



# FEES ALLOCATION DEED REPORT

## Quarter 3 2021

This report is submitted in accordance with Guild reporting obligations and, as such, aligns first quarter activities and events, across all campuses, with the 2020 Fees Allocation Deed\* (FAD) and the expenditure categories nominated therein.

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In quarter 2, the ECU Student Guild faced many challenges especially WA going into another lockdown in April. We had to cancel few of our events during that lockdown. We implemented our Covid safety plan to ensure that if Lockdown is extending we are ready for it.

We started our quarter with the same energy and enthusiasm to help students. Despite lockdown and other challenges we managed to organise around 45 events across all campuses to engage with Student community.

Our Social department held Blacklight party the first big event off campus and we were successful to attract more than 200 students. Through our Social department we organised various events such as Iftaar dinner, Optus tour and Halo walk and free soup days. Our Equity and International department ran together few big events such as Red my lips, Self-defence classes and free yoga sessions. We ran free courses through our Academic and Postgraduate department. The idea behind all these events was to engage with students and provide the ability to students to bond over similar interest and interact with each other.

In the South West campus we had very low engagement from students as number of enrolled students have been reduced. Our South West senators were able to run successful events on and off campus such as International women's day, Cheese and pool and Harmony day. We also partnered with Dean of South West's office for Mental Health day.

The ECU Student Guild represented student's voice at the Covid lockdown meetings which were held virtually. All senators were actively engaged with university on different projects and attended meetings especially in LMS transition committees and City campus project meetings. As, President I represented students on all board meetings to ensure that students have their voice on University's decision making. It helped to increase transparency and accountability from a student perspective.

In the month of April we held our Annual general Meeting (AGM) with invitations to all student members. We presented our 2020 Annual report and had really good engagement from students at our AGM. In this quarter we aimed to engage with new students so they can get familiar with Guild and its services as in the past we have struggled to engage with new students.

We have continued to provide advocacy for our ECU Students. Our GSA's and Senators helped students with their Academic issues and attending appeals with them.

The ECU Student Guild has worked hard to provide support and assistance to students and we'll continue to do so.

## OPERATIONS MANAGER REPORT

Quarter 3 has seen the Guild assess activity and review outcomes across the year. The review to date will inform our 2022 Senate and allow them to progress with developments to improve the student experience across ECU.

The utilisation of the Guild Kitchens across all 3 campuses this year has reduced significantly. The expenditure on kitchen provisions has increased slightly in Q3, however does not match the pre-Covid utilisation of uptake of provisions. This is reflected in the data recorded for entry by students into the Joondalup student space. We acknowledge the impact that Covid has had on the student population at ECU, with a lower cohort of International students and with students moving to a hybrid mode of learning between on-campus and online, particularly in the South West. The Guild is also aware that due to the growth of the staffing and Senators at the Guild we have needed to re-format our office layout to accommodate more workspaces for these personnel which has encroached on the student spaces. The Guild is currently waiting to move to a larger more suitable space, however, this move has been delayed significantly into the middle of 2022 due to delays in moving other departments which are required prior to the Guilds moving.

The Guild continues to review events and activities provided to students across the year and we continue to struggle with low numbers of students at events or last minute drop outs. The Guild has put a substantial effort into changing the format of events to try to attract different types of students, including mature aged students and students with other commitments. We organised and ran, with support from StudyPerth, the Multicultural Festival Community Event in this quarter which saw students and community members participate in a festival celebrating our diverse community. The event was an outstanding success and will be considered as an ongoing program of activity in future years. Feedback from StudyPerth pointed to the value of such community events in creating inclusivity for International Students.

Our Club affiliations have grown moderately in Q3 as we reopened our Funded Affiliation applications. The Guild has spent some considerable time reviewing how we support clubs, particularly with Club governance and succession planning and handover and how we engage students to form new clubs across the year. There are plans in Quarter 4 to contact all of the Guild affiliated clubs to increase their activity levels and use of Guild funds to provide events and activity to their members.

In July 2021, following a period of recruitment, we engaged a 4<sup>th</sup> Guild Student Assist Officer to increase the number of students appointments we were able to provide and to reduce the wait-times for appointments. The recruitment has enabled us not only to support more students but also provided additional capacity to consider additional events and activities offered by the Guild Student Assist Team across the year.

In quarter 3 the Guild Student Assist Team, South West Senators and the Operations Manager met with key individuals on the South West Campus to assess how we can adapt our services to better suit those students studying from the South West Campus and regionally going forward. The Guild is looking forward to developing our services across 2022.

The end of Q3 saw the beginning of the Guild Election process. In 2021 the Guild undertook an exercise to review the existing voting platform UK:MSL. The review identified some key risk areas, the most significant being the lack of on-time support provided by the platform. As a UK based provider the support services are provided only during business hours GMT, which results in a delayed response to the Guild when or if things went wrong during the elections. Following a review of other providers, the Guild invested in Vero Voting. This platform is Perth based with ongoing timely support and offered a fully online election management platform. The platform also allowed the Guild to adapt its strategy in relation to promoting and informing students of the elections by direct marketing via SMS to eligible students. Due to a number of issues caused by delays in

reviewing the platform by ECU IT and obtaining a full electoral roll from the University the Guild could not implement the platform in the way that was originally planned. As a result we were unable to manage the nomination process in full online and had significant delays in confirming the nomination validity as over 2000 eligible students were excluded from the roll (Intermitted students).

The Guild looks forward to wrapping up 2021 in Quarter 4 with the on boarding of newly elected Senators and planning for 2022.

## ACTIVITY REPORTS

KEY: **RED:** Requires Attention **YELLOW:** Being Monitored **GREEN:** On Track

ACTIVITY (NO KPI'S SPECIFIED)	PROVIDING FOOD OR DRINK TO STUDENTS ON A CAMPUS OF THE HIGHER EDUCATION PROVIDER [STATUTE 29(4) (1)9A)]		
Budget	Annual Budget	\$80,955	
	Spend to Date	\$39,151	
	Budget Remaining	\$41,804 51.64%	
Comments	1. No KPI's specified for this category in 2021 Fees Allocation deed		
	2. The Guild has continued to provide kitchen supplies at each campus, with quite low levels of student patronage, compared to pre-Covid levels.		
	3. South west guild kitchen continuously supplied food, coffee and tea to students. Hump day hangouts was also introduced to provide more food and social aspects for students. SW guild also free coffee in week 1 and Soup. Joondalup started Guild Activation days every two weeks which gave students a free BBQ and donuts whilst senate promoted their upcoming events.		
	Student Kitchen Provisions		
		Campus	Value of Food/Drink Supplied
	Q1	Joondalup	\$750.01
		Mount Lawley	\$308.02
		South West	\$264.16
Q2	Joondalup	\$851.04	
	Mount Lawley	\$485.66	

	Q3	South West	\$97.32	
		Joondalup	\$945.18	
		Mount Lawley	\$589.99	
		South West	\$215.14	
Free Food and Drink Events & Activities				
		Event/Activity	Food/Drink Supplied	Campus
Q1		Get Set Sessions	BBQ & Drinks	JO
		Guild Fair	BBQ & Drinks	JO
		Guild Fair	BBQ & Drinks	ML
		Cheese & Wine South west	Ice, Cheese	BU
		Guild Fair	BBQ & Drinks	BU
Q2		Mental Health Day	BBQ & Soft Drinks	JO
		Mental Health Day	BBQ & Soft Drinks	ML
		Mental Health Day	Banana's	JO
		Academic Integrity	Coffee & Donuts	JO
		Ramadan Dinner	Halal Meal + Soft Drinks	JO
		IDAHOBIT	BBQ & Soft Drinks	JO
		National Volunteer Week	BBQ & Soft Drinks	JO
		National Volunteer Week	BBQ & Soft Drinks	ML
		Guild Soup Days	Soup	JO
		Undergraduate Forum	Finger Food/Tea + Coffee/Soft Drink + Water	JO
		Malaysia & Ethnocultural Eid Dinner	Halal Meal + Soft Drinks	JO
		Postgraduate Wine & Cheese	Wine/Cheese Platters/Soft Drinks/Water	JO
		Chill Out Session	Drinks	JO
		Easter Egg Hunt JO	Food	JO



	Q3	SW Easter Event	Food & Drinks	BU
		Escape Room		BU
		Pizza Night		BU
		Wine and Beer tour		BU
		Week 1 warm welcome		BU
		Hump day hangouts		BU
		Wear it purple day		BU
		Clubs Carnival	Food & Drinks	JO
		Education Careers Fair	Food & Drinks	ML
		Get Set Sessions	BBQ + Drinks	JO
		Get Set Sessions	BBQ + Drinks	ML
		Get Set Sessions	Tea + Coffee	BU
		International Sessions	BBQ + Drinks	JO
		Guild Activation Days	BBQ + Donuts	JO
		Fundraiser University Sports	BBQ + Drinks	JO
		STAR's Foundation	BBQ + Drinks	JO
		Market Day	Donuts	ML
		India Pakistan & Indonesia Independence Day	Catered	JO
		Kurongkurl Katitjin Student Team	BBQ + Drinks	ML
		Multicultural Festival	Food Vans / Ice Cream / Churros	JO
		Fashion Show	Catered	JO
		R U OK Day		JO
		R U OK Day		ML
		Clubs Societies & Collectives	BBQs	JO + ML
Appendices/Links				

ACTIVITY – KPI 1		SUPPORTING A SPORTING OR OTHER RECREATIONAL ACTIVITY BY STUDENTS [STATUTE 29(4)(1)(B)]							
Budget		Annual Budget					\$643,689		
		Spend to Date					\$409,603		
		Budget Remaining					\$234,086 36.37%		
Key Data									
	Event Name	Date	Length of Event (Days)	Campus	Guild/University Supported/Partnership (Guild & University)/Third Party Activation	Was this event sponsored?	Value of Sponsorship	Number of Attendees/Tickets Sold	
	First Aid Course	7/12/2021	1	JO	Guild Event	No		20	
	First Aid Course	15/07/2021	1	ML	Guild Event	No		20	
	Bilang Bilang BBQ	16/07/2021	1	ML	Partnership Event	No		40	
	Get Set	20/07/2021	1	JO	Partnership Event	No		150	
	Get Set	21/07/2021	1	ML	Partnership Event	No		100	
	International BBQ	21/07/2021	1	JO	Partnership Event	No		100	
	Get Set	22/07/2021	1	SW	Partnership Event	No		40	

	Get Set	23/07/2021	1	JO	Partnership Event	No		150
	Guild Activation Day	28/07/2021	1	JO	Guild Event	No		100
	Women's Community - Plastic Free	29/07/2021	1	JO	Guild Event	No		100
	Futsal Fund Raiser BBQ	30/07/2021	1	JO	Guild Event	No		100
	STAR's Foundation BBQ	8/03/2021	1	JO	Guild Event	No		50
	Anglicare: friend In Need	8/03/2021	1	JO	Third Party Activation	No		20
	ML Market Day	8/04/2021	1	ML	Guild Event	No		150
	ECU Touch Fund Raiser BBQ	8/05/2021	1	JO	Guild Event	No		100
	MASN Speed Friending	8/06/2021	1	JO	Guild Event	No		10
	Guild Activation Day	8/11/2021	1	JO	Guild Event	No		100
	Edith Cowan Student Law Society - Movie Screening	8/11/2021	1	JO	Guild Event	No		20
	Education Careers Fair	13/08/2021	1	ML	Partnership Event	No		300
	India & Pakistan & Indonesia Independence Day	16/08/2021	1	JO	Guild Event	No		200
	Wellbeing Community - Yoga	16/08/2021	1	JO	Guild Event	No		5
	Kurongkurl Katitjin Student Success Team BBQ	18/08/2021	1	ML	Partnership Event	No		50
	ECU Touch Fund Raiser BBQ	19/08/2021	1	JO	Guild Event	No		100

	Students For Sensible Drug Policy - Panel Discussion	19/08/2021	1	JO	Partnership Event	No		30
	MASN Speed Friending	19/08/2021	1	JO	Guild Event	No		10
	MULTICULTURAL FESTIVAL	20/08/2021	1	JO	Guild Event	Yes	\$10 000	300
	Speech Pathology BBQ	24/08/2021	1	JO	Partnership Event	No		150
	CLUBS CARNIVAL	25/08/2021	1	JO	Guild Event	No		300
	Fashion Show	27/08/2021	1	JO	Guild Event	No		150
	Teach Learn Grow BBQ	30/08/2021	1	ML	Guild Event	No		100
	Women's Boxing	9/01/2021	1	JO	Guild Event	No		10
	Self Defence	9/02/2021	1	JO	Guild Event	No		10
	Mental Health Morning Tea	9/07/2021	1	JO	Guild Event	No		20
	Guild Activation Day	9/08/2021	1	JO	Guild Event	No		100
	RU-OK Day	9/09/2021	1	JO	Partnership Event	No		150
	RU-OK Day	9/09/2021	1	ML	Partnership Event	No		100
	Space Gass Course	13/09/2021	1	JO	Guild Event	No		20
	Space Gass Course	14/09/2021	1	JO	Guild Event	No		20
	October Fest BBQ	17/09/2021	1	JO	Guild Event	No		150
	Postgrad Soiree	17/09/2021	1	ML	Guild Event	No		20
	Peace Walk	21/09/2021	1	JO	Guild Event	No		150
	Guild Activation Day	22/09/2021	1	ML	Guild Event	No		100
	Aviators BBQ	23/09/2021	1	JO	Guild Event	No		30
	Enactus Sustainability Festival	25/09/2021	2	EXT	Partnership Event	No		

	BINAR Sports Day	27/09/2021	1	JO	Partnership Event	No		150
	Western Invitation Sports	28/09/2021	4	JO	Partnership Event	No		500
	AUSLAN Course	28/09/21	3	JO	Guild Event	No		60
							<b>\$10,000</b>	<b>4655</b>
<b>Key Information</b>	<ol style="list-style-type: none"> <li>1. Throughout this quarter the Social Department ran various events such the Blacklight UV Party, Bowling, Soup Days, Oktoberfest, Escape Rooms, Coffee Mornings, Ice Skating and supported the Guild's first large scale Community event, Multi-Cultural Festival.</li> <li>2. The Guild's Social department provided significant assistance to ECU Sports Centre for the ECU Western invitational and provided an End-of-Games Party at the tavern.</li> <li>3. The Guild organised the first large scale community multicultural festival with funding support from StudyPerth as part of their Student Engagement and Support Grant Program. The Guild were successful in receiving the maximum grant of \$10,000 to provide a Multicultural Community Festival for both Students and the wider community. With StudyPerth commenting at acquittal, "Many thanks for such a comprehensive report and feedback. This was one of a handful of events including families and local community and feedback has been quite similar about the benefits of these type of events for the international students' sense of inclusion."</li> <li>4. The Academic department held informal dinner with school representatives, organised Undergraduate School Department meeting as well as providing SpaceGass training sessions (2 sessions a week).</li> <li>5. The Postgraduate Studies Department conducted an industrial site visit and industry connect forum during the quarter. Postgraduate Student Department meetings were organised to communicate with student reps.</li> <li>6. The First Nations Office attended Indigenous student lunch on both campuses and organised a team to enter the Western Indigenous Games. Engaged with students at the club carnival, Oktoberfest and activation days.</li> <li>7. Our International Department ran anti-harassment classes in collaboration with the equity department to provide basic self-defence training to students, also in collaboration with the Equity Department the department organised multicultural Independence Day events. The Department also actively represented international students in the Council of International Students Australia (CISA) meetings and facilitated trip to StudyPerth for new and existing students along with ECU transitions and employability team.</li> </ol>							

<b>Critical Issues</b>	<ol style="list-style-type: none"> <li>1. Attendance at on campus events continues to be an issue, however, in Q3 may be due to inclement weather. The Mount Lawley Campus needs to be a key focus area of the Guild as there is often complaints by students that they are not aware of Guild events and activities from this location.</li> <li>2. There has been a decrease in attendance on the SW Campus for on campus events, however this was likely due to poor weather conditions. Events that took place that were based indoors and/or after hours had better attendance.</li> </ol>
<b>Appendices/Links</b>	

ACTIVITY – KPI 2	SUPPORTING THE ADMINISTRATION OF A CLUB, MOST OF WHOSE MEMBERS ARE STUDENTS [STATUTE 29(4)(1)9C)]																			
Budget	Annual Budget		\$316,108																	
	Spend to Date		\$225,431																	
	Budget Remaining		\$90,677 28.69%																	
Key Data	<table><tr><td></td><td>Q1</td><td>Q2</td><td>Q3</td></tr><tr><td>Number of Basic Affiliated Clubs</td><td>1</td><td>5</td><td>6</td></tr><tr><td>Number of Funded Affiliated Clubs</td><td>45</td><td>45</td><td>50</td></tr><tr><td>Number of Active Clubs, Societies &amp; Collectives</td><td>46</td><td>50</td><td>56</td></tr></table>					Q1	Q2	Q3	Number of Basic Affiliated Clubs	1	5	6	Number of Funded Affiliated Clubs	45	45	50	Number of Active Clubs, Societies & Collectives	46	50	56
		Q1	Q2	Q3																
	Number of Basic Affiliated Clubs	1	5	6																
	Number of Funded Affiliated Clubs	45	45	50																
Number of Active Clubs, Societies & Collectives	46	50	56																	
<table><tr><td>Total Value of Funding Provided to Postgraduate Clubs</td><td>\$ 142.49</td><td>\$ 591.62</td><td>\$ 796.13</td></tr></table>				Total Value of Funding Provided to Postgraduate Clubs	\$ 142.49	\$ 591.62	\$ 796.13													
Total Value of Funding Provided to Postgraduate Clubs	\$ 142.49	\$ 591.62	\$ 796.13																	
<table><tr><td>Total value of Funding Provided to International Clubs</td><td>\$ 800.00</td><td>\$ 1,340.61</td><td>\$ 5,290.45</td></tr></table>				Total value of Funding Provided to International Clubs	\$ 800.00	\$ 1,340.61	\$ 5,290.45													
Total value of Funding Provided to International Clubs	\$ 800.00	\$ 1,340.61	\$ 5,290.45																	
<table><tr><td>Total overall value of Funding Provided to all Clubs</td><td>\$ 6,411.14</td><td>\$ 22,580.57</td><td>\$ 23,417.48</td></tr></table>				Total overall value of Funding Provided to all Clubs	\$ 6,411.14	\$ 22,580.57	\$ 23,417.48													
Total overall value of Funding Provided to all Clubs	\$ 6,411.14	\$ 22,580.57	\$ 23,417.48																	
Key Information	1. Clubs have had positive response to the use of Vasco prepaid Visa cards to provide clubs with funding access, in preference to club bank accounts, which have provide troublesome in prior years with poor handover and succession planning, meaning some club funds have been left stranded in inaccessible bank accounts. However, the Guild is managing other issues with Vasco cards due to limits on paying 3rd parties who do not accept Visa card as a payment option, or																			

	<p>reimbursement to club members for out of pocket costs. Guild VP's have approved individual direct reimbursement or payment, where Vasco is not accepted.</p> <ol style="list-style-type: none"> <li>Active and engaged clubs have been utilising club budget. Monitoring will be undertaken as we move towards year end to ensure clubs applying for funds are given due consideration before approval is given, mindful of the clubs funding remaining in each department.</li> <li>Ongoing work has been undertaken in relation to continuing QPay issues in order to make the system user friendly to allow VP's and Finance to approve club requests in a timely manner.</li> <li>Linktree has been created to offer better linking services for clubs through the Guild's socials.</li> <li>The Guild conducted Semester 2 training for newly affiliated funded clubs.</li> <li>Societies have been very active. A number of events were organised that provided information and support to student.</li> <li>Additional support was provided to clubs as requested/required to enable clubs to effectively administer the club and their events or activities.</li> <li>Social clubs this quarter have increased their activity, especially the older clubs such as Parties and Events and Allhubyte returning with their usual events such as wine tours and the peace walk. The department saw an intake of one basic social club who are affiliated with the WA Labor Party. All in all, Social clubs remained fairly quiet yet again. The sports clubs on the other hand have again been extremely active. Due to the COVID-19 outbreak on the Gold coast, the Unisport Nationals event was cancelled, prompting the University to create a new ECU based invitational that the sporting clubs were able to compete in. All ECU based clubs placed in either bronze, silver or gold, however some clubs were unable to participate due to being unable to find opponents. In saying this, these clubs were given alternative events to allow them the ability to socialise such as Wine Tours and Pub Crawls.</li> <li>In the South West there has been discussions with students in relation to forming a Social Work Club.</li> </ol>
<b>Critical Issues Awards</b>	<ol style="list-style-type: none"> <li>Take up of the QPay platform for existing clubs has been slow.</li> <li>There has been an overall reduction in the number of clubs affiliating in comparison with the same period in 2020.</li> </ol>



	<ol style="list-style-type: none"> <li>3. Certain clubs are still familiarising themselves with the QPay system and policies, some of which are continually making the same mistakes which result in event cancellations and poorly managed initiatives on their behalf.</li> <li>4. The cancellation of the Nationals event for sport deterred a few players and club members from returning to their clubs, which saw a drop off of membership and activity for some of these clubs.</li> <li>5. Club handover and succession is proving to be difficult as clubs are having issues finding new members.</li> <li>6. In the South West Not there are not enough on campus students present to commit to having a club. Always an idea that is discussed but never implemented.</li> </ol>
<b>Appendices/Links</b>	

ACTIVITY - KPI 3		PROMOTING THE HEALTH OR WELFARE OF STUDENTS [STATUTE 29(4)(1)(F)]				
Budget		Annual Budget		\$347,488		
		Spend to Date		\$203,865		
		Budget Remaining		\$143,623 41.33%		
Key Data	Students Requesting Support					
		Q1	Q2	Q3		
	Total Number of Students Requesting Assistance	3	15	12		
	Total Number of Students Requesting Assistance - Joondalup	92	93	100		
	Total Number of Students Requesting Assistance – Mount Lawley	26	22	45		
	Total Number of Students Requesting Assistance – Bunbury	0	0	0		
	Total Number of Students Requesting Assistance – Online	118	115	145		
	Total Number of Students Requesting Assistance – Interstate	361	230	351		
	Total Number of Students Requesting Assistance – Offshore	175	37	51		
	Breakdown of Nature of Assistance Provided					
		Q1	Q2	Q3		
	Domestic Student					
	**DOMESTIC STUDENT - TELEPHONE APPOINTMENT	0	0	0		
	**DOMESTIC STUDENT - TELEPHONE FOLLOW UP	10	3	8		
	DOMESTIC STUDENT - Academic Issue	129	106	215		
DOMESTIC STUDENT - Academic Issue - EMAIL ONLY	86	55	109			

	DOMESTIC STUDENT - Academic Issue - TELEPHONE ONLY	0	0	0
	DOMESTIC STUDENT - Financial Issue	36	17	19
	DOMESTIC STUDENT - Financial Issue - EMAIL ONLY	16	21	13
	DOMESTIC STUDENT - Financial Issue - TELEPHONE ONLY	0	0	0
	DOMESTIC STUDENT - Follow up work	0	0	0
	DOMESTIC STUDENT - Other Issue	21	4	26
	DOMESTIC STUDENT - Other Issue - EMAIL ONLY	3	3	7
	DOMESTIC STUDENT - Other Issue - TELEPHONE ONLY	0	0	0
	DOMESTIC STUDENT - Personal/Welfare Issue	9	2	7
	DOMESTIC STUDENT - Personal/Welfare Issue - EMAIL ONLY	0	0	0
	DOMESTIC STUDENT - Personal/Welfare Issue - TELEPHONE ONLY	0	0	0
	DOMESTIC STUDENT - Student Appeal Committee Advocacy - TELEPHONE ONLY	0	0	0
	<b>International Student</b>			
	**INTERNATIONAL STUDENT - EMAIL APPOINTMENT	6	4	3
	**INTERNATIONAL STUDENT - TELEPHONE APPOINTMENT	0	0	0
	INTERNATIONAL STUDENT - Academic Issue	181	111	205
	INTERNATIONAL STUDENT - Academic Issue - EMAIL ONLY	79	39	87
	INTERNATIONAL STUDENT - Academic Issue - TELEPHONE ONLY	0	0	0
	INTERNATIONAL STUDENT - Financial Issue	42	18	24
	INTERNATIONAL STUDENT - Financial Issue - EMAIL ONLY	22	9	11
	INTERNATIONAL STUDENT - Financial Issue - TELEPHONE ONLY	0	0	0
	INTERNATIONAL STUDENT - Follow up work	0	0	0
	INTERNATIONAL STUDENT - Other Issue	8	9	12
	INTERNATIONAL STUDENT - Other Issue - EMAIL ONLY	2	3	3
	INTERNATIONAL STUDENT - Other Issue - TELEPHONE ONLY	0	0	0
	INTERNATIONAL STUDENT - Personal/Welfare Issue	7	10	8
	INTERNATIONAL STUDENT - Personal/Welfare Issue - EMAIL ONLY	0	0	3

	INTERNATIONAL STUDENT - Personal/Welfare Issue - TELEPHONE ONLY	0	0	0
	INTERNATIONAL STUDENT - Student Appeal Committee Advocacy- Student Appeal Committee Advocacy - TELEPHONE ONLY	0	0	0
<b>Breakdown of Type of Support Provided</b>				
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
	Academic Misconduct (AM)	33	88	76
	Academic Progression Status Review (APSR)	69	15	66
	Application for Submission of previous work	3	3	4
	Complaints	35	26	36
	Course Intermision	1	1	2
	Deferrals/Extensions/Exams/Assessments	6	9	22
	Did Not Attend	0	0	15
	Financial Support	74	57	44
	Formal Review (FR)	27	13	50
	General Advice	89	86	86
	General Misconduct (GM)	1	2	1
	Hardship Payment Scheme	6	4	2
	Informal Review (IR)	19	36	50
	International Fee Refunds	0	2	3
	Practicum Support (PS)	0	0	8
	Recognition of Prior Learning (RPL)	2	3	4
	Re-enrolment (Application to resume your course)	5	12	10
	Referral - ECU/ External/Clubs	8	12	17
	Scholarships	0	1	1
	Special Consideration/Resubmission	7	22	14
	Student Appeals Committee - Academic Misconduct (SAC-AM)	10	0	0

	Student Appeals Committee - General Misconduct (SAC-GM)	0	0	0
	Student Appeals Committee - Other	0	0	0
	Welfare Support	4	4	2
	Withdrawal Without Penalty (Financial/Academic) (WWF/A)	75	101	94

Other Statistics			
	Q1	Q2	Q3
Respect Now Always Statistics			
Sexual Assault	0	0	0
Domestic/Family Violence	2	3	2
Discrimination	0	0	0
Rape	0	0	0
Harassment	1	0	1
Racism	0	0	0
Hazing	0	0	0
External Referrals			
Financial/Welfare Support	3	6	6
Health	0	4	1
Housing	1	1	2
Immigration/Visa Agent	3	3	4
Legal	0	5	3
Ombudsman/Commission	0	0	0
Other	3	2	3

<b>Key Information</b>	<ol style="list-style-type: none"> <li>1. GSAs have been updating all Guidelines for students, based on the most up to date ECU rules and meetings with the relevant teams. As well as updating the existing guides, key additions include a standalone Student Appeals Committee handout for students and a guideline on deferred exams.</li> <li>2. New GSA Sam Le Page commenced in July. There are now four GSAs working across days and campuses. GSAs and management have been providing training and on-boarding to Sam. Sam is now taking on a full load of students which has increased the capacity of the team to support additional students across the year.</li> <li>3. GSAs continued to support students through a very busy period, particularly in the lead up to appeals deadlines in August. July and August were particularly busy, but after the appeals deadline of 11 August there has been a quieter period. This may also coincide with the new GSA commencing. It is anticipated that student load will increase through October as we approach exams and the Semester 2 appeals deadline.</li> <li>4. GSAS met with multiple teams across the University to re-establish key contacts and confirm roles and processes. This included Student Success, Student Life, Equity Diversity and Disability, Complaints, Counselling, Careers and Student Administration.</li> <li>5. Bunbury strategic meeting held in September, where GSAs, Operations Manager and South West Senate Officer met with key staff to discuss GSA role moving forward in Bunbury. Key focus was on how to best service Bunbury students and to ensure that students have the best access to Guild services.</li> <li>6. GSAs began familiarising themselves with the ECU Succeed tool.</li> <li>7. In this quarter GSAs have also provided support at the Guild activities in Mt Lawley and Joondalup and provided students with information about the type of support available to students by the GSA service.</li> </ol>
<b>Critical Issues</b>	<ol style="list-style-type: none"> <li>1. GSAs supported several students from the K89 Bachelor of Paramedicine stream, who faced a systemic issue due to Covid-19. Several international students are now studying overseas, but unable to complete their degrees until they can return to Australia to complete mandatory in-person requirements. Unfortunately, these requirements are mandated by the relevant registration body and the students are required to complete their course in person.</li> </ol>
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• Guild Student Assist Service User Policy</li> </ul>

ACTIVITY – KPI 4		HELPING STUDENTS WITH THEIR FINANCIAL AFFAIRS [STATUTE 29(4)(1)(I)]			
<div>Budget</div> <div><i>*Includes \$50,000 brought forward from 2020 being unspent COVID relief programs</i></div>	Annual Budget		\$89,467		
	Spend to Date		\$19,745		
	Budget Remaining		\$69,722 77.93%		
Key Data	Financial Assistance				
		Q1	Q2	Q3	
	Number of Discretionary Grant Applications	7	4	4	
	Number of Discretionary Grants Issued	10	4	3	
	Number of Discretionary Grants Rejected	3	0	1	
	Total Value of Discretionary Grants Issued	\$ 6,068.40	\$ 3,389.92	\$ 2,154.33	
	Number of Practicum Grant Applications	0	2	0	
	Number of Practicum Grants Issued	0	2	0	
	Number of Practicum Grants Rejected	\$ -	\$ -	\$ -	
	Total Value of Practicum Grants Issued	\$ -	\$ 1,000.00	\$ -	
	Number of Vouchers Issued	19	16	15	
	Total Value of Vouchers Issued	\$ 1,200.00	\$ 1,350.00	\$ 1,225.00	
	Number of Pantry Boxes Referrals	1	8	4	
	Total Value of Pantry Box Referrals	\$ 50.00	\$ 500.00	\$ 220.00	
	Number of Welfare Packs Provided	0	0	0	
	Total Value of Support Provided				
	\$ 7,318.40	\$ 6,239.92	\$ 3,599.33		

<b>Key Information</b>	<ol style="list-style-type: none"> <li>1. GSAs have re-established the Foodbank WA process under the Student Financial Support Policy. FoodBank WA referrals can be made for students at a GSA officer's discretion where the officer concludes that a student requires assistance to obtain food support due to financial crises. Students are now entitled to up to eight \$20 vouchers.</li> </ol>
<b>Critical Issues</b>	<ol style="list-style-type: none"> <li>1. Uptake of financial support services continues to be low in comparison to expectations. Anecdotal feedback indicates that there is a plethora of opportunities for part-time and casual work, the typical mainstays of student employment. As a result students are not seeking additional financial support from the Guild or other sources.</li> </ol>
<b>Appendices/Links</b>	



ACTIVITY – KPI 5		PROVIDING LIBRARIES AND READING ROOMS (OTHER THAN THOSE PROVIDED FOR ACADEMIC PURPOSES) [STATUTE 29(4)(1)(L)]																																																										
Budget				Annual Budget						\$18,827																																																		
				Spend to Date						\$17,968																																																		
				Budget Remaining						\$859 4.56%																																																		
Key Data		<table><tr><td colspan="2">Stock</td><td colspan="2">Q1</td><td colspan="2">Q2</td><td colspan="2">Q3</td></tr><tr><td colspan="2">Opening Stock</td><td colspan="2">\$ 21,729.24</td><td colspan="2">\$ 18,793.93</td><td colspan="2">\$ 23,730.53</td></tr><tr><td colspan="2">Closing Stock</td><td colspan="2">\$ 18,793.93</td><td colspan="2">\$ 23,730.53</td><td colspan="2">\$ 28,046.53</td></tr></table>										Stock		Q1		Q2		Q3		Opening Stock		\$ 21,729.24		\$ 18,793.93		\$ 23,730.53		Closing Stock		\$ 18,793.93		\$ 23,730.53		\$ 28,046.53																										
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		<table><tr><td rowspan="2">Transactions (Buy Backs)</td><td colspan="3">Q1</td><td colspan="3">Q2</td><td colspan="3">Q3</td></tr><tr><td>JO</td><td>ML</td><td>BU</td><td>JO</td><td>ML</td><td>BU</td><td>JO</td><td>ML</td><td>BU</td></tr><tr><td>Number of Transactions</td><td>4</td><td>0</td><td>0</td><td>7</td><td>1</td><td>1</td><td>25</td><td>1</td><td>0</td></tr><tr><td>Number of Books</td><td>6</td><td>0</td><td>0</td><td>13</td><td>3</td><td>3</td><td>38</td><td>1</td><td>0</td></tr><tr><td>Buyback Value</td><td>\$278.00</td><td>\$0.00</td><td>\$0.00</td><td>\$575.00</td><td>\$73.00</td><td>\$86.50</td><td>\$1,384.00</td><td>\$59.50</td><td>\$0.00</td></tr></table>										Transactions (Buy Backs)	Q1			Q2			Q3			JO	ML	BU	JO	ML	BU	JO	ML	BU	Number of Transactions	4	0	0	7	1	1	25	1	0	Number of Books	6	0	0	13	3	3	38	1	0	Buyback Value	\$278.00	\$0.00	\$0.00	\$575.00	\$73.00	\$86.50	\$1,384.00	\$59.50	\$0.00
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		<table><tr><th>Transactions (Sales) - Processed through JO</th><th>Q1</th><th>Q2</th><th>Q3</th></tr><tr><td>Number of Transactions</td><td>54</td><td>19</td><td>70</td></tr><tr><td>Number of Books/Items</td><td>91</td><td>28</td><td>102</td></tr><tr><td>Sales Value</td><td>\$2,913.00</td><td>\$1,277.95</td><td>\$4,166.50</td></tr><tr><td>Cash Sales</td><td>\$1,032.00</td><td>\$494.00</td><td>\$1,976.50</td></tr><tr><td>PayPal/Shopify Sales</td><td>\$1,775.50</td><td>\$661.50</td><td>\$2,126.00</td></tr></table>	Transactions (Sales) - Processed through JO	Q1	Q2	Q3	Number of Transactions	54	19	70	Number of Books/Items	91	28	102	Sales Value	\$2,913.00	\$1,277.95	\$4,166.50	Cash Sales	\$1,032.00	\$494.00	\$1,976.50	PayPal/Shopify Sales	\$1,775.50	\$661.50	\$2,126.00	
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<b>Key Information</b>	<div>1. Students are able to purchase limited resources from the Guild’s second hand bookstore which is accessible during Guild opening hours Monday – Friday, 8am to 4pm.</div> <div>The bookshop provides members with a valuable resource with respect to course textbook costs by offering a service to:<ul style="list-style-type: none"><li>• Buyback textbooks for cash, at the highest rate available, from students who no longer require.</li><li>• Sell these books back to students for units they are starting, at significantly lower prices than they would have to pay for new books.</li></ul></div> <div>The Guild operates its own online, eStore through Shopify to open this service up to all ECU students who are members of the Guild. A minimum mark-up is applied to the purchased books; that is, just enough to cover eStore and PayPal fees and to ensure we offer the book for sale at the lowest sale price possible.</div> <div>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.</div> <div>The Secondhand bookshop is very successful and utilised 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.</div> <div>2. Sales have increased this quarter mainly due to the inclusion of Emu's Merchandise. Book Buybacks have also increased this quarter.</div>																										

	<p>3. Transitioned to Square EFPOS terminals with in build POS system, to facilitate easier transactions, inventory management and reporting (previously used Shopify, with separate bank EFTPOS).</p> <p>4. Square terminal in the process of being established for ML campus and a spare events terminal for BBQ and ticket sales, again allowing for better records and access for ML students, with small stock levels of merchandise to be held at ML</p>
<b>Critical Issues</b>	None
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• <a href="https://ecuguild.org.au/bookshop/">https://ecuguild.org.au/bookshop/</a></li> </ul>

ACTIVITY – (NO KPI SPECIFIED)		SUPPORTING AN ARTISTIC ACTIVITY BY STUDENTS [STATUTE 29(4)(1)(M)]	
Budget		Annual Budget	\$11,233
		Spend to Date	\$6,693
		Budget Remaining	\$4,540 40.42%
Comments	<ol style="list-style-type: none"> <li>1. No KPI specified for this category in 2021 Fees Allocation deed.</li> <li>2. ECU Guild continued to utilise WAAPA performers for events and student DJ's for sundowner sessions, R U OK? Day and the Equity Fashion Show.</li> <li>3. The Guild also employs student photographers for major events such as the Fashion show and Pakistan/India Independence Day.</li> <li>4. Due to turnover in Senate there has been no Environmental Officer consistently in position during this quarter.</li> </ol>		
Appendices/Links			

<b>ACTIVITY – KPI 6</b>	SUPPORTING THE PRODUCTION AND DISSEMINATION OF STUDENTS OF MEDIA WHOSE CONTENT IS PROVIDED BY STUDENTS [STATUTE 29(4)(1)(N)]		
<b>Budget</b>	<b>Annual Budget</b>		\$67,548
	<b>Spend to Date</b>		\$41,223
	<b>Budget Remaining</b>		\$26,325 38.97%
<b>Key Information</b>	<ol style="list-style-type: none"> <li>1. Student Diary 2022 contract was awarded to Fuji Xerox.</li> <li>2. Dircksey Edition 2 was sent to printers to be on stands in early October.</li> <li>3. Information regarding senate changes and student assist services were updated via the Guild website.</li> </ol>		
<b>Critical Issues</b>	None		
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• Dircksey Link - <a href="https://www.dircksey.com.au/">https://www.dircksey.com.au/</a></li> <li>• Guild Website – <a href="https://ecuguild.org.au/">https://ecuguild.org.au/</a></li> </ul>		

ACTIVITY – KPI 7	HELPING STUDENTS DEVELOP SKILLS FOR STUDY BY MEANS OTHER THAN UNDERTAKING COURSE OF STUDY IN WHICH THEY ARE ENROLLED [STATUTE 29(4)(1)(O)]																				
Budget	Annual Budget		\$187,521																		
	Spend to Date		\$103,826																		
	Budget Remaining		\$83,695 44.63%																		
Key Data	<table><tr><th colspan="3">Q3</th></tr><tr><th>Course Name</th><th>Organiser</th><th>Total Attendees</th></tr><tr><td>Friend in Need</td><td>South West Officer</td><td>15</td></tr><tr><td>Space Gass</td><td>VP Academic</td><td>30</td></tr><tr><td>First Aid Course (Sport Specific)</td><td>VP Social</td><td>12</td></tr><tr><td>Auslan</td><td>VP Academic</td><td>10</td></tr></table>			Q3			Course Name	Organiser	Total Attendees	Friend in Need	South West Officer	15	Space Gass	VP Academic	30	First Aid Course (Sport Specific)	VP Social	12	Auslan	VP Academic	10
Q3																					
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Space Gass	VP Academic	30																			
First Aid Course (Sport Specific)	VP Social	12																			
Auslan	VP Academic	10																			
Key Information	<div>1. A number of courses have been organised by the various Guild departments to address requests from members.</div> <div>2. In the South West, Officers have been engaging with PASS and UniPrep in relation to promoting the programs.</div>																				
Critical Issues	<div>1. Eligibility of students for some sporting course has been restrictive in provision of such opportunities to students.</div> <div>2. There has been low engagement in social media posts relating to training opportunities as a result the uptake of courses has been low.</div> <div>3. Some courses have been cancelled due to low uptake of cancellations.</div>																				
Appendices/Links																					

<b>ACTIVITY – KPI 8</b>	ADVISING ON MATTERS ARISING UNDER THE HIGHER EDUCATION PROVIDERS RULES (HOWEVER DESCRIBED) [STATUTE 29(4)(1)(P)]		
	ADVOCATING STUDENT’S INTERESTS IN MATTERS ARISING UNDER THE HIGHER EDUCATION PROVIDER’S RULES (HOWEVER DESCRIBED) [STATUTE 29(4)(1)(Q)]		
<b>Budget</b>		<b>Annual Budget</b>	\$191,527
		<b>Spend to Date</b>	\$109,228
		<b>Budget Remaining</b>	\$82,299 42.97%
<b>Key Information</b>	<p>Note – Combined P &amp; Q Spending Categories as both are provided and difficult to separate and apportion costs &amp; activities to specific categories as they overlap; the support typically commences with advice and moves into advocacy as matters progress. Costs in this area are 100% Guild student assist officer salary, wages and on-costs.</p> <ol style="list-style-type: none"> <li>1. Data in relation to 8.3 available in KPI 3</li> <li>2. The ECU Student Guild continues to sit on majority of the SAC appeals as relevant.</li> <li>3. Ongoing advocacy and support provided to marginalised groups across campuses by the Guild affiliated collectives supported by the Guild.</li> <li>4. Ongoing Guild representation across various committees and other meetings and through the Guild appointed school representatives to better improve the student experience across campus and to develop services collaboratively with the University to achieve better educational and support outcomes.</li> <li>5. Ongoing communication with and facilitation of student representation through the School Representatives of the Undergraduate Studies Department who have been supported to liaise with school and feedback student issues.</li> <li>6. Significant support provided to ECU Sports in preparation for the ECU Western Invitational replacement event.</li> </ol>		

	<ol style="list-style-type: none"> <li>7. The Equity Department has supported various equity clubs and collectives to provide support and guidance where required.</li> <li>8. The First Nations Department has attended the ECU Aboriginal and Torres Strait Islander Plan Workshop 2022 – 2026.</li> <li>9. The Guild has provided support and advice to the University as part of the LMS project.</li> <li>10. In the South West, the Guild has advocated for students in meeting with Dean with GSA's surrounding exposure and university position on the South West campus and having more engagement and on campus courses available. Requested better equipment i.e. microphones for nursing and other students regarding spanned classes.</li> <li>11. GSAS met with multiple teams across University to re-establish key contacts and confirm roles and processes. Throughout the relevant period this included Student Success, Student Life, Equity Diversity and Disability, Complaints, Counselling, Careers and Student Administration.</li> </ol>
<b>Critical Issues</b>	<ol style="list-style-type: none"> <li>1. There has been some turnover in School Representatives.</li> <li>2. No social department meetings conducted due to lack of attendance. Have now discontinued the department meetings permanently as a result of continuous cancellations.</li> </ol>
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• <a href="#">KPI 3</a></li> </ul>



ACTIVITY – KPI 9		GIVING STUDENTS INFORMATION TO HELP THEM IN THEIR ORIENTATION [STATUTE 29(4)(1)(R)]	
Budget		Annual Budget	\$157,002
		Spend to Date	\$111,696
		Budget Remaining	\$45,306 28.86%
Key Information	<ol style="list-style-type: none"> <li>1. Clubs Carnival Semester 2 was held at the Joondalup campus and focused on social and sporting opportunities.</li> <li>2. The Guild attended Semester 2 Get Set Sessions with bags and activities for students at all 3 campuses.</li> <li>3. In the South West the Guild Participated and provided an array of events such as noodles, campfire and smores and tote bags at semester 2 orientation. Senators were present 3 out of 5 days that week.</li> </ol>		
Critical Issues	<ol style="list-style-type: none"> <li>1. Wet Weather and low student numbers hampered the activities we could provide.</li> <li>2. In the South West wet weather and low student numbers enrolled for second semester meant low turnout. Lots of online students and students in surroundings areas stayed home, rather than coming to the campus. This was discussed with students later on in the semester and they didn't think orientation was significant enough for them to attend and provided little benefits.</li> </ol>		
Appendices/Links			

ACTIVITY – (NO KPI SPECIFIED)	HELPING MEET THE SPECIFIC NEEDS OF OVERSEAS STUDENTS RELATING TO THEIR WELFARE, ACCOMODATION AND EMPLOYMENT [STATUTE 29(4)(1)(S)]				
Budget	Annual Budget	\$38,706			
	Spend to Date	\$23,283			
	Budget Remaining	\$15,423 39.85%			
Key Data	1. KPI 3 provides a breakdown of the advocacy services provided to the International Student Cohort.				
			Q1	Q2	Q3
	Members increase/decrease over quarter				
	Domestic	5%	1%	34%	
	International	18%	1%	5%	
	Joondalup Entry Data				
	Domestic	465	69	123	
	International	353	156	211	
	Ratio of Student (Domestic vs International)				
	Domestic	465	69	123	
	International	353	156	211	
	Domestic Student/International Student Breakdown				
	Total Students Accessing GSA Services (Domestic vs International)				

			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
		Domestic	48%	0%	#DIV/0!
		International	52%	Q2	#DIV/0!
		<b>Student GSA Appointments (Domestic vs International)</b>			
			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
		Domestic	26%	0%	0%
		International	28%	0%	0%
		<b>Guild Membership (Domestic vs International)</b>			
			<b>Q1 *At March</b>	<b>Q2 *At June</b>	<b>Q3 *At September</b>
		Domestic	85%	85%	89%
		International	15%	15%	11%
		<b>Joondalup Entry (Domestic vs International)</b>			
			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
		Domestic	57%	31%	37%
		International	43%	69%	63%

<b>Comments</b>	<ol style="list-style-type: none"> <li>1. No KPI's specified for this category in 2021 Fees Allocation deed</li> <li>2. The Guild continued to offer CRICOS approved First Aid Courses to students allowing International students to participate.</li> <li>3. The Guild held its first annual Multicultural Festival with a grant from Lotterywest and Study Perth to celebrate multiculturalism and highlight local opportunities for international students to create networks through the arts.</li> </ol>
<b>Appendices/Links</b>	

ACTIVITY – KPI 10		ADMINISTRATION					
Budget		Annual Budget				\$43,781	
		Spend to Date				\$12,450	
		Budget Remaining				\$31,331 71.56%	
Key Data		10.1 Elections:					
				2018	2019	2020	2021
				Number of Nominations			
		Guild Positions		27	28	21	21
		NUS Positions		15	10	22	
		Number of Voters		1,408	936	0	
Key Information		1. The Guild invested in a new election platform, Vero Voting, to provide a more manageable and user friendly experience to the students. The new platform allowed the Guild to facilitate online nominations as well as online voting. It also provided additional promotion and information opportunities through the use of SMS as a function for advising students that nominations are open, providing direct links to the platform for nominating. The function will be used for voting in October.					
		2. Senate Election RO and Election Officers were engaged to provide impartial electoral services to all three ECU campus's for the 2022 Guild elections to ensure a fair and equitable process. All Senate position duty statements along with detailed information regarding the role of the Guild and officers thereof advertised on Guild website to provide clarity on role responsibilities and expectations. Guild election promotion was facilitated across multiple platforms.					
		3. A number of training and development opportunities were undertaken by both Senate and Staff in the third quarter of the year. The majority of this training is considered mandatory dependant on role and responsibility within the Guild					

	<p>and has been as a result of the on boarding of Senators in terms of Senate training registers. Staff undertook a range of mandatory training and professional development opportunities with some Staff utilising the Australian Institute of Management Training Scholarship received at the beginning of the year.</p> <ol style="list-style-type: none"> <li>4. Followed all GAAP and SAP to ensure sound financial management is followed, Guild internal financial policies and procedures followed and enforced, to ensure appropriate and transparent financial management of the Guild.</li> <li>5. In Quarter 3, the Guild approved and published multiple policies including: <ul style="list-style-type: none"> <li>• Complaints Management Policy</li> <li>• Police Check Policy</li> <li>• Senate Code of Conduct</li> <li>• Ambulance Transportation Cost Policy</li> </ul> </li> <li>6. 2020 Guild Annual Report incorporating the financial statements have been uploaded to the Guild website.</li> <li>7. Minutes from Senate meetings have been uploaded to the Guild website as they have been provided.</li> <li>8. Discussions with the preferred Returning officer for the Guild Elections in 2021 have commenced including provisionally preparing the Guild Election Schedule. Formalisation of a recommendation to the Vice Chancellor for the appointment of the Returning Officer will be made in July.</li> </ol>
<b>Critical Issues</b>	<ol style="list-style-type: none"> <li>1. Due to significant delays in approval of the Vero Voting System through the university's IT channels we were not able to build some of the nomination forms into the platform to facilitate easier processing of nominations and validity checking.</li> <li>2. There were also delays in obtaining the relevant electoral list with information being sanitised which meant that we were unable to achieve the objectives that we had originally set ourselves and Vero for the conduct of the elections. For example, telephone numbers were missing from the list.</li> <li>3. The provided electoral list did not include intermitted students who are considered Guild members and eligible to nominate. This led to significant delays in approving the nomination of one candidate. 2106 students were subsequently identified as not being on the list (Intermitted students) who had been missed during the nomination communications and who potentially missed out on placing a nomination.</li> </ol>

	<p>4. Timely on boarding of Senators continues to be an issue with Senators not completing the relevant documentation/induction materials in good time.</p>
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• <a href="https://ecuguild.org.au/senate/important-documents/">https://ecuguild.org.au/senate/important-documents/</a></li> <li>• <a href="https://ecuguild.org.au/senate/minutes/">https://ecuguild.org.au/senate/minutes/</a></li> <li>• <a href="https://ecuguild.org.au/student-assist/">https://ecuguild.org.au/student-assist/</a></li> <li>• <a href="https://ecuguild.org.au/student-assist/grants/">https://ecuguild.org.au/student-assist/grants/</a></li> <li>• <a href="https://ecuguild.org.au/dircksey/">https://ecuguild.org.au/dircksey/</a></li> <li>• <a href="https://ecuguild.org.au/volunteering-jobs/">https://ecuguild.org.au/volunteering-jobs/</a></li> <li>• <a href="https://ecuguild.org.au/accommodation/">https://ecuguild.org.au/accommodation/</a></li> <li>• Complaints Management Policy</li> <li>• Police Check Policy</li> <li>• Senate Code of Conduct</li> <li>• Ambulance Transportation Cost Policy</li> </ul>

ACTIVITY – KPI 11		PLANNING, REPORTING AND HANDOVER	
Budget		Annual Budget	\$ N/A
		Spend to Date	\$ N/A
Key Data	<p>See Quarterly Financial Report</p> <p>No specific costs are allocated to planning, reporting and handover not already reported elsewhere</p>		
Key Information	<ol style="list-style-type: none"> <li>Quarterly KPI &amp; Financial reports submitted to ECU and published on Guild website.</li> <li>Quarter 3 Survey undertaken with 263 responses received, up from 147 the previous year. Results to be published in Q4.</li> <li>All senate duty statements were uploaded to the Guild website in preparation of Elections</li> </ol>		
Critical Issues	<ol style="list-style-type: none"> <li>None</li> </ol>		
Appendices/Links	<ul style="list-style-type: none"> <li>Guild Budget Link – <a href="https://ecuguild.org.au/senate/minutes/">https://ecuguild.org.au/senate/minutes/</a></li> <li>SSAF Reports Link - <a href="https://ecuguild.org.au/senate/minutes/">https://ecuguild.org.au/senate/minutes/</a></li> <li>Minutes of Senate Meetings - <a href="https://ecuguild.org.au/senate/minutes/">https://ecuguild.org.au/senate/minutes/</a></li> <li>Strategic Plan 2020 -2025 - <a href="https://ecuguild.org.au/wp-content/uploads/2020/05/ECU-Guild-Strategic-Plan_web.pdf">https://ecuguild.org.au/wp-content/uploads/2020/05/ECU-Guild-Strategic-Plan_web.pdf</a></li> <li>Guild Annual Report 2020 - <a href="https://ecuguild.org.au/wp-content/uploads/2021/04/Annual-Report-2020_Finalised-compressed-smallm.pdf">https://ecuguild.org.au/wp-content/uploads/2021/04/Annual-Report-2020_Finalised-compressed-smallm.pdf</a></li> </ul>		



# KPI Quarterly Financial Report Q3 2021

Edith Cowan University Student Guild  
ABN 87 081 487 187  
As at 30 September 2021

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## GUILD CONTACT INFORMATION

FAIZAN AKRAM PRESIDENT	LISA DWYER OPERATIONS MANAGER	MELISSA JOHNSTON BUSINESS SUPPORT & FINANCE MANAGER
<b>Tel</b> 08 6304 2651 <b>Mob</b> 0492 800 809 <b>president@ecuguild.org.au</b>	<b>Tel</b> 08 6304 5915 <b>Mob</b> 0491 712 624 <b>l.dwyer@ecuguild.org.au</b>	<b>Tel</b> 08 6304 5134 <b>m.johnston@ecuguild.org.au</b>

Edith Cowan University (ECU) Student Guild

Building 34.215 ECU Joondalup Campus

Tel (61) 08 6304 2640

[www.ecuguild.org.au](http://www.ecuguild.org.au)

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# Statement of Financial Position

## Edith Cowan University Student Guild As at 30 September 2021

	NOTES	30 SEP 2021	30 SEP 2020
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	2	260,854	238,559
Receivables & Accruals	3	1,155,290	837,917
Inventory	4	28,047	21,237
Prepayments	5	38,776	54,013
<b>Total Current Assets</b>		<b>1,482,967</b>	<b>1,151,726</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	6	51,419	76,639
Investment Reserves	7	869,846	823,583
<b>Total Non-Current Assets</b>		<b>921,265</b>	<b>900,222</b>
<b>Total Assets</b>		<b>2,404,232</b>	<b>2,051,948</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
GST		44,174	27,058
Creditors & accruals	8	79,024	54,611
Contingent Liabilities	9	137,759	-
<b>Total Current Liabilities</b>		<b>260,957</b>	<b>81,668</b>
<b>Non-Current Liabilities</b>			
Employee provisions	10	137,535	118,552
<b>Total Non-Current Liabilities</b>		<b>137,535</b>	<b>118,552</b>
<b>Total Liabilities</b>		<b>398,492</b>	<b>200,220</b>
<b>Net Assets</b>		<b>2,005,740</b>	<b>1,851,728</b>
<b>Equity</b>			
Retained Earnings	11	2,005,740	1,851,728
<b>Total Equity</b>		<b>2,005,740</b>	<b>1,851,728</b>

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 2021

	JUL-SEP 2021	JUL-SEP 2020	YTD 2021	YTD 2020
<b>Income</b>				
SSAF Funding	525,000	379,668	1,575,000	1,139,005
<b>Other Revenue</b>				
Ad-hoc Income	6,069	4,665	15,428	18,011
<b>Total Other Revenue</b>	<b>6,069</b>	<b>4,665</b>	<b>15,428</b>	<b>18,011</b>
<b>Total Income</b>	<b>531,069</b>	<b>384,333</b>	<b>1,590,428</b>	<b>1,157,016</b>
<b>Direct Costs</b>				
<b>Student Support Program Costs</b>				
A - Provision of Food & Drink	4,258	(1,749)	9,475	2,834
B - Supporting Sporting & Recreational Activity	40,059	9,711	106,992	28,455
C - Club Administration Support	32,670	11,228	67,099	25,059
F - Health & Welfare of Students	14,920	2,220	24,752	6,660
I - Helping Students with their Financial Affairs	500	7,952	4,258	28,844
L - Library & Reading Rooms	14,859	(5,360)	16,251	(3,397)
M - Supporting Student Artistic Activities	1,873	690	2,043	690
N - Supporting Production & Dissemination of Student Media	728	660	5,698	4,483
O - Helping Students Develop Study Skills	7,022	9,296	11,759	9,785
P/Q - Student Advocacy re University Rules	528	-	528	-
R - Information to help students through Orientation	10,248	9,631	51,237	66,811
S - Helping Overseas students	6,794	19	8,635	19
<b>Total Student Support Program Costs</b>	<b>134,458</b>	<b>44,299</b>	<b>308,727</b>	<b>170,243</b>
<b>Total Direct Costs</b>	<b>134,458</b>	<b>44,299</b>	<b>308,727</b>	<b>170,243</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>396,611</b>	<b>340,034</b>	<b>1,281,700</b>	<b>986,773</b>
<b>Indirect Costs</b>				
Administrative Overheads	14,142	17,601	54,433	71,418
Infrastructure Overheads	29,269	32,264	103,623	58,204
Salary, Wages & Honoraria	250,237	203,509	744,471	615,003
Salary, Wages & Honoraria On-Costs	22,608	33,564	115,875	126,606
Election Costs	-	47	10	79
<b>Total Indirect Costs</b>	<b>316,256</b>	<b>286,986</b>	<b>1,018,411</b>	<b>871,310</b>
<b>SSAF Surplus/(Deficit)</b>	<b>80,355</b>	<b>53,049</b>	<b>263,290</b>	<b>115,463</b>
<b>Non-SSAF</b>				
<b>Income</b>				
VC Grant	25,000	1,000	50,000	2,000
Interest & Investment Income	2,662	5,683	34,237	(14,216)
Other Income	325	1,497	2,657	3,017
Lotterywest Grant	2,573	-	11,412	-

	JUL-SEP 2021	JUL-SEP 2020	YTD 2021	YTD 2020
Emu's Merchandise	16,396	-	16,396	-
<b>Total Income</b>	<b>46,956</b>	<b>8,180</b>	<b>114,702</b>	<b>(9,198)</b>
<b>Expenses</b>				
Interest & Investment Costs	1,537	1,393	4,491	4,211
Depreciation	10,716	20,048	25,502	29,578
Pantry Box Project	500	221	980	(3,595)
VC Funds	-	-	24,465	-
Lotterywest Grant - funds disbursed	2,573	-	11,412	-
<b>Total Expenses</b>	<b>15,327</b>	<b>21,662</b>	<b>66,850</b>	<b>30,194</b>
<b>Total Non-SSAF</b>	<b>(31,629)</b>	<b>13,482</b>	<b>(47,853)</b>	<b>39,392</b>
<b>Combined SSAF/Non-SSAF Surplus/Deficit</b>	<b>111,984</b>	<b>39,567</b>	<b>311,142</b>	<b>76,070</b>

# Statement of Cash Flows

## Edith Cowan University Student Guild For the 3 months ended 30 September 2021

	JUL-SEP 2021	JUL-SEP 2020
<b>Operating Activities</b>		
SSAF Income Received	577,500	417,635
Cash receipts from other operating activities	71,739	27,358
Payments to suppliers and employees	(525,436)	(589,760)
Government COVID-19 support	-	147,066
Receipts from grants	4,573	-
Payments of grants	(2,573)	-
GST	(44,525)	(72,413)
<b>Net Cash Flows from Operating Activities</b>	<b>81,278</b>	<b>(70,114)</b>
<b>Investing Activities</b>		
Distributions received	2,588	5,494
Proceeds from investments	51,423	9,384
Payment for property, plant and equipment	-	(637)
Payment for investments	(52,486)	(13,492)
Interest received	74	189
Interest Paid	(17)	(2)
<b>Net Cash Flows from Investing Activities</b>	<b>1,582</b>	<b>935</b>
<b>Net Cash Flows</b>	<b>82,860</b>	<b>(69,178)</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	177,991	307,742
Net change in cash for period	82,860	(69,178)
Effect of exchange rate changes on cash	4	(4)
Cash and cash equivalents at end of period	260,854	238,559

# Notes to the Financial Statements

## Edith Cowan University Student Guild For the 3 months ended 30 September 2021

### 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 2021	JUL-SEP 2020
<b>2. Cash &amp; Cash Equivalents</b>		
<b>Cash Balances</b>		
<b>Bank Accounts</b>		
Bendigo Bank	249,614	236,156
PayPal Merchant Account	151	290
Trybooking Merchant Account	9,565	-
<b>Total Bank Accounts</b>	<b>259,330</b>	<b>236,446</b>
<b>Other Cash Items</b>		
Vouchers	300	300
Petty Cash	2,386	2,773
Petty Cash - US\$	104	105
Stripe AUD	-	53
<b>Total Other Cash Items</b>	<b>2,789</b>	<b>3,230</b>
<b>Total Cash Balances</b>	<b>262,120</b>	<b>239,677</b>
<b>Credit Cards</b>		
Bendigo Bank Mastercards	(4,313)	(1,118)
Vasco Prepaid Cards	3,048	-
<b>Total Credit Cards</b>	<b>(1,265)</b>	<b>(1,118)</b>
<b>Total Cash &amp; Cash Equivalents</b>	<b>260,854</b>	<b>238,559</b>

	JUL-SEP 2021	JUL-SEP 2020
<b>3. Receivables</b>		
<b>Receivables</b>		
Accounts Receivable	1,156,361	837,304
Other Debtors - Student Loans	507	2,822
Less: Provision for Doubtful Debts	(507)	(2,261)
Accrued Income	(1,071)	52
<b>Total Receivables</b>	<b>1,155,290</b>	<b>837,917</b>
<b>Total Receivables</b>	<b>1,155,290</b>	<b>837,917</b>
	JUL-SEP 2021	JUL-SEP 2020

#### 4. Inventory

<b>Inventories</b>		
Stock on Hand - Books	11,401	21,237
Stock on Hand - other merchandise	16,646	-
<b>Total Inventories</b>	<b>28,047</b>	<b>21,237</b>
<b>Total Inventory</b>	<b>28,047</b>	<b>21,237</b>
	JUL-SEP 2021	JUL-SEP 2020

#### 5. Prepayments

Prepayments - Other	8,266	38,872
Prepayments - Insurance	30,510	15,141
<b>Total Prepayments</b>	<b>38,776</b>	<b>54,013</b>
	JUL-SEP 2021	JUL-SEP 2020

#### 6. Property Plant and Equipment

<b>Plant and Equipment</b>		
<b>Plant and equipment at cost</b>		
<b>Plant and equipment (Low Value Pool) at cost</b>		
Low Value Assets (\$300-\$1000) - at cost	31,921	32,528
Low Value Assets - acc dep	(31,921)	(32,231)
<b>Total Plant and equipment (Low Value Pool) at cost</b>	<b>-</b>	<b>296</b>
<b>Plant and equipment (JO) at cost</b>		
P & E - JO - at cost	163,482	181,745
P & E - JO - acc dep	(116,843)	(112,194)
<b>Total Plant and equipment (JO) at cost</b>	<b>46,639</b>	<b>69,551</b>
<b>Plant and equipment (ML) at cost</b>		
P & E - ML - at cost	28,299	33,263
P & E - ML - acc dep	(24,129)	(26,869)
<b>Total Plant and equipment (ML) at cost</b>	<b>4,169</b>	<b>6,394</b>
<b>Plant and equipment (BU) at cost</b>		

P & E - BU - at cost	7,417	10,847
P & E - BU - acc dep	(6,807)	(10,450)
<b>Total Plant and equipment (BU) at cost</b>	<b>610</b>	<b>397</b>
<b>Total Plant and equipment at cost</b>	<b>51,419</b>	<b>76,639</b>
<b>Total Plant and Equipment</b>	<b>51,419</b>	<b>76,639</b>
<b>Total Property Plant and Equipment</b>	<b>51,419</b>	<b>76,639</b>
	<b>JUL-SEP 2021</b>	<b>JUL-SEP 2020</b>

## 7. Investments

<b>Financial assets - Managed Funds</b>		
Plan B/IOOF - Managed Fund - Investment	566,307	516,546
Plan B/IOOF - Managed Fund - Change in Market Value	(74,865)	(71,368)
<b>Total Financial assets - Managed Funds</b>	<b>491,442</b>	<b>445,178</b>
<b>Term deposits</b>		
Bendigo Bank - TD 2014+2015 SSAF excess	378,405	378,405
<b>Total Term deposits</b>	<b>378,405</b>	<b>378,405</b>
<b>Total Investments</b>	<b>869,846</b>	<b>823,583</b>
	<b>JUL-SEP 2021</b>	<b>JUL-SEP 2020</b>

## 8. Creditors & Accruals

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	29,615	13,395
Rounding	-	-
<b>Total Creditors</b>	<b>29,615</b>	<b>13,395</b>
<b>Payroll</b>		
Accrued Wages	-	283
Other payroll accruals payable	491	799
PAYGW Payable	17,599	15,391
Superannuation Payable	31,319	24,744
<b>Total Payroll</b>	<b>49,409</b>	<b>41,216</b>
<b>Total Current</b>	<b>79,024</b>	<b>54,611</b>
<b>Total Creditors &amp; Accruals</b>	<b>79,024</b>	<b>54,611</b>
	<b>JUL-SEP 2021</b>	<b>JUL-SEP 2020</b>

## 9. Contingent Liabilities

Lotterywest Grant.	85,578	-
2020 COVID-19 SSAF Funds bf	50,000	-
Pantry Box Fund	2,181	-
<b>Total Contingent Liabilities</b>	<b>137,759</b>	<b>-</b>

	JUL-SEP 2021	JUL-SEP 2020
<b>10. Employee Provisions</b>		
Non-Current	137,535	118,552
<b>Total Employee Provisions</b>	<b>137,535</b>	<b>118,552</b>

	JUL-SEP 2021	JUL-SEP 2020
<b>11. Retained Earnings</b>		
Retained Earnings	1,694,598	1,816,460
Current Year Earnings	311,142	76,070
<b>Total Retained Earnings</b>	<b>2,005,740</b>	<b>1,892,530</b>

# Spending Program by SSAF Category

## Edith Cowan University Student Guild For the 3 months ended 30 September 2021

	Q1 2021	Q2 2021	Q3 2021	2021 YTD TOTAL	2021 OVERALL BUDGET	2021 OVER/(UNDER) \$	2021 OVER/(UNDER) %	2020 YTD TOTAL	2021 V 2020 OVER/(UNDER)
<b>Income</b>									
SSAF Funding	525,000	525,000	525,000	1,575,000	2,100,000	(525,000)	-25%	1,139,005	435,995
<b>Total Income</b>	<b>525,000</b>	<b>525,000</b>	<b>525,000</b>	<b>1,575,000</b>	<b>2,100,000</b>	<b>(525,000)</b>	<b>-25%</b>	<b>1,139,005</b>	<b>435,995</b>
<b>Expenditure</b>									
<b>Student Support Program Costs</b>									
A - Provision of Food & Drink	13,065	15,183	10,903	39,150	80,955	(41,805)	-52%	9,498	29,653
B - Supporting Sporting & Recreational Activity	165,090	111,771	132,742	409,603	643,689	(234,086)	-36%	167,348	242,255
C - Club Administration Support	57,651	87,860	79,920	225,430	316,108	(90,678)	-29%	134,780	90,651
F - Health & Welfare of Students	63,093	70,028	70,744	203,866	347,488	(143,622)	-41%	185,156	18,709
I - Helping Students with their Financial Affairs	6,464	7,581	5,700	19,745	39,412	(19,667)	-50%	165,342	(145,596)
L - Library & Reading Rooms	4,096	(1,547)	15,419	17,968	18,827	(859)	-5%	(12,319)	30,287
M - Supporting Student Artistic Activities	1,447	1,893	3,353	6,693	11,217	(4,524)	-40%	2,550	4,143
N - Supporting Production & Dissemination of Student Media	12,005	17,234	11,984	41,224	67,548	(26,324)	-39%	30,020	11,204
O - Helping Students Develop Study Skills	30,246	40,149	33,431	103,826	187,521	(83,695)	-45%	61,551	42,275
P/Q - Student Advocacy re University Rules	34,327	36,989	37,912	109,227	191,527	(82,300)	-43%	134,389	(25,162)
R - Information to help students through Orientation	33,230	47,350	31,116	111,696	157,002	(45,306)	-29%	139,000	(27,303)
S - Helping Overseas students	4,895	6,966	11,422	23,283	38,706	(15,423)	-40%	4,539	18,744
<b>Total Student Support Program Costs</b>	<b>425,609</b>	<b>441,456</b>	<b>444,645</b>	<b>1,311,710</b>	<b>2,100,000</b>	<b>(788,290)</b>	<b>-38%</b>	<b>1,021,852</b>	<b>289,858</b>
<b>Total Expenditure</b>	<b>425,609</b>	<b>441,456</b>	<b>444,645</b>	<b>1,311,710</b>	<b>2,100,000</b>	<b>(788,290)</b>	<b>-38%</b>	<b>1,021,852</b>	<b>289,858</b>

	Q1 2021	Q2 2021	Q3 2021	2021 YTD TOTAL	2021 OVERALL BUDGET	2021 OVER/(UNDER) \$	2021 OVER/(UNDER) %	2020 YTD TOTAL	2021 V 2020 OVER/(UNDER)
<b>Gross SSAF Surplus/(Deficit)</b>	<b>99,391</b>	<b>83,544</b>	<b>80,355</b>	<b>263,290</b>	<b>-</b>	<b>263,290</b>	<b>-</b>	<b>117,153</b>	<b>146,137</b>
<b>SSAF Surplus/(Deficit)</b>	<b>99,391</b>	<b>83,544</b>	<b>80,355</b>	<b>263,290</b>	<b>-</b>	<b>263,290</b>	<b>-</b>	<b>117,153</b>	<b>146,137</b>
<b>Non-SSAF</b>									
<b>Income</b>									
Interest & Investment Income	12,505	19,070	2,662	34,237	-	34,237	-	(14,216)	48,452
Other Income	3,506	(1,173)	325	2,657	-	2,657	-	3,327	(670)
Non- SSAF sponsorship and grants	-	25,000	25,000	50,000	-	50,000	-	-	50,000
LotteryWest Grant	3,923	4,915	2,573	11,412	-	11,412	-	-	11,412
ECU Emu's Merchandise	-	-	16,396	16,396	-	16,396	-	-	16,396
<b>Total Income</b>	<b>19,934</b>	<b>47,812</b>	<b>46,956</b>	<b>114,702</b>	<b>-</b>	<b>114,702</b>	<b>-</b>	<b>(10,888)</b>	<b>125,590</b>
<b>Expenses</b>									
Interest & Investment Costs	1,447	1,506	1,537	4,491	-	4,491	-	4,211	279
Depreciation	7,343	7,443	10,716	25,502	-	25,502	-	29,578	(4,076)
Pantry Box Program	80	400	500	980	-	980	-	(3,595)	4,575
VC Funds	-	24,465	-	24,465	-	24,465	-	-	24,465
Lotterywest Grant - funds disbursed	3,923	4,915	2,573	11,412	-	11,412	-	-	11,412
<b>Total Expenses</b>	<b>12,794</b>	<b>38,729</b>	<b>15,327</b>	<b>66,850</b>	<b>-</b>	<b>66,850</b>	<b>-</b>	<b>30,194</b>	<b>36,656</b>
<b>Total Non-SSAF</b>	<b>(7,140)</b>	<b>(9,083)</b>	<b>(31,629)</b>	<b>(47,853)</b>	<b>-</b>	<b>(47,853)</b>	<b>-</b>	<b>41,082</b>	<b>(88,935)</b>
<b>Combined SSAF/Non-SSAF Surplus/Deficit</b>	<b>106,531</b>	<b>92,627</b>	<b>111,984</b>	<b>311,142</b>	<b>-</b>	<b>311,142</b>	<b>-</b>	<b>76,070</b>	<b>235,072</b>



# ECU Student Guild

## GUILD STUDENT ASSIST SERVICE USER POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Guild Student Assist
<b>POLICY TITLE</b>	Guild Student Assist Service User Policy
<b>POLICY OWNER</b>	Guild Student Assist Officers



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## 1. INTENT

- 1.1. The purpose of this policy is to inform members of the Edith Cowan University Student Guild of the services and support offered by the Edith Cowan University Guild Student Assist Team.

## 2. ORGANISATIONAL SCOPE

- 2.1. The contents of this policy are applicable for members of the Edith Cowan University Student Guild.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
- 3.3.1. A person includes a corporation and government or statutory body or authority;
  - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **CIDC means the Continuous Improvement and Development Committee.**
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Senate** means the duly elected student representatives of the Guild.
- 3.9. **Guild Student Assist** means Edith Cowan University Guild Student Assist team.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.

4.3. All Guild policies will be reviewed annually.

## **5. POLICY**

5.1. Guild Student Assist is a team of professionally trained staff who form a core component of the Guild providing advocacy, support and referral services for ECU students. Guild Student Assist services are free and confidential to all members of the Guild. University Preparation students can also access Guild Student Assist services.

### **5.2. Who we support**

5.2.1. Guild Student Assist support members of the Guild. All ECU and uni prep students can be General Members of the Guild at no cost unless they elect not to be members from time to time; and

5.2.2. Senate members. Any senate member that requests services from Guild Student Assist must first contact the Guild Operations Manager to request. Senate may not request to work with a particular Guild Student Assist Officer; this decision sits firmly with the Operations Manager.

#### **5.2.3. Senate Members**

5.2.3.1. Senate Members may not access any of the following Financial supports from the Guild;

- Grocery Vouchers
- General Vouchers
- Grants
- Food Pantry box

5.2.3.2. Guild student assist officers can support the Senate with suitable referral pathways should they seek Financial support

5.2.3.3. In exceptional circumstances Guild student assist officers will assess the Senate member's case and refer to Operations Manager to look at alternative support options. The Operations Manager's decision regarding the outcome of this case is final.

### **5.3. Who don't we support**

5.3.1. ECC students;

5.3.2. Future students who are not yet enrolled at Edith Cowan University;

5.3.3. Students who are not members of the Guild; and

- 5.3.4. Students who have an alert in their file and may have been identified as aggressive, abusive or failed to attend three appointments without cancelling or notifying the Guild.
- 5.3.5. We cannot advocate for any student or group of students referred to the Guild's Disciplinary Committee for matters relating to breaches of Guild Policies, procedures, guidelines or other matter. In circumstances where appropriate and where there is no conflict of interest, the Operations Manager may permit a GSA Officer to accompany a student as per the rules of the Disciplinary Committee.

#### **5.4. Services Guild Student Assist offer**

- 5.4.1. Advocacy and support with academic concerns including reviews, appeals and academic misconduct;
- 5.4.2. Attend university meetings with students;
- 5.4.3. Support with individual complaints and assistance to help resolve grievances;
- 5.4.4. Support for welfare and financial issues including provision of food pantry boxes;
- 5.4.5. Liaison support with university staff and key stakeholders;
- 5.4.6. Assistance with appealing a university decision;
- 5.4.7. Guidance in relation to university rules and policies; and
- 5.4.8. Guild Student Assist can provide referrals to internal or external services for a student with an issue outside of Guild Student Assist capacity. The Guild also accepts referrals from internal and external agencies. Referrals may be for additional or alternate services. The referral process generally includes the following steps.
  - Guild Student Assist identifies the need for services from another agency;
  - Explains the need for a referral to another agency including the reasons for being unable to provide the required or requested services;
  - Obtains consent to liaise with other providers on behalf of the student;
  - Continues to provide services currently in place (as applicable);
  - Support the student to contact other suitable service providers;
  - Documents all relevant information in the service user's record; and
  - Check any existing Memorandums of Understanding with referring agencies to ensure that appropriate processes are followed for referral.

## 5.5. Services Guild Student Assist do not offer

- 5.5.1. Guild Student Assist do not have access to Edith Cowan University systems and we cannot provide Edith Cowan University services; and
- 5.5.2. Guild Student Assist are not registered visa migration agents, counsellors, financial counsellors, mental health support workers or fair work advisors and cannot provide advice on the following topics. Guild Student Assist can discuss and provide support to access these services.
- Migration Visa issues
  - Legal advice
  - Mental Health support, assessments or plans
  - Medical advice
  - Academic skills or assessments advice
  - Career advice
  - Fair work
  - Housing and tenancy advice
- 5.5.3. Where a Student discloses current issues such as Gambling or drug addiction financial support will be reviewed in consultation with Operations Manager, an alternative type of financial support may be offered such as food pantry box.

## 5.6. Zero tolerance approach

- 5.6.1. Guild Student Assist may refuse service if aggressive or intimidating behaviour is displayed
- 5.6.2. Safe work Australia states Work-related violence and aggression can be any incident where a person is abused, threatened or assaulted in circumstances relating to their work. Work-related violence and aggression may include:
- physical assault such as biting, scratching, hitting, kicking, pushing, grabbing, throwing objects
  - intentionally coughing or spitting on someone
  - sexual assault or any other form of indecent physical contact, and
  - Harassment or aggressive behaviour that creates a fear of violence, such as stalking, verbal threats and abuse, yelling and swearing and can be in person, by phone, email or online.

## 5.7. Failing to attend appointments

- 5.7.1. We understand students may at times be unable to attend their appointment. Students agree when booking online to cancel or reschedule their appointment if unable to attend either through our online Cliniko system or by calling the Guild;
- 5.7.2. If a Student does not cancel their appointment and fails to attend they will be contacted via phone at that time by Guild Student Assist to check in and remind them of their appointment;

5.7.3. Students may be refused service if they fail to cancel their appointment in advance with this occurring consistently for at least three appointments, or consistently reschedule/ cancelling appointments with less than 24 hours' notice and do not respond to calls from Guild Student Assist; and

5.7.4. Where the Guild Operations Manager and Guild Student Assist agree a student should no longer be allowed access to services due to their behaviour, a student will be notified.

## 5.8. Confidentiality

5.8.1. refer to Privacy policy <https://ecuguild.org.au/privacy-policy/>

5.8.2. Guild members consent to our collection, use and disclosure of personal information in accordance with the [Privacy Policy](#) and any other arrangements that apply. The Guild may change the Privacy Policy from time to time by publishing changes to it on the Guild website;

5.8.3. All interactions with Guild Student Assist, including scheduling of and attendance at appointments, content discussed, progress and outcomes of the appointment and student records are confidential. Student personal information and its treatment is important to the Guild and as such the Guild protects that information by adhering to the strict privacy rules and any applicable legislation. In line with the requirements of legislation Guild Student Assist is required to advise students why we need their information, for what purpose, & where or how it will be stored.

5.8.4. No information will be shared with family members, friends, or university staff without student consent. However there are some situations where student information may need to be provided without student consent. Exceptions to confidentiality where a Duty of Care applies as follows:

- Student health or safety is at risk;
- The health and safety of others is at risk;
- A criminal act has been declared; and
- There is a court directive

## 5.9. Complaints process

5.9.1. Refer to Edith Cowan Student Guild complaint policy.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Service User Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• Lone Working Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• None</li></ul>

<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
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## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Guild student Assist
<b>All Enquiries Contact</b>	Carly Elvin
<b>Telephone</b>	08 6304 3526
<b>Email address</b>	c.elvin@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	30/10/2020
<b>Original Motion</b>	SCM2010/01
<b>Revision History</b>	<Enter Revision History with Accompanying Motion>
<b>Revised by</b>	<Enter Name of Person Making Revisions>
<b>Next Revision Date</b>	October 2021

### Senate Training Q3

First name	Last name	Certification name	Completion date
Amber Rose	Hsi	Sexual Assault Referral Centre Training (SARC)	11/08/2021
Amber Rose	Hsi	I'M ALERT Food Safety	22/08/2021
Elsa	Chew	Responding with Compassion	24/08/2021
Elsa	Chew	Introduction to Vicarious Trauma	24/08/2021
Evan	Partridge-Smith	HLTAID003 Provide First Aid	26/08/2021
Evan	Partridge-Smith	HLTAID001 Provide CPR	26/08/2021
Amber Rose	Hsi	ECU Induction	10/09/2021
Amber Rose	Hsi	Manual Handling	10/09/2021
Amber Rose	Hsi	Workplace Bullying and Harassment Awareness	17/09/2021
Amber Rose	Hsi	TAG Board Training (Senate)	3/10/2021



### Staff Training Q3

First name	Last name	Certification name	Completion date
Samantha	Barrie	ALLY Training - Part 2	5/07/2021
Carly	Elvin	ECU Induction	7/07/2021
Melissa	Johnston	Mental Health First Aid	12/07/2021
Samuel	Le Page	Workplace Bullying and Harassment Awareness	15/07/2021
Samuel	Le Page	ECU Induction	27/07/2021
Jonathan	Treloar	ECU Fire & Emergency Warden Training	16/08/2021
Lauren	Reed	Responsible Service of Alcohol	20/08/2021
Samuel	Le Page	Mental Health First Aid	2/09/2021
Nikki	Schroder	Professional Receptionist	9/09/2021
Lisa	Dwyer	Accounting for Non-Accountants	15/09/2021
Nikki	Schroder	ECU Fire & Emergency Warden Training	15/09/2021
Samuel	Le Page	ECU Fire & Emergency Warden Training	30/09/2021
Paul	Harnett	Responsible Service of Alcohol	8/10/2021
Samuel	Le Page	Trans 101 training: TransFolk of WA	22/10/2021
Samuel	Le Page	ALLY Training - Part 2	5/11/2021
Samuel	Le Page	ALLY Training - Part 1	5/11/2021



# ECU Student Guild

## COMPLAINTS MANAGEMENT POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Administration
<b>POLICY TITLE</b>	<b>Complaints Management Policy</b>
<b>POLICY OWNER</b>	Operations Manager

## Contents

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## 1. INTENT

- 1.1. Edith Cowan University Student Guild is committed to ensuring that any person or organisation using services provided by the Guild or affected by its operations has the right to lodge a complaint and to have their concerns addressed in ways that ensure access and equity, fairness, accountability and transparency.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy provides guidance to ECU Guild members, and any other person and Guild Operational Staff and Senators in making, receiving and responding to complaints, grievances and other feedback.
- 2.2. This Policy does not include grievances made by Employees or Senators. Grievances are dealt with by the ECU Guild Grievance policy and procedure.
- 2.3. This Policy does not include complaints, grievances or disputes between the Guild and Guild affiliated bodies. These grievance/disputes are dealt with in the Guild Constitution.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Member** means all General and Financial Members of the ECU Guild as defined by the ECU Guild Constitution.
- 3.8. **Non-Member** means any person that does not hold the membership subscription of General or Financial member as defined in the ECU Guild Constitution, including the general public and external organisations.

3.9. **Senate** means the duly elected student representatives of the Guild.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. ECU Guild welcomes feedback regarding all areas of the organisation including Operations, management, Senate or employee conduct.
- 5.2. Any person or organisation involved with the Guild, or those affected by its operations, have the right to give feedback or make a complaint without fear of retribution.
- 5.3. ECU Guild is committed to using the information gained in the complaints and grievance management process to improve the organisation.
- 5.4. ECU Guild will protect a person's right to confidentiality and will handle complaints in a fair and timely manner. However the Guild may be limited in the actions that can be taken where a person making a complaint requests that their details or details of the complaint are not shared as part of the complaints management process.
- 5.5. No person who lodges a complaint or grievance against the Guild, its Employees or Senate will be penalised for their action and will continue to receive respectful service.
- 5.6. The Complaints and Grievance Management Policy and Procedure in no way limits the actions that can be taken by the Guild in respect to disciplinary action against members or Senators and Guild Bodies as provided for in the Guild Constitution.
- 5.7. The Guild will advertise the complaints process on the Guild website and within the Guild offices and on any other general Guild information literature produced by the Guild.

##### 5.8. Complaints Management Delegations and Responsibilities

**5.8.1.** Complaints will be managed under the delegations and responsibilities detailed below.

Position	Delegation/Responsibility
Guild Senate	<ul style="list-style-type: none"><li>• Respond to complaints and grievances relating to the Operations Manager</li></ul>

	<ul style="list-style-type: none"> <li>• Respond to complaints and grievances relating to the President</li> <li>• Respond to complaints escalated by the Operations Manager or President as required</li> <li>• Review and respond to appeals</li> <li>• Act as facilitators in resolving grievances as required</li> </ul>
President and Operations Manager	<ul style="list-style-type: none"> <li>• Respond to all complaints received</li> <li>• Attempt to resolve grievances informally in the first instance</li> <li>• The Operations Manager will lead any investigation related to the conduct of Guild Employees, whilst the President will lead any investigation related to the conduct of Guild Senators.</li> <li>• Maintain a record of complaints, grievances and feedback and any related actions and decisions</li> <li>• Report to Guild Senate on complaints, grievances and feedback received to Guild Senate.</li> </ul>
All staff and Senate	<ul style="list-style-type: none"> <li>• Receive complaints and other feedback</li> <li>• Contribute to resolving complaints and grievances as required by the Operations Manager or President</li> <li>• Respond respectfully and in a positive, non-defensive manner</li> </ul>

## 5.9. Complaints Management Procedure

### 5.9.1. Making a Complaint

Individuals can make a complaint using multiple pathways:

**5.9.1.1. In Person** - Persons may make a complaint directly to an Operational Staff Member or Senator.

**5.9.1.2. By Telephone** – Persons may make a complaint directly to the Operations Manager or President by telephone by calling 08 6304 2640.

**5.9.1.3. By Email** – Persons may send a written complaint to [operations@ecuguild.org.au](mailto:operations@ecuguild.org.au) or directly to the Operations Manager or President's email addresses as published on the Guild website.

**5.9.1.4. By Post** – Persons may send written complaints by post addressed for the attention of the Operations Manager/President, Building 34.215, 270 Joondalup Drive, Joondalup, Western Australia 6027.

5.9.2. Persons may make a complaint anonymously, however, this will limit the Guild's capacity to fully investigate the events leading to the complaint and provision of a response to the complaint.

5.9.3. Complaints will be acknowledged within 5 working days of receipt unless a complaint is made anonymously, in which case no acknowledgement will be provided.

#### **5.9.4. Investigating Complaints**

5.9.4.1. Where complaints are received the Operations Manager and/or President will establish the facts of the complaint, this may include:

- 5.9.4.1.1. contacting the complainant to obtain further details of the events leading to the complaint;
- 5.9.4.1.2. Interviewing Employee's or Senators involved identified in the complaint;
- 5.9.4.1.3. Interviewing others who may have been witness to the events leading to the complaint.
- 5.9.4.1.4. Reviewing CCTV and related correspondence related to the complaint.

#### **5.9.5.Responding to Complaints**

5.9.5.1. A response to complaints received will be provided to the complainant within 28 working days of receipt of the acknowledgement of the complaint to allow time for an investigation to be conducted.

5.9.5.2. Responses will include but are not limited to:

- 5.9.5.2.1. The process used to investigate the complaint;
- 5.9.5.2.2. The outcome of the complaint;
- 5.9.5.2.3. Any action(s) to be undertaken by the Guild to improve service delivery, if applicable; and
- 5.9.5.2.4. Dispute Resolution/Appeal processes

5.9.5.3. Where a full investigation cannot be conducted within 28 working days of acknowledgement of the complaint, the complainant will be contacted to advise of an updated timeline for response.

#### **5.9.6.Dispute Resolution – Members**

5.9.6.1. Where a complaint made by a Guild member cannot be resolved in the procedures defined in 5.9.4 or where the member is not satisfied with the response to the complaint as per clause 5.9.5 the Dispute Resolution Process defined in the Edith Cowan University Guild Constitution will be enacted.

#### **5.9.7.Appeals – Non-Members**

5.9.7.1. Where a complainant, who is not a Guild Member is not satisfied with the response to the complaint by the Operations Manager and/or President, they may appeal to the full Guild Senate.

5.9.7.2. Appeals should be made in writing and be addressed to the Guild Senate.

5.9.7.3. The Guild Senate will consider the complaint at the next scheduled Guild Senate Meeting and may request that the complainant attend to speak at the Senate meeting.

5.9.7.4. The Guild Senate will consider the complaint and the initial response to the complaint including the investigation details and will make a determination as to the outcome.

5.9.7.5. All decisions made in response to appeals by the Guild Senate are final and no further correspondence will be entered into with the complainant outside of any response to the appeal.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Edith Cowan University Guild Constitution</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>•</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
<b>All Enquiries Contact</b>	Lisa Dwyer
<b>Telephone</b>	08 6304 5915
<b>Email address</b>	<a href="mailto:l.dwyer@ecuguild.org.au">l.dwyer@ecuguild.org.au</a>

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23/08/2021
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<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	July 2022





# ECU Student Guild

## POLICE CLEARANCE POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Human Resources
<b>POLICY TITLE</b>	<b>Police Clearance Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

- 1.1. Edith Cowan University Student Guild has a responsibility to ensure that Employees and volunteers, including Guild Senators, engaged or intended to be engaged by the Guild are suitable for the intended positions.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees and volunteers, inclusive of Student Senators and Dircksey Editors and Sub Editors.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Dircksey Editor and Sub Editor** means individuals engaged to undertake editor roles for the Guild supported student magazine Dircksey.
- 3.7. **Employee** means an individual employed under an employment contract by the Guild.
- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Senate** means the duly elected student representatives of the Guild.
- 3.10. **Volunteer** means any individual engaged by the Guild to undertake a role or task voluntarily and for the purposes of this policy includes Senators and Dircksey Editors and Sub Editors.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. Police checks are undertaken to ensure that Employees and volunteers have no disclosable court outcomes that should preclude them from being engaged with the Guild.
- 5.2. Preclusion can include, but is not limited to:
  - 5.2.1. Fraud or other financial crimes may preclude an individual from a role requiring financial management or oversight of financial transactions.
  - 5.2.2. Driving offences may preclude an individual from a role requiring the incumbent to perform driver or transport duties.
- 5.3. Where a police check is returned with a disclosable court outcome, the nature and relevance of the court outcome will be considered in relation to the intended position. A meeting will be set up between the Operations Manager and the individual to discuss the disclosable outcome and the potential consequences regarding engagement.
- 5.4. Police Checks will be administered through [veritascheck.com.au](https://veritascheck.com.au) and funded by the Guild.
- 5.5. Police checks undertaken by the Guild will be held on the Employee's personnel file.

##### 5.5.1. Recruitment & Election Requirements

- 5.5.1.1. All new Employees and volunteers will be required upon engagement to obtain a satisfactory Police Clearance.
- 5.5.1.2. Senators and Director Editors and Sub-Editors will be required to obtain a satisfactory police clearance on the one year anniversary of the existing police clearance.
- 5.5.1.3. All job advertisements and relevant election documentation will state that successful candidates/nominees will be required to obtain a satisfactory police clearance on appointment to the Guild.
- 5.5.1.4. The Guild may accept a Police Clearance obtained independently by the Employee or volunteer on commencement, provided that the Police Clearance is dated within 6 months of the commencement date and is obtained through a verifiable provider.

**5.5.1.5.** Employees and volunteers are required to provide a satisfactory Police Clearance within 28 days of commencement. Failure to do so will result in termination of a contract of employment or contract of engagement as relevant.

**5.5.1.6.** New Employees and Volunteers who are precluded from a role based on their police check results will have the contract of employment or contract of engagement terminated.

#### **5.5.2. Disclosure of Convictions**

**5.5.2.1.** Employees and Volunteers, including new Employees and Volunteers are encouraged to disclose any activity that may impact on the inherent requirements of their role.

**5.5.2.2.** Disclosures must be made to the Operations Manager who will discuss the relevance and impact of such disclosures on the Employee or Volunteer's role.

**5.5.2.3.** Any disclosures made will be kept confidential by the Operations Manager, however where applicable and relevant the Operations Manager may advise the President of the Guild as required.

**5.5.2.4.** Disclosures and other allegations or facts may be investigated to ascertain the impact to the Guild in terms of the inherent requirements of the role.

**5.5.2.5.** Where the inherent requirements of the role are affected by the conviction an Employee's Contract or Volunteer's engagement with the Guild may be terminated.

## **6. RELATED DOCUMENTS**

<b>Related Policy</b>	•
<b>Related Procedure</b>	•
<b>Other Related Documents</b>	•
<b>Related Legislation</b>	• Fairwork Act 2009

## **7. CONTACT INFORMATION**

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
<b>All Enquiries Contact</b>	Lisa Dwyer
<b>Telephone</b>	08 6304 5915

<b>Email address</b>	l.dwyer@ecuguild.org.au
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## 8. APPROVAL HISTORY

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<b>Date Policy First Approved</b>	23/08/2021
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<b>Next Revision Date</b>	August 2021



# ECU Student Guild

## SENATE CODE OF CONDUCT

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	<b>Senate Code of Conduct</b>
POLICY OWNER	General Secretary

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## 1. INTENT

- 1.1. The Code of Conduct outlines the required standard of acceptable behaviour and conduct that is expected of all Senators of Edith Cowan University Student Guild in the performance of their duties and interactions in and on behalf of the Student Body.
- 1.2. To ensure that all Senators of Edith Cowan University Student Guild demonstrate appropriate standards of professional and personal conduct that are consistent with the values of the Guild and uphold the public reputation of the organisation.
- 1.3. The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in within the Student Body.

## 2. ORGANISATIONAL SCOPE

- 2.1. This Code of Conduct applies to all Edith Cowan University Senators.
- 2.2. This Code of Conduct does not apply to Edith Cowan University Guild Representatives, Affiliated Club/ Collective/ Society committee members unless expressly listed in the terms.
- 2.3. Guild Representatives, Affiliated Club/Collective/Society committee members are governed under the Guild Representative and Club Code of Conduct and the specified constitution of the Affiliated Club/ Collective/Society.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Affiliates** means any Club, Society or Collective that has affiliated with the Guild using the prescribed process and holds existing affiliation in any given year.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.

- 3.7. **Confidential Information** means information obtained or developed in the course of the conduct of Edith Cowan University Student Guild’s business and which if disclosed will or could lead to risk, damage or injury to ECU Student Guild employees, volunteers, contractors, senators, members or third parties
- 3.8. **Discipline Committee** means a body that will be to investigate all charges of contraventions of the Policies or of this Constitution, and to impose penalties described in the ECU Guild Constitution Schedule 1.
- 3.9. **Executive Officer** means the person undertaking the role and duties of ‘secretary’ for each Guild Department and Committee
- 3.10. **The Guild** means Edith Cowan University Student Guild.
- 3.11. **Guild representatives** means an individual engaged by the Guild to act on behalf of the Guild in representing the interests of students.
- 3.12. **Secretariat** means the executive members of the Senate.
- 3.13. **Senate or Senator** means the duly elected student representatives of the Guild.
- 3.14. **Volunteers** means any person engaged by the Guild under a voluntary capacity to undertake work on behalf of the Guild. For the purpose of this policy, it does not include Edith Cowan University Guild Senators.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, Staff and other stakeholders where appropriate.
- 4.3. This Policy does not form part of any employee’s contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees.
- 4.4. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Responsibilities

#### 5.1.1. Senators

- 5.1.1.1. Be aware of and comply with the Code of Conduct.
- 5.1.1.2. Report behaviour that may be contrary to the Code of Conduct and required standards of behaviour.
- 5.1.1.3. Role model the required behaviours and standards identified in the Code of Conduct.
- 5.1.1.4. Model our organisational values of Diversity, Fun, Integrity, Student Centred and Team Work.

#### 5.1.2. Secretariat

- 5.1.2.1. As above; and
- 5.1.2.2. Role model the required behaviours and standards identified in the Code of Conduct including the management of departmental officers and to oversee the respective departments throughout.
- 5.1.2.3. Ensure all Senators are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- 5.1.2.4. Ensure all Senators have access to copies of the Code of Conduct and other relevant documents and policies.
- 5.1.2.5. Take appropriate action to address breaches of the Code of Conduct and required standards of behaviour by Senators.

### 5.2. Personal and Professional Behaviours

5.2.1. All Senators are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the Guild.

5.2.2. As Senators engaged by ECU Student Guild, our personal and professional conduct must strive to create a harmonious, safe and productive Student Body which models our organisational values.

5.2.3. As Senators, we are required to:

- 5.2.3.1. Uphold the highest standards of honesty and integrity in the conduct of duties.
- 5.2.3.2. Respect our student members, representatives, volunteers and by treating them with courtesy, honesty and with sensitivity.

- 5.2.3.3. Treat others in the organisation and Student Body fairly and with respect.
- 5.2.3.4. Discharging our duties in the best interests of the Guild and its members.
- 5.2.3.5. Make decisions ethically, fairly and without bias using the best factual information available, including but not limited to, legislation, rules and regulations and policies and procedures.
- 5.2.3.6. Carrying out our roles with due care and diligence, as efficiently and effectively as possible.
- 5.2.3.7. Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- 5.2.3.8. Comply with all ECU Student Guild policies and procedures relevant to the person's position.
- 5.2.3.9. Act responsibly in the event of becoming aware of any unethical behaviour or wrong doing by any other senator and report such conduct or activities to the appropriate level of management.
- 5.2.3.10. Being accountable and transparent in all dealings.
- 5.2.3.11. Not harassing, bullying or discriminating against our student members, representatives, volunteers, other Senators and Operational Staff.
- 5.2.3.12. Contributing to a harmonious, safe and productive organisation and Student Body.
- 5.2.3.13. Understanding the consequences of misconduct and actions that may be taken if we do not comply with the Code of Conduct and other associated regulatory documents.
- 5.2.3.14. Attending all required meetings or, if we cannot attend, submitting an apology as per the relevant rules and, ensure we are prepared by reading and considering papers circulated with meeting agendas.
- 5.2.3.15. Actively participate in meetings and, where necessary, express our concerns if we believe decisions or actions may be contrary to the Guild's Code of Conduct and other regulatory documents.
- 5.2.3.16. Work collaboratively and cooperatively with our student members, representatives, volunteers other Senators and Operational Staff to achieve common goals.

### 5.3. Confidentiality

5.3.1. Confidential information is information obtained or developed in the course of the conduct of Guild business and is which disclosed will or could lead to risk, damage or injury to ECU Guild, its elected officers, employees, members or third parties.

5.3.2. All Senators must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. Only access confidential information when it is required for Student Body relevant purposes.
- 5.3.2.3. Not use confidential information for any unofficial or non-Student Body purposes.
- 5.3.2.4. Only release confidential information if authorised to do so.
- 5.3.2.5. Not make improper use of the information for direct or indirect personal or commercial gain, or to do harm to other people or the Guild.
- 5.3.2.6. Respect the privacy of individuals and the security of personal information.
- 5.3.2.7. Seek guidance where unsure of whether information can be shared.

5.3.3. Senators are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, senators should not give information unless:

- 5.3.3.1. Required to do so by law.
- 5.3.3.2. Appropriate authority has been granted to release the information.
- 5.3.3.3. The information is officially available to the public and is released in accordance with ECU Guild procedures.

5.3.4. Senators are not permitted to elicit information from a Guild Student Assist Officer pertaining to individual students where that information is not required for Systemic student support or directly relating to Guild matters.

- 5.3.4.1. A GSA may request that the student provide written authorisation for the sharing of such information with Senators should such a request be made.

#### 5.4. Conflicts of Interest

5.4.1. Senators of the Guild have an obligation to perform their official duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.

5.4.2. Conflicts of interest arise where there is conflict between the performance of public duties and personal interests. Conflicts may involve personal, financial or political

interests and may be actual, perceived or potential. It is not wrong to have a conflict of interest but conflicts must be managed appropriately.

5.4.3. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the President and Operations Manager can assess its validity and extent, and then determine whether the conflicted person can continue in the decision making process or not.

5.4.4. Senators should not develop personal relationships with students or staff at Edith Cowan University, or other third party stakeholders of the Guild including after-hours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.

5.4.5. Where a Senator has a pre-existing or a developing relationship with a student or staff member of Edith Cowan University or third party stakeholder this may lead to a conflict of interest and they must disclose this to the President and Operations Manager. If the President has a conflict of interest this should be declared to the General Secretary and Operational Manager. A plan should be put in place and approved by the President and Operations Manager and President to mitigate any potential conflict of interest. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.

5.4.6. Where a Senator is involved in a decision relating to the selection, appointment or promotion of a person with whom they share a personal relationship, for example a family member or friend, it must be declared in writing to the President and Operations Manager as soon as the Senator becomes aware of the conflict.

5.4.7. All incidences of conflicts of interest must be appropriately documented in writing and available for review.

5.4.8. Any incidences of non-disclosure of conflicts of interest may result in disciplinary action up to and including referral to Discipline Committee (DC).

## **5.5. Use of Guild Resources**

5.5.1. ECU Guild equipment, funds, facilities and other resources are to be used:

5.5.1.1. Effectively, economically and carefully; and

5.5.1.2. Only for the benefit of Edith Cowan University Student Guild.

5.5.2. Minimal use of telephones, computers or similar equipment for private purposes is acceptable.

5.5.3. Senators are not permitted to save any Guild generated or related data to personal devices, including unauthorised memory sticks.

5.5.4. Occasional, limited use of photocopiers may be permitted with the prior consent of the President and Operations Manager.

- 5.5.4.1. Photocopying and other use of Guild equipment or facilities is not permitted to be used in any way by candidates for Guild election campaigning purposes.
- 5.5.5. Unless permitted under an Individual Asset Release Agreement, no equipment is to be removed from the Guild offices to Senators home or other location.
- 5.5.6. Items donated to the Guild by third-parties or purchased by the Guild for the explicit use of the student members are not to be taken by any Senators unless authorised to do so by the Operations Manager. For example, Share the Dignity packs or food donations.
- 5.5.7. Senators and other student volunteers and Employees who are also students of Edith Cowan University are required to follow the Guild Student Assist Service User Policy if access to the Guild Student Assist Services or related programs of support are required.
- 5.5.8. All damage, loss of property or equipment must be reported immediately to the Operations Manager.
- 5.5.9. Not engage in any fraudulent or corrupt behaviour such as the misuse of departmental VASCO cards, specific Senate issued credit cards, or petty cash use.

## 5.6. Timesheets

- 5.6.1 All Senators must:
  - 5.6.1.1. Track and record Honorarium hours as mandated within senate contracts, duty statements and Honorarium Policy.
  - 5.6.1.2. Be liable to fulfil necessary hours in office as mandated except where written approval has been sought from the President for special consideration or circumstances.
  - 5.6.1.3. Reflect task performed as detailed as possible through the necessary Payroll management platform.
  - 5.6.1.4. Submit timesheets by the deadline as advised and set out at the beginning of the senate term for timely approvals by the Executive Officer.

## 5.7. Public Comment

- 5.7.1. Senators must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild. In this regard, the use of official stationary, email addresses, text messages or any other electronic identifiers is not permitted for private correspondence or for purposes not related to official ECU Student Guild duties.
- 5.7.2. Senators are not permitted to speak to media outlets. All requests for comment should be brought to the attention of the President and Operations Manager.

## 5.8. Secondary Employment

5.8.1. Senators are permitted to engage in outside employment, provided that this employment does not have a detrimental impact on the ability of the Senator to meet the requirements of the role, adversely affect the Senator's agreed committed hours as stated in the duty statement, go against any Visa working hour restrictions or give rise to a conflict of potential conflict of interest.

5.8.2. Before engaging in work that could potentially raise a conflict of interest, you must seek written permission from the President and Operations Manager. Approval will not be granted where secondary employment involves, or could involve, a conflict of interest with ECU Student Guild related duties or could reasonably be perceived by a member of the public to give rise to a conflict of interest or where the Senator may breach Visa conditions.

5.8.3. Senators should keep the President and Operations Manager informed of any employment related with Edith Cowan University.

## 5.9. Responsibilities After Leaving ECU Student Guild

5.9.1. Senators who leave ECU Student Guild must:

- 5.9.1.1. Not disclose any Guild information after leaving Guild senate role that was non-disclosable during their appointment, which includes any IN CAMERA items as discussed in Senate or Secretariat meetings and Secret Ballot voting results.
- 5.9.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.
- 5.9.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.
- 5.9.1.4. Not amend, falsify, and attempt to destroy, alter or damage any past or current records of minutes, timesheets, policies and procedures belonging to the ECU Student Guild.
- 5.9.1.5. Dispose of duplicated confidential information and documents in line with Guild policies and procedures.

5.9.2. Senators who remain engaged with the Edith Cowan University Guild must ensure that former employees, volunteers, contractors or Senators are not given favourable treatment or access to personal, confidential or official ECU Student Guild information.



#### 5.10. Failure to Comply With The Code of Conduct

5.10.1. Senators may be subject to disciplinary action, up to and including referral to Discipline Committee (DC), where it is established that there has been a breach of the terms herein.

### 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Guild Student Assist Service User Policy</li><li>• Privacy Policy</li><li>• Honorary Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Senator Duty Statements</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>•</li></ul>

### 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Senate
<b>All Enquiries Contact</b>	General Secretary
<b>Telephone</b>	08 6304 6417
<b>Email address</b>	secretary@ecuguild.org.au

### 8. APPROVAL HISTORY

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# ECU Student Guild

## AMBULANCE TRANSPORTATION COST POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Occupational Health & Safety
<b>POLICY TITLE</b>	<b>Ambulance Transportation Cost Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

- 1.1. This policy sets out how the Guild will support Employees and Volunteers that are taken ill whilst engaged in duties on behalf of the Guild where immediate medical support is required.

## 2. ORGANISATIONAL SCOPE

- 2.1. The Ambulance Transportation Cost Policy applies to all Edith Cowan University Employees, volunteers.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
- 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Ambulance Transportation Costs** mean any costs associated with the transport of an Employee or Volunteer to a Western Australian Hospital.
- 3.8. **Senate** means the duly elected student representatives of the Guild.
- 3.9. **Volunteer** means any individual engaged with the Guild on a voluntary basis and includes Senators.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.4. All Guild policies will be reviewed annually.

## 5. POLICY

- 5.1. The Guild recognises that some Employees and Volunteers may refuse the calling of an ambulance where they present with high or urgent medical needs due to the cost of Ambulance services and transport to hospital, particularly where private health insurance is not held.
- 5.2. The Guild, as a responsible Employer and in an effort to mitigate the occupational health and safety risk of such occurrences will pay the costs of an Ambulance to a Western Australian Hospital.
- 5.3. Ambulance support and transportation costs will only be supported by the Guild in the following circumstances:
- 5.3.1. Where a valid invoice is presented within 60 days of the event.
- 5.3.2. Where the Employee or Volunteer does not hold appropriate Private Health Insurance with Ambulance cover.
- 5.3.3. For transportation to any Public Hospital in Western Australia as recommended by the St John's Ambulance at the time of support.
- 5.3.4. Where a medical event necessitates the action based on the advice of a trained first aider or on the recommendation of a Triple Zero (000) operative.
- 5.4. Ambulance Transportation Costs will not be paid, under any circumstances, where Employees or Volunteers are not engaged in Guild related activities.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	•
<b>Related Procedure</b>	•
<b>Other Related Documents</b>	•
<b>Related Legislation</b>	•

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
<b>All Enquiries Contact</b>	Lisa Dwyer
<b>Telephone</b>	08 6304 5915
<b>Email address</b>	l.dwyer@ecuguild.org.au

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23/08/2021
<b>Original Motion</b>	SM2108/03
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	July 2022