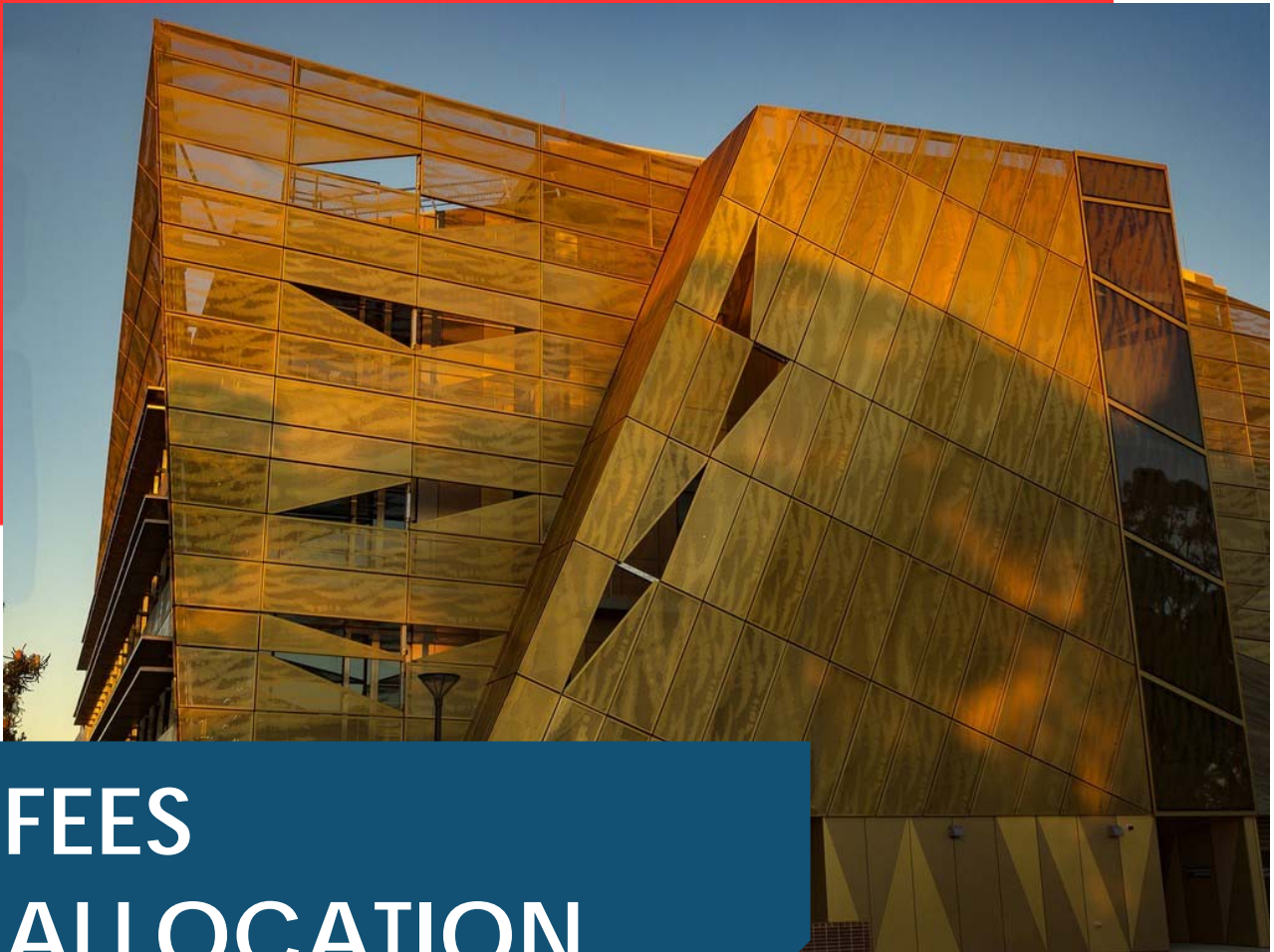


3rd QUARTER, SEPT 2019



FEES ALLOCATION DEED REPORT

Edith Cowan University (ECU) Student Guild



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PRESIDENTS REPORT

No report was submitted.

Abhishek Mehta
President

CEO REPORT

After advice and review the senate of the Guild decided the position of CEO of the Guild was to be made redundant in July 2019 and the CEO at the time, [REDACTED] accepted an offer of a voluntary redundancy. His last day was 4th August 2019. [REDACTED]

Following [REDACTED] acceptance of the redundancy, the Senate appointed myself as Acting CEO in order to keep the Guild operations running while they undertook a recruitment process for an operations manager who was to be the new head of the operations team. This was mainly to facilitate the Guild annual elections that have to be held by 31 October every year, as well have being authorized to approve payroll, IT, vendor payments and other matters that were not in my scope of approvals as Financial Controller. We agreed that the Acting CEO role would be to approximately 50% of the CEO duties and would be in conjunction with continuing my Financial Controller role for up to 12 weeks, until an appointment could be made. While this would involve compromising both roles, it would be a workable solution for the short term.

During the September quarter, my main focus areas were:

- Completing end of probation reviews for staff reaching the end of their probation periods
- Returning Officer (RO) for the 2019 Guild Elections and finalised Election Timetable, liaise with MSL software re online election software access and training to ensure operation requirements to undertake elections online, updating of election documentation ready for release, commenced weekly meetings with RO
- Convening Operations Team Staff Meeting for the first time in 2019
- Weekly meetings with Secretariat representative every Monday for weekly updates and communication of any ongoing issues
- Attending Senate meetings & Secretariat meetings
- Re-establish Policy & Accountability Committee (PAC) as required under the constitution to update and complete new policies
- Working through ongoing IT issues

Melissa Johnston

Acting CEO

GENERAL SECRETARY REPORT

OVERVIEW:

In the third quarter of 2019 Senate term, I have focused on catching up on duties delegated by Sarah Cavanough (General Secretary) and also executing on roles and responsibilities as obliged with my role as Acting General Secretary.

HR ISSUES:

Redundancy of Guild CEO, [REDACTED]:

Discussions and meetings were conducted among secretariat in regards to offering a proposed change of position to Guild CEO [REDACTED] or alternatively a voluntary redundancy. [REDACTED] accepted the voluntary redundancy and his last day was on the 2nd of August 2019. We wish him well in his future endeavours and thank him for his service to the Guild.

The position was made redundant and the senate motioned for Melissa Johnston (Financial Controller) to be the Acting CEO, while a recruitment process is undertaken for an Operations Manager, which has replaced the role of CEO.

Further HR:

Secretariat motioned to appoint 11 Recruitment, a recruiting agency to assist and support in the recruitment process for the appointment of a new operations manager. Natasha Nel (consultant from 11 Recruitment) has been helpful in regards to identifying questions and understanding the needs of the Guild in filling position and finding the best potential candidate as Operations Manager of the Guild.

OTHER MATTERS:

The Policy and Accountability Committee was re-established by the Guild and sat on by Melissa Johnston (Acting CEO), Anthea Marshall (HR Coordinator), Seema Behrami (senate member), and myself (Acting General Secretary). We had our first meeting in early September and had scheduled another one for the next quarter to review policies and procedures.

Throughout the third quarter, the ECU Student Guild has organized a range of events for students on all 3 campuses. To name a few, there was a Peace day march, Mallu celebration, Bollywood party, Asian day with food vouchers for food trucks and smaller scaled events held by clubs, societies and collectives in the Joondalup campus. ECU Bunbury organized a free movie night and ECU Mount Lawley had their Mental Health week.

The ECU Guild initiated for more events that targeted all demographics of students. It was also well received by all cohorts of students, from all three campuses, which is crucial for the better welfare of all.

Elections:

The ECU Student Guild is also gearing up for the next term senate elections. A returning officer has been selected and Gary Duijckers has been appointed. The ECU Student Guild has approved of the chairperson for the tribunal as proposed by the University. Mr. Steve Klomp was appointed to this role.

Meetings:

Weekly Ops senate meeting:

As the Acting General Secretary, I have been meeting with the Acting CEO weekly to discuss and execute important task and concerns to the Operations & Senate teams. The weekly ops/senate meeting has made a significant difference to improving communication between both sides, which is crucial for effective work to be done.

Senate meetings:

Three Senate meetings had been conducted during July, August and September 2019. The Senate has caught up with agendas and minutes from 2018 has been transcribed ready to be redacted and published. 2019 minutes have been compiled and ready for approval of senate.

Elsa Chew

Acting 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, activities and short courses through the summer/winter break.

In 2019, we adopted 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 with less worry about the cost.

2019 Past events

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

Events to be held

- Auslan Bunbury

Other events under planning

- 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

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 ambiance on campus. Welfare jobs done by the VP:

- Held Equity meeting
- Attended RAP meetings
- Attended Secretariat meetings
- Attended Senate meetings
- Attended International orientation days
- Attended International coffee meets
- Helped out with Guild Fair days
- Organised and sponsored Multicultural Festival
- Organised Independence Day
- Sponsored International Women's Day
- Organised Onam celebration
- Planning Cancer Council Afternoon Tea
- Planning for Peace March
- Planning for Multicultural week
- Planning for Bollywood party

ECU Disability collective

- Put up marquees at the Guild days
- New members recruited
- Helped department for Ramadan dinner
- Helped with Independence day

Mature Age Student Network (MASN)

- Coffee meet up

Queer collective

- Participated at the Guild days
- Organised queer beer
- Pride Space

Women's community

- Doing pampering sessions
- Planning Cancer Council Afternoon Tea

Faizan Akram

VP – Equity & Diversity

VP – SOCIAL ACTIVITY REPORT

Overview: -

During the second quarter, I was appointed as the Vice-President Social Activity as the previous Vice-President, Alfred Koech, stepped down from his post when he graduated. I started my duties as Vice-President on the 01/08/2019 and the first part of this report is based on the plan that Alfred has developed in second quarter.

Tiki Party: - 09/08/2019

This event took place on 09/08/2019 at ECU Joondalup Campus.

Ind-Pak Independence Day: - 26/08/2019

I have managed to set up my first event after appointed as Vice President with Desi Club. It was a small scale event but the number of student got affected, was somewhere between 110 to 130. The event was successful and went well as planned.

Onam Day Mallu club: - 05/09/2019

This was the first event that was proposed by Mallu club and I was working along with the club team to make sure the event went in the right direction. The event went really well, as more than 150 students attended and enjoyed food, drinks and some performances, along with some physical activities.

African Food Day: - 26/09/2019

This was the first event for African Club as well, they proposed to do this event at small scale, providing some famous African food to the attendees. Everyone really liked all the activities that was happening around especially African Drums. There were more than 100 students was attending this event.

Wine Tour: - 03/10/2019

I did this event during the semester break, just to provide a chance to relax for 40 students. We ended up getting 29 students and non ECU students. I hired a party bus to add some more fun to this event. I planned this wine tour to visit three different wineries and provided wine tasting and free lunch to all attendees at a subsidised ticket fee.

Cricket Tournament: - 07/10/2019

I held this activity, just after the mid-semester break as I was getting many requests from different students and clubs interested in cricket. I have managed to do "Semester 2, 2019 Guild Tape Ball Tournament" at Edgewater Emerald Park Cricket ground. I have provided Drinks and BBQ to make sure all the students were enjoying the whole day event. I have provided \$200 winning prize to the winning team at the end of the day along with Winner and Runner up medals.

Bollywood Party: - 10/10/2019

I have planned this event with Desi club at ECU Tavern, the event started from 6pm to till midnight. I assisted with the event planning with their committee such as DJ, Lights, Venue, Sound and food as this was their first event which Desi Club was doing on a large scale and their attendance expectation was between 120 to 220 students. This event

went well as we got 150 attendees for this event and there were no evictions or incidence during this event.

Halloween: - 01/11/2019

Planning is underway with initial meetings with CSO, Event staff (ECU Parties and Events) and with Guild staff, throughout August and September months. We have planned for Halloween Party for 1 November evening. We have arranged: -

1. Venue and Transportation,
2. Lights and decorations
3. Food, Bar and Facilities,
4. Safety, Emergency exits and first Aid point
5. Promotions and Volunteers
6. Ticket sale and budget.

Guild Ball: - 22/11/2019

I have been involved with planning for this event from beginning of the year as a General Senator so feel comfortable with the handover from Alfred on the Guilds largest event of the year. I have visited Optus Stadium with Alfred and Lauren. We have planned for: -

1. Venue, menu drafts, tables and props
2. Ticket pricing, attendance, sales, complimentary tickets
3. Total budget revenue and expenditure
4. After party and transportation
5. Run sheet, staff and senate responsibilities on the night.

Rajesh Kumar

VP Social Activity

FINANCIAL CONTROLLER REPORT

With the additional duties of Acting CEO, finance duties have been somewhat relegated, with mainly essential tasks being completed rather than full operational duties and improvement projects.

We finalised the 2019 Fees Allocation Deed with the university, securing the Guilds SSAF funding for 2019. This was somewhat delayed compared to prior years due to some delays with the university, as well as the Guild senate/management issues.

I have completed a mid-year budget review to ensure we are on track with our spending for the year to date in the various SSAF budget categories. As the year progresses we have been able to identify some events and activities that may not proceed and look to reallocate or re-distribute funds where possible, within the same SSAF category, to provide similar services to the student body.

The senate and operations team has been supportive of my role as Acting CEO and I am happy to assist for the short time to ensure the Guild is able to operate during this transition period.

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.

Note we are updating our appointment system and reporting to align with our KPI's, so we can accurately collate and report data for the allocation and utilization of our resources. This will be an ongoing process to ensure we get the best use of the Cliniko system we have implemented and can utilise the features to best suit our needs.

Total number of students supported by GSAs this quarter across all campuses	401
Total number of support sessions (phone, appointment, walk-in) this quarter across all campuses	702
Average number of sessions per student (Appointments are booked for 1 hour each)	1.75

Breakdown of Appointment Type (based on student selection when appointment is booked):

Description	JO/ML	BU
Academic Misconduct	33	1
Academic Progression Status Review (APSR) (Exclusion)	112	
New complaints	19	
Ongoing/ unresolved complaints	6	2
Deferrals	4	
Financial – ECU Loan (referral)	4	
Financial - Fees and Scholarships	12	
Financial – Food Vouchers	13	13
Financial – Guild Loan	15	1
Financial – Hardship Payment Scheme (referral)	3	
Financial – Study Supplies Grant	30	2
Financial – Transport Vouchers	2	
Financial – Welfare Packs	6	
Financial - General		21
Formal Review	74	
Informal Review	25	2
Initial Consultation (various issues)	111	27

Referrals to other services only	7	
Standard Consultation (various issues)	113	
Student Appeals Committee	8	
Withdrawal Without Penalty (Financial/Academic)	36	
Total	633	69
*Note this new system was implemented in March 2019 and has been in development and improvement since to ensure appropriate and useful classification of data, and is an ongoing process.		

Collaborative support for students

Throughout the quarter, the GSAs coordinated their support for students with a wide range of ECU staff and external agencies. Key meetings as follows.

- Meetings with Lecturers, Unit Coordinators, Associate Deans to support students with Informal, Formal, and Academic Progressions Status Reviews as well as Informal and Formal Complaints, Academic Misconduct investigations and Student Appeals Committee hearings.
- Meetings with Diversity & Equity, Academic Skills Centre, Student Life to improve coordination of services and advocate student issues that have arisen in response to the July 2019 changes to various ECU rules.
- Contact with numerous external agencies to support students with a range of issues, including Centrelink, Headspace, Share the Dignity, RUOK campaign, WA Department of Transport, Saint Vincent De Paul, Mount Lawley and Joondalup ECU Villages and community legal service providers.
- Hosted the UWA, ECU, Curtin & Murdoch inter-university GSA Networking Forum.

Policy and Program updates

- Updated existing GSA guidelines and associated letter templates for students on the Complaints, Student Appeals Committee and Informal Review, Formal Review and Exclusion appeal process and their associated letter templates.
- Updated website content to reflect changes to updated guidelines as well as range of support provided by GSAs and external organisations.
- Assessed and awarded some 30 grants at the start of semester two to students enrolled in units at Joondalup and Mount Lawley under the Study Supply Grant program.

OPERATIONAL ACTIVITIES – ACTIVITIES MANAGEMENT

Overview

The Activities department is responsible for facilitating all activities including planning, equipment hire, catering, staging, and interaction with internal and external stakeholders for all Guild events ranging from a club BBQ to a major event such as Orientation day. Officers are integral in building and maintaining effective relationships with responsible officers in the Guild Senate, ECU University departments as well as a wide range of external service providers in ensuring Guild events and activities are presented in a professional light with an emphasis on safe environments.

They are also responsible for identifying resource needs and managing the procurement, recording and maintenance of the Guild's equipment assets. The full range of services and equipment is available to all Guild departments, affiliated clubs and the broader ECU University community to encourage and support initiatives that result in extended student services.

EVENTS REGISTER

ATTENDEES LEGEND:

Equip/O

ECU/Equip

>number

Number (+ -)

		Event Support					
Date	Event	JO	ML	BU	Staff	Senate	Attendees
1 st July	ECU International BBQ		X		1		35
1 st July	Auslan Course Week 1	X			1	1	20
3 rd July	Auslan Course Week 2	X			1	1	20
8 th July	Auslan Course Week 3	X			1	1	20
10 th July	Auslan Course Week 4	X			1	1	20
12 th July	Edith Cowan College (Audio + 4x Marquees + 8x Trestles)	X			1		ECU/Equip
15 th July	Auslan Course Week 5	X			1	1	20
16 th July	Disability Collective Seminar		X		1	1	~25
17 th July	School of Nursing & Midwifery Induction	X			2	1	~60
17 th July	Auslan Course Week 6 (Final)	X			1	1	20
19 th July	School of Nursing & Midwifery Induction	X			2	1	~60
20 th July	POWA Gaming Night	X			1		~25
22 nd July	ECU International BBQ		X		1		35
22 nd July	Nursing & Midwifery Grad Ball BBQ – ECU Inductions	X			1		Equip/O
24 th July	ECU Induction BBQ		X				~150

		Event Support					
Date	Event	JO	ML	BU	Staff	Senate	Attendees
26 th July	School of Nursing & Midwifery 'Ready Set Go!'	X			1	1	~60
27 th July	Orientation			X	1	1	~100
30 th July	Guild Fair		X		4	4	~Uni Pop!
1 st August	Guild Fair	X			4	4	~Uni Pop!
1 st August	Soup Kitchen			X	1	1	~50
2 nd August	ECU International BBQ		X		1		35
2 nd August	Sen 2 Welcome Back			X	1	1	70
6 th August	Education Careers Fair Set-up + BBQ		X		4		~320
6 th August	Sundowner Pool Comp			X	1	1	~40
7 th August	Nursing & Midwifery Grad Ball BBQ	X			1		Equip/O
7 th August	Film Brats Marquee		X		1		Equip/O
8 th August	Malaysia Club Meet & Greet		X		1	1	Equip/O
9 th August	Semester 2 Party - TIKI	X			3	4	~350
9 th August	Malaysia Club Meet & Greet	X			1	1	Equip/O
9 th August	Omani Club (ECC) FIFA Comp.	X			1		Equip/O
12 th August	Volunteering organisation	X			1		Equip/O
12 th August	ECU International BBQ		X		1		35
13 th August	Volunteering Organisation	X			1		Equip/O
14 th August	Nursing & Midwifery Grad Ball BBQ	X			1		Equip/O
15 th August	Volunteering Organisation		X		1		Equip/O
16 th August	2019 National Volunteers Expo			X	1	1	30
19 th August	Malaysia Club LARP: Humans v Zombies	X			2	2	Equip/O
20 th August	Nursing Fundraiser BBQ	X			1		Equip/O
21 st August	Learning Abroad Fair		X		2	1	~200
21 st August	Nursing & Midwifery Grad Ball BBQ	X			1		Equip/O
21 st August	Bunbury Ten Pin Bowling			X	1	1	30
22 nd August	Guild Student Assist Soup Day	X			2	1	100
26 th August	Indian & Pakistan Independence Day	X			2	4	150
27 th August	Speech Pathology BBQ + Bake Sale	X			1		Equip/O
28 th August	JO Markets	X			2	2	Equip/O
29 th August	Nurses & Midwifery Grad Ball BBQ	X			1		Equip/O
30 th August	Queer Collective – 'Wear It Purple Day'	X			1	2	Equip/O
2 nd Sept	Education Fundraiser BBQ	X			1		Equip/O
4 th Sept	Nursing & Midwifery Grad Ball BBQ	X			1		Equip/O
5 th Sept	Mallu Club Celebration	X			2	4	Equip/O
5 th Sept	Pinoy Club Movie Night	X			1		Equip/O
5 th Sept	Guild Student Assist Soup Day		X		2		100
5 th Sept	BBQ Sundowner			X	1	1	30
11 th Sept	ECU International – Japan Festival	X			2	2	Equip/O
11 th Sept	Spring into Spring – how is your Health			X			60
12 th Sept	RU-OK Day	X	X		4	2	Equip/O
12 th Sept	Edith Cowan College (Audio + 3x Marquees)	X			1		Equip/O
18 th Sept	Nursing & Midwifery Grad Ball BBQ	X			1		Equip/O
19 th Sept	ML Markets		X		2	2	Equip/O
21 st Sept	POWA Gaming Night	X			1		Equip/O
23 rd Sept	International Peace Day	X			3	4	Equip/O
24 th Sept	JO Markets	X			2	2	Equip/O

		Event Support					
Date	Event	JO	ML	BU	Staff	Senate	Attendees
25 th Sept	Multi-Cultural Fair	X			3	4	Equip/O
25 th Sept	Sundowner at the Café			X	1	1	50
26 th Sept	African Day	X			2	2	Equip/O
27 th Sept	Saudi Day	X			1	2	Equip/O
27 th Sept	ECU international BBQ		X		1		35
27 th Sept	Western Australian Student Paramedics Quiz Night	X			1		Equip/O

RELATED MEETINGS

	Campus			
	JO	ML	BU	EXT
Health & Wellness			2	
University Staff & Committees			2	
SW Campus Activities Group			2	
Guild Network Community Group				
Bunbury Student Activities			13	
ECU Sport Committees	2			
Guild Clubs & Committees	4			
Network & Community			2	
Student Connect Activities	2			
Student Villages			1	
Tavern Events Management	2			
Guild Staff meetings	1		1	

MARKETING AND PROMOTIONS

Marketing activities for Q3 started with the introduction to Semester 2 and included many club and department run events and initiatives.

Event Promotion and Partnerships

The largest event for Q3 was an adapted Guild Fair held across all three campuses for ECU and ECU Guild clubs and departments. The days were a great success with many clubs attending and creating an atmosphere of fun on campus. The event was also strengthened by ECU Departments such as the Library, Scholarships, Alumni, and Overseas Exchange bringing more visibility to existing opportunities for ECU students.

Social Media and Websites.

The Guild gave away \$465 worth of prizes via social media in Q2 including Boost Juice promotions and movie ticket giveaways. The e-newsletter open rate remains just under 20% with better results per targeted campaign. The Guild continues to use Facebook, Twitter and Instagram in its communication channels to students but must be mindful of covering an array of channels to maximise reach.

The Guild website averaged 150 visits per day with a majority of that visiting the Guild Student Assist pages. The introduction of three Guild Student Assist Officers and complete coverage across both campuses has helped promote the Student Assist services to student body.

Additional Activities

ECU Guild Ball tickets were released with the 2019 Ball to be held at Optus Stadium and to accommodate a record number of students. The Guild also ran the ECU AFL Experience bringing international students to a West Coast Eagles Game. R U OK? Day Activities were run in conjunction with ECU Student Activities team and the Alhulbayte Humanity Club Peace Walk generated positive media attention in the local papers.

Dircksey

Due to technical and personnel issues the final copy of Dircksey has been delayed. It remains an important part of the university experience and a valuable way for students to collaborate and publish their work

To end Q3 2019, the ECU Guild began a lasting mission to build stronger relations with existing businesses and departments on campus to further promote our activities and initiatives. We will continue to work on building stronger relationships with the ECU community in the future.

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 July 2019

Closing Stock: 30 September 2019

Book Count	Book Value (net)
375	\$15,809.00
367	\$8,598.15

Transactions

	Campus		
	JO	ML	BUN
Book Buy Backs			
Number of transactions	69	3	1
Number of books	137	7	2
Buyback value	\$6,320.50	\$375.00	\$118.50

Transactions (all processed through JO)

	Campus		
	JO	ML	BUN
Book Sales			
Total number of transactions	141	-	-
Number of books	165	-	-
Sales value	\$7,776.50	-	-
Cash sales	\$4,947.50	-	-
Paypal Sales	\$2,829.00	-	-

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:	
Socialist Alternative	ECU Afro –Caribbean Society
Alhulbayt Humanity Club	ECU Christian Union ML (GS Branch)
ECU Malaysia Club	ECU Liberal Club
ECU Pinoy Club	African Club of ECU
ECU e-sports society	ECU Cars & Cruises
ECU Parties & Events	Power to Change
ECU Desi Subcontinental Society	Russian Culture Club
ECU Badminton Club (conditional)	Mallu Club
ECU Centaurs (ex-Quiditch – conditional)	Saudi Club
ECU Cricket Club	Women of WAAPA
The Gospel Stand	Youth Movement
Collective Hope	Omani Club
ECU Liberal Club	Harry Potter Society
POWA Anime Club	ECU Vegan Club
ECU Afro-Caribbean Student Assoc	Collective Hope
Women of WAAPA	ECU Islamic Society
ACADEMIC CLUBS:	
Finance & Accounting Society	Enactus ECU
Women in Engineering	ICSA: Science
ECU Aviators	ICSA: Black Ops
ECU Women in Business	

Arts Management Student Organisation (AMSO)	Film Brats
Computer & Security Student Association (CASSA)	Women in Business
Human Resources Management Student Organisation (HRMSO)	ECU Robotics
WA Student Paramedics (WASP)	Contemporary Arts 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 lobbies 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
Aboriginal Student Union (Inactive)

STUDENT GUILD CONTACT INFORMATION

ABHISHEK MEHTA PRESIDENT	MELISSA JOHNSON ACTING CEO & FINANCIAL CONTROLLER	
Tel (61) 08 6304 2651 Mob 0422 671 372 a.mehta@ecuguild.org.au	Tel (61) 08 6304 5915 Mob 0419 936 836 m.johnston@ecuguild.org.au	

Edith Cowan University (ECU) Student Guild
Building 34.215 ECU Joondalup Campus
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ecuguild.org.au



APPENDIX 1

Edith Cowan University Student Guild

ABN 87 081 487 187

Quarterly Financial Report

as at 30 September 2019

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Statement of Financial Position

Edith Cowan University Student Guild

As at 30 September 2019

	NOTES	30 SEP 2019	30 SEP 2018
Assets			
Current Assets			
Bank accounts	2	162,963	823,696
Receivables & Accruals	3	1,108,583	562,071
Inventory	4	8,598	13,322
Prepayments	5	59,890	34,793
Total Current Assets		1,340,034	1,433,881
Non-Current Assets			
Property, plant and equipment	6	45,030	54,176
Intangibles	7	1,324	6,603
Investment Reserves	8	842,128	871,659
Total Non-Current Assets		888,482	932,438
Total Assets		2,228,516	2,366,319
Liabilities			
Current Liabilities			
GST		40,410	36,494
Creditors & accruals	9	93,190	163,312
Employee provisions	10	75,183	133,190
Total Current Liabilities		208,782	332,996
Total Liabilities		208,782	332,996
Net Assets		2,019,734	2,033,323
Equity			
Retained Earnings	11	2,019,734	2,033,323
Total Equity		2,019,734	2,033,323

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 30 September 2019

	JUL-SEP 2019	JUL-SEP 2018
Income		
SSAF Funding	500,000	500,000
Other Revenue	52,716	32,924
Total Income	552,716	532,924
Direct Costs		
Student Support Program Costs		
SSAF01 - Provision of Food & Drink	6,086	3,775
SSAF02 - Supporting Sporting & Recreational Activity	17,362	14,384
SSAF03 - Club Administration Support	16,433	16,888
SSAF06 - Health & Welfare of Students	10,486	11,102
SSAF09 - Helping Students with their Financial Affairs	21	11,360
SSAF12 - Library & Reading Rooms	14,256	11,969
SSAF13 - Supporting Student Artistic Activities	3,773	-
SSAF14 - Supporting Production & Dissemination of Student Media	6,108	6,787
SSAF15 - Helping Students Develop Study Skills	3,838	586
SSAF17 - Student Advocacy re University Rules	1,440	-
SSAF18 - Information to help students through Orientation	3,137	11,488
SSAF19 - Helping Overseas students	2,549	362
Total Student Support Program Costs	85,489	88,702
Total Direct Costs	85,489	88,702
Gross SSAF Surplus/(Deficit)	467,227	444,222
Indirect Costs		
Administrative Overheads	43,508	27,707
Infrastructure Overheads	18,723	31,588
Salaries & Wages	412,373	309,951
Salary On-Costs	(13,139)	58,079
Election Costs	9	300
Total Indirect Costs	461,475	427,624
SSAF Surplus/(Deficit)	5,753	16,598
Non-SSAF		
Income		
Interest & Investment Income		
Interest received	329	833
Plan B/IOOF Change in Market Value	(10,839)	24,759
Plan B/IOOF Distribution	17,970	31,202
Total Interest & Investment Income	7,460	56,794

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

	JUL-SEP 2019	JUL-SEP 2018
Other Income		
Insurance Claims	-	852
Merchandise Sales - Clothing	-	36
Merchandise Sales - Other	18	-
Parking Scratchie Sales	626	-
Total Other Income	644	888
Total Income	8,104	57,682
Expenses		
Interest & Investment Costs	1,673	1,387
Depreciation	6,335	8,137
B22 Cafe opportunity	-	6,540
Total Expenses	8,008	16,063
Total Non-SSAF	(96)	(41,619)
Combined SSAF/Non-SSAF Surplus/Deficit	5,849	58,217

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 30 September 2019

	JUL-SEP 2019	JUL-SEP 2018
Cash flows from Operating Activities		
Receipts from grants	548,105	1,100,000
Receipts from customers	57,048	36,612
Payments to suppliers and employees	(654,887)	(598,049)
Total Cash flows from Operating Activities	(49,734)	538,563
Cash flows from Investing Activities		
Dividends received	17,970	31,202
Interest received	329	833
Interest Paid	(94)	-
Payment for property, plant and equipment	(3,904)	(3,698)
Increase in investments	(16,544)	(29,815)
Total Cash flows from Investing Activities	(2,243)	(1,479)
Net increase/(decrease) in cash held	(51,978)	537,084
Cash Balances		
Opening cash balance	220,474	291,863
Closing cash balance	168,496	828,947
Movement in cash	(51,978)	537,084

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 30 September 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.

	JUL-SEP 2019	JUL-SEP 2018
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts		
Trybooking	18,736	-
Bendigo Bank	145,575	825,609
PayPal Merchant Account	1,260	803
Total Bank Accounts	165,571	826,413
Other Cash Items	2,928	2,534
Total Cash Balances	168,499	828,947
Credit Cards	(5,536)	(5,251)
Total Cash & Cash Equivalents	162,963	823,696
	JUL-SEP 2019	JUL-SEP 2018

3. Receivables

Receivables		
Accounts Receivable	1,102,357	554,376
Other Debtors - Student Loans	7,701	8,139
Less: Provision for Doubtful Debts	(3,443)	(2,480)
Sundry debtors	1,895	-

Accrued Income	74	2,036
Total Receivables	1,108,583	562,071
Total Receivables	1,108,583	562,071
	JUL-SEP 2019	JUL-SEP 2018

4. Inventory

Inventories		
Stock on Hand - Books	8,598	13,322
Total Inventories	8,598	13,322
Total Inventory	8,598	13,322
	JUL-SEP 2019	JUL-SEP 2018

5. Prepayments

Prepayments - Other	44,796	33,823
Prepayments - Insurance	15,094	969
Total Prepayments	59,890	34,793
	JUL-SEP 2019	JUL-SEP 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	27,423	24,042
Low Value Assets - acc dep	(27,595)	(24,042)
Total Plant and equipment (Low Value Pool) at cost	(172)	-
Plant and equipment (ML) at cost		
P & E - ML - at cost	57,498	55,222
P & E - ML - acc dep	(45,701)	(39,439)
Total Plant and equipment (ML) at cost	11,797	15,784
Plant and equipment (BU) at cost		
P & E - BU - at cost	10,941	10,598
P & E - BU - acc dep	(10,158)	(9,593)
Total Plant and equipment (BU) at cost	783	1,005
Plant and equipment (JO) at cost		
P & E - JO - at cost	146,232	135,416
P & E - JO - acc dep	(113,610)	(98,028)
Total Plant and equipment (JO) at cost	32,622	37,387
Total Plant and equipment at cost	45,030	54,176
Total Plant and Equipment	45,030	54,176
Total Property Plant and Equipment	45,030	54,176

	JUL-SEP 2019	JUL-SEP 2018
7. Intangibles		
Other Intangible Assets		
Software - Recfind	32,469	32,469
Less: Provision for Amortisation	(31,145)	(25,866)
Total Other Intangible Assets	1,324	6,603
Total Intangibles	1,324	6,603
	JUL-SEP 2019	JUL-SEP 2018

8. Investments

Financial assets - Managed Funds		
Plan B/IOOF - Managed Fund - Investment	504,168	486,400
Plan B/IOOF - Managed Fund - Change in Market Value	(40,445)	10,701
Total Financial assets - Managed Funds	463,723	497,101
Term deposits		
Bendigo Bank-TD 2014+2015 SSAF	378,405	374,558
Total Term deposits	378,405	374,558
Total Investments	842,128	871,659
	JUL-SEP 2019	JUL-SEP 2018

9. Creditors & Accruals

Current		
Creditors		
Trade Creditors	11,574	89,716
Rounding	-	(2)
Suspense	-	-
Total Creditors	11,574	89,714
Payroll		
Accrued Wages	18,549	21
Other payroll accruals payable	447	1,015
PAYGW Payable	28,237	34,572
Superannuation Payable	34,382	37,990
Total Payroll	81,616	73,598
Total Current	93,190	163,312
Total Creditors & Accruals	93,190	163,312
	JUL-SEP 2019	JUL-SEP 2018

10. Employee Provisions

Provision for Long Service Leave	47,753	46,090
Provision for Annual Leave	27,430	87,101
Total Employee Provisions	75,183	133,190

	JUL-SEP 2019	JUL-SEP 2018
11. Retained Earnings		
Retained Earnings	1,864,076	1,880,847
Current Year Earnings	155,658	152,476
Total Retained Earnings	2,019,734	2,033,323

Spending Program by SSAF Category

Edith Cowan University Student Guild For the 3 months ended 30 September 2019

	JAN-MAR 2019	APR-JUN 2019	JUL-SEP 2019	TOTAL	2019 SSAF 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	9,171	11,161	11,643	31,975	30,280	(1,695)	-6%
SSAF02 - Supporting Sporting & Recreational Activity	98,253	145,947	90,461	334,661	518,316	183,655	35%
SSAF03 - Club Administration Support	54,626	52,833	81,711	189,170	297,525	108,355	36%
SSAF06 - Health & Welfare of Students	75,370	87,584	111,617	274,571	421,241	146,670	35%
SSAF09 - Helping Students with their Financial Affairs	12,747	7,566	4,509	24,822	24,458	(364)	-1%
SSAF12 - Library & Reading Rooms	530	2,439	8,003	10,972	10,907	(65)	-1%
SSAF13 - Supporting Student Artistic Activities	4,815	5,650	9,748	20,213	30,181	9,968	33%
SSAF14 - Supporting Production & Dissemination of Student Media	28,967	29,451	41,269	99,687	108,792	9,105	8%
SSAF15 - Helping Students Develop Study Skills	22,811	34,732	33,575	91,118	142,342	51,224	36%
SSAF17 - Student Advocacy re University Rules	38,188	40,759	61,348	140,295	227,203	86,908	38%
SSAF18 - Information to help students through Orientation	74,923	22,279	32,646	129,848	159,691	29,843	19%
SSAF19 - Helping	5,404	4,504	7,716	17,623	29,064	11,441	39%

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

	JAN-MAR 2019	APR-JUN 2019	JUL-SEP 2019	TOTAL	2019 SSAF BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Overseas students							
Total Student Support Program Costs	425,804	444,905	494,247	1,364,956	2,000,000	635,044	32%
Total Expenditure	425,804	444,905	494,247	1,364,956	2,000,000	635,044	32%
Gross SSAF Surplus/(Deficit)	74,196	55,095	5,753	135,044	-	(135,044)	-
SSAF Surplus/ (Deficit)	74,196	55,095	5,753	135,044	-	(135,044)	-
Non-SSAF							
Income							
Interest and Investment Income							
Interest received	3,231	4,850	329	8,410			
Plan B/IOOF Change in Market Value	18,041	12,120	(10,839)	19,323			
Plan B/IOOF Distribution	3,991	654	17,970	22,616			
Donations Received	501	-	-	501			
Total Interest and Investment Income	25,764	17,625	7,460	50,849			
Other Income							
Merchandise Sales - Other	-	-	18	18			
Parking Scratchie Sales	15	(769)	626	(129)	-		
Total Other Income	15	(769)	644	(110)	-		
Total Income	25,779	16,856	8,104	50,739			
Expenses							
Interest & Investment Costs	1,347	1,412	1,673	4,432			
Depreciation	12,478	6,880	6,335	25,693			
Total Expenses	13,825	8,292	8,008	30,125			
Total Non-SSAF	(11,954)	(8,563)	(96)	(20,614)			
Combined SSAF/Non- SSAF Surplus/ Deficit	86,150	63,658	5,849	155,658			

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