



# **FEES ALLOCATION DEED REPORT**

**Quarter 2      2024**

This report is submitted in accordance with Guild reporting obligations.

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This report is presented in alignment with Guild reporting obligations for Quarter 2 of 2024, offering a comprehensive overview of activities, financial status, and key performance indicators (KPIs) related to student services and support.

The provision of food and drink to students has been effectively executed within the allocated budget, with \$56,213 spent to date, leaving \$35,429 remaining for the rest of the year. Due to the record numbers of students using the Guild facilities the budget will be closely monitored in Q3 to ensure that we remain on track. Capacity issues at the Joondalup campus need immediate attention. Despite purchasing additional tables and chairs, the facility remains at capacity during peak times. The Guild is in discussion with DCS and various Schools to try establish satellite kitchens on campus as a proactive step to address these constraints. Additionally, the low turnout at the "Picnic and Paint" event signifies a need for enhanced advertising and engagement strategies to boost participation in future events. Ensuring effective communication and marketing of events can help maximise the utilisation of the remaining budget and improve student engagement.

The second quarter saw a diverse range of events and activities organised primarily by the Guild, with a healthy representation of partnership events with ECU. The Joondalup campus hosted the majority of the events, reflecting its central role in student activities. Despite a robust lineup of events, attendance figures indicate a need for improved engagement strategies. While certain events like the Western Invitationals and cultural festivals saw high attendance, overall engagement figures suggest room for improvement. Targeted outreach, especially aimed at domestic students, could enhance participation in future events. The concentration of events at the Joondalup campus underscores the need for more balanced event distribution across other campuses, particularly Mount Lawley and Bunbury, to ensure inclusivity and accessibility for all students, however, due to low numbers of students across these campuses, it has been difficult to obtain good numbers of attendees at these locations. The absence of sponsored events and zero sponsorship value highlights an area for potential growth. Securing sponsorships could provide additional resources to enhance the quality and reach of future events. While Q2 demonstrated a strong commitment to student engagement through a variety of events, there are clear opportunities for improvement in outreach, distribution, sponsorship acquisition, and addressing operational challenges. Implementing these strategic improvements will be key to maximising the impact of future events and ensuring broader student participation.

There has been a slight increase in the total number of active clubs, societies, and collectives, rising from 32 in Q1 to 33 in Q2. Despite this, the number of Tier One and Tier Two Affiliated Clubs remained

constant, with only the Basic Affiliated Clubs seeing a minor increase. Total quarterly funding increased from \$18,884.35 in Q1 to \$19,611.17 in Q2. This rise can be attributed to higher funding allocations to Sports Clubs, International Clubs, and Undergraduate Clubs. There was a notable decrease in funding for Social Clubs and Equity Clubs, indicating a potential shift in funding priorities or changes in club activities and needs. The number of affiliated clubs has decreased steadily from 56 in 2022 to 33 in 2024. However, total funding has shown fluctuations, with a slight increase in 2024 compared to 2023, indicating a more concentrated but potentially more impactful allocation of resources. The Guild is undertaking a review of Club support mechanisms to ensure that we support or members to engage more in club activities and in the development of new clubs. Addressing the challenges and strategic improvements will be crucial for maintaining and enhancing the vibrancy of student clubs.

The second quarter showed an increase in the overall number of appointments and students supported, particularly among domestic students. The nature of assistance required also saw shifts, with a significant rise in financial support requests and the initiation of hardship payment schemes. There was a notable increase in financial support needs, rising from 17 in Q1 to 24 in Q2. This suggests a growing financial strain among students. Reports of domestic/family violence remained steady (3 reports each in Q1 and Q2), while there was one report of sexual assault in Q2. Wait times for services increased to 2 weeks in June, driven by a surge in academic misconduct cases and appeals and operating the service with only two staff members. The staffing of the service will be increased in Q3 with the addition of 0.6 FTE Guild Advisory Officer.

This quarter demonstrated an increased need for financial assistance among students, as evidenced by the rise in discretionary grants, practicum grants, and FoodBank WA referrals. This trend underscores the growing financial challenges faced by the student body. The total value of financial support provided more than doubled from Q1 to Q2, rising from \$4,690.00 to \$10,325.00. This increase was driven by higher discretionary and practicum grant issuances and a significant rise in FoodBank WA referrals. The increase in FoodBank referrals illustrates an rising food insecurity within our members. Both buybacks and sales transactions saw a decrease in Q2 compared to Q1. The number of buybacks in Joondalup dropped from 6 to 4, and sales transactions decreased from 27 to 10. The sales value also fell significantly, from \$1,146.50 in Q1 to \$289.50 in Q2, suggesting a drop in bookshop activity.

The Guild also saw an increase in the total number of appointments and students supported, particularly among international students. The nature of assistance required shifted notably, with a significant rise in academic misconduct cases and special consideration/resubmission requests. Total appointments increased from 293 in Q1 to 345 in Q2. The number of students supported also rose from 245 to 286. There was a dramatic increase in academic misconduct cases, rising to 69 in Q2 from just 6 in Q1. Special consideration/resubmission requests also saw a notable increase from 2 to 20.

Overall, while there has been effective management of resources and a robust provision of support services, there are clear opportunities for improvement. Addressing capacity challenges, enhancing staffing, and implementing strategic engagement and resource allocation plans will be crucial for optimising student support and activities. Ensuring continuous monitoring and responsiveness to student needs will help maintain and enhance the quality and impact of the services provided.

## KPI REPORTS

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

ACTIVITY – KPI 1	PROVIDING FOOD OR DRINK TO STUDENTS ON A CAMPUS OF THE HIGHER EDUCATION PROVIDER [STATUTE 29(3.2) (2)(A)]		
Budget	Annual Budget		\$91,642
	Spend to Date		\$56,213
	Budget Remaining		\$ 35,429 39 %
Data	Guild Kitchen Provisions		
		Campus	Value of Food/Drink Supplied
	Q1	Joondalup	\$ 2,136.63
		Mount Lawley	\$ 715.74
		South West	\$ -
	Q2	Joondalup	\$ 2,593.21

		Mount Lawley	\$ 1,573.01		
		South West	\$ -		
Events and Activities where free food and/or drink were provided					
Q2		Event/Activity	Food/Drink Supplied	Campus	Total
	Chill Out	Food & Beverages	Mount Lawley	38	
	Scitech Visit	Food & Beverages	Off-Site		
	Sri Lankan Student Association	Food & Beverages	Joondalup		
	Baha'i Society Interfaith Devotional	Food & Beverages	Joondalup		
	Activities & south West Clubs Meet & Greet	Food & Beverages	Joondalup		
	Hockey Bake Sale	Food & Beverages	Joondalup		
	Postgraduate Welcome	Food & Beverages	Joondalup		
	Christian Union M & G	Food & Beverages	Mount Lawley		
	VP Academic Clubs BBQ	Food & Beverages	Joondalup		
	Aviation Museum	Food & Beverages	Off-Site		
	EID Festival	Food & Beverages	Joondalup		
	Sports Tournament - Badminton	Food & Beverages	Joondalup		
	Pots & Paint	Food & Beverages	Mount Lawley		
	Sports Tournament - Pickleball	Food & Beverages	Joondalup		
	Baha'i Society RidVan	Food & Beverages	Joondalup		

		Bangladesh Student Association	Food & Beverages	Joondalup	
		Fremantle Cruise	Food & Beverages	Off-Site	
		Sports Tournament - Pickleball	Food & Beverages	Joondalup	
		Academic Clubs Meet & Greet	Food & Beverages	Joondalup	
		Desi Konnect	Food & Beverages	Joondalup	
		Uni Mental Health Day	Food & Beverages	Joondalup	
		Uni Mental Health Day	Food & Beverages	Mount Lawley	
		Chill Out	Food & Beverages	Mount Lawley	
		Nursing & Midwifery Union - National Student Day	Food & Beverages	Joondalup	
		ISSA Pool Competition		Joondalup	
		Industry Connect - 9th May	Food & Beverages	Joondalup	
		ECU International - East Carolina University BBQ	Food & Beverages	Joondalup	
		Chill Out - Sports	Food & Beverages	Joondalup	
		Industry Connect - 16th May	Food & Beverages	Joondalup	
		IDAHOBIT	Food & Beverages	Joondalup	
		CASSA Industry Connect	Food & Beverages	Joondalup	
		Arts & Culture Mangement Organisation - BBQ	Food & Beverages	Mount Lawley	
		Parliament House	Food & Beverages	Off-Site	
		Baha'i Society Cookies & Convo	Food & Beverages	Joondalup	
		Arts & Culture Mangement Organisation - Trivia Night	Food & Beverages	Mount Lawley	
		End Of Semester Sundowner BBQ	Food & Beverages	Joondalup	
		Africa Day	Food & Beverages	Joondalup	
		Study Week Chill Out Sessions	Food & Beverages	Joondalup	



<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• JO facility remains at capacity. The Guild has implemented a limit as per Safework Code of Practice to the maximum number of students using the student kitchen. Additional tables and chairs have been purchased but the facility is still at capacity (during peak times). The Guild is working with DCS to establish satellite student kitchens on campus to assist with capacity issue.</li> <li>• The Environmental Department We organised a picnic and paint event at ML, which included food for the attendees. Unfortunately, the turnout was lower than expected, likely due to insufficient advertising and a general lack of interest.</li> </ul>
<b>Appendices/Links</b>	

ACTIVITY – KPI 2		SUPPORTING A SPORTING OR OTHER RECREATIONAL ACTIVITY BY STUDENTS [STATUTE 29(3.2)(2)(B)]						
Budget	Annual Budget				\$ 483,313			
	Spend to Date				\$ 246,996			
	Budget Remaining				\$ 236,317 49 %			
Data	Q2							
	Event Name	Date	Length of Event (Days)	Campus	Guild/University Supported/Partnership (Guild & University)/Third Party Activation	Was this event sponsored?	Value of Sponsorship (Estimate in-kind value)	Number of Attendees/ Tickets Sold (number only)
	Chill Out Session	9th April	1	Mount Lawley	Guild			20
	Scitech Visit	10th April	1	Off-Site	Guild			16
	Sri Lankan Student Association Cultural Event	11th April	1	Joondalup	Guild			100
	Baha'i Society Interfaith Devotional	11th April	1	Joondalup	Guild			15
	Southwest Pizza & Pool Lunch	12th April	1	Bunbury	Guild			20
	Activities & Southwest Clubs Meet & Greet	12th April	1	Joondalup	Guild			15
	Hockey Bake Sale	15th April	1	Joondalup	Guild			40

	Postgraduate Welcome	15th April	1	Joondalup	Guild			60
					Partnership (Guild & University)			
	Japan Festival	16th April	1	Mount Lawley				150
	VP Academic Clubs BBQ	16th April	1	Joondalup	Guild			100
	Aviation Museum Tour	17th April	1	Off-Site	Guild			20
	EID Festival	17th April	1	Joondalup	Guild			150
					Partnership (Guild & University)			
	Sports Tournament - Badminton	19th April	1	Joondalup				20
	Pots & Paint	23rd April	1	Mount Lawley	Guild			20
					Partnership (Guild & University)			
	Sports Tournament - Pickleball	23rd April	1	Joondalup				20
	Baha'i Society RidVan	24th April	1	Joondalup	Guild			20
	Ten Pin Bowling & Laser Tag	26th April	1	Off-Site	Guild			22
	Bangladesh Student Association	26th April	1	Joondalup	Guild			150
	Fremantle Cruise	26th April	1	Off-Site	Guild			21
					Partnership (Guild & University)			
	Sports Tournament - Pickleball	1st May	1	Joondalup				20
	Academic Clubs Meet & Greet	1st May	1	Joondalup	Guild			20
	Desi Konnect	2nd May	1	Joondalup	Guild			100
	White Card Training	3rd May	1	Joondalup	Guild			12
					Partnership (Guild & University)			
	Uni Mental Health Day	7th May	1	Joondalup				100
					Partnership (Guild & University)			
	Uni Mental Health Day	7th May	1	Mount Lawley				30

	Picnic & Paint	7th May	1	Mount Lawley	Guild			30
	Nursing & Midwifery Union - National nursing Day	8th May	1	Joondalup	Guild			40
	ISSA Pool Competition - Birra Bar	9th May	1	Joondalup	Guild			10
	Industry Connect	9th May	1	Joondalup	Guild			25
	ECU International - East Carolina University	13th May	1	Joondalup	Partnership (Guild & University)			30
	Chill Out Session - Sports	14th May	1	Joondalup	Guild			40
	Industry Connect - Scope AI/GPT Seminar	16th May	1	Joondalup	Guild			25
	IDAHOBIT	17th May	1	Joondalup	Guild			100
	CASSA Industry Connect	17th May	1	Joondalup	Guild			50
	Arts Crafts & Management Organisation - BBQ	21st May	1	Mount Lawley	Guild			100
	Parliament House Visit	21st May	1	Off-Site	Guild			22
	Baha'i Society Cookies & Convo	22nd May	1	Joondalup	Guild			40
	ISSA Pool Competition - Birra Bar	23rd May	1	Joondalup	Guild			10
	End of Semester Sundowner BBQ	24th May	1	Joondalup	Guild			75
	Africa Day	27th May	1	Joondalup	Guild			100
	Ten Pin Bowling & Laser Tag	27th May	1	Off-Site	Guild			17
	Study Week Chill Out	28th May	4	Joondalup	Guild			75
	West Oz Wildlife	31st May	1	Joondalup	Guild			60
	Fremantle Prison Tour	17th May	1	Off-Site	Guild			20
	CASSA End of Semester BBQ	14th June	1	Joondalup	Guild			30
	Christian Union EOS Games Night	15th June	1	Joondalup	Guild			15
	Western Invitationals	17th June	5	Joondalup	Partnership (Guild & University)			200

	A Quiet Place Movie Screening	27th June	1	Off-Site	Guild			20
	ISMAP Migration Session	28th June	1	Joondalup	Guild			30
	EOS Birra Bar BBQ	14th June	1	Joondalup	Guild			50
					Partnership (Guild & University)			
	Pickleball Sports Session	27th June	1	Joondalup				20
</								

	<ul style="list-style-type: none"> <li>• The First Nations department has hosted a limited number of events due to the absence of a First Nations Officer.</li> </ul>
<b>Appendices/Links</b>	

ACTIVITY – KPI 3	SUPPORTING THE ADMINISTRATION OF A CLUB, MOST OF WHOSE MEMBERS ARE STUDENTS [STATUTE 29(3.2)(2)9C)]				
Budget	Annual Budget			\$ 410,580	
	Spend to Date			\$ 167,692	
	Budget Remaining			\$ 242,888 59 %	
Data					

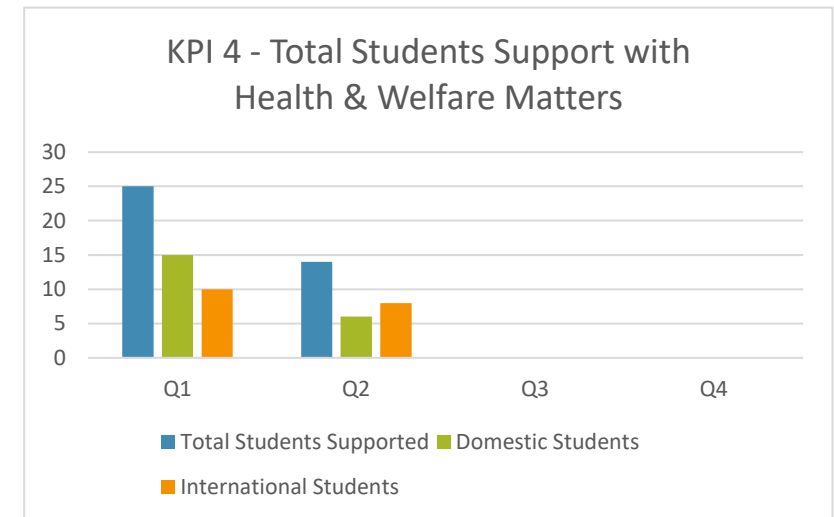
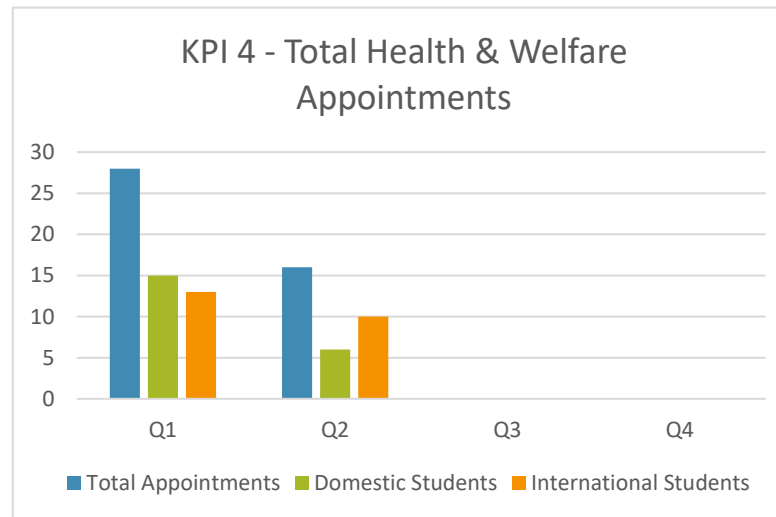
	Annual Comparison	First Nations Clubs	\$ -		
		International Clubs	\$ 3,661.10	\$ 3,927.56	
		Undergraduate Clubs	\$ 3,545.95	\$ 4,929.41	
		Postgraduate Clubs	\$ -		
		South West Clubs	\$ -		
		Total Quarterly Funding	\$ 18,884.35	\$ 19,611.17	
			2022	2023	2024
		Number of Affiliated Clubs	56	39	33
			\$	\$	\$
		Total Funding	46,524.18	35,634.85	38,495.52
Critical Issues	<ul style="list-style-type: none"> <li>Guild website experienced some downtime when the SSL certificate expired but was rectified quickly.</li> <li>The Environmental and First Nations Departments have been unable to establish clubs due to insufficient student interest.</li> </ul>				
Appendices/Links	<ul style="list-style-type: none"> <li><a href="https://clubs.ecuguild.org.au/clubs-list/">https://clubs.ecuguild.org.au/clubs-list/</a></li> <li><a href="https://clubs.ecuguild.org.au/resources/">https://clubs.ecuguild.org.au/resources/</a></li> </ul>				



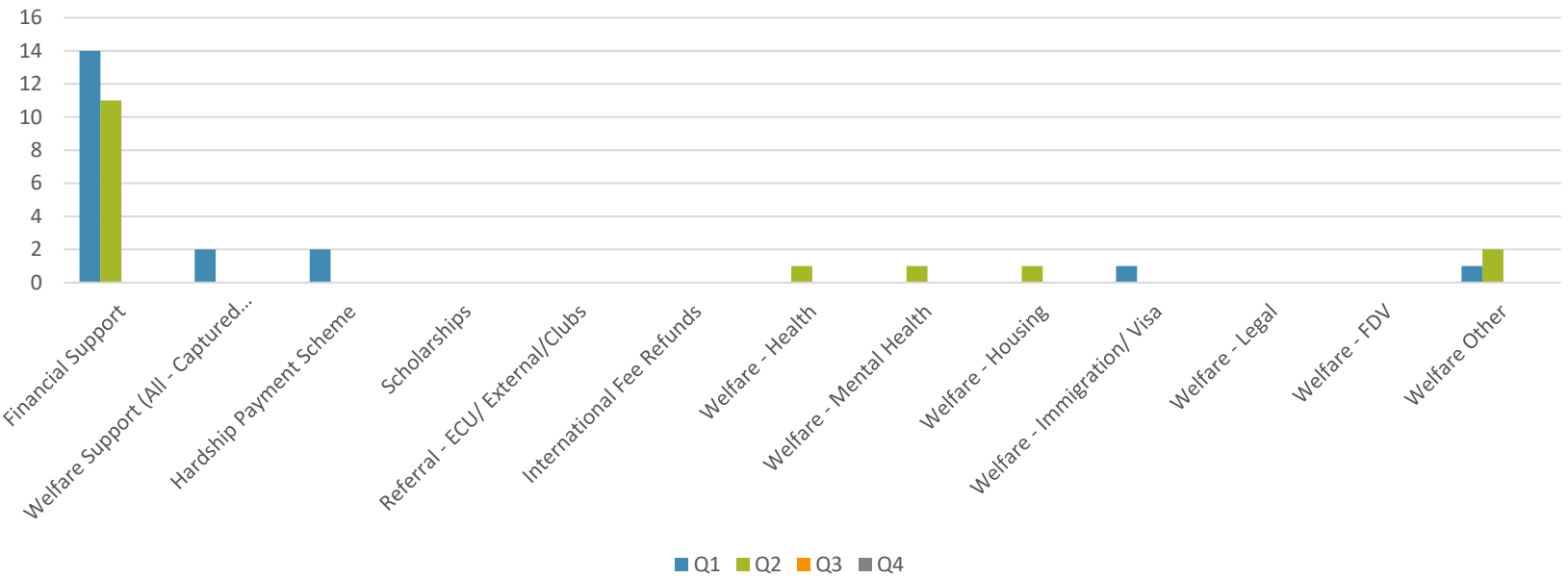
ACTIVITY - KPI 4		PROMOTING THE HEALTH OR WELFARE OF STUDENTS [STATUTE 29(3.2)(2)(F)]				
Budget		Annual Budget			\$ 275,016	
		Spend to Date			\$ 105,889	
		Budget Remaining			\$ 169,127 61 %	
Data						
	KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]					
		Q1	Q2	Q3	Q4	
	Total Appointments	37	38	9	0	
	Domestic Students	13	16	2	0	
	International Students	24	22	7	0	
	Total Students Supported	32	35	9	0	
	Domestic Students	11	14	2	0	
	International Students	21	21	7	0	
	Nature of Assistance Required					
		Q1	Q2	Q3	Q4	
	Financial Support	17	24	4	0	
	Welfare Support (All - Captured Pre-Change)	0	0	0	0	
	Hardship Payment Scheme	0	2	1	0	
	Scholarships	0	0	0	0	
	Referral - ECU/ External/Clubs	0	0	0	0	
	International Fee Refunds	1	2	0	0	
	Welfare - Health	0	0	0	0	

		Welfare - Mental Health	0	0	1	0
		Welfare - Housing	0	0	0	0
		Welfare - Immigration/ Visa	0	0	0	0
		Welfare - Legal	0	0	0	0
		Welfare - FDV	0	0	0	0
		Welfare Other	0	0	0	0
		<b>Campus of Study</b>				
		<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		Joondalup	35	28	8	0
		Mount Lawley	2	2	1	0
		South West	0	0	1	0
		Online	2	1	0	0
		Interstate	0	0	0	0
		Offshore	0	0	0	0
		<b>Referrals</b>				
			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		<b>Total Referrals</b>	<b>6</b>	<b>64</b>	<b>23</b>	<b>0</b>
		Financial Welfare Service	2	2	2	0
		Mental Health (External)	0	1	6	0
		ECU - Counselling	0	25	1	0
		ECU - Crisis Line	0	3	9	0
		ECU - Living Room	0	24	0	0
		Health	1	0	1	0
		Housing	0	0	0	0
		Immigration/ Visa	0	1	0	0

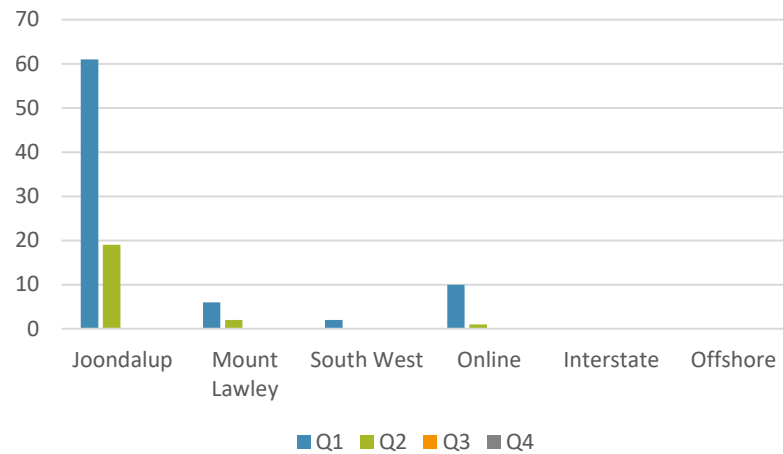
Legal	0	1	0	0
Ombudsman/ Commission	0	0	4	0
Other	3	7	23	0
<b>Respect Now Always Stats</b>				
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Total Reports</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>
Sexual Assault	0	1	0	0
Domestic/ Family Violence	3	3	0	0
Discrimination	0	0	0	0
Rape	0	0	0	0
Harassment	0	0	0	0
Racism	0	0	0	0
Hazing	0	0	0	0



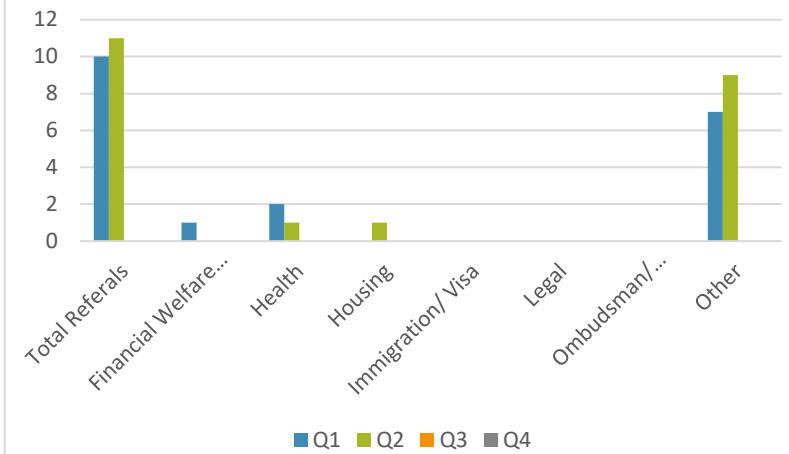
KPI 4 - Nature of Assistance Required



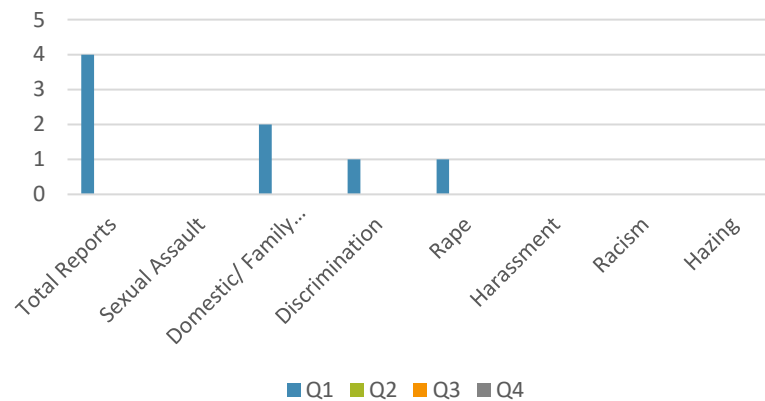
KPI 4 - Health & Welfare, Campus of Study



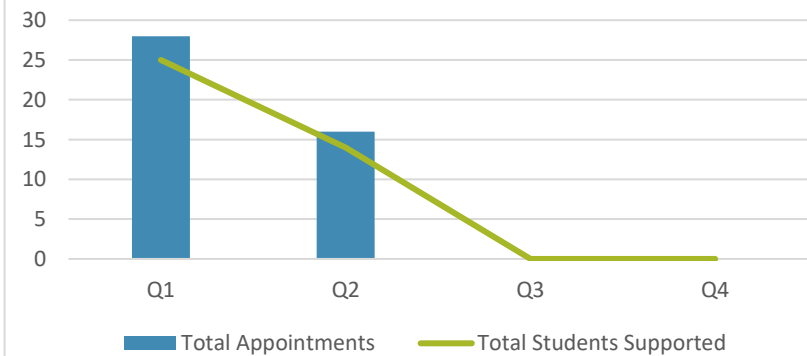
KPI 4 - Health & Welfare Referrals Made

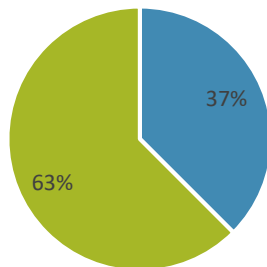
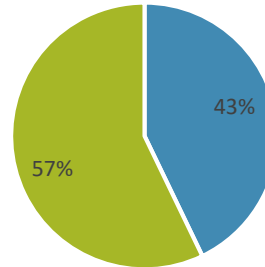


KPI 4 - Respect Now Always Disclosures



KPI 4 - Number of Health & Welfare Appointments vs Number of Students



	<div><div><p>KPI 4 - Domestic vs International Appointments for Health &amp; Welfare</p><p>Q2</p><table><tr><th>Category</th><th>Percentage</th></tr><tr><td>Domestic Students</td><td>37%</td></tr><tr><td>International Students</td><td>63%</td></tr></table></div><div><p>KPI 4 - Domestic vs International Students Accessing Health &amp; Welfare Supports</p><p>Q2</p><table><tr><th>Category</th><th>Percentage</th></tr><tr><td>Domestic Students</td><td>43%</td></tr><tr><td>International Students</td><td>57%</td></tr></table></div></div>	Category	Percentage	Domestic Students	37%	International Students	63%	Category	Percentage	Domestic Students	43%	International Students	57%	
Category	Percentage													
Domestic Students	37%													
International Students	63%													
Category	Percentage													
Domestic Students	43%													
International Students	57%													
<b>Critical Issues</b>	<ul style="list-style-type: none"><li>• During this quarter, the GAS team operated with two staff members, necessitating additional working days during peak periods.</li><li>• Wait times increased to 2 weeks during June due to a significant increase in Academic Misconduct cases and resulting appeals.</li><li>• GAOs prioritised immediate student welfare and mental health support needs, and referred students to ECU Psychological Counselling Support, the Living Room, and external support services during this quarter as appropriate.</li></ul>													
<b>Appendices/Links</b>														

ACTIVITY – KPI 5	HELPING STUDENTS WITH THEIR FINANCIAL AFFAIRS [STATUTE 29(3.2)(2)(I)]				
Budget	Annual Budget			\$ 104,254	
	Spend to Date			\$ 36,615	
	Budget Remaining			\$ 67,639 65 %	
Data	KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)]				
		Q1	Q2	Q3	Q4
	Number of Discretionary Grant Applications	0	2	0	0
	Number of Discretionary Grants Issued	0	2	0	0
	Number of Discretionary Grants Rejected	0	0	0	0
	Total Value of Discretionary Grants Issued	\$ -	\$ 1,000.00	\$ -	\$ -
	Number of Practicum Grant Applications	0	1	0	0
	Number of Practicum Grants Issued	0	1	0	0
	Number of Practicum Grants Rejected	0	0	0	0
	Total Value of Practicum Grants Issued	\$ -	\$ 500.00	\$ -	\$ -
	Number of Vouchers Issued	17	16	4	0
	Total Value of Vouchers Issued	\$ 1,050.00	\$ 1,025.00	\$ 250.00	\$ -
	Number of FoodBank WA Referrals	7	15	1	0
	Total Value of FoodBank WA Referrals	\$ 3,640.00	\$ 7,800.00	\$ 520.00	\$ -

<b>Total Value of Support Provided</b>	<b>\$ 4,690.00</b>	<b>\$ 10,325.00</b>	<b>\$ 770.00</b>	<b>\$ -</b>
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<b>Bookshop</b>		
<b>Stock</b>	<b>Q1</b>	<b>Q2</b>
Opening Stock	\$ 7,537.50	\$ 6,816.23
Closing Stock	\$ 6,816.23	\$ 5,302.00

<b>Transactions (Buy Backs)</b>	<b>Q1</b>			<b>Q2</b>		
	<b>JO</b>	<b>ML</b>	<b>BU</b>	<b>JO</b>	<b>ML</b>	<b>BU</b>
Number of Transactions						
Number of Books	6			4		
Buyback Value	\$ 321.00			\$ 185.00		

<b>Transactions (Sales) - Processed through JO</b>	<b>Q1</b>	<b>Q2</b>
Number of Transactions	27	10
Number of Books/Items	27	10



		Sales Value	\$ 1,146.50	\$ 289.50	
		Cash Sales	\$ -	\$ -	
		Square Sales	\$ 1,146.50	\$ 289.50	
<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>The Guild Advisory Service has seen an increase in students needing financial assistance, and a significant increase in the need for Foodbank referrals this quarter.</li> </ul>				
<b>Appendices/Links</b>					

ACTIVITY – KPI 6	SUPPORTING THE PRODUCTION AND DISSEMINATION OF STUDENTS OF MEDIA WHOSE CONTENT IS PROVIDED BY STUDENTS [STATUTE 29(3.2)(2)(N)]		
Budget	Annual Budget	\$ 79,709	
	Spend to Date	\$ 33,766	
	Budget Remaining	\$ 45,943 58 %	
Critical Issues	• None		
Appendices/Links	• <a href="https://dircksey.com/">Dircksey Magazine -https://dircksey.com/</a> • <a href="https://issuu.com/ecuguild/docs/dircksey_final_working_doc_copy">Link to magazine: https://issuu.com/ecuguild/docs/dircksey_final_working_doc_copy</a> • <a href="https://www.ecuguild.org.au">Guild Website – https://www.ecuguild.org.au</a>		

ACTIVITY – KPI 7	HELPING STUDENTS DEVELOP SKILLS FOR STUDY BY MEANS OTHER THAN UNDERTAKING COURSE OF STUDY IN WHICH THEY ARE ENROLLED [STATUTE 29(3.2)(2)(O)]																						
Budget	Annual Budget			\$ 180,283																			
	Spend to Date			\$ 69,799																			
	Budget Remaining			\$ 110,484 61 %																			
Data	<table><tr><th colspan="3">Q2</th></tr><tr><th>Course Name</th><th>Organiser</th><th>Total Attendees</th></tr><tr><td>White Card</td><td>Undergraduate Department</td><td>12</td></tr></table> <table><tr><th></th><th>Q1</th><th>Q2</th></tr><tr><td>Total Courses</td><td>2</td><td>1</td></tr><tr><td>Total Attendees</td><td>100</td><td>12</td></tr></table>					Q2			Course Name	Organiser	Total Attendees	White Card	Undergraduate Department	12		Q1	Q2	Total Courses	2	1	Total Attendees	100	12
Q2																							
Course Name	Organiser	Total Attendees																					
White Card	Undergraduate Department	12																					
	Q1	Q2																					
Total Courses	2	1																					
Total Attendees	100	12																					
Critical Issues	<ul style="list-style-type: none"><li>We have observed significant dropout rates for free ticketed events. However, due to risk management considerations and room capacity limitations, we are unable to oversell tickets.</li></ul>																						
Appendices/Links	<ul style="list-style-type: none"><li></li></ul>																						

ACTIVITY – KPI 8	ADVOCATING STUDENT’S INTERESTS IN MATTERS ARISING UNDER THE HIGHER EDUCATION PROVIDER’S RULES (HOWEVER DESCRIBED) [STATUTE 29(3.2)(2)(Q)]				
Budget	Annual Budget			\$ 213,477	
	Spend to Date			\$ 84,216	
	Budget Remaining			\$ 129,261 61 %	
Data	KPI 8 - Advocating students’ interests in matters arising under the higher education provider’s rules (however described) [Statute 29(3.2)(2)(q)]				
		Q1	Q2	Q3	Q4
	Total Appointments	293	345	0	0
	Domestic Student	115	89	0	0
	International Student	178	58	0	0
	Total Students Supported	245	286	0	0
	Domestic Student	101	80	0	0
	International Student	144	206	0	0
	Nature of Assistance Required				
		Q1	Q2	Q3	Q4
	Academic Misconduct (AM)	6	69	0	0
	Academic Progression Status Review (APSR)	50	5	0	0
	Application for Submission of previous work	0	0	0	0
	Complaints	5	10	0	0
	Course Intermission	0	0	0	0
	Deferrals/Extensions/Exams/Assessments	7	0	0	0
	Formal Review (FR)	15	9	0	0

		General Advice	26	24	0	0
		General Misconduct (GM)	0	7	0	0
		Informal Review (IR)	12	12	0	0
		Practicum Support (PS)	0	0	0	0
		Recognition of Prior Learning (RPL)	1	3	0	0
		Re-enrolment (Application to resume your course)	1	1	0	0
		Special Consideration/Resubmission	2	20	0	0
		Student Appeals Committee - Academic Misconduct (SAC-AM)	6	28	0	0
		Student Appeals Committee - General Misconduct (SAC-GM)	0	0	0	0
		Student Appeals Committee - Other	15	3	0	0
		Withdrawal Without Penalty (Financial/Academic) (WWF/A)	81	64	0	0
		<b>Number of Students By School</b>				
		School of Arts & Humanities	43	20	0	0
		School of Business & Law	68	59	0	0
		School of Education	19	52	0	0
		School of Engineering	55	41	0	0
		School of Medical & Health Sciences	25	14	0	0
		School of Nursing & Midwifery	31	48	0	0
		School of Science	50	64	0	0
		WAAPA	1	0	0	0
		<b>Campus of Study</b>				
		<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
		Joondalup	133	159	0	0
		Mount Lawley	8	31	0	0
		South West	2	3	0	0
		Online	23	15	0	0
		Interstate	0	0	0	0

Offshore

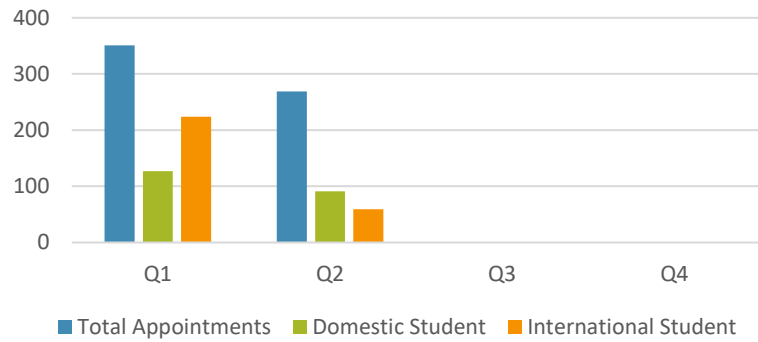
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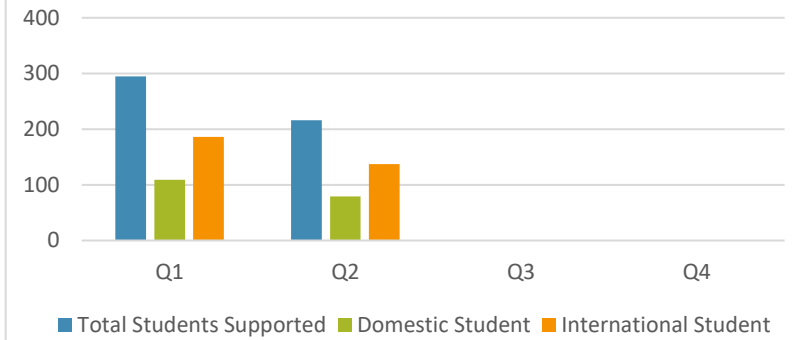
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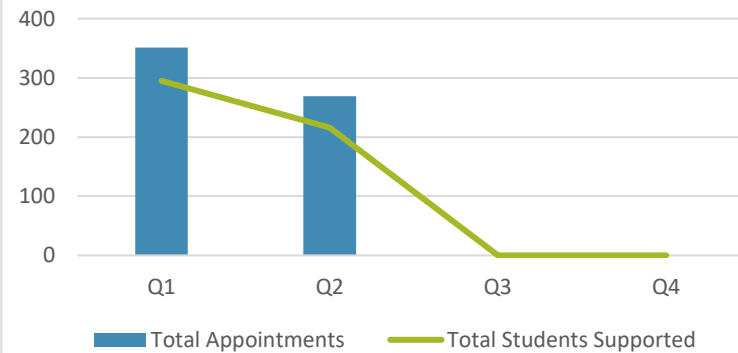
KPI 8 - Total Academic Advocacy Appointments



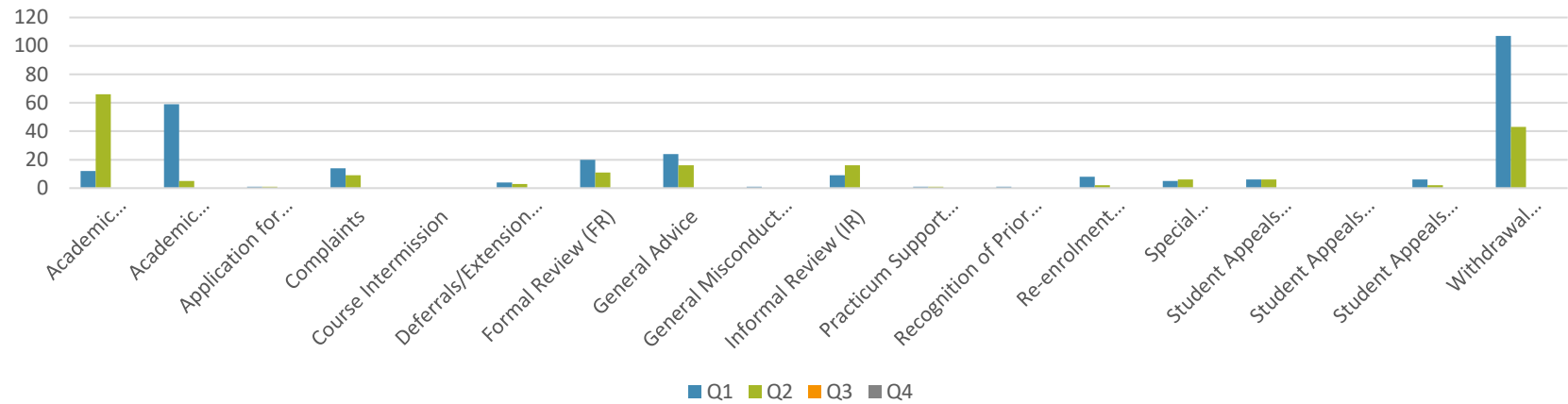
KPI 8 - Total Students Receiving Academic Advocacy Support



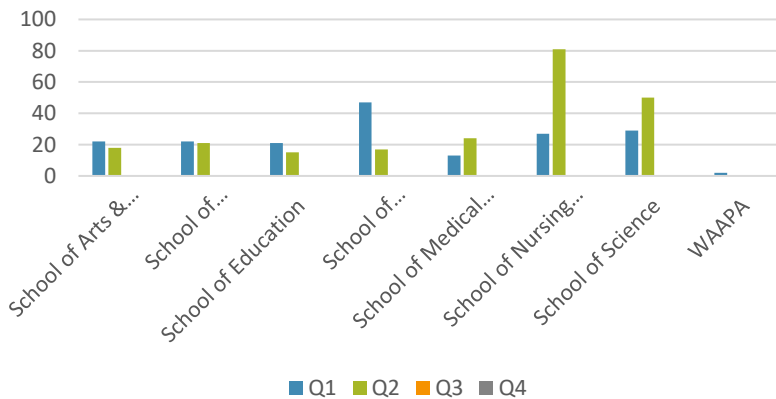
KPI 8 - Number of Academic Advocacy Appointments vs Number of Students



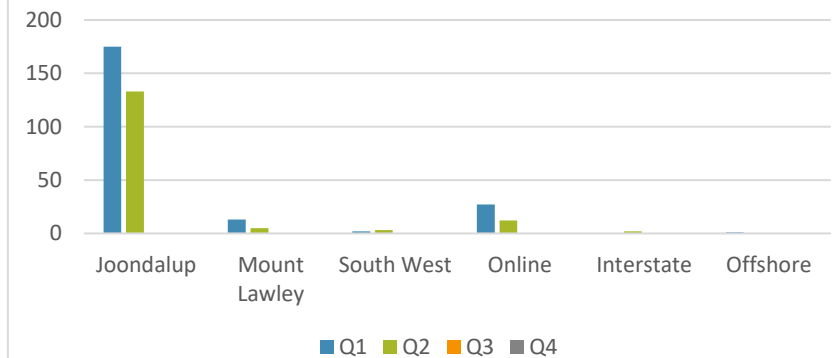
KPI 8 - Nature of Assistance Required

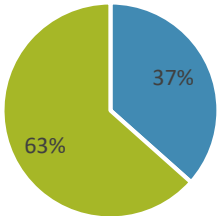
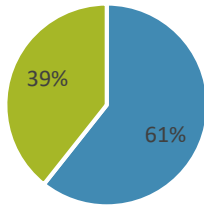


KPI 8 - School of Study



KPI 8 - Academic Advocacy, Campus of Study



	<div> <div> <p>KPI 8 - Domestic vs International Students Accessing Academic Advocacy Q2</p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Domestic Student</td> <td>37%</td> </tr> <tr> <td>International Student</td> <td>63%</td> </tr> </tbody> </table> </div> <div> <p>KPI 8 - Domestic vs International Appointments for Academic Advocacy Q2</p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Domestic Student</td> <td>61%</td> </tr> <tr> <td>International Student</td> <td>39%</td> </tr> </tbody> </table> </div> </div>	Category	Percentage	Domestic Student	37%	International Student	63%	Category	Percentage	Domestic Student	61%	International Student	39%
Category	Percentage												
Domestic Student	37%												
International Student	63%												
Category	Percentage												
Domestic Student	61%												
International Student	39%												
<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>GAOs attended SAC hearings, General Misconduct meetings, and Formal Complaint meetings, in the capacity of the students' support person, however were unable to attend 3 SAC hearings as requested due to limited availability of GAO staff.</li> <li>Due to the high number of Academic Misconduct cases and the resulting limited GAO availability, GAO's were unable to attend many Academic Misconduct meetings as requested by students this quarter.</li> </ul>												
<b>Appendices/Links</b>													



<b>ACTIVITY – KPI 9</b>	<b>GIVING STUDENTS INFORMATION TO HELP THEM IN THEIR ORIENTATION [STATUTE 29(3.2)(2)(R)]</b>	
<b>Budget</b>	<b>Annual Budget</b>	\$ 161,726
	<b>Spend to Date</b>	\$ 96,944
	<b>Budget Remaining</b>	\$ 64,782 40 %
<b>Report on Orientation Activities</b>	*No Orientation activities in Q2	
<b>Critical Issues</b>		
<b>Appendices/Links</b>		

ACTIVITY – KPI 10	ADMINISTRATION							
Budget	Annual Budget					\$ N/A		
	Spend to Date					\$ N/A		
Data	Guild Election Data							
		2018	2019	2020	2021	2022	2023	2024
	Guild Positions	27	28	21	21	23	23	23
	Number of Nominations	15	10	22	93	60	21	
	Number of Voters	1408	936	0	0	594	0	
	*Guild elections take place annually in October. No Election was run in 2023 due to all positions being uncontested.							
Critical Issues	• None							
Appendices/Links	• Financial Report - <a href="#">QUARTERLY FINANCIAL REPORT</a> • <a href="https://ecuguild.org.au/senate/important-documents/">https://ecuguild.org.au/senate/important-documents/</a> • Training Reports • Approved/Reviewed Policies: • Events Management Policy • Family & Domestic Violence Policy • Performance Management Policy • Serious Misconduct Policy • Working from Home Policy							

	<ul style="list-style-type: none"> <li>• Accounting Policy</li> <li>• Banking Management Policy</li> <li>• Club Code of Conduct</li> <li>• Food Safe Policy</li> <li>• Guild Advisory Service User Policy</li> <li>• Police Check Policy</li> <li>• Procurement Policy</li> <li>• Purchasing &amp; Payment Policy</li> <li>• Reimbursement Policy</li> <li>• Student Financial Support Policy</li> </ul>
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<b>ACTIVITY – KPI 11</b>	PLANNING, REPORTING AND HANDOVER		
<b>Budget</b>	<b>Annual Budget</b>		\$ N/A
	<b>Spend to Date</b>		\$ N/A
<b>Key Data</b>	None		
<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>Appendices/Links</b>	<ul style="list-style-type: none"> <li>• Financial Report - <a href="#">QUARTERLY FINANCIAL REPORT</a></li> <li>• Guild Annual Report &amp; Audited Financial Statements - <a href="https://ecuguild.org.au/wp-content/uploads/2024/04/Annual-Report-2023-web-sml.pdf">https://ecuguild.org.au/wp-content/uploads/2024/04/Annual-Report-2023-web-sml.pdf</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> </ul>		

# SSAF Quarterly Financial Report FY24 Q2

Edith Cowan University Student Guild  
ABN 87 081 487 187  
For the 6 months ended 30 June 2024

Prepared by Michael Agostini

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3	Income & Expenditure
5	Statement of Financial Position
6	Statement of Cash Flows
7	Notes to the Financial Statements
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# Income & Expenditure

## Edith Cowan University Student Guild For the 6 months ended 30 June 2024

	Q1 2024	Q2 2024	YTD 2024	FY 2023
<b>Income</b>				
SSAF Funding	500,000	500,000	1,000,000	1,865,180
<b>Total Income</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>	<b>1,865,180</b>
<b>Expenditure</b>				
<b>Student Support Program Costs</b>				
A - Provision of Food & Drink	26,198	30,015	56,213	117,969
B - Supporting Sporting & Recreational Activity	122,481	124,515	246,996	487,605
C - Club Administration Support	77,624	90,068	167,692	377,374
F - Health & Welfare of Students	52,204	53,685	105,889	352,208
I - Helping Students with their Financial Affairs	17,385	19,230	36,616	61,459
N - Supporting Production & Dissemination of Student Media	16,216	17,550	33,766	52,701
O - Helping Students Develop Study Skills	33,705	36,094	69,799	134,605
P/Q - Student Advocacy re University Rules	41,824	42,392	84,216	186,002
R - Information to help students through Orientation	74,054	22,890	96,944	139,666
<b>Total Student Support Program Costs</b>	<b>461,692</b>	<b>436,439</b>	<b>898,131</b>	<b>1,909,588</b>
<b>Total Expenditure</b>	<b>461,692</b>	<b>436,439</b>	<b>898,131</b>	<b>1,909,588</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>38,308</b>	<b>63,561</b>	<b>101,869</b>	<b>(44,408)</b>
<b>Indirect Costs</b>				
Indirect Costs	-	-	-	-
<b>Total Indirect Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SSAF Surplus/(Deficit)</b>	<b>38,308</b>	<b>63,561</b>	<b>101,869</b>	<b>(44,408)</b>
<b>Non-SSAF</b>				
<b>Income</b>				
Advertising Income	3,350	50	3,400	1,833
Book Sales	1,070	272	1,343	2,804
Stall Holder fees	5,764	-	5,764	7,799
Ticket Sales	4,849	1,045	5,894	42,180
Non SSAF Program Revenue	10,800	1,254	12,053	83,190
Interest & Investment Income	6,360	7,180	13,540	26,163
Other Income	2,515	1,782	4,297	7,816
<b>Total Income</b>	<b>34,708</b>	<b>11,582</b>	<b>46,290</b>	<b>171,785</b>
<b>Expenses</b>				
Interest & Investment Costs	138	-	138	71
Depreciation	8,687	9,442	18,128	17,809
Unisports Grants Paid	7,200	-	7,200	7,815
ECU Emu's Merchandise Costs	-	1,970	1,970	5,742

	Q1 2024	Q2 2024	YTD 2024	FY 2023
Records Project	-	-	-	24,385
<b>Total Expenses</b>	<b>16,025</b>	<b>11,411</b>	<b>27,436</b>	<b>55,822</b>
<b>Total Non-SSAF</b>	<b>(18,683)</b>	<b>(170)</b>	<b>(18,854)</b>	<b>(115,963)</b>
<b>Combined SSAF/Non-SSAF Surplus/Deficit</b>	<b>56,992</b>	<b>63,732</b>	<b>120,723</b>	<b>71,556</b>



# Statement of Financial Position

Edith Cowan University Student Guild

As at 30 June 2024

	NOTES	30 JUNE 2024	31 DEC 2023
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	2	1,151,815	1,704,729
Receivables & Accruals	3	1,101,965	408,614
Inventory	4	14,674	17,325
Prepayments	5	20,957	65,142
Club Floats		4,217	5,363
<b>Total Current Assets</b>		<b>2,293,628</b>	<b>2,201,172</b>
<b>Non-current Assets</b>			
Property, plant and equipment	6	199,482	208,006
<b>Total Non-current Assets</b>		<b>199,482</b>	<b>208,006</b>
<b>Total Assets</b>		<b>2,493,111</b>	<b>2,409,178</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors & accruals	7	371,869	417,346
Other current liabilities	8	22,412	22,412
Employee Provisions	9	118,335	108,754
Prepaid Revenue		12,185	15,535
Paid Parental Leave Accruals		-	3,531
<b>Total Current Liabilities</b>		<b>524,801</b>	<b>567,578</b>
<b>Non-current Liabilities</b>			
Employee provisions	9	15,915	9,928
<b>Total Non-current Liabilities</b>		<b>15,915</b>	<b>9,928</b>
<b>Total Liabilities</b>		<b>540,716</b>	<b>577,506</b>
<b>Net Assets</b>		<b>1,952,395</b>	<b>1,831,671</b>
<b>Equity</b>			
<b>Retained Earnings</b>			
Retained Earnings		1,241,184	1,241,184
Retained Earnings..		590,488	518,932
Current Year Earnings		120,723	71,556
<b>Total Retained Earnings</b>		<b>1,952,395</b>	<b>1,831,671</b>
<b>Total Equity</b>		<b>1,952,395</b>	<b>1,831,671</b>

# Statement of Cash Flows

## Edith Cowan University Student Guild For the 6 months ended 30 June 2024

	JAN-JUN 2024	FY 2023
<b>Operating Activities</b>		
Receipts from customers	422,300	2,693,939
Payments to suppliers and employees	(917,401)	(1,948,073)
Cash receipts from other operating activities	32,737	(89,537)
<b>Net Cash Flows from Operating Activities</b>	<b>(462,364)</b>	<b>656,329</b>
<b>Investing Activities</b>		
Payment for property, plant and equipment	(13,525)	(43,070)
Other cash items from investing activities	(13,640)	528,389
<b>Net Cash Flows from Investing Activities</b>	<b>(27,165)</b>	<b>485,319</b>
<b>Financing Activities</b>		
Other cash items from financing activities	(63,384)	58,294
<b>Net Cash Flows from Financing Activities</b>	<b>(63,384)</b>	<b>58,294</b>
<b>Net Cash Flows</b>	<b>(552,914)</b>	<b>1,199,941</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	1,704,729	504,791
Net change in cash for period	(552,914)	1,199,941
Effect of exchange rate changes on cash	-	(4)
Cash and cash equivalents at end of period	1,151,815	1,704,729

Please Note: Cash and Cash equivalents at end of period equals the net of the bank accounts and credit card balances.

# Notes to the Financial Statements

## Edith Cowan University Student Guild For the 6 months ended 30 June 2024

### 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 recognised when it is probable that the economic benefit will flow to the Guild and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

SSAF Funding is recognised in accordance with a fee allocation deed between the Edith Cowan University (the University) and the Guild, pursuant to section 41A(3) of the Edith Cowan University Act 1984, the University must pay the Guild an amount that is not less than 50% of the total amount of the annual amenities and services fees collected

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.

	Q2 2024	FY 2023
<b>2. Cash &amp; Cash Equivalents</b>		
<b>Cash Balances</b>		
Bank Accounts	1,144,408	1,711,695
<b>Other Cash Items</b>		
Petty Cash	8	-
<b>Total Other Cash Items</b>	8	-
<b>Total Cash Balances</b>	<b>1,144,416</b>	<b>1,711,695</b>
<b>Credit Cards</b>		
Bendigo Bank Mastercards	(1,877)	(9,810)
Vasco Prepaid Cards	9,275	2,844
<b>Total Credit Cards</b>	<b>7,398</b>	<b>(6,967)</b>
<b>Total Cash &amp; Cash Equivalents</b>	<b>1,151,815</b>	<b>1,704,729</b>

	Q2 2024	FY 2023
<b>3. Receivables</b>		
<b>Receivables</b>		
Accounts Receivable	1,100,431	403,559
Accrued Income	1,534	5,055
<b>Total Receivables</b>	<b>1,101,965</b>	<b>408,614</b>
<b>Total Receivables</b>	<b>1,101,965</b>	<b>408,614</b>
	Q2 2024	FY 2023

**4. Inventory**

<b>Inventories</b>		
Stock on Hand - Books	5,404	6,085
Stock on Hand - other merchandise	9,270	11,240
<b>Total Inventories</b>	<b>14,674</b>	<b>17,325</b>
<b>Total Inventory</b>	<b>14,674</b>	<b>17,325</b>
	Q2 2024	FY 2023

**5. Prepayments**

Prepayments - Other	-	23,227
Prepayments - Insurance	20,957	41,914
<b>Total Prepayments</b>	<b>20,957</b>	<b>65,142</b>
	Q2 2024	FY 2023

**6. Property, Plant and Equipment****Plant and Equipment****Plant and Equipment at Cost****Plant and Equipment (Low Value Pool) at Cost**

Low Value Assets (\$300-\$1000) - at cost	92,349	90,354
Low Value Assets - acc dep	(92,350)	(90,355)
<b>Total Plant and Equipment (Low Value Pool) at Cost</b>	<b>(1)</b>	<b>(1)</b>

**Plant and Equipment (JO) at Cost**

P & E - JO - at cost	323,636	315,550
P & E - JO - acc dep	(140,566)	(125,375)
<b>Total Plant and Equipment (JO) at Cost</b>	<b>183,070</b>	<b>190,175</b>

**Plant and Equipment (ML) at Cost**

P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(19,780)	(19,420)
<b>Total Plant and Equipment (ML) at Cost</b>	<b>1,860</b>	<b>2,221</b>

**Plant and Equipment (BU) at Cost**

P & E - BU - at cost	22,764	22,764
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P & E - BU - acc dep	(8,211)	(7,153)
<b>Total Plant and Equipment (BU) at Cost</b>	<b>14,554</b>	<b>15,611</b>
<b>Total Plant and Equipment at Cost</b>	<b>199,482</b>	<b>208,006</b>
<b>Total Plant and Equipment</b>	<b>199,482</b>	<b>208,006</b>
<b>Total Property, Plant and Equipment</b>	<b>199,482</b>	<b>208,006</b>
	<b>Q2 2024</b>	<b>FY 2023</b>

## 7. Creditors & Accruals

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	232,451	296,503
GST.	90,028	(1,767)
Sundry Creditors	32,245	40,366
Suspense	(1,363)	37
<b>Total Creditors</b>	<b>353,362</b>	<b>335,139</b>
<b>Payroll</b>		
Accrued Wages	-	14,282
PAYGW Payable	18,368	33,138
Superannuation Payable	139	34,787
<b>Total Payroll</b>	<b>18,507</b>	<b>82,207</b>
<b>Total Current</b>	<b>371,869</b>	<b>417,346</b>
<b>Total Creditors &amp; Accruals</b>	<b>371,869</b>	<b>417,346</b>
	<b>Q2 2024</b>	<b>FY 2023</b>

## 8. Other Liabilities

Oracle Finance - NetSuite & Infinite Cloud Payroll	22,801	22,801
Unexpired Interest	(389)	(389)
<b>Total Other Liabilities</b>	<b>22,412</b>	<b>22,412</b>
	<b>Q2 2024</b>	<b>FY 2023</b>

## 9. Employee Provisions

<b>Current</b>		
Provision for Annual Leave - Current	74,990	72,912
Provision for Long Service Leave - Current	43,345	35,842
<b>Total Current</b>	<b>118,335</b>	<b>108,754</b>
<b>Non-Current</b>		
Provision for Long Service Leave - Non-Current	15,915	9,928
<b>Total Non-Current</b>	<b>15,915</b>	<b>9,928</b>
<b>Total Employee Provisions</b>	<b>134,251</b>	<b>118,682</b>

	Q2 2024	FY 2023
<b>10. Retained Earnings</b>		
Retained Earnings	1,831,671	1,760,116
Current Year Earnings	120,723	71,556
<b>Total Retained Earnings</b>	<b>1,952,395</b>	<b>1,831,671</b>

# Spending Program by SSAF Category

Edith Cowan University Student Guild

For the 6 months ended 30 June 2024

	Q1 2024	Q2 2024	2024 YTD ACTUALS	2024 ANNUAL SSAF BUDGET	2024 BUDGET VS ACTUALS (\$)	2024 BUDGET VS ACTUALS (%)	FY 2023
<b>Income</b>							
SSAF Funding	500,000	500,000	1,000,000	2,000,000	(1,000,000)	-50%	1,865,180
<b>Total Income</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>	<b>2,000,000</b>	<b>(1,000,000)</b>	<b>-50%</b>	<b>1,865,180</b>
<b>Expenditure</b>							
<b>Student Support Program Costs</b>							
A - Provision of Food & Drink	26,198	30,015	56,213	91,642	(35,429)	-39%	117,969
B - Supporting Sporting & Recreational Activity	122,481	124,515	246,996	483,313	(236,317)	-49%	487,605
C - Club Administration Support	77,624	90,068	167,692	410,580	(242,888)	-59%	377,374
F - Health & Welfare of Students	52,204	53,685	105,889	275,016	(169,127)	-61%	352,208
I - Helping Students with their Financial Affairs	17,385	19,230	36,616	104,254	(67,638)	-65%	61,459
N - Supporting Production & Dissemination of Student Media	16,216	17,550	33,766	79,709	(45,943)	-58%	52,701
O - Helping Students Develop Study Skills	33,705	36,094	69,799	180,283	(110,484)	-61%	134,605
P/Q - Student Advocacy re University Rules	41,824	42,392	84,216	213,477	(129,261)	-61%	186,002
R - Information to help students through Orientation	74,054	22,890	96,944	161,726	(64,782)	-40%	139,666
<b>Total Student Support Program Costs</b>	<b>461,692</b>	<b>436,439</b>	<b>898,131</b>	<b>2,000,000</b>	<b>(1,101,869)</b>	<b>-55%</b>	<b>1,909,588</b>
<b>Total Expenditure</b>	<b>461,692</b>	<b>436,439</b>	<b>898,131</b>	<b>2,000,000</b>	<b>(1,101,869)</b>	<b>-55%</b>	<b>1,909,588</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>38,308</b>	<b>63,561</b>	<b>101,869</b>	<b>-</b>	<b>101,869</b>	<b>-</b>	<b>(44,408)</b>
<b>Indirect Costs</b>							
Indirect Costs	-	-	-	-	-	-	-
<b>Total Indirect Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



	Q1 2024	Q2 2024	2024 YTD ACTUALS	2024 ANNUAL SSAF BUDGET	2024 BUDGET VS ACTUALS (\$)	2024 BUDGET VS ACTUALS (%)	FY 2023
<b>SSAF</b>							
<b>Surplus/(Deficit)</b>	<b>38,308</b>	<b>63,561</b>	<b>101,869</b>	<b>-</b>	<b>101,869</b>	<b>-</b>	<b>(44,408)</b>
<b>Non-SSAF</b>							
<b>Income</b>							
Advertising Income	3,350	50	3,400	-	3,400	-	1,833
Book Sales	1,070	272	1,343	-	1,343	-	2,804
Stall Holder fees	5,764	-	5,764	-	5,764	-	7,799
Ticket Sales	4,849	1,073	5,922	-	5,922	-	42,180
Non SSAF Program Income	10,800	1,254	12,053	-	12,053	-	83,190
Interest & Investment Income	6,360	7,180	13,540	-	13,540	-	26,163
Other Income	2,515	1,753	4,268	-	4,268	-	7,816
<b>Total Income</b>	<b>34,708</b>	<b>11,582</b>	<b>46,290</b>	<b>-</b>	<b>46,290</b>	<b>-</b>	<b>171,785</b>
<b>Expenses</b>							
Interest & Investment Costs	138	-	138	-	138	-	71
Depreciation	8,687	9,442	18,128	-	18,128	-	17,809
Unisports Grants Paid	7,200	-	7,200	-	7,200	-	7,815
ECU Emu's Merchandise Costs	-	1,970	1,970	-	1,970	-	5,742
Records Project	-	-	-	-	-	-	24,385
<b>Total Expenses</b>	<b>16,025</b>	<b>11,411</b>	<b>27,436</b>	<b>-</b>	<b>27,436</b>	<b>-</b>	<b>55,822</b>
<b>Total Non-SSAF</b>	<b>(18,683)</b>	<b>(170)</b>	<b>(18,854)</b>	<b>-</b>	<b>(18,854)</b>	<b>-</b>	<b>(115,963)</b>
<b>Combined SSAF/Non-SSAF</b>							
<b>Surplus/(Deficit)</b>	<b>56,992</b>	<b>63,732</b>	<b>120,723</b>	<b>-</b>	<b>120,723</b>	<b>-</b>	<b>71,556</b>

## GUILD CONTACT INFORMATION

<b>SARAH RIZWAN</b> PRESIDENT	<b>LISA DWYER</b> OPERATIONS MANAGER	<b>MICHAEL AGOSTINI</b> FINANCIAL CONTROLLER
<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.agostini@ecuguild.org.au</b>

Edith Cowan University (ECU) Student Guild

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# ECU Student Guild

## EVENT MANAGEMENT POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Events & Activities
<b>POLICY TITLE</b>	<b>Event Management Policy</b>
<b>POLICY OWNER</b>	Events & Marketing Coordinator

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## 1. INTENT

- 1.1. The intent of this policy is to ensure that all events of the ECU Student Guild are conducted with due regard to the requirements of planning, risk assessment and general health and safety considerations.
- 1.2. This policy provides a framework around which Personnel of the Guild engaged in Event Planning and Management should abide to ensure the success of events and activities.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Personnel of the Guild who are involved in the planning and management of ECU Student Guild events and activities.

## 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. **DC** means Disciplinary Committee as specified in Schedule 1 of the ECU Student Guild Constitution.
- 3.7. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. **Event Organiser** means the individual or group organising an event or activity.
- 3.9. **The Guild** means Edith Cowan University Student Guild.
- 3.10. **Lead Times** means the amount of time required for activities related to events to take place to ensure appropriate planning, promotion and engagement.

- 3.11. **Patron** means members of the ECU Community or public that attend ECU Student Guild events and activities.
- 3.12. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.13. **Pre-Event Plan** means the online FormStack Planning document that should be completed prior to an event being coordinated.
- 3.14. **Senate** means the governing body of the Guild.
- 3.15. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Responsibilities

5.1.1. The Operations Manager and President are responsible for:

- 5.1.1.1. Authorising Pre-Event Plans in the absence of the Events & Marketing Coordinator;
- 5.1.1.2. Final review and sign off of all event Risk Assessments. (Operations Manager remit);
- 5.1.1.3. Authorisation of events that do not meet the required lead times or where an appeal has been made by the event organiser where an event has not been approved by the Events & Marketing Coordinator.

5.1.2. The Events & Marketing Coordinator is responsible for:

- 5.1.2.1. Pre-Event Plan review;
- 5.1.2.2. Liaison with the Financial Controller to confirm budget requirements have been met.

5.1.2.3. Liaison with the event organiser to ensure all relevant minimum requirements of the Pre-Event Plan are met (note that the Events & Marketing Coordinator may delegate some or all of the tasks in 5.1.2.2 to the Activities & Logistics Officer);

5.1.2.4. Approving/Not approving Pre-Event Plans.

5.1.3. The Event Organiser is responsible for:

5.1.3.1. The development and planning of an event or activity on behalf of the Guild;

5.1.3.2. Ensuring appropriate budget and resources are available;

5.1.3.3. Completion and submission of the Pre-Event Plan in accordance with the listed lead times in 5.2.3.

5.1.3.4. Following all reasonable direction and guidance of the Events & Marketing Coordinator, President and Operations Manager.

## 5.2. Pre-Event Plans

5.2.1. Any individual wishing to conduct an event or activity must complete a Pre-Event Plan.

5.2.2. A Pre-Event Plan must include as a minimum:

5.2.2.1. A Risk Assessment

5.2.2.2. A Budget

5.2.2.3. A list of Personnel and their roles related to the event or activity

5.2.3. Pre-event plans that do not contain the minimum requirements as listed in 5.2.2 will not proceed.

5.2.4. Pre-Event Plans must be submitted in accordance with the lead times listed in 5.1.3.

5.2.5. Where the event organiser is the Events & Marketing Coordinator, the Pre-Event Plan must be submitted to the Operations Manager.

## 5.3. Minimum Lead Times

5.3.1. All Events and Activities that are planned on behalf of the Guild and its Bodies are required to provide the minimum lead times listed below.

5.3.2. Failure to submit Pre-Event plans that meet these lead times will result in Events and Activities being considered unauthorised and will not be permitted to proceed.

5.3.3. Lead Times:

5.3.3.1. 100 patrons or less, or under \$500 : 4 weeks prior to the event date;

5.3.3.2. 101 to 150 patrons or under \$1000: 6 weeks prior to the event date;

5.3.3.3. 150 patrons or over \$1000: 12 weeks prior to the event date.

5.3.4. The Operations Manager or Guild President may authorise Events and Activities to take place where lead times have not been met in limited circumstances, however, approval must be sought, in writing, prior to undertaking any planning activities associated with such an event or activity.

#### **5.3.5.Approvals**

5.3.5.1. Where approval is given by the Events & Marketing Coordinator or the Guild President or Operations Manager as per clause 5.3.4, promotion of the event or activity and engagement and payment for third party services can proceed.

5.3.5.1.1. Where formalised contracts with third party vendors are to be undertaken, only the Operations Manager or President may sign.

#### **5.3.6.Non-Approval**

5.3.6.1. A Pre-Event Plan will only not be approved where:

5.3.6.1.1. The Pre-Event Plan is inadequate;

5.3.6.1.2. The Financial Controller has reviewed the proposed budget and determined that it is not appropriately budgeted for in the Department' budget;

5.3.6.1.3. The Pre-Event Plan has not been submitted in line with the Minimum Lead Times;

5.3.6.1.4. The event is not considered viable;

5.3.6.1.5. The event poses too high a risk and appropriate mitigations have not been made or are not possible to be made.

5.3.6.2. A Pre-Event Plan may be reconsidered whereupon the Event Organiser can provide appropriate mitigation to resolve any issues identified by the Events & Marketing Officer, Operations Manager or President.

5.3.6.3. Mitigations may include, but are not limited to:

5.3.6.3.1. Delaying the original schedule for the event to allow for appropriate lead times.

5.3.6.3.2. Addressing any inconsistencies or inadequacies in the Pre-Event Plan;

5.3.6.3.3. Reviewing the Risk Assessment for the event and mitigating further all risks that are not acceptable.



5.3.6.4. The Events & Marketing Coordinator will provide written feedback where a Pre-Event Plan is not approved.

**5.3.6.5. Appealing Non-Approval**

5.3.6.5.1. Where an event or activity has not been approved, the Event Organiser may appeal the decision with the Operations Manager and the President.

5.3.6.5.2. All appeals must be made in writing citing why the Pre-Event Plan was rejected and any reasons why any mitigations cannot be made.

5.3.6.5.3. Where the Operations Manager and President also do not approve an event or activity, the Event Organiser may appeal to Senate.

5.3.6.5.4. The Senate decisions as to whether an Event or Activity should go ahead as the result of an appeal will be final.

**5.4. Disciplinary Matters**

5.4.1. Where an Event Organiser proceeds with an event or activity without submitting the appropriate Pre-Event Plan or proceeds with an event or activity without appropriate approval or despite an event or activity not being approved, the Operations Manager or Guild President may determine that disciplinary action take place.

5.4.2. Any disciplinary action will accordance with the relevant instruments relating to the relationship of the Event Organiser and other relevant personnel to the Guild.

**6. RELATED DOCUMENTS**

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Risk Management Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• Pre-Event Planning Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Risk Assessment Form</li><li>• Senate Budgeting Worksheet</li><li>• Pre Event Plan (FormStack Enabled Form)</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>	Events & Marketing Coordinator
<b>All Enquiries Contact</b>	Lauren Reed
<b>Telephone</b>	08 6304 2680

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

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	24/02/2021
<b>Original Motion</b>	SCM2102/04
<b>Revision History</b>	001 - April 2022 - SM2204/03 002 - February 2023 – SM2303/02 003 – April 2024 - SM2405/02
<b>Revised by</b>	Lauren Reed & Paul Harnett
<b>Next Revision Date</b>	April 2025



# ECU Student Guild

## FAMILY & DOMESTIC VIOLENCE POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Human Resources
<b>POLICY TITLE</b>	<b>Family &amp; Domestic Violence Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

- 1.1. The ECU Student Guild is committed to supporting employees who require assistance as a result of experiencing family and or domestic violence.
- 1.2. The Guild is committed to supporting employees to continue to participate in the workplace and feel comfortable to request assistance or advise the Guild of their circumstances and concerns.
- 1.3. The purpose of this policy is to advise employees of their entitlements to family and domestic violence leave and related process.

## 2. ORGANISATIONAL SCOPE

- 2.1. The policy applies to all staff including casuals.

## 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **Family and Domestic Violence** means violent, threatening or other abusive behaviour by a person that coerces or seeks to control a partner (current or former) or member of the person’s family or causes the partner or family member to be fearful. This includes physical, financial, verbal or emotional abuse.
- 3.8. **The Guild** means Edith Cowan University Student Guild.

3.9. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.

3.10. **Senate** means the governing body of the Guild.

3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.

4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

5.1. Pursuant to the terms of the *Fair Work Act 2009*, an employee experiencing family and domestic violence is entitled to ten (10) days of paid family and domestic violence leave to attend medical appointments, legal proceedings, seek safe housing or to attend any other activities related to dealing with family and domestic violence and its consequences.

5.1.1. From 1 March 2023, this policy will override the provisions in Clause 6.9.3 in the ECU Student Guild Enterprise Agreement 2021 with reference to unpaid leave.

5.2. The entitlement arising out of this policy is available in full at the start of each twelve (12) month period of the employee's employment (work anniversary, not calendar year). The entitlement does not accumulate from year to year.

5.3. Leave may be taken as consecutive days or single days or as a fraction of a day as required.

5.4. Leave taken will not be recorded on an Employee's payslip but will be recorded within Guild Payroll systems, accessible only to Payroll Personnel.

##### 5.5. Employee Responsibilities

5.5.1. Complete a leave application and submit it to the Operations Manager for approval or in the case of the Operations Manager, submit to the President.

5.5.2. Provide notice to the Operations Manager as soon as practicable of the requirement to take leave.

5.5.3. Advise the Operations Manager of the expected period of leave.

5.5.4. Provide the Operations Manager, when requested to do so, with evidence that the leave is taken for the specific purpose.

## 5.6. Organisation Responsibilities

5.6.1. Ensure that the employee's application for type of leave and the surrounding issues are dealt with sensitivity.

5.6.2. Take all reasonable steps to ensure any information that is disclosed to the Guild as a result of this policy is treated confidentially as far as reasonably practical to do so.

5.7. Nothing in this policy or the ECU Student Guild Enterprise Agreement 2021 prevents the Guild from disclosing information provided by an employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the employee or another person.

## 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>• ECU Student Guild Enterprise Agreement 2021</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Fair Work Act 2009</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
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	29/03/2023
<b>Original Motion</b>	SM2302/02
<b>Revision History</b>	001 – April 2024 – SM2405/02

<b>Revised by</b>	Lisa Dwyer
<b>Next Revision Date</b>	April 2025





# ECU Student Guild

## PERFORMANCE MANAGEMENT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	<b>Performance Management Policy</b>
POLICY OWNER	Operations Manager

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## 1. INTENT

- 1.1. The aim of this policy is to promote and maintain appropriate standards of conduct and performance and to ensure that an equitable and consistent procedure is applied when addressing issues relating to misconduct, poor performance and breaches of the law and/or ECU Student Guild policies.
- 1.2. Consequently, employees need to ensure that they exhibit appropriate out-of-work conduct where the circumstances or event can be connected to the organisation, such as a work-related function.
- 1.3. A work-related function is any function that is connected to work and includes events such as work lunches, dinners, conferences, Christmas parties and client/student/club functions.
- 1.4. This Policy also applies when employees go to other workplaces in connection with work, for example, when visiting a supplier or client.
- 1.5. This Policy does not form part of any employee's contract of employment, however, it is expected that this policy will be observed by all employees.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational staff.
- 2.2. This policy will not apply to Edith Cowan University Student Guild 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. **Secretariat** means the managing directorship of the organisation being President, General Secretary, Vice President Academic, Vice President Activities & South West, Vice President International, Vice President Social Responsibility.
- 3.9. **Senate** means the governing body 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. 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.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. The Performance Management Policy is underpinned by the following key principles:
- 5.1.1. Effective performance is required of all employees regardless of role, responsibility or level.
  - 5.1.2. Managers and employees are jointly responsible and accountable for working together to continually improve performance and achievement of outcomes.
  - 5.1.3. Leadership is essential to creating the culture of professional improvement, feedback and development necessary to support effective performance management.
  - 5.1.4. Participation in the performance process must enable every employee to understand The Guild's values and strategic priorities and the way in which their role and performance outcomes contribute to achieving these.
  - 5.1.5. Participation in the performance process must enable every employee to identify how they contribute to achieving outcomes at their level.
  - 5.1.6. Underperformance must be actively addressed and managed through a structured, fair and transparent process.
- 5.2. Employees of The Guild are expected to meet and maintain acceptable standards in the performance of their duties and responsibilities. All employees are expected to demonstrate competence, care, good faith and compliance with reasonable or lawful instructions and policies and procedures in the performance of their duties

- 5.3. Managing unsatisfactory performance is to be undertaken in a constructive and supportive manner with a focus on assisting employees to attain and sustain Satisfactory Performance.
- 5.4. A finding that an employee's performance is at a substandard performance standard should only occur after the completion of the Performance Counselling Process and only where considerable improvement has not been made to the required Performance Standard.
- 5.5. A fair and reasonable approach must be applied to the Performance Counselling process by:
- 5.5.1. applying objective and consistent measures to assess performance;
  - 5.5.2. addressing performance issues as they arise and not delaying or suspending issues until a Supervision Meeting is undertaken;
  - 5.5.3. applying the principles of procedural fairness; and
  - 5.5.4. complying with the obligations of any policy framework and legislation including the provisions relating to substandard performance.

#### **5.6. COMPLIANCE**

- 5.6.1. The Line Manager will be responsible for the management of all performance management duties in relation to probation reviews, supervision sessions and general performance management of employees.
- 5.6.2. The Line Manager will consult with the Operations Manager in relation to any performance management activities undertaken with employees.
- 5.6.3. The Operations Manager will be the ultimate decision maker in regards to any decisions made to give an employee a formal warning or in relation to any decisions to be made in reference to terminating an employee's employment with The Guild.
- 5.6.4. The Guild Secretariat will be the ultimate decision makers in regards to any decisions made to give the Operations Manager a formal warning or in relation to any decisions to be made in reference to terminating the Operations Manager's employment with The Guild.

#### **5.7. PROCEDURAL FAIRNESS**

- 5.7.1. The process for managing performance standards should observe the rules of Procedural Fairness. This includes the employee being informed of the Performance Standards, given adequate information about the job requirements, the opportunity to improve and the opportunity to respond.

#### **5.8. PERFORMANCE STANDARDS**

##### **5.8.1. Satisfactory Performance**

- 5.8.1.1. The minimum standard an employee is reasonably expected to perform, attain or sustain in the performance of their position.

### 5.8.2. Unsatisfactory Performance

- 5.8.2.1. Where an employee is not achieving the required Satisfactory Performance standard of the position. Specifically, where an employee's performance is below the standard required to meet the performance objectives of the position held.
- 5.8.2.2. In determining whether or not the employee is at a standard of Unsatisfactory Performance, the Line Manager must consider the following:
  - 5.8.2.2.1. The employee's job description including their designated responsibilities and duties;
  - 5.8.2.2.2. Any written work standards or instructions relating to the manner of performance of the functions the employee is required to undertake.
  - 5.8.2.2.3. Requirements of the position outlined in applicable Enterprise Agreement. Manuals, policies, procedures, guidelines, professional standards and codes and relevant legislation; and
  - 5.8.2.2.4. Any other job functions or standards applicable to the employee.
- 5.8.2.3. Examples of Unsatisfactory Performance may include, but are not limited to:
  - 5.8.2.3.1. Inability to meet the satisfactory performance standard of the job requirements;
  - 5.8.2.3.2. Inability to complete work to an expected standard;
  - 5.8.2.3.3. Repeatedly failing to meet or comply with agreed timeframes;
  - 5.8.2.3.4. Making continued poor or incorrect decisions;
  - 5.8.2.3.5. Inability to work unsupervised where appropriate;
  - 5.8.2.3.6. Failure to adhere to any policy framework and/or processes;
  - 5.8.2.3.7. Failure to collaborate or consult with colleagues and other stakeholders where it is a requirement of the position;
  - 5.8.2.3.8. Inability to make decisions within the job requirements; and/or
  - 5.8.2.3.9. Disrespectful or aggressive behaviour.

### 5.8.3. Serious Misconduct

- 5.8.3.1. Serious Misconduct is defined as:
  - 5.8.3.1.1. wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment; or

5.8.3.1.2. conduct that causes serious and imminent risk to the health and safety of a person or the reputation, viability or profitability of the employer's business.

5.8.3.2. Examples of Serious Misconduct includes:

5.8.3.2.1. Theft;

5.8.3.2.2. Fraud;

5.8.3.2.3. Assault;

5.8.3.2.4. Intoxication at work;

5.8.3.2.5. Refusal to carry out lawful and reasonable instructions; or

5.8.3.2.6. Wilful breaches of the any of the Guild's policies.

5.8.3.3. In cases where Serious Misconduct is evidenced, the employee will be summarily dismissed as per clause 7.4 of the Enterprise Bargaining Agreement 2021.

## 5.9. OTHER REQUIREMENTS

### 5.9.1. Confidentiality

5.9.1.1. It is in the interests of all parties for confidentiality to be observed throughout the Performance Counselling process. A breach of confidentiality will be dealt with in accordance with this policy and the Performance Management Procedures.

### 5.9.2. Suspension

5.9.2.1. In some instances, poor performance or misconduct may be serious enough to present a risk to the Guild's operations, employees or customers. In these circumstances, an employee may be suspended from employment on ordinary pay whilst an investigation into the poor performance is undertaken.

### 5.9.3. Record Keeping

5.9.3.1. All documentation relating to Performance Management and Performance Counselling will be uploaded to the Employee's personnel file and will be restricted to be viewed only by the Line Manager, the Operations Manager and the Employee noting that the HR and WHS Officer will also have access to the records.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Edith Cowan University Student Guild Enterprise Agreement 2021</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• Probation and Performance Management Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Performance Management Form</li><li>• Probation Review Form</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Fair Work Act 2009 (Cth)</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	02/11/2021
<b>Original Motion</b>	SCM2110/05
<b>Revision History</b>	002 – April 2023 - SM2304/03 003 – April 2024 – SM2405/02
<b>Revised by</b>	Lisa Dwyer
<b>Next Revision Date</b>	April 2025





# ECU Student Guild

## SERIOUS MISCONDUCT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	<b>Serious Misconduct Policy</b>
POLICY OWNER	Operations Manager

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## 1. INTENT

- 1.1. This policy sets out the definition, examples, and ramifications of serious misconduct within the organisation, in line with Australian employment law. It is designed to ensure that all employees are fully aware of what constitutes serious misconduct and the consequences of such actions.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Employees and Contractors, including Casual Employees.
- 2.2. This policy does not apply to Edith Cowan University Student Guild 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Serious Misconduct** involves an employee deliberately behaving in a way that is inconsistent with continuing their employment.

3.11. **Support Person** means a person or another organisation (including unions) nominated by an Employee or Employer to support them at meeting where disciplinary actions are discussed. A Support Person cannot answer questions on behalf of an employee nor advocate on their behalf

3.12. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.

4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

5.1. The Edith Cowan University Student Guild is dedicated to upholding a professional and secure working environment. Serious misconduct refers to behaviour that significantly undermines this environment and the employment relationship.

5.2. As per the FairWork Act 2009 (Cth), Serious misconduct involves an employee deliberately behaving in a way that is inconsistent with continuing their employment. It is behaviour that poses a severe and immediate risk to the health or safety of a person or to the reputation, viability, or profitability of the employer's business.

##### 5.3. Examples of Serious Misconduct

5.3.1.Examples of Serious Misconduct include but are not limited to:

5.3.1.1. Theft, fraud, or assault.

5.3.1.2. Being intoxicated at work.

5.3.1.3. Refusal to carry out lawful and reasonable instructions that are part of the job.

5.3.1.4. Significant insubordination, including the use of foul and abusive language, physical violence, criminal acts or sabotage of project or other Guild work.

5.3.1.5. Intentional behaviour that could gravely damage the employer-employee relationship.

5.3.1.6. Actions causing a severe and immediate risk to another's health or safety.

- 5.3.1.7. Actions causing a severe and immediate risk to the business's reputation, viability, or profitability.
- 5.3.1.8. Violation of workplace policies, such as those related to discrimination, harassment, bullying, or violence.

#### 5.4. Procedure for Addressing Serious Misconduct

- 5.4.1. A meeting will be arranged immediately with the employee to discuss the serious misconduct allegation.
- 5.4.2. The employee will be invited to have a support person present.
- 5.4.3. The Operations Manager will conduct the meeting and the HR & WHS Officer, or member of Secretariat where the individual is the HR & WHS Officer, will take notes and be witness to the discussion.
- 5.4.4. The employee will be advised at the outset of the meeting that action taken may include termination of employment.
- 5.4.5. At the meeting all facts and evidence will be presented to the Employee. This may include notes taken from interviews with other employees or members who may have observed actions that took place.
- 5.4.6. The employee will be provided an opportunity to respond to the allegations either during the meeting or in writing on or before a set date to explain their actions.
- 5.4.7. The Operations Manager will consider the evidence provided and the employee's explanation for a minimum of 24 hours. Consideration will not exceed 3 business days. The Operations Manager may make a decision to suspend the Employee from work whilst the evidence is considered, if it is in the best interests of the organisation, the employee or other employees of the Guild.
- 5.4.8. If after considering all of the evidence and the employee's explanation, the conclusion is that the Employee engaged in misconduct, the employee may be terminated without notice.
- 5.4.9. Where a decision to terminate the employment of the employee is made, this will be done in writing, however, the employee may be advised at the Serious Misconduct meeting as to the outcome at which a letter of termination will be provided.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>Performance Management Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>Probation and Performance Management Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>&lt;Enter Other Related Documents Details&gt;</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>FairWork Act 2009 (Cth)</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
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	22/05/2024
<b>Original Motion</b>	SM2405/02
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	April 2025



# ECU Student Guild

## WORKING FROM HOME POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Human Resources
<b>POLICY TITLE</b>	<b>Working from Home Policy</b>
<b>POLICY OWNER</b>	Operations Manager

## Contents

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## 1. INTENT

- 1.1. This policy sets out the work flexibility arrangements for working from home.
- 1.2. This policy does not intend to replace or override the provisions for Flexible Work Arrangements as provided by the FairWork Act 2009 or the National Employment Standards or the Adapted Work Arrangements provided for in the Edith Cowan University Student Guild Enterprise Agreement 2021.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Permanent and Contracted Employees of the Edith Cowan University Student Guild.
- 2.2. This policy excludes Casual Employees whose nature of work requires that they engage as events and activity support.
- 2.3. This policy does not extend to 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Senate** means the governing body of the Guild.

- 3.9. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. Due to the nature of the work conducted by the Guild and as an explicit requirement of some roles in relation to being available during office hours to students, Senators or other stakeholders working from home is not considered a standard operating procedure.
- 5.2. However, in the event of injury, illness, family commitments or extraordinary circumstances where there is direct benefit to the Guild and where the obligations for care will not impact the obligations of the Employee in the conduct of their workplace duties, consideration will be given to applications from Employees who wish to work from home on a short term basis to address the particular event experienced by the employee at any one time.
- 5.3. The Operations Manager may also consider working from home arrangements where an Employee would benefit from time away from the workplace to complete a work task or project in isolation to afford the employee an opportunity for independent work, free from distraction.
- 5.4. The Operations Manager may direct Employees to work from home where there are work tasks that can be performed from home if the health and safety of employees, students and visitors may be affected in an Employee or group of Employee's presence in the workplace. Employees may also be directed to work from home where the business premises of the Guild are required to be shut down due to an extraordinary event or events.
- 5.5. Working from Home arrangements will not be considered where there is a subsequent impact on the operational needs of the Organisation or on other Employees within the organisation. For example where there is no management supervision available remotely to the Employee.
- 5.6. Working from Home requests must be in writing to the Operations Manager.
- 5.7. The Operations Manager, where they are not the Line Manager of the Employee, will consult with the relevant Line Manager to discuss the suitability of Working from Home Arrangements for an Employee where a request has been made.

- 5.8. Where any agreed Working from Home arrangements are deemed by the Operations Manager or relevant Line Manager to be impractical or no longer suitable operationally, the arrangements will be terminated and the Employee will be required to return to working from the Guild office location with effect from the date of termination.
- 5.9. Guild Employees undertaking approved working from home arrangements will be required to keep in regular contact with their direct line manager.
- 5.10. Employees who are approved to work from home must inform their Line Manager and/or colleagues when they commence work and when they finish. Employees must follow the Lone Working Policy whilst working from home.
- 5.11. All Guild Policies and procedures are required to be followed by any Employee undertaking working from home arrangements.

## 5.12. Health and Safety

5.12.1. When Employees carry out work at their residential premises (home) for the Guild, the home is considered to be a workplace and the Guild recognises that it has health and safety duties in respect of this.

5.12.2. The Operations Manager **must** approve all work undertaken from home. The Guild will only allow for work to be undertaken at home if the hazards associated with the work are identified, assessed and controlled. As such, when approving work to be carried out at home, the Guild will specify the following:

5.12.2.1. The tasks to be performed;

5.12.2.2. The hours of work;

5.12.2.3. The specific location within the home where work will be carried out; and

5.12.2.4. The furniture and equipment required to carry out the work.

5.12.3. Based on the above information, risks associated with working at home will be addressed via a risk management approach.

5.12.4. Where there is an expectation for work from home in addition to the normal working arrangements in such cases as the Operations Manager, clause 5.12.2.1 – 5.12.2.2 will not be required.

## 5.12.5. Identifying and Controlling Hazards Associated with Working From Home

5.12.5.1. All Employees will be required, where Working from Home arrangements have been approved, to complete the **Working From Home Checklist**. The Guild may also request photographic evidence of office/workstation set ups and/or may request to make a site visit to assess the suitability of work areas should this be deemed necessary.

5.12.5.2. The Employee will be required to complete the Working from Home checklist for each period that working from home arrangements are approved or every

6 months for ongoing arrangements or where there is an expectation for work from home in addition to the normal working arrangements in such cases as the Operations Manager.

- 5.12.5.3. The Guild will ensure, as far as reasonably practicable, that the risks associated with working from home are controlled.
- 5.12.5.4. The process of controlling such risks will be determined in consultation with the Employee.
- 5.12.5.5. Employees will be required to identify any additional equipment required to be provided from the Guild offices for them to complete the work.
- 5.12.5.6. The Guild will permit Employees, where practicable, to borrow equipment to ensure that the Employee can complete their work in a safe manner, including laptops, monitors, keyboards, mice and headsets. This however, will not include items such as:
  - 5.12.5.6.1. Office chairs;
  - 5.12.5.6.2. Desktop Workstations;
  - 5.12.5.6.3. Desks; and
  - 5.12.5.6.4. Any other item considered impractical to remove from the Guild office.
- 5.12.5.7. Where an Employee does not have access to suitable a workstation set up or environment where hazards can be controlled or eliminated, permission to work from home will not be granted.

#### **5.12.6. First Aid**

- 5.12.7. The Guild will ensure that workers who are working from home have access to a first aid kit.
- 5.12.8. Any injury or illness sustained by the Employee when working from home must be reported to the Employee's direct line manager and an incident report to be reported using Employment Hero as soon as reasonably practicable.

#### **5.12.9. Emergency Procedures**

- 5.12.10. The Guild is committed to establishing and maintaining procedures to control emergency situations that could adversely affect Employees, including employees who are working from home.
- 5.12.11. The Work Health & Safety Policy and Emergency Plan also apply to those Employees who are working from home.
- 5.12.12. Where working at home and affected by an emergency, an incident report is required to be completed and submitted using the approved Incident Reporting

Application and the Employee's direct Line Manager is to be notified as soon as reasonably practicable.

5.12.13. Any injury or illness sustained by the Employee when working from home must be reported to the Employee's direct line manager and an incident report to be reported using the approved Incident Reporting Application as soon as reasonably practicable.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Policy</li> </ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"> <li>• Emergency Plan</li> </ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"> <li>• Working from Home Checklist</li> <li>• Incident Report Form</li> </ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• FairWork Act 2009</li> <li>• National Employment Standards</li> <li>• Work Health and Safety Act 2020</li> </ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	25/01/2022
<b>Original Motion</b>	SM2201/03
<b>Revision History</b>	002 – April 2023 - SM2304/03 003 – April 2024 – SM2405/02
<b>Revised by</b>	Lisa Dwyer
<b>Next Revision Date</b>	April 2025



# ECU Student Guild

## ACCOUNTING POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Finance
<b>POLICY TITLE</b>	<b>Accounting Policy</b>
<b>POLICY OWNER</b>	Financial Controller

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## 1. INTENT

- 1.1. This policy is intended to provide the Guild's position in the appropriate accounting treatment in determining the Guild's financial position and financial performance.

## 2. ORGANISATIONAL SCOPE

- 2.1. The Guild complies with Accounting Standards and Interpretations.
- 2.2. This policy provides guidance on the application of Accounting Standards and Interpretations in the Guild context, however, is not intended to repeat the content or requirements of the Standards and Interpretations.
- 2.3. The Guild's policies should not be regarded as a substitute or replacement for Accounting Standards and Interpretations.
- 2.4. In preparing its annual statutory financial statements, the Guild prepares Special Purpose Financial Statements in order to satisfy the reporting requirements under the Australian Charities and Not-for-profits Commission Act 2012 and the Edith Cowan University Act 1984.
- 2.4.1. These financial statements are also prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

## 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. **Accounting Standards** means the common set of principles, standards, and procedures that define the basis of financial accounting policies and practices as defined by the Australia Accounting Standards Board.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Interpretations** means Interpretations are issued by the Australian Accounting Standards Board to provide requirements concerning urgent financial reporting issues.
- 3.10. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.11. **Senate** means the governing body of the Guild.
- 3.12. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

##### 5.1. Not for Profit Status

- 5.1.1. Some Accounting Standards require or permit different accounting treatments, depending on whether an entity is considered to be 'for-profit' or 'not-for-profit'.
- 5.1.2. Not-for-profit entities do not have the generation of profit as a principal objective and are generally not concerned with obtaining a financial return but are usually more interested in the ability of an entity to achieve its non-financial objectives, which in turn may depend on the entity's financial position and performance.
- 5.1.3. For the purposes of application of Accounting Standards and Interpretations, **The Guild is considered to be a not-for-profit entity.**

## 5.2. Principles of Consolidation

5.2.1. Consolidated financial statements are prepared by combining the financial statements of all the entities that comprise the consolidated entity, being the Guild (the parent entity) and any controlled entities, in accordance with AASB 127 "Consolidated and Separate Financial Statements".

5.2.2. Accounting policies of subsidiaries are changed on consolidation where necessary to ensure consistency with the accounting policies adopted by the Guild and prepared using the same reporting period.

5.2.3. The Guild currently has no controlled entities. In the event that the Guild has any controlled entity it is expected that there would be no inconsistent application of accounting policies with significant impact.

## 5.3. Revenue Recognition

5.3.1. Revenue from the sale of goods and disposal of other assets and the rendering of services is recognised when the Guild has passed control and the significant risks and rewards of ownership have passed to the buyer of the goods or other assets or has provided the service to the customer (after satisfaction of performance obligations between the buyer and the seller).

### 5.3.1.1. Student Fees

5.3.1.1.1. In practice, this means that fees in advance (i.e. the fees have been invoiced and/or received but the service(s) has not yet been provided) are deferred at each quarter end as a liability in the Statement of Financial Position.

5.3.1.1.2. Fees receivable, i.e. where the service has been provided but the fee has not been paid (regardless as to whether the amount has been invoiced or not) are recognised as an asset in the Statement of Financial Position, less any necessary allowance for doubtful debts.

5.3.1.1.3. Note that the Guild recognised the payment of the Student Services and Amenities Fee of which a minimum of 50% is received by the Guild to be the payment of membership fees.

### 5.3.1.2. Grants

5.3.1.2.1. Grants are recognised as revenue when the Guild obtains control over the asset comprising the contributions. When the Guild does not have control of the contribution, does not have the right to receive the contribution or, in the case of reciprocal grants, has not fulfilled grant conditions, the grant contribution is treated as deferred income as a liability in the Statement of Financial Position.

### 5.3.1.3. Other Contributions Revenue

- 5.3.1.3.1. Donations, gifts and other non-reciprocal contributions are recognised as revenue when the Guild obtains control over the assets comprising the contributions.
- 5.3.1.3.2. Donations, gifts and other non-reciprocal contributions (including endowments, scholarship funds, prize monies etc.) are received by the Guild to fund research activities, scholarships, donations, prizes and lectures. Most donations, gifts and other non-reciprocal contributions have specific conditions attached and are therefore restricted assets, in that they are not available to the Guild for general expenditure. However, to the extent that the Guild has direct control over the funds, they are included within revenue in the Income Statement and any unspent amounts with specific conditions attached are categorised as restricted assets in the Statement of Financial Position.
- 5.3.1.3.3. Control is normally obtained upon receipt. When the Guild does not have control of the contribution or does not have the right to receive the contribution or has not fulfilled the associated conditions, the contribution is treated as deferred income.
- 5.3.1.3.4. Contributions of assets are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

#### 5.4. Acquisition and Disposal of Assets

5.4.1. Assets are resources that are controlled by the Guild as a result of past transactions or other past events and that will deliver future economic benefit. Assets may be classified as 'current' or 'non-current'.

5.4.2. A current asset satisfies any of the following criteria:

- 5.4.2.1. it is expected to be realised in, or is intended for sale or consumption in, the Guild's normal operating cycle (usually 12 months); or
- 5.4.2.2. it is held primarily for the purpose of being traded; or
- 5.4.2.3. it is expected to be realised within twelve months after the reporting date; or
- 5.4.2.4. it is cash or a cash equivalent asset (unless it is restricted from being exchanged or used to settle a liability for at least twelve months after the reporting date).

5.4.3. Current assets usually include receivables, inventory, investments and cash, although as can be seen from the definition of current assets above, each of these asset categories may also include non-current components.

5.4.4. Non-current assets (often referred to as "fixed assets") usually include, but are not restricted to property, plant & equipment and intangible assets.

5.4.5. *Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.*

5.4.6. *Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount and are included in the Income Statement.*

5.4.7. Cost comprises the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction.

5.4.8. The cost of an asset comprises:

- 5.4.8.1. its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
- 5.4.8.2. any costs directly attributable to bringing the Asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- 5.4.8.3. the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

5.4.9. In the case of property, plant & equipment include:

- 5.4.9.1. cost of employee benefits arising directly from the construction or acquisition of the item of property, plant and equipment;
- 5.4.9.2. cost of site preparation
- 5.4.9.3. initial delivery and handling costs
- 5.4.9.4. installation and assembly costs
- 5.4.9.5. costs of testing whether the asset is functioning properly
- 5.4.9.6. professional fees

5.4.10. Fair Value is determined based on the best information available to reflect the amount that the Guild could obtain, at the reporting date, from the disposal of the Asset in an arm's length transaction between knowledgeable, willing parties.

## 5.5. Non-current Assets

5.5.1. Property, plant and equipment includes the following categories:

- 5.5.1.1. Land;
- 5.5.1.2. Buildings;
- 5.5.1.3. Leasehold land and improvements;

- 5.5.1.4. Capital work in progress;
- 5.5.1.5. Computing equipment;
- 5.5.1.6. Other equipment and furniture;
- 5.5.1.7. Motor vehicles;
- 5.5.1.8. Library collections; and
- 5.5.1.9. Works of art.

5.5.2. All property, plant and equipment with a cost of greater than \$1,000 (excluding GST) is recorded as a non-current asset at cost, less subsequent depreciation and impairment.

5.5.3. Cost includes expenditure that is directly attributable to the acquisition of the items and is defined in detail below.

5.5.4. Costs after acquisition, such as upgrades, for example, are included in the asset carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the additional costs will flow to the Guild and the cost of the item can be measured reliably.

5.5.5. Asset costs that do not meet the above criteria are expensed as incurred to the Income Statement.

5.5.6. In the case of assets acquired at no cost or for nominal consideration, only those with a fair value of greater than \$1,000 (excluding GST) at the date of acquisition are recorded as a non-current asset, at fair value. An equivalent revenue is also recognised in the Income Statement.

## 5.6. Depreciation

5.6.1. Depreciation is the allocation of the cost of an asset over its estimated useful life as an expense for accounting purposes.

5.6.2. All non-current assets having a limited useful life are depreciated or amortised over their estimated useful lives, in a manner which reflects the consumption of their future economic benefits.

5.6.3. Useful Life is the shorter of:

- 5.6.3.1. the period over which an asset is expected to be available for use by the Guild;  
or
- 5.6.3.2. the estimated total service period that is expected to be obtained from the asset.
- 5.6.3.3. Depreciation is calculated on a diminishing value method from the time the asset becomes available for use. Estimated useful lives are as follows:

- 5.6.3.4. Land Not depreciated
- 5.6.3.5. Buildings 5-50 years
- 5.6.3.6. Leasehold land and improvements Shorter of 50 years or life of lease
- 5.6.3.7. Road works 45 years
- 5.6.3.8. Computing equipment 5 years
- 5.6.3.9. Other equipment and furniture 15 years
- 5.6.3.10. Motor vehicles 5 years
- 5.6.3.11. Leased plant & equipment Shorter of 8 years or lease period
- 5.6.3.12. Works of art not depreciated

5.6.4. Land and works of art controlled by the Guild are classified as non-current assets. They are anticipated to have indeterminate useful lives, since their service potential is not, in any material sense, consumed. As such, no amount for depreciation is recognised.

5.6.5. Assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance date.

5.6.6. A class of assets' carrying amount is written down immediately to its recoverable amount if the class of asset's carrying amount is greater than its estimated recoverable amount.

## 5.7. Intangible Assets

5.7.1. An Intangible Asset shall be recognised if, and only if:

- 5.7.1.1. it is probable that expected future economic benefits are attributable to the asset and will flow to the Guild; and
- 5.7.1.2. the cost of the asset can be measured reliably;

5.7.2. An Intangible Asset must:

- 5.7.2.1. be separable, that is, capable of being separated or divided from the Guild and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, Asset or liability; or
- 5.7.2.2. arise from contractual or other legal rights, regardless of whether those rights are transferable or separable from the Guild or from other rights and obligations.

## 5.8. Leases

- 5.8.1. Leases are recognised as assets and liabilities at the lease commencement date, except for short-term leases and leases of low-value assets, which are recognised on a straight-line basis as an expense over the lease term.
- 5.8.2. Initial measurement of a lease liability is at the present value of the lease payments that are not paid at that date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the organisation's incremental borrowing rate.
- 5.8.3. The lease asset is measured at the amount of the lease liability, plus any initial direct costs incurred by the organisation, and an estimate of costs to dismantle and remove the underlying asset or restore the underlying asset or the site on which it is located, less any lease incentives received.
- 5.8.4. The lease liability is subsequently measured by increasing the carrying amount to reflect interest on the lease liability and reducing it to reflect the lease payments made. The lease asset is depreciated over the shorter of the lease term and its useful life.
- 5.8.5. Lease assets and liabilities are presented separately from other assets and liabilities on the balance sheet.

## 5.9. Inventories

- 5.9.1. Inventory comprises assets that are:

- 5.9.1.1. held for sale in the ordinary course of business; or
- 5.9.1.2. in the process of production for such sale; or
- 5.9.1.3. in the form of materials or supplies to be consumed in the rendering of services; and
- 5.9.1.4. held for the short-term, i.e. are expected to be realised within twelve months of the reporting date.

- 5.9.2. *Inventories are valued at the lower of cost and current replacement cost. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being measured on a weighted average cost basis.*

## 5.10. Receivables

- 5.10.1. Current accounts receivable is recognised at nominal amounts receivable, as they are due for settlement no more than 30 days from the date of recognition. Non-current accounts receivable, with the exception of unfunded superannuation are recognised at the nominal amounts receivable.

### 5.10.1.1. Provision for Impaired Receivables

- 5.10.1.1.1. Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off as bad debts. A provision for impaired receivables is raised where some doubt as to collection exists.



- 5.10.1.1.2. The process for estimating the amount of a provision for impaired receivables takes into account all relevant information available before the financial report is issued about conditions existing at the reporting date.
- 5.10.1.1.3. Separate provisions are provided for specifically identified impaired receivables and for impaired receivables on a group basis. Debtors are grouped on the basis of similar credit risk characteristics that are indicative of the debtor's ability to pay all amounts due according to the contractual terms. Grouping is usually made on the basis of debtor ageing, being indicative of the debtors' ability to pay all amounts due according to the contractual terms of the assets being evaluated.
- 5.10.1.1.4. Provisions for impaired receivables are estimated on the basis of historical loss experience for each group of debtors. Historical loss experience is adjusted if appropriate on the basis of current observable data to reflect the effects of current conditions that did not affect the period on which the historical loss experience is based and to remove the effects of conditions in the historical period that do not exist currently.
- 5.10.1.1.5. The methodology and assumptions used for estimating future cash flows are reviewed regularly to reduce any differences between loss estimates and actual loss experience.
- 5.10.1.1.6. The Guild's practice in assessing provisions for impaired receivables is as follows:
- 5.10.1.1.6.1. Non-student fee debtors are reviewed individually for recoverability and the need for a provision has been assessed on a specific debtor basis.
- 5.10.1.1.6.2. Student fee debtors are reviewed on a class of asset basis by reviewing the student and sponsor debts separately and by reviewing each of those types based on the year in which the debt arose. By comparing the levels of debt year on year, the data demonstrates estimated future cash flows for each grouping. This is applied to calculate the provision necessary against remaining debt.

## 5.11. Investments

- 5.11.1. The Guild bears the investment risk and reaps the rewards in respect of the returns generated by its various investments. Realised investment returns will directly affect the income and expenditure statement of the Guild.
- 5.11.2. Investments other than unlisted shares are classified as available-for-sale and are measured at subsequent reporting dates at fair value. For available-for-sale investments, unrealised gains (increments) and losses (decrements) arising from changes in fair value are recognised directly in the Income Statement for the period, until the security is disposed of or is determined to be impaired, at which time the

cumulative gain or loss previously recognised, now realised, is included in the Income Statement for the period.

5.11.3. Changes in fair value of investments are recorded by individual investment rather than, for example, by class of investment. Changes in fair value are recognised regardless of materiality.

5.11.4. Fair value is defined as the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction. The valuation of the Guild's managed fund investments is based on the number of units held by the Guild and the redemption price as provided by each manager. The redemption price takes into consideration transaction costs associated with realising the investment. The fair value of The Guild's debt instrument investments is determined by market data if available or, if not available, amortised cost using the effective interest method, as defined by AASB 139 para 9.

5.11.5. Unlisted shares are stated at historical cost unless there has been a permanent diminution in value, in which event a recoverable amount write-down is made.

5.11.6. Early stage investments will be accounted for as follows:

5.11.6.1. Investments in shares are to be recognised as an asset in the Statement of Financial Position at cost less any reduction for permanent diminution in value.

5.11.6.2. Investments in technology development are to be expensed to the Income Statement as incurred.

5.11.7. *Interest revenue and other investment income (such as dividends or managed fund distributions) are recognised when earned (i.e. on an accruals basis).*

## 5.12. **Employee Benefits**

5.12.1. Employee entitlements are accounted for in accordance with AASB 119 "Employee Benefits".

### 5.12.1.1. **Annual leave**

5.12.1.1.1. This benefit is recognised at the reporting date in respect of employees' service up to that date and is measured at nominal amounts expected to be paid when the liabilities are settled, including anniversary increments and anticipated increases (for example enterprise bargaining agreements).

5.12.1.1.2. It is assumed for accounting purposes that all annual leave is payable within 12 months of the reporting date.

5.12.1.1.3. Entitlements are in accordance with the EBA and accrued with each payroll processed on a fortnightly basis.

### 5.12.1.2. **Long Service Leave**

5.12.1.2.1. Long service leave entitlements owing to employees are based on the EBA applicable at the time of payment.

5.12.1.2.2. The liability for long service leave expected to be settled within twelve months of the reporting date is recognised in the provision for employee benefits as a current liability and is measured at the nominal amounts expected to be paid when the liability is settled.

5.12.1.2.3. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provision for employee benefits as a non-current liability and is measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date.

5.12.1.2.4. Consideration is given, when assessing expected future payments, to expected future wage and salary levels, experience of employee departures and periods of service.

**5.12.1.3. Superannuation**

5.12.1.3.1. The Guild contributes to a number of superannuation funds in accordance with the EBA applicable at the time of payment of wages.

5.12.1.3.2. Payments are charged as an expense as they fall due. The Guild's obligation is limited to these contributions.

**5.12.1.4. Accrued or Prepaid Salaries**

5.12.1.4.1. Accrued salaries represent the amount due to staff but unpaid at the end of the financial period, as the last pay period does not always coincide with the end of the financial period. The Guild considers that the nominal carrying amount approximates net fair value.

5.12.1.4.2. If the payroll is paid on a date prior to the end of the financial year, the amount prepaid which overlaps the year end is treated as a current asset.

**5.12.1.5. Employee Benefits On-Costs**

5.12.1.5.1. Annual leave and long service leave on-costs are not categorised as employee benefit costs but are recognised and disclosed within the Income Statement and Statement of Financial Position.

**5.13. Taxes**

**5.13.1. Income Tax**

5.13.1.1. ECU Student Guild is exempt from income tax as per Subdivision 50 of the Income Tax Assessment Act 1997.

### 5.13.2. Goods and Services Tax (GST)

5.13.2.1. Revenue, expenses and assets are recognised net of the amount of GST except:

5.13.2.1.1. Where the GST incurred on a purchase of goods and services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost of acquisition or as part of the expense item as applicable; and

5.13.2.1.2. Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position. Cash flows are included in the Cash Flow Statement on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the taxation authority, are classified as operating cash flows.

### 5.13.3. Fringe Benefits Tax

5.13.3.1. The Guild is liable to pay Fringe Benefits Tax, and if applicable it is included in 'Other Expenses' in the Income Statement.

### 5.13.4. Payroll Tax

5.13.4.1. The Guild is liable to pay Payroll Tax, and if applicable it is included in 'Other Expenses' in the Income Statement.

## 5.14. Other Expenses

### 5.14.1. Borrowing Costs

5.14.1.1. Bank loans and other interest bearing liabilities are recorded in the Statement of Financial Position at an amount equal to the net proceeds received.

5.14.1.2. Borrowing costs (such as interest, facility fees etc.) are normally recognised as an expense to the Income Statement on an accrual basis.

5.14.1.3. However, borrowing costs for qualifying assets (i.e. borrowing costs that would have been avoided if the expenditure had not been made) are capitalised as part of the cost of the qualifying asset net of any investment income earned on the unexpended portion of the borrowings (refer also Policy 4.1).

### 5.14.2. Repairs and Maintenance

5.14.2.1. All repairs and maintenance expenditure is charged to the Income Statement during the financial period in which it is incurred.

## 5.15. Other Income

### 5.15.1. Amenities and Service Fee

- 5.15.1.1. Edith Cowan University is required by federal legislation to charge students an annual Student Services and Amenities Fee (SSAF). 50% of the fee collected from ECU Students is passed on to the Guild due to state legislation (the Edith Cowan University Act).
- 5.15.1.2. An annual Fees Allocation Deed is prepared outlining the agreement between the Guild and the University, as to the estimated funding and the planned application of the funds.

## 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>• Australian Accounting Standards Board Standard 127 - <i>Separate Financial Statements</i></li><li>• Australian Accounting Standards Board Standard 16 - <i>Leases</i></li><li>• Australian Accounting Standards Board Standard 107 – <i>Statement of Cash Flows</i></li><li>• Australian Accounting Standards Board Standard 139 – <i>Financial Instruments: Recognition and Measurement</i></li><li>• Australian Accounting Standards Board Standard 119 – <i>Employee Benefits</i></li><li>• Student Services and Amenities Fee Allocation Deed</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Edith Cowan University Act 1984</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Financial Controller
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	14/11/2016
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<b>Revised by</b>	Michael Agostini
<b>Next Revision Date</b>	May 2025



# ECU Student Guild

## BANKING MANAGEMENT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Finance
POLICY TITLE	<b>Banking Management Policy</b>
POLICY OWNER	Financial Controller

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## 1. INTENT

- 1.1. To provide the policy for opening, operating and closing of Guild bank accounts.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees and Volunteers of the Edith Cowan University Student Guild.

## 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

##### 5.1. Opening and Closing Guild Bank Accounts

- 5.1.1. The Financial Controller shall recommend the opening of a bank account, either of domestic or foreign currency (other than for investment purposes), to the Operations Manager.
- 5.1.2. The opening of bank accounts must be approved by the President and the Operations Manager.
- 5.1.3. The Operations Manager or the Financial Controller shall recommend closing of bank accounts.
- 5.1.4. Endorsement by the Senate must be sought before actioning the recommendations for opening or closing accounts, as banks require a motion for any account changes.

##### 5.2. Authorised signatories for Bank Accounts

- 5.2.1. The Operations Manager and Financial Controller shall approve the appointment of authorised signatories.
- 5.2.2. The Operations Manager and Financial Controller are authorised to remove authorised signatories.
- 5.2.3. Two authorised signatories are required to approve a banking transaction, at all times.
- 5.2.4. Endorsement by the Senate must be sought before actioning the recommendations for changes to bank account signatories, as banks require a motion for any changes.
- 5.2.5. The following individuals will be signatories of Guild bank accounts:
  - 5.2.5.1. Guild President;
  - 5.2.5.2. Guild General Secretary;
  - 5.2.5.3. Operations Manager; and

5.2.5.4. Financial Controller.

### 5.3. Online Banking

5.3.1. Only signatories to bank accounts will be granted access to online banking.

5.3.2. 'View only' online access may be granted to others for administration purposes, if required, and with Senate approval.

### 5.4. Banking Limits

5.4.1. The Operations Manager and Financial Controller are authorised to set:

5.4.1.1. A minimum bank balance or float to be retained in each bank account;

5.4.1.2. The total daily online banking transaction limit for the Guild;

5.4.1.3. The daily online banking transaction limit for each individual bank account; and

5.4.1.4. The individual transaction limit.

## 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:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	14/11/2016
<b>Original Motion</b>	Unknown
<b>Revision History</b>	002 – September 2022 - SM2212/09 003 – May 2024 - SCM2406/01
<b>Revised by</b>	Michael Agostini
<b>Next Revision Date</b>	May 2025



# ECU Student Guild

## CLUB CODE OF CONDUCT

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Governance
<b>POLICY TITLE</b>	<b>Club Code of Conduct</b>
<b>POLICY OWNER</b>	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 committee members that form the governing body of any club that is affiliated with the Edith Cowan University Student Guild.
- 1.2. To ensure that all committee members 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 within the Student Body.

## 2. ORGANISATIONAL SCOPE

- 2.1. This Code of Conduct applies to the committee members of all clubs affiliated with, and interacting with, the ECU Student Guild.
- 2.2. This Code of Conduct does not apply to General members of clubs who do not form the governing body of a club. Every club's constitution will outline the conduct that is expected of all general members of the clubs.

## 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. **Affiliate** means any Club 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. **Club** means an entity consisting of a group of people that is affiliated with the ECU Student Guild.
- 3.8. **Committee member** means an executive member of a club that forms the governing body of the club.
- 3.9. **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.
- 3.10. **Discipline Committee** means a body that will be to investigate all charges of contraventions of the Policies or of the Constitution, and to impose penalties described in the ECU Guild Constitution Schedule 1.
- 3.11. **The Guild** means Edith Cowan University Student Guild.
- 3.12. **Senate or Senator** means the governing body of the Guild.
- 3.13. **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. All Guild policies will be reviewed annually.

#### 5. POLICY

In this document, all affiliates are referred to as clubs, and the executives of the clubs are referred to as committee members.

##### 5.1. Responsibilities

###### 5.1.1. The Club

- 5.1.1.1. The club, or other entity has a governing instrument such as rules or regulations, or a Constitution that:
- 5.1.1.1.1. Defines its core purpose as being for the benefit of the ECU student body; and
  - 5.1.1.1.2. Does not permit any form of harassment, bullying, humiliation, or other such practices;



- 5.1.1.1.3. Specifies the actions to be taken if any general member is found to be guilty of misconduct.
- 5.1.1.2. The club should commit first, and foremost, to serving the interests of ECU Students, and by association, the Guild, above any other internal or external organisations and/or interests.
- 5.1.1.3. Clubs must not use funding or other guild resources for the purposes of advancing the interests of a political party or organisation.
- 5.1.1.4. The use of club funding under no circumstance should be for personal benefits.
  - 5.1.1.4.1. Club grant funding can only be used for the approved purpose that was stipulated in the grant funding application.
  - 5.1.1.4.2. Club float funding can only be used for suitable purposes and the club must comply with the conditions detailed within the Club Affiliation Policy.
  - 5.1.1.4.3. Clubs that do not use Guild funds for suitable purposes will have their affiliation reviewed by the Senate.
- 5.1.1.5. The club should not be alleged or found guilty of misconduct, financial fraud, bullying and/or discrimination.
- 5.1.1.6. The club must comply with the Guild Affiliation Policy to remain affiliated with the Guild.

## 5.1.2. Committee Members

- 5.1.2.1. Be aware of and comply with the Code of Conduct.
- 5.1.2.2. Ensure all committee members are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- 5.1.2.3. Ensure all committee members have access to copies of the Code of Conduct and other relevant documents and policies.
- 5.1.2.4. Take appropriate action to address breaches of the Code of Conduct and required standards of behaviour.
- 5.1.2.5. Role model the required behaviours and standards identified in the Code of Conduct.
- 5.1.2.6. Model Guild's organisational values of Diversity, Fun, Integrity, Student Centred and Team Work.
- 5.1.2.7. Must not partake in making derogatory, false and/or any comments regarding the Guild or any of its employees, Senators, or volunteers, which has the potential to bring the Guild into disrepute.

## 5.2. Personal and Professional Behaviours

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

5.2.2. As executives, they are required to:

- 5.2.2.1. Uphold the highest standards of honesty and integrity in the conduct of duties.
- 5.2.2.2. Respect the Guild representatives, staff, volunteers, student members, and treat them with courtesy, honesty, and with sensitivity.
- 5.2.2.3. Treat others in the organisation and Student Body fairly and with respect.
- 5.2.2.4. Discharge duties in the best interests of the Guild and its members.
- 5.2.2.5. Carry out roles with due care and diligence, as efficiently and effectively as possible.
- 5.2.2.6. Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- 5.2.2.7. Comply with all ECU Student Guild policies and procedures relevant to the person's position.
- 5.2.2.8. Act responsibly in the event of becoming aware of any unethical behaviour or wrong doing by any other member and report such conduct or activities to the appropriate level of management.
- 5.2.2.9. Be accountable and transparent in all dealings.
- 5.2.2.10. Not harass, bully or discriminate against any individual.
- 5.2.2.11. Contribute to a harmonious, safe and productive organisation and Student Body.
- 5.2.2.12. Understand the consequences of misconduct and actions that may be taken if found not to be complying with the Code of Conduct and other associated regulatory documents.
- 5.2.2.13. Attend all required meetings or, if not possible, submit an apology as per the relevant rules.
- 5.2.2.14. Timely reporting as defined in the Guild Affiliation Policies.
- 5.2.2.15. Actively participate in meetings and, where necessary, express concerns if the decisions or actions seem to be contrary to the Code of Conduct and/or other regulatory documents.

- 5.2.2.16. Work collaboratively and cooperatively with the student members, Senators, and fellow committee members 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 individuals must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. 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.
- 5.3.2.3. Respect the privacy of individuals and the security of personal information.
- 5.3.2.4. Seek guidance where unsure of whether information can be shared.

### 5.4. Conflicts of Interest

5.4.1. Committee members of clubs have an obligation to perform their 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 relevant Vice-President and General Secretary can assess its validity and extent, and then determine how the conflict will be managed.

5.4.4. Committee members should not develop personal relationships with Senators, staff members at 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 there is a pre-existing or a developing relationship which may lead to a conflict of interest, it must be disclosed to the Vice President and General Secretary. If the Vice President has a conflict of interest, this should be declared to the President and the General Secretary. A plan should be put in place 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.All incidences of conflicts of interest must be appropriately documented in writing and available for review.

5.4.7.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 the student body and in the best interest of the Edith Cowan University Student Guild.

5.5.2.It is not permitted to save any Guild generated or related data to personal devices, including unauthorised memory sticks.

5.5.3.All damage, loss of property, or equipment must be reported immediately to the relevant Vice President.

5.5.4.Not engage in any fraudulent or corrupt behaviour such as the misuse of club VASCO cards, or any other guild funds.

## **5.6. Responsibilities After Leaving the role**

5.6.1.Committee members who no longer hold a position in the club, must:

5.6.1.1. Not disclose any Guild information after leaving Guild senate role that was non-disclosable during their appointment.

5.6.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.

5.6.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.

5.6.1.4. Dispose of duplicated confidential information and documents in line with Guild policies and procedures.

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

## **5.7. Disciplinary Committee (DC)**

5.7.1.The ECU Student Guild Senate establishes a Discipline Committee each year, as required annually under the ECU Student Guild Constitution. The role of the DC is to investigate all charges of contraventions of the Policies or of the Constitution and to impose penalties described in the ECU Student Guild Constitution.

5.7.2.The Disciplinary Committee comprises of:

- 5.7.2.1. DC Chair (ECU Student Guild Senator)
- 5.7.2.2. Senate Member on DC
- 5.7.2.3. 3 Members who are not Members of the Senate, at least one of whom will be female and at least one of whom will be male which will be appointed at the time of a case received.
- 5.7.2.4. The Guild General Secretary will be the Executive Officer of the Discipline Committee. If the General Secretary is the subject of proceedings, the new Executive Officer will then be appointed by the DC. The deliberations and decisions of the Discipline Committee will be confidential.

5.7.3.The Discipline Committee will determine its own procedures consistent with the principles of fairness and natural justice. After investigations and interviews, if a Member whose conduct, in the opinion of the DC, constitutes a breach, will be liable to the penalties applicable under Schedule 1, item 4(2)(a) of the Guild's constitution.

5.7.4.Where it is established that there has been a breach of the terms herein, Committee members will be subject to disciplinary action, up to and including referral to Discipline Committee DC.

5.7.5.A referral may be raised to the DC by emailing the General Secretary at [secretary@ecuguild.org.au](mailto:secretary@ecuguild.org.au).

5.8. The Guild reserves the right to amend this policy at any time.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Senate Code Of Conduct</li><li>• Club Affiliation Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• Club Affiliation Procedure</li><li>• Club Grants Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• The ECU Student 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:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	25/01/2022
<b>Original Motion</b>	SM2201/04
<b>Revision History</b>	002 – SM2303/02 - February 2023 003 - SCM2406/01 – May 2024
<b>Revised by</b>	Rizly Abdue
<b>Next Revision Date</b>	February 2024



# ECU Student Guild

## FOOD SAFE POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Work Health & Safety
<b>POLICY TITLE</b>	<b>Food Safe Policy</b>
<b>POLICY OWNER</b>	Work Health & Safety Representative/HR & WHS Officer

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## 1. INTENT

- 1.1. The intent of this policy is to ensure that all events organised by the ECU Student Guild are conducted in accordance with all planning requirements, including the completion of a Risk Assessment and abiding by general health and safety provisions.
- 1.2. This policy provides a framework for Guild personnel who engage in Event Planning, outlining Food Safe procedures to ensure the success of events and activities.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all personnel of the Guild who are involved in the planning, running and management of ECU Student Guild Events and Activities which involve food.

## 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Responsibilities

5.1.1. The Events & Marketing Coordinator and the Activities & Logistics Officer are responsible for:

- 5.1.1.1. Ensuring that adequate health and hygiene procedures are implemented, including safe practice for handling, preparing, storing and serving food.
- 5.1.1.2. Completion of a risk assessment for each event or activity, including the identification of potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle and the development of procedures to minimise risks.
- 5.1.1.3. Ensuring that personnel hosting an event or activity have completed the **'I'M ALERT Food Safety'** training and provided the Guild with their certification.
- 5.1.1.4. Purchasing of food from an authorised Licenced Caterer or Vendor with Business Registration being recorded on relevant documentation.
- 5.1.1.5. Ensuring that all facilities and equipment for food preparation and storage are clean, in good repair and in working order.

5.1.2. Employees and Volunteers are responsible for:

- 5.1.2.1. Ensuring that they complete the **'I'M ALERT Food Safety'** training.
- 5.1.2.2. Following all reasonable, lawful direction provided by Event organisers.
- 5.1.2.3. Wearing aprons and any other hygiene items as required e.g. hats and gloves.

5.1.3. External Catering Services and Vendors are responsible for:

- 5.1.3.1. Provision of Business Registration and evidence of Public Liability Insurance, at least 5 working days prior to the event or activity.

- 5.1.3.2. Completion of the Contractor Induction required by the Campus Services Office at Edith Cowan University, at least 24 hours prior to the event or activity.

## 5.2. Equipment and Food Handling

- 5.2.1. Proper equipment and food handling must be followed when preparing, cooking and serving food.
- 5.2.2. Safe use of equipment must be followed by obtaining and following the standard operating procedures.
- 5.2.3. Review the appropriateness of equipment for use, checking for any damage or faults. Where a fault or damage is identified, discontinue use and report as an incident to the Guild.
- 5.2.4. Food must be kept in safe storage containers and consider environmental control aspects, including warm and cold conditions, time and length of exposure.

## 5.3. Food Hygiene

- 5.3.1. The following safety and hygienic procedures must be followed when serving food at an event or activity:
- 5.3.1.1. BBQ
- 5.3.1.1.1. Check for faults/damage and cleanliness
- 5.3.1.1.2. Check gas bottle for leaks and damage/faults
- 5.3.1.2. Esky
- 5.3.1.2.1. Check for faults/damage and cleanliness
- 5.3.1.2.2. Ensure seals are tight to maintain cold or heat
- 5.3.1.3. Trestle Tables
- 5.3.1.3.1. Check for faults/damage and cleanliness
- 5.3.1.3.2. Check for structural integrity when erected
- 5.3.1.4. Personal Hygiene and Preparation
- 5.3.1.4.1. Ensure personal health and wellbeing.
- 5.3.1.4.2. Ensure clothing is clean.
- 5.3.1.4.3. Wash hands thoroughly and continue throughout food preparation/service to wash hands regularly.

- 5.3.1.4.4. Ensure sanitiser and wipes are available.
- 5.3.1.4.5. Ensure gloves are available for food handling (more than one pair should be available).
- 5.3.1.4.6. Ensure hats are worn and long hair is tied back.
- 5.3.1.4.7. Ensure clean apron is worn.
- 5.3.1.4.8. Ensure correct cooking and serving utensils are available.
- 5.3.1.4.9. Ensure correct trays and containers for storing and serving food are in use.
- 5.3.1.4.10. Keep a safe distance between customers and hot cooking equipment for or other dangerous implements.
- 5.3.1.4.11. All open wounds/cuts (especially on hands or arms) are covered with appropriate wound coverings (e.g. the blue bandages).
- 5.3.1.4.12. Disposable gloves are used to cover any first aid dressing on hands.

#### **5.4. Reporting**

- 5.4.1. Any concerns relating to equipment, including actual or suspected damage, leaks or malfunction need to be reported immediately to the supervisor of the event of activity (normally the Activities & Logistics Officer).
- 5.4.2. An incident report must be filed if applicable via the approved process (Teams-based form for lodgement) and will be investigated by the HR & WHS Officer in collaboration with the Health & Safety Representative (if any).
- 5.4.3. The HR & WHS Officer and Health & Safety Representative will implement any immediate action necessary to mitigate the risk of the hazard, incident or near miss. Including the closure of an event or activity if necessary.

#### **5.5. First Aid**

- 5.5.1. First aid is the emergency care of sick or injured persons.
- 5.5.2. The Guild is committed to ensuring that a first aid service is available and accessible at all times to provide immediate and effective first aid to workers and others who have been injured or become ill at the workplace. The overall objective of this service is to reduce the severity of the injury or illness.
- 5.5.3. Guild personnel at events will ensure:

5.5.3.1. First Aid is provided, either by trained Guild Personnel (Where available) or by ECU Security.

5.5.3.2. For persons requiring assisted movement, ECU Security will be called for wheelchair or mobilisation in Security vehicle.

5.5.3.3. For major incidents ECU Medical Services will be contacted and an ambulance (if required), Guild personnel will ensure that ECU Security is informed of the incident.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Events Management Policy</li><li>• Risk Management Policy</li><li>• Work Health &amp; Safety Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• Risk Management Procedure</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• Risk Assessment Form</li><li>• Pre Event Plan (FormStack Enabled Form)</li><li>• Australia/New Zealand Food Standards</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Work Health &amp; Safety Act 2020 (WA)</li><li>• Fair Work Act 2009</li><li>• Food Act 2008</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Work Health & Safety Representative/HR & WHS Officer
<b>All Enquiries Contact</b>	Paul Harnett & Michelle McVicker
<b>Telephone</b>	08 6304 2640
<b>Email address</b>	<a href="mailto:p.harnett@ecuguild.org.au">p.harnett@ecuguild.org.au</a> <a href="mailto:m.mcvicker@ecuguild.org.au">m.mcvicker@ecuguild.org.au</a>

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	29/03/2023
<b>Original Motion</b>	SM2303/02

<b>Revision History</b>	001 - May 2024 - SCM2406/01
<b>Revised by</b>	Michelle McVicker and Paul Harnett
<b>Next Revision Date</b>	May 2025



# ECU Student Guild

## GUILD ADVISORY SERVICE USER POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Guild Advisory Service
<b>POLICY TITLE</b>	Guild Advisory Service User Policy
<b>POLICY OWNER</b>	Guild Advisory 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 Advisory Service 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. 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. **Member** means all Guild Financial Members who include all enrolled students of Edith Cowan University who pay Student Services and Amenities Fees and also includes all enrolled International Students of Edith Cowan University but excludes the following SSAF exempt students:
- 3.6.1. University Preparation Students (UniPrep Accelerate & UniPrep (Education Assistance Program))
  - 3.6.2. Undergraduate Certificate of Higher Education Students.
- 3.7. **The Guild** means the governing body of the Guild.
- 3.8. **Guild Advisory Officer** means an officer of the Guild, employed to provide advocacy, advice and guidance to members for academic, welfare and financial matters.

- 3.9. **Guild Advisory Service** means the Edith Cowan University Guild Department that provides advocacy, advice and guidance for academic, welfare and financial matters.
- 3.10. **Guild Advisory Service Coordinator** means the supervisor of the Guild Advisory Service.
- 3.11. **Operations Manager** means the senior executive officer of the Edith Cowan University Student Guild.
- 3.12. **Senate** means the governing body of the Guild.
- 3.13. **Systemic Issues** means an issue or complaint that affects multiple students in the same or a similar way that is required to be addressed at a wider University level to effect overall change to the policy or procedure of a particular department or School.

#### 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. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. The Guild Advisory Service is a team of professionally trained staff who form a core component of the Guild providing advocacy, support and referral services for ECU student members of the ECU Student Guild. Guild Advisory services are free and confidential to all members of the Guild.

##### 5.2. Who we support

- 5.2.1. The Guild Advisory Service supports members of the Guild. All ECU 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 the Guild Advisory Service must first contact the Guild Operations Manager to request. Senate may not request to work with a particular Guild Advisory Officer; this decision sits firmly with the Operations Manager and may be based upon workloads of staff and availability.
- 5.2.3. University Preparation and Undergraduate Certificate of Higher Education students are not eligible to access Guild Advisory services.

#### 5.2.4. Senate Members

5.2.4.1. Senate Members may not access any of the following Financial supports from the Guild under normal circumstances;

- Grocery Vouchers
- General Vouchers
- Grants
- Food Bank Referrals

5.2.4.2. Guild Advisory Officers can support the Senate with suitable referral pathways should they seek Financial support.

5.2.4.3. In exceptional circumstances Guild Advisory Officers will assess the Senate member's case and refer to Operations Manager to look at alternative Guild support options where referral pathways are deemed inadequate or unsuitable. The Operations Manager's decision regarding the outcome of a case is final.

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

5.3.1. Edith Cowan College students;

5.3.2. University Preparation and Undergraduate Certificate of Higher Education students are not eligible to access Guild Advisory services.

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

5.3.4. Students who are not members of the Guild, excepting that there will be a 3 month period post-graduation or expulsion/exclusion where a past student and non-member may be offered services to deal with academic matters that occurred during their enrolment period.

5.3.4.1. Students who access service post-graduation or expulsion will not be eligible to receive financial support from the Guild or other Guild grants.

5.3.4.2. Non-Members who approach the Guild Advisory Service for support to re-enrol following a period of exclusion or course intermission, provided the exclusion or intermission has been within the previous 12 months will be eligible to receive support from the Guild in relation to their re-enrolment. This does not include financial support from the Guild or other Guild Grants.

5.3.5. 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.

5.3.6. 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 Guild Advisory Officer to accompany a student as per the rules of the Disciplinary Committee.

#### **5.4. Services The Guild Advisory Service offer**

- 5.4.1. Advocacy and support with academic concerns including reviews, appeals and academic misconduct;
- 5.4.2. Attend university meetings with students, where possible;
- 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 Foodbank referrals;
- 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. The Guild Advisory Service can provide referrals to internal or external services for a student with an issue outside of Guild Advisory Service 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.
  - 5.4.8.1. The Guild Advisory Service identifies the need for services from another agency;
  - 5.4.8.2. Explains the need for a referral to another agency including the reasons for being unable to provide the required or requested services;
  - 5.4.8.3. Obtains consent to liaise with other providers on behalf of the student;
  - 5.4.8.4. Continues to provide services currently in place (as applicable);
  - 5.4.8.5. Support the student to contact other suitable service providers;
  - 5.4.8.6. Documents all relevant information in the service user's record; and
  - 5.4.8.7. Check any existing Memorandums of Understanding with referring agencies to ensure that appropriate processes are followed for referral.

## 5.5. Services The Guild Advisory Service do not offer

- 5.5.1. The Guild Advisory Service do not have access to Edith Cowan University systems and we cannot provide Edith Cowan University services;
- 5.5.2. The Guild Advisory Service are not registered visa migration agents, counsellors, financial counsellors, mental health support workers or Fair Work advisors and cannot provide advice on these or the following topics. The Guild Advisory Service can discuss and provide referral support to access these services.
- Migration Visa issues
  - Legal advice
  - Mental Health counselling, 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, requests for financial support will be reviewed in consultation with Guild Advisory Service Coordinator, an alternative type of financial support may be offered such as a Foodbank referral.
- 5.5.4. The Guild Advisory Service will not advocate for a student where the student has another external advocate.

## 5.6. Zero tolerance approach

- 5.6.1. The Guild Advisory Service will 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

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: The Guild Advisory Service	
Authorised by Guild Senate	Rev No 003	Date Issued: 01/12/2021	Page 7 of 10

- 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 portal 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 The Guild Advisory Service 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/cancel appointments with less than 24 hours' notice and do not respond to calls from The Guild Advisory Service; and
- 5.7.4. Where the Operations Manager and Guild Advisory Service Coordinator agree a student should no longer be allowed access to services due to their behaviour, a student will be notified by email, by the Operations Manager.

## 5.8. Systemic Issues

- 5.8.1. There may be occasions where a number of students present with the same or similar issues. In these cases each student will be supported individually to resolve their particular issue or complaint.
- 5.8.2. The Guild Advisory Officers do not support with group complaints in line with the Edith Cowan University's complaints process.
- 5.8.3. Where it appears that a systemic issue is presented by one or multiple students the Guild Advisory Officers will case conference the particular complaint with the Guild Advisory Service Coordinator as soon as practicably possible or at the next available Guild Advisory Service Team Meeting.
- 5.8.4. Where Systemic issues are identified the Guild Advisory Service Coordinator in consultation with the Operations Manager, will provide details of the issue to the relevant Vice President and/or the President to raise with the school or relevant University Department, through the School Representatives or through a relevant forum as the case may be.
- 5.8.5. Student's details will not be passed on to the Senators in relation to the complaints received. These students will continue to be supported to resolve their individual issue by the Guild Advisory Officer supporting the student. Only the details of the systemic issues presented will be provided to the Vice President and/or President for resolution at a school/university level. Where there is feedback to be provided the Vice President or President will endeavour to discuss this with the supporting Guild Advisory Officer and the Guild Advisory Service Coordinator to ensure that students are fully informed of the outcome. It is the Guild Advisory Officer's responsibility to relay this feedback to the student.
- 5.8.6. Senators will not routinely liaise or consult with individual students on systemic matters.

5.8.7. Where there is a potential conflict of interest for the Senator in managing a complaint, the Guild President will elect a proxy to manage the issue with the school or department.

## 5.9. Confidentiality

5.9.1. Refer to Privacy policy <https://ecuguild.org.au/privacy-policy/>

5.9.2. 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;

5.9.3. All interactions with The Guild Advisory Service, 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 The Guild Advisory Service is required to advise students why we need their information, for what purpose, & where or how it will be stored.

5.9.4. 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

## 5.10. Complaints process

5.10.1. Refer to Edith Cowan Student Guild Complaints Management Policy.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Membership Facilities and Services Policy</li><li>• Complaints Management Policy</li><li>• Privacy Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• &lt;Enter Related Procedure Name&gt;</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• ECU Student Complaints Policy</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• None</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	The Guild Advisory Service
<b>All Enquiries Contact</b>	The Guild Advisory Service
<b>Telephone</b>	08 6304 2640
<b>Email address</b>	studentadvisory@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>	October 2021 – SM2111/02 February 2023 – SM2303/02 May 2024 – SCM2406/01
<b>Revised by</b>	Lisa Dwyer, Dana Orbita & Jo O'Donnell
<b>Next Revision Date</b>	May 2025





# ECU Student Guild

## POLICE CHECK POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Human Resources
<b>POLICY TITLE</b>	<b>Police Check Policy</b>
<b>POLICY OWNER</b>	HR & WHS Officer

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## 1. INTENT

- 1.1. Edith Cowan University Student Guild has a responsibility to ensure that Employees and Volunteers and Contractors, 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, Volunteers and Contractors, excluding school and student representatives.

## 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 governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

- 5.1. Police checks are undertaken to ensure that Employees, Volunteers and Contractors 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 established 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 or provided by the Employee, Volunteer or Contractor will be held on the Employee's personnel file.

### 5.5.1. Recruitment & Election Requirements

- 5.5.1.1. All new Employees, Volunteers and Contractors will be required upon engagement to obtain a satisfactory Police Clearance.
- 5.5.1.2. Volunteers 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, Volunteers and Contractors 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, Volunteers and Contractors 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, Volunteers and Contractors including new Employees, Volunteers and Contractors 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, Volunteers and Contractors role.

5.5.2.3. Any disclosures made will be kept confidential. All documentation relating to Police checks will be uploaded to the individual's personnel file and will be restricted to be viewed only by the Line Manager, the Operations Manager and the individual noting that the HR and WHS Officer will also have access to the records. The Operations Manager advise the Guild President of disclosures 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 or Contractors Contract or Volunteer's engagement with the Guild may be terminated.

## **6. RELATED DOCUMENTS**

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Employee Code of Conduct</li><li>• Senator Code of Conduct</li><li>• Volunteer Code of Conduct</li><li>• Access to Personal Files Policy</li><li>• HR 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>•</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Fairwork Act 2009</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owne.</b>	HR & WHS Officer
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<b>Telephone</b>	08 6304 7156
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## 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>	002 – April 2023 – SM2305/02 003 - May 2024 - SCM2406/01
<b>Revised by</b>	Lisa Dwyer & Michelle McVicker
<b>Next Revision Date</b>	May 2025



# ECU Student Guild

## PROCUREMENT POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Finance
<b>POLICY TITLE</b>	<b>Procurement Policy</b>
<b>POLICY OWNER</b>	Financial Controller

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## 1. INTENT

- 1.1. This policy establishes the framework for the consistent approach to the planning, sourcing and management of the procurement of goods and services at the Guild.
- 1.2. The aim is to ensure that the procurement process for the acquisition of goods or services delivers optimal value for the Guild and adheres to the required ethical standards and probity principles.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to the procurement of goods and services (inclusive of works and utilities) whether performed by Guild staff or a contractor who acts on behalf of the Guild.

## 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

- 5.1. There are three phase of the procurement process:



- 5.2. The extent to which consideration is given to each phase will vary depending on a variety of factors including, but not limited to, complexity, costs, internal stakeholder needs, past experiences, in-house knowledge and market conditions.
- 5.3. Inherent in all three phases is risk, which needs to be managed throughout the procurement process.

### 5.4. Open and Effective Communication

- 5.4.1. If the necessary goods or services can be purchased from an existing preferred Supplier, then that source may be used in the first instance.
- 5.4.2. When the necessary goods or services cannot be sourced from an existing preferred supplier, then a competitive process must be undertaken for commitments greater than \$5,000.
- 5.4.3. Applying open and effective competition maintains transparency and integrity.
- 5.4.4. The following table sets out the minimum requirements for the procurement method that must be used for the procurement of goods and services when not purchasing from an existing preferred supplier.

Monetary threshold	Minimum requirements	Documentation
Up to and including \$5,000	Direct purchase	The Purchase order, if applicable and receipt or tax invoice.
\$5,001 - \$10,000	Two written quotes	A written or electronic record of the quotations received and documentation for the basis of the selection.

\$10,001 - \$50,000	Three written quotes	Request document or request instructions, request responses and documentation for the basis of the selection.
Above \$50,000	A Request process.	Request document, request responses and an evaluation report.

1. Monetary thresholds are based on the total estimated price, including any extension options and are exclusive of GST

5.4.5.A transaction will not be split for the purpose of reducing the minimum requirements above. Similarly, continued regular procurement of the same goods or services will be considered for the purpose of meeting the competitive requirements contained in these procedures in the aggregate rather than piecemeal.

5.4.6.Exceptional circumstances may exist where the minimum competitive requirements outlined in the table above are not appropriate. These circumstances may include, but are not limited to, the following:

- 5.4.6.1. There is a genuine sole source of supply;
- 5.4.6.2. The services being quoted are from an existing service provider, whereby accepting their quote for the proposed works will give rise to other financial or non-financial benefits that are of greater value to the Guild, so warrant an approved exception.
- 5.4.6.3. Goods and services from a specific supplier are required to integrate within an existing contractual arrangement, existing equipment, project or ICT standard operating environment; or
- 5.4.6.4. There is an emergency situation, preventing the calling of quotes/tenders in the time available. A lack of available time due to poor planning does not constitute an emergency situation.

5.4.7.Under such exceptional circumstances, exemption from the competitive requirement needs to be requested in writing, and approved, prior to proceeding or negotiating contractual terms with the proposed supplier, as per the following schedule:

Estimated value of proposed purchase	Officers authorised to approve exemption to the competitive requirements
\$5,001 - \$10,000	<ul style="list-style-type: none"> <li>• Financial Controller; OR</li> <li>• Operations Manager</li> </ul>
\$10,001 - \$25,000	Any two (2) of: <ul style="list-style-type: none"> <li>• Financial Controller; OR</li> <li>• Operations Manager; OR</li> <li>• President</li> </ul>
Above \$25,000	All Three (3) of: <ul style="list-style-type: none"> <li>• Financial Controller; AND</li> <li>• Operations Manager; AND</li> <li>• President</li> </ul>

5.4.8. Prior to approving an exemption to the competitive requirements, approvers will ensure:

- 5.4.8.1. the business reasons for not seeking quotes/tenders are valid;
- 5.4.8.2. there is demonstration that the requester has sufficiently researched and understood the market; and
- 5.4.8.3. the request for exemption and supporting documentation are able to be audited.

5.4.9. Retrospective approval to waive the competitive requirements will not be given.

## 5.5. Procurement Planning

5.5.1. Procurement planning is the phase in which the need is identified and, if appropriate, analysis and planning are carried out. Decisions are made regarding the method of procurement and the way in which the resultant contract will be managed.

5.5.2. Where the total estimated price of the proposed purchase is greater than \$50,000 (excluding GST), a contract committee shall be convened and include the Operations Manager and another staff member, a secretariat member and another senator, to undertake the commencement of the procurement planning phase.

5.5.3. The first step of procurement planning is to perform work to clearly articulate the need and consider the risks. This may necessitate undertaking research with key stakeholders and relevant industries. It may also necessitate understanding what current contracts the Guild can access.

5.5.4. Potential suppliers may be approached during the procurement planning phase for market sounding purposes only. This is to gauge level of interest, goods and services that are available and any other information gathering that will assist in articulating the need and in formulating the procurement strategy.

5.5.5. A risk rating will be determined in the early stages of the procurement planning phase of the procurement process and a Risk Management Plan will be developed for those procurement projects that have been identified as having a high risk rating. The Risk Management Plan will be monitored and updated during the procurement planning and contract formation phases.

5.5.6. A procurement strategy will be developed during the procurement planning phase.

5.5.7. There are a number of matters that need considering which may prompt the Guild to consider how it selects Contracted Suppliers via the selection criteria or by including contract obligations in the contract document. These will be determined on a case by case basis during the procurement planning phase.

5.5.8. These include, but are not limited to, the following:

- 5.5.8.1. Values and Culture – demonstration of values that are consistent to those of the Guild should be included in selection criteria in all request documents.

5.5.8.2. Sustainable Procurement – in determining value for money, consideration should be given to economic, social and environmental matters that may include considering:

- 5.5.8.2.1. Strategies to avoid unnecessary consumption and manage demand;
- 5.5.8.2.2. Minimising environmental impacts of the goods and services over the whole life cycle of the goods and services;
- 5.5.8.2.3. Suppliers' socially responsible practices including those of their supply chain and compliance with legislative obligations to employees; and
- 5.5.8.2.4. Value for money over the whole-of-life of the goods and services, rather than just the initial cost.

5.5.8.3. Universal Design – where physical equipment will be procured for use by the Guild community, then consideration should be given to equipment which is usable by all people, without the need for adaptation or specialised design.

## 5.6. Contract Formation

5.6.1. Contract formation is the phase in which the contract documents, such as the conditions of contract, conditions of tendering, specification and description of work are put together, and the resultant contract is established.

5.6.1.1. Prior to commencing the contract formation phase an appropriate budget estimate will have been identified and allocated.

5.6.1.2. The contract formation phase commences with the creation of a request to respondents seeking submissions.

5.6.1.3. Prior to inviting respondents to make a submission, the evaluation methodology and criteria will have been developed.

5.6.1.4. All invited respondents will be provided with the same information, including the evaluation criteria. Where an incumbent Contracted Supplier exists, all reasonable information, including historical volumes, will be provided to all respondents.

5.6.1.5. For procurement projects with a budget estimate greater than \$50,000 (excluding GST), the contract committee will assess the submissions against the criteria.

5.6.1.6. Respondents who are unsuccessful in a competitive process will be advised the result of the evaluation process and given an opportunity to seek and receive feedback on their submission.

5.6.1.7. Any contract negotiations with a preferred respondent will maintain the integrity of the competitive process undertaken. Negotiations with more than

one respondent will not be permitted where the objective is to use one respondent's submission to entice another to review its submission.

- 5.6.1.8. All respondent submissions are confidential and each submission should be viewed as commercially confidential information. Intellectual property included in submissions belonging to unsuccessful respondents will be kept confidential and not be used by the Guild outside of the evaluation process.

## **5.7. Contracts**

- 5.7.1. Contracts will be signed on behalf of the Guild by authorised signatories. The authority to approve to enter into and sign a contract is not the same as the authority to approve expenditure. Reference should be made to the Guild's Schedule of Delegations & Authority to determine who can approve.

- 5.7.2. Contract documents executed on behalf of the Guild will be:

- 5.7.2.1.** a template document previously approved by the Guild; or
- 5.7.2.2.** a document which is provided to the Guild for review prior to execution; or
- 5.7.2.3.** a document which has been agreed by the approving authority (refer to Section 5.5.1) which mitigates against reasonably perceived risks.

- 5.7.3. When goods and services are required on an ongoing basis, rather than as a one-off purchase, a contract for a specified term may be entered into.

- 5.7.4. The term of contracts will not exceed three (3) years unless approved by the Senate.

- 5.7.5. If an available extension option of a contract is to be exercised, it will be agreed prior to the current expiry date of the contract. When a contract expires, the supplier is no longer a Contracted Supplier.

- 5.7.6. Types of contracts:

- 5.7.6.1.** Whole-of-Guild Contracts – these contracts are established for commonly purchased goods and/or services where many buyers from different areas will place orders. These contracts will be approved and managed by Guild Operations. Staff will use these contracts if they have a need for goods and/or services that are available through a whole-of-Guild contract.
- 5.7.6.2.** Fixed Contracts – these contracts are established for specific one off purchases of goods and/or services, but will not duplicate what is available on a whole-of-Guild contract. These contracts will be approved and managed by Guild Operations.

## **5.8. Contract Management**

- 5.8.1. Contract management is the phase in which the goods and/or services are received in return for payment by the Guild.

5.8.2. All contracts, will be managed by Operations staff who will ensure:

- 5.8.2.1. Transition to the new contract is managed;
- 5.8.2.2. Contract obligations are met by both the Contracted Supplier and the Guild;
- 5.8.2.3. The performance of the Contracted Supplier is monitored and timely remedial action is taken if required;
- 5.8.2.4. Appropriate regular communication occurs to review contract performance and resolve operational issues in a timely manner;
- 5.8.2.5. Extension options are considered and, where available and appropriate, exercised in a timely manner;
- 5.8.2.6. Current and emerging risks are considered and managed;
- 5.8.2.7. Contract objectives are realised;
- 5.8.2.8. Contract closeout at contract expiry is managed; and
- 5.8.2.9. In the event that a new contract is to be established at the expiry of the current one, a new procurement process is commenced in a timely manner that enables a smooth transition between contracts.

## 5.9. Probity and Accountability in Procurement

- 5.9.1. Employees, volunteers and contractors who conduct procurement activities on behalf of the Guild will not have or reasonably be perceived to have a conflict of interest. Any individual having a conflict of interest, real or perceived, will remove themselves from any involvement in procurement decisions including influencing any procurement decision.
- 5.9.2. Employees, volunteers and contractors who conduct, or who are involved in, procurement activities on behalf of the Guild during the procurement planning and/or contract formation phases will not elicit or accept gifts, benefits or hospitality from respondents during those phases. Should a respondent be an incumbent Contracted Supplier, then any involvement with that Contracted Supplier should be minimised and only strictly in relation to the operations of the incumbent's existing contract during the procurement planning and/or contract formation phases.
- 5.9.3. Each member of a procurement process evaluation panel will ensure the confidentiality of submissions.
- 5.9.4. Employees, volunteers and contractors who conduct procurement activities on behalf of the Guild will perform those activities ethically, honestly and fairly, and in a manner which is consistent with the relevant Guild Code of Conduct for their position. Employees, volunteers and contractors acting on behalf of the Guild will be accountable for their procurement decisions and take responsibility for the achievement of procurement outcomes.

## 5.10. Records Management

5.10.1. All documents originating from a procurement process covering the phases of procurement planning, contract formation and contract management are a record and will be managed according to the Guild's Record Keeping Plan.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Volunteer Code of Conduct</li><li>• Senate Code of Conduct</li><li>• Employee Code of Conduct</li><li>• Delegations of Authority</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>• ECU Student Guild Record Keeping Plan</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• State Records Act 2000</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Financial Controller
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	14/11/2016
<b>Original Motion</b>	Unknown
<b>Revision History</b>	002 – October 2022 – SM2212/09 003 – May 2024 - SCM2406/01
<b>Revised by</b>	Michael Agostini
<b>Next Revision Date</b>	October 2023





# ECU Student Guild

## PURCHASING & PAYMENT POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Finance
<b>POLICY TITLE</b>	<b>Purchasing &amp; Payment Policy</b>
<b>POLICY OWNER</b>	Financial Controller

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## 1. INTENT

- 1.1. To define the principles and framework by which the Guild effectively and efficiently purchases and pays for goods and services.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Guild Employees, volunteers and contractors and any other person authorised to undertake purchasing and make payments for goods and services on behalf of the Guild.

## 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. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by 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. 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.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

- 5.1. The Guild will use a fair and transparent procurement process according to the Procurement policy.
  - 5.1.1. Employees, volunteers and contractors must ensure that the procurement of goods and services achieves the best value for money and is aligned to the strategic direction of the Guild, paying due regard to the Guild's Strategic Plan.
  - 5.1.2. A value judgement is required to achieve the best outcome for the Guild. At the individual purchase level, achieving best value for money requires consideration of cost and non-cost factors, where relevant, depending on complexity of purchase.
  - 5.1.3. The assessment of cost needs to consider total cost including any ongoing costs such as holding, using, maintaining and disposing of the goods or services.
  - 5.1.4. Non-cost factors include, but are not limited to:
    - 5.1.4.1. Quality of goods and services;
    - 5.1.4.2. Supplier capability (e.g. financial, proven supplier);
    - 5.1.4.3. Sustainability considerations (consistent with the requirements of the Guild's strategic plan and any Sustainability policy or procedure that may be in place).
    - 5.1.4.4. Risks inherent to the purchase options available;
    - 5.1.4.5. Availability and quality of maintenance, services and support.
  - 5.1.5. Funds are only to be used for Guild business purposes, following only Guild-approved payment procedures and delegations. Guild purchases and payments must be accurately and completely recorded on a timely basis within the Guild's accounting system.
  - 5.1.6. The purchaser and approver of the purchase take joint responsibility for the appropriate use of Guild funds.

## 5.2. Responsibility for implementation and compliance monitoring

5.2.1. Monitoring of this policy is the responsibility of all heads of Departments, and in particular the Operations Manager and Financial Controller.

## 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>• ECU Student Guild Strategic Plan</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>•</li></ul>

## 7. CONTACT INFORMATION

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
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<b>Revised by</b>	Michael Agostini
<b>Next Revision Date</b>	May 2025



# ECU Student Guild Reimbursement Policy

<b>POLICY TYPE</b>	Operational
<b>POLICY TITLE</b>	<b>Reimbursement Policy</b>
<b>POLICY OWNER</b>	Financial Controller

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## **1. INTENT**

- 1.1. The purpose of this policy is to set out the terms by which Edith Cowan University Student Guild Operational Staff, Volunteers and interns can claim reimbursement of Guild related expenditure.

## **2. ORGANISATIONAL SCOPE**

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational Staff, Volunteers and Interns.
- 2.2. Edith Cowan University Student Guild will not provide volunteers receiving an honorarium with reimbursement for any out-of-pocket expenses that are incurred.
- 2.3. This policy does not cover reimbursement for expenses incurred on behalf of the Guild by people who are not identified in clause 2.1 (i.e. Visitors). Such costs must only be reimbursed by way of an invoice to the Guild and are subject to approval.
- 2.4. This policy does not cover reimbursement of private motor vehicle costs. These costs are treated as an allowance and are accessible only by those identified in clause 2.1. Allowances are available only to Guild Operational Staff and only where the travel has been conducted as part of approved Guild business. Motor Vehicle costs must be claimed as a Motor Vehicle Allowance and using the relevant procedure assigned to such claims and as stipulated in the ECU Student Guild Enterprise Agreement 2021.
- 2.5. Refunds to customers, even where the customer is a person identified in clause 2.1 will be processed in accordance with the relevant refund policy.

## **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. **Approver** means the Claimants line manager – usually the Operations Manager or Guild President.
- 3.7. **Claimant** means the staff member, Senate, Volunteer or Intern seeking reimbursement of out of pocket expenses.
- 3.8. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.9. **Honoraria** or **Honorarium** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.10. **Senate** means the governing body of the Guild.
- 3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

#### 4. OVERVIEW

- 4.1. It is preferable that all Guild related expenditure is made using approved purchasing methods (Guild Credit Cards, assigned VASCO Pre-paid cards, Invoice) however, the Guild recognises that in some circumstances that is not always practical.

#### 5. POLICY

- 5.1. Where possible, staff, volunteers and interns should avoid using personal funds for Guild related expenditure and utilise existing Guild purchasing methods, e.g. Corporate Credit Cards.
- 5.2. The Guild will not reimburse staff, volunteers or interns for unauthorised non-compliant out of pocket expenses or where an existing purchasing method could have been used.
- 5.3. The Guild will not reimburse the following types of expenses. Note that this list is not exhaustive and all types of undefined expenses are to be approved, in writing, in advance by the Operations Manager.

Private expenses relating to travel & entertainment	<ul style="list-style-type: none"> <li>Leisure activities additional to conference costs</li> <li>Optional extras at hotels. E.g. Spa treatments, in-house movies</li> </ul>
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	<ul style="list-style-type: none"> <li>• Personal items whilst travelling e.g. makeup, over the counter medicines, toiletries and clothing</li> <li>• Valet parking</li> <li>• Expense incurred by a partner or family member</li> <li>• Payment of fines, penalties, late or “no-show” fees</li> <li>• Repairs to personal vehicles used on approved Guild business</li> <li>• Commuting costs between home and the Guild i.e. your normal place of work</li> </ul>
Personal costs	<ul style="list-style-type: none"> <li>• Subscriptions to newspapers or non-work related reading material</li> <li>• Mobile Phone / Internet expenses unless stipulated by your contract of engagement/employment</li> </ul>
Existing purchasing methods/services	<ul style="list-style-type: none"> <li>• Goods and services acquired from a non-preferred supplier, where there is an existing Guild preferred supplier unless an exemption has been approved</li> <li>• Purchase of good which are illegal in Western Australia</li> </ul>

5.4. Some purchases may be for Guild purposes but be regarded by the Australian Taxation Office as providing a fringe benefit to the Staff member. This may result in a Fringe benefits Tax (FBT) liability to the Guild.

5.5. To assist with the identification of purchases which may make the Guild liable for FBT, employees seeking reimbursements for the following must declare the percentage of the expenditure that was for business purposes where reimbursement is claimed. Only the business component of the expenditure will be reimbursed:

5.5.1. Work related organisational memberships;

5.5.2. Work related subscriptions;

5.5.3. Work related books; or

5.5.4. Work related self-education costs (excluding HECS-HELP reimbursements, which cannot be exempted from FBT)

5.6. Employees will receive reimbursement payments through payroll at the next available pay run following submission of the reimbursement claims unless otherwise agreed by the Operations Manager. Volunteers and Interns will be paid via Electronic Funds Transfer (EFT).

5.7. Claims for reimbursement will not be authorised without completion of the required Reimbursement Form and accompanying receipts.

5.8. Reimbursement claims must be submitted within one month of the date the expenditure was incurred. Claims outside of this timeframe will be declined.

5.9. All reimbursements must be authorised by the Operations Manager (Employees & non-Senate Volunteers) or the President (Senators).

5.10. Where a request for reimbursement is rejected and the Employee or Volunteer believes that the request was made within the remit of the Reimbursement Policy, the individual may make an application to the Guild Secretariat for a determination as to whether the disapproval was fair and just.

5.10.1. The individual appealing must email the General Secretary with the details of the rejection and the relevant reimbursement form.

## 6. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Financial Controller
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## 7. APPROVAL HISTORY

<b>Policy Approved by</b>	Senate
<b>Date Policy First Approved</b>	24/02/2021
<b>Original Motion</b>	SCM2102/03 – 24/02/2021
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<b>Revised by</b>	Michael Agostini
<b>Next Revision Due</b>	May 2025



# ECU Student Guild

## STUDENT FINANCIAL SUPPORT POLICY

<b>POLICY TYPE</b>	Operational
<b>POLICY SUBTYPE</b>	Guild Advisory Service
<b>POLICY TITLE</b>	<b>Student Financial Support Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## 1. INTENT

- 1.1. The purpose of this policy is to set out the terms by which Edith Cowan University Student Guild provides financial supports to its members through the Guild Advisory Service.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Members inclusive of Casual staff who are also Edith Cowan University Students.
- 2.2. This policy will not apply to Associate Members of the Guild, Edith Cowan College Students, UniPrep Students or Operational Staff members who are also ECU Students.
- 2.3. This policy will not apply to Edith Cowan University Student Guild Senate Members unless expressly stated within the administration details of this policy for each grant or support type and only where there has been a referral to the Guild Advisory Officer by the Operations Manager.

## 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. **Facilitated Referral** means supporting a student to access external services or supports and can include:
- 3.6.1. Making an appointment on behalf of a student;
- 3.6.2. Contacting a service to check the student’s eligibility or to check the availability of the service;

- 3.7. **Financial Hardship or Financial Crisis** means difficulty paying loans, other bills and reasonable general living expenses as a result of some unanticipated circumstance.
- 3.8. **Guild Advisory Officer (GAO)** means the Guild Advisory Officer who is the employed Operational Staff Member whose responsibility it is to advocate and support students.
- 3.9. **Guild Advisory Service Coordinator** means the supervisor of the Guild Advisory Service.
- 3.10. **The Guild** means Edith Cowan University Student Guild.
- 3.11. **Guild Member or Member** means a student who has elected to be a member of the Guild as evidenced in the Guild Membership Register.
- 3.12. **Per Annum** means every 12 months.
- 3.13. **SSAF** means the Student Services and Amenities Fee being the fund used to support the provision of financial support to students.
- 3.14. **Senate** means the governing body of the Guild.
- 3.15. **Unfacilitated Referral** means providing contact details of a service of support for the student to contact independently.

#### 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. Types of Financial Supports

5.1.1. Edith Cowan University Student Guild supports members who are experiencing financial crisis in a variety of ways.

5.1.2. Financial Supports may be direct or indirect and may include but may not be limited to:

- 5.1.2.1. Discretionary Grants;
- 5.1.2.2. Grocery Vouchers;
- 5.1.2.3. Practicum Support Grants;

- 5.1.2.4. Smart Rider Top Ups;
- 5.1.2.5. Foodbank WA Referral;
- 5.1.2.6. Referral to Financial Counselling Services;
- 5.1.2.7. Referral to other external grant schemes as available from time to time such as the Bond Assist Scheme or WA No Interest Loan Scheme;
- 5.1.2.8. Referral to Edith Cowan University Financial supports such as Equity Grants or Scholarships.

5.1.3. Guild Advisory Officers working in collaboration with the Guild Advisory Service Coordinator, and the Operations Manager as required, have absolute discretion over the allocation of internal supports or referral of students to external grant schemes or other supports.

5.1.4. A Guild Advisory Officer will present the support deemed most appropriate to the student based on the student's current financial situation. Not all support types may be offered or considered appropriate. The Guild Advisory Officer's assessment as to appropriate support is absolute and a student is not able to elect the type of support that they would prefer.

5.1.5. Financial support is only available to Guild Members, verified using the University's Guild Membership Register. Financial Support is not available to the following types of non-SSAF paying students:

- 5.1.5.1. Edith Cowan College Students;
- 5.1.5.2. University Preparation Students;
- 5.1.5.3. Undergraduate Certificate of Higher Education; or
- 5.1.5.4. Guild Senators, unless expressly stated in the terms of this policy.

## 5.2. Discretionary Grants

5.2.1. Discretionary Grants are available to students who present in financial crisis and require grant support to assist them in managing such crises.

5.2.2. Discretionary Grants will not be considered appropriate where a student's long term situation is not anticipated to improve despite a grant being allocated. In these cases a GAO may recommend other types of longer terms supports or services such as Financial Counselling.

### 5.2.3. Administration

- 5.2.3.1. The annual funding allocation for the Discretionary Grant Program will be determined annually by the Operations Manager in consultation with the



Finance & Business Manager as part of the budget allocation for GAO services for the year.

- 5.2.3.2. Discretionary Grants are capped to a maximum of \$500 per student.
- 5.2.3.3. Only one Discretionary Grant will be awarded per student, regardless of whether the amount initially allocated was less than the \$500 maximum permitted.
- 5.2.3.4. Maximum values for Discretionary Grants may be altered from time to time as budgets and business needs dictate, however, shall not exceed \$500 unless agreed by Senate Motion.
- 5.2.3.5. Discretionary Grants are not loans and will not be required to be repaid to the Guild.
- 5.2.3.6. Discretionary Grants will not be paid as a cash sum to students. All grants allocated will be paid directly to service providers on production of an approved invoice and only at the amounts agreed at application.
- 5.2.3.7. Guild Members applying for a Discretionary Grant will not be eligible for a Practicum Support Grant in the same year of application.
- 5.2.3.8. Guild Members may apply for all other GAO financial support not referred to in 5.2.3.7 and be referred for other services in addition to the Discretionary Grant. I.e. Grocery vouchers.
- 5.2.3.9. Discretionary Grants will only be submitted for approval where the approved Discretionary Grant Application Form is submitted with full and relevant supporting evidence and only where there has been consultation with a GAO who will assess the student's personal circumstances.
- 5.2.3.10. Consultation does not included correspondence by email. All students are required to have met with a Guild Advisory Officer either face to face, or via telehealth or telephone.
- 5.2.3.11. GAOs reserve the right to recommend other types of support or referrals and not make a recommendation for a Discretionary Grant at their total discretion.
- 5.2.3.12. Discretionary Grants are not time bound. Applications will be accepted at any time throughout the calendar year.
- 5.2.3.13. Discretionary Grants will only be assessed where the application is supported by full and complete evidence as requested in the application form, including but not limited to:
  - 5.2.3.13.1. 3 months of bank statements for **all** accounts held, demonstrating financial commitments and pattern of spending.

5.2.3.13.2. Copy of Confirmation of Enrolment; and

5.2.3.13.3. Copy of the Student ID Card.

5.2.3.14. Discretionary Grants will only be awarded where the application is supported by the relevant GAO and approved by the Guild Advisory Service Coordinator. Where the Guild Advisory Service Coordinator is unavailable and the Discretionary Grant is time critical, the Operations Manager may provide approval.

5.2.3.15. As per Section 5.1.5, ECU Guild Senate members, Operational Staff members, UniPrep, Undergraduate Certificate of Higher Education and Edith Cowan College Students are not eligible for Discretionary Grants.

5.2.3.16. Where Senate members refer students to the GAOs for consideration of a Discretionary Grant the Senate Member will be required to disclose the referral as a conflict of interest to the Operations Manager.

#### 5.2.4. Eligibility Criteria

5.2.4.1. Students must meet **all** of the following criteria to be eligible for a Discretionary Grant:

5.2.4.1.1. The Student must be in financial crisis and able to evidence financial crisis in the requested documents.

5.2.4.1.2. The Student, in collaboration with the GAO, must have explored alternative options for financial support including, but not limited to, ECU Student Loans, ECU Scholarships, Emergency relief, Centrelink and financial counselling and found these options to be unsuitable or insufficient to addressing the student's financial crisis.

5.2.4.1.3. The Student must be enrolled in an ECU course and must also be a Guild Member. Students who present in a crisis and are not Guild Members can change their membership status retrospectively, however, a Discretionary Grant will not be supported until such time that membership is confirmed in the Guild Membership Register.

5.2.4.1.4. The Student must not have a current Academic Status of 'Excluded', 'Suspended', or 'Expelled' or record of substantiated Academic Misconduct.

5.2.4.1.5. The Student must not have an excess of funds in their bank account without clear reason as to why these funds cannot be used to meet their financial obligations. The need to pay tuition fees will **not** be considered acceptable reasoning.

- 5.2.4.1.6. The Student must show clear financial judgement in their spending habits or be able to provide clear reasoning why available funds had been spent on luxury items prior to submission of the discretionary grant application. Students in these situations will be referred to financial counselling services.
- 5.2.4.2. Students who do not meet all of the criteria as set out in section 5.2.4.1 will not be awarded a Discretionary Grant under any circumstances.
- 5.2.4.3. The Student must provide GAOs with the following evidence to demonstrate financial hardship for their application to be considered:
- 5.2.4.3.1. A statement of fortnightly income and expenditure.
  - 5.2.4.3.2. Proof of enrolment.
  - 5.2.4.3.3. Photo identification (Student ID Card)
  - 5.2.4.3.4. Evidence of income (Centrelink Statement, Scholarship, Payslip (the most recent payslips must be provided), etc.)
  - 5.2.4.3.5. Bank Statement showing transactions for the preceding 3 months as a minimum period of time for all accounts held.
  - 5.2.4.3.6. Invoices or quotes for all expenses for which the Discretionary Grant is to be applied. Copies of text message/social media post or notes not written on official company letter head documents will **not** be accepted.
  - 5.2.4.3.7. A completed Discretionary Grant Application Form.
- 5.2.4.4. Students may only apply for a Discretionary Grant for the following expenses:
- 5.2.4.4.1. Study related essentials including uniforms, textbooks, equipment or any other course related material required to complete a unit. This includes books from the Guild's second hand bookstore.
  - 5.2.4.4.2. Bills for an essential service that is at risk of being terminated. Essential services include electricity, gas, water, internet and phone access. Note that repayment of a device will not be considered when making payment towards a mobile telephone bill or similar.
  - 5.2.4.4.3. Travel related to study requirement that cannot be covered by fuel vouchers and/or Smart-rider top ups. This includes car/licence registration costs where a student cannot appropriately travel by public transport.

- 5.2.4.4.3.1. Registration costs will only be met where the student is the registered owner of the vehicle (as evidenced by the Registration Renewal Document) and for a maximum of 3 months only unless there is sufficient evidence that the student would be placed in further hardship at the end of three months when the Registration costs become due again.
- 5.2.4.4.4. Housing related payments including bond payments, strata rates, rental payments or temporary accommodation related to studies.
- 5.2.4.4.5. Other exceptional needs identified by the GAO essential to the student's enrolment at ECU. I.e. One-off childcare costs.
- 5.2.4.5. Students cannot apply for a Discretionary Grant for the following expenses:
  - 5.2.4.5.1. Recreational purposes.
  - 5.2.4.5.2. Repayment of existing loans or credit card payments.
  - 5.2.4.5.3. ECU Tuition Fees.
  - 5.2.4.5.4. HECS-HELP.
  - 5.2.4.5.5. Fines.
  - 5.2.4.5.6. Any other expense that does not meet the criteria listed that falls outside of exceptional needs described in clause 5.2.4.4.5.
- 5.2.4.6. Students must show that they are making appropriate adjustments to expenditure to manage their finances in the long term.
- 5.2.4.7. Guild Advisory Officers must, in their Cliniko notes, provide sound reasoning for their support of a Discretionary Grant Application, including reference to any referrals made to external organisations or additional support provided to the student.

### 5.3. Practicum Support Grants

- 5.3.1. Practicum Support Grants are available to students who require additional support for living expenses when undertaking a practicum placement.

#### 5.3.2. Administration

- 5.3.2.1. The annual funding allocation for the Practicum Support Grant Program will be determined annually by the Operations Manager in consultation with the Finance & Business Manager as part of the budget allocation for GAO services for the year.
- 5.3.2.2. Practicum Support Grants are awarded as a \$500 Vasco Pay Card.

- 5.3.2.3. Practicum Support Grants are to be used to support the additional costs borne by a student in attending a placement such as:
- 5.3.2.3.1. Cost of transportation to/from placements, inclusive of parking costs;
  - 5.3.2.3.2. Costs of flights to regional placements;
  - 5.3.2.3.3. Accommodation costs;
  - 5.3.2.3.4. Cost of food whilst on placement;
  - 5.3.2.3.5. Any required Uniform and/or equipment.
- 5.3.2.4. A Practicum Support Grant is not to be used to purchase any non-practicum related costs.
- 5.3.2.5. Only one Practicum Support Grant will be awarded per student regardless of the number of practicums they are required to complete throughout their degree course.
- 5.3.2.6. Practicum Support Grants are not loans and will not be required to be repaid to the Guild.
- 5.3.2.7. Practicum Support Grants will not be paid as a cash sum to students. All grants allocated will be provided as a pre-paid Visa card.
- 5.3.2.8. Students are not permitted to withdraw cash from the pre-paid visa card.
- 5.3.2.9. ECU Guild Members applying for a Practicum Support Grant will not be eligible for a Discretionary Grant in the same year of application.
- 5.3.2.10. ECU Guild Members may apply for all other GAO financial support not referred to in 5.3.2.9 and be referred for other services in addition to the Practicum Support Grant. I.e. Grocery vouchers.
- 5.3.2.11. Practicum Support Grants will only be submitted for approval where the required evidence listed in clause 5.3.3.3 is submitted and only where there has been consultation with a GAO who will assess the student's personal circumstances.
- 5.3.2.12. Consultation does not include correspondence by email. All students are required to have met with a Guild Advisory Officer either face to face, or via telehealth or telephone.
- 5.3.2.13. GAOs reserve the right to recommend other types of support or referrals and not make a recommendation for a Practicum Support Grant at their total discretion.

- 5.3.2.14. Practicum Support Grants will only be awarded where the application is supported by the relevant GAO and approved by the Guild Advisory Service Coordinator. Where the Guild Advisory Service Coordinator is unavailable and the Practicum Support Grant is time critical, the Operations Manager may provide approval.
- 5.3.2.15. As per Section 2.2, ECU Guild Senate members, Operational Staff members, UniPrep, Undergraduate Certificate of Higher Education and Edith Cowan College Students are not eligible for Practicum Support Grants.
- 5.3.2.16. Where Senate members refer students to the GAO for Practicum Support Grant consideration the Senate Member will be required to disclose the referral as a conflict of interest to the Operations Manager.
- 5.3.2.17. Guild Senators may be considered for a Practicum Support Grant where approved by the Operations Manager. Senators are required to seek approval from the Operations Manager prior to speaking with a Guild Advisory Officer. All Senate applications will be considered on merit and under the stipulations of this policy. Senators will not receive more favourable consideration by warrant of their position within the Guild.

### 5.3.3. Eligibility Criteria

- 5.3.3.1. Students must meet **all** of the following criteria to be eligible for a Practicum Support Grant:
  - 5.3.3.1.1. The Student must be able to evidence that they cannot manage the financial commitments required when undertaking a practicum in the requested evidence documents.
  - 5.3.3.1.2. Students are required to provide evidence of placements at the time of application. A grant will not be allocated where a student has not provided sufficient evidence or where the placement commencement date is not within six weeks of the application.
  - 5.3.3.1.3. Students must be a Guild Member. Students who are not Guild Members can change their membership status retrospectively, however, a Practicum Support Grant will not be supported until such time that membership is confirmed on the Guild Membership Register.
  - 5.3.3.1.4. The Student must not have a current Academic Status of 'Excluded', 'Suspended', or 'Expelled' or record of substantiated Academic Misconduct.
  - 5.3.3.1.5. The Student must not have an excess of funds in their bank account without clear reason as to why these funds cannot be used to meet the

additional costs of a placement. The need to pay tuition fees will not be considered acceptable reasoning.

5.3.3.1.6. The Student must show clear financial judgement in their spending habits or be able to provide clear reasoning why available funds had been spent on luxury items prior to submission of the Practicum Support Grant application. Students in these situations will be referred to financial counselling services.

5.3.3.2. Students who do not meet all of the criteria as set out in section 5.3.3.1 will not be awarded a Practicum Support Grant under any circumstances.

5.3.3.3. The Student must provide GAOs with the following evidence for their application to be considered:

5.3.3.3.1. Proof of enrolment.

5.3.3.3.2. Proof of Practicum (Must evidence the practicum commences within 6 weeks of the application)

5.3.3.3.3. Photo identification (Student ID card).

5.3.3.3.4. Evidence of income (Centrelink Statement, Scholarship, Payslip (the most recent payslips must be provided), etc.)

5.3.3.3.5. Bank Statement showing transactions for the preceding 3 months as a minimum period of time.

5.3.3.3.6. A personal statement as to why the grant is required.

5.3.3.4. Students cannot apply for a Practicum Support Grant for the following expenses:

5.3.3.4.1. Recreational purposes.

5.3.3.4.2. Repayment of existing loans or credit card payments.

5.3.3.4.3. ECU Tuition Fees

5.3.3.4.4. HECS-HELP.

5.3.3.4.5. Fines.

5.3.3.4.6. Any other expense that does not meet the criteria listed or support the student with the additional costs of attending a placement.

5.3.3.5. Guild Advisory Officers must, in their Cliniko notes, provide sound reasoning for their support of a Practicum Support Grant Application, including reference to

any referrals made to external organisations or additional support provided to the student.

#### 5.4. Grocery Voucher

5.4.1. Grocery Vouchers can be provided to students at a GAOs discretion where the officer concludes that a student requires immediate assistance with affording grocery, fuel or other essential items due to financial crises.

##### 5.4.2. Administration

5.4.2.1. Grocery vouchers are provided at a value of \$25 per voucher.

5.4.2.2. Grocery Vouchers to the maximum of \$100 value may be awarded to a student per annum.

5.4.2.3. The maximum permitted amount of Grocery Vouchers per annum may be allocated to a student in one transaction.

5.4.2.4. Where a student presents in subsequent years requesting additional support, the GAO Officer will make an assessment as to the student's needs and may recommend a referral to financial counselling as an alternative.

5.4.2.5. A student will not receive more than \$300 of Grocery Support over the course of their studies with ECU.

5.4.2.6. Grocery Vouchers may be allocated as a physical or electronic voucher.

5.4.2.7. The Guild Advisory Officer will make a determination as to whether a physical or electronic voucher is allocated. Their determination is final.

5.4.2.8. Guild Advisory Officers must complete the GAS Voucher Allocation Form on behalf of the student.

##### 5.4.2.9. Physical Vouchers

5.4.2.9.1. The barcodes of the physical vouchers distributed to students will be recorded on the GSA Voucher Allocation Form along with a photocopy of the vouchers.

5.4.2.9.2. Students receiving physical vouchers will be required to sign the allocation form to confirm receipt of vouchers.

##### 5.4.2.10. Electronic Vouchers

5.4.2.10.1. Electronic vouchers will be processed within 2 business days of the voucher being allocated.



5.4.2.10.2. The Financial Controller will facilitate the purchase and distribution of the allocated vouchers to the student.

**5.4.2.11. Lost Vouchers**

5.4.2.11.1. Where a student reports that a physical voucher has been lost or where a student reports that an electronic voucher has not been received to their designated email address, the Finance & Business Manager will undertake an investigation.

5.4.2.11.2. The investigation will include contacting the voucher distributor to cancel the lost voucher.

5.4.2.11.3. Where a voucher is reported by the distributor to have been used the voucher will not be replaced by the Guild, however, the student will be referred to other supports such as FoodBank WA.

**5.5. SmartRider Top Up**

5.5.1. SmartRider Top Ups can be provided to students at a GAO's discretion where the officer concludes that a student requires assistance with travelling to or from University due to financial crises.

**5.5.2. Administration**

5.5.2.1. SmartRider Top Ups are provided at a maximum value of \$50.

5.5.2.2. Only two top ups (Maximum \$100 value) may be awarded to a student per annum.

5.5.2.3. SmartRider Top Ups of the maximum annual value are not to be allocated in one top up transaction. That is to say, the maximum value of top up per occasion will be \$50.

5.5.2.4. Where a student presents in subsequent years requesting additional support, the Guild Advisory Officer will make an assessment as to the student's needs and may recommend a referral to financial counselling as an alternative.

5.5.2.5. A student will not receive more than \$300 of SmartRider top ups over the course of their studies with ECU.

5.5.2.6. SmartRider top ups will be processed within 2 business days of the voucher being allocated.

5.5.2.7. The Finance & Business Manager will facilitate the top up with TransPerth but only where the required Biller Code and Reference is provided in the GSA Voucher Allocation Form.

## 5.6. FoodBank WA Referral

5.6.1. FoodBank WA referrals can be made for students at a Guild Advisory Officer's discretion where the officer concludes that a student requires assistance to obtain food support due to financial crises.

### 5.6.2. Administration

- 5.6.2.1. FoodBank WA 6 Month Access Card is allocated to students where deemed appropriate by the GSA Officer.
- 5.6.2.2. A letter from ECU Student Guild requesting a 6 Month Access Card will be provided to the approved student to be presented to the administration at Foodbank WA .
- 5.6.2.3. The student will be advised of the Foodbank WA site opening hours and the conditions of entry and operational protocols.
- 5.6.2.4. The name of the authorising officer and the full name of the recipient must be written clearly on the letter.
- 5.6.2.5. Foodbank WA, upon receipt of this letter, will ask for proof of identity from the student, and will issue a 6 Month Access Card once clear identity is confirmed.
- 5.6.2.6. The 6 Month Access Card is not transferrable and must be presented to checkout staff at time of payment.
- 5.6.2.7. Payment for all products selected must be paid in full at time of withdrawal. Foodbank WA is a cashless operation and accepts card only.
- 5.6.2.8. Where a student presents requesting additional support, the Guild Advisory Officer will make an assessment as to the student's needs and may recommend another type of support or a referral to financial counselling as an alternative.

## 5.7. External Referrals

5.7.1. A Guild Advisory Officer may deem that a referral to an external support service may be suitable for a student.

5.7.2. Referrals may be made for students in combination with the application of internal supports where deemed necessary by a Guild Advisory Officer.

5.7.3. Referrals will be unfacilitated in the main, however, where deemed necessary a Guild Advisory Officer may provide a facilitated referral to support the student to access an external service or organisation, if it is deemed that a student will struggle to access the service or support independently.

## 5.8. Recording Supports

5.8.1. All types of support provided by the Guild will be recorded in the Clinical Management System, Cliniko, whether the student is successful or unsuccessful in any application.

5.8.2. A Guild Advisory Officer will review a student's notes when assessing appropriate financial support to ascertain where Guild Financial Support has been provided in the past to ensure that any additional support meets the requirements of this policy.

5.8.3. Referrals to external support services will also be recorded within the treatment notes of the Clinical Management System by the Guild Advisory Officer.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Guild Advisory Service User 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>• Discretionary Grant Application Form (FormStack)</li><li>• GSA Voucher Allocation Form (FormStack)</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>	25/08/2020
<b>Original Motion</b>	SM2008/08
<b>Revision History</b>	001 – July 2021 – SM2111/03 002 – September 2022 – SM2212/09 003 – May 2024 - SCM2406/01

<b>Revised by</b>	Lisa Dwyer & Jo O'Donnell
<b>Next Revision Date</b>	May 2025

## Q224 Staff Training

First Name	Last Name	Certification	Completion Date
Dana	Orbita	Manual Handling	4/06/2024
Dana	Orbita	Privacy in Practice Training (OAIC)	4/06/2024
Fletcher	Scully	ECU Induction	13/05/2024
Fletcher	Scully	IA Cyber Awareness (Training Module)	1/05/2024
Fletcher	Scully	Workplace Bullying and Harassment Awareness	13/05/2024
Fletcher	Scully	Sexual Harassment Training (Fair Work)	7/05/2024
Joanne	O'Donnell	Recovery after Suicide: Strategies to Support Staff & Students (Headspace)	17/05/2024
Joanne	O'Donnell	Manual Handling	23/05/2024
Joanne	O'Donnell	Privacy in Practice Training (OAIC)	4/06/2024
Lauren	Reed	Workplace Bullying and Harassment Awareness	4/06/2024
Lauren	Reed	FoodSafe Online (Environmental Health Australia)	23/04/2024
Lauren	Reed	Privacy in Practice Training (OAIC)	4/06/2024
Lisa	Dwyer	Manual Handling	23/05/2024
Lisa	Dwyer	Workplace Bullying and Harassment Awareness	22/04/2024
Lisa	Dwyer	FoodSafe Online (Environmental Health Australia)	16/04/2024
Lisa	Dwyer	Privacy in Practice Training (OAIC)	4/06/2024
Luke	Hale	Privacy in Practice Training (OAIC)	4/06/2024
Michael	Agostini	Manual Handling	23/05/2024
Michael	Agostini	Privacy in Practice Training (OAIC)	4/06/2024
Michelle	McVicker	Mental Health First Aid	18/04/2024
Michelle	McVicker	Manual Handling	27/05/2024
Michelle	McVicker	Privacy in Practice Training (OAIC)	27/05/2024
Paul	Harnett	ECU Induction	13/05/2024
Paul	Harnett	ECU Responsible Officer Training	1/05/2024
Paul	Harnett	ECU Fire & Emergency Warden Training	8/04/2024
Paul	Harnett	Workplace Bullying and Harassment Awareness	23/05/2024
Paul	Harnett	Privacy in Practice Training (OAIC)	4/06/2024
Stefania	Basile	ECU Induction	10/06/2024
Stefania	Basile	Manual Handling	10/06/2024
Yvonne	Quirke	Manual Handling	24/05/2024

Q224 Senate Training

First Name	Last Name	Certification	Completion Date
Alice	Broadhead	Privacy in Practice Training (OAIC)	4/06/2024
Asad	Ali	Privacy in Practice Training (OAIC)	17/06/2024
Joanne	Lucks	Privacy in Practice Training (OAIC)	3/07/2024