



FEES ALLOCATION DEED REPORT

Quarter 3 2024

This report is submitted in accordance with Guild reporting obligations.

CONTENTS

Executive REPORT	3
KPI REPORTS	7
Activity – KPI 1	7
providing food or drink to students on a campus of the higher education provider [Statute 29(4) (1)(A)]	7
Activity – KPI 2	12
Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]	12
Activity – KPI 3	16
Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(9c)]	16
Activity – KPI 4	18
Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]	18
Activity – KPI 5	24
Helping students with their financial affairs [Statute 29(3.2)(2)(i)]	24
Activity – KPI 6	27
Supporting the production and dissemination of students of media whose content is provided by students [Statute 29(3.2)(2)(n)]	27
Activity – KPI 7	28
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)]	28
Activity – KPI 8	29
Advocating student’s interests in matters arising under the higher education provider’s rules (however described) [Statute 29(3.2)(2)(q)]	29
Activity – KPI 9	34
Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]	34
Activity – KPI 10	35
Administration	35
Activity – KPI 11	36
Planning, reporting and handover	36
QUARTERLY FINANCIAL REPORT	37
GUILD CONTACT INFORMATION	38

This report is presented in alignment with the Guild reporting obligations for Quarter 3 2024, offering a comprehensive overview of activities, financial status and key performance indicators (KPIs) related to student services and support.

A significant portion of the annual budget for 2024 has been effectively executed for the provision of food and drink to students. With an annual budget of \$91,642, the total spending to date stands at \$77,645, leaving a healthy remaining budget of \$13,997 for the 4th quarter, which represents 15% of the total budget. The data highlights a marked increase in provisions over the quarters, peaking in Q3, which reflects our commitment to enhancing the student experience through accessible and enjoyable food offerings. However, the challenges faced at the Mount Lawley campus due to the closure of the student space have resulted in decreased expenditure and limited service provision. We are optimistic about the upcoming Quarter 4 as we implement remediation plans that will allow us to restore services. Furthermore, the absence of Senators in the South West has hindered our efforts to establish a steady supply of kitchen provisions, but we are actively working on building relationships with local staff to facilitate better access for students. IN addition, a critical issue that has emerged this year is the significant utilisation of the Guild Kitchen facilities at Joondalup, which can accommodate a maximum of 26 people at any one time. To comply with our Workplace Health and Safety (WHS) obligations and mitigate risks to our students, we have had to intermittently close the kitchen. This situation underscores the urgent need for additional kitchen spaces across the campus to ensure we can continue to provide appropriate services that meet the diverse needs of ECU students. In the interim, we have proactively begun stocking the Staff Lounge in Building 9 to serve postgraduate students and alleviate some of the demand on the Guild Kitchen at JO.34.215. To ensure effective utilisation of our budget, it is crucial that we focus on maximising our provisions in the remaining months of the fiscal year. This includes not only reinstating services at Mount Lawley but also enhancing offerings at the South West campus. By strategically allocating our resources and addressing the gaps identified in our service delivery, we can meet the needs of our diverse student population and effectively spend our budget, ultimately enriching the campus community experience for all students.

In our ongoing efforts to support sporting and recreational activities for students, the ECU Student Guild is pleased to report significant activity throughout the year, with a total expenditure of \$364,945 against an annual budget of \$483,313. This leaves us with a remaining budget of \$118,368, representing 24% of our total allocation. As we advance into the final quarter, it is essential that we effectively utilise this remaining budget to enrich the student experience and ensure all funds are spent appropriately. The data indicates a steady increase in engagement, with 58 events held in Q3 alone, surpassing the previous quarters. Notably, our partnership events with the University and third-party activations have contributed positively to our programme diversity. However, we

recognise the need to address critical issues that may hinder our progress, such as the lower-than-expected ticket sales for the Guild Ball. This shortfall highlights a demographic challenge, as we have not sufficiently engaged with domestic students, who represent a significant portion of our audience. To enhance our reach and effectiveness, we must explore strategies to better connect with this group, ensuring that our events cater to their interests and encourage greater participation. Additionally, we should consider the possibility of expanding our event offerings and sponsorship opportunities to maximise attendance and engagement. Looking ahead, it is crucial that we remain proactive in our planning and execution of events, particularly in the lead-up to the year's end. By focusing on optimising our resources and addressing identified challenges, we can ensure the effective spending of our budget while fostering a vibrant and inclusive community for all ECU students.

In reviewing the activity related to our budget allocation for supporting student clubs, it is clear that while we have made significant strides in the administration of these groups, we face critical challenges that may hinder our ability to fully utilise the allocated funds of \$410,580 for the year. As of now, we have spent \$259,248, leaving us with a remaining budget of \$151,332, which constitutes 37% of our total annual budget. The increase in the number of active clubs, from 32 in Q1 to 41 in Q3, indicates a growing engagement among students; however, this has not translated into a proportional increase in funding requests. The total funding disbursed across the quarters has fluctuated, revealing a concerning downward trend in club activity and financial engagement. The total funding provided this year stands at \$49,627.76, which, while an improvement over the previous year, still highlights a significant gap in utilisation compared to our total budget. Compounding these issues is the ongoing decline in the functionality of our current financial management platform, Vascopay. This has prompted our decision to transition to Volopay, a change we anticipate will enhance our capacity to support clubs effectively. It is imperative that we implement this transition swiftly to ensure a smoother funding process for the clubs.

In reflecting on our efforts to promote the health and welfare of students, we acknowledge both the progress made and the challenges that lie ahead. With an annual budget of \$275,016, we have expended \$174,785 to date, leaving a remaining budget of \$100,231, which represents 36% of our total allocation. Throughout the year, we have seen a positive trend in the number of appointments and students supported, particularly among international students. Notably, there were 54 appointments in Q3 alone, demonstrating a growing demand for our services. However, it is concerning that despite this demand, a significant portion of our budget remains unspent. The nature of assistance provided has predominantly focused on financial support, with a notable increase in referrals for mental health services, highlighting the critical welfare needs of our student body. We face critical issues that have impacted our service delivery, including staffing constraints within the Guild Advisory Service team, which resulted in increased wait times for students seeking assistance.

In assessing our initiatives to assist students with their financial affairs, we recognise both the achievements and the challenges that have emerged throughout the year. With an annual budget of \$104,254, our current expenditure stands at \$61,198, leaving us with a remaining budget of \$43,056—41% of our total allocation. The data indicates a modest level of engagement with discretionary and practicum grants, with a total of three grants issued, amounting to \$1,981.40. Although we have effectively supported students through vouchers and referrals to FoodBank WA, with a total support value of \$22,946.40 provided over the quarters, the current low uptake of discretionary grants suggests that there may not be a pressing need for these services among the student body at this time. Moreover, the significant decline in bookshop transactions in the most recent quarter, despite initial signs of recovery, raises concerns about our ability to generate additional income to support our initiatives.

The Guild has made notable progress towards fulfilling the objectives of KPI 6, with a total spend of \$51,256 against an annual budget of \$79,709. The delayed content submissions have created significant bottlenecks, hindering our production timelines and overall project delivery. To mitigate this, we must implement stricter deadlines in 2025 and enhance communication with contributors to ensure timely submissions moving forward. Additionally, the concerns regarding print quality have necessitated adjustments that could have been avoided with more rigorous quality checks in the initial stages. As we refine our processes, we must also focus on securing a greater number of contributors to enrich the diversity and volume of content produced.

The Guild has made some progress towards achieving the objectives outlined in KPI 7, with a total expenditure of \$106,462 against an annual budget of \$180,283. As we review our current standing, we recognise that there remains a significant budget of \$73,821, representing 41% of our total allocation. The data reveals a concerning trend in course attendance, particularly highlighted by the Financial Skills Workshop, which, despite a strong initial registration, yielded only 47 attendees. This suggests that our outreach and engagement strategies may need re-evaluation to better connect with students and encourage their participation. Furthermore, the overall number of courses offered has fallen short of our initial expectations, contributing to a substantial underspend. With only five courses conducted thus far, it is evident that our current approach may not be sufficiently meeting student needs or interests.

The Guild has made significant strides in advocating for student interests under KPI 8, with a reported expenditure of \$140,025 from an annual budget of \$213,477. As we approach the end of the financial year, we are left with a remaining budget of \$73,452, which constitutes 34% of our total funding. The data indicates a consistent level of student engagement across the three quarters, with a total of 1,039 appointments made, supporting both domestic and international students. However, the drop in support numbers in Q3, especially in the areas of academic misconduct and progression status reviews, raises concerns about our capacity to meet student needs. Moreover, the inability of Guild

Advisory Officers (GAOs) to attend all requested Student Appeals Committee (SAC) hearings highlights staffing limitations that must be addressed to provide comprehensive support. To maximise the support available to students, the Guild has employed an additional Guild Advisory Officer, adding 0.6 FTE to the department. We should see a significant improvement in the availability of appointments and staff available for SAC hearings in the coming months following a period of induction and onboarding.

The Guild has made significant strides in enhancing the orientation experience for students, with a total expenditure of \$125,133 out of an annual budget of \$161,726. This demonstrates our commitment to providing essential information and support to help students acclimatise to university life. Notably, our participation in the metro Get Set Sessions and successful events such as the Clubs Carnival, which attracted over 500 students, exemplifies our efforts to engage the student body effectively. However, we face challenges, particularly the unpredictable weather during Semester 2, which has hindered some of our planned activities. Additionally, the lower turnout at the Mount Lawley welcome back lunch indicates a need for more targeted initiatives in less active areas.

In conclusion, this report highlights the ECU Student Guild's ongoing commitment to enhancing the student experience while effectively managing our financial resources. With a clear focus on maximising our budget allocations across various services, we have made substantial progress in several areas, though challenges remain that require our immediate attention. As we enter the final quarter of 2024, we have effectively spent significant portions of our budgets in areas such as food and drink provision, sporting activities, and health and welfare services. However, we must address the remaining budgets across these initiatives to ensure comprehensive utilisation. Additionally, the transition to a new financial management platform for student clubs is critical to enhance our support for these groups and increase funding requests. Our low engagement with discretionary grants and the challenges in promoting our courses indicate a need for improved outreach and tailored offerings to better meet student needs. As we continue to promote health and welfare, we acknowledge the increasing demand for our services yet recognise the need to better manage our resources to ensure timely assistance for all students. We are optimistic about the upcoming quarter and are committed to implementing remediation plans and exploring new strategies to engage our diverse student population. In summary, by focusing on maximising our remaining budgets and addressing the identified challenges, we continue to foster a vibrant, inclusive community at ECU and ensure that the funds entrusted to us are spent effectively in support of our students' needs.

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		\$77,645
	Budget Remaining		\$ 13,997 15 %
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	\$ -	
	Q3		Joondalup	\$ 6,097.77	
			Mount Lawley	\$ 27.76	
			South West	\$ 104.25	

Events and Activities where free food and/or drink were provided

Event/Activity	Food/Drink Supplied	Campus	Total
NAIDOC Week BBQ	Food & Beverages	Mount Lawley	30
Fremantle Prison Tour	Food & Beverages	Off-Site	
WINTER Ball - Hyatt	Food & Beverages	Off-Site	
JO Get Set	Food & Beverages	Joondalup	
ML Get Set	Food & Beverages	Mount Lawley	
Ice Skating Perth	Food & Beverages	Off-Site	

		Inbound Study Abroad	Food & Beverages	Mount Lawley		
		ML Guild Clubs Carnival	Food & Beverages	Mount Lawley		
		JO Clubs Carnival	Food & Beverages	Joondalup		
		Semester 2 Party	Food & Beverages	Joondalup		
		SW Welcome Back	Food & Beverages	Bunbury		
		International BBQ	Food & Beverages	Joondalup		
		Bollywood Loop	Food & Beverages	Off-Site		
		Tokyo City University BBQ S2	Food & Beverages	Mount Lawley		
		AQWA	Food & Beverages	Off-Site		
		Guild Careers Showcase	Food & Beverages	Joondalup		
		India + Pakistan Independence Day	Food & Beverages	Joondalup		
		Pizza & Pool	Food & Beverages	Bunbury		
		Badminton & Pickleball - Pizza	Food & Beverages	Joondalup		
		Speech Pathology Week BBQ	Food & Beverages	Joondalup		

		Bowling & Laser Tag	Food & Beverages	Off-Site		
		Wear It Purple BBQ	Food & Beverages	Joondalup		
		Elections BBQ - Information	Food & Beverages	Joondalup		
		RU-OK Day	Food & Beverages	Joondalup		
		Matagarup Zip Line	Food & Beverages	Off-Site		
		International BBQ	Food & Beverages	Mount Lawley		
		Women's Community RU-OK Charity Night	Food & Beverages	Joondalup		
		Engineering BBQ	Food & Beverages	Joondalup		
		Onam Festival	Food & Beverages	Joondalup		
		Blang Blang BBQ	Food Only	Mount Lawley		
Critical Issues	<ul style="list-style-type: none">• The Guild has closed the student space at Mount Lawley due to ongoing issues with leaks to the office space leading to elevated numbers of mould spores. This has significantly reduced the amount of expenditure to this campus, however, we hope that with remediation plans, we will be able to provide food and beverage services to students in ML in Quarter 4.• With no Senators in the South West it has been difficult to maintain nay of the kitchen provisions provided across Metro Campuses. The Guild is developing relationships with staff at the South West campus who are supportive of ensuring that food and drink provisions are available to students and have agreed to receive orders made by the Guild to restock the kitchen.					

	<ul style="list-style-type: none"> Due to significant utilisation of the Guild Kitchen facilities at Joondalup and the capacity of the Kitchen being a maximum of 26 people at any one time, the Guild has had to close the kitchen from time to time to ensure that we meet our WHS obligations and reduce risks to students. In order to continue to provide appropriate services to meet the needs of ECU students, the Guild will need to explore opportunities with the University on additional kitchen spaces across the campus. In the interim period, we have commenced the stocking of the Staff Lounge at Building 9 for use by Postgraduate students in order to reduce the load on the Guild Kitchen at JO.34.215.
Appendices/Links	

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				\$ 364,945			
	Budget Remaining				\$ 118,368 24 %			
Data	Q3							
	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)
	Badminton & Pickleball	22nd August	1	Joondalup	Guild	No		20
	Women's Community Workshop	22nd August	1	Mount Lawley	Guild	No		10
	Speech Pathology Week	26th August	1	Joondalup	Partnership (Guild & University)	No		100
	Bowling & Laser Tag	28th August	1	Off-Site	Guild	No		20
	Baha'i Society	29th August	1	Joondalup	Guild	No		20
	Wear It Purple	30th August	1	Joondalup	Guild	No		100

	Wear It Purple	30th August	1	Mount Lawley	Guild	No		40
	City of Wanneroo Youth Services	5th September	1	Joondalup	Third Party Activation	No		50
	Futsal	9th September	1	Joondalup	Guild	No		30
	Thrift Swap	10th September	1	Mount Lawley	Guild	No		10
	Engineering BBQ	18th September	1	Joondalup	Guild	No		50
	Women's Community Trivia Night	18th September		Joondalup	Guild	No		10
	Cyber Awareness	19th September	1	Joondalup	Guild	No		20
	Onam Festival	20th September	1	Joondalup	Guild	No		200
	CASSA Redroom	25th - 28th Sept	4	Joondalup	Guild	No		>20
	Global Young Adults Meet	26th September	1	Joondalup	Guild	No		20
	ISSA Workshop	27th September	1	Joondalup	Guild	No		20
	Blang Blang - Indigenous BBQ	30th September	1	Mount Lawley	Partnership (Guild & University)	No		40
	Bowling & Laser Tag	30th September	1	Off-Site	Guild	No		20
	Lightscape	18th July	1	Off-Site	Guild	No		40
	India and Pakistan Independence Day	16th August	1	Joondalup	Guild	No		60
	First Aid Training Certificates	30th August	1	Mount Lawley	Guild	No		15
	ECU City Campus Tour	5th September	1	Off-Site	Guild	No		30
	Go Karting	11th September	1	Off-Site	Guild	No		20
	iFLY	5th September	1	Off-Site	Guild	No		10
	Pickleball and Badminton	12th September	1	Joondalup	Guild	No		20
	R U OK? Day	12th September	1	Joondalup	Partnership (Guild & University)	No		200

	R U OK? Day	12th September	1	Mount Lawley	Partnership (Guild & University)	No		60
	R U OK? Day	12th September	1	Bunbury	Partnership (Guild & University)	No		15
	Zip Line	12th September	1	Off-Site	Guild	No		10
	Womens Community Charity Night	13th September	1	Joondalup	Guild	No		50
	Escape Room	18th September	1	Off-Site	Guild	No		20
	Badminton & Pickleball	19th September	1	Joondalup	Guild	No		20
	Elections BBQ	2nd September	1	Joondalup	Guild	No		80
	Nursing & Midwifery Union Morning Tea	16th August	1	Joondalup	Guild	No		30

		Q1	Q2	Q3
	Number of Events	38	47	58
	Guild Events	28	38	45
	University Supported Events	0	0	0
	Partnership Events (Guild & ECU)	5	8	8
	Third Party Activation	5	0	5
	Joondalup Events	20	33	30
	Mount Lawley Events	10	6	11
	Bunbury Events	3	1	3
	Metro Only	0	0	0
	Offsite	5	7	14
	Number of Sponsored Events	0	0	1
	Total Value of Sponsorship	\$ -	\$ -	\$ 300
	Number of Attendees	5541	2495	3701

Critical Issues	<ul style="list-style-type: none"> As reported previously, we encountered lower-than-expected ticket sales for the Guild Ball. This may be attributed to a demographic issue, as we have not effectively reached domestic students, who constitute the majority of the event's attendees.
Appendices/Links	https://www.facebook.com/media/set/?set=a.950326340466441&type=3 https://www.facebook.com/media/set/?set=a.925236229642119&type=3 https://www.facebook.com/media/set/?set=a.916344113864664&type=3 https://www.facebook.com/media/set/?set=a.907588588073550&type=3

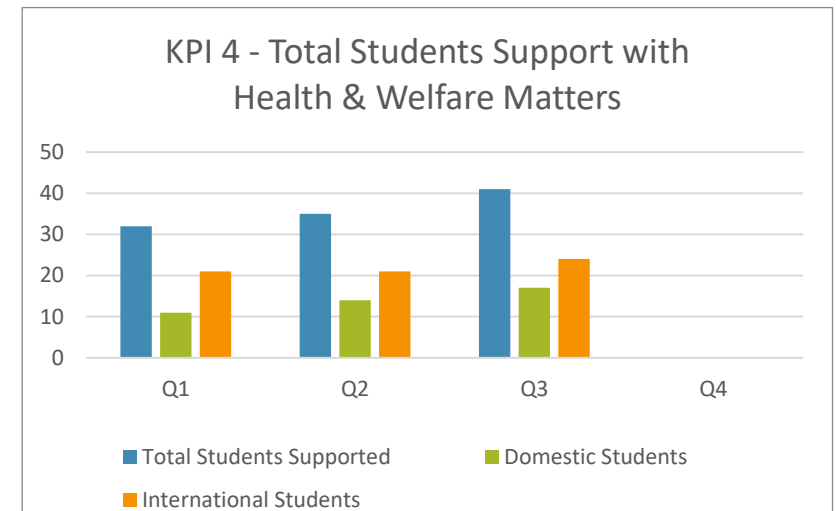
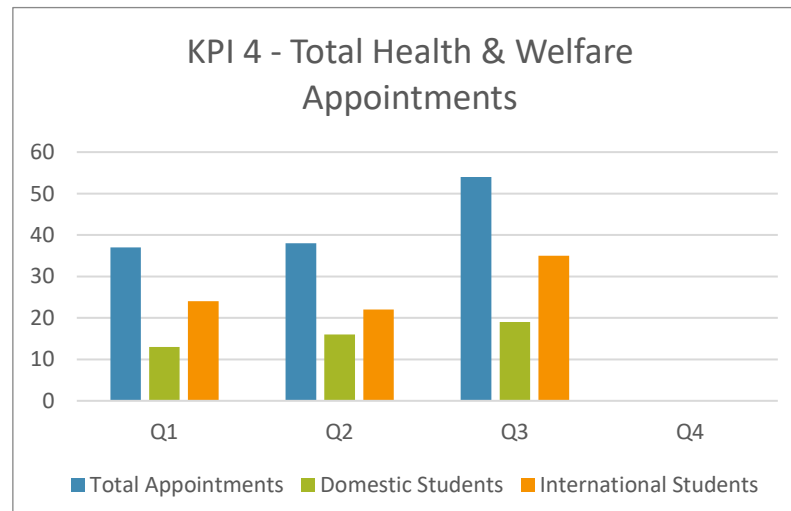
ACTIVITY – KPI 3	SUPPORTING THE ADMINISTRATION OF A CLUB, MOST OF WHOSE MEMBERS ARE STUDENTS [STATUTE 29(3.2)(2)9C)]				
Budget	Annual Budget			\$ 410,580	
	Spend to Date			\$ 259,248	
	Budget Remaining			\$ 151,332 37 %	
Data					
				</	

	<table><tr><td>First Nations Clubs</td><td>\$ -</td><td></td><td>\$ -</td></tr><tr><td>International Clubs</td><td>\$ 3,661.10</td><td>\$ 3,927.56</td><td>\$ 3,600.00</td></tr><tr><td>Undergraduate Clubs</td><td>\$ 3,545.95</td><td>\$ 4,929.41</td><td>\$ 527.70</td></tr><tr><td>Postgraduate Clubs</td><td>\$ -</td><td></td><td>\$ -</td></tr><tr><td>South West Clubs</td><td>\$ -</td><td></td><td>\$ -</td></tr><tr><td>Total Quarterly Funding</td><td>\$ 18,884.35</td><td>\$ 19,611.17</td><td>\$ 11,132.24</td></tr></table>	First Nations Clubs	\$ -		\$ -	International Clubs	\$ 3,661.10	\$ 3,927.56	\$ 3,600.00	Undergraduate Clubs	\$ 3,545.95	\$ 4,929.41	\$ 527.70	Postgraduate Clubs	\$ -		\$ -	South West Clubs	\$ -		\$ -	Total Quarterly Funding	\$ 18,884.35	\$ 19,611.17	\$ 11,132.24	Annual Comparison			
		First Nations Clubs	\$ -		\$ -																								
		International Clubs	\$ 3,661.10	\$ 3,927.56	\$ 3,600.00																								
		Undergraduate Clubs	\$ 3,545.95	\$ 4,929.41	\$ 527.70																								
		Postgraduate Clubs	\$ -		\$ -																								
		South West Clubs	\$ -		\$ -																								
		Total Quarterly Funding	\$ 18,884.35	\$ 19,611.17	\$ 11,132.24																								
		2022	2023	2024																									
	Number of Affiliated Clubs	56	39	41																									
	Total Funding	\$ 46,524.18	\$ 35,634.85	\$ 49,627.76																									
	Critical Issues	<ul style="list-style-type: none">Club funds are currently managed via Vascopay, however the platform's functionality and customer support has decreased significantly over the past quarter. We are planning to change to a new provider (Volopay) to ensure we can effectively manage club funds.There has been a lack of activity among affiliated Clubs in 2024 which has resulted in a decrease in Club grant and top up requests despite ongoing reminders and encouragement to Clubs. It is likely that this budget will underspend at year end.																											
Appendices/Links <ul style="list-style-type: none">https://clubs.ecuguild.org.au/clubs-list/https://clubs.ecuguild.org.au/resources/																													

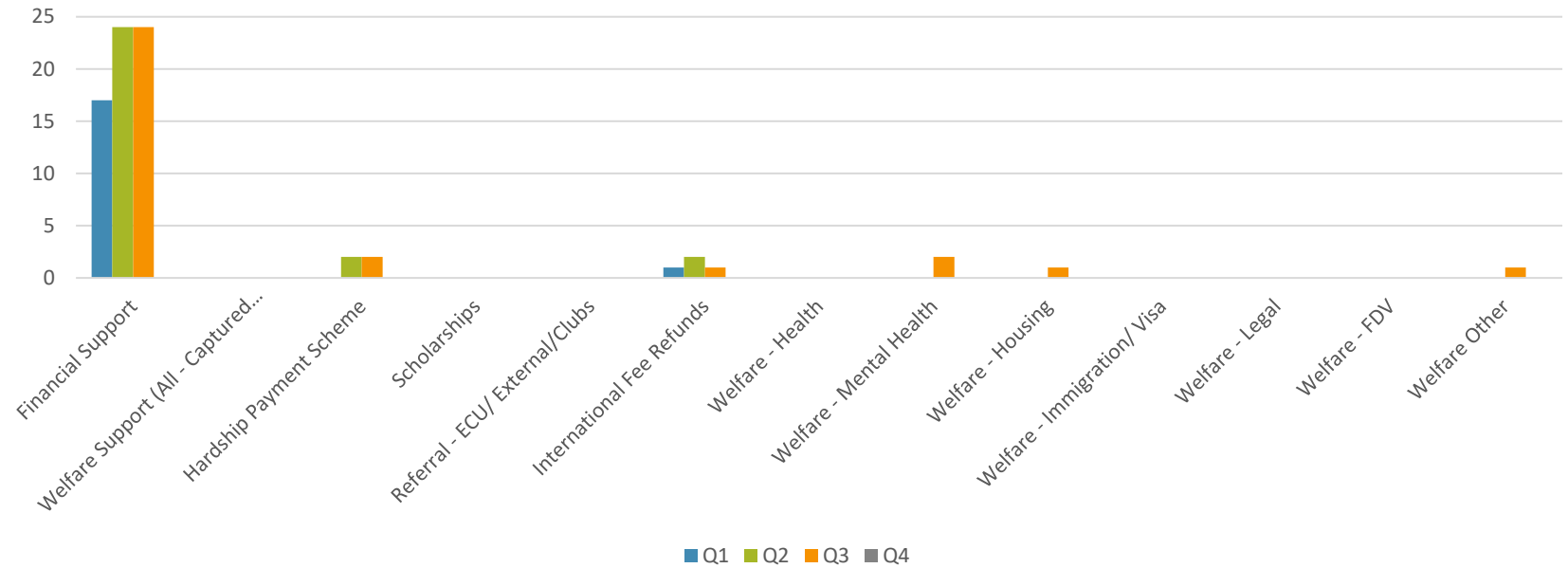
ACTIVITY - KPI 4		PROMOTING THE HEALTH OR WELFARE OF STUDENTS [STATUTE 29(3.2)(2)(F)]				
Budget		Annual Budget			\$ 275,016	
		Spend to Date			\$ 174,785	
		Budget Remaining			\$ 100,231 36 %	
Data						
	KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]					
		Q1	Q2	Q3	Q4	
	Total Appointments	37	38	54	0	
	Domestic Students	13	16	19	0	
	International Students	24	22	35	0	
	Total Students Supported	32	35	41	0	
	Domestic Students	11	14	17	0	
	International Students	21	21	24	0	
	Nature of Assistance Required					
		Q1	Q2	Q3	Q4	
	Financial Support	17	24	24	0	
	Welfare Support (All - Captured Pre-Change)	0	0	0	0	
	Hardship Payment Scheme	0	2	2	0	
	Scholarships	0	0	0	0	
	Referral - ECU/ External/Clubs	0	0	0	0	
	International Fee Refunds	1	2	1	0	
	Welfare - Health	0	0	0	0	

		Welfare - Mental Health	0	0	2	0
		Welfare - Housing	0	0	1	0
		Welfare - Immigration/ Visa	0	0	0	0
		Welfare - Legal	0	0	0	0
		Welfare - FDV	0	0	0	0
		Welfare Other	0	0	1	0
		Campus of Study				
		<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
			Q1	Q2	Q3	Q4
		Joondalup	35	28	24	0
		Mount Lawley	2	2	2	0
		South West	0	0	3	0
		Online	2	1	1	0
		Interstate	0	0	0	0
		Offshore	0	0	0	0
		Referrals				
			Q1	Q2	Q3	Q4
		Total Referrals	6	64	94	0
		Financial Welfare Service	2	2	2	0
		Mental Health (External)	0	1	26	0
		ECU - Counselling	0	25	7	0
		ECU - Crisis Line	0	3	34	0
		ECU - Living Room	0	24	0	0
		Health	1	0	2	0
		Housing	0	0	0	0
		Immigration/ Visa	0	1	0	0

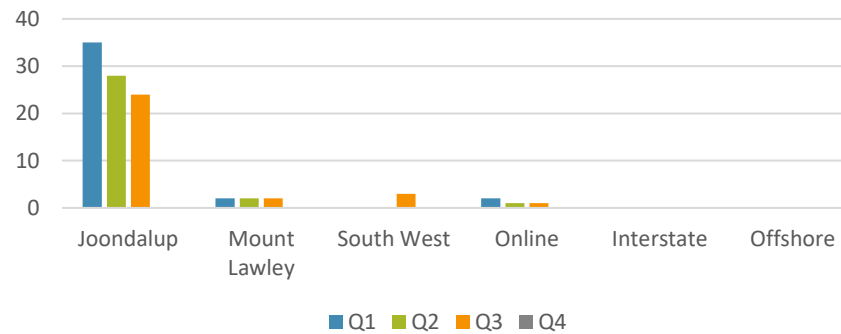
Legal	0	1	1	0
Ombudsman/ Commission	0	0	19	0
Other	3	7	94	0
Respect Now Always Stats				
	Q1	Q2	Q3	Q4
Total Reports	3	4	1	0
Sexual Assault	0	1	0	0
Domestic/ Family Violence	3	3	1	0
Discrimination	0	0	0	0
Rape	0	0	0	0
Harassment	0	0	0	0
Racism	0	0	0	0
Hazing	0	0	0	0



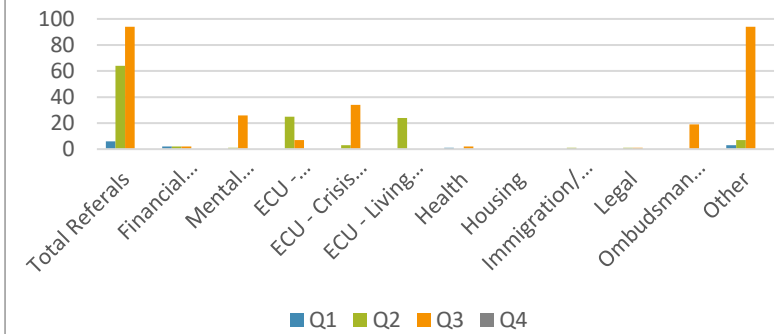
KPI 4 - Nature of Assistance Required



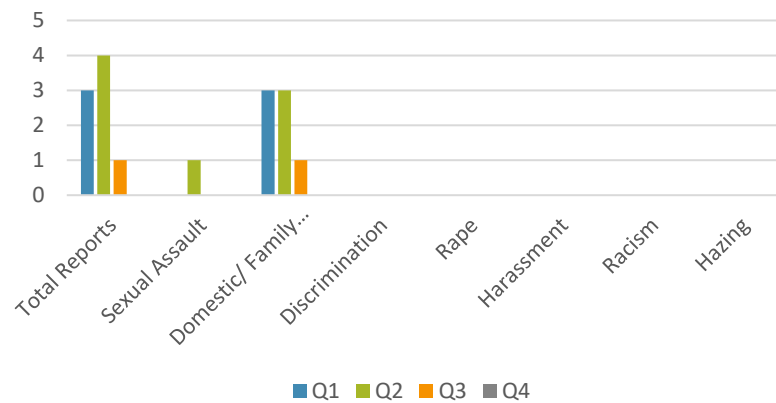
KPI 4 - Health & Welfare, Campus of Study



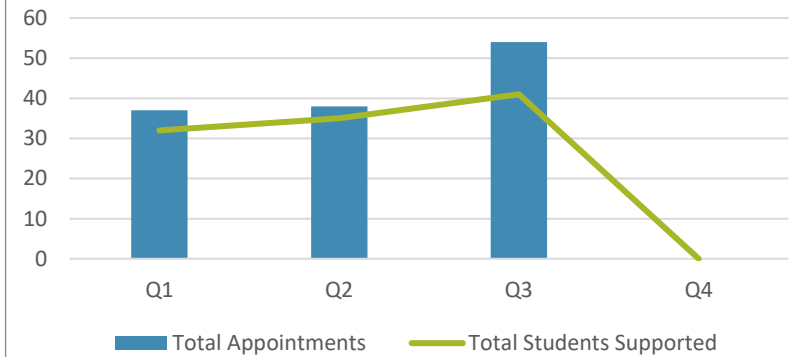
KPI 4 - Health & Welfare Referrals Made



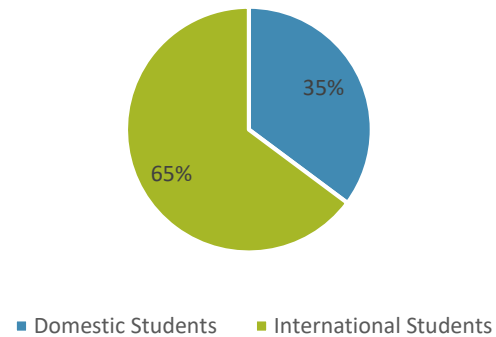
KPI 4 - Respect Now Always Disclosures



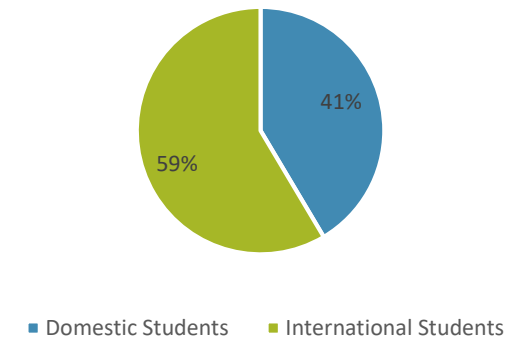
KPI 4 - Number of Health & Welfare Appointments vs Number of Students



KPI 4 - Domestic vs International Appointments for Health & Welfare
Q3



KPI 4 - Domestic vs International Students Accessing Health & Welfare Supports
Q3



Critical Issues	<ul style="list-style-type: none"> • The GAS team was still operating with two staff members during July and August. • Although students appointment needs were met during this time, wait times increased to two weeks or more leading up to the deadline for Formal Review applications. • GAOs prioritised immediate student welfare and mental health support needs, and referred students to ECU Psychological Counselling Support service, The Living Room, and external support services during this quarter as appropriate.
Appendices/Links	

ACTIVITY – KPI 5	HELPING STUDENTS WITH THEIR FINANCIAL AFFAIRS [STATUTE 29(3.2)(2)(I)]				
Budget	Annual Budget			\$ 104,254	
	Spend to Date			\$ 61,198	
	Budget Remaining			\$ 43,056 41 %	
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	1	0
	Number of Discretionary Grants Issued	0	2	1	0
	Number of Discretionary Grants Rejected	0	0	0	0
	Total Value of Discretionary Grants Issued	\$ -	\$ 1,000.00	\$ 481.40	\$ -
	Number of Practicum Grant Applications	0	1	1	0
	Number of Practicum Grants Issued	0	1	1	0
	Number of Practicum Grants Rejected	0	0	0	0
	Total Value of Practicum Grants Issued	\$ -	\$ 500.00	\$ 500.00	\$ -
	Number of Vouchers Issued	17	16	27	0
	Total Value of Vouchers Issued	\$ 1,050.00	\$ 1,025.00	\$ 1,750.00	\$ -
	Number of FoodBank WA Referrals	7	15	10	0
	Total Value of FoodBank WA Referrals	\$ 3,640.00	\$ 7,800.00	\$ 5,200.00	\$ -

	\$	\$	\$	\$
	4,690.00	10,325.00	7,931.40	-
Total Value of Support Provided				

Bookshop			
Stock	Q1	Q2	Q3
Opening Stock	\$ 7,537.50	\$ 6,816.23	\$ 5,302.00
Closing Stock	\$ 6,816.23	\$ 5,302.00	\$ 5,176.00

Transactions (Buy Backs)	Q1			Q2			Q3		
	JO	ML	BU	JO	ML	BU	JO	ML	BU
Number of Transactions									
Number of Books	6			4			0		
Buyback Value	\$ 321.00			\$ 185.00			\$ -		

Transactions (Sales) - Processed through JO	Q1	Q2	Q3
Number of Transactions	27	10	6
Number of Books/Items	27	10	6

		Sales Value	\$ 1,146.50	\$ 289.50	\$ 241.81	
		Cash Sales	\$ -	\$ -	\$ -	
		Square Sales	\$ 1,146.50	\$ 289.50	\$ 241.81	
Critical Issues	<ul style="list-style-type: none"> • The Guild Advisory Service has seen an increase in students needing immediate financial assistance for daily essentials. • The Bookshop activity has significantly decreased in the past quarter, despite signs of revival at the beginning of the year. 					
Appendices/Links						

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	\$ 51,256	
	Budget Remaining	\$ 28,453 36 %	
Critical Issues	<ul style="list-style-type: none">Delayed Content Submission: Several contributors submitted their content later than the agreed deadline, which caused delay in editing and overall timeline.Print Quality Concerns: After the first test run of print, it was noted that there were some inconsistencies in the colour quality. We had to adjust the settings and rerun the prints, ensuring the final output met our standards.Lack of Contributors: There is a noticeable shortage of contributors, which has impacted the variety and volume of content available for the project. This lack of participation is hindering Dircksey’s ability to meet our content goals and deadlines.		
Appendices/Links	<ul style="list-style-type: none">Dircksey Magazine -https://dircksey.com/Link to magazine: https://issuu.com/ecuguild/docs/dircksey_final_working_doc_copyGuild Website – https://www.ecuguild.org.au		

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			\$ 106,462																													
	Budget Remaining			\$ 73,821 41 %																													
Data	<table><thead><tr><th colspan="4">Q3</th></tr><tr><th>Course Name</th><th>Organiser</th><th colspan="2">Total Attendees</th></tr></thead><tbody><tr><td>Financial Skills Workshop</td><td>Undergraduate Department</td><td colspan="2">47</td></tr><tr><td>First Aid Certificate</td><td>Undergraduate Department</td><td colspan="2">15</td></tr></tbody></table> <table><thead><tr><th></th><th>Q1</th><th>Q2</th><th>Q3</th></tr></thead><tbody><tr><td>Total Courses</td><td>2</td><td>1</td><td>2</td></tr><tr><td>Total Attendees</td><td>100</td><td>12</td><td>62</td></tr></tbody></table>					Q3				Course Name	Organiser	Total Attendees		Financial Skills Workshop	Undergraduate Department	47		First Aid Certificate	Undergraduate Department	15			Q1	Q2	Q3	Total Courses	2	1	2	Total Attendees	100	12	62
Q3																																	
Course Name	Organiser	Total Attendees																															
Financial Skills Workshop	Undergraduate Department	47																															
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	Q1	Q2	Q3																														
Total Courses	2	1	2																														
Total Attendees	100	12	62																														
Critical Issues	<ul style="list-style-type: none">The Financial Skills workshop had low numbers despite high registrations.The number of courses provided to students to date has been significantly lower than anticipated at the commencement of the year. This has resulted in a significant underspend which is unlikely to improve as we approach December.																																
Appendices/Links	<ul style="list-style-type: none">																																

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			\$ 140,025	
	Budget Remaining			\$ 73,452 34 %	
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	312	0
	Domestic Student	115	89	91	0
	International Student	178	58	90	0
	Total Students Supported	245	286	139	0
	Domestic Student	101	80	40	0
	International Student	144	206	99	0
	Nature of Assistance Required				
		Q1	Q2	Q3	Q4
	Academic Misconduct (AM)	6	69	57	0
	Academic Progression Status Review (APSR)	50	5	42	0
	Application for Submission of previous work	0	0	0	0
	Complaints	5	10	5	0
	Course Intermission	0	0	1	0
	Deferrals/Extensions/Exams/Assessments	7	0	5	0
	Formal Review (FR)	15	9	23	0

		General Advice	26	24	19	0
		General Misconduct (GM)	0	7	4	0
		Informal Review (IR)	12	12	22	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	2	0
		Special Consideration/Resubmission	2	20	10	0
		Student Appeals Committee - Academic Misconduct (SAC-AM)	6	28	29	0
		Student Appeals Committee - General Misconduct (SAC-GM)	0	0	0	0
		Student Appeals Committee - Other	15	3	6	0
		Withdrawal Without Penalty (Financial/Academic) (WWF/A)	81	64	61	0
		Number of Students By School				
		School of Arts & Humanities	43	20	25	0
		School of Business & Law	68	59	94	0
		School of Education	19	52	29	0
		School of Engineering	55	41	74	0
		School of Medical & Health Sciences	25	14	39	0
		School of Nursing & Midwifery	31	48	66	0
		School of Science	50	64	81	0
		WAAPA	1	0	0	0
		Campus of Study				
		<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
		Joondalup	133	159	102	0
		Mount Lawley	8	31	15	0
		South West	2	3	8	0
		Online	23	15	14	0
		Interstate	0	0	0	0

Offshore

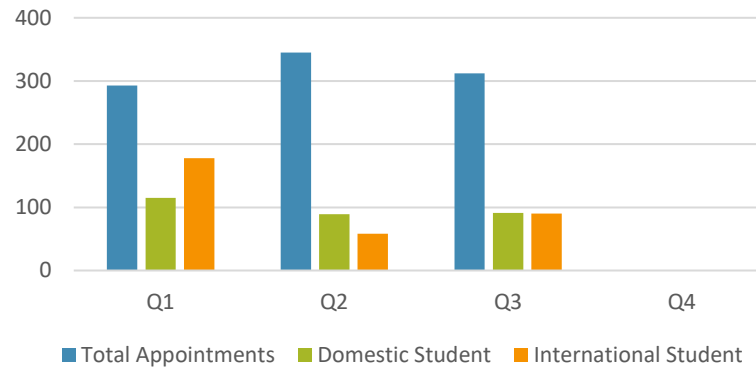
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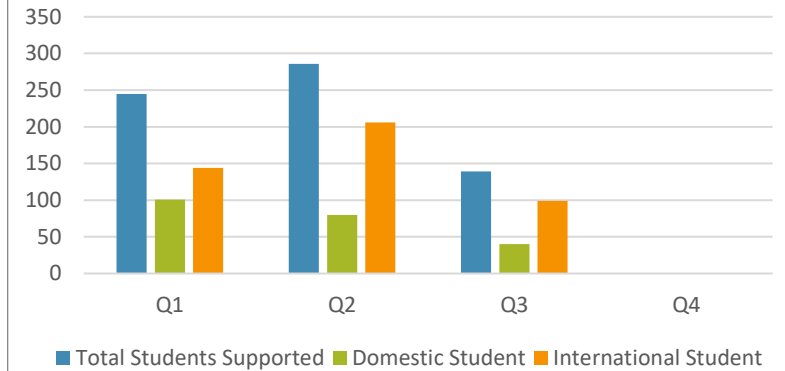
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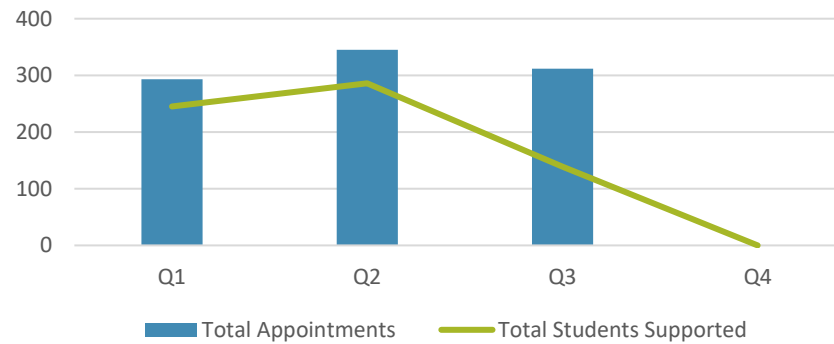
KPI 8 - Total Academic Advocacy Appointments



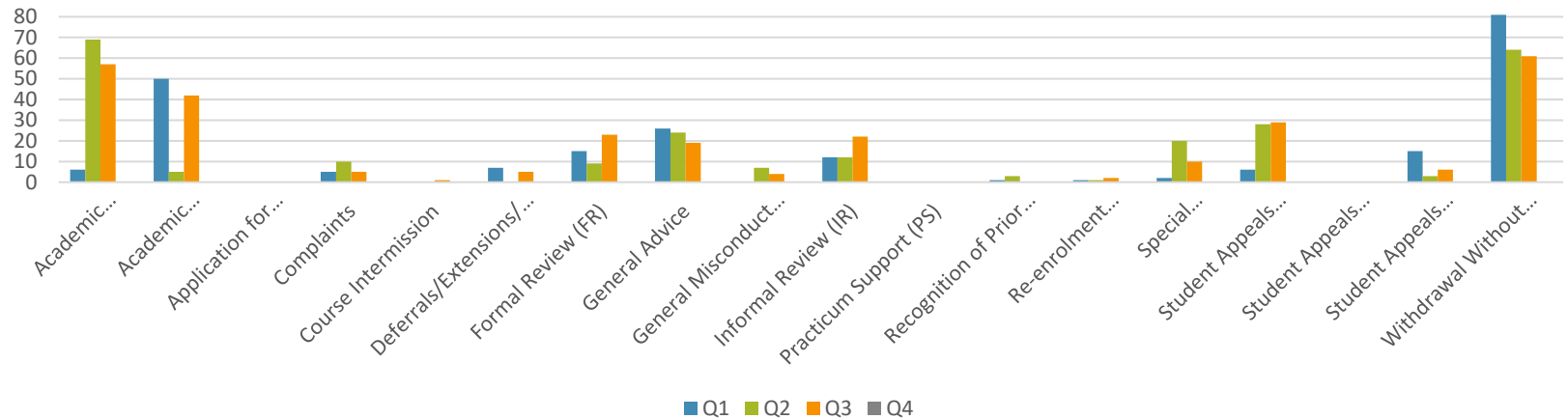
KPI 8 - Total Students Receiving Academic Advocacy Support



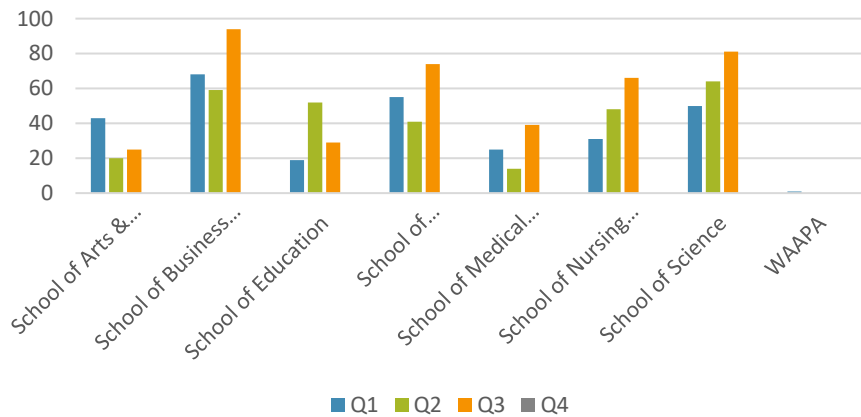
KPI 8 - Number of Academic Advocacy Appointments vs Number of Students



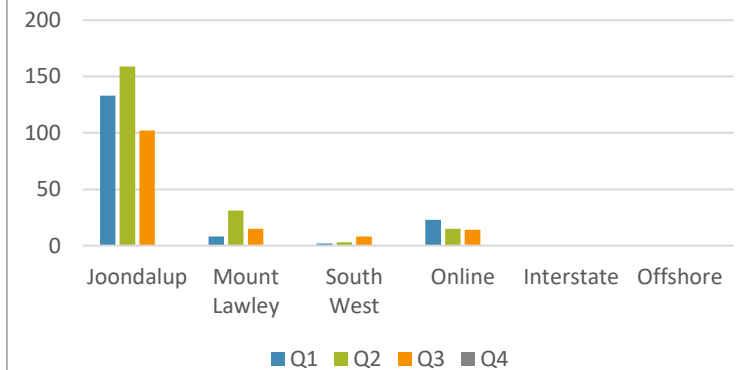
KPI 8 - Nature of Assistance Required

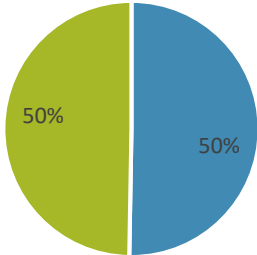
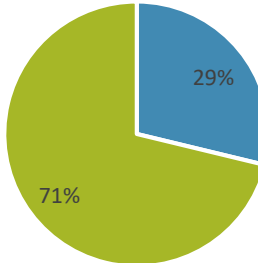


KPI 8 - School of Study



KPI 8 - Academic Advocacy, Campus of Study



	<div> <p>KPI 8 - Domestic vs International Students Accessing Academic Advocacy Q3</p>  <table border="1"> <thead> <tr> <th>Student Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Domestic Student</td> <td>50%</td> </tr> <tr> <td>International Student</td> <td>50%</td> </tr> </tbody> </table> </div> <div> <p>KPI 8 - Domestic vs International Students Accessing Academic Advocacy Q3</p>  <table border="1"> <thead> <tr> <th>Student Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Domestic Student</td> <td>29%</td> </tr> <tr> <td>International Student</td> <td>71%</td> </tr> </tbody> </table> </div>	Student Type	Percentage	Domestic Student	50%	International Student	50%	Student Type	Percentage	Domestic Student	29%	International Student	71%
Student Type	Percentage												
Domestic Student	50%												
International Student	50%												
Student Type	Percentage												
Domestic Student	29%												
International Student	71%												
Critical Issues	<ul style="list-style-type: none"> GAOs attended SAC hearings, Academic Misconduct meetings and General Misconduct meetings in the capacity of the students' support person, however were unable to attend 6 SAC hearings as requested by students, due to limited availability of GAO staff early in this quarter. 												
Appendices/Links													

ACTIVITY – KPI 9	GIVING STUDENTS INFORMATION TO HELP THEM IN THEIR ORIENTATION [STATUTE 29(3.2)(2)(R)]	
Budget	Annual Budget	\$ 161,726
	Spend to Date	\$ 125,133
	Budget Remaining	\$ 36,593 23 %
Report on Orientation Activities	<p>ECU Guild attended both metro Get Set Sessions in support of ECU running the BBQ and operating a merchandise stall.</p> <p>ECU Guild also ran a Mount Lawley welcome back lunch in the Student Lounge, Clubs Carnival at ECU Joondalup that exceeded expectations (Approx 500+ students) despite weather and a Bunbury Lunch in Week 2.</p> <p>Activities are continually hampered by weather during Semester 2 orientation.</p>	
Critical Issues	<ul style="list-style-type: none"> Weather is unreliable Semester 2. Low turnout in Mount Lawley, less clubs based there so less action for students 	
Appendices/Links		

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	<ul style="list-style-type: none">None							
Appendices/Links	<ul style="list-style-type: none">Financial Report - QUARTERLY FINANCIAL REPORThttps://ecuguild.org.au/senate/important-documents/Training ReportsApproved/Reviewed Policies:<ul style="list-style-type: none">Complaints PolicyDircksey RegulationsGuild Advisory Service User PolicyRight to Disconnect PolicySmoke-Free Workplace Policy							

ACTIVITY – KPI 11	PLANNING, REPORTING AND HANDOVER		
Budget	Annual Budget		\$ N/A
	Spend to Date		\$ N/A
Key Data	None		
Critical Issues	<ul style="list-style-type: none"> • None 		
Appendices/Links	<ul style="list-style-type: none"> • Financial Report - QUARTERLY FINANCIAL REPORT • Guild Annual Report & Audited Financial Statements - https://ecuguild.org.au/wp-content/uploads/2024/04/Annual-Report-2023-web-sml.pdf • Minutes of Senate Meetings - https://ecuguild.org.au/senate/minutes/ • Strategic Plan 2020 -2025 - https://ecuguild.org.au/wp-content/uploads/2020/05/ECU-Guild-Strategic-Plan_web.pdf 		

SSAF Quarterly Financial Report FY24 Q3

Edith Cowan University Student Guild

ABN 87 081 487 187

For the 9 months ended 30 September 2024

Contents

3	Income & Expenditure
5	Statement of Financial Position
6	Statement of Cash Flows
7	Notes to the Financial Statements
12	Spending Program by SSAF Category

Income & Expenditure

Edith Cowan University Student Guild For the 9 months ended 30 September 2024

	Q1 2024	Q2 2024	Q3 2024	YTD 2024	FY 2023
Income					
SSAF Funding	500,000	500,000	500,000	1,500,000	1,865,180
Total Income	500,000	500,000	500,000	1,500,000	1,865,180
Expenditure					
Student Support Program Costs					
A - Provision of Food & Drink	23,061	24,591	29,993	77,645	115,958
B - Supporting Sporting & Recreational Activity	114,351	124,427	126,166	364,945	487,605
C - Club Administration Support	76,927	88,329	93,992	259,248	377,374
F - Health & Welfare of Students	52,190	53,198	69,397	174,785	311,300
I - Helping Students with their Financial Affairs	17,380	19,218	24,600	61,198	61,459
N - Supporting Production & Dissemination of Student Media	16,212	17,563	17,482	51,256	52,701
O - Helping Students Develop Study Skills	33,696	35,918	36,848	106,462	134,605
P/Q - Student Advocacy re University Rules	41,813	42,367	55,845	140,025	186,002
R - Information to help students through Orientation	74,045	22,871	28,216	125,133	139,666
Total Student Support Program Costs	449,676	428,482	482,539	1,360,697	1,866,668
Total Expenditure	449,676	428,482	482,539	1,360,697	1,866,668
Gross SSAF Surplus/(Deficit)	50,324	71,518	17,461	139,303	(1,488)
Indirect Costs					
Indirect Costs	-	-	-	-	-
Total Indirect Costs	-	-	-	-	-
SSAF Surplus/(Deficit)	50,324	71,518	17,461	139,303	(1,489)
Non-SSAF					
Income					
Advertising Income	3,350	50	1,550	4,950	1,833
Book Sales	1,070	272	242	1,584	2,804
Stall Holder fees	5,764	-	-	5,764	7,799
Ticket Sales	4,849	2,562	19,318	26,729	42,180
Non SSAF Program Revenue	10,800	665	86,439	97,903	83,190
Interest & Investment Income	6,360	7,180	7,466	21,005	26,163
Other Income	2,515	1,908	1,377	5,800	7,816
Total Income	34,708	12,636	116,392	163,736	171,785
Expenses					
Interest & Investment Costs	138	-	-	138	71
Depreciation	8,687	9,442	9,641	27,769	17,809
Unisports & Non SSAF Grants Paid	8,390	1,875	13,078	23,343	7,815
Events (Non-SSAF)	1,225	249	4,207	5,681	2,011
Food & Drink (Non SSAF)	419	205	234	858	-

	Q1 2024	Q2 2024	Q3 2024	YTD 2024	FY 2023
Helping Overseas Students	9,251	7,885	9,726	26,862	40,908
ECU Emu's Merchandise Costs	-	1,970	-	1,970	5,742
Records Project	-	-	22,545	22,545	24,385
Total Expenses	28,110	21,625	59,430	109,166	98,741
Total Non-SSAF	(6,598)	8,989	(56,962)	(54,571)	(73,044)
Combined SSAF/Non-SSAF Surplus/Deficit	56,922	62,528	74,423	193,873	71,556

Statement of Financial Position

Edith Cowan University Student Guild

As at 30 September 2024

	NOTES	30 SEPT 2024	31 DEC 2023
Assets			
Current Assets			
Bank accounts	2	2,103,453	1,704,729
Receivables & Accruals	3	18,646	408,614
Inventory	4	14,793	17,325
Prepayments	5	10,479	65,142
Club Floats		6,589	5,363
Total Current Assets		2,153,959	2,201,172
Non-current Assets			
Property, plant and equipment	6	189,732	208,006
Total Non-current Assets		189,732	208,006
Total Assets		2,343,691	2,409,178
Liabilities			
Current Liabilities			
Creditors & accruals	7	131,254	417,346
Other current liabilities	8	22,412	22,412
Employee Provisions	9	136,259	108,754
Prepaid Revenue		12,185	15,535
Paid Parental Leave Accruals		-	3,531
Total Current Liabilities		302,110	567,578
Non-current Liabilities			
Employee provisions	9	16,036	9,928
Total Non-current Liabilities		16,036	9,928
Total Liabilities		318,146	577,506
Net Assets		2,025,545	1,831,671
Equity			
Retained Earnings			
Retained Earnings		1,241,184	1,241,184
Retained Earnings..		590,488	518,932
Current Year Earnings		193,873	71,556
Total Retained Earnings		2,025,545	1,831,671
Total Equity		2,025,545	1,831,671

Statement of Cash Flows

Edith Cowan University Student Guild For the 9 months ended 30 September 2024

	JAN-SEPT 2024	FY 2023
Operating Activities		
Receipts from customers	2,160,590	2,693,939
Payments to suppliers and employees	(1,472,857)	(1,948,073)
Cash receipts from other operating activities	(40,262)	(89,537)
Net Cash Flows from Operating Activities	647,471	656,329
Investing Activities		
Payment for property, plant and equipment	(207,650)	(43,070)
Other cash items from investing activities	(10,694)	528,389
Net Cash Flows from Investing Activities	(218,344)	485,319
Financing Activities		
Other cash items from financing activities	(30,403)	58,294
Net Cash Flows from Financing Activities	(30,403)	58,294
Net Cash Flows	398,724	1,199,941
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	1,704,729	504,791
Net change in cash for period	398,724	1,199,941
Effect of exchange rate changes on cash	-	(4)
Cash and cash equivalents at end of period	2,103,453	1,704,729

Please note: Credit card balances are classified under Current Liabilities on the State of Financial Position.
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 9 months ended 30 September 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.

	Q3 2024	FY 2023
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	2,104,854	1,711,695
Other Cash Items		
Petty Cash	172	-
Square Clearing	52	-
Total Other Cash Items	224	-
Total Cash Balances	2,105,077	1,711,695
Credit Cards		
Bendigo Bank Mastercards	(8,813)	(9,810)
Vasco Prepaid Cards	7,036	2,844
Total Credit Cards	(1,777)	(6,967)
Total Cash & Cash Equivalents	2,103,300	1,704,729

	Q3 2024	FY 2023
3. Receivables		
Receivables		
Accounts Receivable	12,070	403,559
Accrued Income	6,575	5,055
Total Receivables	18,646	408,614
Total Receivables	18,646	408,614
	Q3 2024	FY 2023

4. Inventory

Inventories		
Stock on Hand - Books	5,302	6,085
Stock on Hand - other merchandise	9,491	11,240
Total Inventories	14,793	17,325
Total Inventory	14,793	17,325
	Q3 2024	FY 2023

5. Prepayments

Prepayments - Other	-	23,227
Prepayments - Insurance	10,479	41,914
Total Prepayments	10,479	65,142
	Q3 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	92,959	90,354
Low Value Assets - acc dep	(92,960)	(90,355)
Total Plant and Equipment (Low Value Pool) at Cost	(1)	(1)
Plant and Equipment (JO) at Cost		
P & E - JO - at cost	323,636	315,550
P & E - JO - acc dep	(149,599)	(125,375)
Total Plant and Equipment (JO) at Cost	174,037	190,175
Plant and Equipment (ML) at Cost		
P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(19,963)	(19,420)
Total Plant and Equipment (ML) at Cost	1,678	2,221
Plant and Equipment (BU) at Cost		
P & E - BU - at cost	22,764	22,764

P & E - BU - acc dep	(8,745)	(7,153)
Total Plant and Equipment (BU) at Cost	14,019	15,611
Total Plant and Equipment at Cost	189,732	208,006
Total Plant and Equipment	189,732	208,006
Total Property, Plant and Equipment	189,732	208,006
	Q3 2024	FY 2023

7. Creditors & Accruals

Current		
Creditors		
Trade Creditors	10,090	296,503
GST.	47,088	(1,767)
Sundry Creditors	2,273	40,366
Suspense	6,203	37
Total Creditors	65,654	335,139
Payroll		
Accrued Wages	-	14,282
PAYGW Payable	26,254	33,138
Superannuation Payable	39,346	34,787
Total Payroll	65,600	82,207
Total Current	131,254	417,346
Total Creditors & Accruals	131,254	417,346
	Q3 2024	FY 2023

8. Lease Liabilities

Oracle Finance - NetSuite & Infinite Cloud Payroll	22,801	22,801
Unexpired Interest	(389)	(389)
Total Lease Liabilities	22,412	22,412
	Q3 2024	FY 2023

9. Employee Provisions

Current		
Provision for Annual Leave - Current	78,178	72,912
Provision for Long Service Leave - Current	58,082	35,842
Total Current	136,259	108,754
Non-Current		
Provision for Long Service Leave - Non-Current	16,036	9,928
Total Non-Current	16,036	9,928
Total Employee Provisions	152,295	118,682

	Q3 2024	FY 2023
10. Retained Earnings		
Retained Earnings	1,831,671	1,760,116
Current Year Earnings	193,873	71,556
Total Retained Earnings	2,025,545	1,831,671

Spending Program by SSAF Category

Edith Cowan University Student Guild

For the 9 months ended 30 September 2024

	Q1 2024	Q2 2024	Q3 2024	2024 YTD ACTUALS	2024 ANNUAL SSAF BUDGET	2024 BUDGET VS ACTUALS (\$)	2024 BUDGET VS ACTUALS (%)	FY 2023
Income								
SSAF Funding	500,000	500,000	500,000	1,500,000	2,000,000	(500,000)	-25%	1,865,180
Total Income	500,000	500,000	500,000	1,500,000	2,000,000	(500,000)	-25%	1,865,180
Expenditure								
Student Support Program Costs								
A - Provision of Food & Drink	23,061	24,591	29,993	77,645	91,642	(13,997)	-15%	115,958
B - Supporting Sporting & Recreational Activity	114,351	124,427	126,166	364,945	483,313	(118,368)	-24%	487,605
C - Club Administration Support	76,927	88,329	93,992	259,248	410,580	(151,332)	-37%	377,374
F - Health & Welfare of Students	52,190	53,198	69,397	174,785	275,016	(100,231)	-36%	311,300
I - Helping Students with their Financial Affairs	17,380	19,218	24,600	61,198	104,254	(43,056)	-41%	61,459
N - Supporting Production & Dissemination of Student Media	16,212	17,563	17,482	51,256	79,709	(28,453)	-36%	52,701
O - Helping Students Develop Study Skills	33,696	35,918	36,848	106,462	180,283	(73,821)	-41%	134,605
P/Q - Student Advocacy re University Rules	41,813	42,367	55,845	140,025	213,477	(73,452)	-34%	186,002
R - Information to help students through Orientation	74,045	22,871	28,216	125,133	161,726	(36,593)	-23%	139,666
Total Student Support Program Costs	449,676	428,482	482,539	1,360,697	2,000,000	(639,303)	-32%	1,866,668
Total Expenditure	449,676	428,482	482,539	1,360,697	2,000,000	(639,303)	-32%	1,866,668
Gross SSAF Surplus/(Deficit)	50,324	71,518	17,461	139,303	-	139,303	-	(1,488)
Indirect Costs								
Indirect Costs	-	-	-	-	-	-	-	-
Total Indirect Costs	-	-	-	-	-	-	-	-

	Q1 2024	Q2 2024	Q3 2024	2024 YTD ACTUALS	2024 ANNUAL SSAF BUDGET	2024 BUDGET VS ACTUALS (\$)	2024 BUDGET VS ACTUALS (%)	FY 2023
SSAF Surplus/(Deficit)	50,324	71,518	17,461	139,303	-	139,303	-	(1,489)
Non-SSAF								
Income								
Advertising Income	3,350	50	1,550	4,950	-	4,950	-	1,833
Book Sales	1,070	272	242	1,584	-	1,584	-	2,804
Stall Holder fees	5,764	-	-	5,764	-	5,764	-	7,799
Ticket Sales	4,849	2,562	19,318	26,729	-	26,729	-	42,180
Non SSAF Program Income	10,800	665	86,439	97,903	-	97,903	-	83,190
Interest & Investment Income	6,360	7,180	7,466	21,005	-	21,005	-	26,163
Other Income	2,515	1,908	1,377	5,800	-	5,800	-	7,816
Total Income	34,708	12,636	116,392	163,736	-	163,736	-	171,785
Expenses								
Interest & Investment Costs	138	-	-	138	-	138	-	71
Depreciation	8,687	9,442	9,641	27,769	-	27,769	-	17,809
Unisports & Non SSAF Grants Paid	8,390	1,875	13,078	23,343	-	23,343	-	7,815
Events (Non-SSAF)	1,225	249	4,207	5,681	-	5,681	-	2,011
Food & Drink (Non-SSAF)	419	205	234	858	-	858	-	-
Helping Overseas students	9,251	7,885	9,726	26,862	-	26,862	-	40,908
ECU Emu's Merchandise Costs	-	1,970	-	1,970	-	1,970	-	5,742
Records Project	-	-	22,545	22,545	-	22,545	-	24,385
Total Expenses	28,110	21,625	59,430	109,166	-	109,166	-	98,741
Total Non-SSAF	(6,598)	8,989	(56,962)	(54,571)	-	(54,571)	-	(73,044)
Combined SSAF/Non-SSAF Surplus/(Deficit)	56,922	62,528	74,423	193,873	-	193,873	-	71,556

GUILD CONTACT INFORMATION

SARAH RIZWAN PRESIDENT	LISA DWYER OPERATIONS MANAGER	MICHAEL AGOSTINI FINANCIAL CONTROLLER
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Edith Cowan University (ECU) Student Guild

Building 34.215 ECU Joondalup Campus

Tel (61) 08 6304 2640

www.ecuguild.org.au

Q3 Staff Training

First Name	Last Name	Certification Name	Completion Date
Dana	Orbita	ECU Induction	9/07/2024
David	Erwee	ECU Induction	24/09/2026
Joanne (Jo)	O'Donnell	ECU Induction	11/07/2024
Joanne (Jo)	O'Donnell	The New Manager	17/07/2024
Lauren	Reed	ECU Fire & Emergency Warden Training	8/07/2024
Leticia	Garcia	ECU Induction	12/09/2024
Margarat	Dwyer	ECU Induction	18/09/2024
Michelle	McVicker	ECU Induction	4/07/2024
Patrice	Mitchell	Cyber Security	5/09/2024
Patrice	Mitchell	ECU Induction	16/08/2024
Patrice	Mitchell	Sexual Assault Referral Centre Training	22/08/2024
Patrice	Mitchell	IA Cyber Awareness	4/09/2024
Patrice	Mitchell	Workplace Bullying and Harassment Awareness	30/08/2024
Patrice	Mitchell	Sexual Harassment Training	29/08/2024
Patrice	Mitchell	Manual Handling	23/08/2024
Patrice	Mitchell	Privacy in Practice Training	23/08/2024
Paul	Harnett	First Aid (includes CPR)	26/07/2024
Rawinia	Stirling	ECU Induction	20/09/2024
Shabina	Hayath	ECU Induction	10/09/2024
Yvonne	Quirke	Privacy in Practice Training	4/07/2024

Q3 Senate Training

First Name	Last Name	Certification Name	Completion Date
Cliaan	Coenraad	Overview of WA WHS Act 2020	17/09/2024
Cliaan	Coenraad	WHS Act 2020 Duties	17/09/2024
Cliaan	Coenraad	Mental Health Awareness	17/09/2024
Gangamini	Chandrasiri	Privacy in Practice Training	12/08/2024
MD Minhajul	Arefin	Privacy in Practice Training	25/08/2024

Q3 Dircksey Training

First Name	Last Name	Certification Name	Completion Date
Abby	Sy	ECU Induction	8/08/2024
Abby	Sy	IA Cyber Awareness	8/08/2024
Abby	Sy	Workplace Bullying and Harassment Awareness	8/08/2024
Abby	Sy	Sexual Harassment Training	8/08/2024



ECU Student Guild

COMPLAINTS POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Administration
POLICY TITLE	Complaints Policy
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.8. Making a Complaint	5
5.9. Informal Complaints Process	6
5.9.1. Receiving informal complaints	6
5.9.2. Resolution of informal complaints	6
5.10. Formal Complaints Process	6
5.10.1. Escalating to formal complaint procedure	6
5.10.2. Handling formal complaints	6
5.10.4. Dispute Resolution – Members	7
5.10.5. Appeals – Non-Members	7
5.11. Confidentiality and Fair Treatment	8
5.12. Continuous Improvement	8
6. RELATED DOCUMENTS	8
7. CONTACT INFORMATION	8
8. APPROVAL HISTORY	8

1. INTENT

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

2. ORGANISATIONAL SCOPE

- 2.1. This policy provides guidance to ECU Guild members, and any other person and Guild Operational Staff and Senators in making, receiving and responding to complaints, grievances and other feedback.
- 2.2. This Policy does not include grievances made by Employees or Senators. Grievances are dealt with by the ECU Guild Grievance policy and procedure.
- 2.3. This Policy does not include complaints, grievances or disputes between the Guild and Guild affiliated bodies. These grievance/disputes are dealt with in the Guild Constitution.
- 2.4. Complaints received in relation to the conduct of Edith Cowan University Student Guild Elections will be managed by the appointed Returning Officer as per the Edith Cowan University Student Guild Election Procedures and not under this Policy or its related procedure.

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. **Complainant** means the individual making a complaint

- 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. **Member** means all General and Financial Members of the ECU Guild as defined by the ECU Guild Constitution.
- 3.10. **Non-Member** means any person that does not hold the membership subscription of General or Financial member as defined in the ECU Guild Constitution, including the general public and external organisations
- 3.11. **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. ECU Guild welcomes feedback regarding all areas of the organisation including Operations, management, Senate or employee conduct.
- 5.2. Any person or organisation involved with the Guild, or those affected by its operations, have the right to give feedback or make a complaint without fear of retribution.
- 5.3. ECU Guild is committed to using the information gained in the complaints and grievance management process to improve the organisation.
- 5.4. ECU Guild will protect a person's right to confidentiality and will handle complaints in a fair and timely manner. However the Guild may be limited in the actions that can be taken where a person making a complaint requests that their details or details of the complaint are not shared as part of the complaints management process.
- 5.5. The Guild will not tolerate false or misleading claims by members. Any complaints found to have been made with the intention to cause harm or distress to others will be escalated to the Guilds Disciplinary Committee established under the Edith Cowan University Student Guild Constitution.

5.6. Complaints and feedback will not be tolerated where the language used is derogatory or intended to insult or humiliate. Complaints that are submitted that contain derogatory language or with the intention to humiliate or insult will be dismissed without investigation, however, the complainant will be provided an opportunity to re-submit their complaint using respectful language.

5.7. Complainants must be respectful and engage positively in the complaints process.

5.8. Complainants must also engage in a timely manner when responding to the Guild.

5.9. The Complaints Policy and any associated Procedure in no way limits the actions that can be taken by the Guild in respect to disciplinary action against members or Senators and Guild Bodies as provided for in the Guild Constitution.

5.10. **Making a Complaint**

5.10.1. Individuals can make a complaint using multiple pathways:

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

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

5.10.1.3. By Email – Persons may send a written complaint to operations@ecuguild.org.au or directly to the Operations Manager or President's email addresses as published on the Guild website.

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

5.10.1.5. On social media – Persons may make a complaint on an ECU Student Guild Social Media Platform either by Direct Message to the platform or in the comments of a post.

5.10.2. Individuals making a complaint using the comments function of a social media platform will not receive a response to the complaint within the comments, however, will be contacted via direct message to resolve the matter informally in the first instance.

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

5.10.4. All complaints received via Edith Cowan University Complaints will be handled formally.

5.11. Informal Complaints Process

5.11.1. Receiving informal complaints

- 5.11.1.1. Members and others may raise informal complaints through various channels as defined in section 5.8.
- 5.11.1.2. Any employee or Senator who receives an informal complaint is encouraged to address the issue promptly.

5.11.2. Resolution of informal complaints

- 5.11.2.1. Employees and Senators should make every effort to resolve informal complaints immediately. This involve providing explanations, offering solutions, or taking corrective actions on the spot.
- 5.11.2.2. After resolving the informal complaint, Employees and Senators should are required to provide feedback to the Operations Manager, who will document the complaint and resolution for future reference and record keeping purposes.

5.12. Formal Complaints Process

5.12.1. Escalating to formal complaint procedure

- 5.12.1.1. If an informal resolution is not possible, or if the complaint is complex and requires further investigation, the complaint will be escalated as a formal complaint.
- 5.12.1.2. Members and others may also choose to submit a formal complaint directly to the Operations Manager or President in writing.

5.12.2. Handling formal complaints

- 5.12.2.1. The Operations Manager or Guild President will refer the complaint to the relevant responsible person as defined in the Complaints Management Procedure.
- 5.12.2.2. The Responsible Person will communicate with the complainant and conduct a thorough investigation of the facts relating to the complaint. This may include:
 - 5.12.2.2.1. Contacting the complainant to obtain further details of the events leading to the complaint, where appropriate;
 - 5.12.2.2.2. Interviewing the Employee's or Volunteers involved who are identified in the complaint where appropriate;
 - 5.12.2.2.3. Interviewing others who may have been witness to the events leading to the complaint;
 - 5.12.2.2.4. Reviewing CCTV and related correspondence related to the complaint;

5.12.2.2.5. Reviewing relevant policy or procedure as relevant to the complaint.

5.12.2.3. A formal written response will be provided to the complainant within 28 working days of the complaint being received or escalated.

5.12.2.4. Where an investigation cannot be conducted within 28 working days of receipt or escalation of the complaint, the complainant will be contacted to advise of an updated timeline for a response.

5.12.3. Responding to a formal complaint

5.12.3.1. Following the investigation, the complainant will be provided with a written response.

5.12.3.2. Responses may include, but are not limited to:

5.12.3.2.1. The process used to investigate the complaint;

5.12.3.2.2. The outcome of the complaint;

5.12.3.2.3. Any action(s) to be undertaken by the Guild to improve service delivery, if applicable; and

5.12.3.2.4. Dispute Resolution/Appeal processes

5.12.4. Dispute Resolution – Members

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

5.12.5. Appeals – Non-Members

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

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

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

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

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

5.13. Confidentiality and Fair Treatment

5.13.1. All complaints, whether informal or formal, will be handled with confidentiality and fairness. Complainant's information will be protected and only shared with individuals involved in the complaint resolution process.

5.14. Continuous Improvement

5.14.1. Feedback from complaints will be used to identify trends, improve processes, and enhance customer satisfaction.

5.14.2. All complaints will be documented for analysis and continuous improvement.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">•
Related Procedure	<ul style="list-style-type: none">• Complaints Management Procedure• Edith Cowan University Student Guild Election Procedures
Other Related Documents	<ul style="list-style-type: none">• Edith Cowan University Student Guild Constitution
Related Legislation	<ul style="list-style-type: none">•

7. CONTACT INFORMATION

For queries relating to this document please contact:

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

8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	23/08/2021
Original Motion	SM2108/03
Revision History	002 – September 2022 - SM2212/09 003 – July 2023 – SM2307/02

	004 – July 2024 - SM2408/02
Revised by	Lisa Dwyer
Next Revision Date	July 2025



ECU Student Guild

DIRCKSEY REGULATIONS

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Dircksey Regulations
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	5
5. RELATIONSHIPS	5
6. GUILD OBLIGATIONS	6
7. DIRCKSEY EDITOR VACANCIES	7
8. DIRCKSEY EDITOR NOMINATION/APPOINTMENT	7
8.17. EXTERNALLY RECRUITED DIRCKSEY EDITOR	8
9. SUB-EDITOR APPOINTMENT	9
10. CONTRIBUTORS	9
11. DIRCKSEY EDITOR AND SUB-EDITOR HONORARIA	10
11.1. Dircksey Editor	10
11.2. Sub-Editor	10
11.3. Contributors	11
11.4. Right to Withhold Honoraria	11
11.5. General Provisions	11
12. CODE OF CONDUCT	11
13. DIRCKSEY EDITOR OBLIGATIONS AND DUTIES	12
14. DIRCKSEY CONTENT	14
15. SPONSORSHIP AND ADVERTISING	15
16. PUBLICATION APPROVAL PROCESS	15
17. COMPLAINTS	15
18. DISMISSAL	16
19. AMENDMENT OR REPEAL OF DIRCKSEY REGULATIONS	16
20. RELATED DOCUMENTS	16
21. CONTACT INFORMATION	17
22. APPROVAL HISTORY	17

1. INTENT

1.1. The purpose of these Regulations is to:

1.1.1. Provide policy, guidelines and processes for the Dircksey Editor

1.1.2. Provide regulation for the powers, duties, obligations, code of conduct and responsibilities of the Dircksey Editor and other associated Dircksey Personnel;

1.1.3. Provide guidance with regards to the relationship between the Dircksey Editor, the Guild and its governing body, the Senate;

1.1.4. Empower Dircksey to be a democratic and transparent forum in which student affairs and interests can be discussed – be they contrary, diverse or dissenting views or otherwise, as long as they are consistent with the values stipulated in Clause 1.1.5;

1.1.5. Promote the values of:

1.1.5.1. Truth;

1.1.5.2. Balance;

1.1.5.3. Independence;

1.1.5.4. Respect; and

1.1.5.5. The rights of all groups, including the marginalised, to be heard.

1.1.6. Establish Dircksey as the primary medium for independent media by facilitation through the Guild.

2. ORGANISATIONAL SCOPE

2.1. These regulations cover the Dircksey Editor, sub-editors and contributors of the Dircksey Magazine.

3. DEFINITIONS

3.1. The definitions in Part 1 of the Edit Cowan University Student Guild Constitution apply to the Dircksey Regulations, unless the contrary appears herein.

3.2. The singular includes the plural and vice-versa.

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. **Act** means the Equal Opportunities Act 1984 (WA).
- 3.7. **Appointment Committee** means the committee established to manage the recruitment process for the position of the Dircksey Editor.
- 3.8. **CIDC** means the Continuous Improvement and Development Committee.
- 3.9. **Content** means anything that is published within and issue of Dircksey, or under the name of Dircksey, including but not limited to text and pictures/graphics, both hard copy and soft copy.
- 3.10. **Contents Page** means the page that contains a table of contents within an issue of Dircksey that details the heading/name of each submission and what page of the issue it can be found on (if applicable).
- 3.11. **Current Student** means any currently enrolled student of the University, who is enrolled as a full-time, part-time or external student as defined by the University. “As defined by the University” is a composite of the University Council definitions of: “Postgraduate Student”, “Undergraduate Student” and “current enrolment”.
- 3.12. **Dircksey** means the peak forum of independent media as defined by these regulations.
- 3.13. **Dircksey Editor** means the individual elected or appointed to the position of Dircksey Editor.
- 3.14. **Discipline Committee** means the Guild’s designated body for hearing and resolving all complaints made about the Guild affiliated bodies
- 3.15. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.16. **Events & Marketing Coordinator** means the individual holding the position of Events and Marketing Coordinator at the Guild.
- 3.17. **The Guild** means Edith Cowan University Student Guild.
- 3.18. **In writing** means a piece of correspondence composed by one entity, addressed to another entity, in the form of either a signed handwritten letter, a signed typed letter, a digital email or faxed signed letter.
- 3.19. **Issue** means the periodical printed, published and distributed Dircksey magazine, and the term ‘Edition’ is interchangeable with this word for the purposes of these regulations.

3.20. **Issuu** means the digital publishing platform utilised by the Guild for the electronic publication of the Dircksey magazine.

3.21. **Operational Executive** means the Operations Manager of the Guild.

3.22. **Operations Manager** means the individual holding the role of Operations Manager of the ECU Student Guild and is responsible for the overall business and administrative management of the Guild and its employees.

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

3.24. **Student Services and Amenities Fee** or **SSAF** refers to the funding the ECU Student Guild receives to provide student services. This funding is conditional on it being spent against the expenditure categories defined by SSAF legislation.

3.25. **Sub-Editor** means the individual(s) appointed in accordance with these regulations to the position of Sub-Editor.

3.26. **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. RELATIONSHIPS

5.1. The Senate is the governing body of the Guild, which establishes the Dircksey magazine.

5.2. The Dircksey Editor, in consultation with the Events & Marketing Coordinator, shall determine and submit a budget proposal to the Operations Manager for funding from the Guild for the purposes of producing and distributing the Dircksey magazine in each calendar year.

5.3. The Senate shall approve the Dircksey budget following further consultation with Operations Manager, Events & Marketing Coordinator and Dircksey Editor, if necessary.

5.4. Notwithstanding overarching governance stated in clause 5.1, the Guild, contingent on adherence by the Dircksey Editor to the following conditions, shall not impede operation or publication of Dircksey:

5.4.1.Ensure Dircksey remains a medium through which all Edith Cowan University student's views may be expressed;

5.4.2.Adhere to the clauses set out in these regulations;

5.4.3.Do not carry out any illegal activities;

5.4.4.Do not discriminate on the basis of a person's age, sex, sexuality, race, ethnicity, pregnancy, care support responsibilities, religion, disability, mental illness, gender or other personal characteristics listed under the terms of the Act;

5.4.5.Fulfil their obligations under the Act;

5.4.6.Any other conditions that may be deemed necessary, from time to time, by the Guild Senate.

5.5. The Dircksey Editor is expected to consult with Operations Manager and/or the Events & Marketing Coordinator to seek advice on matters of publication that could lead to detrimental implications.

6. GUILD OBLIGATIONS

6.1. The Guild has an obligation and right to:

6.1.1.Not obstruct editorial judgement or decisions where these regulations are adhered to.

6.1.2.Allow the publication of material relating to the Senate, the Guild as a whole, the University and/or associated organisations and/or any persons except where such publication would be illegal or discriminatory.

6.1.3.Evaluate (pre-publication), by way of the Operations Manager and Events & Marketing Coordinator, the diversity of content of each issue of Dircksey to ensure the broad needs of the ECU Student body are being represented as per the Guild's interpretation of the SSAF expenditure categories they are bound by and, if deemed necessary, provide directions to the Dircksey Editor;

6.1.4.Evaluate (pre-publication), by way of the Operations Manager and Events & Marketing Coordinator, to ensure it contains no material that could, in their interpretation, be deemed illegal and/or discriminatory and provide directions to the Dircksey Editor accordingly.

6.1.5.Provide appropriate and reasonable resources to ensure the Dircksey Editor can effectively fulfil their role.

6.1.6.Ensure the Dircksey Editor through the Events & Marketing Coordinator, exercise the reserved right to use pre-determined space in each issue of Dircksey as per Clause 13.1.1.5 and 13.1.1.6.

- 6.2. Meet any other obligations prescribed herein so that publication timeframes are not unnecessarily impeded.

7. DIRCKSEY EDITOR VACANCIES

- 7.1. The position(s) of Dircksey Editor shall become vacant if the person(s) holding the position(s):

- 7.1.1. Formally resigning from the position(s) to Operations Manager;
- 7.1.2. Ceases to be a currently enrolled ECU student, unless is an external candidate appointed under clause 8.5;
- 7.1.3. Is dismissed from the position pursuant to Clause 18 of the Dircksey Regulations;
- 7.1.4. Ceases to have required qualifications as may be prescribed for the position in the Dircksey Regulations; or
- 7.1.5. Ceases to have legal capacity; or
- 7.1.6. Reaches the end of the term of engagement as set out in the Volunteer Agreement or Contract of Employment where an external candidate is appointed.

- 7.2. In the event that a Dircksey Editor resigns, or is dismissed pursuant to Clause 15 of the Dircksey Regulations, then the Guild will facilitate recruitment for a new Dircksey Editor to the end of the year's term, 30th November in accordance with Clause 8 of these regulations.

- 7.3. If such resignation or dismissal occurs after the final edition for the year has been provided or printed, the Guild will not recruit a new editor for the remainder of that term and will instead recruit for a new term commencing 1st December in that year.

8. DIRCKSEY EDITOR NOMINATION/APPOINTMENT

- 8.1. The Dircksey Editor shall be appointed before 30 November.
- 8.2. The Dircksey Editor will not also be a Senator during their annual term.
- 8.3. The Dircksey Editor will not be a full-time, part-time or Casual Guild Employee or a Full-time or Part-time Employee of the University.
- 8.4. The Dircksey Editor shall be appointed by the Dircksey Appointment Committee, comprising
- 8.4.1. Operations Manager, who shall be Chair of the Appointment Committee;
 - 8.4.2. The General Secretary of the Guild Senate;
 - 8.4.3. The Events & Marketing Coordinator, who shall be the Executive Officer of the Dircksey Appointment Committee; and

- 8.4.4. The outgoing Dircksey Editor (unless they are reapplying for the position for the following year or they have resigned or dismissed from their position).
- 8.5. In determining the Dircksey Editor appointment for the forthcoming year, the Appointment Committee Chair shall have the casting vote should that be required.
- 8.6. Any current student that is a Member is eligible to nominate for the position of Dircksey Editor in accordance with the conditions defined in Clauses 8.8 and 8.9, unless external recruitment under clause 8.5 occurs;
- 8.7. Should there be no applications for the position of Dircksey Editor, or should the recruitment process not present any suitable candidates, the Guild will run the recruitment process for a second time. If following a second recruitment process there remains no applications or no suitable candidates, the Guild may seek an editor using external recruitment sources.
- 8.8. If the process under 8.5 has been followed, the external candidate is not required to be a member of the Guild nor a current student at Edith Cowan University.
- 8.9. Any action taken to recruit externally under clause 8.5 must be undertaken only by way of a motion passed by Senate.
- 8.10. A current student that is an applicant for the position of Dircksey Editor, as defined in Clause 8.4 must maintain their Membership of the Guild for the full term of the position as defined in Clause 8.11 should they be successfully appointed/elected.
- 8.11. A current student is ineligible to nominate or be appointed to the position of Dircksey Editor if that student will also be an elected Senator during the Dircksey Editor term of office.
- 8.12. Additionally, a current student is ineligible to nominate for the position of Dircksey Editor if that student served as a Senator in the calendar year immediately preceding their nomination for Dircksey Editor.
- 8.13. The term of office for the Dircksey Editor is from 1 December to 30 November of the following year.
- 8.14. Upon the expiration of their terms of office, all materials and resources under the control of the outgoing Dircksey Editor will be transferred to the new Dircksey Editor. This includes, but is not limited to, office space, social media accounts, email accounts and website access information.
- 8.15. If a person ceases to be a Dircksey Editor before the end of their term, their position will be filled as per Clause 8.5 of these Regulations.
- 8.16. **Dircksey Editors are considered volunteers and will not be entitled to the provisions of the Fair Work Act 2009 unless recruited as an external candidate under Clause 8.5.**
- 8.17. **EXTERNALLY RECRUITED DIRCKSEY EDITOR**
- 8.17.1. Where the Dircksey Editor has been recruited externally and is not a student of Edith Cowan University nor an Edith Cowan University Student Guild Member, they will be

appointed under a Fixed Term Appointment contract for the duration of the normal term for a Dircksey Editor, to November 30th of that year.

8.17.2. The fixed term contract will not be renewed at the end of the term. The Guild will commence recruitment for an editor for the new term as per Clause 8.

8.17.3. The salary for the Dircksey Editor will be set at level 1.1 and will not be negotiated beyond this level with any candidate.

8.17.4. The maximum contracted hours for the position will be 10 hours per week to be worked flexibly.

8.17.5. Superannuation will be payable to externally recruited Dircksey Editors at the rate defined in the Edith Cowan University Student Guild Enterprise Agreement.

8.17.6. The Dircksey Editor appointed under a Fixed Term Contract will be eligible to receive provisions and benefits of employment as defined in the Edith Cowan University Student Guild Enterprise Agreement.

8.17.7. Salary costs will be payable from the Dircksey Honoraria budget.

9. SUB-EDITOR APPOINTMENT

9.1. A maximum of two sub editors shall be engaged by the Dircksey Editor who may be engaged up to the 30th November.

9.2. The use of Sub-Editor(s) is solely at the discretion of the Dircksey Editor.

9.3. Sub-Editors must be ECU Students and must be Guild Members but cannot be Guild Senators.

9.4. A Sub-Editor will not be a full-time, part-time or Casual Guild Employee or a Full-time or Part-time Employee of the University.

9.5. **Dircksey Sub-Editors are considered volunteers and will not be entitled to the provisions of the Fair Work Act 2009.**

10. CONTRIBUTORS

10.1. The Dircksey Editor may appoint/remove contributors from the operations of the publication at their discretion.

10.2. The Dircksey Editor may use their allocated budget to incentivise contributors for their work in each publication in the form of minimal discretionary payments as per clause 11.3 or in the form of non-monetary support/activities.

10.3. If engaged contributors do so on a voluntary basis.

10.4. Guild Senators are permitted to contribute to the Dircksey Magazine independent of their relationship with the Guild.

10.5. Contributors are considered volunteers and will not be entitled to any of the provisions of the Fair Work Act 2009.

11. DIRCKSEY EDITOR AND SUB-EDITOR HONORARIA

11.1. Dircksey Editor

11.1.1. The Dircksey Editor shall be eligible for an honorarium. This honorarium shall be separate from the Dircksey budget.

11.1.2. The Dircksey Editor shall receive a fixed honoraria of \$5556 for each completed issue, pro-rated across the months preceding the scheduled publication date of the magazine issue and paid to the Dircksey Editor monthly on the production of a Statement By Supplier Form.

11.1.3. The amount of each payment made may be varied by the Events & Marketing Coordinator in consultation with the Operations Manager based on the amount, and quality, of the work completed each month.

11.1.4. Honorarium payments will cease where the relevant deadline for the publication of the magazine issue is not met.

11.1.4.1. The deadline for publication means publication of an issue or other media, as stipulated in 13.1.2, in its entirety, both as a physical copy and digital copies as relevant to the production.

11.1.5. Clause 11.1, in its entirety will not apply where the Dircksey Editor has been recruited externally under a Fixed-Term contract, however, not meeting publication deadlines may lead to Performance Management procedures being instigated.

11.2. Sub-Editor

11.2.1. Sub-Editor(s) (maximum of two) shall receive a fixed honorarium payment of \$700 only for each completed issue or piece of media, pro-rated across the months preceding the scheduled publication date of the magazine issue and paid to the sub-editors monthly on the production of a Statement By Supplier Form.

11.2.1.1. A completed issue means the publication of an issue or other media, as stipulated in 13.1.2, in its entirety, both as a physical copy and digital copies as relevant to the production.

11.2.2. The amount of each payment may be varied by the Dircksey Editor based on the amount, and quality, of work completed in each month. The cost of these honoraria must be met within the Dircksey budget.

11.2.3. Honorarium payments will cease where the relevant deadline for the publication of the magazine issue is not met.

11.3. Contributors

- 11.3.1. The use contributors is solely at the discretion of the Dircksey Editor.
- 11.3.2. Contributors may receive minimal payment for their work at the discretion of the Dircksey Editor.
- 11.3.3. Discretionary payments to contributors must fall within the Dircksey budget and be approved by the Events & Marketing Coordinator.
- 11.3.4. Contributors will be paid within one month of receipt of both an invoice and/or a Statement By Supplier Form and any other documentation as required by the Guild.

11.4. Right to Withhold Honoraria

- 11.4.1. In the event of the deadline for an issue/other media not being met, or three (3) issues/other media being late, the Guild shall withhold the next 2 pro-rated honoraria payments and any additional amount normally payable until such time that the issue or other media is published.
- 11.4.2. Amounts will be withheld from the Dircksey Editor and any Sub-Editors engaged.
- 11.4.3. Any amounts withheld will not be recoupable at a later date.
- 11.4.4. Clause 11.4 in its entirety will not apply to the Dircksey Editor where the Dircksey Editor has been recruited externally under a Fixed-Term contract, however, not meeting publication deadlines may lead to Performance Management procedures being instigated.

11.5. General Provisions

- 11.5.1. The Guild will **not** provide volunteers receiving an honorarium with reimbursement for any out-of-pocket expenses that are incurred. It is expected that the honoraria paid will cover all out of pocket expenses incurred during the course of engagement with the Guild.
- 11.5.2. Where the Dircksey Editor has been engaged under a Fixed-Term contract of employment, they will be entitled to reimbursement as per the relevant employee policies. All reimbursement will be payable from the Dircksey budget.

12. CODE OF CONDUCT

- 12.1. In addition to complying with the Guild's Volunteer Code of Conduct or where the Dircksey Editor has been engaged under a Fixed-Term contract of employment, the Employee Code of Conduct, the Dircksey Editor must:
 - 12.1.1. Make Dircksey a medium through which all Edith Cowan University students' views may be expressed, rather than only that of the Dircksey Editor, or any other person or group;

- 12.1.2. Behave in accordance with all Guild regulations (the Edith Cowan University Act 1984 (WA) and its relevant Statutes and Rules, the State Records Act, the Constitution and Policy Manual etc.;
 - 12.1.3. Recognise that in respect to other policies in the Policy Manual, the Dircksey Regulations shall take precedence; and
 - 12.1.4. Ensure sub-editor(s), volunteers and contributors are treated fairly and without discrimination.
- 12.2. The Dircksey Editor must abide by the [Media, Entertainment and Arts Alliance Journalist Code of Ethics](#).

13. DIRCKSEY EDITOR OBLIGATIONS AND DUTIES

13.1. The role of The Dircksey Editor includes, but is not limited to, the following duties:

- 13.1.1. Ensuring an appropriate number of printed copies of each edition of Dircksey, determined through consultation with the Events & Marketing Coordinator, are consistently distributed in a timely and efficient manner by means also agreed to between both parties;
- 13.1.2. The Dircksey Editor must liaise with the Events and Marketing Coordinator or the Operations Manager on a fortnightly basis and provide updates as to the progress of that particular issue. Where progress is not satisfactory, honoraria may be withheld.
- 13.1.3. Ensure the publication of the Dircksey Magazine in accordance with the following schedule:

Semester One Media Submission (Fold-out/Podcast/Photo Competition etc.)	12 th February
Dircksey Magazine (Issue 1)	16 th April
Semester Two Media Submission (Fold-out/Podcast/Photo Competition etc.)	16 th July
Dircksey Magazine (Issue 2)	24 th September

- 13.1.4. Provide the Events & Marketing Coordinator with hard-copy or a print-resolution electronic pre-publication proofing copy of each issue of the magazine no less than five business days prior to its scheduled publication date, to allow for its proofing and evaluation as defined in clause 6.1.3 and 6.1.4;
- 13.1.5. Provide Events & Marketing Coordinator with an electronic copy of each published issue for the timely upload onto the Issuu to coincide with the date of physical distribution – as well as, two (2) hard-copies of the publication for the Guild's archives/records;
- 13.1.6. Allocate four (4) pages of each issue for reserved use by the Guild Senate. These pages may be used for any purpose as the Senate deems appropriate. The Senate may use

fewer pages if it sees fit and the Dircksey Editor may grant extra pages at their discretion;

13.1.6.1. Where the Senate opts not to utilise the reserved space, or where there has been no response from Senate for content within two weeks of the request being made, the Dircksey Editor, in consultation with the Events & Marketing Coordinator may utilise that space for another purpose.

13.1.7. Allocate two (2) pages to Guild operational staff each issue to promote other official activities of the Guild – the content of which shall be determined by Operations Manager, who may use fewer pages if they see fit and the Dircksey Editor may grant extra pages at their discretion;

13.1.8. Appoint and appropriately train a maximum of two sub-editors as required;

13.1.9. Provide an initial publication schedule, aligned with the publication deadlines no later than February 1st;

13.1.10. Arrange for the distribution of each edition of Dircksey to pre-prescribed and new locations;

13.1.11. Provide quarterly reporting on the specified Guild template or via email, within a specified timeframe, to Operations Manager;

13.1.12. Continually liaise with editors of other university student publications in order to share ideas, skills and information and to promote a spirit of cooperation and goodwill amongst student media; as well as, establish links between student media groups and between universities and university student organisations;

13.1.13. Continually increase the prominence of the publication within the general student body of the University and its wider community;

13.1.14. Ensure expenditure is maintained within the Dircksey budget; and

13.1.15. Ensure a thorough handover process is undertaken, and all necessary assistance provided, in provided a seamless transition of duties to the incoming Dircksey Editor following their appointment.

13.2. A Dircksey Editor must not:

13.2.1. Notwithstanding the journalistic freedoms prescribed in Clause 10(4) & (5), personally, and intentionally, present the ECU Student Guild in a derogatory and/or libellous manner;

13.2.2. Make any deviations from the agreed publication schedule without reasonable reason and appropriate consultation with the Events & Marketing Coordinator;

13.2.3. Exceed more than one article/editorial, written by them, in each issue of Dircksey without explanation of the inclusion of additional written material to Events & Marketing Coordinator;

13.2.4. Be found by a court of law to have breached any law in connection with their duties as Dircksey Editor; or

13.2.5. Misappropriate Dircksey funding in any amount, in any form.

14. DIRCKSEY CONTENT

14.1. Content that presents a particular point of view or opinion of an author may be published in Dircksey.

14.2. The Dircksey Editor must print the following disclaimer on in each and every issue of Dircksey;

"The opinions expressed in this magazine are not necessarily those of the Dircksey Editor, sub-editors, Edith Cowan University or the Edith Cowan University Student Guild. All reasonable care is taken to ensure Dircksey articles, and other information in the magazine, is current and accurate at the time of publication, however, no responsibility can or will be taken by the entities listed above should an issue of Dircksey contain errors or omissions"

14.3. The Dircksey Editor must print an 'acknowledgement to country' in accordance with Guild policy, in each and every issue of Dircksey.

14.4. The Dircksey Editor, at their discretion, can publish additional disclaimers alongside opinion pieces to remind readers that the opinions expressed are those of the author and not necessarily those of the Dircksey Editor, sub-editors, Edith Cowan University or the Edith Cowan University Student Guild.

14.5. While a published piece can be of a certain view, the Dircksey Editor is accountable for ensuring it is factually accurate, complies with relevant laws and references sources with due respect, as per the Dircksey Regulations.

14.6. Opinions which disagree with or criticise the Guild, the Senate and/or Edith Cowan University, their position(s), action(s) and/or conduct may be published in Dircksey.

14.7. The Guild recognises that some students contributing to Dircksey may only be willing to contribute if allowed to remain anonymous or use a pseudonym. In the interests of providing a democratic forum, where all groups have the right to be heard, anonymous or pseudonymous contributions shall be permitted, with the Dircksey Editor being responsible for maintaining the confidentiality of an anonymous or pseudonymous author's identity.

14.8. Conversely, the Dircksey Editor shall prevent the use of anonymous or pseudonymous publications where they interfere with the values of the Dircksey Regulations, as stipulated in Clause 1.

14.9. The sub-editor and contributors may withdraw written and visual submissions from Dircksey no less than twenty one (21) days prior to the planned publication date.

15. SPONSORSHIP AND ADVERTISING

- 15.1. All Guild Officers and employees, including the Dircksey Editor may solicit advertising opportunities and leads for Dircksey on behalf of the Guild. In each instance, however, these must be then relayed to the Events & Marketing Coordinator who shall be responsible for formalising such arrangements, including those advertisers' ongoing support.
- 15.2. The Operations Manager in conjunction with the Events & Marketing Coordinator, shall regularly review and set advertising fees to ensure they reflect market currency and maximum returns.
- 15.3. In-kind payment may also be accepted, provided that:
- 15.3.1. It reflects current policy and procedure;
 - 15.3.2. It does not compromise the editorial independence of Dircksey; and
 - 15.3.3. It is clear that the advertising material is not content submitted by a student, in the capacity of them being a student.
- 15.4. Where it is not immediately obvious, advertising material that results in payment to the Guild will be discreetly annotated stating "This is a paid advertisement".

16. PUBLICATION APPROVAL PROCESS

- 16.1. The Events & Marketing Coordinator shall be responsible for:
- 16.1.1. Approving all advertising in Dircksey, pursuant to Clause 15;
 - 16.1.2. Approving the publication schedule for all issues of Dircksey; changes to the publication schedule may be negotiated pursuant to Clause 13.1.9;
 - 16.1.3. Approving the pre-publication document of each issue of Dircksey; and
- 16.2. The Senate and/or Operations Manager shall retain authority to suspend/halt the publication and/or distribution of an issue of Dircksey if it is deemed there are reasonable grounds to believe legal action may be taken against the Guild should the issue be published and distributed.

Only a resolution passed by Special Majority of the Senate can prohibit the publication of a suspended Dircksey issue, in respect to Clause 16.2. Where the publication of a Dircksey issue has been suspended, Honoraria will not be payable until the suspension ceases.

17. COMPLAINTS

- 17.1. Where a person believes that they; another person; or another group, have been treated unfairly, they shall have a right of reply. This right shall, in the first instance, be exercisable by contacting the Dircksey Editor in writing to detail their concerns.

17.2. The Dircksey Editor shall respond to the complainant, as they are entitled to receive a response in writing and to have their confidentiality respected.

17.3. If a person believes their concern(s) has not been satisfactorily addressed, they may register a formal complaint in accordance with the Guild's Complaint Management Policy.

17.4. A formal complaint may only be registered by someone who is affected either as the subject of perceived unfair treatment or as the member of a group which believes itself to have been treated unfairly.

18. DISMISSAL

18.1. The Dircksey Editor can only be dismissed from their position in the event of a serious breach of these regulations or other regulatory documents.

18.2. In the event of any suspected breaches of the obligations by the Dircksey Editor, a member of the Appointments Committee shall lodge formal application with the Guild's Discipline Committee who shall investigate the matter as per Schedule 1 of the Constitution unless the Dircksey Editor has been appointed externally, in which case they will be managed under relevant Employee Discipline and Performance Management Policy and Procedure.

19. AMENDMENT OR REPEAL OF DIRCKSEY REGULATIONS

19.1. The Senate/Secretariat may amend or repeal the Dircksey Regulations as it is a Policy that forms part of the Policy Manual, as stipulated by the Constitution – but only with a Resolution passed by Special Majority on recommendation from the Continuous Improvement and Development Committee.

19.2. Any amendment(s) of the Dircksey Regulations shall take immediate effect and supersede any agreement or conditions established with the incumbent Dircksey Editor.

20. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Honoraria Policy• Complaints Management Policy
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">• The ECU Student Guild Constitution• Edith Cowan University Student Guild Enterprise Agreement
Related Legislation	<ul style="list-style-type: none">•

21. CONTACT INFORMATION

For queries relating to this document please contact:

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

22. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	12/12/2015
Original Motion	SSM1602/01
Revision History	002 - November 2019 – CM1911/07 003 - August 2020 – SM2008/09 004 – September 2022 – SM2210/03 005 - July 2023 – SM2307/02 006 – July 2024 - SM2408/02
Revised by	Lisa Dwyer
Next Revision Date	July 2025



ECU Student Guild

GUILD ADVISORY SERVICE USER POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Guild Advisory Service
POLICY TITLE	Guild Advisory Service User Policy
POLICY OWNER	Guild Advisory Officers

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.2. Who we support	4
5.2.4. Senate Members	5
5.3. Who don't we support	5
5.4. Services The Guild Advisory Service offer	6
5.5. Services The Guild Advisory Service do not offer	7
5.6. Zero tolerance approach	8
5.7. Failing to attend appointments	8
5.8. Systemic Issues	9
5.9. Confidentiality	9
5.10. Complaints process	10
6. RELATED DOCUMENTS	10
7. CONTACT INFORMATION	10
8. APPROVAL HISTORY	11

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;

5.4.2.1. GAO attendance at Academic Misconduct meetings, Informal Reviews, APSR meetings, Complaints meetings, or other meetings with ECU Academic or Administrative staff, is in the capacity of a student's Support Person. A Support Person's role is to provide emotional support and reassurance, observe the meeting, and assist with clarifying processes. A Support Person may not act as an advocate on the student's behalf and may only speak on the student's behalf if invited to do so by the staff member conducting the interview.

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;

5.4.6.1. GAO attendance at Student Appeals Committee hearings may be in the capacity of a student's Support Person, or to act as a student's advocate at the hearing. A student may appoint a GAO to conduct the appeal on their behalf, or otherwise accompany or assist them in relation to the appeal.

5.4.6.2. A GAO may only advocate for /act on a student's behalf where:

5.4.6.2.1. They have previously met with the student to discuss their appeal, and had the opportunity to obtain a thorough understanding of the decision that is being appealed.

5.4.6.2.2. There is sufficient evidence to support the student's position.

5.4.6.3. GAOs will advocate for/act on a student's behalf based on the facts presented in appeal documents.

5.4.6.4. The same GAO cannot support multiple students who are appealing decisions relating to their conduct in the same incident or assessment as one another, where this may cause a conflict of interest. If another advocate cannot be sought within the GAO team, the student who booked an appointment first will be prioritised.

5.4.6.5. GAOs and the ECU Student Guild are not responsible for the outcome of appeals where they have advocated for a student or acted on student's behalf.

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

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

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

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	The Guild Advisory Service
All Enquiries Contact	The Guild Advisory Service
Telephone	08 6304 2640
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	30/10/2020
Original Motion	SCM2010/01
Revision History	001 - October 2021 – SM2111/02 002 - February 2023 – SM2303/02 003 - May 2024 - SCM2406/01 004 – August 2024 - SM2408/02
Revised by	Lisa Dwyer & Jo O'Donnell
Next Revision Date	May 2025



ECU Student Guild

RIGHT TO DISCONNECT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	Right to Disconnect Policy
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.4. Disputes	4
6. RELATED DOCUMENTS	5
7. CONTACT INFORMATION	5
8. APPROVAL HISTORY	5

1. INTENT

- 1.1. The Guild values Employees work/life balance and as such, in line with the FairWork Act 2009, supports an Employees right to refuse employer or third-party contact outside of working hours.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all persons employed by the Edith Cowan University Student Guild and includes, full-time, part-time, contractors and casual staff.
- 2.2. This policy does not apply 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. **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. Employees have the right to refuse contact outside of their normal working hours.
- 5.2. Exceptions to the right to disconnect include:
 - 5.2.1. The reason for the contact. For example, where the contact is made to make arrangements for working hours the following day or to address an urgent work matter that cannot wait until the employee is next in the office. For example, Urgent WHS matters or to request an employee attend to matters which would facilitate the processing of payroll functions of the organisation.
 - 5.2.2. Where the employee is compensated either with TOIL or overtime when the contact is made or attempted.
 - 5.2.3. Where the employee is working approved hours outside of the ordinary hours of work. For example, overtime or Flexi-time.
 - 5.2.4. The nature of the employee's role and level of responsibility.
 - 5.2.4.1. The Guild considers all positions of level 6 and above as being of the level of responsibility whereby the Right to Disconnect policy does not apply, however, all contact outside of work hours for these positions must be reasonable and not excessive.
- 5.3. The exceptions listed above are not exclusive and other factors may apply.
- 5.4. **Disputes**
 - 5.4.1. Disputes about an employee's right to disconnect should first be discussed with the Operations Manager for resolution at the workplace level.
 - 5.4.2. If disputes cannot be resolved at the workplace level, the employee or the employer can go to the Fair Work Commission to deal with the dispute.
 - 5.4.3. The Commission may make orders or deal with the dispute in other ways.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">•
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">• Edith Cowan University Student Guild Enterprise Agreement 2021
Related Legislation	<ul style="list-style-type: none">• FairWork Act 2009 (Cth)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	August 2024
Original Motion	SM2408/02
Revision History	
Revised by	
Next Revision Date	August 2025



ECU Student Guild

SMOKE-FREE WORKPLACE POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Work Health & Safety
POLICY TITLE	Smoking-Free Workplace Policy
POLICY OWNER	HR & WHS Officer

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. Policy	4
5.1. Responsibilities	4
5.2. Non-Smoking Provision	5
5.3. Information and Smoking Cessation Support	5
5.4. Compliance Strategy	5
6. CONTACT INFORMATION	5
7. APPROVAL HISTORY	6

1. INTENT

- 1.1. The Guild is committed to providing a safe work environment for all workers, contractors and visitors.
- 1.2. The Guild values its people and has established the following policy on smoking at work in order to reduce the risk of injury to workers.
- 1.3. The Edith Cowan University have implemented the Smoke-Free ECU Policy to create the legislative and policy framework for a smoke-free ECU. Students and staff are required to abide by the By-Laws and all policies on all campuses of the University.
- 1.4. There is now overwhelming evidence that exposure to environmental tobacco smoke (ETS) is harmful to health. There is no safe level of exposure to ETS. Long-term exposure to ETS can have serious adverse health effects including heart disease and lung cancer. Breathing ETS can increase the risk of heart attack, particularly for those with existing heart disease or asthma, and even brief exposure to ETS can trigger symptoms such as irritation of the eyes and nose, headaches, sore throat and cough.
- 1.5. In Western Australia the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 legislate against smoking in enclosed workplaces.
- 1.6. Because of the acknowledged health hazards of exposure to ETS, to comply with the legal obligations, and to ensure that the Guild's practices reflect that of the University's wider policy, the Guild has adopted a smoke-free workplace policy that formalises its commitment to, and extends beyond the legislated smoking bans.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees, volunteers and contractors of the Edith Cowan University Student Guild.
- 2.2. This policy applies to all visitors to 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. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Senate** means the governing body of the Guild.
- 3.8. **Volunteer** means any individual engaged with the Guild on a voluntary basis and includes Senators.
- 3.9. **Worker** means any person who carries out work for an organisation, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.
- 3.10. **Workplace** means any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

4. OVERVIEW

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

5. Policy

5.1. Responsibilities

- 5.1.1. All ECU Guild Senate and staff have responsibility for implementation, review and improvement of the Guild’s Smoke-free Workplace Policy.
- 5.1.2. The Guild’s Management Team has primary responsibility to assist, guide and support in the implementation of the smoke-free workplace policy.
- 5.1.3. Consultation and review of the policy is via the WHS mechanisms.

5.1.4.It is the responsibility of all workers to follow the policy.

5.2. Non-Smoking Provision

5.2.1.Edith Cowan University, from 1st January 2012 became a smoke free University. This includes all grounds, ovals, parks, car parks and undercover areas. There are no designated smoking areas.

5.2.2.Smoking is therefore prohibited in all Guild locations on campus and in any other enclosed spaces off campus when undertaking Guild work or activity.

5.2.3.Smoking is prohibited when using Guild, University or other Hire vehicles.

5.2.4.Smoking is also prohibited in a workers personal vehicle when undertaking Guild business if another worker or workers are present in the vehicle, even where the worker or workers agree to permit a worker to smoke.

5.3. Information and Smoking Cessation Support

5.3.1. Edith Cowan University provide advice and support to help staff, students and contractors quit smoking.

5.3.2.Guild workers are able to access these resources as contractors to the University.

5.3.3.Further information is available: <https://www.ecu.edu.au/centres/human-resources-service/our-services/health-and-wellness/ecu-smoke-free-2012/advice-to-help-you-quit>

5.4. Compliance Strategy

5.4.1.Any worker or visitor who is in breach of this policy will be requested to stop, and reminded of their responsibilities under this policy.

5.4.2.Workers who continue to breach this policy will be subject to disciplinary action.

5.4.3.Visitors who refuse to comply with this policy will be asked to leave and security may be called.

6. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	HR & WHS Officer
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7. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	19/04/2022
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Revised by	
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