

2nd QUARTER, JUNE 2019



FEES ALLOCATION DEED REPORT

Edith Cowan University (ECU) Student Guild



Contents

PRESIDENTS REPORT	2
CEO REPORT	3
GENERAL SECRETARY REPORT.....	4
VP - ACADEMIC REPORT	6
VP – EQUITY & DIVERSITY REPORT.....	7
VP – SOCIAL ACTIVITY REPORT	7
FINANCIAL CONTROLLER REPORT	10
OPERATIONAL ACTIVITIES – GUILD STUDENT ASSIST	11
OPERATIONAL ACTIVITIES – ACTIVITIES MANAGEMENT	13
MARKETING AND PROMOTIONS.....	16
GUILD SECONDHAND BOOKSHOP	17
GUILD OPERATIONAL ADMINISTRATION	18
AFFILIATED CLUBS SERVICES	19
STUDENT GUILD CONTACT INFORMATION.....	21
APPENDIX 1	22

PRESIDENTS REPORT

No report was submitted.

Abhishek Mehta

President

CEO REPORT

No report available as the CEO was made redundant in early August 2019 and did not submit a report before leaving.

Brett Callender
CEO

GENERAL SECRETARY REPORT

OVERVIEW:

In the second quarter of the 2019 Senate term, Sarah Cavanough was the elected General Secretary holding office. As Sarah has gone on maternity leave (effective elate July), I, Elsa Chew have been appointed as Acting General Secretary at the on the 19th of August 2019 as motioned by the senate. Below is a report based on what has been done by Sarah throughout the second quarter of 2019.

The second quarter was focused on catching up with duties previously neglected due to the priority given to resolve and address any legal issues which occurred from the mid of 2018 up to the second quarter of 2019.

There was more focus given to restore the reputation of the Guild while at the same time cater to the needs of the students in ECU which has always been the purpose for the core existence of the Guild. Also with the help of experience employees, the Guild's overall welfare was better coordinated and maintained. This is typically vital for staffs and senators to ensure that issues that had previously happened could have been resolved in a more effective manner.

Overall, the Guild has transitioned into a more student centric environment and working more effectively with each other in a professional manner.

HR ISSUES:

[REDACTED] :

[REDACTED]

[REDACTED]

[REDACTED]

Rebuilding the relationship with operational staff:

The Guild has organized fortnightly catch ups after work to better understand each other. The new employees were welcomed by the staff and senate, which helped them better adapt into their new roles. Having more active communication and being more open to constructive feedback were a few points that were discussed in operational and senate meetings.

Meeting with OHS requirements:

The Guild has also been actively completing documents to comply with occupational health and safety (OHS) to comply with necessary legislations. With the help of Anthea, our knowledgeable Business Administration Officer who has worked with many cooperate companies in the past, we were able to speed up the process and organize an OHS committee which help obtain other necessary certificates in due process. We also appointed Anthea as the OHS officer and is focusing on meeting with OHS requirements of the Guild in all 3 campuses.

OTHER MATTERS:

Events and club engagement:

Staffs and Senators from the ECU Student Guild attended a compulsory SARC training conducted by the Sexual Assault Resource Centre. It was useful as we collectively learned and were made aware of detecting an occurrence of sexual assault, not just in the workplace but also in our daily lives. The workshop also taught us some calming skills to ensure we keep the victim safe until relevant authorities took over. Also, we were guided with practical strategies to help cope after a trauma which can be useful in most cases and not only relating to sexual assault. The workshop was very beneficial, interactive, and great feedback was given from staff and senate. Most importantly, it helps keep us more socially aware and safe in general.

Throughout the second quarter, the ECU Student Guild has organized a range of events for students. To name a few, they are the Tiki party, Guild day semester 2, Visa workshops for international students, market days on both campuses, BBQs, coffee cup free day to help initiate the use of reusable cups and many more.

Meetings:

Annual general meeting:

The Annual General Meeting has also been held on the 30th of April 2019 which was opened to all current students of ECU. The President briefed about each department and also spoke about the Guild as a whole. He has suggested that the Guild aims to host more cost-effective events rather than large scale yet low efficiency events this year. This is also to compliment the budget that was restricted due to an excessive and unnecessary legal cost occurring to the Guild that was only finalised in the first quarter of this year. Overall, the AGM ran smoothly in time and in order with no unnecessary conflict.

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 like Conference week and short courses through the summer 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.

Workshops held so far:

- First Aid Workshops at Joondalup, Mt Lawley and South West Campus
- Manual Handling and CPR course (external provider)
- Auslan Course at Joondalup

Events under consideration for Semester 2, 2019:

- Auslan for Bunbury
- Mental Health First Aid course
- Swimming Lessons
- Deportment and Grooming

The Academic department will also continue its role coordinating and supporting 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 meetings
- Attended RAP meetings
- Attended secretary meeting
- Attended Senate meeting
- Attended International orientation days
- Attended international coffee meets
- Helped out with Guild day and O'days
- Organised and sponsored Multicultural festival
- Organised Independence day
- Sponsored International women's day
- Organised Ramadan dinner
- Organising Onam celebration
- Organising Cancer day

ECU Disability collective

- Put up marquees at the Guild days
- Attended Equity meetings
- Looking for more committee members, training and equipping them for future leadership roles under the Disability collective

Ethnocultural collective

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

Mature Age Student Network (MASN)

- Coffee meet up
- New members recruited
- Put up marquees at the Guild days

Queer collective

- Participated at the Guild days
- Organised queer beer

Women's community

- Attended equity meeting
- Doing pampering sessions
- Planning Cancer day

Faizan Akram

VP – Equity & Diversity

VP – SOCIAL ACTIVITY REPORT

Toga Party 2019 Held at the Tavern 18th April 2019

Managed to set up the first event of the year at Joondalup Tavern, which was held just before the mid semester break at the ECU Joondalup tavern. Liaised with Social Club, Parties and Events and Perth Social Club (Tavern Managers), in running the event.

Overall the event was a great, there were 350 attendees and the feedback from the students was very good. The event was very well received despite the threat of rain. The smaller venue (Joondalup tavern & courtyard) was an appropriately sized venue, as patronage was down from previous events. The low patronage was due to being held on the Thursday before 1st day of the Easter long weekend, and due to a shortened promotion period. Last year's event had the same numbers with a much larger outlay, thought to be due to date coinciding with Ed Sheeran concert.

There were no evictions nor incidence from the event.

Bunbury Visit

Towards the end of semester 1 2019, visited the Bunbury campus for pool tournament and start of semester party. Awarded the winner with \$100 voucher and shared some food and drinks with students. There was a group of 30 students who participated.

End of semester events

Held two end of semester sundowners at Mt Lawley and Joondalup campuses, just before exams. Subsidized drinks and some pizza for students. More than 400 students attended for both campuses.

Just after the exams, held a wrap up party. Was some mini golf and prizes to be won during this event.

Student Advisory Committee and Sports committee

Attended the Vice Chancellor Advisory committee on governance and sports committee as stipulated in the constitution. Also, attended secretariat meetings and senate meetings as well as, the SARC training.

Oktoberfest

Started planning and allocating for Oktoberfest, this will be a low key event and will be held just after the semester break. Will be at the Tavern in Joondalup.

Ball

Planned the end of year Ball event and did a scouting visit to the venue at Optus Stadium. Made contact with some performers and contractors for the day.

Supported the staff in the office by covering some hours in the office.

Attend the open days, Guild fairs and the student Visa information session and my international day.

Alfred Koech

VP Social Activity

FINANCIAL CONTROLLER REPORT

The second quarter of the 2019 year continued with some cautious optimism as the new senate worked with the operations team with collaboration and communication, seeking to resolve the outstanding issues from the 2018 senate.

From a finance point of view the AGM was held in late April as required and the audit was subsequently signed off unqualified, which was pleasing.

The 2019 budget was also approved by the Senate after numerous reviews and changes, made challenging by competing priorities, fixed income and rising costs. Our overheads and committed costs continue to rise with CPI and inflation, while our SSAF income is stagnating with no increase in recent years. The Senate will need to consider alternative funding sources to be able to continue to provide the same range of services that we have delivered in previous years, or else consider further efficiencies to meet budget restrictions in future years.

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 reflect valuable data in the use 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 utilize it to best suit our needs.

Caseload Register:

J Treloar	C Elvin	S Barrie	D Webster
JO & ML	JO&ML	JO&ML	BU

Support Type

Student Assist

Referral

Financial assistance:

General enquiry	30	3	24	15
Welfare Packs	10	6	28	6
Food vouchers	5	1	8	10
Study supplies	0	0	0	0
Emergency loan	4	3	2	0
Ad-Hoc / Finance issues	3	2	3	6
	52	15	65	37

Appeals:

Result Appeal	20	8	71	4
Unit Failure	23	3	41	4
Exclusion appeal	6	5	24	4
Withdrawal / Extension	14	4	10	2
Misconduct / Other	13	6	4	2
	76	26	150	16

Welfare & Education:

Grievances / complaints	0	2	15	3
Equity & Diversity	0	1	0	1
Equal Opportunity	0	0	0	0
Sexual harassment	0	0	0	0

Anxiety / Stress	20	3	0	3
Health / wellbeing	20	0	15	2
Academic / study concerns	3	0	7	3
Course / exam extensions	0	0	0	1
Scholarships	0	1	0	2
	43	7	37	15

Other Support / Queries:

Centrelink / Medicare	2	2	0	1
Course Fees	12	1	1	1
Accommodation / Housing	3	2	2	1
Legal	1	0	2	0
Visas / immigration	0	1	0	1
Support / Reference letters	0	0	0	0
Careers / Employment	0	0	0	1
Clubs / Activities / General	4	1	0	2
Second Hand Books	3	0	0	3
Guild membership	5	0	0	3
Child Support	0	0	0	2
Volunteering	2	0	5	2
	32	7	10	17

Related Meetings:

J Treloar	C Elvin	S Barrie	D Webster
JO & ML	JO&ML	JO&ML	BU

Associated Meetings

Department of Education Services WA	0	0	0	0
Equal Opportunities Commission WA	0	0	0	0
Student Appeals Committee (SAC)	3	0	8	0
Guild Staff/GSA Meetings	3	2	3	3
General University Meeting as GSA	1	1	1	4
Vice Chancellor's Student Advisory Forum	0	0	0	0
	7	3	12	7

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 REGISTER

ATTENDEES LEGEND:

Equip/O

ECU/Equip

>number

Number (+ -)

FT / Only

Affiliated Club event – Guild provided equipment only

ECU event - Guild provided equipment only

Guild / Club event – figure represents number catered for

Guild / Club event – figure reflects ticket sales and/or door count

Guild / Club event – Foot Traffic attendance count not kept

Date	Event	Campus				Event Support		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
2 nd April	JO Markets	X				2	2	FT/Only
2 nd April	Western Aust Paramedics Students (WASP) BBQ	X				1		Equip/Only
5 th April	Urbi BBQ	X				2		FT/Only
5 th April	Saudi Club Promotion	X				2		FT/Only
9 th April	IEEE ECU Branch BBQ	X				1		Equip/Only
10 th April	Colour Festival (Holi)	X				3	4	FT/Only
11 th April	Urbi BBQ	X				2		FT/Only
15 th April	International Nurses Day	X				1		FT/Only
15 th April	Christian Union Easter Stall		X			1		FT/Only
16 th April	Environmental Scavenger Hunt	X				2	2	FT/Only

17th April	TOGA	X				4	4	#300
27th April	Arts Management Student Organization		X			1		Equip/Only
28th April	ECU Cheerleading	X				1		Equip/Only
29th April	GSA Breakfast Club		X			3		FT/Only
30th April	GSA Breakfast Club	X				3		FT/Only
1st May	Multi-Cultural Festival	X				4	4	FT/Only
2nd May	Saudi Club Ramadan	X				2		FT/Only
7th May	Mental Health Day	X	X			2+2	4	FT/Only
8th May	Aviators BBQ	X				1		Equip/Only
9th May	Disability Collective		X			1		Equip/Only
13th May	ML Market		X			2	2	FT/Only
15th May	JO Markets	X				2	2	FT/Only
16th May	AMSO		X			1		Equip/Only
17th May	Queer Collective - IDAHOBIT	X				1	2	Equip/Only
21st May	Equity - Ramadan	X				2	4	FT/Only
22nd May	Tokyo City Uni Farewell BBQ		X			1		#90
24th May	ECU Corporate (Stage)	X				1		ECU/Equip
24th May	Lady Cabaret		X			1		Equip/Only
28th May	Speech Pathology Bake Sale	X				1		Equip/Only
28th May	GSA ML Stress Less		X			3		FT/Only
29th May	GSA JO Stress Less	X				3		FT/Only
31st May	Guild Sundowners JO + ML	X	X			2	2	FT/Only
3rd June	Chinese Students & Social Association	X				1		Equip/Only
4th June	Chinese Students & Social Association		X			1		Equip/Only
18th June	Edith Cowan College Audio+Marquees+Trestles	X				1		ECU/Equip
19th June	ECC Audio+Marquees+Trestles	X				1		ECU/Equip
25th June	Aust University Games BBQ	X				1		#100

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

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 April 2019

Closing Stock: 30 June 2019

Book Count	Book Value (net)
363	\$13,873.00
375	\$15,809.00

Transactions

Book Buy Backs	Campus		
	JO	ML	BUN
Number of transactions	44	6	-
Number of books	106	1	-
Buyback value	\$4,092.50	\$809.00	

Transactions (all processed through JO)

Book Sales	Campus		
	JO	ML	BUN
Total number of transactions	25	-	-
Number of books	40	-	-
Sales value	\$1,247.50	-	-
Cash sales	\$441.50	-	-
Paypal Sales	\$735.50	-	-

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		
HR Records		
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.

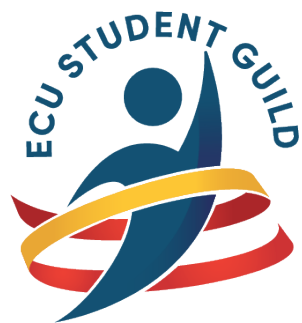
The department actively lobby's the University's executive and other relevant stakeholders both internal and external to ensure equity requirements are acknowledged and addressed within the broader university community.

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

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APPENDIX 1

