Student Services and Amenities Fee Report

Quarter 1, 2025

For the period 01/01/2025 to 31/03/2025

EDITH COWAN UNIVERISTY STUDENT GUILD Authored by: Lisa Dwyer



Contents

Executive Summary	.4
ntroduction	.7
Department/Activity Based Reporting2	2 2
Undergraduate Department2	2
Postgraduate Department2	<u>2</u> 4
Equity Department2	<u>2</u> 5
Environmental Department2	<u>2</u> 7
First Nations Department2	28
Social Department2	<u>2</u> 9
Sports Department3	;1
South West Department3	3
International Department3	4
Clubs (General)3	6
Events & Marketing Department (General Guild Activities)4	1
Guild Advisory Service4	13
Administration (General Guild Activities)5	i 2
Dircksey Magazine5	6
Data5	7
KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]5	
KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]6	50
KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]7	'8
KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]8	15
KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)8	88

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(4)(1)	(o)]91
KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]	94
KPI 10 - Administration	96
Financial Report	100
Financial report overview	100
SSAF Quarterly Financial Report	103

Executive Summary

This report provides a detailed analysis of the ECU Student Guild's utilisation of the Student Services and Amenities Fee (SSAF), ensuring compliance with the deed between Edith Cowan University (ECU) and the Guild. It outlines strategic initiatives aimed at enhancing student welfare, engagement, advocacy, and service delivery.

Guild Overview

The ECU Student Guild enriches student life through diverse programmes and services. Membership is automatic for all ECU students, providing access to resources that support academic, social, and personal development.

Governance and Structure

The Guild operates under a robust governance framework led by the Senate, supported by the Operations Manager. Key roles include the President and Vice Presidents, each overseeing critical areas such as Academic, Social Responsibility, and International Students. Professional staff, including the Operations Manager and Financial Controller, ensure strategic directives are implemented efficiently.

Student Representation and Engagement

The Guild actively supports student representation, with 232 students receiving support in areas such as academic misconduct and progression through the Guild Advisory Service. Senate, Student and School Representatives systemically advocate for student interests and integrate their voices into decision-making processes.

Dircksey Magazine

Dircksey functions as an independent platform for student expression, producing 2,000 copies of the Semester 1 Wall Planner. The magazine promotes student engagement and diverse perspectives.

Club Affiliation and Support

The Guild supports a diverse range of student clubs through a structured affiliation framework. This includes financial support, access to facilities, and promotional opportunities, fostering an inclusive and engaging campus environment. In Quarter 1, 26 clubs were affiliated, providing \$20,134.03 in funding.

Department/Activity-Based Reporting

Each department contributes to specific Key Performance Indicators (KPIs):

Undergraduate Department: Organised events like the Perth Zoo tour and facilitated First Aid and White Card training courses.

International Department: Hosted events with 217 attendees, including an IFTAR Dinner and Rottnest Adventure.

Sports Department: Managed popular events like Go Karting, with 16 participants and ticket sales generating \$509.

Social Department: Delivered the annual Toga party to students with 109 participants.

Events & Marketing: Delivered initiatives such as Guild Fairs, BBQs, and cultural festivals, reaching over 4,354 attendees.

Guild Advisory Service: Provided \$5,140 in financial support, including discretionary grants and FoodBank referrals and assisted 232 students with academic advocacy support.

Financial Overview

The Guild's financial management ensures effective use of SSAF funds, with significant expenditure across key areas:

• Food and Drink: \$31,921

Recreational Activities: \$100,971
Club Administration: \$61,645

Key Achievements

- Affiliation and support of 26 student clubs, fostering a vibrant campus community.
- Effective delivery of diverse student-oriented events, enhancing the university experience.
- Robust systems for student welfare, financial advice, and advocacy.

Critical Issues

Throughout the reporting period, several critical issues were identified that impact the Guild's operations and service delivery:

1. Event Feedback and Participation

While many events were successful, feedback highlighted areas for improvement, particularly in catering services at certain venues, which struggled to accommodate larger groups during after-hours events.

2. Club Affiliation Delays

Some clubs experienced delays in the affiliation process due to administrative challenges, including a backlog caused by staff absences. This highlighted the need for streamlined processes to ensure timely approvals.

3. Resource Allocation

Although financial management is robust, there is a continuous need to monitor and adjust allocations to address emerging student needs and ensure optimal use of SSAF funds.

4. Senate Resignations

The resignation of the Guild President in March 2025 necessitated a by-election, underscoring the importance of robust support systems for leadership roles to ensure a supportive environment for individuals.

5. Communication and Engagement

While social media and newsletters reached wide audiences, engagement rates suggest room for improvement in how information is disseminated and how student engagement can be enhanced.

Addressing these issues will be crucial in maintaining the Guild's commitment to providing high-quality services and support to the ECU student community. Continuous evaluation and adaptation of strategies will ensure that the Guild remains responsive and effective in meeting student needs.

Conclusion

This report highlights the ECU Student Guild's strategic management of the Student Services and Amenities Fee (SSAF) to enrich the student experience at Edith Cowan University. By aligning with the objectives outlined in the deed, the Guild has successfully delivered diverse programmes and services that support student welfare, engagement, and advocacy.

The Guild's commitment to fostering a vibrant campus community is evident through its support of 26 student clubs and the organisation of numerous events that enhance the university experience. Financial management remains a cornerstone, with careful allocation ensuring that funds are effectively utilised to benefit students.

However, the report also identifies critical issues that need addressing, such as event feedback, club affiliation delays, and leadership transitions. These challenges highlight the need for continuous improvement in administrative processes and support systems to ensure the Guild remains responsive to student needs.

Looking forward, the Guild is dedicated to refining its strategies and enhancing its services. By maintaining strong governance, fostering collaboration, and addressing identified challenges, the Guild aims to further enrich the academic and social lives of ECU students, ensuring a dynamic and supportive university environment.

Introduction

Purpose of the Report

This report is prepared in accordance with the Student Services and Amenities Fee Deed between Edith Cowan University (ECU) and the ECU Student Guild. Its primary purpose is to provide a detailed account of the Guild's utilisation of the Student Services and Amenities Fee (SSAF) and demonstrate compliance with the obligations set out in the deed.

The report aims to outline the Guild's expenditure, programmes, and activities across various categories, including student welfare, engagement, advocacy, and service delivery, in alignment with the objectives stipulated in Schedule 1 of the deed. It also seeks to ensure transparency and accountability by documenting the Guild's efforts to meet key performance indicators, deliver student-oriented services, and foster an inclusive campus environment.

Furthermore, the report will include financial and activity summaries, evidence of strategic planning supported by student feedback, and detailed reporting on governance and operational practices. It serves as a mechanism for the University to monitor the effective and appropriate allocation of SSAF funds, ensuring they are utilised solely for the provision of amenities and services that benefit the student body across all campuses.

Full detail of Key Performance Indicators is provided in Appendix A.

About the ECU Student Guild

The ECU Student Guild is a not-for-profit organisation representing the interests of students at Edith Cowan University (ECU). Our primary objective is to complement academic programmes by providing a range of services and facilities that support student welfare, engagement, and community development.

The Guild offers various programmes, including academic and welfare advisory services, a second-hand bookshop, and a series of social events both on and off campus. It also manages a discount programme in partnership with local businesses, offering members financial benefits. Membership is open to all current ECU students at no cost and is automatically granted upon enrolment, subject to students opting out if desired.

Operating across all three ECU campuses, the Guild provides accessible spaces equipped with essential amenities such as lounges, kitchens, and study areas. These facilities aim to facilitate student interaction, relaxation, and productivity.

Through our range of programmes and facilities, the ECU Student Guild seeks to support the holistic university experience of ECU students and promote their interests within the university community.

Governance Structure

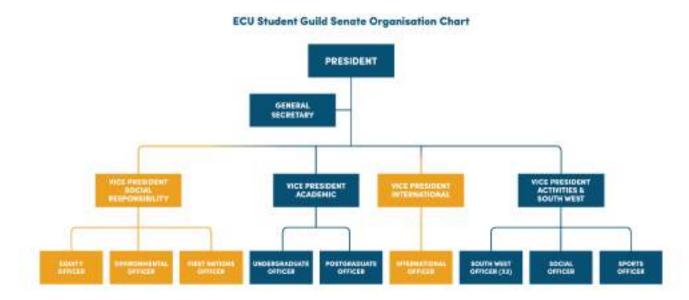
The ECU Student Guild operates within a well-defined governance framework established by its Constitution (See Appendix B), policies, and procedures. This framework ensures transparent, accountable, and effective

management of the Guild's affairs, facilitating the representation and welfare of the student body. The key components of this governance structure include the Senate, the Secretariat, the Departments, and the disciplinary mechanisms, each with clearly delineated roles, responsibilities, and processes.

The Senate

The Senate is the principal governing body of the Guild, responsible for overseeing its strategic direction, financial management, policy development, and overall governance. As stipulated in the Guild Constitution (Part 5), the Senate comprises 16 members, including the President, the General Secretary, Vice Presidents, and Departmental Officers (Clause 33). The Senate's responsibilities encompass approving budgets, policies, and departmental structures; exercising the Guild's powers; and managing disputes and disciplinary actions (Clauses 34–36).

Regular meetings, convened at least ten times per year, facilitate ongoing oversight and decision-making. Quorum requirements mandate the presence of at least 50% of Senators, including a minimum of three Secretariat members (Clause 37).



The Secretariat

The Secretariat functions as the executive arm of the Senate, entrusted with the day-to-day management of the Guild. Comprising the President, General Secretary, Vice Presidents, and other senior officers, the Secretariat ensures the implementation of Senate decisions, monitors financial and operational activities, and prepares agendas and reports for Senate meetings. It convenes at least 20 times annually, maintaining oversight and ensuring compliance with governance policies.

Departments and Department Chairpersons

The Guild's operational framework is further structured into various Departments, each established and governed under the provisions of the Constitution. The Departments include Sports, Social, Undergraduate,

Postgraduate, Equity, First Nations, Environmental, International, and South West. Their primary functions involve developing policies, managing activities, and representing student interests within their respective domains.

Department Chairpersons, typically the Vice Presidents, are accountable to the Senate and are responsible for liaising with relevant university bodies, convening departmental meetings, reporting on activities, and implementing policies. They play a vital role in ensuring departmental responsibilities align with the Guild's strategic objectives.

Senate Roles and Responsibilities

President – Pema Chentsho (Resigned 31/03/2025)

The Guild President serves as the chief spokesperson for the Guild, representing the rights and interests of members to the University and the broader community. They are responsible for leading representation on university bodies, engaging in submissions, negotiations, and advocacy efforts to advance student interests. The President oversees the fulfilment of the Guild's strategic goals by ensuring departmental responsibilities are met and coordinates the work of the Guild Senate. They preside over all Guild general and Senate meetings, and provide regular reports on activities and achievements.

Additionally, the President plays a pivotal role in gathering feedback from students regarding services and amenities, advocating on systemic issues affecting students, and liaising with internal and external stakeholders, including the National Union of Students and government bodies. They support campus offices, contribute to strategic planning, and communicate key issues through media releases. The President also represents the Guild at a national level and may undertake additional duties as directed by the Senate to further the interests of the student community.

General Secretary – Sarah Rizwan

The Guild General Secretary is a key member of the Guild Secretariat, responsible for ensuring the proper scheduling, notification, and conduct of meetings in accordance with the Guild Constitution and Standing Orders. They oversee the preparation and maintenance of accurate minutes for all General Meetings and Guild Bodies, providing governance advice related to the Constitution, policies, and procedures. The General Secretary liaises with operational staff and the Senate on financial matters, monitors departmental budgets, and reports on the Guild's financial status and administration at each meeting.

Furthermore, they oversee the preparation, auditing, and presentation of the Guild's financial statements, and on behalf of the Senate, present comprehensive annual reports summarising activities, financial position, and budgets. They also undertake additional duties as directed by the Senate, including the presentation of annual activity reports at key forums and ensuring effective governance and administrative oversight of the Guild's operations.

Vice President Academic – Syed Taqi Abbas Razvi

The Vice President Academic is a member of the Guild Secretariat and acts as the Chair of the Academic Department, coordinating regular meetings and collaborating closely with the Guild General Secretary. They oversee the activities of undergraduate and postgraduate officers, manage affiliation processes and funding for academic student clubs, and oversee the appointment of student representatives to relevant university committees. The Vice President also facilitates training and development opportunities for students, organises academic events, and advocates on behalf of students within university and Guild bodies, including curriculum and teaching committees.

Additionally, they are responsible for gathering feedback from students to improve services and amenities, addressing academic issues affecting undergraduate, postgraduate, and international students through liaison with relevant officers, and reporting regularly to the Senate. They work with the Guild Student Advisory Team to resolve systemic issues and promote student interests, develop departmental budgets, and present an annual report summarising their activities. They may also undertake additional duties as directed by the Senate.

Vice President Social Responsibility – Jo Lucks

The Vice President Social Responsibility is a member of the Guild Secretariat and serves as the Chair of the Equity, Environmental, and First Nations Department. They coordinate regular departmental meetings in collaboration with the Guild General Secretary and oversee the activities of the Equity, Environmental, and First Nations Officers, liaising with other departments as needed. The Vice President manages the affiliation processes and funding for related student clubs, oversees the appointment of student representatives, and facilitates training and development opportunities to support student engagement. They organise activities and events in partnership with officers and clubs, and represent students on relevant university and Guild committees.

Additionally, they advocate on issues affecting the student community - particularly those related to equity, environment, and Indigenous affairs - by liaising with officers and reporting regularly to the Senate. They work with the Guild Student Advisory Team to address systemic issues and promote student interests, develop departmental budgets in consultation with officers, and present an annual activity report. The role may also encompass additional duties as directed by the Senate.

Vice President Activities & South West – Vimal Hemnani

The Vice President Activities & South West is a member of the Guild Secretariat and serves as the Chair of the Social, Sports, and South West Department. They coordinate regular meetings with the department officers in collaboration with the Guild General Secretary and oversee the activities of the Social, Sports, and South West Officers, liaising with other departments as required. The Vice President manages the affiliation processes and funding for related student clubs, oversees the appointment of student representatives, and organises activities and events across campuses in partnership with officers and clubs.

Additionally, they represent students on relevant university and Guild committees, develop and strengthen the affiliation of Social, Sports, and South West clubs, and gather student feedback to improve services and amenities. They advocate for student interests through liaison with the Guild Student Advisory Team, report regularly to the Senate on issues affecting the student community, and develop departmental budgets in

consultation with officers. The role includes presenting an annual activity report and undertaking additional duties as directed by the Senate.

Vice President International – Minhajul Arefin

The Vice President International is a member of the Guild Secretariat and serves as the Chair of the International Department. They coordinate regular departmental meetings in collaboration with the Guild General Secretary and oversee the activities of the International Officers, liaising with other departments as needed. The Vice President manages the affiliation processes and funding for international student clubs, oversees the appointment of international student representatives, and organises activities and events in partnership with officers and clubs.

Additionally, they represent students on relevant university and Guild committees, foster the development of international clubs, and actively seek student feedback to enhance services and amenities. The Vice President advocates on international student issues through ongoing liaison with officers and reports regularly to the Senate. They also work with the Guild Student Advisory Team to resolve systemic issues, develop departmental budgets in consultation with officers, and present an annual report summarising their activities. Additional duties may be undertaken as directed by the Senate.

Undergraduate Officer – Sheharyar Sahi

The Undergraduate Officer is a member of the Guild Senate and is responsible for coordinating school representatives within the Undergraduate Department. They assist the Vice President Academic in organising departmental meetings and collaborate on developing undergraduate academic activities. Additionally, they support the affiliation, training, and development of undergraduate academic clubs. The role may also encompass additional duties as directed by the Senate.

Postgraduate Officer – Imtiaz Ali

As a member of the Guild Senate, the Postgraduate Officer coordinates school representatives within the postgraduate community and assists the Vice President Academic in organising departmental meetings. They collaborate on developing postgraduate academic activities and support the affiliation, training, and development of postgraduate academic clubs. Additional duties may be assigned by the Senate as required

Environmental Officer - Alice Broadhead

As a member of the Guild Senate, the Environmental Officer coordinates student representatives within the Environmental Department and assists the Vice President Social Responsibility in organising departmental meetings. They collaborate on developing environmental activities and initiatives, supporting the affiliation, training, and development of environmental clubs. Additional duties may be assigned by the Senate as required.

Equity Officer – Gangamini Chandrasiri

As a member of the Guild Senate, the Equity Officer coordinates student representatives within the Equity Department and assists the Vice President Social Responsibility in organising departmental meetings. They collaborate on developing equity-related activities and initiatives, supporting the affiliation, training, and development of equity clubs. Additional duties may be assigned by the Senate as required.

First Nations Officer - Vacant

As a member of the Guild Senate, the First Nations Officer coordinates student representatives within the First Nations Department and assists the Vice President Social Responsibility in organising departmental meetings. They collaborate on developing First Nations activities and initiatives, supporting the affiliation, training, and development of First Nations clubs. Additional duties may be assigned by the Senate as required.

Social Officer – Mohak Gahkreja

As a member of the Guild Senate, the Social Officer coordinates student representatives within the Social Department and assists the Vice President Activities & South West in organising departmental meetings. They collaborate on developing social activities and initiatives, supporting the affiliation, training, and development of social clubs. Additional duties may be assigned by the Senate as required.

Sports Officer – Austin George

As a member of the Guild Senate, the Sports Officer coordinates student representatives within the Sports Department and assists the Vice President Activities & South West in organising departmental meetings. They collaborate on developing sporting activities and initiatives, supporting the affiliation, training, and development of sports clubs. Additional duties may be assigned by the Senate as required.

South West Officer – Vacant

As a member of the Guild Senate, the South West Officer coordinates student representatives within the South West Department and assists the Vice President Activities & South West in organising departmental meetings. They collaborate on developing activities and initiatives specific to the South West region, supporting the affiliation, training, and development of South West clubs. Additional duties may be assigned by the Senate as required.

International Officer - Cliaan Coenraad

As a member of the Guild Senate, the International Officer coordinates student representatives within the International Department and assists the Vice President International in organising departmental meetings. They collaborate on developing international activities and initiatives, support the affiliation, training, and development of international clubs, and undertake additional duties as directed by the Senate.

Full Senate Position Descriptions are available in Appendix C.

Members and Officers

The governance framework emphasises accountability, transparency, and compliance. Officers and members are bound by a strict Code of Conduct (available in Appendix D), and their eligibility to stand for election is governed by detailed qualifications and disqualifications outlined in Schedule 2 of the Guild Constitution. These include age, enrolment status, and specific criteria pertaining to the roles (Clause 58).

Elections are conducted annually via a transparent process, with procedures established by the Election Procedures. Officers serve fixed terms, with provisions for vacancies, leave, and disciplinary actions detailed in the Constitution (Clauses 55–57, 58–61). Disciplinary procedures, including investigation and penalties, are governed by Schedule 1, ensuring fair and confidential processes.

Student & School Representatives

Appointments to representative positions are made through a formal Expressions of Interest process for vacant roles across departments. These vacancies are advertised via the Guild's social media channels and other marketing platforms. The selection process includes interviews conducted by the Vice President responsible for overseeing the respective department.

Student Representatives

Student Representatives serve as linkages between the student body and the Senate Departments, ensuring that the interests, needs, and perspectives of students are effectively communicated and considered in decision-making processes. They act as ambassadors for their respective departments, facilitating dialogue, promoting engagement, and advocating for improvements related to equity, diversity, and student welfare. By attending meetings, acting as liaisons, and representing student concerns, they help foster an inclusive and responsive university environment, while also supporting the implementation of departmental initiatives and policies.

School Representatives

School Representatives are appointed by the Guild to serve as the voice of students within each school or faculty at Edith Cowan University. They play a crucial role in representing student interests by sitting on School Teaching and Learning Committees and other relevant school meetings. These representatives provide valuable feedback on developments within their schools, including academic programs, facilities, and student services. Their active participation ensures that student perspectives are considered in decision-making processes and that students' needs and concerns are effectively communicated to both the university and the Guild. By fostering engagement and advocating for improvements, School Representatives help enhance the quality of education and the overall student experience within their respective schools.

Representative Position Descriptions available in the Appendix E.

Student Magazine (Dircksey)

The Dircksey Magazine operates within a defined governance and operational framework established by the ECU Student Guild's Regulations and Policies. This framework ensures the magazine functions as an independent, democratic, and inclusive platform for student expression, aligning with the Guild's values and legal obligations.

Funding and Budget Management

Dircksey's funding is allocated through a budget proposal prepared by the Editor in consultation with the Events & Marketing Officer and subsequently approved by the Guild Senate. The Editor is responsible for managing expenditure within the allocated budget, including honoraria for the Editor, sub-editors, and contributors, as well as operational costs such as printing and distribution.

Honoraria payments are structured to recognise the contributions of volunteers, with fixed payments for Editors and Sub-Editors, subject to fulfilment of deadlines and quality standards.

The Dircksey Magazine's governance and operational framework ensures that it functions as an independent, responsible, and inclusive platform for student expression. It balances editorial independence with legal compliance, community engagement, and transparency, under the oversight of the Guild Senate and related policies.

See Dircksey Regulations in Appendix F.

Roles and Responsibilities

Dircksey Editor – Abby Sy

The Dircksey Editor is responsible for producing and developing the university's student magazine, establishing it as a primary medium for independent student media and a platform for diverse student views. The role involves managing content creation, overseeing online and print editions, preparing budgets, and ensuring the publication aligns with the Guild's values, policies, and legal obligations. The Editor also solicits advertising opportunities, appoints and manages contributors, and provides editorial oversight to ensure content is inclusive, legal, and non-discriminatory, while maintaining deadlines and quality standards.

Additionally, the Editor attends meetings with the Operational Executive and Senate, reports on magazine activities, and ensures that Dircksey remains a democratic and transparent forum for student affairs. They respond to complaints confidentially, adhere to ethical standards, and oversee a team of sub-editors, providing training and resources necessary for effective publication. The role requires a commitment to ethical journalism, diversity, and the Guild's strategic objectives, with a focus on fostering student engagement and representing the broad perspectives of the ECU student body.

Dircksey Sub-Editor – Francesca Fernandez

The Dircksey Sub-Editor assists in the production of the student magazine, supporting its role as an independent and democratic platform for student views and interests. Their responsibilities include helping produce multiple editions annually, developing online content, and assisting with content planning, editing, layout, and graphic design. The Sub-Editor also supports advertising efforts, recruits volunteers and contributors, and helps coordinate distribution strategies both on and off campus, ensuring the magazine remains accessible and engaging for students.

Furthermore, the Sub-Editor attends meetings with students, university staff, and the Senate, provides reports to the Dircksey Editor, and helps maintain the magazine's online presence through social media and digital platforms. They are committed to adhering to the Guild's policies, ethical journalism standards, and anti-discrimination principles, while actively promoting student involvement and addressing current student and social issues. The role includes supporting complaint management and contributing to the ongoing development of Dircksey's content and outreach.

Full Dircksey Position Descriptions are available in Appendix G.

Employment Structure

The Guild is supported by a team of professional staff within a framework structured to align with its overarching governance framework, as set out in the Constitution. The staff are responsible for implementing the Board's strategic directives and providing services to students under the oversight of the Operations Manager who is responsible for managing the operational and administrative functions that keep the Guild functioning effectively and efficiently.

The staff support functions work collectively to uphold the Guild's mission, providing the essential services that enable students to thrive academically, socially, and personally, all within the governance structure established by the Guild's Constitution.

Staff Roles

Operations Manager – Lisa Dwyer

The Operations Manager is the senior executive responsible for leading the strategic, operational, and financial functions of the Edith Cowan University Student Guild. The role involves overseeing the Guild's infrastructure across three campuses, ensuring sustainable growth, legislative compliance, and operational efficiency. The position also encompasses managing staff, developing long-term strategic plans, and fostering positive relationships with university stakeholders, government agencies, and the wider community.

This role provides corporate leadership, drives digital transformation, and ensures sound financial management within the allocated SSAF budget. The Operations Manager promotes a culture of continuous improvement, oversees risk management and governance, and supports the Guild's mission to serve and advocate for students.

Financial Controller - Michael Agostini

The Financial Support position is a key member of the Executive Leadership team, responsible for overseeing all aspects of the Guild's financial management. Reporting as the second-in-charge to the Operations Manager, the role involves developing and maintaining financial policies, managing day-to-day financial operations, and ensuring compliance with accounting standards. The position also includes preparing budgets, financial forecasts, and reports for the Guild Senate and committees, as well as overseeing grant applications, funding management, and financial analysis to support organisational efficiency and sustainability.

Additionally, the role involves supervising the finance team, managing external service providers, and identifying financial risks with strategies for mitigation. The position ensures adherence to Guild policies and procedures, supports operational process improvements, and undertakes ongoing training and development. The incumbent also provides leadership during the Operations Manager's absence and performs any other duties necessary to support the Guild's financial health and strategic objectives.

Finance & Administrative Officer – Yvonne Quirke

The Finance and Administrative Officer provides frontline customer service to the Guild's members and visitors, serving as the initial point of contact. Their responsibilities include managing incoming calls, correspondence, and enquiries, greeting visitors in a professional and friendly manner, and assessing their needs to provide appropriate assistance or referrals. The role also involves supporting operational staff, maintaining a clean and welcoming reception area, and organising catering for functions to ensure a positive member experience.

In addition, the officer handles various administrative and financial duties, such as processing accounts payable and receivable, managing stock and transactions for the Guild's second-hand bookshop, maintaining filing systems, and coordinating office and room bookings. They also perform routine tasks including preparing documents, stocktaking, archiving, and arranging maintenance or courier services, ensuring smooth daily operations and effective support for the Guild's activities.

Operational Support Administrator – Kellie Martin

The Operational Support Administrator provides essential administrative assistance across the organisation, supporting both operational and strategic objectives. Their primary focus is on delivering efficient HR administration, including recruitment support and helping line managers manage their direct reports, as well as supporting operational leadership with various administrative tasks.

Additionally, the officer assists with organising and supporting meetings, preparing reports and presentations, and performing accounts payable duties when needed. They may also support reception functions as required, ensuring smooth daily operations and effective coordination across departments to meet the organisation's overall goals.

Guild Advisory Service Coordinator – Jo O'Donnell

The Coordinator of Guild Advisory Services is a key leadership role responsible for overseeing the delivery of educational and welfare advocacy and support services to ECU Student Guild members. Reporting to the Operations Manager, the role involves supervising and coaching the Advisory Officers, managing daily operations, and contributing to the strategic development of the service. The Coordinator ensures the development and review of policies, processes, and promotional materials, and fosters strong relationships with internal and external stakeholders to support student welfare and academic success.

Additionally, the position involves overseeing the financial support provided through the service, participating in budget development, and supporting the ongoing training of Guild Senators on advisory services. The Coordinator also provides direct support to students on appeals, grievances, and welfare concerns, ensuring all records are maintained accurately and securely.

Guild Advisory Officer – Dana Orbita & Patrice Mitchell

The Guild Advisory Officers provide vital educational and welfare-based advocacy and support services to all ECU students, ensuring confidentiality and sensitivity at all times. Their responsibilities include managing appeals and grievances by meeting with students, recording cases accurately, and developing fair action plans. The officer also represents students in appeals committees, liaises with university departments and external organisations to improve resolution processes, and promotes student support services across the university to enhance welfare initiatives.

Events & Marketing Officer – Eleanor Mulder

The Events and Marketing Officer is responsible for planning, organising, and executing a wide range of events and promotional activities to enhance the ECU Student Guild's brand, engage students, and support business growth. Their role involves developing strategic marketing plans, coordinating event logistics - including venue, catering, transportation, and equipment, and managing promotional campaigns across various channels, including social media and campus advertising. They also oversee the production of key materials such as posters, flyers, the annual Guild diary, and the maintenance of the Guild website.

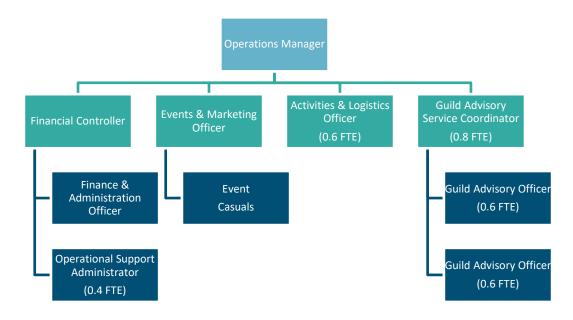
In addition, the officer collaborates with student groups, university departments, and external partners to ensure successful event delivery and foster community engagement. They act as a liaison with vendors, sponsors, and external collaborators, while exploring innovative ways to increase student participation and improve their overall experience. The role also involves supervising marketing interns and developing new revenue streams through advertising initiatives.

Activities & Logistics Officer – Paul Harnett

The Activities & Logistics Officer is responsible for developing and executing a variety of social, cultural, sporting, and recreational activities across ECU campuses, aimed at fostering student interaction and engagement. In collaboration with the Events & Marketing Officer and Vice President's, the role involves managing event

logistics, ensuring compliance with health and safety regulations, liquor licensing laws, and campus policies. The officer also supports the development of clubs and societies, researching activity viability to assist Senate decision-making and funding allocations.

Additionally, the officer provides manual labour and logistical support for Guild events and activities, including assisting with storage management, safety protocols, and general office tasks across all campuses.



Club Affiliation and Support

The Guild supports a diverse and vibrant student community through the affiliation of various clubs and organisations. The Guild's club affiliation framework is designed to foster student engagement, promote inclusivity, and facilitate effective governance and resource sharing among student-led groups.

The Guild's affiliated club framework is structured to accommodate a wide range of student interests, including academic pursuits, cultural and social activities, sports, and advocacy. Clubs are categorised based on their core focus and the level of support and funding they receive from the Guild.

Clubs seeking affiliation must adhere to the Guild's policies, including the Affiliation Policy and the Club Code of Conduct. Affiliated clubs are governed by their own constitutions or rules, which must align with the Guild's values and policies.

Affiliation Process

The process for club affiliation involves several key steps:

Application Submission:

Clubs interested in affiliating with the Guild must complete the prescribed affiliation form, providing detailed information about their objectives, governance, and activities. This process is open year-round, with applications submitted via the Guild's online platform.

Assessment and Approval:

The General Secretary reviews applications to ensure they meet eligibility criteria, including being non-commercial, serving student interests, and aligning with Guild policies. The Guild has the discretion to approve or reject applications, with unsuccessful applicants able to appeal decisions.

Ongoing Compliance:

Affiliated clubs must comply with the Guild's policies, submit quarterly reports, maintain active membership, and adhere to conduct standards. Failure to meet these obligations can result in disaffiliation.

• Reaffiliation and Continued Support:

Clubs are automatically re-affiliated annually, provided they meet ongoing requirements, submit reports, and maintain active membership. Disaffiliated clubs must wait a minimum of six months before reapplying.

Affiliation Tier System

The Guild's affiliation framework is tiered to recognise varying levels of organisational maturity, activity, and resource access. The tiers are designed to provide appropriate levels of support and funding, aligned with the club's governance and activity levels.

Tier 1 – Full Affiliation with Funding Support

Eligibility:

- Governed by a committee of at least five current enrolled students who are Guild members.
- Organises a minimum of two Guild-approved events per semester, including at least one on-campus event and one open to all ECU students.
- Maintains a governing constitution, with at least 51% of members being Guild members.

Benefits:

- Conditional financial grants and incentives, including annual funding allocations.
- Up to five float top-ups of \$300 each per year for incidental expenses.
- Invitations to exclusive Guild events, including the annual dinner and Guild Ball.
- Use of Guild facilities such as the Club Space on the Joondalup Campus.
- Administrative support, training, and resources to assist with event planning and compliance.

Tier 2 – Smaller Clubs with Funding Support

Eligibility:

- Governed by a committee of at least three current Guild members.
- Organises at least three Guild-approved events annually, with at least one on-campus and one open to all students.

Benefits:

- Funding support with up to five float top-ups of \$150 each annually.
- Invitations to Guild events for selected committee members.
- Access to Guild facilities, promotional support, and resources similar to Tier 1.

Tier 3 - Basic Affiliation

Eligibility:

- Governed by a minimum of three Guild members.
- Organises at least two Guild-approved events per year, including one on-campus.
- No funding support is provided under this tier.

Benefits:

- Recognition as a Guild-affiliated club.
- Access to promotional opportunities and event resources.
- Eligibility to participate in Guild events and initiatives.

Tier 4 – Incorporated Organisations

Eligibility:

• Incorporated associations or external organisations affiliated through a Memorandum of Understanding.

Benefits:

- Limited support, primarily recognition and potential collaborative opportunities.
- Limited funding or insurance coverage provided by the Guild.
- Additional benefits may be negotiated individually.

Benefits of Affiliation

Affiliation with the Guild offers numerous advantages to student clubs:

Access to Funding:

Clubs can access grants, float top-ups, and event support to facilitate activities and initiatives that benefit students.

Use of Facilities and Resources: Affiliated clubs can utilise Guild spaces, equipment, and promotional platforms, reducing operational costs and increasing visibility.

Recognition and Promotion: Guild affiliation enhances the visibility of clubs within the university community, facilitating member recruitment and engagement.

Training and Support: Clubs receive administrative training, procedural guidance, and ongoing support to ensure compliance and effective governance.

Representation: Clubs have a formal platform to voice student concerns and contribute to university governance through their affiliations.

Further information regarding ECU Student Guild is available on request to operations@ecuguild.org.au.

Department/Activity Based Reporting Undergraduate Department

Responsible Officers

- Vice President Academic
- Undergraduate Officer

KPI's Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]
- KPI 7 Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]
- KPI 8 Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

Overview of Department Activities in Quarter

KPI 1 — Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

Food was provided to students at the Perth Zoo tour with \$150 expended on the provision of food and drink to students by the department for this activity.

See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

Organised the Perth Zoo tour with 20 students attending. \$513 was spent on the activity, however, this was offset by income revenue of \$290. Anecdotally, there was a great response from students attending the activity, however, only one student provided post event feedback.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] 8 Clubs were affiliated under the Undergraduate Department in quarter 1 with \$4,316.20 of funding provided to those clubs for club activities.

Affiliated Undergraduate Clubs:

- Intelligence and Security Students Association (ISSA)
- ECU Psych Society

- Arts & Cultural Management Association (ACMO)
- Computing and Security Student Association (CASSA)
- ECU Robotics Society
- ECU Aviators
- Nursing and Midwifery Union
- Communication Club

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

The Undergraduate department facilitated 2 training courses for students in Quarter 1, a First Aid course and White Card Training. All registrations were filled.

Of the feedback received, only two responses were received from participants for First Aid, scoring the activity excellent overall. White card Training received 4 responses, with those responses being mixed. Only one student responded that the activity provided value for money.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

Support continued to be offered to students who expressed concerns around Academic Misconduct processes of the University. The Vice-President Academic participated in meetings at various levels of the University to provide feedback on Student experiences and to collaborate on future improvements to policy and process both with the School of Business and Law and at aa wider strategic level.

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)] Not Met

Postgraduate Department

Responsible Officers

- President
- Vice President Academic
- Postgraduate Officer

KPI's Met

• KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

No events were provided in Quarter 1.

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)] No events were provided in Quarter 1.

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] No detail provided by department

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

Support continued to be offered to students who expressed concerns around Academic Misconduct processes of the University. The Vice-President Academic participated in meetings at various levels of the University to provide feedback on Student experiences and to collaborate on future improvements to policy and process both with the School of Business and Law and at aa wider strategic level.

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)] No detail provided by department

Equity Department

Responsible Officers

- President
- Vice President Social Responsibility
- Equity Officer

KPIs Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

The Equity Department ran a Guild Activation event in March. Expending \$205 on snacks for students.

Critical issue: Vice President Social Responsibility was unwell at times which contributed to a delay in events being organised.

See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

The Equity Department ran a Guild Activation event in March. Expending \$366 on activities to support the oncampus event. No feedback was received by students for the event.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] Three Equity Collectives have been affiliated with the Guild. \$2,326 of funding has been provided to Equity Clubs in quarter 1.

Affiliated Equity Clubs:

- ECU Wellbeing Community
- ECU Women's Community
- An-Nisa

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

Environmental Department

Responsible Officers

- President
- Vice President Social Responsibility
- Environmental Officer

KPIs Met

None Met

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

No events organised in quarter 1.

Critical issue: low availability of Environmental Officer due to high study load.

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)] No events organised in quarter 1.

Critical issue: low availability of Environmental Officer due to study commitments.

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] No Environmental Clubs were affiliated with the Guild in guarter 1

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in guarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

First Nations Department

Responsible Officers

- President
- Vice President Social Responsibility
- First Nations Officer

KPI's Met

None Met

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

No events organised in quarter 1.

Critical issue: No First Nations Officer in role.

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

No events organised in quarter 1.

Critical issue: No First Nations Officer in role.

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

No First Nations Clubs were affiliated with the Guild in quarter 1

Critical Issue: No First Nations Officer in role.

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

Critical Issue: No First Nations Officer in role.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

Social Department

Responsible Officers

- President
- Vice President Activities & South West
- Social Officer

KPI's Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

Toga XXV took place in quarter 1. \$1,039 was expended on food and drink at the event.

See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

Toga XXV took place in quarter 1, with 109 attendees. Costs for the event were offset by ticket sales. Only two students provided feedback in relation to the event, with those providing feedback reporting that they found the event poor value for money, the provision of food and drink poor and overall the venue being considered poor.

The Guild is conscious that the venue may not be suitable for students and will look at other options for such events in the future.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] 10 Clubs were affiliated under the Social Department in quarter 1 with \$8,803.83 of funding provided to affiliates.

Affiliated Social Clubs:

- ECU Islamic Society
- Tabletop ECU
- The Gospel Stand
- ECU Christian Union
- Global Young Adults Connected

- Stitches and Verbal Itches
- ECU Baha'i Society
- Power to Change
- ECU Social Events Club
- ECU Book Club

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

Sports Department

Responsible Officers

- President
- Vice President Activities & South West
- Sports Officer

KPI's Met

- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

No food and drink provided in quarter 1.

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

The Sports Department facilitate Go Karting in quarter 1 with 16 students attending the activity. The expenditure for the event was \$741, however, this was offset by ticket sales generating \$509. The event was very popular with a wait list of 9 individuals.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]No Sports Clubs were affiliated with the Guild in quarter 1, however, there was an application for affiliation received from ECU Trailblazers. Due to insurance coverage issues, the Guild was unable to confirm their affiliation. The club was referred to ECU Sports.

The Guild has worked with ECU Sports to handover affiliation of formal Sports Clubs to ECU. This decision was as a result of ECU Sports being best placed to support formal Sports Clubs with coaching and sports facility requirements. The Guild will concentrate on social sports and collaboration with ECU Sports for the future.

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

South West Department

Responsible Officers

- President
- Vice President Activities & South West
- South West Officers

KPI's Met

None Met

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

No events organised in quarter 1.

KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

No events organised in quarter 1.

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] No clubs affiliated in quarter 1.

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

International Department

Responsible Officers

- President
- Vice President International
- International Officer

KPI's Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

All five events organised by the International Department in quarter 1 facilitated the provision of food to participants providing lunch or dinner as appropriate, expending a total of \$4,562 of the provision of food and drink to students.

See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

The International Department has provided 5 events to students in quarter 1 including, Bowling & Laser Tag, IFTAR Dinner, Immigration Information Session, Fremantle Prison Tour and a Rottnest Trip expending \$7,506 on these activities. The cost of activities was offset by revenue generation of \$2,645 in ticket sales. 217 International students attended these events with the majority of attendees who provided feedback rating the activities as excellent.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] 5 Clubs were affiliated under the International Department in quarter 1 receiving \$4,260 of funding.

Affiliated Clubs:

- Bangladesh Student Association (BSA)
- Sri Lankan Student Association (SLSA)
- Malayali Club
- Pakistani Student Association
- ECU Iranian Club

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

No training courses were provided in quarter 1.

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]

No detail provided by the department

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

Clubs (General)

Responsible Officers

- President
- General Secretary
- Vice President Academic
- Vice President Social Responsibility
- Vice President Activities & South West
- Vice President International

KPI's Met

• KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

Overview of Department Activities in Quarter

KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

26 Clubs were affiliated in quarter 1. With 30 applications for Affiliation received, 2 applications declined and 2 applications pending outcomes.

	Q1
Number of Tier One Affiliations Received	24
Number of Tier One Clubs Approved in Quarter	21
Number of Tier One Clubs Declined in Quarter	1
Number of Tier Two Affiliations Received	3
Number of Tier Two Clubs Approved in Quarter	2
Number of Tier Two Clubs Declined in Quarter	1
Number of Tier Three Affiliations Received	2
Number of Tier Three Clubs Approved in Quarter	2
Number of Tier Three Clubs Declined in Quarter	0
Number of Tier 4 (MOU) Affiliations Received	3
Number of Tier 4 (MOU) Clubs Approved in Quarter	1
Number of Tier 4 (MOU) Clubs Declined in Quarter	0

Total Affiliation Applications Received in Quarter	30
Total Number of Clubs Affiliated in Quarter	26
Total Number of Club Affiliations Declined in Quarter	2
Total Number of Clubs Disaffiliated in Quarter	0

Applications were declined from ECU Trailblazers, who were declined on the basis of a rejection from the Guild Insurers for coverage for proposed club activities. The Club was referred to ECU Sports. ECU Events Club was also declined due to a concern over the name of the club not offering enough of a distinction between Guild facilitated Events and Activities and Club organised events and activities. The club subsequently submitted another application for affiliation under the name "ECU Social Events Club" which was approved.

The Guild did not meet the affiliation timeline for 2 clubs who submitted affiliation applications in quarter 1. Club Diva delays were as a result of the Memorandum of Understanding not being signed by relevant parties, however, due to the resignation of the Guild General Secretary in quarter 1, no detail is available as to the reasons that Power to Change were not approved in this time.

Affiliated Clubs in Q1:

- Bangladesh Student Association (BSA)
- Intelligence and Security Students Association (ISSA)
- Sri Lankan Student Association (SLSA)
- Malayali Club
- ECU Islamic Society
- Tabletop ECU
- ECU Well-Being Community
- The Gospel Stand
- ECU Christian Union
- Global Young Adults Connected
- Stitches and Verbal Itches
- ECU Psych Society
- Arts & Cultural Management Association (ACMO)
- Computing and Security Student Association (CASSA)
- ECU Baha'i Society
- ECU Robotics Society
- ECU Women's Community
- Power to Change

- ECU Aviators
- Pakistani Student Association
- An-Nisa
- ECU Iranian club
- Nursing and Midwifery Union
- Communication Club
- ECU Social Events Club
- ECU Book Club

	Q1
Number of Social Clubs	10
Number of Sports Clubs	0
Number of Equity Clubs	3
Number of Environmental Clubs	0
Number of First Nations Clubs	0
Number of International Clubs	5
Number of Undergraduate Clubs	8
Number of Postgraduate Clubs	0
Number of South West Clubs	0

Affiliated Clubs have received \$20,134.03 of funding in quarter 1. With two clubs receiving additional funds in excess of the maximum amounts provided by Guild Policy. Intelligence and Security Students Association "ISSA" received an additional \$372 for club uniforms and the ECU Islamic Society who received an additional \$4000 for provision of meals for fasting students during Ramadan. Secretariat agreed to additional funding for ECU Islamic Society as "The club has been performing well as a new club—organising engaging events and submitting all receipts in a timely manner. Although their recent grant application was submitted slightly late, I believe it can be approved on this occasion, given their positive track record and the urgency of the request".

See Data: 3.3 - Club Funding

	Q	L
Total Value of Funding Provided to:	Total Funding (inclusive of any additional funding approved)	Total Additional Funds (Outside of Policy)

Social Clubs	\$	\$
300101 01003	8,803.83	4,000.00
Sports Clubs	\$ -	\$ -
Equity Clubs	\$ 1,326.00	\$ -
Environmental Clubs	\$ -	\$ -
First Nations Clubs	\$ -	\$ -
International Clubs	\$ 4,860.00	\$ -
Undergraduate Clubs	\$ 5,144.20	\$ 372.00
Postgraduate Clubs	\$ -	\$ -
South West Clubs	\$ -	\$ -
Total Quarterly Funding	\$ 20,134.03	\$ 4,372.00

Annual Comparison of Funding

	2022	2023	2024	2025
Number of Affiliated Clubs (to date)	56	39	41	26
	\$	\$	\$	\$
Total Funding	46,524.18	35634.85	40,851.09	20,134.03

Club Quarterly Reports

Of the 26 clubs affiliated in quarter 1, 12 did not meet the compliance requirements and failed to submit the required reports to the Guild. The General Secretary will liaise with these clubs to ensure reports are submitted in order to meet the affiliation requirements. See **Table 17 - Club quarterly reports**.

Club Feedback Received

General feedback received from clubs regarding delays in affiliation processes. This was as a result of an unanticipated leave of absence of the General Secretary. Club affiliation processes were finalised swiftly following the return of the General Secretary to the role.

General Club Support

Affiliated clubs have been included on the Guild Clubs website with relevant links to contact.

The Guild has assisted Clubs with contacts for merchandise and created t-shirts in house, as well as promoting Club events through our socials and via newsletter.

The Guild will be launching a monthly newsletter for club admin/committee members to encourage engagement between the affiliated clubs and the Guild.

Supporting Documents/Evidence

- 3.1.1 Club Affiliation Policy https://clubs.ecuguild.org.au/wp-content/uploads/2025/01/Club-Affiliation-Policy.pdf
- 3.1.1 Club Affiliation Procedure https://ecuguild.org.au/wp-content/uploads/2025/08/Club-Affiliation-Procedure.pdf
- 3.1.1 Club Code of Conduct https://clubs.ecuguild.org.au/wp-content/uploads/2022/02/Club-Code-of-Conduct.pdf
- 3.1.1 Club Grants Procedure https://ecuguild.org.au/wp-content/uploads/2025/08/Club-Grants-Procedure.pdf
- 3.2 Guild Website Checking Protocol https://ecuguild.org.au/wp-content/uploads/2025/08/Website-Checking-Protocol.pdf

Events & Marketing Department (General Guild Activities)

Responsible Officers

- Operations Manager
- Events & Marketing Officer
- Activities & Logistics Officer

KPI's Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 2 Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
- KPI 3 Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]
- KPI 6 Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]
- KPI 7 Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]
- KPI 9 Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

The Guild BBQs and free food on campus continue to prove popular, including a "brain boosting" ice cream giveaway where an external provider provided free samples in exchange for student engagement. Another highlight was the EID Festival with large turnout and international cuisine. When food has been provided as part of an offsite tour, it has been well received.

Critical Issues: The Guild has identified that the catering service at Birra Bar has been inadequate in effectively serving larger groups during after-hours events.

See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

The Guild has provided a variety of on and off-campus events, appealing to a broad range of students, a broad range of cultures, and a broad range of nationalities. We have nurtured partnerships with uniting WA for financial workshops, and 20Talk for mental health workshops.

The Guild has collaborated with ECU University Departments, hosting ECU stalls at Guild Fair, regular social sport events at the Sports Centre, and initiatives such as UMHD with The Living Room and has participated in the University's Get Set BBQs during orientation, distributing merchandise and engaging with students.

All events have been promoted via the Guild website, socials and newsletter.

See Data: KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] Affiliated clubs have been included on the Guild Clubs website with relevant links to contact.

The Guild has assisted Clubs with contacts for merchandise and created t-shirts in house, as well as promoting Club events through social media platforms and via the fortnightly Guild newsletter.

The Guild will be launching a monthly newsletter for club admin/committee members to encourage engagement between the affiliated clubs and the Guild.

See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

KPI 6 - Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]

The Guild published 4000 copies of 2025 Guild Student Diary, which was distributed at O-Week and from the Guild Office throughout the year.

Dircksey magazine issue - April 2025, has been distributed around campus as well as the Dircksey Media Piece for Semester 1, which was an A3 Term wall planner.

The Guild website has been regularly updated with student news and events. We have also ensured that information is current and relevant, with regular updates from GAO's, senate meeting minutes, and information relevant to the President by-election.

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]

For the first time, First Aid training has been provided more than once per semester, with tickets selling out in record time, as well as for the White Card training.

See Table 26 - Training/Course summary

KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

The Guild was involved in Semester 1 'Get Set Sessions during Orientation Weeks through the provision of BBQs and Merchandise and Information Stall.

During week 1 the Guild facilitated Guild Fairs at all 3 Campuses engaging with more than 2500 new and returning Students informing of the Guild's Services and Activities. Additionally the Guild ran free Financial Education Workshops (Uniting WA) and Mental Health Workshops (20Talk).

Supporting Documents/Evidence

Guild Website

www.ecuguild.org.au

Guild Advisory Service

Responsible Officers

- Operations Manager
- Guild Advisory Service Coordinator
- Guild Advisory Officers

KPI's Met

- KPI 4 Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]
- KPI 5 Helping students with their financial affairs [Statute 29(3.2)(2)(i)
- KPI 8 Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]
- KPI 9 Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

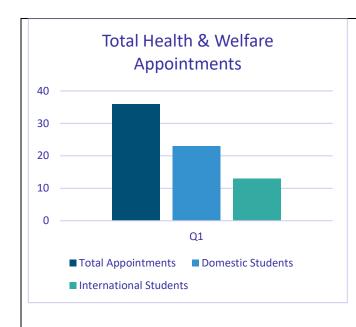
Overview of Department Activities in Quarter

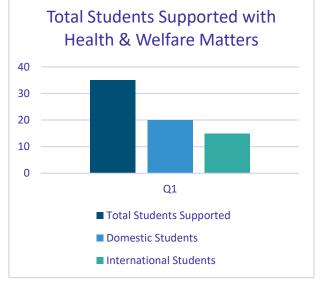
KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]

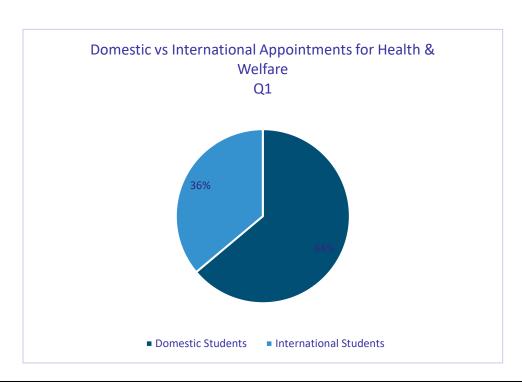
The Guild Advisory Service team was operating effectively with three staff members during quarter 1. Students appointment needs were met across this period, with reduced wait times following the deadline for Formal Review applications. Appointments were often available the same, or next, day throughout February and March.

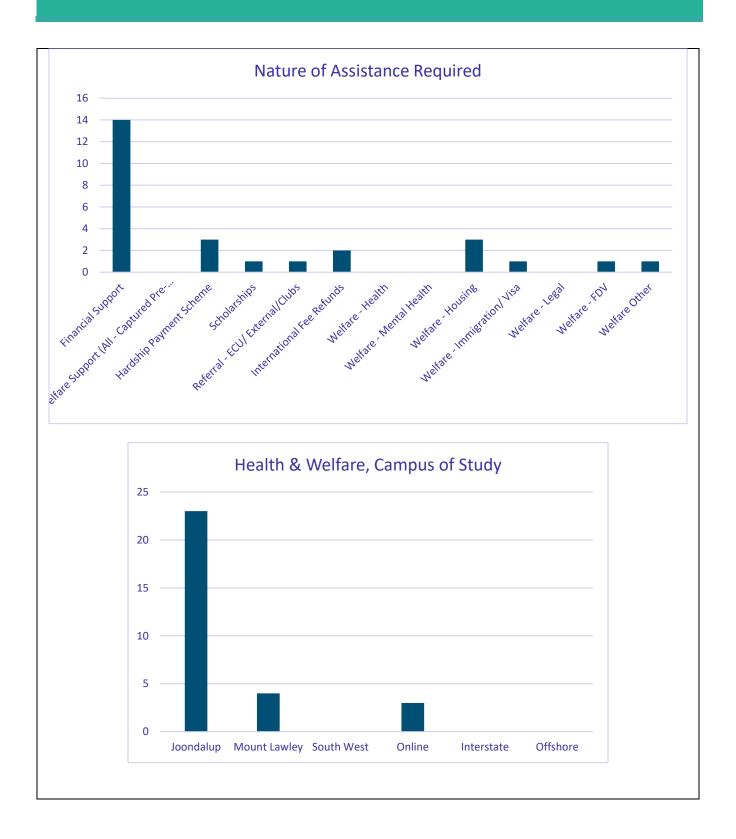
Guild Advisory Officers (GAO) prioritised immediate student welfare and mental health support needs, and referred students to ECU Psychological Counselling Support service, The Living Room, ECU Housing officer, and external support services during this quarter as appropriate.

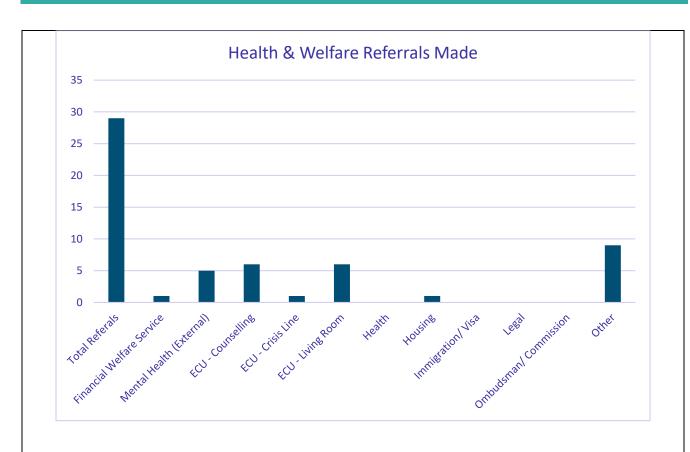
An established relationship with The Living Room (TLR) has facilitated the support of students across both services, with GAOs and TLR staff collaborating to ensure students immediate welfare needs are met, and a warm handover is undertaken wherever possible.













See Table 21 - Students accessing health & welfare support

KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)

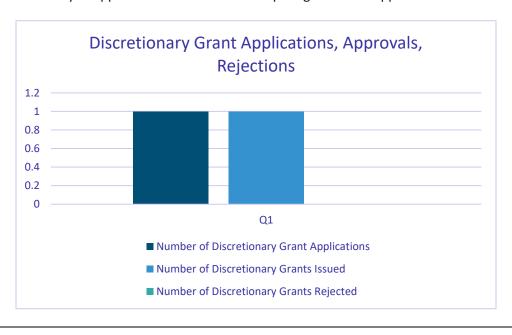
The Guild provided financial support to students this quarter in the form of;

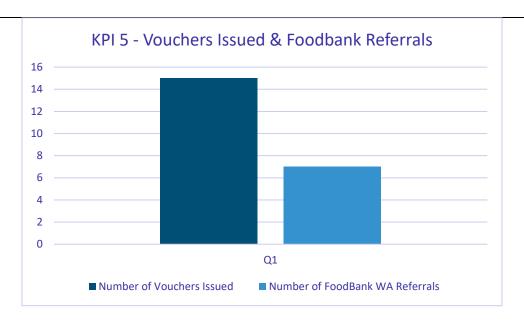
- 1 x Discretionary Grant total \$500
- 20 x Grocery/fuel vouchers total \$1000
- 2 x Smart Rider top-ups total \$100
- 7 x Foodbank referrals with a total indicative value of \$3640.

Total support provided this quarter was \$5240

Student financial support needs in the form of grocery vouchers this quarter have returned to a level comparable to quarters 1-3 in 2024.

This further supports the observations in Q4 2024 that the significant drop in financial support (grocery vouchers) provided in that quarter was due to the sharp increase in Academic Misconduct appointments, reducing the availability of appointments for students requiring financial support.





See Table 22 - Grants and vouchers issued

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]

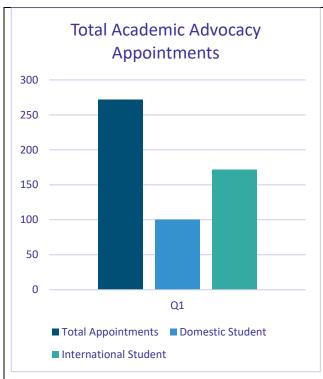
GAOs attended 10 Student Appeal Committee hearings in this quarter in the capacity of the student's support person. GAOs were unable to attend 4 SAC hearings as requested by students, this was either due to short notice or hearing times that fell outside of Guild operational hours.

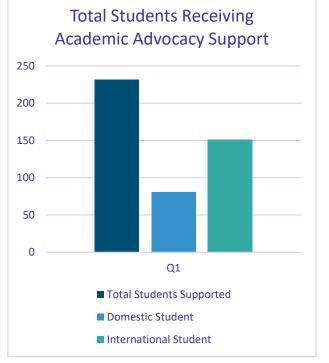
GAOs also attended academic misconduct meetings as the students' support person.

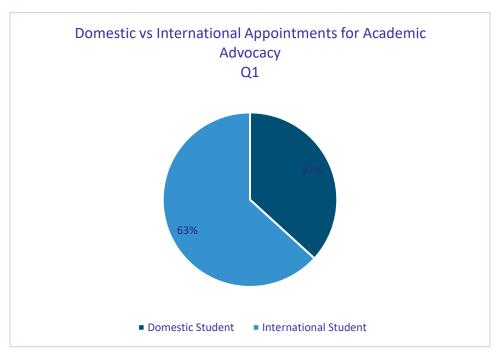
The Guild Advisory Service advocated for students in the areas of Academic Integrity and Academic Policy through participation in the Academic Policy Working Group and Assessment Procedure working group, Respect at ECU Advisory Group, and meetings scheduled with various ECU teams to address the Academic Misconduct issues, particularly in the School of Business and Law.

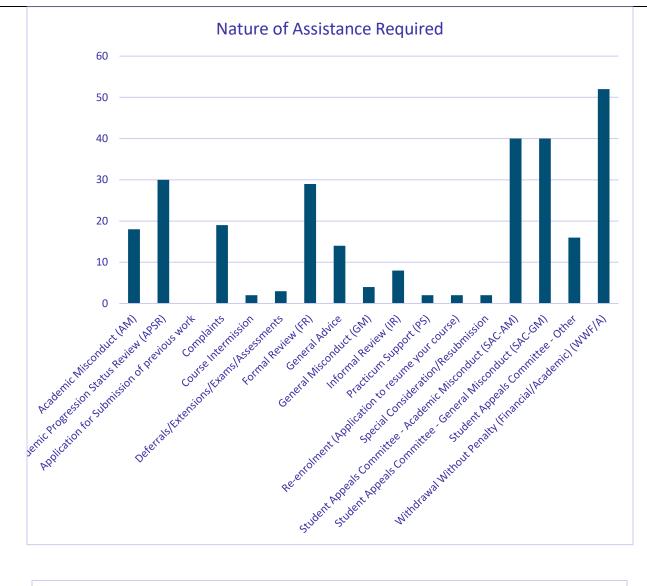
The service provided extensive feedback and input into the proposed changes to ECU's Academic Integrity processes, to improve outcomes for students.

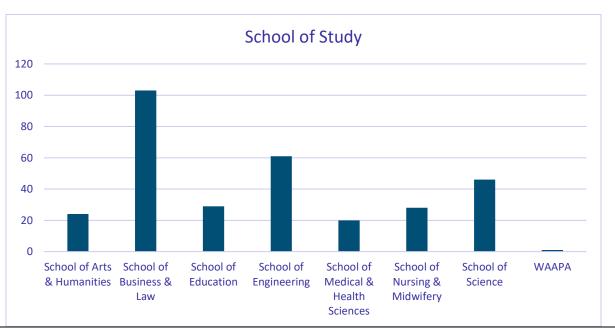
See Table 29 - Advocacy provided to students

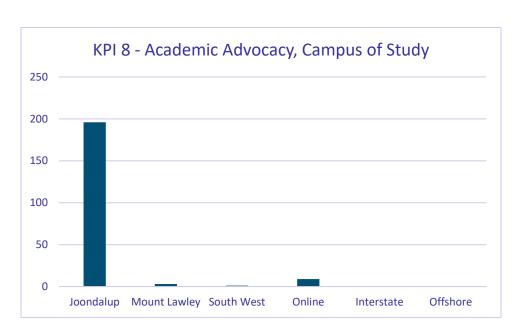












KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]The Guild Advisory service provided information to students regarding services offered by the department at the Guild Fair event.

Supporting Documents/Evidence

- Student Financial Support Policy https://ecuguild.org.au/wp-content/uploads/2025/08/Student-Financial-Support-Policy.pdf
- Guild Advisory Service User Policy https://ecuguild.org.au/wp-content/uploads/2025/08/Guild-Advisory-Service-User-Policy.pdf

Administration (General Guild Activities)

Responsible Officers

- Operations Manager
- Financial Controller
- Finance & Administration Officer
- Operational Support Administrator

KPI's Met

- KPI 1 Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]
- KPI 5 Helping students with their financial affairs [Statute 29(3.2)(2)(i)
- KPI 10 Administration
- KPI 11 Planning, reporting and handover

Overview of Department Activities in Quarter

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

The Guild facilitates a full student kitchen at Joondalup campus 34.215 along with a satellite set up at B9 staff kitchen for postgraduate students. At Mt Lawley we stock and support the student lounge in building 12, whilst in Bunbury we are stock the student lounge facility in building 7.

Direct food support in these services cost \$2538, which is during a period where we traditionally have lower numbers due to the student cohort being on break during January and February. See **Table 3 - Kitchen Supplies**

KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)

The Guild offers a range of quality second hand books, available for purchase directly at the Joondalup office or online via the Guild's website.

During the first quarter, the volume of book buy-backs, where students present texts for sale, was notably low, which is atypical for this period when increased buy-back activity is generally observed as students attempt to generate funds by selling texts from completed courses. Additionally, sales of second hand textbooks were below expectations, likely reflecting a continued shift among students towards the use of digital texts.

See Table 23.

KPI 10 - Administration

Elections

Following the resignation of elected President, Pema Chentsho on 31st March, the Guild commenced a By-Election as per the ECU Student Guild Constitution to fill the vacant position. By-Election reports will be available in quarter 2.

Training & Development

Quarter 1 2025 saw Senators complete their mandatory induction training. See Appendix H.

A number of training activities were undertaken by staff members during the quarter as detailed in Appendix I.

Financial Reporting

Preparation of financial statements for 2024 were a priority for quarter 1 for the Guild's annual audit. These will be presented at the AGM in April 2025. Input for the Guild annual report was also undertaken.

A new clubs funding system was implemented this year, Volopay. The Guild issues a virtual debit card to the club responsible officers. This system has an online transaction and reporting portal and allows the finance department to support the cubs efficiently and allows oversight to appropriate funds use in real time. See **Table 36 - Financial report overview**

Policy Framework

At the beginning of the year the Continuous Improvement and Development Committee commenced a review of the Guild Strategic Risk Register. Previously Risks had been reviewed on a systematic basis with 3 risks under review at each CIDC meetings, however, it was identified that this did not result in risk being adequately reviewed in a timely manner. The process for CIDC will now be to review the Strategic Risk Register at the commencement of the year in an extended CIDC Session.

The following Policies were reviewed by the Continuous Improvement and Development Committee and approved by Senate in quarter 1. See Appendix J.

- Workplace Ergonomics Policy
- Travel Policy
- Generating & Receiving Income Policy
- Corporate Credit Cards Policy
- Financial Management Policy

The following policies were reviewed but noted that no updates were to be made at the review anniversary.

- Conflict of Interest Policy
- Senate Transition Training Policy
- Training & Development Policy
- Procurement Policy

See Appendix K.

Honoraria

A total of \$56,425.69 was paid to Senators in the form of an honoraria in quarter 1 in recognition of their contribution to the ECU Student Guild and its members. See **Honoraria Paid to Senate**

Meeting Attendance

A total of 5 Senate meetings were held in quarter 1. The majority of Senators attended all Senate meetings conducted. See **Table 32 - Attendance at Senate meetings**

A total of 5 Secretariat meetings were held in quarter 1. All Secretariat members attended all meetings. See **Table 33 - Attendance at Secretariat meetings**

All Committee members attended all CIDC meetings in quarter 1. See **Table 34 - Attendance at Continuous Improvement and Development Committee meetings**

Resignations

Pema Chenstho, Guild President resignation 31st March 2025. The resignation was due to the need to prioritise well-being and academic commitments during what was a challenging period. See **Table 35** - **Resignations**

KPI 11 – Planning, reporting and handover

Quarter 3 Survey

To be reported in quarter 4 2025.

Senator Handover and Briefing

To be reported in quarter 4 2025 as a result of the Senate induction and handover period being 1st December.

Co-opted Senators to receive handover (where available) and induction at the point of commencement. In quarter 1 no Senators has been co-opted.

Supporting Documents/Evidence

- 10.2 Record of training provided and attendance by Senate members
 See Appendix H
- 10.3 Record of training provided and attendance by staff members
 See Appendix I
- 10.4b & 11.4 Guild Budget
 https://ecuguild.org.au/wp-content/uploads/2025/08/Budget-Overview.pdf
- 10.5 Current Policy https://ecuguild.org.au/policy/
- 10.5 Copies of amended/new policies
 See Appendix J & K
- 10.6 SSAF Services Offered by the Guild https://ecuguild.org.au/about/
- 11.4 Audited Annual Financial Statements
 https://ecuguild.org.au/wp-content/uploads/2025/06/ECU-Guild-Annual-Report-2024-with-Financials compressed.pdf
- 11.4 Quarterly SSAF Reports https://ecuguild.org.au/senate/minutes/

• 11.4 – Senate Minutes https://ecuguild.org.au/senate/minutes/

Dircksey Magazine

Responsible Officers

- Operations Manager
- Dircksey Editor
- Dircksey Sub Editors

KPI's Met

• KPI 6 - Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]

Overview of Department Activities in Quarter

KPI 6 - Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]

Successfully designed and produced 2,000 copies of the Semester 1 and 2 2025 Wall Planner. The planner was well-received and valued as a practical organisational tool while also promoting Dircksey's presence on campus. A key learning was the importance of initiating design and print processes early to meet critical timelines.

Published the first online article of the year: a review titled "Virgin Eyes: A Glimpse into the Thrilling Chaos of Queer Nightlife" by Francesca Fernandez (posted 30 January 2025). A key learning was that launching the year with a culturally relevant, high-impact story helps set a strong editorial tone and build momentum for upcoming content.

Internal editorial planning commenced, including preparation for the first print magazine of the semester, theme discussion, and team coordination. Developed and scheduled contributor callouts to encourage student involvement in writing, art, and photography. A key learning from this period is the importance of using the quieter early months to establish structure, timelines, and digital readiness to support smoother operations during the active academic period.

Designed a Dircksey Ad Kit in early 2025 to support external engagement and advertising opportunities within the student magazine. The kit includes pricing tiers, ad specifications, audience demographics, publication timelines, and contact details — making it easier for local businesses, ECU departments, and community groups to collaborate with Dircksey.

Supporting Documents/Evidence

- 6.1 Student Diary
 Available upon request
- 6.2 Dircksey Magazine

Semester One Magazine: https://issuu.com/ecuguild/docs/dircksey_april_2025

Dircksey Media Piece: Wall planner – available on request

 6.3 – Guild Website Checking Protocol https://ecuguild.org.au/wp-content/uploads/2025/08/Website-Checking-Protocol.pdf

Data

KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]

List of events, by department including:

- o dates, Campus, attendance, total expenditure of food/drink, and overall cost of the event; and
- o evidence of student feedback where available, including a pulse check to measure impact.

Table 1 - Guild Events where Food and Drink was Provided

Department	Event Name	Date	Campus	Total Attendees	Type of Event	Total Expenditure for Food/Drink	Was this a ticketed event?	Tickets Available	Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Guild Operations	Future Students BBQ	23/01/2025	Joondalup	150	Third Party Activation		No			\$ 803.00	\$ 263.00
Guild Operations	School of Science BBQ	10/02/2025	Joondalup	80	Third Party Activation		No			\$ 885.00	\$ 135.00
Guild Operations	School of Science BBQ	11/02/2025	Joondalup	70	Third Party Activation		No			\$ 874.00	\$ 147.00
Guild Operations	Tokyo City University BBQ	13/02/2025	Mount Lawley	165	Third Party Activation		No			\$ 1,105.00	\$ 176.00
Guild Operations	Get Set Session	18/02/2025	Joondalup	300	Collaboration (Guild and University)		No				\$ 530.00
International Department	Bowling & Laser Tag	18/02/2025	Off Site	20	Guild	\$ 78.00	Yes	20	20	\$ 300.00	\$ 781.00
Guild Operations	Get Set Session	19/02/2025	Mount Lawley	250	Collaboration (Guild and University)		No			\$ 2,010.00	\$ 942.00
Guild Operations	Get Set Session	21/02/2025	Joondalup	350	Collaboration (Guild and University)		No			\$ 2,646.00	\$ 1,243.00
Guild Operations	ML Guild Fair	25/02/2025	Mount Lawley	500	Guild	\$ 1,310.00	No				\$ 2,109.00
Guild Operations	JO Guild Fair	27/02/2025	Joondalup	150 0	Guild	\$ 1,560.00	No				\$ 3,527.00

International Department	IFTAR Dinner	3/03/2025	Joondalup	99	Guild	\$ 2,755.00	Yes	99	99		\$ 2,755.00
International Department	Rottnest Adventure	4/03/2025	Off Site	40	Guild	\$ 638.00	Yes	40	40	\$ 1,365.00	\$ 4,238.00
International Department	ISMAP	24/03/2025	Joondalup	30	Guild	\$ 273.00	Yes	30	30		\$ 273.00
Guild Operations	SW Guild Fair	5/03/2025	Bunbury	100	Guild	\$ 122.00	No				\$ 677.00
International Department	Fremantle Prison Tour	12/03/2025	Off Site	28	Guild	\$ 818.00	Yes	28	28	\$ 980.00	\$ 2,104
Social Department	TOGA XXV	14/03/2025	Joondalup	109	Guild	\$ 1,039.00	Yes	109	109	\$ 1,738.00	\$ 1,999.00
Undergraduate Department	Perth Zoo Tour	17/03/2025	Off Site	25	Guild	\$ 150.00	Yes	25	25	\$ 290.00	\$ 513.00
Guild Operations	Japan BBQ	17/03/2025	Joondalup	60	Third Party Activation		No			\$ 595.00	\$ 152.00
Equity Department	Guild Activation	25/03/2025	Joondalup	100	Guild	\$ 205.00	No				\$ 366.00

Note: Total Attendees s the actual number of attendees at the event and so may differ from Ticket sales.

Table 2 - Student Feedback Regarding Food Provided at Events

	General Event Information						Ratings for Food/Drink				
Department	Event Name	Date	Quarter	Campus	Total Attendees Note: This is the actual number of attendees at the event and so may differ from Ticket Sale numbers	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	
Guild Operations	Future Students BBQ	23/01/2025	Q1	Joondalup	150						
Guild Operations	School of Science BBQ	10/02/2025	Q1	Joondalup	80						
Guild Operations	School of Science BBQ	11/02/2025	Q1	Joondalup	70						
Guild Operations	Tokyo City University BBQ	13/02/2025	Q1	Mount Lawley	165						
Guild Operations	Get Set Session	18/02/2025	Q1	Joondalup	300						

International Department	Bowling & Laser Tag	18/02/2025	Q1	Off Site	20					3
Guild Operations	Get Set Session	19/02/2025	Q1	Mount Lawley	250					
Guild Operations	Get Set Session	21/02/2025	Q1	Joondalup	350					
Guild Operations	ML Guild Fair	25/02/2025	Q1	Mount Lawley	500					
Guild Operations	JO Guild Fair	27/02/2025	Q1	Joondalup	1500					
International Department	IFTAR Dinner	3/03/2025	Q1	Joondalup	99			2	1	1
International Department	Rottnest Adventure	4/03/2025	Q1	Off Site	40	2	1	1	4	3
International Department	ISMAP	24/03/2025	Q1	Joondalup	30			1		2
Guild Operations	SW Guild Fair	5/03/2025	Q1	Bunbury	100					
International Department	Fremantle Prison Tour	12/03/2025	Q1	Off Site	28				1	1
Social Department	TOGA XXV	14/03/2025	Q1	Joondalup	109	2				
Undergraduate Department	Perth Zoo Tour	17/03/2025	Q1	Off Site	25					1
Guild Operations	Japan BBQ	17/03/2025	Q1	Joondalup	60					
Equity Department	Guild Activation	25/03/2025	Q1	Joondalup	100					

Note: All attendees are encouraged to provide feedback at Guild events, however, not all students respond.

Table 3 - Kitchen Supplies

	Campus	Foo	alue of od/Drink upplied
	Joondalup	\$	1,929.17
Q1	Mount Lawley	\$	495.38
	South West	\$	113.40

KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]

- 2.1 Report on marketing and social media metrics including engagement rates and the communication channels that were utilised.
- 2.2 List of events, by Department, including:
 - o dates, Campus, attendance, cost of activity, ticket revenue, and whether an event was sponsored; and
 - o evidence of student feedback where available, including a pulse check to measure impact.
- 2.3 Details of collaborative events by Department, including:
 - o cost of activity, ticket revenue, whether an event was sponsored; and
 - o evidence of student feedback where available, including a pulse check to measure impact.

2.1 - Social Media Metrics

Table 4 - Facebook Page Metrics

	Quarter	Views	Reach	Interactions
General Page Metrics	Q1	220.6K	16.6K	1.1K
Canaval Daga Matrica	Q2			
General Page Metrics	Q3			
	Q4			

Table 5 - Facebook Post Metrics

Post Description	Date	Views	Reach	Interactions
Applications Now Open for Guild Representatives!	2/01/2025	17	11	2
ECU Guild Event Support Casuals Wanted!	7/01/2025	1581	931	4
Put the dates in your diary now and get excited for Guild Fair 2025!	15/01/2025	932	580	10
SSAF Advisory Forum Members: The Guild is Seeking Your Voice!	16/01/2025	968	542	2
SSAF Advisory Forum Members: The Guild is Seeking Your Voice!	20/01/2025	982	529	2

Fringe: 4 GIVEAWAY ALERT!	21/01/2025	1006	585	12
Support Your Guild & Score Amazing Deals! Love dining out? Enjoy entertainment? Your Entertainment		1361	681	2
Membership gives you 2-for-1 offers and up to 50% off at over 1,500 local businesses you love!	24/01/2025	1301	001	
O Week is Coming!	28/01/2025	1118	727	14
WAAC is looking for participants to feature in a new HIV awareness campaign for people from culturally and		1216	806	4
linguistically diverse (CaLD) backgrounds.	29/01/2025	1210	000	
Update for Mount Lawley Students! Our Guild offices in Building 12 are now closed, but don't worry—we're still		3086	2060	8
here for you!	30/01/2025			
ECU Student Guild updated their cover photo.	30/01/2025	16	11	4
O Week is Coming!	31/01/2025	1120	690	12
Bowling: Epic Night of Fun Awaits You! Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone Bowling Joondalup!	2/02/2025	605	363	4
Bowling: Epic Night of Fun Awaits You! Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone Bowling Joondalup!	2/02/2025	1394	852	14
Promo: TAXIBOX Has You Covered!	3/02/2025	1045	679	6
Be a Buddy Ambassador for the Tokyo City University Australia Program (TAP)	3/02/2025	1595	995	10
Find your community—join or start an ECU Guild Club!	4/02/2025	642	411	2
MORE FRINGE GIVEAWAYS!	4/02/2025	566	359	0
Ignite Mentoring: Interested in educational equity? Volunteering? Meeting like-minded friends?	5/02/2025	838	567	8
Be Smart With Your Money! Join our **FREE** Financial Education Workshop Series and learn practical money skills to take control of your finances.	5/02/2025	579	367	2
Be Smart with Your Money Financial Education Workshops	5/02/2025			0
Fremantle Prison Torchlight Tour	5/02/2025			0
Update for Mount Lawley Students! Our Guild offices in Building 12 are now closed, but don't worry—we're still here for you!	6/02/2025	1262	872	6
Bowling: Epic Night of Fun Awaits You! Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone Bowling Joondalup!	7/02/2025	1749	843	14
Bowling: Epic Night of Fun Awaits You! Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone Bowling Joondalup!	9/02/2025	471	331	2
Be Smart with Your Money Financial Education Workshops	10/02/2025	704	453	2
Guild Discount Alert! Craving fresh, feel-good Mexican food? Zambrero Joondalup is serving up 10% off for ECU Guild members!	10/02/2025	1136	743	2

Rottnest Island Adventure	10/02/2025			0
Guild Representatives: Limited Spots Remaining for Postgraduate & HDR Students!	11/02/2025	1139	727	6
WA Sexual Health Week 2025 9-15 Feb	11/02/2025	775	453	8
Rottnest Island: Island Escape Awaits!	12/02/2025	1661	901	20
Dare to explore the darker side of Fremantle Prison?	12/02/2025	1126	616	10
ECU Guild Fair 2025 is just around the corner!	12/02/2025	1103	616	8
Hey ECU students! Have you picked up your 2025 Guild Sticker yet? If not, swing by the ECU Joondalup Guild Office (Building 34) and grab yours!	13/02/2025	2399	1119	20
Happy Valentine's Day	13/02/2025			0
Bowling: Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone Bowling Joondalup!	14/02/2025	1009	561	4
Promo: Boost Juice ECU Joondalup is BACK and they're serving up the most refreshing watermelon drinks since well, ever	16/02/2025	1332	650	28
Hello and welcome to Orientation week!	16/02/2025	2809	1552	22
Join the Guild's Discipline Committee	17/02/2025	1265	736	2
Come get your sugar fix from Guild Reception in Joondalup	17/02/2025	1156	734	2
Bangladesh Student Association event	18/02/2025			0
Enjoy exclusive student deals at Varsity as an ECU Guild member	18/02/2025	1752	1177	2
Iftar Dinner	18/02/2025			0
TOGA XXV	18/02/2025			0
Dare to explore the darker side of Fremantle Prison?	19/02/2025	1521	1010	2
Hey ECU students! Have you picked up your 2025 Guild Sticker yet?	19/02/2025	1357	816	6
First Aid Certification	19/02/2025			0
TOGA XXV – The Ultimate Toga Party!	20/02/2025	1688	990	20
Be a Buddy Ambassador for the Tokyo City University Australia Program (TAP)	20/02/2025	1517	866	8
TOGA XXV – The Ultimate Toga Party!	21/02/2025	1152	645	4
Join the Guild's Discipline Committee!	23/02/2025	1415	785	8
Get First Aid Certified for Just \$45!	24/02/2025	2099	1119	18
Become a Buddy Ambassador for ZUT's Study Abroad Program!	24/02/2025	1589	959	4
Guild Fair Mount Lawley is on right now and the sun is shining	24/02/2025	1187	569	26

Hey ECU students! Have you picked up your 2025 Guild Sticker yet?	25/02/2025	1409	838	12
TOGA XXV – The Ultimate Toga Party	26/02/2025	1416	858	2
Your Video	26/02/2025	1281	867	10
GUILD FAIR is here! And what a VIBE!	26/02/2025	737	584	10
ECU Student Guild added 40 new photos to the album: Guild Fair Mount Lawley (February 2025).	27/02/2025	1226	605	12
ECU Student Guild added 107 new photos to the album: Guild Fair Joondalup (February 2025).	27/02/2025	8604	3708	82
20talk Mental Health Maintenance	27/02/2025			0
Indoor Go Karting at PowerPlay Joondalup	27/02/2025			0
Go Karting: Ready to Race? Let's Go!	28/02/2025	1311	832	2
Need a hand with your studies? ECU Learning Advisers are here to help you!	3/03/2025	946	583	4
ECU Student Guild updated their cover photo.	3/03/2025	9	8	18
White Card Training	3/03/2025			0
How often do you check in on your mental health?	4/03/2025	1121	675	6
Go Karting: Ready to Race? Let's Go!	4/03/2025	809	483	4
Gold & Bells Tour	5/03/2025			0
ECU Student Guild added 21 new photos to the album: Guild Fair Bunbury (February 2025).	5/03/2025	2253	1207	18
TOGA: Are you ready for the ultimate student experience??	6/03/2025	5817	2514	10
Get Your White Card for Just \$60!	6/03/2025	1581	1085	2
Al can help or hurt—use it wisely!	6/03/2025	4770	2711	26
Gold & Bells Tour!	7/03/2025	959	601	2
Throwback to TOGA 2022!	7/03/2025	459	361	2
Happy International Women's Day from all at the Guild	7/03/2025	828	484	10
Join Us for a Fun Zoo Day!	8/03/2025	1324	792	10
Gold & Bells Tour: Hey ECU students! Looking for a day of history, adventure, and unique experiences?	9/03/2025	922	609	6
We don't really mind what you wear to TOGA. Just hurry up and buy your tickets	10/03/2025	1364	714	6
We don't really mind what you wear to TOGA. Just hurry up and buy your tickets	10/03/2025			0
Al is a tool, not a shortcut.	10/03/2025	1303	814	4
ECU Student Guild added 16 new photos to the album: Guild Fair Bunbury (February 2025).	10/03/2025	1905	1079	18
WOLFY'S GOING TO TOGA – ARE YOU?	11/03/2025	1375	823	6

Guild Discount Alert!	11/03/2025	1340	820	10
Gold & Bells Tour – New Date	12/03/2025	1212	683	18
FREE International Student Migration Session	12/03/2025			0
FREE Immigration Information Session for International Students!	12/03/2025	1453	786	2
TOGA: One more sleep!	13/03/2025	707	404	2
Al is not a shortcut. Think before you trust Al.	13/03/2025	1274	779	2
FREE Immigration Information Session for International Students!	17/03/2025	1686	903	8
All Hail Our TOGA XXV Best Dressed Winners!	17/03/2025	2960	1735	46
Respect at Uni Week	18/03/2025			0
Equity Mixer	18/03/2025			0
Respect at Uni Week!	19/03/2025	836	522	12
Get Creative & Sweet Treats	19/03/2025	1400	855	8
Gold & Bells Tour	20/03/2025	1456	983	6
Don't miss out on exclusive perks for your club!	20/03/2025	1570	1038	8
Post Graduate New Year Welcome	24/03/2025			0
Postgraduate New Year Welcome at ECU Joondalup!	24/03/2025	1078	665	4
Maritime Museum Tour	24/03/2025			0
QUICK! Win FREE tickets to L2EMPURAAN this weekend!	24/03/2025	899	599	2
ECU Student Guild added 17 new photos to the album: Guild Activation (March 2025).	25/03/2025	2349	1231	32
Join us for an exciting day at the WA Maritime Museum & HMAS Ovens Submarine in Fremantle!	25/03/2025	861	540	2
Post Graduate New Year Welcome	25/03/2025			0
Guild Discount Alert!	26/03/2025	1251	702	16
Eid Festival	26/03/2025			0
Your Video	26/03/2025	1269	645	150
ECU Guild Eid Festival 2025!	27/03/2025	1548	816	32
Boost Juice Promo	27/03/2025	672	413	4
Postgraduate New Year Welcome at ECU Joondalup!	30/03/2025	1089	782	2
Boost Winners	31/03/2025	1240	661	38

Table 6 - Instagram Page Metrics

	Quarter	Views	Reach
	Q1	274.1K	12.8K
Cananal Dana Matrica	Q2		
General Page Metrics	Q3		
	Q4		

Table 7 - Instagram Post Metrics

Post Description	Date	Views	Reach	Interactions
ECU Guild Event Support Casuals Wanted!	7/01/2025	1830	1286	27
Greetings from AIESEC in Australia, Edith Cowan	15/01/2025	1471		27
Put the dates in your diary now and get excited for Guild Fair 2025!	15/01/2025	2470	1721	88
SSAF Forum Representatives: The Guild is Seeking Your Voice!	16/01/2025	1077	763	22
SSAF Forum Representatives: The Guild is Seeking Your Voice!	20/01/2025	1065	740	22
Fringe: GIVEAWAY ALERT!	21/01/2025	1876	1324	50
Support Your Guild & Score Amazing Deals! Love dining out? Enjoy entertainment? Your Entertainment				
Membership gives you 2-for-1 offers and up to 50% off at over 1,500 local businesses you love!	24/01/2025	1196	667	13
O Week is Coming!	28/01/2025	1606	1161	44
WAAC is looking for participants to feature in a new HIV awareness campaign for people from culturally				
and linguistically diverse (CaLD) backgrounds. You do not need to have experience with HIV.	29/01/2025	1734	1214	19
Update for Mount Lawley Students! For further information on Guild Services, please visit our website.				
See you around campus!	30/01/2025	2363	1714	35
O Week is Coming!	31/01/2025	1423	1006	29
Applications Now Open for Guild	1/02/2025	1399	1008	21
Bowling: Epic Night of Fun Awaits You!	2/02/2025	1718	1253	54
Be a Buddy Ambassador for the Tokyo City University Australia Program (TAP)	3/02/2025	3346	1775	71
Promo: TAXIBOX Has You Covered!	3/02/2025	1305	881	12
MORE FRINGE GIVEAWAYS!	4/02/2025	2250	1141	16

Find your community—join or start an ECU Guild Club!	4/02/2025	1295	875	26
Be Smart With Your Money! Join our **FREE** Financial Education Workshop Series and learn practical				
money skills to take control of your finances.	5/02/2025	885	630	14
Ignite Mentoring: Interested in educational equity? Volunteering? Meeting like-minded friends?	5/02/2025	1133	753	13
Update for Mount Lawley Students! Our Guild offices in Building 12 are now closed, but don't worry—				
we're still here for you!	6/02/2025	1642	1178	23
Bowling: Epic Night of Fun Awaits You! Calling all ECU International Students! Get ready to bowl, tag, and				
play the night away at Zone Bowling Joondalup!	7/02/2025	1449	926	26
Guild Discount Alert! Craving fresh, feel-good Mexican food? Zambrero Joondalup is serving up 10% off				
for ECU Guild members!	10/02/2025	1745	1220	44
Be Smart With Your Money! Join our **FREE** Financial Education Workshop Series and learn practical				
money skills to take control of your finances.	10/02/2025	1948	1279	10
WA Sexual Health Week 2025 9-15 Feb	11/02/2025	1360	860	7
Guild Representatives: Limited Spots Remaining for Postgraduate & HDR Students!	11/02/2025	1467	996	22
ECU Guild Fair 2025 is just around the corner!	12/02/2025	3681	2093	81
Dare to explore the darker side of Fremantle Prison?	12/02/2025	3183	1711	52
Rottnest Island: Island Escape Awaits!	12/02/2025	4225	2831	208
Hey ECU students! Have you picked up your 2025 Guild Sticker yet? If not, swing by the ECU Joondalup				
Guild Office (Building 34) and grab yours!	13/02/2025	1975	1251	63
Bowling: Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone				
Bowling Joondalup!	14/02/2025	1521	921	18
Hello and welcome to Orientation week!	16/02/2025	3434	2335	183
Promo: Boost Juice ECU Joondalup is BACK and they're serving up the most refreshing watermelon drinks				
since well, ever	16/02/2025	2038	1211	85
Come get your sugar fix from Guild Reception in Joondalup	17/02/2025	1727	1166	22
Join the Guild's Discipline Committee	17/02/2025	1750	1232	23
Enjoy exclusive student deals at Varsity as an ECU Guild member	18/02/2025	2188	1398	60
Hey ECU students! Have you picked up your 2025 Guild Sticker yet?	19/02/2025	1682	1103	34
Fresh faces, big dreams, and a campus buzzing with excitement! ECU Student Guild (@ecuguild) is out in				
full force	19/02/2025	5671		218
Fremantle Prison Tour	19/02/2025	2022	1380	34
Bowling: Calling all ECU International Students! Get ready to bowl, tag, and play the night away at Zone				
Bowling Joondalup!	19/02/2025	1152	611	0

Finding the Guild? It's easy!	20/02/2025	3409	1730	73
Be a Buddy Ambassador for the Tokyo City University Australia Program (TAP)!	20/02/2025	3492	1716	56
TOGA XXV – The Ultimate Toga Party!	20/02/2025	1761	1231	46
TOGA XXV – The Ultimate Toga Party!	21/02/2025	2409	1355	34
Join the Guild's Discipline Committee!	23/02/2025	1392	943	24
Guild Fair Mount Lawley is on right now and the sun is shining Come on down and get your fun on	24/02/2025	3107	1688	69
Become a Buddy Ambassador for ZUT's Study Abroad Program!	24/02/2025	2601	1280	51
Get First Aid Certified for Just \$45!	24/02/2025	2084	1396	69
Hey ECU students! Have you picked up your 2025 Guild Sticker yet? If not, swing by the ECU Joondalup Guild Office (Building 34) and grab yours!	25/02/2025	1686	1114	36
GUILD FAIR is here! And what a VIBE!	26/02/2025	2184	1236	61
Guild Fair Joondalup is here and what a vibe! Come on down to the lake and be a part of it	26/02/2025	6117	2921	263
TOGA XXV – The Ultimate Toga Party!	26/02/2025	2101	1386	65
Go Karting: Ready to Race? Let's Go!	28/02/2025	3309	1514	113
Need a hand with your studies? ECU Learning Advisers are there to help you! From academic writing to English language skills, they offer workshops, drop-in sessions & unit-specific support to help you succeed	3/03/2025	932	667	9
We're so excited to invite you to our events for Semester 1, 2025! Be sure to mark your calendars and stay tuned for further details about each event.	3/03/2025	1688		30
Go Karting: Ready to Race? Let's Go!	4/03/2025	2090	969	41
Mental Health Maintenance (MHM) is a FREE 6-hour wellbeing literacy training course by 20Talk, designed to give you the tools to better understand and monitor your mental health.	4/03/2025	1215	854	12
Dare to explore the darker side of Fremantle Prison?	5/03/2025	2380	1408	35
Start washing those bed sheets. It's nearly Toga party time! Tickets from only \$15! First 100 people through the doors get a free cocktail Book now. Link in bio	5/03/2025	1471	740	31
Al can help or hurt—use it wisely	6/03/2025	2962	2036	69
Get Your White Card for Just \$60!	6/03/2025	2255	1593	67
TOGA XXV	6/03/2025	3661	1835	70
Happy International Women's Day from all at Guild	7/03/2025	1457	985	46
Throwback to TOGA 2022!	7/03/2025	3041	1621	65
Join Us for a Fun Zoo Day!	8/03/2025	2740	1512	54
Hey ECU students! Looking for a day of history, adventure, and unique experiences? Join us for the Gold & Bells Tour	9/03/2025	2197	1316	42

Al is a tool, not a shortcut.	10/03/2025	1854	1280	27
We don't really mind what you wear to TOGA. Just hurry up and buy your tickets	10/03/2025	3715	1588	79
2 days to go! Dare to explore the darker side of Fremantle Prison?	10/03/2025	1304	937	21
Guild Discount Alert! Looking for an epic adventure? ECU students get 20% OFF the Seal and Penguin				
Islands Sea Kayak Day Tour when booking for 2 or more people!	11/03/2025	2187	1505	71
WOLFY'S GOING TO TOGA – ARE YOU?	11/03/2025	1972	1312	52
FREE Immigration Information Session for International Students!	12/03/2025	3317	1501	89
Gold & Bells Tour – New Date!	12/03/2025	1481	972	14
Al is not a shortcut. Think before you trust Al.	13/03/2025	1676	1107	19
ECU Toga Party Décor!	14/03/2025	3424		77
All Hail Our TOGA XXV Best Dressed Winners!	17/03/2025	3880	2027	168
ECU Baha'i society warmly invites you to join us in celebrating Naw-ruz + Harmony	17/03/2025	2980		56
FREE Immigration Information Session for International Students!	17/03/2025	3401	1438	47
Chats, creativity & sweet treats	19/03/2025	1757	1182	29
Respect at Uni Week!	19/03/2025	1198	826	21
Don't miss out on exclusive perks for your club!	20/03/2025	2096	1390	53
Gold & Bells: 2 weeks to go! Take a break from study and reconnect with the city around you.	20/03/2025	2873	1384	36
Looking for a fun way to connect with fellow students? Come along to our Equity Mixer!	23/03/2025	1632	977	20
QUICK! Win FREE tickets to L2EMPURAAN this weekend!	24/03/2025	1910	1232	30
International Student Challenge: Tomorrow ECU compete in the International Student Challenge at UWA				
across four different sports - cricket, badminton, volleyball and soccer.	24/03/2025	3290		108
Postgraduate New Year Welcome at ECU Joondalup!	24/03/2025	2198	1292	28
Join us for an exciting day at the WA Maritime Museum & HMAS Ovens Submarine in Fremantle!	25/03/2025	1645	1159	42
Join the Dodgy Bros Dodgeball Crew! We are looking for energetic and fun staff to join our team??????	25/03/2025	4591		79
Guild Discount Alert! ECU students, keep your ride looking fresh with 20% OFF car detailing and window				
tinting at Ashtint in Nollamara!	26/03/2025	1803	1245	48
Boost Promo: Boost Your Vibes with Double Points!	27/03/2025	1264	872	23
ECU Guild Eid Festival 2025!	27/03/2025	2515	1725	105
Postgraduate New Year Welcome at ECU Joondalup!	30/03/2025	1176	841	28
Boost Promo: WINNERS ANNOUNCED IN THE COMMENTS!	31/03/2025	2139	1229	79

ECU Sports: We're teaming up with the @ecuguild to deliver a Pickleball & Badminton Come 'n' Try				
Event.	31/03/2025	4486		108
"Hey ECU! We want to know what YOU love seeing on our Instagram	31/03/2025	1156	783	15

Table 8 - Guild Website Metrics

	Quarter	Active Users	New Users	Average Engagement (seconds)
	Q1	8.5k	8.2k	47s
Cananal Daga Matrica	Q2			
General Page Metrics	Q3			
	Q4			

Table 9 - Guild Newsletter Metrics

Target Audience	Date Issued	Number of Recipients	Open Rate	Engagement/ Click Throughs
Guild members	22/01/2025	17305	51.03%	8.51%
Guild members	5/02/2025	18768	37.33	3.39
Guild members	19/02/2025	18746	36.34	3.95
Guild members	5/03/2025	18735	32.05	2.62
Postgraduate students	17/03/2025	5976	33.62	2.91
Guild members	19/03/2025	19213	33.08	2.47
Postgraduate students	26/03/2025	6272	35.22	1.58

2.2 & 2.3 - Guild Events - General

Table 10 - Guild Events Summary

Q1

Number of Events	24
	\$
Total Event Expenditure	9,076.00
Guild Events	14
Supported University Event (On-Charged)	0
Collaboration Events (Guild & University)	3
Third Party Activation	7
Joondalup Events	13
Mount Lawley Events	5
Bunbury Events	1
Online	0
Offsite	5
Number of Attendees	4354
Number of Sponsored Events	1
	\$
Total Value of Sponsorship	500.00
Number of Events where Food & Drink was Provided	19
	\$
Total Expenditure on Food & Drink	8,948.00
Number of Ticketed Events	10
Total Number of Tickets Available	437
Total Number of Tickets Sold	387
Total Ticket Revenue	16446
Overall Event Rating - Poor	3
Overall Event Rating - Fair	1
Overall Event Rating - Good	2
Overall Event Rating - Very Good	3
Overall Event Rating - Excellent	17
Value for Money - Poor	3
Value for Money - Fair	0

Value for Money - Good	3
Value for Money - Very Good	2
Value for Money - Excellent	18
Ratings for Food/Drink - Poor	4
Ratings for Food/Drink - Fair	1
Ratings for Food/Drink - Good	4
Ratings for Food/Drink - Very Good	6
Ratings for Food/Drink - Excellent	11

Table 11 - Events Breakdown by Department

	Q1										
	Undergraduate Department	Postgraduate Department	Equity Department	Environmental Department	First Nations Department	Social Department	Sports Department	South West Department	International Department	Guild Operations (General)	Guild Advisory Service
Number of Events	1	0	1	0	0	1	1	0	5	15	0
Total Event Expenditure	\$ 223.00	\$ -	\$ 366.00	\$ -	\$ -	\$ 261.00	\$ 741.00	\$ -	\$ 7,506.00	-\$ 21.00	\$ -
Guild Events	1	0	1	0	0	1	1	0	5	\$ 5.00	0
Supported University Event (On-Charged)	0	0	0	0	0	0	0	0	0	0	0
Collaboration Events (Guild & University)	0	0	0	0	0	0	0	0	0	3	0
Third Party Activation	0	0	0	0	0	0	0	0	0	7	0
Joondalup Events	0	0	1	0	0	1	0	0	2	9	0
Mount Lawley Events	0	0	0	0	0	0	0	0	0	5	0
Bunbury Events	0	0	0	0	0	0	0	0	0	1	0
Online	0	0	0	0	0	0	0	0	0	0	0
Offsite	1	0	0	0	0	0	1	0	3	0	0

Number of Attendees	25	0	100	0	0	109	16	0	217	3887	0
Number of Sponsored Events	0	0	0	0	0	0	0	0	1	0	0
,	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Value of Sponsorship	-	-	-	-	-	-	-	-	500.00	-	-
Number of Events where Food & Drink was Provided	1	0	1	0	0	1	0	0	5	11	0
Total Expenditure on Food & Drink	\$ 150.00	\$ -	\$ 205.00	\$ -	\$ -	\$ 1,039.0 0	\$ -	\$ -	\$ 4,562.00	\$ 2,992.0 0	\$ -
Number of Ticketed Events	1	0	0	0	0	1	1	0	5	2	0
Total Number of Tickets Available	25	0	0	0	0	109	14	14	217	72	0
Total Number of Tickets Sold	25	0	0	0	0	109	14	14	217	22	0
Total Ticket Revenue	\$ 290.00	\$ -	\$ -	\$ -	\$ -	\$ 1,738.0 0	\$ 509.00	\$ 509.00	\$ 2,645.00	\$ 11,264. 00	\$ -
Overall Event Rating - Poor	0	0	0	0	0	2	0	0	1	0	0
Overall Event Rating - Fair	0	0	0	0	0	0	0	0	1	0	0
Overall Event Rating - Good	0	0	0	0	0	0	0	0	2	0	0
Overall Event Rating - Very Good	0	0	0	0	0	0	0	0	3	0	0
Overall Event Rating - Excellent	1	0	0	0	0	0	0	0	16	0	0
Value for Money - Poor	0	0	0	0	0	2	0	0	1	0	0
Value for Money - Fair	0	0	0	0	0	0	0	0	0	0	0
Value for Money - Good	0	0	0	0	0	0	0	0	3	0	0
Value for Money - Very Good	0	0	0	0	0	0	0	0	2	0	0
Value for Money - Excellent	1	0	0	0	0	0	0	0	17	0	0
Ratings for Food/Drink - Poor	0	0	0	0	0	2	0	0	2	0	0
Ratings for Food/Drink - Fair	0	0	0	0	0	0	0	0	1	0	0
Ratings for Food/Drink - Good	0	0	0	0	0	0	0	0	4	0	0

Ratings for Food/Drink - Very Good	0	0	0	0	0	0	0	0	6	0	0
Ratings for Food/Drink - Excellent	1	0	0	0	0	0	0	0	10	0	0

Table 12 - Events Detail

Department	Event Name	Date	Campus	Total Attendees	Type of Event	Was Food and/or drink provided?	Total Expenditure for Food/Drink	Was this a ticketed event?	Number of Tickets Available	Number of Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Guild Operations	Future Students BBQ	23/01/2025	Joondalup	150	Third Party Activation	Yes		No			\$ 803	\$ 263
Guild Operations	School of Science BBQ	10/02/2025	Joondalup	80	Third Party Activation	Yes		No			\$ 885	\$ 135
Guild Operations	School of Science BBQ	11/02/2025	Joondalup	70	Third Party Activation	Yes		No			\$ 874	\$ 147
Guild Operations	Tokyo City University BBQ	13/02/2025	Mount Lawley	165	Third Party Activation	Yes		No			\$ 1,105	\$ 176
Guild Operations	Financial Education Workshops	17/02/2025	Joondalup	10	Guild	No		Yes	60	10		\$ 27
Guild Operations	Get Set Session	18/02/2025	Joondalup	300	Collaboration (Guild and University)	Yes		No				\$ 530
International Department	Bowling & Laser Tag	18/02/2025	Off Site	20	Guild	Yes	\$ 78	Yes	20	20	\$ 300	\$ 781
Guild Operations	Get Set Session	19/02/2025	Mount Lawley	250	Collaboration (Guild and University)	Yes		No			\$ 2,010	\$ 942
Guild Operations	Get Set Session	21/02/2025	Joondalup	350	Collaboration (Guild and University)	Yes		No			\$ 2,646	\$ 1,243

Guild Operations	ML Guild Fair	25/02/2025	Mount Lawley	500	Guild	Yes	\$ 1,310	No				\$ 2,109
Guild Operations	JO Guild Fair	27/02/2025	Joondalup	1500	Guild	Yes	\$ 1,560	No				\$ 3,527
International Department	IFTAR Dinner	3/03/2025	Joondalup	99	Guild	Yes	\$ 2,755	Yes	99	99		\$ 2,755
International Department	Rottnest Adventure	4/03/2025	Off Site	40	Guild	Yes	\$ 638	Yes	40	40	\$ 1,365	\$ 4,238
International Department	ISMAP	24/03/2025	Joondalup	30	Guild	Yes	\$ 273	Yes	30	30		\$ 273
Guild Operations	SW Guild Fair	5/03/2025	Bunbury	100	Guild	Yes	\$ 122	No				\$ 677
Guild Operations	Inbound Abroad ZUT	10/03/2025	Mount Lawley	40	Third Party Activation	No		No			\$ 530	\$ 192
Guild Operations	Education Careers Fair	11/03/2025	Mount Lawley	300	Third Party Activation	No		No			\$ 1,816	\$ 1,123
International Department	Fremantle Prison Tour	12/03/2025	Off Site	28	Guild	Yes	\$ 818	Yes	28	28	\$ 980	\$ 2,104
Social Department	TOGA XXV	14/03/2025	Joondalup	109	Guild	Yes	\$ 1,039	Yes	109	109	\$ 1,738	\$ 1,999
Guild Operations	20Talk!	17/03/2025	Joondalup	12	Guild	No		Yes	12	12		\$ -
Undergraduat e Department	Perth Zoo Tour	17/03/2025	Off Site	25	Guild	Yes	\$ 150	Yes	25	25	\$ 290	\$ 513
Guild Operations	Japan BBQ	17/03/2025	Joondalup	60	Third Party Activation	Yes		No			\$ 595	\$ 152
Sports Department	Go Karting	24/03/2025	Off Site	16	Guild	No		Yes	14	14	\$ 509	\$ 1,250
Equity Department	Guild Activation	25/03/2025	Joondalup	100	Guild	Yes	\$ 205	No				\$ 366

2.2 - Guild Events – Student Feedback

Table 13 - Guild Event Feedback

	Ge	eneral Event Inf	ormation			0	verall	Event	Ratin	g		Value	for M	oney		Ra	tings 1	for Foo	d/Drii	nk
Department	Event Name	Date	Campus	Total Attendees	Type of Event	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
Guild Operations	Future Students BBQ	23/01/2025	Joondalup	150	Third Party Activation															
Guild Operations	School of Science BBQ	10/02/2025	Joondalup	80	Third Party Activation															
Guild Operations	School of Science BBQ	11/02/2025	Joondalup	70	Third Party Activation															
Guild Operations	Tokyo City University BBQ	13/02/2025	Mount Lawley	165	Third Party Activation															
Guild Operations	Financial Education Workshops	17/02/2025	Joondalup	10	Guild															
Guild Operations	Get Set Session	18/02/2025	Joondalup	300	Collaborat ion (Guild and University)															
Internationa I Department	Bowling & Laser Tag	18/02/2025	Off Site	20	Guild				1	2					3					3
Guild Operations	Get Set Session	19/02/2025	Mount Lawley	250	Collaborat ion (Guild and															

					University)														
Guild Operations	Get Set Session	21/02/2025	Joondalup	350	Collaborat ion (Guild and University														
Guild Operations	ML Guild Fair	25/02/2025	Mount Lawley	500	Guild														
Guild Operations	JO Guild Fair	27/02/2025	Joondalup	1500	Guild														
Internationa I Department	IFTAR Dinner	3/03/2025	Joondalup	99	Guild			2		2		2		2			2	1	1
Internationa I Department	Rottnest Adventure	4/03/2025	Off Site	40	Guild	1	1		2	7	1	1	2	7	2	1	1	4	3
Internationa I Department	ISMAP	24/03/2025	Joondalup	30	Guild					3				3			1		2
Guild Operations	SW Guild Fair	5/03/2025	Bunbury	100	Guild														
Guild Operations	Inbound Abroad ZUT	10/03/2025	Mount Lawley	40	Third Party Activation														
Guild Operations	Education Careers Fair	11/03/2025	Mount Lawley	300	Third Party Activation														
Internationa I Department	Fremantle Prison Tour	12/03/2025	Off Site	28	Guild					2				2				1	1
Social Department	TOGA XXV	14/03/2025	Joondalup	109	Guild	2					2				2				
Guild Operations	20Talk!	17/03/2025	Joondalup	12	Guild														
Undergradu ate Department	Perth Zoo Tour	17/03/2025	Off Site	25	Guild					1				1					1

Guild Operations	Japan BBQ	17/03/2025	Joondalup	60	Third Party Activation								
Sports Department	Go Karting	24/03/2025	Off Site	16	Guild								
Equity Department	Guild Activation	25/03/2025	Joondalup	100	Guild								

Note: All attendees are encouraged to provide feedback at Guild events, however, not all students respond.

KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]

3.1.1 – Number of active clubs and societies, and comparison with number of clubs active in 2024.

3.1.2 Report including:

- provision of all club feedback received;
- the number of club affiliation applications;
- the number of clubs affiliated;
- list of clubs not affiliated within one month and the reasons for the delay; and
- club reports on membership numbers and activities.

3.3 Amount of funding provided to the Guild's representative clubs, by club name, and a list of clubs whose funding requests were in excess of the permitted value and required Secretariat approval including the amount allocated and the Secretariat's reasoning.

3.1.1 - Active Clubs

Table 14 - Active Clubs in comparison with preceding year

	2024	2025
Total Active Clubs	41	26

3.1.2 - Club Reporting

Table 15 - Club Affiliations

Club Name	Department Affiliated Under	Tier	Date of Application	Reporting Quarter of Application	Approval Status	Date of Approval/Decline	Reporting Quarter of Approval/Decline	Is this clubs approval outside of the 1 month deadline?
ECU Bhutanese Student Association	International Department	1	29/01/2025	Q1	Pending			
AIESEC in ECU	Social Department	4	07/02/2025	Q1	Pending			

Bangladesh Student Association (BSA)	International Department	1	10/02/2025	Q1	Approved	13/02/2025	Q1	No
Intelligence and Security Students Association (ISSA)	Undergraduate Department	1	23/01/2025	Q1	Approved	13/02/2025	Q1	No
Sri Lankan Student Association (SLSA)	International Department	1	24/01/2025	Q1	Approved	13/02/2025	Q1	No
Malayali Club	International Department	1	25/01/2025	Q1	Approved	13/02/2025	Q1	No
ECU Islamic Society	Social Department	1	28/01/2025	Q1	Approved	13/02/2025	Q1	No
Tabletop ECU	Social Department	1	02/03/2025	Q1	Approved	13/02/2025	Q1	No
ECU Well-Being Community	Equity Department	1	31/01/2025	Q1	Approved	13/02/2025	Q1	No
The Gospel Stand	Social Department	2	29/01/2025	Q1	Approved	13/02/2025	Q1	No
ECU Christian Union	Social Department	2	02/03/2025	Q1	Approved	13/02/2025	Q1	No
Global Young Adults Connected	Social Department	3	02/02/2025	Q1	Approved	13/02/2025	Q1	No
Stitches and Verbal Itches	Social Department	3	08/02/2025	Q1	Approved	13/02/2025	Q1	No
ECU Psych Society	Undergraduate Department	1	13/01/2025	Q1	Approved	6/03/2025	Q1	No
Arts & Cultural Management Association (ACMO)	Undergraduate Department	1	14/01/2025	Q1	Approved	6/03/2025	Q1	No
Computing and Security Student Association (CASSA)	Undergraduate Department	1	29/01/2025	Q1	Approved	6/03/2025	Q1	No
ECU Baha'i Society	Social Department	1	12/02/2025	Q1	Approved	6/03/2025	Q1	No
ECU Robotics Society	Undergraduate Department	1	04/03/2025	Q1	Approved	6/03/2025	Q1	No
ECU Women's Community	Equity Department	1	26/02/2025	Q1	Approved	6/03/2025	Q1	No
Power to Change	Social Department	4	02/01/2025	Q1	Approved	6/03/2025	Q1	Yes
ECU Aviators	Undergraduate Department	1	28/02/2025	Q1	Approved	31/03/2025	Q1	No
		1	13/03/2025	Q1			Q1	
Pakistani Student Association	International Department				Approved	31/03/2025		No
An-Nisa	Equity Department	1	18/03/2025	Q1	Approved	31/03/2025	Q1	No
ECU Iranian club	International Department	1	19/03/2025	Q1	Approved	31/03/2025	Q1	No
Nursing and Midwifery Union	Undergraduate Department	1	03/03/2025	Q1	Approved	31/03/2025	Q1	No

Communication Club	Undergraduate Department	1	08/03/2025	Q1	Approved	31/03/2025	Q1	No
ECU Social Events Club	Social Department	1	23/03/2025	Q1	Approved	31/03/2025	Q1	No
ECU Book Club	Social Department	1	20/02/2025	Q1	Approved	31/03/2025	Q1	No
ECU Trailblazers	Sports Department	2	23/02/2025	Q1	Declined	3/02/2025	Q1	No
ECU Events Club	Social Department	1	31/01/2025	Q1	Declined	31/01/2025	Q1	No

Table 16 - Club Affiliation Delays

Club Name	Department Affiliated Under	Tier	Date of Application	Reporting Quarter of Application	Approval Status	Date of Approval/Decline	Reporting Quarter of Approval/Decline	Is this clubs approval outside of the 1 month deadline?
Power to Change	Social Department	4	02/01/2025	Q1	Approved	6/03/2025	Q1	Yes
Club Diva	Social Department	4	05/03/2025	Q1	Approved	8/06/2025	Q2	Yes

Club Activity Reporting

Table 17 - Club quarterly reports

Club Name	Department Affiliated Under	Tier	Total Members Reported	ECU Student Members	Percentage of members who are ECU Students	Number of reported Club Events
Bangladesh Student Association (BSA)	International Department	1				
Intelligence and Security Students Association (ISSA)	Undergraduate Department	1	181	176	97%	5
Sri Lankan Student Association (SLSA)	International Department	1				
Malayali Club	International Department	1				

ECU Islamic Society	Social Department	1				
Tabletop ECU	Social Department	1	43	40	93%	2
ECU Well-Being Community	Equity Department	1	11	11	100%	2
The Gospel Stand	Social Department	2	35	29	83%	1
ECU Christian Union	Social Department	2	25	23	92%	2
Global Young Adults Connected	Social Department	3	1169	1033	88%	7
Stitches and Verbal Itches	Social Department	3	9	9	100%	3
ECU Psych Society	Undergraduate Department	1	509	325	64%	
Arts & Cultural Management Association (ACMO)	Undergraduate Department	1	16	16	100%	2
Computing and Security Student Association (CASSA)	Undergraduate Department	1				
ECU Baha'i Society	Social Department	1	15	11	73%	2
ECU Robotics Society	Undergraduate Department	1	221	221	100%	3
ECU Women's Community	Equity Department	1				
Power to Change	Social Department	4				
ECU Aviators	Undergraduate Department	1	120	119	99%	5
Pakistani Student Association	International Department	1	60	58	97%	2
An-Nisa	Equity Department	1	80	65	81%	1
ECU Iranian club	International Department	1				
Nursing and Midwifery Union	Undergraduate Department	1				
Communication Club	Undergraduate Department	1				
ECU Social Events Club	Social Department	1				
ECU Book Club	Social Department	1				

Table 18 - Club Events & Activities

Department	Event Name	Date	Campus
International Department	Sri Lankan Students Association	20/02/2025	Joondalup
International Department	Bangladesh Student Association	22/02/2025	Joondalup
Social Department	Global Young Adults	24/02/2025	Joondalup
Undergraduate Department	CASSA Social Event	08/03/2025	Joondalup
Social Department	Christian Union Stall	17/03/2025	Mount Lawley
Social Department	Baha'i Society Harmony	24/03/2025	Joondalup
Social Department	Power 2 Change Stall	25/03/2025	Joondalup

Note that Clubs may hold their own events and activities outside of those approved or facilitated by the Guild and the data may not be entirely representative of Club activity.

3.3 - Club Funding

Table 19 - Club Funding Allocations

Club Name	Department Affiliated Under	Total Floats Paid	Total Grant Funding Paid	Have any grants paid been in excess of the maximum permitted by the Policy?	Additional Amount Allocated
Bangladesh Student Association (BSA)	International Department	\$ 300.00	\$ 1,560.00		
Intelligence and Security Students Association (ISSA)	Undergraduate Department	\$ 300.00	\$ 1,372.00	Yes	\$ 372.00
Sri Lankan Student Association (SLSA)	International Department	\$ 300.00			
Malayali Club	International Department	\$ 300.00	\$ 800.00		
ECU Islamic Society	Social Department	\$ 300.00	\$ 5,715.33	Yes	\$ 4,000.00

Tabletop ECU	Social Department	\$ 300.00			
ECU Well-Being Community	Equity Department	\$ 300.00			
The Gospel Stand	Social Department	\$ 150.00			
ECU Christian Union	Social Department	\$ 150.00			
Global Young Adults Connected	Social Department	\$ 300.00			
Stitches and Verbal Itches	Social Department	\$ 300.00			
ECU Psych Society	Undergraduate Department	\$ 300.00			
Arts & Cultural Management Association (ACMO)	Undergraduate Department	\$ 300.00	\$ 1,000.00		
Computing and Security Student Association (CASSA)	Undergraduate Department	\$ 300.00	\$ 372.20		
ECU Baha'i Society	Social Department	\$ 300.00	\$ 988.50		
ECU Robotics Society	Undergraduate Department	\$ 300.00			
ECU Women's Community	Equity Department	\$ -			
Power to Change	Social Department	\$ -	\$ -		
ECU Aviators	Undergraduate Department	\$ 300.00			
Pakistani Student Association	International Department	\$ 300.00	\$ 1,000.00		
An-Nisa	Equity Department	\$ 300.00	\$ 726.00		
ECU Iranian club	International Department	\$ 300.00			
Nursing and Midwifery Union	Undergraduate Department	\$ 300.00			
Communication Club	Undergraduate Department	\$ 300.00			
ECU Social Events Club	Social Department	\$ 300.00			
ECU Book Club	Social Department	\$ -			

Table 20 - Club Funding Breakdown by Department

	Q1
Total Funds Received by Social Clubs	\$
Total Fullus Received by Social Clubs	8,803.83
Total Funds Received by Sports Clubs	\$
Total Fullus Neceiveu by Sports Clubs	-

Total Funds Reseived by Equity Clubs	\$
Total Funds Received by Equity Clubs	1,326.00
Total Funds Received by Environmental Clubs	\$
Total I dilus Received by Elivironinelital clubs	-
Total Funds Received by First Nations Clubs	\$
Total Fallus Received by First Nations class	-
Total Funds Received by International Clubs	\$
Total Fullus Received by International Clubs	4,860.00
Total Funds Reseived by Undergraduate Clubs	\$
Total Funds Received by Undergraduate Clubs	5,144.20
Total Funds Reseived by Restgraduate Clubs	\$
Total Funds Received by Postgraduate Clubs	-
Total Funds Bassined by South West Clubs	\$
Total Funds Received by South West Clubs	-

KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]

4.1/4.2 - Number of students requesting assistance overall, including Campus breakdown, Domestic/International Students, then: number assisted in-house and general nature of assistance provided, and number of student referrals.

Table 21 - Students accessing health & welfare support

	Q1		
Total Appointments	36		
Domestic Students	23		
International Students	13		
Total Students Supported	35		
Domestic Students	20		
International Students	15		
Nature of Assistance Required			
	Q1		
Financial Support	14		
Welfare Support (All - Captured Pre-Change)	0		
Hardship Payment Scheme	3		
Scholarships	1		
Referral - ECU/ External/Clubs	1		
International Fee Refunds	2		
Welfare - Health	0		
Welfare - Mental Health	0		
Welfare - Housing	3		
Welfare - Immigration/ Visa	1		
Welfare - Legal	0		
Welfare - FDV	1		
Welfare Other	1		
Campus of Study			
*Note that students mayhave more than one campus of study. i.e. Offshore	and Online		

	Q1
Joondalup	23
Mount Lawley	4
South West	0
Online	3
Interstate	0
Offshore	0
Referrals	
	Q1
Total Referrals	29
Financial Welfare Service	1
Mental Health (External)	5
ECU - Counselling	6
ECU - Crisis Line	1
ECU - Living Room	6
Health	0
Housing	1
Immigration/ Visa	0
Legal	0
Ombudsman/ Commission	0
Other	9
Respect Now Always Stats	
	Q1
Total Reports	1
Sexual Assault	0
Domestic/ Family Violence	1
Discrimination	0
Rape	0
Harassment	0
Racism	0

Hazing 0

KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)

- 5.1a Number of students receiving grants, including Campus breakdown, Domestic/International Students and other demographic information, where available.
- 5.2a Quarterly report on number of students applying for discretionary grants.
- 5.3 A service for the sale and purchase of second hand course materials provided at the commencement of each teaching period.

5.1a & 5.2a – Grants Provided to Students

Table 22 - Grants and vouchers issued

	Q1
Number of Discretionary Grant Applications	1
Number of Discretionary Grants Issued	1
Number of Discretionary Grants Rejected	0
Total Value of Discretionary Grants Issued	\$ 500.00
Number of Practicum Grant Applications	0
Number of Practicum Grants Issued	0
Number of Practicum Grants Rejected	0
Total Value of Practicum Grants Issued	\$ -
Number of Vouchers Issued	15
Total Value of Vouchers Issued	\$ 1,000.00
Number of FoodBank WA Referrals	7
Total Value of FoodBank WA Referrals	\$ 3,640.00

	\$
Total Value of Support Provided	5,140.00

5.3 - Second Hand Bookshop

Table 23 - Second Hand Bookshop stock

Stock	Q1
Opening Stock	\$ 5,961.50
Closing Stock	\$ 5,680.50

Table 24 - Second Hand Bookshop buy backs

Transactions (D.v. Dasks)	Q1		
Transactions (Buy Backs)	JO	ML	BU
Number of Transactions	9		
Number of Books	9		
Buyback Value	\$ 345.68		

Table 25 - Second Hand Bookshop sales

Transactions (Sales) - Processed through JO	Q1
Number of Transactions	8
Number of Books/Items	8
Sales Value	\$ 300.46

	\$
Cash Sales	-
	\$
Square Sales	300.46

KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(4)(1)(0)]

7.1 - Quarterly report on number and variety of programs and number of students participating including:

- a pulse check from students for each Guild event to measure impact and
- details of registrations vs attendance

7.1 – Training/Course Details

Table 26 - Training/Course summary

	Q1
Number of Courses/Training	2
Total Event Expenditure	\$ 3,248.00
Total Registrants	32
Number of Attendees	32
Number of Courses where Food & Drink was Provided	0
Total Expenditure on Food & Drink	0
Number of Ticketed Courses/Training	2
Total Number of Tickets Available	0
Total Number of Tickets Sold	0
Total Ticket Revenue	\$ 1,472.00
Overall Event Rating - Poor	0
Overall Event Rating - Fair	1
Overall Event Rating - Good	0
Overall Event Rating - Very Good	0
Overall Event Rating - Excellent	5
Value for Money - Poor	1
Value for Money - Fair	0

Value for Money - Good	0
Value for Money - Very Good	1
Value for Money - Excellent	4
Ratings for Food/Drink - Poor	2
Ratings for Food/Drink - Fair	0
Ratings for Food/Drink - Good	1
Ratings for Food/Drink - Very Good	0
Ratings for Food/Drink - Excellent	2

Table 27 - Training/Course breakdown

Department	Event Name	21/03/2025 28/03/2025	Total Registrants	Total Attendees	Was Food and/or drink provided?	Total Expenditure for Food/Drink	Ticketed Event?	Number of Tickets Available	Number of Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Undergraduate Department	First Aid Course	21/03/2025	20	20	No	1	Yes	20	20	\$ 818.00	\$ 1,525.00
Undergraduate Department	e Department White Card Training		12	12	No	-	Yes	12	12	\$ 654.00	\$ 1,723.00

Table 28 - Training/Course feedback

				Overal	l Event	Rating			Food 8	& Drink	Rating		Value for Money				
Department	Event Name	Date	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
Undergraduate Department	First Aid Course	21/03/2025					2				1	1			1		1

	White											1
Undergraduate	Card	28/03/2025	1		3	1		3	2		1	
Department	Training											

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]

Overall breakdown of assistance provided by Campus and International/Domestic students.

- 8.1 University records to attest.
- 8.2 University records to attest.
- 8.3 Number of instances where the Guild has provided advocacy, and general nature of advocacy provided.

8.3 – Advocacy & Support

Table 29 - Advocacy provided to students

	Q1
Total Appointments	272
Domestic Student	100
International Student	172
Total Students Supported	232
Domestic Student	81
International Student	151
Nature of Assistance Required	
	Q1
Academic Misconduct (AM)	4.0
reductine wisconduct (rivi)	18
Academic Progression Status Review (APSR)	30
. ,	
Academic Progression Status Review (APSR)	30
Academic Progression Status Review (APSR) Application for Submission of previous work	30
Academic Progression Status Review (APSR) Application for Submission of previous work Complaints	30 0 19

General Advice	14
General Misconduct (GM)	4
Informal Review (IR)	8
Practicum Support (PS)	2
Re-enrolment (Application to resume your course)	2
Special Consideration/Resubmission	2
Student Appeals Committee - Academic Misconduct (SAC-AM)	40
Student Appeals Committee - General Misconduct (SAC-GM)	40
Student Appeals Committee - Other	16
Withdrawal Without Penalty (Financial/Academic) (WWF/A)	52
Number of Students By School	
School of Arts & Humanities	24
School of Business & Law	103
School of Education	29
School of Engineering	61
School of Medical & Health Sciences	20
School of Nursing & Midwifery	28
School of Science	46
WAAPA	1
Campus of Study	
*Note that students may have more than one campus of study. i.e. Offshore and O	nline
Joondalup	196
Mount Lawley	3
South West	1
Online	9
Interstate	0
Offshore	0

KPI 10 - Administration

10.1.1 - Summary of actions taken to promote elections (required for final quarter reporting only) and comparison with previous year of number of nominations and voter participation.

10.1.2 - Details of honoraria paid to Senators, Senate meetings held and attendance information, and details of any resignations of Guild Senators for the period including reasons provided for resignation.

10.1.1 - Election Promotion

By-Election data available in quarter 2 reporting.

10.1.2 - Honoraria, Meeting Attendance & Resignations

Honoraria Paid to Senate

Table 30 - Secretariat honoraria

	President General Secretary		VP Academic	 Activities & outh West		VP Social sponsibility	VP International		
January	\$	4,056.19	\$ -	\$ 2,028.08	\$ 2,028.08		2,028.08	\$	2,028.08
February	\$	4,056.19	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08		\$	2,028.08
March	\$	4,056.19	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08	\$	2,028.08	\$	2,028.08
Total Honoraria Paid Quarter 1	1	\$ 2,168.57	\$ 4,056.16	\$ 6,084.24	\$ 6,084.24		\$ 6,084.24		\$ 5,084.24

Table 31 - Other Senate honoraria

	Undergraduate Officer	Postgraduate Officer	Social Officer	Sports Officer	South West Officer (1)	South West Officer (2)	Equity Officer	Environmental Officer	First Nations Officer	International Officer
January	\$		\$	\$	\$	\$	\$	\$	\$	\$
January	793.20		793.20	793.20	-	-	793.20	793.20	-	793.20
February	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
rebluary	793.20	793.20	793.20	793.20	-	-	793.20	793.20	-	793.20
March	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
iviarch	793.20	793.20	793.20	793.20	-	-	793.20	793.20	-	793.20
Total Honoraria	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Paid Quarter 1	2379.60	1586.40	2379.60	2379.60	-	-	2379.60	2379.60	-	2379.60

Meeting Attendance

Table 32 - Attendance at Senate meetings

	President (Chair)	General Secretary	VP Academic	VP Activities & South West	VP Social Responsibility	VP International	Undergraduate Officer	Postgraduate Officer	Social Officer	Sports Officer	South West Officer (1)	South West Officer (2)	Equity Officer	Environmental Officer	First Nations Officer	International Officer
16/12/2024	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	N/A	N/A	Υ	N	N/A	Υ
13/02/2025	Υ	Y	Υ	Υ	Υ	Υ	Υ	Υ	Υ	N	N/A	N/A	Υ	Υ	N/A	Υ
6/03/2025	Υ	Y	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	N/A	N/A	Υ	Υ	N/A	Υ
31/03/2025	N/A	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	N/A	N/A	Υ	N	N/A	Υ

Total Could Have Attended	3	4	4	4	4	4	4	4	4	4	0	0	4	4	0	4
Total Attended	3	4	4	4	4	4	4	4	4	3	N/A	N/A	4	2	N/A	4
Total Absent	0	0	0	0	0	0	0	0	0	1	N/A	N/A	0	2	N/A	0

Table 33 - Attendance at Secretariat meetings

	President	General Secretary (Chair)	VP Academic	VP Activities & South West	VP Social Responsibility	VP International
23/12/2024	Υ	Υ	Υ	Υ	Υ	Υ
13/02/2025	Υ	Υ	Υ	Υ	Υ	Υ
27/02/2025	Υ	Υ	Υ	Y	Υ	Υ
10/03/2025	Υ	Υ	Υ	Υ	Υ	Υ
24/03/2025	Υ	Υ	Υ	Υ	Υ	Υ
Total Could Have Attended	5	5	5	5	5	5
Total Attended	5	5	5	5	5	5
Total Absent	0	0	0	0	0	0

Table 34 - Attendance at Continuous Improvement and Development Committee meetings

	Operations Manager (Chair)	General Secretary	International Officer	Guild Advisory Service Coordinator TO CIDC 0325, Finance & Administration Officer from CIDC 0425
CIDC 01/2025	Υ	Υ	Υ	Υ
Strategic Risk Register Review	Υ	Y	Υ	Υ
CIDC 02/2025	Υ	Υ	Υ	Υ

Total Could Have Attended	3	3	3	3
Total Attended	3	3	3	3
Total Absent	0	0	0	0

Table 35 - Resignations

Date	Quarter	Position
31/03/2025	Q1	President

Financial Report

Table 36 - Financial report overview

KPI 1	Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]		Q1	Q2	Q3	Q4	
		Annual Budget		\$17	74,398		
		Spend in Quarter	\$ 31,921				
Bu	ıdget	Spend to Date	\$ 31,921				
		Budget Remaining	\$ 142,477 82%				
KPI 2	recreatio	ng a sporting or other nal activity by students 29(4)(1)(b)]	Q1	Q2	Q3	Q4	
		Annual Budget	\$521,288				
		Spend in Quarter	\$ 100,971				
Bu	ıdget	Spend to Date	\$ 100,971				
		Budget Remaining	\$ 420,317 81%				
					1		
КРІ З	club, mos	ng the administration of a st of whose members are [Statute 29(4)(1)9c)]	Q1	Q2	Q3	Q4	
		Annual Budget		\$40	09,991		
		Spend in Quarter	\$ 61,645				
Bu	ıdget	Spend to Date	\$ 61,645				
		Budget Remaining	\$ 348,346 85%				

I KDIA	noting the health or welfare of ents [Statute 29(4)(1)(f)]	Q1	Q2	Q3	Q4
	Annual Budget	_	\$31	7,418	
	Spend in Quarter	\$ 59,498			
Budget	Spend to Date	\$ 59,498			
	Budget Remaining	\$ 257,920 81%			
	oing students with their ncial affairs [Statute 29(4)(1)(i)]	Q1	Q2	Q3	Q4
	Annual Budget		\$11	.6,200	
	Spend in Quarter	\$ 23,714			
Budget	Spend to Date	\$ 23,714			
	Budget Remaining	\$ 92,486 80%			
KPI 6 disse	Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]			Q3	Q4
	Annual Budget	L	\$7	3,186	
	Spend in Quarter	\$ 14,862			
Budget	Spend to Date	\$ 14,862			
	Budget Remaining	\$ 58,324 80%			
Helping students develop skills for study, by means other than KPI 7 undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(0)]		Q1	Q2	Q3	Q4
	Annual Budget		\$18	33,643	
	Spend in Quarter	\$ 33,712			
Budget	Spend to Date	\$ 33,712			
	Budget Remaining	\$ 149,931			

		1 1	I		i	1
			82%			
KPI 8	matters a educatio	ng students' interests in arising under the higher n provider's rules r described) [Statute ()(q)]	Q1	Q2 Q3		Q4
		Annual Budget		\$29	3,419	
		Spend in Quarter	\$ 57,726			
Budget		Spend to Date	\$ 57,726			
		Budget Remaining	\$ 235,693 80%			
KPI 9		udents information to help heir orientation [Statute ()(r)]	Q1	Q2	Q3	Q4
		Annual Budget		\$16	50,458	
		Spend in Quarter	\$ 68,126			
Budget		Spend to Date	\$ 68,126			
		Budget Remaining	\$ 92,332 58%			

SSAF Quarterly Financial Report
FY25 Q1
Edith Cowan University Student Guild
ABN 87 081 487 187
For the 3 months ended 31 March 2025

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 3 months ended 31 March 2025

	Q1 2025	FY 2024
Income		
SSAF Funding	562,500	2,051,112
Total Income	562,500	2,051,112
Expenditure		
Student Support Program Costs		
A - Provision of Food & Drink	31,921	80,966
B - Supporting Sporting & Recreational Activity	100,971	483,478
C - Club Administration Support	61,645	361,177
F - Health & Welfare of Students	59,498	257,992
I - Helping Students with their Financial Affairs	23,714	103,332
N - Supporting Production & Dissemination of Student Media	14,862	73,605
O - Helping Students Develop Study Skills	33,712	162,471
P/Q - Student Advocacy re University Rules	57,726	214,342
R - Information to help students through Orientation	68,126	157,251
Total Student Support Program Costs	452,175	1,894,614
Total Expenditure	452,175	1,894,614
Gross SSAF Surplus/(Deficit)	110,325	156,498
Indirect Costs		
Expense claim suspense	(23)	-
Total Indirect Costs	(23)	-
SSAF Surplus/(Deficit)	110,348	156,498
SSAF Reserve Summary		
Redundancy - Reserve Spend	-	(113,836)
Records Project	(14,920)	(22,545)
Total SSAF Reserve Summary	(14,920)	(136,381)
Non-SSAF		
Income		
Advertising Income	3,579	4,614
Book Sales	300	1,653
Stall Holder fees	8,561	5,704
Non SSAF Program Revenue	12,427	115,024
Interest & Investment Income	7,128	31,952
Other Income	1,505	7,138
Total Income	33,501	166,084
Expenses		
Unisports & Non SSAF Grants Paid	-	18,421
Events (Non-SSAF)	4,575	8,276
	***	•

	Q1 2025	FY 2024
Food & Drink (Non SSAF)	511	880
Helping Overseas Students	-	61,322
ECU Emu's Merchandise Costs	-	1,399
Total Expenses	5,087	90,297
Total Non-SSAF	(28,415)	(75,786)
ombined SSAF/Non-SSAF Surplus/Deficit	138,762	232,284
et P&L Result Including Reserve Spend	123,842	95,903

Statement of Financial Position

Edith Cowan University Student Guild As at 31 March 2025

	NOTES	31 MAR 2025	31 DEC 2024
Assets			
Current Assets			
Bank accounts	2	921,092	1,406,408
Receivables & Accruals	3	1,231,599	609,177
Inventory	4	16,024	16,024
Prepayments	5	20,422	58,730
Total Current Assets		2,189,136	2,090,338
Non-current Assets			
Property, plant and equipment	6	176,703	183,432
Total Non-current Assets		176,703	183,432
Total Assets		2,365,839	2,273,770
Liabilities			
Current Liabilities			
Creditors & accruals	7	164,870	206,332
Other current liabiltiies	8	22,412	22,412
Employee Provisions	9	113,027	102,514
Prepaid Revenue		-	2,050
Total Current Liabilities		300,309	333,308
Non-current Liabilities			
Employee provisions	9	14,113	12,888
Total Non-current Liabilities		14,113	12,888
Total Liabilities		314,422	346,196
Net Assets		2,051,417	1,927,575
Equity			
Retained Earnings	10	2,051,417	1,927,575
Total Equity		2,051,417	1,927,575

Statement of Cash Flows

Edith Cowan University Student Guild For the 3 months ended 31 March 2025

	JAN-MAR 2025	FY 2024
Operating Activities		
Receipts from customers	13,968	2,178,716
Payments to suppliers and employees	(453,530)	(2,163,795)
Cash receipts from other operating activities	(9,242)	(70,346)
Net Cash Flows from Operating Activities	(448,803)	(55,425)
Investing Activities		
Payment for property, plant and equipment	(4,593)	(207,650)
Other cash items from investing activities	33,321	(48,590)
Net Cash Flows from Investing Activities	28,729	(256,240)
Financing Activities		
Other cash items from financing activities	(65,242)	13,344
Net Cash Flows from Financing Activities	(65,242)	13,344
Net Cash Flows	(485,316)	(298,321)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	1,406,408	1,704,729
Net change in cash for period	(485,316)	(298,321)
Cash and cash equivalents at end of period	921,092	1,406,408

Notes to the Financial Statements

Edith Cowan University Student Guild For the 3 months ended 31 March 2025

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 valueless 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.

	Q1 2025	FY 202
Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	923,842	1,399,68
Vasco Prepaid Cards	1,500	15,20
Other Cash Items	76	
Total Cash Balances	925,418	1,414,88
Credit Cards		
Bendigo Bank Mastercards	(4,327)	(8,477
Total Credit Cards	(4,327)	(8,477
Total Cash & Cash Equivalents	921,092	1,406,408
		FY 2024

	Q1 2025	FY 2024
Receivables		
Accounts Receivable	1,224,284	606,848
Accrued Income	7,315	2,329
Total Receivables	1,231,599	609,177
Total Receivables	1,231,599	609,177
	Q1 2025	FY 2024
4. Inventory		
Inventories		
Stock on Hand - Books	5,962	5,962
Stock on Hand - other merchandise	10,062	10,062
Total Inventories	16,024	16,024
Total Inventory	16,024	16,024
	Q1 2025	FY 2024
5. Prepayments		
Prepayments - Other	-	31,500
Prepayments - Insurance	20,422	27,229
Total Prepayments	20,422	58,730
	Q1 2025	FY 2024
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	92,251	92,251
Low Value Assets - acc dep	(92,252)	(92,252)
Total Plant and Equipment (Low Value Pool) at Cost	(1)	(1)
Plant and Equipment (JO) at Cost		
P & E - JO - at cost	325,042	323,895
P & E - JO - acc dep	(162,753)	(155,441)
Total Plant and Equipment (JO) at Cost	162,289	168,454
Plant and Equipment (ML) at Cost		
P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(20,260)	(20,145)
Total Plant and Equipment (ML) at Cost	1,381	1,495
Plant and Equipment (BU) at Cost		
P & E - BU - at cost	22,764	22,764

P & E - BU - acc dep	(9,730)	(9,280)
Total Plant and Equipment (BU) at Cost	13,034	13,484
Total Plant and Equipment at Cost	176,703	183,432
Total Plant and Equipment	176,703	183,432
Total Property, Plant and Equipment	176,703	183,432
	Q1 2025	FY 2024
7. Creditors & Accruals		
Current		
Creditors		
Trade Creditors	38,783	9,841
GST.	46,166	37,063
Sundry Creditors	-	5,850
Suspense	4,156	2,327
Total Creditors	89,105	55,081
Payroll		
Accrued Wages	-	20,322
Other payroll accruals payable	12,399	81,817
PAYGW Payable	21,642	14,036
Superannuation Payable	41,649	35,075
Total Payroll	75,690	151,250
Total Current	164,795	206,331
Total Creditors & Accruals	164,795	206,331
	Q1 2025	FY 2024
8. Other Current Liabilities		
Oracle Finance - NetSuite & Infinite Cloud Payroll	22,801	22,801
Unexpired Interest	(389)	(389)
Total Other Current Liabilities	22,412	22,412
	Q1 2025	FY 2024
9. Employee Provisions		
Current		
Provision for Annual Leave - Current	72,592	62,268
Provision for Long Service Leave - Current	40,435	40,246
Total Current	113,027	102,514
Non-Current		
Provision for Long Service Leave - Non-Current	14,113	12,888
Total Non-Current	14,113	12,888
Total Employee Provisions	127,140	115,402

	Q1 2025	FY 2024
10. Retained Earnings		
Retained Earnings	1,927,575	1,831,671
Current Year Earnings	123,842	95,903
Total Retained Earnings	2,051,417	1,927,575

Spending Program by SSAF Category

Edith Cowan University Student Guild For the 3 months ended 31 March 2025

	Q1 2025	2025 YTD ACTUALS	2025 ANNUAL SSAF BUDGET	2025 BUDGET VS ACTUALS (\$)	2025 BUDGET VS ACTUALS (%)	FY 2024
Income						
SSAF Funding	562,500	562,500	2,250,000	(1,687,500)	-75%	2,051,112
Total Income	562,500	562,500	2,250,000	(1,687,500)	-75%	2,051,112
Expenditure						
Student Support Program Costs						
A - Provision of Food & Drink	31,921	31,921	174,398	(142,477)	-82%	80,966
B - Supporting Sporting & Recreational Activity	100,971	100,971	521,287	(420,316)	-81%	483,478
C - Club Administration Support	61,645	61,645	409,991	(348,346)	-85%	361,177
F - Health & Welfare of Students	59,498	59,498	317,419	(257,921)	-81%	257,992
I - Helping Students with their Financial Affairs	23,714	23,714	116,200	(92,486)	-80%	103,332
N - Supporting Production & Dissemination of Student Media	14,862	14,862	73,185	(58,323)	-80%	73,605
O - Helping Students Develop Study Skills	33,712	33,712	183,642	(149,930)	-82%	162,471
P/Q - Student Advocacy re University Rules	57,726	57,726	293,419	(235,693)	-80%	214,342
R - Information to help students through Orientation	68,126	68,126	160,459	(92,333)	-58%	157,251
Total Student Support Program Costs	452,175	452,175	2,250,000	(1,797,825)	-80%	1,894,614
Total Expenditure	452,175	452,175	2,250,000	(1,797,825)	-80%	1,894,614
Gross SSAF Surplus/(Deficit)	110,325	110,325	-	110,325	-	156,498
Indirect Costs						
Expense claim suspense	(23)	(23)	-	(23)	-	-
Total Indirect Costs	(23)	(23)	-	(23)	-	-
SSAF Surplus/(Deficit)	110,348	110,348	-	110,348	-	156,498
SSAF Reserve Summary						
Redundancy - Reserve Spend	-	-	-	-	-	(113,836)
Records Project	(14,920)	(14,920)	-	(14,920)	-	(22,545)
Total SSAF Reserve Summary	(14,920)	(14,920)	-	(14,920)	-	(136,381)
Non-SSAF						
Income						
Advertising Income	3,579	3,579		3,579	-	4,614
Book Sales	300	300	-	300	-	1,653
Stall Holder fees	8,561	8,561	-	8,561	-	5,704
Non SSAF Program Income	12,427	12,427	-	12,427	-	115,024
Interest & Investment Income	7,128	7,128	-	7,128	-	31,952

	Q1 2025	2025 YTD ACTUALS	2025 ANNUAL SSAF BUDGET	2025 BUDGET VS ACTUALS (\$)	2025 BUDGET VS ACTUALS (%)	FY 2024
Other Income	1,505	1,505	-	1,505	-	7,138
Total Income	33,501	33,501	-	33,501	-	166,084
Expenses						
Unisports & Non SSAF Grants Paid	-	-	-	-	-	18,421
Events (Non-SSAF)	4,575	4,575	-	4,575	-	8,276
Food & Drink (Non-SSAF)	511	511	-	511	-	880
Helping Overseas students	-	-	-	-	-	61,322
ECU Emu's Merchandise Costs	-	-	-	-	-	1,399
Total Expenses	5,087	5,087	-	5,087	-	90,297
Total Non-SSAF	(28,415)	(28,415)	-	(28,415)	-	(75,786)
Combined SSAF/Non-SSAF Surplus/(Deficit)	138,762	138,762	-	138,762	-	232,284
Net P&L Result Including Reserve Spend	123,842	123,842	-	123,842	-	95,903

Α

	Activity	Objective	Target	Key Performance Indicators
1	Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]	Provision of catering to support students and create on campus vibrancy	To provide free food and drink events & activities on each of the University's campuses.	1.1 List of events, by department including: • dates, Campus, attendance, total expenditure of food/drink, and overall cost of the event; and • evidence of student feedback where available, including a pulse check to measure impact.
		To provide social and cultural activities for the enrolled students of ECU. This will include (but is not limited to): 2.1 Actively engage with the student body	To provide social and cultural activities which reflect the spread of student numbers across all University campuses: 2.1 Increase the visability of the Guild in order to increase overall engagement of the student body with the Guild.	Report on marketing and social media metrics including engagement rates and the communication channels that were utilised.
2	Supporting a sporting or other recreational activity by students [Statute 29(3.2)[2](b)]	2.2 Hold regular student social events on all campuses, which, overall, have appeal to a broad range of students.	2.2 No fewer than 10 events per Semester with feedback indicating that events are broadly supported by the student body.	2.2 List of events, by Department, including: • dates, Campus, attendance, cost of activity, ticket revenue, and whether an event was sponsored; and • evidence of student feedback where available, including a pulse check to measure impact.
		2.3 Participate in University-wide events coordinated by the University.	2.3 Involvement in at least one University-wide event per semester	2.3 Details of collaborative events by Department, including: • cost of activity, ticket revenue, whether an event was sponsored; and • evidence of student feedback where available, including a pulse check to measure impact.
		2.4 Maintain the Guild website to promote Guild activities.	2.4 Guild website updated regularly.	2.4 Guild website up to date with activities detailed
		To provide support to student clubs which are affiliated with the Guild. This will include (but is not limited to):	To maintain and enhance the network of active student clubs across all University campuses.	
		3.1 Maintain club affiliation policy and procedures.	3.1.1 Number of active clubs maintained.	3.1.1 Current policy and procedures, number of active clubs and societies, and comparison with number of clubs active in 2024.
3	Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]		3.1.2 Affiliation applications processed within one month of receipt.	3.1.2 Report including: provision of all club feedback received; the number of club affiliated; the number of clubs affiliated; list of clubs not affiliated within one month and the reasons for the delay; and club reports on membership numbers and activities
		3.2 Maintain the Guild websites to provide links to clubs.	3.2 Guild website's links to clubs updated regularly.	3.2 Guild website checking protocol in place.
		3.3 Ensure funding is provided to the Guild's clubs.	3.3 Funding provided to the Guild's clubs, subject to the Guild's satisfaction with those bodies' budgets and reporting.	3.3 Amount of funding provided to the Guild's representative clubs, by club name, and a list of clubs whose funding requests were in excess of the permitted value and required Secretariat approval including the amount allocated and the Secretariat's reasoning.
		To provide welfare services and referrals to health and other welfare services as appropriate for the enrolled students of ECU. This will include (but is not limited to):	To provide welfare services and referrals to health and other welfare services which reflect the spread of student numbers across all University campuses:	
4	Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]	4.1 Provide welfare services to students in need.	4.1 Students' needs assessed and assistance provided as appropriate.	4.1/4.2 Number of students requesting assistance overall, including Campus breakdown, Domestic/International Students, then: number assisted in-house and general nature of assistance provided, and number of student referrals.
		4.2 Provide a referral service for students to the University's support services and, as appropriate, to external agencies (health services, legal centres, tenancy advice centres, Centrelink, financial advisors, childcare advice etc.)	4.2 Students' needs assessed and referrals provided as appropriate.	
		To assist ECU students experiencing financial hardship through:	To ensure that students in financial need have access to:	
		5.1 The allocation of grocery vouchers and smart rider top ups.	5.1 Welfare related grants, applications for which are assessed in accordance with Guild policy.	5.1a Number of students receiving grants, including Campus breakdown, Domestic/International Students and other demographic information, where available.
5	Helping students with their financial affairs [Statute 29(3.2)(2)(i)	5.2 provision of Discretionary Grants.	5.2 Discretionary grants to assist in emergency situations, granting of which is assessed on a case by case basis by Guild Student Assist Officers in accordance with Guild policy.	5.1b Copy of Guild policy relating to assessment of applications for grants. 5.2a Quarterly report on number of students applying for discretionary grants.
				5.2b Copy of Guild policy relating to assessment of eligibility for discretionary grants.

	Activity	Objective	Target	Key Performance Indicators
		5.3 provision of a second hand book service where students can buy and sell textbooks and other items.	5.3 A service where students can purchase and sell used course materials.	5.3 A service for the sale and purcahse of secondhand course materials provided at the commencement of each teaching period.
		To maintain regular and timely communication with students. This will include (but is not limited to):	To provide communications which will reflect the broad composition of the student body across all campuses.	
	Supporting the production and dissemination to students of media whose	6.1 Publishing a Student Diary.	6.1 Publication of a Student Diary for provision to enrolling students.	6.1 A copy of the Student Diary.
6	content is provided by students [Statute 29(3.2)(2)(n)]	6.2 Publishing a Guild Magazine.	6.2 Publication of at least two editions of the Guild Magazine per semester.	6.2 A copy of or link to each edition of the Guild Magazine.
		6.3 Maintaining Guild website.	6.3 Regular updating of the Guild website.	6.3 Evidence that the website is up-to-date.
		Where possible this should include content provided by students.		
		To provide training and assistance for students to help them further develop skills for study by:	To provide accessible training courses for a diverse range of students.	
	Helping students develop skills for study, by means other than undertaking courses	7.1 Providing regular informal training courses, run by students with expertise in the area.	7.1a Provision of at least two training programs per semester.	
7	of study in which they are enrolled [Statute 29(3.2)(2)(o)]			7.1 Quarterly report on number and variety of programs and number of students participating including:
				a pulse check from students for each Guild event to measure impact and details of registrations vs attendance
			7.1b Provision of programs to attract students from a broad range of University programs.	
		To provide representation and advocacy services for the enrolled students of ECU. This will include (but is not limited to):	To provide representation and advocacy services which reflect the spread of student numbers across all University campuses:	Overall breakdown of assistance provided by Campus and International/Domestic students.
	Advocating students' interests in matters	8.1 Represent students at Student Appeals Committee [SAC].	8.1 Student Representative provided for all meetings of the SAC.	8.1 University records to attest.
8	arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]	8.2 Provide Guild representation on University Committees and Boards.	8.2 Attendance by Guild representatives at 75% of meetings of all University Committees and Boards for which there is a Guild representative category of membership.	8.2 University records to attest.
		8.3 Advocate on behalf of the broad ECU student body. Such advocacy to include representations to the University and to external government bodies.	8.3 Advocacy undertaken which reflects the diverse nature of the ECU student body.	8.3 Number of instances where the Guild has provided advocacy, and general nature of advocacy provided.
		To raise the profile of the Guild's services for students through participation in Orientation activities.	To ensure that the Guild is represented in Orientation planning and implementation.	
9	Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]	9.1 Participate in Orientation programs on all three campuses for Semester 1 and Semester 2.	9.1a Representation in the University's Orientation planning process.	
			9.1b Representation at Orientation programs on all three campuses for Semester 1 and Semester 2.	9.1 Report on involvement in Orientation activities undertaken.
		To provide an effective and cost-efficient administration of the Guild. This will include (but is not limited to):		
		10.1 Facilitate fair and equitable elections aimed at providing maximum student representation in the Guild Senate.	10.1 Elections are promoted effectively to increase student involvement in nominating for positions and in voting.	10.1.1 Summary of actions taken to promote elections (required for final quarter reporting only) and comparison with previous year of number of nominations and voter participation.
				10.1.2 Details of honoraria paid to Senators, Senate meetings held and attendance information, anddetails of any resignations of Guild Senators for the period including reasons provided for resignation.
		10.2 Provide appropriate training to Guild Senate members to assist in the management and corporate governance of the Guild.	10.2 Senate members receive training in management and governance.	10.2 Record of training provided and attendance by Senate members.
10	<u>Administration</u>	10.3 Ensure Guild staff have relevant qualification or equivalent level of expertise (combination of experience and training) in order to provide services to students and appropriate management of Guild resources.	10.3 All Guild staff meet the job requirements of their position and receive training to maintain/advance knowledge and expertise.	10.3 Record of training provided and attendance by staff members.
			10.4a Quarterly and annual financial reports submitted to the University in a timely manner and in accordance with agreed formats.	10.4a Quarterly and annual financial reports submitted to the University Governance Unit in agreed formats.

	Activity	Objective	Target	Key Performance Indicators
		10.4 Ensure appropriate and transparent financial management of the Guild.	10.4b Guild budget made available to Guild members by 30 June 2025.	10.4b Evidence of Guild budget being available to Guild members.
		10.5 Develop appropriate policy framework for the Guild to ensure continuity of operations.	10.5 Development and maintenance of a policy framework to assist with Guild management.	10.5 Copies of current policies and regulations, and copies of any amended/new policies.
		10.6 Publish information for students about the Guild's services offered under the Student Services and Amenities Fee.	under the Student Services and Amenities Fee.	10.6 Link provided to information on Guild website regarding the Guild's services offered under the Student Services and Amenities Fee.
			I hy 15 August (covering January to March inclusive).	11.1 Quarterly activity reporting as described above, and quarterly financial reporting in a format as agreed with the University.
11	Planning reporting and handover	11.2 Ensure that the Guild's planning is supported by evidence of what the student body expects of the Guild.	11.2 Conduct an annual survey of all students in Q3, 2025 to ascertain their satisfaction with Guild offerings and to identify gaps.	11.2 Provide survey report to support Guild's proposed activities and expenditure budget for following year.
		11.3 Ensure that incoming Senators are briefed by outgoing Senators regarding current issues and the expectations of the role.	11.3 Briefing planned and scheduled prior to conclusion of outgoing Senators' term.	11.3 Outline of briefing session.
		11.4 Ensure transparency for Guild members with respect to Guild activities, decision-making processes and financial operations.	11.4 Publication of key Guild documents for access by Guild members.	11.4 Evidence that Guild members are able to view copies of: • the Guild budget for the current calendar year; • the Guild's audited annual financial statements for the preceeding calendar year; • the Guild's quarterly KPI and financial reports to the University (refer 11.1 above) for the current calendar year; and • minutes of Senate meetings for the current Senate Term.

CONSTITUTION

EDITH COWAN UNIVERSITY
STUDENT GUILD

Table of Contents

Pream	ıble	5
State	ement of Recognition	5
Part 1	- Preliminary	5
1.	Commencement	5
2.	Transitional	5
3.	Definitions and Interpretation	6
Part 2	- Name and Statement of Purposes	10
4.	Name	10
5.	Functions	10
6.	Legal Capacity and Powers	11
Part 3	- Membership	12
7.	Categories of Membership	12
8.	General Membership	12
9.	Financial Membership	13
10.	Associate Membership	14
11.	Honorary Life Membership	14
12.	Patron	15
13.	Membership Subscriptions	15
14.	Rights, Obligations and Liabilities	15
15.	Discipline	16
16.	Register of Members	16
17.	Refund of Membership Subscriptions	16
18.	Affiliation to the Guild	16
19.	Complaints and Grievances	16
20.	Dispute Resolution	
Part 4	- General Meetings	18
21.	Types of General Meeting	18
22.	Annual General Meeting	18
23.	Special General Meetings	18
24.	Day, Time and Place of General Meetings	19
25.	Notice of General Meetings and Notices of Motion	19
26.	Quorum	20
27.	Chairing and Conduct of General Meetings	20
28.	Voting	20
29.	Voting by Proxy	21

30.	[deleted]	21
31.	Referenda	21
Part 5 -	- The Senate	22
32.	Status and Function	22
33.	Membership	22
34.	Responsibilities	23
35.	Delegation	24
36.	Meetings	24
37.	Quorum	25
38.	Chairing of the Senate	25
39.	Responsibilities of Senators	25
40.	President	26
41.	General Secretary	26
41A.	Vice Presidents	27
41B.	Departmental Officers	27
Part 6 -	- The Secretariat	28
42.	Membership	28
43.	Responsibilities	28
44.	Meetings	29
45.	Quorum	29
46.	Chairing of Secretariat	29
Part 7 -	– Departments	29
47.	Establishment and Dissolution	29
48.	Appointment of Representatives	31
49.	Department Chairpersons	31
Part 8 -	- Guild Bodies Generally	31
50.	Applicability of this Part	31
51.	Duties, Obligations and Liabilities of Officers	32
52.	Disclosure of conflicts of interest by Officers	32
53.	Indemnity of Officers and Members of Guild Bodies	33
54.	Standing Orders	33
55.	Term of Office	33
56.	Officer Vacancies	34
57.	Validation	35
58.	Leave of Absence and Non-Attendance at Meetings	35
59.	Code of Conduct	35
60.	Eligibility for Attendance at Meetings	35

61.	[deleted]3	36
Part 9 –	Elections	6
62.	Elections Generally	36
63.	Election Procedures	36
Part 10	– Financial and Legal3	6
64.	Financial Year3	36
65.	Sources of Funds	36
66.	Budget3	37
67.	Management of Funds	37
68.	Financial Statements3	37
69.	Audit3	37
70.	Records3	37
71.	Authorisation3	38
72.	Making, Amendment or Repeal of Constitution	38
73.	Making, Amendment or Repeal of Policies	38
74.	Validity of Acts and Decisions	39
75.	Resolution of Disputes between the University and the Guild	Ю
76.	Inconsistencies4	Ю
Schedul	e 14	1
Schedul	le 24	8
Approva	als and revisions5	0

Preamble

Statement of Recognition

The Guild, acknowledges and honours the Wadjuk Nyoongar people of the Perth metropolitan area and the Wardandi Nyoongar people of the Bunbury area as the traditional custodians of these lands on which the University campuses are located. We recognise that the Mount Lawley campus resides in Jinjeejeerdup which means "place of the honey-eater"; that the Joondalup campus resides in Joondalup which means "place of the long shimmering hair"; and that the Bunbury campus resides in Koomboorup which signifies a resting place for the Waugal.

The Guild acknowledges and respects the ongoing relationship that the Aboriginal and Torres Straight Islanders, as the first people and traditional custodians, have with the lands and waters as sustainers of life. The Guild is inspired by Aboriginal culture, where learning is seen as a lifelong process, and that Eldership is based on a person's knowledge rather than of age.

Traditionally, Aboriginal culture and spirituality supports the bringing together of people into a united community. The University provides an opportunity for all people to come together to learn and discover their world. The Guild aims to continually create a safe and inclusive environment which enables all students to get connected to their own greatness and to their communities.

Therefore, it is important that the Guild recognises and honours Aboriginal culture, spirituality and the sacred relationship that the Aboriginal people, as the traditional custodians, have to these lands and waters in this place in which we live.

Part 1 – Preliminary

1. Commencement

This Constitution will come into operation and be in full force and take effect as of the Commencement Date.

2. Transitional

Notwithstanding the adoption of this Constitution:

- (1) any part of this Constitution which may affect directly or indirectly the raising and expenditure of revenue by the Guild will not become operative until it has been confirmed in accordance with the Statute;
- (2) anything done in good faith in accordance with this Constitution, before the Commencement Date, will be valid and remain in full force and effect;
- (3) nothing done by the Guild pursuant to its legitimate authority prior to the Commencement Date will be invalidated by reason of it being contrary to this Constitution:
- (4) persons who were Members immediately prior to the Commencement Date will remain as Members on and from the Commencement Date; and

- (5) any Officer holding a position immediately prior to the adoption of this Constitution will continue in office for the remainder of their term of office; and
- (6) any Officer holding a position immediately prior to the amendment of this Constitution will continue in office for the remainder of their term of office.

3. Definitions and Interpretation

(1) In this Constitution, unless the contrary appears:

"Act" means the Edith Cowan University Act 1984 (WA);

"Affiliated Bodies" means clubs, societies, collectives and other associations affiliated to the Guild in accordance with the Statute and this Constitution:

"Annual General Meeting" has the meaning given to it under Clause 21;

"Appointed Officer" means an Officer appointed by the Senate who is not a Senator:

"Associate Members" means all persons who are admitted to membership by the Guild pursuant to Clause 10;

"Budget" has the meaning given to it in Clause 66;

"Campus" means any campus of the University including the Joondalup campus, Mount Lawley campus and South-West (Bunbury) campus, or any other place determined by Council to be a Campus with the approval of the Minister pursuant to section 17(1)(c) of the Act;

"Clause" means a Clause of this Constitution;

"Code of Conduct" has the meaning given to it in Clause 59;

"Commencement Date" means the date that this Constitution takes effect in accordance with the Rules;

"Committee" means a committee of the Guild:

"Common Seal" means the common seal of the Guild;

"conflict of interest" means an actual, potential or perceived conflict between an individual's personal or private interests and the performance of their Guild-related duties:

"Continuous Improvement & Development Committee" means the Committee established to make recommendations to the Senate with respect to the creation, amendment and repeal of Guild Policies and OHS matters:

"Council" means the Council of the University;

- "Department" means a student department or council of the Guild, established in accordance with Clause 47;
- "Department Chairperson" means the Vice President who has oversight of the activities of the Department in accordance with Clause 33(2);
- "Departmental Officer" means a General Member or Financial Member who is elected to the position of Departmental Officer in accordance with Clause 41B(1);
- "**Department Policy**" means a Policy approved by the Senate under Clause 47(2);
- "Election Procedures" means the election procedures described in Clause 63, as set out from time to time by the Senate;
- "Establishing Resolution" means a Resolution by the Senate to create a Department under clause 47(3);
- "Executive Officer" means the person undertaking the role and duties of 'secretary' for each Guild Department and Committee;
- "Facilities and Services" means the facilities and services of the Guild as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy;

"Financial Members" means all Members who have:

- (i) paid their subscriptions in accordance with Clause 9(1) or 9(2);
- (ii) been granted exemption in accordance with Clause 9(3); or
- (iii) been permitted to defer payment in accordance with Clause 9(4);
- "General Elections" means elections, held to fill Guild Officer positions, at which all Students are entitled to vote in accordance with section 41(7) of the Act:
- "General Meeting" means any Annual General Meeting or Special General Meeting of the Guild as described in Part 4;
- "General Members" means all Students unless such Students have elected not to be Members or have chosen to be Financial Members:
- "General Secretary" means the General Member or Financial Member who is elected to the position of General Secretary of the Guild, in accordance with Clause 41(1);
- "Guild" means the Edith Cowan University Student Guild;

"Guild Body" means:

- (i) any body of the Guild established under this Constitution including but not limited to the Secretariat, Departments and Committees; and
- (ii) the Senate;

- "Guild Employee" means any person employed or engaged by the Guild;
- "Guild Policy Manual" means the document published by the Senate pursuant to Clause 73(3), consisting of the current Policies from time to time;
- "Honorary Life Members" means persons who have been admitted to Honorary Life Membership of the Guild in accordance with Clause 11(1);
- "Members" means all Guild members;
- "Membership" means the status of a person as a Member;
- "Membership Facilities and Services Policy" means the Policy specifying the Facilities and Services available to each category of Membership;
- "Membership Subscription" means the annual membership subscription applicable to a relevant category of Membership, set by the Senate from time to time;
- "Officer" means a person holding a position or office in a Guild Body but does not include Guild Employees;
- "Operational Executive" means the Guild's most senior salaried employee;
- "Patron" means a patron of the Guild appointed in accordance with Clause 12:
- "Policies" means the policies of the Guild;
- "Policy Position Statements" means policies defining the Guild's position(s) on matters of social and diversity equality issues specific to the rights and interests of students;
- "President" means the General Member or Financial Member who is elected to the position of President of the Guild, in accordance with Clause 40(1);
- "Register of Delegations & Authorities" means the document that records the delegation of authority and responsibilities to Officers and Guild Employees in accordance with the Constitution and includes any conditions or limits attached to a particular delegation;
- "Representatives" means non-elected Members appointed in accordance with Clause 48 to represent the interests of students and act as liaison between the student body and the Guild;
- "Resolution" means a resolution passed by any Guild Body;
- "Rules" means any rules made under the Statute;
- "Secretariat" means the executive members of the Senate as set out in Part 6:
- "Senate" is the governing body of the Guild as set out in Part 5;

"Senate Term" means the term of office for elected members of the Senate, determined in accordance with Clause 55;

"Senator" means a member of the Senate;

"Serious Offence" means a contravention of the Policies or Constitution which the Senate determines is a serious offence;

"Simple Majority" means a majority of greater than 50% of all voting members of the relevant body present and entitled to vote at the relevant time:

"Special General Meeting" means a General Meeting other than the Annual General Meeting, as convened under Clause 23;

"**Special Majority**" means at least a 75% majority of all voting members of the relevant body present either in person or by proxy at the relevant meeting;

"Standing Orders" means the standing orders made by the Senate in accordance with Clause 54;

"Statute" means University Statute No. 11 – Student Guild;

"Student" means an enrolled student of the University;

"Student Services and Amenities Fee" means a fee payable to the University by a Student to support the provision to Students of amenities and services that are not of an academic nature;

"Teaching Day" means a day falling during a standard teaching week in Semester 1 or Semester 2 of the University's Academic Calendar that is not a Saturday, Sunday or University holiday;

"University" means Edith Cowan University;

"University Bodies" means any body or committee of or related to the University;

"Vice President" means a General Member or Financial Member who is elected to the position of Vice President in accordance with Clause 41A(1).

- (2) Headings and underlining are for convenience only and do not affect the interpretation of this Constitution.
- (3) The singular includes the plural and vice versa.
- (4) Words importing a gender include any other gender.
- (5) Capitalised terms may denote titles and categories not defined in this Constitution.
- (6) A reference to:
 - (a) a person includes a corporation and government or statutory body or authority;

- (b) a person includes the legal personal representatives, successors and permitted assigns of that person; and
- (c) 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 made by any legislative authority.
- (7) The word "including" and similar expressions are not words of limitation.
- (8) The word "under" includes by, by virtue of, pursuant to and in accordance with.
- (9) Where time is to be reckoned by reference to a day or event, that day or the day of that event will be excluded.

Part 2 – Name and Statement of Purposes

4. Name

The full name of the Guild is "Edith Cowan University Student Guild".

5. Functions

- (1) Subject to the Act, Statute, Rules and this Constitution, and in addition to other functions that may be prescribed under the Act (as amended from time to time), the functions of the Guild are to:
 - (a) provide leadership in relation to matters affecting the common interests of its Members;
 - (b) represent and further the common interests of its Members including but not limited to in communications with the Council, the Vice-Chancellor, other senior officers of the University and committees of the University;
 - (c) promote a co-operative spirit and sense of solidarity amongst Members:
 - (d) advance the education, welfare, social life and cultural activities of Members;
 - (e) provide Facilities and Services for Members;
 - (f) represent and protect Members in matters affecting their interests and rights;
 - (g) promote equal opportunity and affirmative action in its Policies and activities;
 - (h) support and co-ordinate the activities of Affiliated Bodies;

- (i) provide a recognised means of communication between Members and the University, other student organisations, educational and governmental bodies and the wider community;
- (j) co-operate with and affiliate to other organisations having similar purposes in whole or in part;
- (k) co-ordinate Member representation on University decision-making bodies where appropriate;
- (I) facilitate greater recognition and appreciation of the standard of academic awards made by the University;
- (m) do all other things as are incidental or conducive to the attainment of the above and the exercise of the powers of the Guild; and
- (n) perform any other matter or thing prescribed under the Act, Statute, Rules or this Constitution.
- (2) The assets and income of the Guild will be applied exclusively to the promotion of its functions.
- (3) No portion of the Guild's profits, assets or income will be paid or distributed directly or indirectly to Members or Officers, except as bona fide remuneration for services rendered or expenses incurred on behalf of the Guild.
- (4) The Guild is a not-for-profit organisation.

6. Legal Capacity and Powers

- (1) Subject to this Clause, the Guild has:
 - (a) the legal capacity and powers of an incorporated body; and
 - (b) all the powers of an individual.
- (2) Without limiting Clause 6(1) and subject to the Act, the Statute and the Rules, the Guild may:
 - (a) expend and invest its income;
 - (b) operate banking accounts;
 - (c) borrow money;
 - (d) lend money to its Members;
 - (e) enter into contracts;
 - (f) acquire, dispose of and deal in any way with property whether real or personal;
 - (g) sue for and recover money or property owing to it;

- (h) operate and administer the Facilities and Services for the benefit of Members;
- (i) employ persons and terminate their employment;
- (j) publish any newspaper or any other publication;
- (k) hold licences under any relevant legislation;
- (I) recognise and grant financial assistance to any Affiliated Body;
- (m) receive and distribute grants;
- (n) discipline Members in accordance with this Constitution and the Policies;
- (o) pay Officers and Guild Employees;
- (p) grant leave to Officers and Guild Employees;
- (q) conduct campaigns and make representations on behalf of Members;
- (r) make Policies in relation to any of the above powers and functions; and
- (s) do all other things as are incidental or conducive to the attainment of the above functions and the exercise of the powers of the Guild.
- (3) The Guild may only exercise its powers in furtherance of its functions as described in Clause 5.

Part 3 – Membership

7. Categories of Membership

The Guild will have the following categories of membership:

- (1) General Membership;
- (2) Financial Membership;
- (3) Associate Membership; and
- (4) Honorary Life Membership.

8. General Membership

- (1) All Students are General Members of the Guild at no cost unless they elect not to be Members at any time.
- (2) General Members will be:
 - (a) included in the Guild's electoral roll;

- eligible for membership of the Senate and Departments, within the limits set out in this Constitution and the Establishing Resolution or Department Policy of each Department;
- (c) entitled to use of the designated Facilities and Services as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy; and
- (d) entitled to be represented by the Guild.

9. Financial Membership

- (1) All General Members are eligible to be Financial Members of the Guild, upon payment of the Membership Subscription.
- (2) For the purposes of this Clause, the Senate may, by Resolution passed by Special Majority, deem that payment of a Student Services and Amenities Fee by a Member will satisfy the requirements for payment of the Membership Subscription and that the Member will be considered to be a Financial Member upon payment of the Fee.
- (3) The Senate may, by Resolution passed by Special Majority, exempt any Member from payment of the Membership Subscription, provided that the Member is a Student.
- (4) The Senate may by Resolution passed by Special Majority, grant Financial Membership status to a Member without immediate payment of the Membership Subscription, provided that the Member undertakes to pay the Membership Subscription not later than three months after becoming a Financial Member. Subject to Clause 14(3), if a Financial Member fails to pay the Membership Subscription within three months, then their Financial Membership will lapse and they will become a General Member until such time as the Membership Subscription is paid in full.
- (5) During the period of time that the payment of the Membership Subscription is deferred pursuant to Clause 9(4), the Member will be entitled to the full use of the Facilities and Services.
- (6) Financial Members will be:
 - (a) included in the Guild's electoral roll;
 - (b) eligible for membership of the Senate and the Departments (within the limits set out in this Constitution and in the Establishing Resolution or Department Policy of each Department);
 - (c) entitled to full use of the Facilities and Services; and
 - (d) entitled to be represented by the Guild.

10. Associate Membership

- (1) The Guild may admit to Associate Membership any person who pays a Membership Subscription which is at least equivalent to the amount of the Membership Subscription for Financial Members if that person:
 - (a) is an employee of the University;
 - (b) is an employee of the Guild;
 - (c) is a member of Council;
 - (d) is an alumnus of the University; or
 - (e) applies in writing and is approved by the Senate.
- (2) Associate Membership of the Guild does not confer any formal Membership upon the person but allows him or her to:
 - (a) be an observer at General Meetings; and
 - (b) use limited Facilities and Services as determined by the Guild from time to time and set out in the Membership Facilities and Services Policy.
- (3) Subject to clause 10(4), Associate Members of the Guild will not be eligible to:
 - (a) vote in any meeting, election or referendum of the Guild or its Departments; or
 - (b) be elected or appointed to any Guild Body.
- (4) An Associate Member of the Guild who is an employee of the Guild will be eligible to be appointed to any Department subject to the relevant Establishing Resolution or Department Policy.
- (5) The Senate will set a Membership Subscription for Associate Membership and will have the power to determine the Policies regarding the terms and conditions of Associate Membership.

11. Honorary Life Membership

- (1) The Senate may by Resolution passed by Special Majority grant Honorary Life Membership to any person in recognition of their outstanding service to the Guild or the University community.
- (2) Unless an Honorary Life Member is a Student, then an Honorary Life Member is not entitled to vote at any Guild election, referendum or meeting, and is not eligible for election or appointment to any Guild Body.
- (3) An Honorary Life Member is entitled to be an observer at General Meetings, and to use the same Facilities and Services as Associate Members.

12. Patron

The Senate may by Resolution passed by Special Majority invite a person who is not a Student to be appointed as Patron for a period as determined by the Senate. The relevant person will become Patron automatically upon their acceptance of the appointment without any further Resolution of the Senate or the Guild being required. The Patron will have the same Membership status as an Honorary Life Member during their term as Patron.

13. Membership Subscriptions

- (1) Subject to Clauses 13(3) and 13(4), the amount of the Membership Subscription for each category of Membership will be determined from time to time by Resolution passed by a Special Majority of the Senate.
- (2) Any change to the amount of the Membership Subscription for any category of Membership determined during the course of an academic year will not take effect until the commencement of enrolment for the following academic year.
- (3) The amount of any Membership Subscription for part-time Students will not be more than 50% of the relevant Membership Subscription for full-time Students.
- (4) The amount of any Membership Subscription for external Students will not be more than 30% of the relevant Membership Subscription for full-time Students.

14. Rights, Obligations and Liabilities

- (1) Subject to Clauses 14(3) and 14(4), a Member is entitled to use the Facilities and Services as designated under their category of membership.
- (2) The rights of a Member under their Membership ("**Membership Rights**") are not transferable.
- (3) The Membership Rights of a General Member and a Financial Member end when the General Member or Financial Member:
 - (a) ceases to be a Student;
 - (b) elects not to be a Member; or
 - (c) resigns as a Member; or
 - (d) has had their Membership suspended by the Senate.
- (4) A Member who is aggrieved by an action or decision of the Guild will be entitled to have that action or decision reviewed by the Senate. The process for submission of a matter for review and the conduct of such review will be set out in the Policy made pursuant to Clause 19.
- (5) A Member will not be liable to contribute to the debts and liabilities of the Guild by reason only of their Membership.

15. Discipline

- (1) The Senate may, by resolution passed by Special Majority, take disciplinary action against an Officer in accordance with Section 7(4) of the Statute.
- (2) Subject to Clause 15(1), the Senate will have the power to take disciplinary action against a Member in respect of their Membership and involvement in the Guild and its activities.
- (3) Subject to Clause 15(1), the procedures for investigation, disciplinary action and the imposition of a penalty are as specified in Schedule 1 of this Constitution.

16. Register of Members

- (1) The General Secretary will ensure that the Guild keeps an accurate and upto-date register of members ("Register of Members"). The Register of Members will be kept at the Guild's offices. The Register will contain the student number (if applicable), full name and at least one means of contact for each Member and will state the category of Membership for each Member.
- (2) For the purposes of Clause 16(1) with respect to General and Financial Members, the General Secretary and the Guild will rely on the records kept by the University and provided by the University to the Guild from time to time.

17. Refund of Membership Subscriptions

There will be no refund of any part of the Membership Subscription paid by a Member following the resignation of a Member or upon the suspension of a Member as the result of any disciplinary action taken by the Guild against the Member.

18. Affiliation to the Guild

- (1) Student clubs, organisations, societies, collectives and other associations may apply to the Guild to become Affiliated Bodies. The Guild will make a Policy governing the eligibility, admission, resignation, composition, governance, rights, conduct, discipline, financing and any other matters relating to Affiliated Bodies.
- (2) An up-to-date register of Affiliated Bodies ("**Register of Affiliates**") will be kept by the Guild. The General Secretary will be responsible for the establishment and maintenance of the Register of Affiliates.

19. Complaints and Grievances

The Senate will make a Policy regarding the management of complaints or grievances against the Guild made by Members or by other persons.

20. Dispute Resolution

- (1) For matters between the Guild and a Member or Members which cannot be resolved through the grievance process, the Senate will put in place a dispute resolution process.
- (2) The dispute resolution procedures for disputes between the Guild and a Member or Members will be as follows:
 - (a) the parties to the dispute will meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties;
 - the parties may elect to bring a support person to any meetings, but may not be legally represented;
 - (c) a support person cannot be a person acting on the behalf of parties to a dispute or as an agent or representative of a party to a dispute;
 - (d) if the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties will, within 10 days (or such longer time as agreed by the parties), hold a meeting in the presence of a mediator;
 - (e) subject to Clause 20(2)(f), the mediator will be a person chosen by agreement between the parties;
 - (f) in the absence of agreement between the parties, the University will be asked to appoint a mediator;
 - (g) the mediator cannot be a Member who is a party to the dispute;
 - (h) the parties to the dispute will, in good faith, attempt to settle the dispute by mediation;
 - (i) the mediator, in conducting the mediation, will -
 - (i) give the parties to the mediation process every opportunity to be heard;
 - (ii) allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) ensure that the mediation process is conducted fairly and without bias;
 - (i) the mediation must be confidential and without prejudice; and
 - (k) the costs of the mediation will normally be borne by the Guild.

Part 4 - General Meetings

21. Types of General Meeting

There will be at least one General Meeting each year, namely the Annual General Meeting ("Annual General Meeting"). In addition, Special General Meetings will be held if required pursuant to Clause 23.

22. Annual General Meeting

- (1) The Senate will convene an Annual General Meeting on or before 30 April each year.
- (2) The ordinary business of the Annual General Meeting is to consider:
 - (a) the minutes of the previous Annual General Meeting and any subsequent Special General Meetings;
 - (b) the audited financial statements submitted to the Annual General Meeting containing details of:
 - (i) the income and expenditure of the Guild during its last financial year;
 - (ii) the assets and liabilities of the Guild at the end of its last financial year;
 - (iii) the mortgages, charges and securities of any description affecting any of the property of the Guild at the end of its last financial year; and
 - (iv) the same details in respect of each trust of which the Guild was a trustee during any part of the last financial year.
 - (c) the auditor's report on the financial statements;
 - (d) a financial report on the operation of the Guild signed by the General Secretary; and
 - (e) any other business of which notice has been given in accordance with Clause 25.
- (3) The Annual General Meeting will be conducted as determined from time to time by the Senators and in accordance with any Standing Orders.

23. Special General Meetings

- (1) In addition to the Annual General Meeting, Special General Meetings will be held if:
 - (a) the Senate decides to do so by Resolution passed by Special Majority; or

- (b) the General Secretary receives a requisition signed by at least 100 Members requesting the Special General Meeting and which:
 - (i) is in writing, signed by each of the Members;
 - (ii) states the motion or motions to be considered by the meeting;
 - (iii) may consist of more than one document; and
 - (iv) is given to the General Secretary or the President, or presented to a meeting of the Senate.
- (2) The Senate will convene the Special General Meeting to be held:
 - if a motion requiring a Special Majority is not to be considered within 15 Teaching Days; or
 - (b) if a motion requiring a Special Majority is to be considered within 25 Teaching Days.
- (3) Only those matters proposed under Clause 23(1) will be considered at the Special General Meeting.
- (4) The Special General Meeting will be conducted as determined by the Senators and in accordance with any Standing Orders.

24. Day, Time and Place of General Meetings

- (1) A General Meeting will only be held:
 - (a) on a Teaching Day;
 - (b) at a time reasonably convenient for Members to attend; and
 - (c) on a Campus.
- (2) The Senate may by Resolution permit Members to participate in a General Meeting via:
 - (a) electronic means;
 - (b) tele- or video-conference; and/or
 - (c) proxy voting.

25. Notice of General Meetings and Notices of Motion

The Senate will give notice of General Meetings to Members in accordance with the Standing Orders. Agenda items will be included together with the Notice of Meeting.

26. Quorum

- (1) The minimum quorum for the ordinary business of a General Meeting is the attendance of 20 Members present in person or by proxy, plus no fewer than 75% of Senators.
- (2) If a quorum is not present within 30 minutes of the scheduled time as specified in the relevant notice of meeting for the General Meeting:
 - (a) the meeting stands adjourned to the day, and at the time and place, that the Senate decides or, if the Senate does not make a decision, to the same day in the next week at the same time and place; and
 - (b) if, at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

27. Chairing and Conduct of General Meetings

- (1) The President will act as chairperson of all General Meetings. If the President is not present, or declines to act as chairperson, the President may nominate another Senator to act as chairperson. If the President is not present and has not nominated another Senator to act as chairperson, the Senators present at the General Meeting will elect by Simple Majority a Senator to act as chairperson. If all Senators present at the General Meeting elect not to act as chairperson, then the meeting will elect by Simple Majority another Member to act as chairperson.
- (2) The Guild will specify in the Standing Orders any procedures for the conduct of General Meetings not set out in this Constitution.

28. Voting

- (1) Only Financial Members and General Members are entitled to vote at General Meetings.
- (2) The Patron, Associate Members and Honorary Life Members who are not Students may attend General Meetings as observers, but are not entitled to vote at General Meetings.
- (3) Each Financial Member and each General Member present at the General Meeting will have one vote, which may only be placed in person or by proxy.
- (4) Unless a secret ballot is required under Clause 28(5):
 - (a) voting will be by show of hands; and,
 - (b) the declaration by the chairperson of the result of a vote, as recorded in the minutes, will be conclusive evidence of the vote.
- (5) Any combination of 10 or more Members who are eligible to vote and are present at the General Meeting may request a secret ballot.

- (6) Subject to Clause 28(7), a motion or amendment to a motion will be passed by Simple Majority. If an equal number of votes are cast for and against a motion or amendment, the chairperson will declare the motion or amendment lost.
- (7) Subject to the Act, Statute and Rules, motions or amendments to motions in relation to the following, in addition to other matters specified in this Constitution, will be decided by Special Majority:
 - (a) change of functions of the Guild;
 - (b) change of name of the Guild; and
 - (c) the adoption, amendment or repeal of this Constitution.

29. Voting by Proxy

A Member (in this Clause called "**the appointing member**") may appoint in writing another Member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any General Meeting. The form for appointment of a proxy will be prescribed in the Standing Orders.

30. [deleted]

31. Referenda

- (1) Subject to Clause 31(2), any decision that may be made at a General Meeting may be made by referendum ("**Referendum**").
- (2) A Referendum will not be held if:
 - (a) the decision requires a Special Majority; or
 - (b) the matter has not been considered at a General Meeting.
- (3) [deleted]
- (4) A decision by Referendum will override any decision made previously on the matter at a General Meeting.
- (5) Subject to Clause 31(2), a Referendum will be held if:
 - (a) the Senate by resolution passed by Simple Majority decides to hold a Referendum; or
 - (b) the General Secretary receives a request signed by at least 100 Members, being comprised of Financial Members and/or General Members. Such request:
 - (i) will be in writing, signed by the Members;
 - (ii) will state the motion or motions to be put to Referendum;

- (iii) may consist of more than one document; and
- (iv) will be given to the General Secretary or the President.
- (6) A Referendum that is requested by Members in accordance with Clause 31(5)(b) will be held within 15 Teaching Days of the request being received by the General Secretary or the President.
- (7) Referenda will be held over at least 3 consecutive Teaching Days.
- (8) The option of postal and/or electronic voting will be provided for every Referendum. If the poll is to be conducted electronically, then polling will be open at all times during the polling period.
- (9) If the poll is also to be conducted in person, then it will be open on each Campus for at least 6 hours each Teaching Day during the polling period between the hours of 10:00 am and 8:00 pm.
- (10) Each Financial Member and each General Member is entitled to one vote under the Referendum.
- (11) Procedures for the conduct of Referenda will be specified in the Election Procedures.

Part 5 – The Senate

32. Status and Function

The Senate is the governing body of the Guild. The primary function of the Senate is to manage the administrative, financial and other affairs of the Guild.

33. Membership

- (1) The Senate will have a minimum of 12 members and not more than 16 members comprising:
 - (a) the President;
 - (b) the General Secretary;
 - (c) Vice President Social Responsibility;
 - (d) Vice President Academic;
 - (e) Vice President International;
 - (f) Vice President Activities & South West; and
 - (g) the Departmental Officers.
- (2) The Vice President Social Responsibility will also have the titles of Chairperson of the Equity Department, the Environment Department and the First Nations Department.

The Vice President Academic will also have the titles of Chairperson of the Undergraduate Department and the Postgraduate Department.

The Vice President International will also have the title of Chairperson of the International Department.

The Vice President Activities & South West will also have the titles of Chairperson of the South West Department, the Social Department and the Sports Department.

- (3) [deleted]
- (4) Subject to Clause 33(4A), the procedures for election of the Senate are set out in the Election Procedures.
- (4A) In order to be eligible to stand as a candidate in the elections for a Senate position, a Member must:
 - (a) hold the general qualifications listed in Schedule 2;
 - (b) not hold any of the general disqualifications specified in Schedule 2; and
 - (c) meet all additional qualifications and disqualifications applicable to a particular Senate position as specified in Schedule 2.
- (5) The procedures for filling casual vacancies in Senate positions are set out in Clause 56.
- (6) [deleted]
- (7) Only General Members or Financial Members are eligible to be elected Members of the Senate.

34. Responsibilities

- (1) Subject to the Act, Statute and Rules, the Senate is responsible for:
 - (a) exercising the power of the Guild on its behalf; and
 - (b) ensuring the proper management of the Guild.
- (2) Subject to the Act, Statute and Rules, the Senate also has specific responsibility for:
 - (a) considering all matters related to the rights and interests of Members;
 - (b) providing direction to the Guild on all strategic matters;
 - (c) approving, amending and repealing Policies in accordance with clause 73:
 - (d) considering reports from the Departments of the Guild on their activities and strategies;

- (e) [deleted];
- (f) filling vacancies in elected positions in accordance with this Constitution;
- (g) setting the annual budget of the Guild in accordance with Clause 66;
- (h) subject to the Statute, appointing annually an auditor and ensuring that the accounts are audited in accordance with the Rules:
- (i) interpreting this Constitution and the Policies; and,
- (j) any other matters reserved or allocated to the Senate, by Resolution of the Senate under the Constitution or Statute.
- (3) The Senate may allocate portfolios to Senators.
- (4) A General Meeting may by Resolution, of a motion on notice, direct the Senate on any matter within its responsibilities or powers.
- (5) The Senate may direct all Senators by resolution passed by Simple Majority, with the exception of the President, who may only be directed by resolution passed by Special Majority.

35. Delegation

- (1) The Senate may by Resolution passed by Special Majority delegate its powers under this Constitution to:
 - (a) any Senator;
 - (b) any Department or Committee which has at least one Senator as a member; or
 - (c) Operational Executive.
- (2) A power delegated under Clause 35(1) may not be further delegated.
- (3) The Senate may impose any conditions on a delegation of its powers pursuant to Clause 35(1) as it sees fit.
- (4) The Senate may by Resolution passed by a Simple Majority revoke a delegation given under this section and no delegation so given prevents the exercise or discharge by the Senate of any of its powers, authorities, duties or functions.
- (5) All delegations and revocations of authority pursuant to Clause 35(1) will be updated in the Register of Delegations & Authorities by the General Secretary.

36. Meetings

(1) Meetings of the Senate will be held at least 10 times per calendar year.

(2) Meetings of the Senate will be convened and conducted in accordance with the Standing Orders.

37. Quorum

- (1) Subject to Clause 37(2), a quorum of the Senate will be the presence in person, via phone, or via video conference, of not less than 50% of the total number of Senators.
- (2) Of those Senators present, no fewer than three will be members of the Secretariat.
- (3) Subject to Clause 37(5) a Senator who is unable to attend a Senate meeting must grant proxy voting rights to another Senator.
- (4) Proxy voting rights must be in writing and signed and dated by the Senator who is granting proxy voting rights.
- (5) A Senator can hold proxy voting rights on behalf of other Senators, except that:
 - (a) they may not hold proxy voting rights for the same Senator at more than three meetings during the Senate Term; and
 - (b) they may not hold proxy voting rights for more than one Senator at any one meeting.

38. Chairing of the Senate

- (1) The President will act as chairperson at meetings of the Senate, unless they decline to act as chairperson or are absent, in which case the Senate will by Resolution passed by Simple Majority elect a Senator to act as chairperson of the meeting.
- (2) [deleted]
- (3) In the case of a tied vote, the Chairperson will have a casting vote in addition to their deliberative vote as a Senator.

39. Responsibilities of Senators

- (1) Senators will be responsible for:
 - (a) attendance at scheduled meetings of the Senate;
 - (b) providing written updates at each scheduled meeting of the Senate on the actions, resolutions or policy of their Department/s;
 - (c) representing Policy Position Statements made by the Senate and Departments to the Council, the University and outside bodies;
 - (d) representing the Senate on University Bodies if nominated by the President and/or the Senate; and

- (e) any other responsibilities conferred under the Policies.
- (2) Senators cannot be Guild Employees during their term of office.

40. President

The President:

- (1) will be elected at General Elections in accordance with the Election Procedures;
- (2) is the chief spokesperson for the Guild, subject to the advice of the Senate, on all matters relating to the rights and interests of Members;
- is responsible for representing the Guild or coordinating representation on all appropriate University Bodies where requested by the University;
- (4) is responsible for submissions, representations and negotiations on behalf of the Guild and the Senate; and
- (5) is responsible for ensuring that the Departments fulfil their duties and meet the strategic goals set by the Senate.

41. General Secretary

- (1) The General Secretary will be elected at General Elections in accordance with the Election Procedures.
- (2) The General Secretary is responsible for:
 - (a) ensuring that:
 - (i) all meetings pursuant to Clauses 22(1), 36(1) and 44(1) are scheduled, and held, in accordance with the Standing Orders:
 - (ii) proper notice is given of the meetings of the Senate, Secretariat and Departments;
 - (iii) accurate and complete minutes are taken and kept of all General Meetings and meetings of Guild Bodies, noting that the Senate or a Guild Body (as applicable) may nominate a person to assist the General Secretary in fulfilling this responsibility; and
 - (iv) where the General Secretary is unable to take minutes as specified in Clause 41(2)(a)(iii):
 - A. the General Secretary may nominate another Senator in the case of General Meetings, or another Officer of the relevant Guild Body in the case of Guild Bodies, to take accurate and complete minutes; or

- B. where the General Secretary does not nominate another person to take minutes, the Senators present at the General Meeting will elect by Simple Majority a Senator, or in the case of a Guild Body the members will elect by Simple Majority a member of the Guild Body, to take accurate and complete minutes.
- (b) advising Guild Bodies on the Constitution, the Statute, the Rules, the Policies and related governance matters;
- (c) liaising with relevant Guild Employees and the Senate on the finances of the Guild;
- (d) monitoring Department budgets and administration;
- (e) reporting at each scheduled meeting of the Secretariat and the Senate on the finances and administration of the Guild and Departments;
- (f) ensuring other Guild Bodies are updated on the finances of the Guild as required;
- (g) ensuring that the Guild's financial statements are prepared, audited and presented in accordance with this Constitution, the Statute and the Rules; and
- (h) undertaking the duties of the Executive Officer as specified in the Standing Orders.

41A. Vice Presidents

- (1) Four Vice Presidents will be elected at General Elections in accordance with the Election Procedures.
- (2) The Vice Presidents serve as Department Chairpersons in accordance with Clause 33(2) and are responsible for fulfilling the duties of Department Chairpersons in accordance with Clause 49(2).
- (3) The Vice Presidents are responsible for assisting the President to ensure that the Departments fulfil their duties and meet the strategic Goals set by the Senate.
- (4) The Vice Presidents may represent the Senate on Guild Bodies that are associated with the Department/s of which they serve as Chairperson.

41B. Departmental Officers

- (1) Ten Departmental Officers, of whom two will be designated South West Officers, will be elected at the General Elections in accordance with the Election Procedures.
- (2) The Departmental Officers are responsible for coordinating Representatives for the Department, assisting in the coordination of Departmental meetings and collaborating with the with Department Chairpersons to develop events and activities.

- (3) The Departmental Officer of the Sports Department is the Sports Officer.
- (4) The Departmental Officer of the Social Department is the Social Officer.
- (5) The Departmental Officer of the Undergraduate Department is the Undergraduate Officer.
- (6) The Departmental Officer of the Postgraduate Department is the Postgraduate Officer.
- (7) The Departmental Officer of the Equity Department is the Equity Officer.
- (8) The Departmental Officer of the First Nations Department is the First Nations Officer.
- (9) The Departmental Officer of the Environmental Department is the Environmental Officer.
- (10) The Departmental Officer of the International Department is the International Officer.
- (11) The Departmental Officers of the South West Department are the South West Officers.

Part 6 – The Secretariat

42. Membership

- (1) The members of the Secretariat are:
 - (a) the President;
 - (b) the General Secretary;
 - (c) the Vice President Social Responsibility;
 - (d) the Vice President Academic;
 - (e) the Vice President International; and
 - (f) the Vice President Activities & South West.
- (2) Officers or Guild Employees may be invited by the General Secretary to attend meetings of the Secretariat as observers and to participate in discussion if requested to do so.

43. Responsibilities

(1) During the periods between scheduled meetings of the Senate, the Secretariat will be responsible for ensuring the proper management of the Guild, by confirming that Senators are fulfilling their responsibilities and operational services are being effectively managed by Operational Executive.

- (2) The Secretariat also has specific responsibility for:
 - documenting developments in policy making between meetings of the Senate, to be considered for approval by the Senate;
 - (b) ensuring that Policies approved by the Senate are implemented;
 - (c) ensuring that Policies approved and directions given by the Senate are complied with by all Guild Bodies;
 - (d) the regular monitoring of the budget, finances and administration of the Guild;
 - (e) approving, by Resolution, access to Guild funds as specified under the Policies and budget;
 - (f) ensuring that a Budget is prepared for consideration by the Senate in accordance with Clause 66; and,
 - (g) ensuring that the Senate meets regularly and carries out its responsibilities.

44. Meetings

- (1) Meetings of the Secretariat will be held at least 20 times during the Senate's term of office.
- (2) Meetings of the Secretariat will be convened and conducted in accordance with the Standing Orders.

45. Quorum

- (1) Quorum of the Secretariat will be the presence in person, via telephone, or via video conference, of 3 or more of its members.
- (2) Proxy voting will not be permitted.

46. Chairing of Secretariat

(1) The General Secretary will act as chairperson at meetings of Secretariat, unless they decline to act as chairperson or are absent, in which case the President will act as chairperson. If both elect not to act as the chairperson, then the Secretariat will by Resolution passed by Simple Majority elect a Secretariat member to act as chairperson of the meeting.

Part 7 – Departments

47. Establishment and Dissolution

- (1) The following Departments are established under this Constitution:
 - (a) Sports Department;

- (b) Social Department;
- (c) Undergraduate Department;
- (d) Postgraduate Department;
- (e) Equity Department;
- (f) First Nations Department;
- (g) Environmental Department;
- (h) International Department; and
- (i) South West Department.
- (2) For each Department established under this Constitution, the Senate will approve a Policy ("**Department Policy**") which will include:
 - (a) its title;
 - (b) its membership;
 - (c) its responsibilities, accountabilities and powers; and
 - (d) any special provisions as to its meetings and elections or appointments,

unless otherwise provided for in this Constitution.

- (3) Subject to Clause 47(4), the Senate may by Resolution passed by Special Majority create Departments in addition to those established under Clause 47(1).
- (4) The total number of Departments will not exceed 10.
- (5) The Establishing Resolution will include:
 - (a) its title;
 - (b) its membership;
 - (c) its responsibilities, accountabilities and powers; and
 - (d) any special provisions as to its meetings and elections or appointments,

unless otherwise provided for in this Constitution.

- (6) All Departments are accountable to the Senate for the proper carrying out of their responsibilities and powers.
- (7) A copy of the Establishing Resolution or Department Policy (as appropriate) of each Department will be placed and kept in the Guild Policy Manual.

(8) The Senate may by Resolution passed by Special Majority dissolve any Department created under Clause 47(3) at any time.

48. Appointment of Representatives

Unless otherwise stated in this Constitution and subject to Clause 49(1), the procedure and requirements for appointment of Representatives to Departments will be prescribed in the relevant Establishing Resolution or Department Policy.

49. Department Chairpersons

- (1) The Vice Presidents elected in accordance with Clause 41A(1) are Department Chairpersons in accordance with Clause 33(2).
- (1A) On the establishment of a new Department in accordance with clause 47(3), a Vice President will be appointed by Resolution passed by Special Majority of the Senate to serve as Chairperson of the Department for the balance of the current Senate Term.
- (2) Each Department Chairperson is accountable to the Senate and is responsible for:
 - (a) liaising with the relevant Guild office-bearers, staff and student groups on significant issues within the scope of the Department, as they relate to, and affect Members;
 - (b) convening regular meetings of the Department;
 - reporting in writing to the Senate at each scheduled Senate meeting, on all relevant matters arising at, meetings of the Department;
 - (d) reporting to other Guild Bodies on significant issues within the role of the Department as required;
 - developing in consultation with Members, and recommending to the Senate for adoption, Policies on issues within the scope of the Department;
 - (f) implementing Policies on issues within the scope of the Department;
 - (g) administrating and managing the activities and budget of the Department, in accordance with the Policies; and
 - (h) coordinating Department-related activities and events in collaboration with Departmental Officers and affiliated Bodies.

Part 8 – Guild Bodies Generally

50. Applicability of this Part

This Part applies to all Guild Bodies unless a specific provision of this Constitution, the Policies or the Resolution establishing the relevant Guild Body provide otherwise.

51. Duties, Obligations and Liabilities of Officers

- (1) By nominating for election or accepting appointment, Officers agree to comply with this Constitution, the Policies, the Rules, the Statute and all applicable laws.
- (2) All Officers will:
 - (a) act honestly and in good faith;
 - (b) not make improper use of their position or information obtained in their position to gain directly or indirectly an advantage for themselves or another person or to cause detriment to the Guild;
 - (c) disclose conflicts of interest in accordance with the Statute and the Rules:
 - (d) exercise reasonable care and diligence;
 - (e) act in accordance with the Code of Conduct as described in Clause 59;
 - (f) comply with the Statute and the Rules; and
 - (g) not do any act or thing that constitutes a Serious Offence.
- (3) Officers have no liability to contribute towards payment of the debts and liabilities of the Guild by virtue only of their status as an Officer provided that they have acted in good faith and have acted in accordance with this Constitution and the Code of Conduct.
- (4) The Senate may investigate and take disciplinary action and/or impose penalties in accordance with the Statute against an Officer in relation to a breach or suspected breach of Clause 51(2). The procedures for such investigation and the imposition of disciplinary action and any penalties are set out in Schedule 1.

52. Disclosure of conflicts of interest by Officers

- (1) Following an Officer's disclosure of conflict of interest to the General Secretary in accordance with the Rules, the Guild Body considering or about to consider the matter in which the Officer has declared an interest will:
 - (a) subject to Clause 52(2), consider the nature and extent of the Officer's interest and decide by Resolution passed by Special Majority whether the Officer will:
 - (i) be disqualified from participating in discussion and from voting on the matter;
 - (ii) be disqualified from voting on the matter while being permitted to participate in discussion on the matter; or

- (iii) be permitted to participate in discussion and vote on the matter.
- (b) ensure that the minutes of the meeting record:
 - (i) the nature of the Officer's disclosure, and
 - (ii) the Guild Body's decision and reasons for decision with respect to the Officer's further participation in discussion or voting on the matter.
- (2) The Officer who has declared the interest must not be present during, nor participate in, discussion or voting on the Resolution at Clause 52(1)(a).

53. Indemnity of Officers and Members of Guild Bodies

The Guild indemnifies all Officers against any liability incurred by them by reason of any act or omission done by the Officer in good faith in their capacity as an Officer, unless the liability arises out of conduct involving a breach or breaches of the duties and obligations set out in Clause 51.

54. Standing Orders

The Senate will make standing orders providing for the convening and conduct of meetings of all Guild Bodies. The Standing Orders will include provisions concerning:

- (a) scheduling of meetings;
- (b) provision of notice;
- (c) rules of debate; and
- (d) such other matters regarding the conduct of meetings as the Senate considers necessary.

55. Term of Office

- (1) Members elected to positions at the General Elections hold office:
 - (a) subject to Clause 55(1)(b), for the twelve-month period from 1 December to 30 November, or
 - (b) in the event that the declaration of the poll occurs after 1 December and prior to 1 September, from the date of declaration of the poll until the following 30 November.
- (2) The President and General Secretary will not hold the same office for more than two consecutive terms, as defined in Clauses 55(1)(a) and 55(1)(b) as either President or General Secretary, as the case may be.
- (3) An Officer who has been appointed to their position other than by election will hold office from the date of their appointment for a fixed term as specified by the relevant Guild Body.

56. Officer Vacancies

- (1) The position of an Officer becomes vacant if the person holding the position:
 - (a) gives a signed resignation to the General Secretary or Vice President, as the case may be (or in the case of the General Secretary, to the President);
 - (b) ceases to be a Student;
 - (c) is removed for non-attendance at meetings in accordance with Clause 58;
 - (d) is removed by Resolution of a Special Majority passed at a General Meeting or Referendum;
 - (e) is suspended, removed or disqualified by Resolution passed by a Special Majority of the Senate;
 - (f) ceases to have required qualifications as may be prescribed for the position in the Establishing Resolution or Department Policy of the relevant Department or other Resolution establishing the position; or
 - (g) ceases to have legal capacity.
- (2) Vacancies in elected Senate positions will be filled:
 - (a) in the case of the President or General Secretary,
 - (i) if the vacancy occurs prior to 1 April by a General Byelection, subject to 56(2)(a)(ii); or
 - (ii) if the vacancy occurs on or after 1 April, or if a vacancy which occurs prior to 1 April has not been filled by election at the expiration of three months from the date that the office became vacant – by a Member elected by secret ballot of Members present at a General Meeting.
 - (b) in the case of a Vice President or Departmental Officer,
 - (i) by a Member appointed by Resolution passed by a Special Majority of the Senate; or
 - (ii) if there are fewer than three Senators at the time of the vacancy occurring by a Member elected by secret ballot of Members present at a General Meeting.
- (3) [deleted]
- (4) Subject to this clause, persons filling vacancies in elected positions hold those positions for the remainder of the term of office.
- (5) [deleted]

(6) Vacancies in appointed positions in Departments or other Guild Bodies will be filled (if required) in accordance with the procedures prescribed in the Department Policy or Resolution establishing the relevant Guild Body.

57. Validation

Even if it is later found that a person who has acted as an Officer was not properly elected or appointed, the validity of:

- (1) the acts of the person acting in that capacity; and,
- (2) decisions of meetings in which that person has participated;

are not affected provided that Officer has acted in accordance with Clauses 51(1) and 51(2).

58. Leave of Absence and Non-Attendance at Meetings

- (1) An Officer will inform the Senate of a leave of absence in accordance with the Standing Orders.
- (2) If an Officer is absent without leave on three occasions without approval given under the Standing Orders then that Officer's position automatically becomes vacant.

59. Code of Conduct

- (1) A code of conduct for Officers, outlining their duties and obligations to the Guild and the Guild's duties and obligations to them ("Code of Conduct"), will be established by the Guild as a Policy.
- (2) The Code of Conduct will include (but will not be limited to) the duties, obligations and liabilities of Officers set out in Clause 51 and any other matters set out in the Statute.

60. Eligibility for Attendance at Meetings

- (1) Any Member may attend any meeting of any Guild Body by extending a request to attend, to that Guild Body's Executive Officer. The request must be made within the time specified in the Standing Orders. The Member may not attend if the relevant Guild Body decides to proceed *in camera*, under the Standing Orders.
- (2) The President may attend and speak at meetings of all Guild Bodies of which they are not a member, unless the relevant Guild Body decides by Resolution to proceed *in camera*.
- (3) Any Guild Body may invite a person who is not a member of that Guild Body to attend a meeting of that Guild Body while the meeting is proceeding *in camera*.

61. [deleted]

Part 9 - Elections

62. Elections Generally

- (1) General Elections will be held annually for the President, General Secretary, Vice Presidents and Departmental Officers as provided and in accordance with the Statute, the Rules, this Constitution and the Election Procedures.
- (2) [deleted]
- (3) The Senate will ensure that all eligible voters have reasonable access to a means of voting. Postal and/or electronic voting will be made available.

63. Election Procedures

All elections will be free, fair and independent. The Senate will create Election Procedures which will be approved by Council. The Election Procedures will be consistent with the Act, Statute and Rules and will include, but not be limited to, provisions concerning:

- (1) subject to Clause 62(1), timing and frequency of elections;
- (2) subject to section 41(7) of the Act, eligibility to vote;
- (2A) eligibility to nominate for election;
- (3) the method of nomination;
- (4) subject to Clause 62(3), how electors may cast their vote;
- (5) the voting systems to be used in determining the outcome of elections; and
- (6) such other matters regarding elections as the Senate considers prudent.

Part 10 – Financial and Legal

64. Financial Year

The financial year of the Guild is from 1 January to 31 December.

65. Sources of Funds

The funds of the Guild may be derived from:

- (1) Membership Subscriptions;
- (2) revenue from trading activities;
- (3) grants, sponsorship, and funding agreements;
- (4) donations and fund-raising; and

(5) other sources approved by the Senate.

66. Budget

- (1) The Senate will not later than 31 December in each calendar year prepare a preliminary Guild budget of proposed income and expenditure for the next succeeding calendar year ("Budget").
- (2) The Budget will be presented for confirmation at the first scheduled meeting of the Senate in the following calendar year for consideration and the confirmed and ratified Budget will be submitted to the University not later than 31 March in each year.
- (3) The ratified Budget can only be amended after confirmation by the Senate by a Resolution passed by Special Majority and, where required, the amended Budget will be provided to the University in accordance with the Rules.

67. Management of Funds

- (1) The Senate is responsible for ensuring the proper management of funds of the Guild.
- (2) The Senate will ensure that true, fair and accurate financial books and records of the Guild are kept.
- (3) For expenditure of Department funds, payment will be approved in accordance with the Register of Delegations & Authorities.

68. Financial Statements

The General Secretary will ensure all necessary arrangements are completed in preparation for audit of the Guild's financial statements in accordance with Clause 69 and the Rules.

69. Audit

An audit of the Guild's financial statements will be conducted each year in accordance with the Rules.

70. Records

- (1) The Secretariat will ensure compliance obligations, as defined in the *State Records Act 2000 (WA)*, are met for the safe keeping of the records of the Guild.
- (2) Subject to Clause 70(4), any Member is entitled to inspect the audited financial reports, election reports and minutes of Guild Bodies.
- (3) The Secretariat will by Resolution determine whether Members are entitled to inspect any other records of Guild Bodies other than those prescribed in Clause 70(2), and if so, on what conditions.

(4) Clause 70(2) does not apply to any Guild Employee personnel records tabled at meetings or portions of meeting minutes that are deemed commercially sensitive by Resolution, passed by Special Majority of the relevant Guild Body.

71. Authorisation

- (1) Agreements and authorisations of the Guild that do not require the application of the Common Seal of the Guild will be signed by two (2) Senators as follows and in accordance with the Register of Delegations and Authorities:
 - (a) on behalf of the Senate, by the President and one other Senator, as nominated by the Senate; or
 - (b) on behalf of a Department, by the Vice-President who serves as Chairperson of the relevant Department and either the President or General Secretary.
- (2) All authorisations will be tabled at the next Secretariat meeting following the date of expenditure.
- (3) All cheques will be approved in accordance with the Guild's Register of Delegations & Authorities.
- (4) Signatories will not sign cheques until the payee and amount have been entered.

72. Making, Amendment or Repeal of Constitution

The Constitution will only be adopted, amended or repealed in accordance with the Statute and the Rules.

73. Making, Amendment or Repeal of Policies

- (1) The Senate may make, amend and repeal Policies not inconsistent with the provisions of the Act, the Statute and the Rules to provide for:
 - (a) the administration, organisation, finances and functions of the Guild;
 - (b) the interpretation of this Constitution or its enabling Policies;
 - (c) the implementation of the purposes and powers of the Guild;
 - (d) any other matter required by the Act, the Statute, the Rules or this Constitution; and
 - (e) Policy Position Statements.
- (2) All approvals, amendments or repeal of Policies defined in Clause 73(1)(a) through (d) will be by Resolution passed by Special Majority of the Senate following consultation with the Continuous Improvement & Development Committee.

- (2A) All approvals, amendments or repeal of Policies defined in Clause 73(1)(e) will be by Resolution passed by Special Majority of the Senate.
- (2B) The Continuous Improvement & Development Committee will comprise:
 - (a) the General Secretary;
 - (b) one other Senator, appointed by Simple Majority of the Senate;
 - (c) the Operational Executive; and
 - (d) one other Guild Employee, appointed by Simple Majority of the Senate, on the recommendation of the Operational Executive.
- (2C) Appointment terms to the positions on the Continuous Improvement & Development Committee will be:
 - (a) the General Secretary and Operational Executive will always be exofficio members of the committee:
 - (b) the other Senator can be reappointed for further Senate terms, conditional on the person being re-elected to the Senate or, be a new Senator; and
 - (c) the other Guild Employee member can be re-appointed each calendar year or, a new employee appointed.
- (3) All Policies that apply to Members and Senators will be made available on the Guild's website.
- (4) Members must at all times comply with the Policies as if they formed part of this Constitution.

74. Validity of Acts and Decisions

- (1) The acts and decisions of Guild Bodies will be valid irrespective of:
 - (a) one or more casual vacancies in its membership (including a vacancy arising out of the failure to elect or appoint a member of the Guild Body);
 - (b) a defect or irregularity in, or in connection with the election or appointment of a member of the Guild Body; or
 - (c) a defect or irregularity in, or in connection with the election or appointment of the chairperson of a meeting.
- (2) The acts and decisions of Officers will be valid despite any defect or irregularity in connection with the election or appointment of such Officers, provided that the Officers have acted in accordance with Clause 51.
- (3) After a period of five years, any act or decision of a Guild Body or Officer that may otherwise be or may be challenged as being invalid will be deemed to be valid and binding on the Guild.

75. Resolution of Disputes between the University and the Guild

Any disputes or unresolved matters between the University and the Guild will be resolved in accordance with the procedure set out in the Statute.

76. Inconsistencies

This Constitution is to be read in conjunction with the Statute and the Rules. In the event of any inconsistency between this Constitution and the Statute or the Rules, then the Statute or the Rules (as the case may be) will prevail.

Schedule 1

DISCIPLINE

- 1. The Senate will have the power to take disciplinary action against Members or Officers in respect of their Membership and involvement in the Guild and its activities. The Senate may from time to time make policies regarding the discipline of Members or Officers, outlining the:
 - (1) types of action or conduct which would constitute grounds for disciplinary action;
 - (2) procedures to be followed in taking disciplinary action;
 - (3) nature and scope of such disciplinary action (including timeframes for periods of suspension, if applicable); and
 - (4) process for appeal against any disciplinary action.
- 2. Disciplinary action undertaken by the Senate will be in accordance with the Statute.

3. DISCIPLINE COMMITTEE

- (1) The Senate will establish a Discipline Committee ("Discipline Committee").
- (2) The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of this Constitution, and to impose penalties described in this Constitution.

(3) Membership

- (a) The Discipline Committee will comprise:
 - the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who will hold only a casting vote on the Committee;
 - (ii) one other Member of the Senate who is not the President or the General Secretary; and
 - (iii) 3 Members who are not Members of the Senate, at least one of whom will be female and at least one of whom will be male.
- (b) Subject to item 3(3)(c) the General Secretary will be the Executive Officer of the Discipline Committee.
- (c) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline Committee.

(4) General Regulations

(a) The deliberations and decisions of the Discipline Committee will be confidential.

- (b) The Discipline Committee will determine its own procedures consistent with the principles of fairness and natural justice.
- (c) The Discipline Committee may determine that the submission of evidence may be confidential.
- (d) Decisions of the Discipline Committee will be subject to review by the Senate.
- (e) Any person or persons affected by a decision of the Discipline Committee may appeal to the Senate in writing within 14 days of the date of any decision.
- (f) Any Officer, Guild Body or Affiliated Body may refer any contravention of the Policies or this Constitution to the Discipline Committee.
- (g) Before any investigation may be commenced by the Discipline Committee, the Executive Officer will provide the person or persons charged with a contravention of the Policies with a notice in writing requiring the person or persons to appear before the Discipline Committee.
- (h) The notice specified under item 3(4)(g) will include:
 - sufficient details of the alleged contravention of the Policies or this Constitution to enable the person or persons to respond orally or in writing to the allegation;
 - (ii) reference to the particular Policies or clauses of this Constitution allegedly contravened;
 - (iii) the provision of any documents, including edited versions of documents, relevant to the allegation which may be used as evidence;
 - (iv) an offer to the person or persons of the opportunity to be heard, including the date, time and place that the matter will be considered by the Discipline Committee;
 - advice that the person or persons has the right to be accompanied by a student, or by a staff member of the University or of the Student Guild ("the accompanying person"), but may not be legally represented; and
 - (vi) a copy of the part of the Constitution concerning the Discipline Committee.
- (i) A person or persons served with a notice under item 3(4)(g) will attend and appear before the Discipline Committee as required or will submit a written explanation in relation to the charges of contravention of the Policies or the Constitution to the Executive Officer of the Discipline Committee.
- (j) The Discipline Committee may proceed with the investigation notwithstanding the non-attendance of the person or persons charged if the Discipline Committee is satisfied that the notice to attend was duly served on the relevant person or persons.

- (k) The Executive Officer of the Discipline Committee may, by not less than 4 working days' notice in writing, require any Member to attend at a stated time before the Discipline Committee for the purposes of providing evidence.
- (I) A Member served with a notice under item 3(4)(j) may request an extension of time to attend and a reasonable extension will be granted by the Discipline Committee.
- (m) The Discipline Committee may admit evidence by declaration made in the form of a Statutory Declaration.
- (n) The Discipline Committee may permit persons who are not Members to provide evidence to the Discipline Committee.
- (o) The Discipline Committee may permit any group of persons required to appear before the Discipline Committee, to appear by a representative (provided that the representative is not providing legal representation).
- (p) A Member whose conduct, in the opinion of the Discipline Committee, constitutes contempt of the Discipline Committee, will be liable to the penalties applicable under item 4(2)(a).
- (q) Where a person is charged with persistent breaches of the Policies or Constitution or has not paid any fine imposed by the Discipline Committee within the prescribed period, the Discipline Committee may recommend to the Senate that action be taken by the Senate in the terms of item 4(2)(b).
- (r) As soon as practicable after the Discipline Committee has reached a conclusion in relation to any particular investigation and made a decision in relation to penalties to be applied, the Executive Officer of the Discipline Committee will serve notice of the particulars of the conclusion and decision on:
 - (i) the person or persons charged with contraventions of the Policies or Constitution; and
 - (ii) the Senate and the Officer, Guild Body or Affiliated Body that referred the matter to the Discipline Committee for investigation.
- (s) If the Discipline Committee has imposed a fine, the notice required under item 3(4)(r) will also inform the person or persons on which the fine has been imposed of the right of appeal under items 4(2)(I) to 4(2)(p) and item 5 inclusive, and will provide a copy of the part of Constitution relating to appeals.

4. DISCIPLINE PENALTIES

(1) General Regulations

- (a) The Chair of the Discipline Committee will submit a written report of the investigation to the Senate at the first Senate meeting after the Discipline Committee has made its decision.
- (b) The report under item 4(1)(a) will include:

- (i) copies of all written declarations and other documentary evidence presented to the Discipline Committee;
- (ii) a summary of oral evidence presented to the Discipline Committee;
- (iii) particulars of the decision; and
- (iv) reasons for the decision.
- (c) Any member of the Discipline Committee may submit a dissenting report to the Senate.
- (d) The Senate will not vary or set aside any decision of the Discipline Committee unless a successful appeal is made by the relevant person or persons.

(2) Penalties

- (a) Except where otherwise expressly provided, a Member who is found to have contravened the Policies or Constitution will be liable to:
 - for a first offence other than a Serious Offence, pay a fine of an amount not exceeding 40% of the Membership Subscription payable by a fulltime, on-Campus Financial Member;
 - (ii) for a subsequent offence of the same nature as a prior offence, pay a fine of an amount not exceeding the Membership Subscription payable by a full-time, on-Campus Financial Member; or
 - (iii) for a Serious Offence, or any third or subsequent offence, or for nonpayment of a fine within the prescribed period, pay a fine not exceeding 150% of the Membership Subscription payable by a full-time, on-Campus Financial Member, or
 - (iv) perform any other non-monetary punishment that the Discipline Committee considers fit.
- (b) The Senate, on the recommendation of the Discipline Committee, may suspend a person's membership rights for a period not exceeding one year where that person has:
 - (i) committed a Serious Offence,
 - (ii) committed a third or subsequent contravention of the Policies or the Constitution, or
 - (iii) not paid any fine imposed by the Discipline Committee within the prescribed period.
- (c) In accordance with Section 7 of the Statute, the Senate may by resolution passed by Special Majority impose a penalty against an Officer including:
 - (i) the suspension or removal of the relevant Officer from their position for a period as determined by the Senate; or

- (ii) the disqualification of the relevant Officer from holding any position as an Officer within the Guild for a period as determined by the Senate.
- (d) A penalty may be imposed collectively upon a group of Members, or upon a Guild Body or Affiliated Body, if it is found that the individuals of such group or body were collectively responsible for the offence or that the individual or individuals responsible belong to such group or body but cannot be identified.
- (e) Unless determined otherwise by the Appeals Committee or Discipline Committee, any fines imposed will be payable within 14 days.
- (f) A Member may be disciplined in accordance with the Constitution if he or she is shown to have:
 - (i) persistently committed breaches of the Policies or Constitution or to have refused to comply with the authority of the Senate or any duly appointed employee or Officer of the Guild; or
 - (ii) behaved within the Guild or University premises in a manner which discredits the Guild.
- (g) In addition to any other penalties set out in this Schedule, a Member who makes a false statement, knowing it to be false or not believing it to be true, in any declaration made under Constitution or in any disciplinary investigation before the Senate sitting as the Appeals or Discipline Committees, will be liable to a fine of an amount not exceeding 50% of the Membership Subscription payable by a full-time, on-Campus Financial Member.
- (h) A Member giving evidence before any such Senate or committee will be warned of the penalties that may be incurred for making false statements.
- (i) Notices relating to disciplinary investigations or appeals may be served personally or by registered post.
- (j) A notice served by registered post, addressed to the person to whom it is directed at their last known place of residence, in the absence of evidence to the contrary, may be presumed to have been received by the person in the ordinary course of the post.
- (k) A notice served on the Secretary of a Guild Body or Affiliated Body will be sufficient notice to the relevant Body.
- (I) An Officer, the Senate, the Guild Body or Affiliated Body who referred a matter for investigation, and the person or persons charged, may appeal to the Senate against any decision of the Discipline Committee made on the matter.
- (m) Notice of the appeal will be in writing setting out the grounds for the appeal and will reach the Secretary of the Guild within 14 days after the notice of the decision to which the appeal applies was served on the appellant.
- (n) A copy of the notice will also be served within the 14 days upon the other party or parties concerned.

- (o) The notice of appeal and its service under the Constitution will be the responsibility of the appellant.
- (p) When notice of appeal is duly given, action on the decisions of the Discipline Committee will be stayed.
- (q) The rights, powers, benefits and remedies of the Guild under this Schedule (including any penalties) are in addition to, and not exclusive of, any other right, power, benefit or remedy provided by law.

5. THE APPEALS COMMITTEE

(1) General Regulations

- (a) The Senate will sit as an Appeals Committee ("Appeals Committee").
- (b) Members of the Discipline Committee and the General Secretary will be excluded from membership of the Appeals Committee.
- (c) Subject to item 5(1)(d) the President will Chair the Appeals Committee.
- (d) If the President is the subject of proceedings, the Chair will be appointed by the Appeals Committee.
- (e) Subject to item 5(1)(f) the General Secretary will act as Executive Officer to the Appeals Committee.
- (f) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Appeals Committee.
- (g) The Executive Officer will, as soon as convenient after an Appeals Committee is appointed, provide the Members of that Appeals Committee with copies of each of the following:
 - (i) the notice of appeal;
 - (ii) the report of the Discipline Committee;
 - (iii) the report, if any, of any dissenting member of the Discipline Committee; and
 - (iv) any other documents relating to the matter.
- (h) The General Secretary will give the appellant and any other parties concerned at least 7 days' notice of the date and time for the consideration of the appeal.
- (i) The appellant and other parties concerned will be entitled to appear personally and to be represented before the Appeals Committee.
- (j) The Appeals Committee, when considering an appeal, may permit the appellant and other parties concerned to appear, to present a case, or both, in such a manner or form as the Appeals Committee decides.

- (k) The Executive Officer will notify the appellant and other parties of any decisions taken.
- (I) The General Secretary, by not less than four working days' notice in writing, may require any Member to give evidence to the Appeals Committee.
- (m) A Member served with such notice will attend as required.
- (n) The Appeals Committee may:
 - (i) admit evidence by statutory declaration made under the Constitution;
 - (ii) permit persons who are not Members to give evidence before it; and
 - (iii) permit any group of Members, any Guild Body or any Affiliated Body required or entitled to appear before it to appear by a representative.
- (o) The Appeals Committee may confirm, reverse or vary any decision made by the Discipline Committee but the Appeals Committee may not impose penalties in excess of those authorised by the Constitution.
- (p) Decisions of the Appeals Committee will be final and will not be subject to further appeal or review within the Guild.

Schedule 2

Candidate Qualifications

General Qualifications:

- 1. A Candidate will hold all of the following general qualifications in order to be eligible for election to the Senate:
 - (1) be a Student and Member at the opening of nominations;
 - (2) attend a University campus in the State of Western Australia at the opening of nominations; and
 - (3) be eighteen (18) years of age or older as at the date the Candidate is elected as a Senator.

General Disqualifications:

- 2. A Candidate will be ineligible for election to the Senate if the Candidate meets any of the following:
 - (1) is a person whose enrolment status is red or purple at the opening of nominations:
 - (2) is a full time, part time or casual Guild Employee or a full time or part time employee of the University at the opening of nominations;
 - (3) is a former Senator who, at any time in the three (3) years prior to the opening of nominations, was removed from office under the discipline process or had their position declared vacant in accordance with the provisions of the Constitution or the Statute;
 - (4) is a person disqualified from managing a corporation under the *Corporations Act* 2001 (Cth), or is disqualified from being a responsible person of a charity by the Australian Charities and Not-for-Profits Commission within the twelve (12) months prior to the opening of nominations;
 - (5) is certified as mentally unfit; or
 - (6) is disqualified due to any Act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild.

Additional Qualifications and Disqualifications:

3. President and General Secretary

(1) A Candidate for President or General Secretary must not have held the office of President or General Secretary respectively in the previous two consecutive years or part thereof.

4. Other Senators

- (1) A Candidate for the International Officer position must be an International Student.
- (2) A Candidate for the Postgraduate Officer position must be a Postgraduate Student.

- (3) A Candidate for the Undergraduate Officer position must be an Undergraduate Student.
- (4) A Candidate for a South West Officer position must attend the University's South West (Bunbury) campus.
- (5) A Candidate for the First Nations Officer position must identify as an Aboriginal or Torres Strait Islander.

Approvals and revisions

Revisions adopted by ECU Student Guild at Annual General Meeting, 21 April 2022 and approved by University Council at Council meeting 28 April 2022.

Revisions adopted by ECU Student Guild at Annual General Meeting, 27 May 2020 and approved by University Council at Council meeting 20 August 2020, with drafting approved by the Council's Legislative Committee on 27 August 2020.

Revisions adopted by ECU Student Guild at Special General Meeting, 3 August 2018 and approved by University Council at Council meeting 23 August 2018.

Revisions adopted by ECU Student Guild at Special General Meeting, 26 October 2016 and approved by University Council at Council meeting 18 February 2017.

Revisions adopted by ECU Student Guild at Annual General Meeting, 22 April 2015 and approved by University Council at Council meeting 25 June 2015.

Constitution adopted by ECU Student Guild at Annual General Meeting, 12 September 2013 and approved by University Council pursuant to University Statute 11 and Student Guild Rules at Council meeting 23 October 2013, with effect from 1 December 2013.

For further information contact: University Governance

Strategic and Governance Services

Edith Cowan University

Email universitygovernance@ecu.edu.au



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	President

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Chief spokesperson of the Guild with the University and general public on all matters relating to the rights and interests of Members:
- Responsible for representing the Guild or coordinating representation on all appropriate University Bodies where requested by the University;
- Responsible for submissions, representations and negotiations on behalf of the Guild and the Senate;
- · Responsible for ensuring that the Departments fulfil their duties and meet the strategic goals set by Senate;
- · Assists and coordinates the work of the members of the Guild Senate;
- · Attends and presides at all Guild General Meetings;
- · Attends and presides at all Guild Senate Meetings;
- Presentation of an annual report as to the activities of the President in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Support for Mount Lawley Campus Guild Offices and South West (Bunbury) Offices as required/available;
- · Obtain feedback from students on Guild services and amenities to provide continual improvement;
- · Obtain feedback from students on University services and amenities to provide continual improvement;
- · Advocate on behalf of students to resolve systemic issues they are experiencing, and further their interests;
- Liaise with Operations Manager to ensure the Senate's needs are accommodated for and that the strategic direction of the Senate is implemented operationally;
- · Regularly meet with the Operations Manager;
- Liaise with the National Union of Students (NUS) and represent ECU students and their interests to the national body, as well as other relevant entities as required;
- Make formal submissions to University Bodies and State and Federal Parliamentary bodies on matters affecting the Guild and its
 Members:
- Lobby various decision makers, including those within State and Federal Parliamentary bodies, on matters affecting the Guild and its Members;
- Formally issue Media Releases where applicable, appropriate and required on matters as they arise to bring student and community attention to current issues;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- · External Service Providers





Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	General Secretary

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Member of the Guild Secretariat;
- Responsible for ensuring that all meetings pursuant to Clauses 22(1), 26(1) and 44(1) of the Guild Constitution are scheduled, and held, in accordance with the Standing Orders;
- Responsible for ensuring that proper notice is given of the meetings of Senate, the Executive Board and Departments;
- Ensuring accurate and complete minutes are taken and kept of all General Meetings and meetings of Guild Bodies, noting that the Senate or a Guild Body (as applicable) may nominate a person to assist the General Secretary in fulfilling this responsibility;
- Advising Guild Bodies on the Constitution, the Statute, the Rules, the Policies and related governance matters;
- · Liaising with relevant Guild Operational Staff and the Senate on the finances of the Guild;
- · Monitoring Department Budgets and Administration;
- Reporting at each scheduled meeting of the Secretariat and the Senate on the finances and administration of the Guild and Departments;
- Ensuring that other Guild Bodies are updated on the finances of the Guild as required;
- Ensuring the Guild's financial statements are prepared, audited and presented in accordance with the Constitution, the Statute and the Rules;
- Undertake the duties of the Executive Officer as specified in the Standing Orders.
- On behalf of the Guild Senate present:
 - a detailed report of the activities of the Guild during the previous year.
 - the balance sheet, auditors report and financial statements of the Guild for the previous year
 - the budgets of the Guild Senate for the current year.
- Presentation of an annual report as to the activities of the General Secretary in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- · Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- · External Service Providers
- External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President Academic

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Member of the Guild Secretariat;
- Act as Chair of the Academic Department; coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the Undergraduate and Postgraduate Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the academic undergraduate and postgraduate clubs;
- Oversee the appointment of Undergraduate and Postgraduate school representatives for each of the School Teaching and Learning Committees;
- Provide additional training and development opportunities for students to supplement their education in collaboration with the Undergraduate and Postgraduate Officers;
- Coordinate Academic activities and events for students in collaboration with Undergraduate and Postgraduate Officers and affiliated clubs;
- Represent students on relevant University Bodies and Guild Bodies, including curriculum Teaching and Learning Committee, the Academic Services Committee and Academic Board and any other committee as directed by the Guild President;
- Obtain feedback from Undergraduate and Postgraduate students in collaboration with the Undergraduate and Postgraduate Officers on Guild services and amenities and University services and amenities to provide continual improvement;
- Oversee all academic issues regarding undergraduate students; as well as postgraduate and international student communities through liaison with the Postgraduate and International Officers, and report regularly to the Senate;
- Liaise with the Guild Student Assist Team to advocate on behalf of students to resolve systemic issues and further their interests;
- Develops and approves in consultation with Undergraduate and Postgraduate Department Officers the departmental and associated club budget;
- Presentation of an annual report as to the activities of the Vice President Academic in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- · Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- · External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President Social Responsibility

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Member of the Guild Secretariat;
- Act as Chair of the Equity, Environmental and First Nations Department, coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- · Oversee the activities of the Equity, Environmental and First Nations Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the Equity, Environmental and First Nations clubs;
- · Oversee the appointment of Equity, Environmental and First Nations Student representatives;
- Provide additional training and development opportunities for students to supplement their education in collaboration with the Equity, Environmental and First Nations Officers;
- Coordinate activities and events for students in collaboration with Equity, Environmental and First Nations Officers and affiliated clubs:
- Represent Students on relevant University Bodies and Guild Bodies;
- Develop the affiliation of Equity, Environmental and First Nations Clubs;
- · Obtain feedback from Students on Guild and University services and amenities to provide continual improvement;
- Oversee all Equity, Environmental and Indigenous issues of the student community through liaison with the Equity, Environmental and First Nations Officers, and report regularly to the Senate;
- · Liaise with the Guild Student Assist Team to advocate on behalf of students to resolve systemic issues and further their interests;
- Develops and approves in consultation with Equity, Environmental and First Nations Officers, the departmental and associated club budgets;
- Presentation of an annual report as to the activities of the Vice President Social Responsibility in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- Guild Secretariat
- · Guild Senate
- · Operational Staff
- · Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President Activities & South West

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Secretariat;
- Act as Chair of the Social, Sports and South West Department, coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the Social, Sports and South West Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the Social, Sports and South West clubs;
- · Oversee the appointment of Social, Sports and South West Student representatives;
- · Coordinate activities and events for students in collaboration with Social, Sports and South West Officers and affiliated clubs;
- · Represent Students on relevant University Bodies and Guild Bodies;
- Develop the affiliation of Social, Sports and South West Clubs;
- · Obtain feedback from Students on Guild and University services and amenities to provide continual improvement;
- Oversee all Social, Sports and South West issues of the student community through liaison with the Social, Sports and South West Officers, and report regularly to the Senate;
- Liaise with the Guild Student Assist Team to advocate on behalf of students to resolve systemic issues and further their interests;
- Plan and implement all social activities and events across all campuses in collaboration with the Social, Sports and South West Officers;
- Develops and approves in consultation with Social, Sports and South West Officers, the departmental and associated club budgets:
- Presentation of an annual report as to the activities of the Vice President Activities & South West in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	VIce President International

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Member of the Guild Secretariat;
- Act as Chair of the International Department, coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the International Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the International clubs;
- · Oversee the appointment of International Student representatives;
- Coordinate activities and events for students in collaboration with the International Officer and affiliated clubs;
- · Represent Students on relevant University Bodies and Guild Bodies;
- Develop the affiliation of International Clubs;
- · Obtain feedback from Students on Guild and University services and amenities to provide continual improvement;
- Oversee all International issues of the student community through liaison with the International Officers, and report regularly to the Senate:
- Liaise with the Guild Student Assist Team to advocate on behalf of students to resolve systemic issues and further their interests;
- Plan and implement all social activities and events across all campuses in collaboration with the International Officer;
- · Develops and approves in consultation with International Officer, the departmental and associated club budgets;
- Presentation of an annual report as to the activities of the Vice President International in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- · External Service Providers
- External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Undergraduate Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- Coordinates school representatives for the Undergraduate department;
- Assists Vice President Academic in the organisation of departmental meetings;
- Develops Guild Undergraduate Academic activities in collaboration with the Vice President Academic;
- Supports Guild Undergraduate Academic club affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Postgraduate Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- · Coordinates school representatives for the Postgraduate department;
- Assists Vice President Academic in the organisation of departmental meetings;
- Develops Guild Postgraduate Academic activities in collaboration with the Vice President Academic;
- Supports Guild Postgraduate Academic club affiliation, training and development
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Postition Title:	Environmental Officer

1. Purpose of Position

To provide best practice respresentative support to the Guild and its members to further their interests in accordance with the Consitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- Coordinates Student representatives for the Environmental department;
- Assists the Vice President Social Responsibility in the organisation of departmental meetings;
- Develops Guild Environmental activities in collaboration with the Vice President Social Responsibility;
- Supports Guild Environmental Clubs affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position TItle:	Equity Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- Coordinates Student representatives for the Equity department;
- Assists the Vice President Social Responsibility in the organisation of departmental meetings;
- Develops Guild Equity activities in collaboration with the Vice President Social Responsibility;
- Supports Guild Equity Clubs affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	First Nations Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- · Coordinates student representatives for the First Nations department;
- · Assists Vice President Social Responsibility in the organisation of departmental meetings;
- Develops Guild First Nations activities in collaboration with the Vice President Social Responsibility;
- Supports Guild First Nations Clubs affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Social Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interest in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- Coordinates Student representatives for the Social department;
- Assists Vice President Activities & South West in the organisation of departmental meetings;
- · Develops Guild Social activities in collaboration with the Vice President Activities & South West;
- Supports Guild Social Club affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Sports Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- Coordinates student representatives for the Sports department;
- Assists Vice President Activities & South West in the organisation of departmental meetings;
- Develops Guild Sporting activities in collaboration with the Vice President Activities & South West;
- Supports Guild Sports Club affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	South West Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Member of the Guild Senate;
- Coordinates Student representatives for the South West department;
- Assists Vice President Activities & South West in the organisation of departmental meetings;
- · Develops Guild South West activities in collaboration with the Vice President Activities & South West;
- · Supports Guild South West Clubs affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- · Other University Student Guilds
- ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	International Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- Member of the Guild Senate;
- · Coordinates representatives for the International department;
- Assists Vice President International in the organisation of departmental meetings;
- Develops Guild International activities in collaboration with the Vice President International;
- Supports Guild International Clubs affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

3. Reporting Relationships

Guild Senate

- · Guild Secretariat
- Guild Senate
- · Operational Staff
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- · External Representative Bodies





ECU Student Guild SENATE CODE OF CONDUCT

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Senate Code of Conduct
POLICY OWNER	General Secretary

Contents

1.	IN	TENT		3
2.	OF	RGAN	IISATIONAL SCOPE	3
3.	DE	EFINIT	TIONS	3
4.	٥١	VERVI	IEW	4
5.			,	
	5.1.	Res	sponsibilities	5
	5.1	1.1.	Senators	5
	5.1	1.2.	Secretariat	5
;	5.2.	Per	sonal and Professional Behaviours	5
;	5.3.	Cor	nfidentiality	6
;	5.4.	Cor	nflicts of Interest	7
;	5.5.	Use	e of Guild Resources	8
;	5.6.	Par	ticipation in Guild Clubs	9
;	5.7.	Puk	olic Comment	9
;	5.8.	Res	sponsibilities After Leaving ECU Student Guild	9
;	5.9.	Fail	lure to Comply With The Code of Conduct1	0
6.	RE	ELATE	ED DOCUMENTS 1	0
7.	CC	ATNC	CT INFORMATION 1	0
8.	AF	PRO	VAL HISTORY 1	1

1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. **DEFINITIONS**

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

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Authorised by Guild Senate Rev No: 002		Date Issued: 27/08/2021	Page 3 of 11

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

4. OVERVIEW

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

5. POLICY

5.1. Responsibilities

5.1.1.Senators

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

5.1.2.Secretariat

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

5.2. Personal and Professional Behaviours

- 5.2.1.All Senators are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the Guild.
- 5.2.2.As Senators engaged by ECU Student Guild, our personal and professional conduct must strive to create a harmonious, safe and productive Student Body which models our organisational values.

5.2.3. Senators are required to:

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

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	Authorised by Guild Senate	Rev No: 002	Date Issued: 27/08/2021	Page 5 of 11

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

5.3. Confidentiality

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

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	Authorised by Guild Senate	Rev No: 002	Date Issued: 27/08/2021	Page 6 of 11

5.3.2. All Senators must:

- 5.3.2.1. Protect confidential information.
- 5.3.2.2. Only access confidential information when it is required for Student Body relevant purposes.
- 5.3.2.3. Not use confidential information for any unofficial or non-Student Body purposes.
- 5.3.2.4. Only release confidential information if authorised to do so.
- 5.3.2.5. Not make improper use of the information for direct or indirect personal or commercial gain, or to do harm to other people or the Guild.
- 5.3.2.6. Respect the privacy of individuals and the security of personal information.
- 5.3.2.7. Seek guidance where unsure of whether information can be shared.
- 5.3.3. Senators are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, senators should not give information unless:
 - 5.3.3.1. Required to do so by law.
 - 5.3.3.2. Appropriate authority has been granted to release the information.
 - 5.3.3.3. The information is officially available to the public and is released in accordance with ECU Guild procedures.
- 5.3.4. Senators are not permitted to elicit information from a Guild Advisory Officer pertaining to individual students where that information is not required for Systemic student support, managing a formal complaint or directly relating to other Guild matters.
 - 5.3.4.1. A Guild Advisory Officer may request that the student provide written authorisation for the sharing of such information with Senators should such a request be made.

5.4. Conflicts of Interest

- 5.4.1. Guild Senators have an obligation to promptly disclose any actual or perceived conflicts of interest to the Guild General Secretary.
- 5.4.2. The Guild General Secretary will inform the President, and collectively determine how the conflict will be managed.
- 5.4.3. Senators of the Guild have an obligation to perform their official duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.

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Authorised by Guild Senate Rev No: 002		Date Issued: 27/08/2021	Page 7 of 11

- 5.4.4. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the General Secretary and the President can assess its validity and extent, and then determine whether the conflicted person can continue in the decision making process or not.
- 5.4.5. Senators should not develop personal relationships with students or staff at Edith Cowan University, or other third party stakeholders of the Guild including after-hours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.
- 5.4.6. Where a Senator has a pre-existing or a developing relationship with a student or staff member of Edith Cowan University or third party stakeholder this may lead to a conflict of interest and they must disclose this to the General Secretary and the President. If the President has a conflict of interest this should be declared to the General Secretary and the Operational Manager. A plan should be put in place and approved by the President and General Secretary to mitigate any potential conflict of interest, and the Operations Manager should be notified. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.
- 5.4.7. Where a Senator is involved in a decision relating to the selection, appointment or promotion of a person with whom they share a personal relationship, for example a family member or friend, it must be declared in writing to the General Secretary and the President as soon as the Senator becomes aware of the conflict.
- 5.4.8. Any incidences of non-disclosure of conflicts of interest may result in disciplinary action up to and including referral to Discipline Committee (DC).

5.5. Use of Guild Resources

- 5.5.1.ECU Guild equipment, funds, facilities and other resources are to be used:
 - 5.5.1.1. Effectively, economically and carefully; and
 - 5.5.1.2. Only for the benefit of Edith Cowan University Student Guild.
- 5.5.2.Minimal use of telephones, computers or similar equipment for private purposes is acceptable.
- 5.5.3. Senators are not permitted to save any Guild generated or related data to personal devices, including unauthorised memory sticks or to transfer Guild data, inclusive of member data to personal email accounts or to unauthorised platforms outside of Guild control.
- 5.5.4.Occasional, limited use of photocopiers may be permitted with the prior consent of the President and Operations Manager.

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Authorised by Guild Senate Rev No: 002		Date Issued: 27/08/2021	Page 8 of 11

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

5.6. Participation in Guild Clubs

- 5.6.1. Senators are not permitted to be a Club Committee member on any Guild Affiliated Club, where the Senator has the authority by warrant of their role at the Guild to make decisions in relation to that club's affiliation or funding.
- 5.6.2. Senators are permitted to be general members of Guild Affiliated Clubs but must declare a conflict of interest using the relevant procedure as soon as practicable.

5.7. Public Comment

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

5.8. Responsibilities After Leaving ECU Student Guild

- 5.8.1. Senators who leave ECU Student Guild must:
 - 5.8.1.1. Not disclose any Guild information after leaving Guild senate role that was nondisclosable during their appointment, which includes any IN CAMERA items as discussed in Senate or Secretariat meetings and Secret Ballot voting results.

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	Authorised by Guild Senate	Rev No: 002	Date Issued: 27/08/2021	Page 9 of 11

- 5.8.1.2. Ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of ECU Student Guild.
- 5.8.1.3. Not use official stationary, email addresses, text messages or any other identifiers of ECU Student Guild for any purpose.
- 5.8.1.4. Not amend, falsify, and attempt to destroy, alter or damage any past or current records of minutes, timesheets, policies and procedures belonging to the ECU Student Guild.
- 5.8.1.5. Dispose of duplicated confidential information and documents in line with Guild policies and procedures.
- 5.8.2. Senators who remain engaged with the Edith Cowan University Guild must ensure that former employees, volunteers, contractors or Senators are not given favourable treatment or access to personal, confidential or official ECU Student Guild information.

5.9. Failure to Comply With the Code of Conduct

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

6. RELATED DOCUMENTS

Related Policy	Guild Student Assist Service User Policy
	Privacy Policy
	Honoraria Policy
	ECU Student Guild Constitution
Related Procedure	•
Other Related Documents	Senator Position Duty Statements
Related Legislation	•

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	General Secretary
All Enquiries Contact	Sarah Rizwan
Telephone	08 6304 6417

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Authorised by Guild Senate Rev No: 002		Date Issued: 27/08/2021	Page 10 of 11

Email address	secretary@ecuguild.org.au
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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 - November 2023 – SCM2311/01	
Revised by	Lisa Dwyer	
Next Revision Date	November 2023	



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Senate Departments
Position Title:	Student Representative

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Consititution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Acts as liaison between the general student body and the Guild in relation to matters of focus for the department assigned;
- Attends departmental meetings, school meetings (where applicable) to provide a feedback mechanism between the Guild, the student body and ECU;
- · Communicates regularly with the relevant Guild Vice President and Guild Officer in relation to departmental matters.

3. Reporting Relationships

Guild Senate

4. Stakeholder Interaction

- · Guild Secretariat
- · Guild Senate
- · Other University Student Guilds
- ECU Schools
- · ECU Departments
- Other Universities
- External Representative Bodies

5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Student Representatives are tasked with supporting the feedback machanism for the Guild in relation to the student body and ECU schools and departments ensuring that systemic matters are are responded to by the Guild Senate in an effective and responsive way to acheive positive outcomes for students.

For more information see: www.ecuguild.org.au

6. ECU Guild Values

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- · Student Centred
- Diversity
- Integrity
- · Team work
- Fun



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Student Representative

1. Purpose of Position

The school representative is a collaborating body between the Guild and the school. Their role is to represent the respective student cohort of the individual school at the School Curriculum Teaching and Learning Committee (SCTLC).

2. Roles and Responsibilities

- · Attend Undergraduate Studies Department (USD) meetings.
- · Attend SCTLC meetings.
- · Report to the Chair of the USD any student issues that have been raised.
- · Report to the Chair of the USD updating on school progress and further issues as identified from the SCTLC meetings.
- · Provide agenda items for SCTLC discussion as required.
- Liaise with Guild Student Assist Officers to feedback systemic issues to the SCTLC

School Teaching & Learning Committee (SCTLC) means the school governance meeting occurring monthly or as scheduled by the chair and school representatives. This meeting addresses curriculum and teaching matters alongside school/faculty updates.

Undergraduate Studies Department (USD) means the academic department of the Guild. For more information refer to the Undergraduate Studies Department policy. The Chairperson of the USD is the Vice President – Academic of the Guild.

3. Reporting Relationships

· Vice president - Academic

4. Stakeholder Interaction

- Guild Secretariat
- · Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- · Guild Operational Staff

5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: www.ecuguild.org.au

6. ECU Guild Values

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity

- Integrity
- Team work
- Fun



ECU Student Guild DIRCKSEY REGULATIONS

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Dircksey Regulations

Contents

INIE	N1	. 3
ORG	ANISATIONAL SCOPE	. 3
DEFI	NITIONS	. 3
OVE	RVIEW	. 5
RELA	ATIONSHIPS	. 5
GUIL	D OBLIGATIONS	. 6
DIRC	KSEY EDITOR VACANCIES	. 7
DIRC	KSEY EDITOR NOMINATION/APPOINTMENT	. 7
7. E	EXTERNALLY RECRUITED DIRCKSEY EDITOR	. 8
SUB-	EDITOR APPOINTMENT	. 9
CO	NTRIBUTORS	. 9
DIF	RCKSEY EDITOR AND SUB-EDITOR HONORARIA	10
1.1.	Dircksey Editor	10
1.2.	Sub-Editor	10
1.3.	Contributors	11
1.4.	Right to Withhold Honoraria	11
1.5.	General Provisions	11
CO	DE OF CONDUCT	11
DIF	RCKSEY EDITOR OBLIGATIONS AND DUTIES	12
DIF	RCKSEY CONTENT	14
SP	ONSORSHIP AND ADVERTISING	15
PU	BLICATION APPROVAL PROCESS	15
CO	MPLAINTS	15
DIS	SMISSAL	16
AM	IENDMENT OR REPEAL OF DIRCKSEY REGULATIONS	16
RE	LATED DOCUMENTS	16
CO	NTACT INFORMATION	17
AP	PROVAL HISTORY	17
	ORG DEFI OVEI RELA GUIL DIRO 7. If SUB- CO DII 1.1. 1.2. 1.3. 1.4. 1.5. CO DII SP PU CO DIS AM RE CO	SUB-EDITOR APPOINTMENT CONTRIBUTORS DIRCKSEY EDITOR AND SUB-EDITOR HONORARIA 1.1 Dircksey Editor 1.2 Sub-Editor 1.3 Contributors 1.4 Right to Withhold Honoraria 1.5 General Provisions CODE OF CONDUCT DIRCKSEY EDITOR OBLIGATIONS AND DUTIES DIRCKSEY CONTENT SPONSORSHIP AND ADVERTISING PUBLICATION APPROVAL PROCESS COMPLAINTS DISMISSAL AMENDMENT OR REPEAL OF DIRCKSEY REGULATIONS RELATED DOCUMENTS CONTACT INFORMATION

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

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 3 of 17

- 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.

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	Authorised by Senate Rev No: 004		Date Issued: 12/12/2015	Page 4 of 17

- 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:

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	Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 5 of 17

- 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.

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 6 of 17

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

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Operations Manager>	
Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 7 of 17

- 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

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 8 of 17

- 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.

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 9 of 17

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 subeditors 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.

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 10 of 17

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;

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 11 of 17

- 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 witheld.
 - 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	16 th July
etc.)	
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

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ľ	Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 12 of 17

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;

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 13 of 17

- 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, subeditors, 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.

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	Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 15 of 17

- 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	Honoraria Policy		
	Complaints Management Policy		
Related Procedure	•		
Other Related Documents	 The ECU Student Guild Constitution Edith Cowan University Student Guild Enterprise 		
	Agreement		
Related Legislation	•		

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Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 16 of 17

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		

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	Authorised by Senate	Rev No: 004	Date Issued: 12/12/2015	Page 17 of 17



Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Dircksey Magazine
Position Title:	Editor

1. Purpose of Position

Establish Dircksey as the primary medium for independent media by facilitation through the Guild. Empower Dircksey to be a democratic and transparent forum in which student affairs and interests can be dicussed - be they contrary, diverse or dissenting views or otherwise, as long as they are consisent with the values, and provide best practice representative support to the Guild and its members, and to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Produce an agreed number of magazine editions each year, and further develop online content.
- Produce monthly reports and/or attend meetings with Operational Executive and Senate.
- Develop and submit a portfolio(s)/project(s) of work defining what you will be undertaking, to the General Secretary no later than 1st February in each year.
- Determine a budget proposal for funding from the Guild for the purposes of producing and distributing the Dircksey magazine in each calendar year for Senate and Operational Executive approval.
- · Ensure expenditure is maintained within the Dircksey Budget
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance, and attend events, shows, functions to obtain material for the magazine.
- Ensure Direksey remains a medium through which all Edith Cowan University students' views may be expressed.
- Solicit advertising opportunities and leads for Dircksey on behalf of the Guild and ensure these are relayed to the Marketing & Promotions Officer to formalise arrangements and ongoing support.
- Appoint/remove volunteers and/or contributors from the operations of the publication.
- Provide editorial judgement or decision to:
 - ensure that 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 deemed illegal or discriminatory.
 - Evaluate the diversity of content of each issue to ensure the broad needs of the ECU Student body are represented as per the Guild's interpretation of the SSAF expenditure categories.
 - Evaluate (pre-publication) each issue of Dircksey to ensure it contains no material that could, in their interpretation, be deemed illegal and/or discriminatory and provide directions to the Sub Editor accordingly.
 - Provide all appropriate and reasonable resources to ensure the Sub Editors can effectively fulfil their role.
 - Exercise the reserved right to use pre-determined space in each issue of Dircksey, and meet any obligations to ensure that publication timeframes are not unnecessarily impeded.
 - Provide the Marketing & Promotions Officer with an electronic pre-publication copy of each issue of the magazine no less than three business days prior to its planned publication date, for evaluation.
- · Adhere to the clauses set out in the Dircksey Regulations.
- Appoint and appropriately train a maximum of three sub-editors as required.
- · Do not carry out any illegal activities.
- 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 characteristic listed under the terms of the Equal Opportunity Act to fulfil Dirckseys obligations under the Act.
- The Dircksey Editor must abide by the Media, Entertainment and Arts Alliance/Journalism Code of Ethics.
- Respond to complaints, in writing and respect confidentiality of complaints, and escalate to Operational Executive and Senate if required.
- Ensure a thorough handover process is undertaken to provide a seamless transition of duties to the incoming Dircksey Editor following their appointment.
- · Any other conditions that may be deemed necessary, from time to time, by the Guild Senate or Operations Executive.

3. Reporting Relationships

Guild Senate
Operations Manager
Events and Marketing Coordinator
Marketing and Promotions Officer

4. Stakeholder Interaction

- · Guild Secretariat
- · Guild Senate
- Other University Student Guilds
- · ECU Schools
- ECU Departments
- · Other Universities
- External Service Providers
- · External Representative Bodies

5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information refer to the Constitution of the Edith Cowan University Student Guild and other relevant documents located on the website; www.ecuguild.org.au

6. ECU Guild Values

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

Our Vision

Is to be recognised as a progressive student centred organisation focused on holistically representing, supporting, and caring for student needs.

Our Mission

Provide, develop and sustain a supportive, inclusive, safe foundation for our members that transpires belonging, respect and a sense of community whilst advocating and inspiring individuals.

Our Values

- · Student Centred
- Diversity
- Integrity
- Team work
- Fun

7. Dircksey Values

Uphold and champion the promotion and adherance to the core Dircksey Magazine Values of:

- Truth
- Balance
- Independence
- · Respect; and
- The rights of all groups, including the marginalised, to be heard.



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild	
Work Area: Dircksey Magazine	
Position Title: Sub Editor	

1. Purpose of Position

To assist with the production of the Dircksey Magazine as the primary medium for independent media by facilitation through the Student Guild and allow it 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, and provide best practice representative support to the Guild and its members, and to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- · Assist in the production of an agreed number of magazine editions each year, and further develop online content.
- · Produce reports as directed by the Dircksey editor, and/or attend meetings with students, Senate, university staff.
- Assist in producing a portfolio(s)/project(s) of work defining what you will be undertaking, to the Dircksey Editor for each edition.
- Be available during normal academic hours and/or after hours to ensure compliance with meeting attendance; attend events, shows, functions; and contributor meetings to obtain material for the magazine.
- Solicit advertising opportunities and leads for Dircksey on behalf of the Guild and ensure these are relayed to the Dircksey Editor and Marketing and Promotions Officer to formalise arrangements and ongoing support.
- Assist in locating and contacting volunteers and/or contributors for the publication.
- · Adhere to the clauses set out in the Dircksey Regulations.
- Do not carry out any illegal activities, or 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 characteristic listed under the terms of the Equal Opportunity Act to fulfil Dirckseys obligations under the Act.
- Abide by the Media, Entertainment and Arts Alliance/Journalism Code of Ethics, and seek assistance from the Dircksey Editor when required.
- Refer any complaints, either written or online, to the Dircksey Editor. The Dircksey Editor will respond to all complaints once received.
- Assist the Dircksey Editor in the Coordination and conduct any and all editing, typing, layout, obtaining appropriate graphics, photographs and artwork preparation, desktop publishing.
- Assist in the soliciting of material (including encouraging contributions where appropriate).
- Assist in maintaining a high level of student involvement in the production of Dircksey.
- · Assist to coordinate and facilitate the distribution of Dircksey both on an off campus, and investigate further distribution strategies
- Keep abreast of relevant student and social issues at Edith Cowan Universities campuses.
- Assist and maintain the brand presence of Dircksey on-line through social media, website and on-line publications.
- Any other conditions that may be deemed necessary, from time to time, by the Dircksey Editor, Guild Senate or Operations Executive.

3. Reporting Relationships

Dircksey Editor
Marketing and Events Coordinator

4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- · ECU Schools
- ECU Departments

- · Other Universities
- External Service Providers
- · External Representative Bodies

5. Position - Organisational Dimensions

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- Integrity
- Team work
- Fun

7. Dircksey Values

Uphold and champion the promotion and adherance to the core Dircksey Magazine Values of:

- Truth
- Balance
- Independence
- · Respect; and
- The rights of all groups, including the marginalised, to be heard.

								Mandatory						
Name	Position	Governance Induction	Finance Induction	WHS Induction	Events & Marketing Induction	Guild Advisory Service Induction	Manual Handling in the Workplace	I'm Alert Food Safety	Cyber Awareness Training	ECU Induction	Mental Health Awareness	Privacy in Practice Training	Sexual Harassment Training	Workplace Bullying & Harassment Training
Pema Chentsho	President	Х	Х	Х	X	Х	Х	Х	X	Х	Х	Х	Х	Х
Sarah Rizwan	General Secretary	Х	Х	Х	X	Х	Expired	Х	Х	Expired	Х	Х	Х	Х
Syed Taqi Abbas Razvi	Vice President Academic	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Jo Lucks	Vice President Social Responsibility	Х	Х	Х	Х	Х	Expired	Expired	Х	Expired	Х	Х	Х	Х
Vimal Hemnani	Vice President Activities & South West	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Minhajul Arefin	Vice President International	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Sheharyar Sahi	Undergraduate Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Imtiaz Ali	Postgraduate Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Alice Broadhead	Environmental Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Gangamini Chandrasiri	Equity Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
(Vacant)	First Nations Officer													
Mohak Gahkreja	Social Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Austin George	Sports Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
(Vacant)	South West Officer (1)													
(Vacant)	South West Officer (2)													
Cliaan Coenraad	International Officer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х

Last name	First name	Issue date	Certification name	
Mulder	Eleanor	9/01/2025	Mental Health Awareness (Aveling)	
Boldra	Isabella	24/01/2025	ECU Induction	
Boldra	Isabella	24/01/2025	I'M ALERT Food Safety	
Boldra	Isabella	24/01/2025	Manual Handling	
Boldra	Isabella	26/01/2025	Workplace Bullying and Harassment Awareness	
Boldra	Isabella	26/01/2025	Sexual Harassment Training (Fair Work)	
Dutton	Amy	27/01/2025	ECU Induction	
Shaba	David		ECU Induction	
Dutton	Amy	29/01/2025	I'M ALERT Food Safety	
Golding	Kobe	29/01/2025	I'M ALERT Food Safety	
Bettinelli	Vincent	29/01/2025	ECU Induction	
Bettinelli	Vincent	29/01/2025	I'M ALERT Food Safety	
Bettinelli	Vincent	29/01/2025	kplace Bullying and Harassment Awareness	
Bettinelli	Vincent		Manual Handling	
Bettinelli	Vincent	29/01/2025	Sexual Harassment Training (Fair Work)	
Dutton	Amy	30/01/2025	Workplace Bullying and Harassment Awareness	
Dutton	Amy	30/01/2025	Manual Handling	
Shaba	David	30/01/2025	I'M ALERT Food Safety	
Shaba	David	30/01/2025	Workplace Bullying and Harassment Awareness	
Shaba	David	30/01/2025	Manual Handling	
Shaba	David	30/01/2025	Sexual Harassment Training (Fair Work)	
Seon-Pheulpin	Esteban	30/01/2025		
Seon-Pheulpin	Esteban	30/01/2025	I'M ALERT Food Safety	
Dutton	Amy		Sexual Harassment Training (Fair Work)	
Seon-Pheulpin	Esteban	31/01/2025	Manual Handling	
Daniele	Maria	31/01/2025	ECU Induction	
Daniele	Maria	31/01/2025	M ALERT Food Safety	
Daniele	Maria	31/01/2025	Ianual Handling	
Daniele	Maria		Workplace Bullying and Harassment Awareness	
Daniele	Maria	31/01/2025	Sexual Harassment Training (Fair Work)	
Polglaze	Daniel		ECU Induction	
Polglaze	Daniel	1/02/2025	I'M ALERT Food Safety	

Last name	First name	Issue date	Certification name	
Seon-Pheulpin	Esteban	3/02/2025	Workplace Bullying and Harassment Awareness	
Seon-Pheulpin	Esteban	3/02/2025	al Harassment Training (Fair Work)	
Polglaze	Daniel	4/02/2025	kplace Bullying and Harassment Awareness	
Polglaze	Daniel	4/02/2025	Manual Handling	
Harnett	Paul	4/02/2025	Manual Handling	
Polglaze	Daniel	5/02/2025	Sexual Harassment Training (Fair Work)	
Jomy	John	5/02/2025	Sexual Harassment Training (Fair Work)	
Basile	Stefania	5/02/2025	Workplace Bullying and Harassment Awareness	
Basile	Stefania	5/02/2025	Sexual Harassment Training (Fair Work)	
Quirke	Yvonne	10/02/2025	ECU Fire & Emergency Warden Training	
Quirke	Yvonne	11/02/2025	FoodSafe Online (Environmental Health Australia)	
Weimann	Emma	17/02/2025	J Induction	
Weimann	Emma	18/02/2025	I'M ALERT Food Safety	
Weimann	Emma	19/02/2025	Workplace Bullying and Harassment Awareness	
Weimann	Emma	21/02/2025	Manual Handling	
Weimann	Emma	21/02/2025	Sexual Harassment Training (Fair Work)	
Martin	Kellie	10/03/2025	Cyber Security	
Martin	Kellie	12/03/2025	ECU Induction	
Martin	Kellie	12/03/2025	Manual Handling	
Martin	Kellie	13/03/2025	Workplace Bullying and Harassment Awareness	
Martin	Kellie	13/03/2025	Sexual Harassment Training (Fair Work)	
Martin	Kellie	13/03/2025	Privacy in Practice Training (OAIC)	
Quirke	Yvonne	13/03/2025	ECU Induction	
Martin	Kellie	17/03/2025	Sexual Assault Referral Centre Training (SARC)	
Martin	Kellie	17/03/2025	IA Cyber Awareness (Training Module)	
Martin	Kellie	19/03/2025	Mental Health Awareness (Aveling)	
Orbita	Dana	24/03/2025	Everyday Counselling Skills (WAAMH)	



ECU Student Guild WORKPLACE ERGONOMICS POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Occupational Health & Safety
POLICY TITLE	Workplace Ergonomics Policy
POLICY OWNER	Operations Manager

Contents

1.	INT	TENT	3
2.	OR	RGANISATIONAL SCOPE	3
		FINITIONS	
		/ERVIEW	
		DLICY	
		Responsibilities	
		Workplace Ergonomics Induction and Consultation Process	
Ę	5.3.	Provision of Appropriate Seating	5
6.	RE	LATED DOCUMENTS	5
7.	СО	ONTACT INFORMATION	5
8.	AP	PROVAL HISTORY	6

1. INTENT

- 1.1. The Guild is committed to providing a safe work environment for all personnel, contractors and visitors.
- 1.2. The Guild values its people and has established the following policy on ergonomics in the work environment in order to reduce the risk of injury to personnel.
- 1.3. The policy on ergonomics was developed to reduce the risk of injury to personnel by providing an ergonomically sound work environment that meets the needs of individual personnel. This will eliminate or minimise the potential for injury to personnel which may result from non-ergonomic principles used in the work environment.
- 1.4. The Guild will ensure that all reasonably practicable steps are taken to provide personnel with an environment which is based on ergonomic principles. This policy will also need to be taken into account by personnel who have responsibilities in the purchasing and receiving of furniture, office equipment and other items that may be affected by this policy.

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all Employees, volunteers and contractors 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. The Guild means Edith Cowan University Student Guild.
- 3.7. **Senate** means the governing body of the Guild.

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- 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. Where risk from the equipment, work practice or procedure indicates there is a hazard from ergonomic considerations, the Guild will undertake to initiate suitable ergonomic control.
- 5.1.2. Where ergonomic control measures are implemented, all personnel will comply with the requirements. Failure to do so will be seen as a failure to perform the duties of their positions adequately.
- 5.1.3.It is the responsibility of personnel to report potential hazards.

5.2. Workplace Ergonomics Induction and Consultation Process

- 5.2.1.To establish a safe working environment, the Guild has established a process for Ergonomic Self-Assessment (Computer Workstation Self-Assessment) for all new personnel.
- 5.2.2.The Computer Workstation Self-Assessment is required to be completed by personnel on an annual basis.

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Authorise	ed by Senate	Rev No: 001	Date Issued: 21/04/2022	Page 4 of 6

- 5.2.3.Ergonomic Self-Assessments are also required to be completed when undertaking work from home, where this has been authorised. Personnel are required to complete the Working From Home Checklist for each instance where working from home is authorised, or where working from home is authorised on an ongoing basis, and at a minimum of every 6 months.
- 5.2.4.Quarterly Workplace Inspections will include Workstation inspections and will be conducted by the Guild and discussed with personnel at Operations Team Meetings and Senate Meetings and through other communications methods such as Microsoft Teams and Email.

5.3. Provision of Appropriate Seating

- 5.3.1.If a workers work is carried out from a sitting position or is of a kind that can satisfactorily be done from a sitting position then the Guild will provide and maintain seating that:
 - 5.3.1.1. Is designed having regard to the nature of work to be performed and the characteristics of the work station; and
 - 5.3.1.2. Is strongly constructed, stable, comfortable and of suitable size and height for the work; and
 - 5.3.1.3. If practicable, has a backrest or is otherwise designed to provide back support.
- 5.4. If a workers work is done from a standing position and the worker's work allows the worker to sit from time to time then, so far as is reasonably practicable, the Guild will provide and maintain seating so that the worker may sit for periods when the worker is not working.

6. RELATED DOCUMENTS

Related Policy	Work Health & Safety Policy
Related Procedure	•
Other Related Documents	 Computer Workstation Self-Assessment Working from Home Checklist
Related Legislation	 Work Health & Safety Act 2020 Work Health and Safety (General) Regulations 2022

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
All Enquiries Contact	Lisa Dwyer
Telephone	08 6304 5915

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Email address	I.dwyer@ecuguild.org.au
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8. APPROVAL HISTORY

Policy Approved By	Senate	
Date Policy First Approved	19/04/2022	
Original Motion	SM2204/03	
Revision History	May 2023 – No Revisions	
	001 - February 2025 – SM2502/03	
Revised by	Lisa Dwyer	
Next Revision Date	February 2026	



ECU Student GuildTRAVEL POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Human Resources
POLICY TITLE	Travel Policy

Contents

1.	INTENT		3
2.	ORGAN	IISATIONAL SCOPE	3
3.	DEFINIT	TIONS	3
4.	OVERV	IEW	4
5.	POLICY	′	4
5	5.4. Lo o	cal and Intrastate Travel Under 500km Distance	4
	5.4.2.	Use of Personal Motor Vehicles	4
	5.4.2.4.	Business Travel	5
	5.4.2.5.	Car Pooling	5
	5.4.2.6.	Administration	6
	5.4.2.7.	Safety and Security	6
	5.4.2.8.	Reimbursements	7
	5.4.2.8	3.1. Employees and Volunteers (Excluding volunteers receiving an honoraria	7
	5.4.2.8	3.2. Volunteers who receive an honoraria	7
	5.4.2.9.	Hire Cars and University Fleet Vehicles	7
	5.4.2.9	9.4. University Fleet Vehicles	7
	5.4.2.9	9.5. Third-Party Hire Cars	8
_		erstate, International Travel and Intrastate Travel Exceeding 500km	
	5.5.3.	Travel Safety	
	5.5.4.	Insurance	
	5.5.5.	Travel Approval	
	5.5.6.	Travel Itineraries	_
	5.5.7.	Associated Leave	
	5.5.8.	Spouses, partners and dependants	
	5.5.9.	Travel Expenses	
	5.5.10.	Responsibilities	
6.		ED DOCUMENTS	
7.		CT INFORMATION	
8.	APPRO	VAL HISTORY	14

1. INTENT

- 1.1. The Travel Policy outlines the expectations of Employees and Volunteers when undertaking travel for Guild related business.
- 1.2. This Policy also outlines the expectations of Employees and Volunteers when using hire vehicles for Guild related business.

2. ORGANISATIONAL SCOPE

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

3. **DEFINITIONS**

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Car Pooling** means the sharing of a singular vehicle of more than one Employee or Senator for the purposes of Business Travel.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **Driver's License** means a license duly issued by the Department of Transport in Western Australia or any other state or territory of Australia and includes international licenses issued by the home country of the driver.
- 3.8. **Employee** means any individual employed under a contract of Employment and does not include Senators or other volunteers.
- 3.9. The Guild means Edith Cowan University Student Guild.
- 3.10. **Senate** means the governing body of the Guild.

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Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 3 of 14

- 3.11. **Supervisor** means the direct line manager of the employee where the direct Line Manager is not the Operations Manager.
- 3.12. Traveller means the Employee or volunteer undertaking business travel on behalf of the Guild.
- 3.13. **Volunteer** means Senators, Dircksey personnel and any other Volunteers engaged by the Guild.
- 3.14. **Volunteers receiving an honorarium** means Volunteers who by warrant of their position within the Guild are in receipt of an honorarium.

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. Travel approval is required for all travel.
- 5.2. Where possible, communications technology should be used to minimise the need for travel.
- 5.3. Individuals undertaking travel for business purposes must conduct themselves in accordance with Guild Policy at all times.

5.4. Local and Intrastate Travel Under 500km Distance

5.4.1.All intrastate travel below 500km distance and local travel will be undertaken by motor vehicle unless other travel modes are considered more operationally viable.

5.4.2. Use of Personal Motor Vehicles

- 5.4.2.1. ECU Guild do not maintain any corporate vehicles for use by Employees or Volunteers.
- 5.4.2.2. ECU Guild recognises that in the course of an Employee or Volunteers duties to the Guild, they may be required to travel to other campuses or external venues to conduct Guild business.

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Operations Manager	
Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 4 of 14

5.4.2.3. Where travel is required Employees or Volunteers may be required to utilise their own vehicles, however, where possible, Employees or Volunteers should first consider the appropriateness of public transport in consultation with their supervisor.

5.4.2.4. **Business Travel**

- 5.4.2.4.1. Business travel is defined as travel exclusively for work and includes:
 - 5.4.2.4.1.1. Travel between two places of employment/business;
 - 5.4.2.4.1.2. Where employment requires duties to be performed in more than one place and the nature of the job makes travel essential to perform those duties.
 - 5.4.2.4.1.3. Where an employee or volunteer is required to transport bulky equipment to another location for essential work purposes.
- 5.4.2.4.2. Travel to and from a regular place of work is considered private use of a vehicle and is not eligible for reimbursement under clause 5.1.
 - 5.4.2.4.2.1. For Employees and Volunteers based in the Metro region regular places of work include the ECU Joondalup Campus and ECU Mount Lawley Campuses but does not include the ECU South West Campus.
 - 5.4.2.4.2.2. For Employees and Volunteers based in the South West region, regular places of work include the ECU South West Campus but does not include the ECU Joondalup or ECU Mount Lawley Campuses.
 - 5.4.2.4.2.3. Travel costs that do not exceed those normally incurred in travelling to and from work will not be reimbursed.
- 5.4.2.4.3. Business travel must be approved by the relevant supervisor before the travel is undertaken. For any circumstances where approval was not sought, travel claims will be rejected.
- 5.4.2.4.4. Learner drivers are not permitted to undertake Business Travel.

5.4.2.5. Car Pooling

- 5.4.2.5.1. Employees and Volunteers who are travelling to a mutual location **MUST** car pool.
- 5.4.2.5.2. Exceptions will only be made where authorised by the Operations Manager or President and only under the following circumstances:
 - 5.4.2.5.2.1. Individuals live over 20kms away from each other and there is no direct route to pick up others during the period of travel.

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Г	Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 5 of 14

- 5.4.2.5.2.2. Meeting at the Guild offices to collect other travellers would require unnecessary travel for the designated driver.
- 5.4.2.5.2.3. The approved vehicle does not permit the required number of travellers due to space limitations.
- 5.4.2.5.2.4. The transportation of equipment and other items does not allow room for other travellers.

5.4.2.6. Administration

- 5.4.2.6.1. All Employees and Volunteers required to undertake Business Travel must complete the Vehicle Checklist Form annually and on each occasion of travel.
- 5.4.2.6.2. The Vehicle Checklist must uploaded to Employment Hero or CanYou and be approved prior to the undertaking of any Business Travel.

5.4.2.7. Safety and Security

- 5.4.2.7.1. Employees and Volunteers are required to evidence that they have an appropriate driver's license prior to undertaking business travel.
- 5.4.2.7.2. Employees and Volunteers must ensure that they have appropriate insurance that permits use of a vehicle for commuting and where applicable, business use, prior to undertaking any Business Travel.
- 5.4.2.7.3. The Guild will not be responsible for the reimbursement of any excess of insurance incurred by drivers following an accident whilst undertaking authorised business travel. Nor will the Guild reimburse an Employee or Volunteer for damage to their vehicle incurred whilst undertaking Guild Business Travel.
- 5.4.2.7.4. Whilst driving a personal vehicle for authorised Guild related business, the Employee or Volunteer must abide by the road rules and all legal requirements under Western Australian law. Failure to do so may result in disciplinary action.
- 5.4.2.7.5. Any fines incurred by an Employee or Volunteer whilst driving a personal vehicle for authorised Guild business will be the sole responsibility of the driver. The Guild will not reimburse the Employee or Volunteer for any fines incurred.

5.4.2.8. Reimbursements

- 5.4.2.8.1. Employees and Volunteers (Excluding volunteers receiving an honoraria.
 - 5.4.2.8.1.1. Employees and Volunteers will be reimbursed for the cost of the use of a personal vehicle as per the rate set by the Australian Taxation Office.
 - 5.4.2.8.1.2. Applications for reimbursement should be made using XeroMe Mileage Claim Function. Where this is not accessible, for example, by Volunteers the prescribed Travel Reimbursement Claim Form should be completed and submitted to the Supervisor or Operations Manager for approval.
 - 5.4.2.8.1.3. All applications for reimbursement must be submitted to the Supervisor or Operations Manager within 5 business days of the date of travel.
 - 5.4.2.8.1.4. Reimbursement will not be made where the travel was not preauthorised by the Supervisor or Operations Manager.
 - 5.4.2.8.1.5. Travel reimbursement for the Operations Manager will be authorised by the President by email.

5.4.2.8.2. Volunteers who receive an honoraria

5.4.2.8.2.1. Edith Cowan University Student Guild will **not** provide volunteers receiving an honorarium with reimbursement for any out-of-pocket expenses, inclusive of travel expense reimbursement that is incurred. It is expected that the honoraria paid will cover all out of pocket expenses incurred by you during the course of your engagement with the Guild

5.4.2.9. Hire Cars and University Fleet Vehicles

- 5.4.2.9.1. From time to time the Guild may hire rental vehicles or hire University Fleet Vehicles.
- 5.4.2.9.2. The decision to hire Fleet vehicles or third-party vehicles rests with the respective supervisor.
- 5.4.2.9.3. Costs of hiring third-party vehicles or University Fleet Vehicles will be deducted from the relevant departmental budget under the relevant cost centre.

5.4.2.9.4. University Fleet Vehicles

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Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 7 of 14

- 5.4.2.9.4.1. Employees and Volunteers should refer to the Universities 'Vehicles University and Private Vehicles Used for University Business' policy prior to hiring the vehicle.
- 5.4.2.9.4.2. Only authorised drivers, authorised by Campus Support will be permitted to drive the vehicle.
- 5.4.2.9.4.3. Drivers must abide by all rules put in place by the University whilst operating the vehicle.

5.4.2.9.5. Third-Party Hire Cars

- 5.4.2.9.5.1. Employees and Volunteers are not permitted to drive hire vehicles from a third party unless they are over 24 years of age at the time of hire. Third-Party hire companies place a daily premium on drivers aged 21 to 24 and do not permit drivers under the age of 21 under any circumstances.
- 5.4.2.9.5.2. Where a suitably aged individual is not available to drive the vehicle as per clause 5.1.9.5.1 the Employee or Volunteer may seek authorisation from the Operations Manager or President to pay the additional premium charged.
- 5.4.2.9.5.3. Only authorised drivers are permitted to drive the hire vehicles.
- 5.4.2.9.5.4. All drivers must abide by the rules of the third-party hirer whilst operating the vehicle.
- 5.4.2.9.5.5. Insurance to reduce the excess must be purchased when hiring a vehicle.

5.5. Interstate, International Travel and Intrastate Travel Exceeding 500km Distance

- 5.5.1.Employees and Volunteers undertaking business travel interstate or internationally and where intrastate travel exceeds 500km must:
 - 5.5.1.1. Obtain best value for money;
 - 5.5.1.2. Use the lowest fare available at the time of booking, for economy class travel unless otherwise approved by the Guild President, for Guild Senators or the Operations Manager, for staff or other volunteer travel.
 - 5.5.1.3. Use a safe and reliable carrier;
 - 5.5.1.4. Take the most direct available routes; and
 - 5.5.1.5. Travel at times and on dates within a reasonable timeframe of the required departure and arrival time.

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Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 8 of 14

- 5.5.2.Exceptions to the policy, including additional travel expenses, may be approved on exceptional circumstances. Exceptional circumstances include, but are not limited to:
 - 5.5.2.1. Medical requirements;
 - 5.5.2.2. Where more than eight hours of air travel is required after the traveller is required to commence work less than 18 hours after landing;
 - 5.5.2.3. Strenuous travel requirements (e.g. multiple transit periods);
 - 5.5.2.4. Requirements of an employment contract;
 - 5.5.2.5. Sponsored travel (e.g. travel paid for by a conference provider);
 - 5.5.2.6. An explicit external funding arrangement.

5.5.3. Travel Safety

- 5.5.3.1. Those planning travel must consider risks associated with:
 - 5.5.3.1.1. Destinations;
 - 5.5.3.1.2. Modes of transport;
 - 5.5.3.1.3. Work or study activities to be undertaken;
 - 5.5.3.1.4. Individual characteristics of the travellers; and
 - 5.5.3.1.5. Any applicable travel advisories.
- 5.5.3.2. Travel will not be permitted under any circumstance to destinations classed as high risk or very high risk.
- 5.5.3.3. Travellers are required to consult with the Operations Manager to assess the risks of all travel to be undertaken prior to making any travel bookings.
- 5.5.3.4. Travellers must take all reasonable steps to remain contactable while travelling.

5.5.4.Insurance

- 5.5.4.1. When booking travel appropriate travel insurance must be obtained. Where insurance cover is not available through the travel operator, the Financial Controller can arrange additional insurance through the Guild's Insurance Broker.
- 5.5.4.2. The Guild will not provide insurance for:

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Operations Manager	
Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 9 of 14

- 5.5.4.2.1. Personal travel;
- 5.5.4.2.2. Accompanying persons;
- 5.5.4.2.3. Independent contractors.

5.5.5.Travel Approval

- 5.5.5.1. Travellers who require approval must obtain it before travelling.
- 5.5.5.2. Travel expenses incurred without prior approval may be classified as personal expense and will not be reimbursed.
- 5.5.5.3. Travellers who are Senators must obtain approval from the Guild President.
- 5.5.5.4. Travellers who are employees or other volunteers must obtain approval from the Operations Manager.
- 5.5.5.5. The Guild President and Operations Manager do not require pre-approval for travel however are required to consult with the Secretariat when deciding to engage in business travel and must undertake travel in accordance with this policy. The Guild President will sign-off the Operations Manager's travel requests.
- 5.5.5.6. The person responsible for the nominated budget from which the travel is to be funded, the approval of the budget holder must be obtained before travel expenses are incurred.
- 5.5.5.7. Travellers may use personal funds or reward points to fund upgraded travel or increased travel expenses where this is not an approved Guild expense. Such arrangements must be made independently of the Guild and not processed through Guild systems.

5.5.6. Travel Itineraries

- 5.5.6.1. Travellers must provide their manager and the Operations Manager with access to their itinerary.
- 5.5.6.2. Time recording for the purposes of timesheeting will be applied to time associated with travel and time associated with activities directly related to the requirement for travel. i.e. where a conference starts at 9am and concludes at 5pm, the permissible time recordable for timesheeting purposes will be 8 hours.

5.5.7. Associated Leave

5.5.7.1. This clause is applicable to Employees only.

		Document Owner: Operations Manager	
can only be guaranteed when viewed electronically.			
Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 10 of 14

- 5.5.7.2. The Operations Manager may approve personal travel in conjunction with approved Guild travel, provided that:
 - 5.5.7.2.1. The absence will not affect the Guild operations;
 - 5.5.7.2.2. The Guild will not incur Fringe Benefit Tax liability; and
 - 5.5.7.2.3. The leave is approved consistent with the Guild's leave booking process and the Edith Cowan University Student Guild Enterprise Agreement.
 - 5.5.7.2.4. If the personal component of the travel is more than incidental, this may result in the Guild being liable for Fringe Benefits Tax. For calculating Fringe Benefits Tax liability, the time away starts when the traveller leaves home or work and ends when they arrive back at home or work.
 - 5.5.7.2.5. The traveller must separately pay for all costs associated with personal travel, including travel insurance. These costs will not be paid or reimbursed by the Guild.
 - 5.5.7.2.6. If a trip involves personal travel which is 30% or more of the total days away, then the traveller must personally pay 50% of the airfares.

5.5.8. Spouses, partners and dependants

- 5.5.8.1.1. The Guild will not pay for costs incurred for an accompanying spouse, partner or dependant.
- 5.5.8.1.2. Travellers must ensure that Guild activities for which the travel has been approved are not compromised by the presence of an accompanying spouse, partner or dependant.

5.5.9. Travel Expenses

- 5.5.9.1. The Guild will pay for approved reasonable business costs for travel, conferences, meals and incidental expenses including:
 - 5.5.9.1.1. Travel fares incurred where the Guild has not paid these costs directly and made in accordance with this policy;
 - 5.5.9.1.2. Costs of appropriate accommodation where overnight travel is required;
 - 5.5.9.1.3. Meal allowances; and
 - 5.5.9.1.4. Incidental allowances to cover out of pocket expenses. This does not include the costs of personal items such as clothing and toiletries.

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Operations Manager	
Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 11 of 14

- 5.5.9.2. Allowances will be paid or at the rate prescribed in the relevant years Tax Determination published by the ATO annually unless the Guild provides an appropriate method of payment to the Employee or makes direct payment on behalf of the Employee in which case any amounts paid will be at the amount actually expended.
- 5.5.9.3. Any application for reimbursement of costs associated with business travel must be made within 14 days of the end of the relevant conference, training or other activity.
- 5.5.9.4. All applications for reimbursement must be accompanied by a valid receipt, ticket or any other reasonable proof of purchase as might be required by the Guild.

5.5.10. Responsibilities

- 5.5.10.1. Travellers are responsible for:
 - 5.5.10.1.1. Planning their travel including appropriate controls to manage identified risks;
 - 5.5.10.1.2. Reading relevant travel advisories;
 - 5.5.10.1.3. Assessing their own fitness to travel and obtaining necessary vaccinations;
 - 5.5.10.1.4. Possessing a valid passport, appropriate visas and complying with relevant immigration requirements;
 - 5.5.10.1.5. Providing true and complete information to managers and the Human Resources and Work Health and Safety Officer;
 - 5.5.10.1.6. Obtaining necessary approvals under this and any other applicable policy;
 - 5.5.10.1.7. Ensuring they have provided a mobile phone contact in their booking;
 - 5.5.10.1.8. Ensuring the Operations Manager and Supervisor has access to their itinerary;
 - 5.5.10.1.9. Establishing appropriate communication arrangements with their manager/supervisor.
 - 5.5.10.1.10. Managing costs and expenses responsibly and consistently with this policy.
 - 5.5.10.1.11. Retaining and providing all necessary documentation to support:
 - 5.5.10.1.11.1. Claims for expenses; and

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Operations Manager	
Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 12 of 14

- 5.5.10.1.11.2. Audit requirements.
- 5.5.10.1.12. Making appropriate arrangements for all work duties to take place during their absence.
- 5.5.10.2. Travel approvers are responsible for ensuring that:

5.5.10.2.1. the proposed travel:

- 5.5.10.2.1.2. is necessary to meet its intended objectives;
- 5.5.10.2.1.3. is planned appropriately, including appropriate risk control measures; and
- 5.5.10.2.1.4. is for appropriate Guild activities.

5.5.10.2.2. the traveller:

- 5.5.10.2.2.1. is competent to undertake the travel; and
- 5.5.10.2.2.2. has established appropriate communication arrangements.
- 5.5.10.2.3. The cost to the Guild is minimised;
- 5.5.10.2.4. The duration and timing of the travel is appropriate, given the Guild's operational requirements.

6. RELATED DOCUMENTS

Related Policy	Honoraria Policy
Related Procedure	•
Other Related Documents	Travel Reimbursement Claim Form
	Budget Direct Average Fuel Consumption Report 2020
Related Legislation	•

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
All Enquiries Contact	Lisa Dwyer
Telephone	08 6304 5915

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	Authorised by Senate	Rev No: 002	Date Issued: 08/06/2021	Page 13 of 14

Email address	I.dwyer@ecuguild.org.au
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8. APPROVAL HISTORY

Policy Approved By	Senate	
Date Policy First Approved 08/06/2021		
Original Motion SCM2105/06		
Revision History	001 - August 2022 – SM2210/03	
	002 - February 2025 – SM2502/03	
Revised by	Lisa Dwyer	
Next Revision Date	February 2026	



ECU Student Guild GENERATING & RECEIVING INCOME POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Finance
POLICY TITLE	Purchasing & Payment Policy

Contents

1.	INT	ENT	3
2.	OR	GANISATIONAL SCOPE	3
3.	DE	FINITIONS	3
4.	٥٧	ERVIEW	4
5.	РО	LICY	4
	5.1.	Generating Income	4
	5.2.	Pricing Risk	4
	5.3.	Credit Risk	5
	5.4.	Delivery Risk	5
	5.5.	Transaction Recording and Accountability	5
6.	RE	LATED DOCUMENTS	5
7.	СО	NTACT INFORMATION	5
8.	AP	PROVAL HISTORY	6

1. INTENT

1.1. To define the principles and framework by which the Guild effectively and efficiently generates and receives income for services provided.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Guild Employees, volunteers and contractors and any other person authorised to decisions in relation to generating income on behalf of the Guild.
- 2.2. This policy applies to all income, receipts or activities that are undertaken for the purpose of generating income for the Guild, even when there is an expectation that the Guild may reimburse another individual or organisation.
- 2.3. Personal activities undertaken outside of Guild work time and without the support of Guild resources are expressly excluded.

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.

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Financial Controller	
Authorised by Senate	Rev No: 003	Date Issued: 14/06/2022	Page 3 of 6

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. Generating Income

- 5.1.1.Employees, volunteers and contractors must ensure that the supply of goods and services achieves the best economic outcome for the Guild and is aligned to Guild strategies.
- 5.1.2.Other general factors to consider include:
 - 5.1.2.1. The terms and conditions of any agreement should be reasonable and compatible with the Guild's functions. The proposed agreement must be approved in accordance with relevant delegations before committing the Guild:
 - 5.1.2.2. All relevant risks in negotiating for the supply of goods and services should be appropriately managed;
 - 5.1.2.3. The Guild's taxation status as a not-for-profit entity must not be compromised. Where any doubt exists, the matter should be referred to the Operations Manager;
 - 5.1.2.4. Funding from the tobacco industry will not be accepted or administered by the Guild.

5.2. Pricing Risk

- 5.2.1. Price and the pricing method should be managed so as to maximise income and minimise risk in each circumstance. For example:
 - 5.2.1.1. Income should be generated in Australian Dollars wherever possible to eliminate foreign exchange risk;

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Financial Controller	
Authorised by Senate	Rev No: 003	Date Issued: 14/06/2022	Page 4 of 6

- 5.2.1.2. When the amount of work involved is uncertain, billing for time at an agreed rate may be appropriate.
- 5.2.2. Price should as a minimum exceed expected total cost, including direct and indirect overhead costs.

5.3. Credit Risk

5.3.1.Credit risk arises when a service is provided before payment is received. Credit risk must be managed for all transactions.

5.4. **Delivery Risk**

5.4.1.The Guild must have the capacity to meet its commitments. The risk of non-completion must be understood, reduced and managed appropriately.

5.5. Transaction Recording and Accountability

- 5.5.1. Guild income must be accurately and completely recorded on a timely basis within the Guild's accounting system.
- 5.5.2.All income credited to the Guild's accounting system are Guild funds. Funds are only to be used for Guild business purposes.

6. RELATED DOCUMENTS

Related Policy	Risk Management Policy	
Related Procedure	Risk Management Procedure	
Other Related Documents	•	
Related Legislation	•	

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Financial Controller
All Enquiries Contact	Michael Agostini
Telephone	08 6304 5134
Email address	m.agostini@ecuguild.org.au

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	Authorised by Senate	Rev No: 003	Date Issued: 14/06/2022	Page 5 of 6

8. APPROVAL HISTORY

Policy Approved By	Senate	
Date Policy First Approved	14/11/2016	
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ECU Student Guild FINANCIAL MANAGEMENT POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Finance
POLICY TITLE	Financial Management Policy

Contents

1.	INT	FENT	3
2.	ORGANISATIONAL SCOPE		3
3.	DEI	FINITIONS	3
4.	OVI	/ERVIEW	4
5.	PO	PLICY	4
	5.2.	Risk and Financial Authorisation Frameworks	4
	5.3.	Internal Control System	5
	5.4.	Financial Management	5
	5.5.	Responsibilities	6
	5.6.	Compliance	6
6.	REI	LATED DOCUMENTS	7
7.	CO	NTACT INFORMATION	7
8.	API	PROVAL HISTORY	7

1. INTENT

1.1. This policy sets out the financial standards of conduct at the Guild

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all employees, contractors and volunteers of the Guild.

3. **DEFINITIONS**

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **SSAF** means the Student Services and Amenities Fee received by the Guild from the University.
- 3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

- 4.1. The Guild has an ethical and legal responsibility to ensure that all financial dealings are conducted with integrity and that funds are utilised efficiently and effectively.
- 4.2. This policy, together with the procedures and other resources related to financial management at the Guild, has been developed to ensure appropriate measures and controls are applied to the Guild's financial dealings.
- 4.3. 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.
- 4.4. 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.
- 4.5. All Guild policies will be reviewed annually.

5. POLICY

- 5.1. The Guild is committed to:
 - 5.1.1. The proper use and management of SSAF and non-SSAF funds for which it is responsible;
 - 5.1.2. Establishing and maintaining effective internal control systems over financial transactions and dealings;
 - 5.1.3. Maintaining segregation of duties, where possible;
 - 5.1.4. Establishing appropriate review mechanisms to ensure the safety of its assets;
 - 5.1.5. Identifying and managing financial risks;
 - 5.1.6. Maintaining proper accounting records and systems, and other records, in accordance with all statutory requirements;
 - 5.1.7.Establishing and maintaining measures to minimise and manage the risk of fraud, corruption and other losses;
 - 5.1.8. Compliance with external reporting requirements.

5.2. Risk and Financial Authorisation Frameworks

- 5.2.1. The Guild maintains a Risk Management Framework to identify, assess, monitor, report on and mitigate risks.
- 5.2.2. The Guild's Delegations of Authority provides a framework for the authorisation of all financial transactions and commitments, including liabilities, expenditure and bank accounts.

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 4 of 8

- 5.2.3. Employees, contractors and volunteers must ensure that all financial transactions are:
 - 5.2.3.1. Recorded correctly, in an acceptable timeframe;
 - 5.2.3.2. Supported by adequate appropriate documentation;
 - 5.2.3.3. Reviewed and approved in accordance with the Delegations of Authority.

5.3. Internal Control System

- 5.3.1.The Guild maintains an internal control system in relation to financial management, performance and sustainability. Such controls will include:
 - 5.3.1.1. Timely reconciliation of financial transactions and balances;
 - 5.3.1.2. Duties being assigned to appropriately trained individuals;
 - 5.3.1.3. Appropriate segregation of duties between relevant individuals.

5.4. Financial Management

- 5.4.1.The Guild expects all Employees, contractors and volunteers to conduct financial dealings with integrity and act in the best interest of the Guild and its members at all times.
 - 5.4.1.1. All assets and funds are utilised for appropriate and approved purposes only.
 - 5.4.1.2. The commitment of the Guild funds is appropriately authorised and documented.
 - 5.4.1.3. All financial transactions are appropriately documented, approved, reported and reconciled in the Guild's financial ledgers in an accurate and timely manner and in accordance with applicable accounting standards.
 - 5.4.1.4. All assets must be appropriately secured, managed and maintained in the best interests of the Guild.
- 5.4.2. The Guild is committed to robust financial management practices in accordance with applicable laws, regulations, standards and codes of practice across all jurisdictions in which it operates.
 - 5.4.2.1. Income is recognised by its source and according to reporting requirements in accordance with applicable accounting standards.
 - 5.4.2.2. Unrecoverable debts are regularly monitored and, where necessary, written off.
 - 5.4.2.3. Bank accounts are opened, maintained and operated in accordance with authorisations in the Delegations of Authority and related policy and procedure.

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A	uthorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 5 of 8

- 5.4.2.4. Expenditure is incurred in compliance with the Purchasing and Payment Policy and authorised in accordance with the Delegations of Authority.
- 5.4.2.5. Assets are procured, maintained, disposed of and accounted for in accordance with the authorisations in the Delegations of Authority and the Procurement Policy and the Asset Management Policy.
- 5.4.2.6. Taxation obligations will be completed in a timely manner to ensure prompt submission of returns/statements and maximisation of cash flows from tax liabilities/entitlements.
- 5.4.2.7. Use of the Guild's corporate credit cards and Volopay Pre-Paid Debit Cards is governed by the Corporate Credit Cards Policy.

5.5. Responsibilities

- 5.5.1.The Operations Manager is responsible for reviewing breaches of this policy and determining corrective actions.
- 5.5.2. The Financial Controller is responsible for:
 - 5.5.2.1. Maintenance, review and coordination of the implementation of this policy and associated procedures;
 - 5.5.2.2. Referring breaches to the Operations Manager;
 - 5.5.2.3. Reporting breaches to the Guild Senate.
- 5.5.3. All employees, contractors and volunteers are responsible for:
 - 5.5.3.1. Complying with this policy and relevant other policy and procedures;
 - 5.5.3.2. Reporting any behaviours or activities that may constitute a breach of this policy to the Financial Controller;
 - 5.5.3.3. Reporting known or suspected instances of corrupt, improper or criminal conduct.
 - 5.5.3.4. Maintaining and respecting the confidential and personal nature of financial information and acting in accordance with the Privacy Policy.
 - 5.5.3.5. Declaring any personal interest which may affect or be affected by a Guild transaction as a Conflict of Interest.

5.6. Compliance

- 5.6.1. Non-compliance with this policy may result in disciplinary action, including termination of employment or engagement and referral to law enforcement agencies.
- 5.6.2.Breaches of process of this policy will be reported immediately to the Financial Controller and the Operations Manager, who will:

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 6 of 8

- 5.6.2.1. Determine whether corrective action is to be taken; and
- 5.6.2.2. Report to the Guild Senate.

6. RELATED DOCUMENTS

Related Policy	Risk Management Policy	
	Corporate Credit Cards Policy	
	Delegations of Authority	
	Asset Management Policy	
	Conflict of Interest Policy	
	Gifts and Benefits Policy	
	Banking Management Policy	
	Accounting Policy	
	Generating and Receiving Income Policy	
	Purchasing and Payment Policy	
	Procurement Policy	
Related Procedure	Risk Management Procedure	
Other Related Documents	ECU Guild Constitution	
Related Legislation	•	

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	14/11/2016
Original Motion	Unknown

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	Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 7 of 8

Revision History	002 – October 2022 - SM2212/09
	003 – February 2025 – SM2502/03
Revised by	Michael Agostini
Next Revision Date	February 2026



ECU Student Guild CONFLICT OF INTEREST POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Conflict of Interest Policy
POLICY OWNER	Operations Manager

Contents

1.	INT	TENT	3
2.	OR	RGANISATIONAL SCOPE	3
3.	DE	FINITIONS	3
4.	ΟV	/ERVIEW	4
5.	РО	DLICY	4
Ę	5.1.	Disclosure	4
	5.1	1.1. Guild Senate	4
	5.1	1.2. Guild Employees, Volunteers and Contractors	5
Ę	5.2.	Determination and Management of Conflicts of Interest	6
	5.2	2.1. Guild Senate	6
	5.2	2.2. Guild Employees, Volunteers and Contractors	6
Ę	5.3.	Confidentiality and Non-Retaliation	7
ţ	5.4.	Record-Keeping	7
Ę	5.5.	Education and Training	7
6.	RE	ELATED DOCUMENTS	7
7.	CO	ONTACT INFORMATION	8
8.	ΑP	PROVAL HISTORY	8

1. INTENT

1.1. The Conflict of Interest Policy of Edith Cowan University Student Guild is designed to provide guidelines and procedures to prevent, identify, and manage conflicts of interest that may arise within the Guild's operations and activities.

2. ORGANISATIONAL SCOPE

2.1. This Policy applies to all Guild Personnel, including elected Senate, volunteers, Employees, and contractors.

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. **Conflict of Interest** means where a Guild Personnel's personal, financial, or other interests interfere or have the potential to interfere with their duty to act in the best interests of the Guild. Conflicts of interest may arise when Guild Personnel have relationships, obligations, or financial interests that could influence, or appear to influence, their decision-making or actions within the Guild.
- 3.7. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. The Guild means Edith Cowan University Student Guild.
- 3.9. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.10. **Senate** means the governing body of the Guild.

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	Authorised by Senate	Rev No: 000	Date Issued: <enter date="" first="" issued=""></enter>	Page 3 of 8

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

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. Disclosure

5.1.1. Guild Senate

- 5.1.1.1. Guild Senators have an obligation to promptly disclose any actual or perceived conflicts of interest to the Guild General Secretary.
- 5.1.1.2. The Guild General Secretary will inform the President, and collectively determine how the conflict will be managed.
- 5.1.1.3. Senators of the Guild have an obligation to perform their official duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.
- 5.1.1.4. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the General Secretary and the President can assess its validity and extent, and then determine whether the conflicted person can continue in the decision making process or not.
- 5.1.1.5. Senators should not develop personal relationships with students or staff at Edith Cowan University, or other third party stakeholders of the Guild including afterhours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.
- 5.1.1.6. Where a Senator has a pre-existing or a developing relationship with a student or staff member of Edith Cowan University or third party stakeholder this may lead to a conflict of interest and they must disclose this to the General Secretary and the President. If the President has a conflict of interest this should be declared to the General Secretary and the Operational Manager. A plan should be put in place and approved by the President and General Secretary to mitigate any potential conflict of interest, and the Operations Manager should be notified. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.

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

5.1.2. Guild Employees, Volunteers and Contractors

- 5.1.2.1. Employees and contractors of the Guild have an obligation to perform their official duties in the interest of members and not to use their position for personal gain or to the detriment of others. This includes identifying, declaring and appropriately managing conflicts of interest.
- 5.1.2.2. Conflicts of interest arise where there is conflict between the performance of public duties and personal interests. Conflicts may involve personal, financial or political interests and may be actual, perceived or potential. It is not wrong to have a conflict of interest but conflicts must be managed appropriately.
- 5.1.2.3. Conflict of interest should be declared to the Operations Manager, who will inform the President, and collectively determine how the conflict will be managed.
- 5.1.2.4. When there is any doubt about an actual or perceived conflict of interest, it must be declared so that the Operations Manager and the President can assess its validity and extent, and then determine whether the conflicted person can continue in the decision making process or not.
- 5.1.2.5. Employees and contractors must not develop personal relationships with students or staff at Edith Cowan University, or other third party stakeholders of the Guild including after-hours and through the use of digital and social media. Personal relationships may include a relationship between two parties that can have the unintentional effect of influencing judgement or behaviour, or creating a perception of influencing judgement.
- 5.1.2.6. Where an employee or contractor has a pre-existing relationship with a student or staff member of Edith Cowan University or third party stakeholder this may lead to a conflict of interest and they must disclose this to the Operations Manager and the President. If the Operations Manager has a conflict of interest this should be declared to the President and the General Secretary. A plan should be put in place and approved by the Operations Manager and President to mitigate any potential conflict of interest. The relationship must not directly or indirectly compromise the performance of their duties or conflict with the Guild's interests at any point.
- 5.1.2.7. Where an employee or contractor is involved in a decision relating to the selection, appointment or promotion of a person with whom they share a personal relationship, for example a family member or friend, it must be declared in writing to the Operations Manager and the President as soon as the employee or contractor becomes aware of the conflict.

5.2.1. Guild Senate

- 5.2.1.1. The Guild Body considering or about to consider the matter in which the Officer has declared an interest will:
 - 5.2.1.1.1. Subject to Clause 52(2) of the Guild Constitution, consider the nature and extent of the Officer's interest and decide by Resolution passed by Special Majority whether the Officer will:
 - 5.2.1.1.1.1. Be disqualified from participating in discussion and from voting on the matter;
 - 5.2.1.1.1.2. Be disqualified from voting on the matter while being permitted to participate in discussion on the matter; or
 - 5.2.1.1.1.3. Be permitted to participate in discussion and vote on the matter.
 - 5.2.1.1.2. Ensure that the minutes of the meeting record:
 - 5.2.1.1.2.1. The nature of the Officer's disclosure, and
 - 5.2.1.1.2.2. The Guild Body's decision and reasons for decisions with respect to the Officer's further participation in discussion or voting on the matter.
- 5.2.1.2. The Officer who has declared the interest must not be present during, nor participate in, discussion or voting on the Resolution at Clause 52(1)(a).
- 5.2.1.3. The Senate may apply to the Edith Cowan University Council for a declaration in relation to a matter involving a potential or actual conflict of interest as per the process set out in Statute 11 Student Guild.
 - 5.2.1.3.1. The Senate shall comply with any direction made by the Council.
- 5.2.1.4. The General Secretary will provide details of the Conflict of Interest Declaration to the Guild Operations Manager for recording in the Conflict of Interest Register.

5.2.2. Guild Employees, Volunteers and Contractors

- 5.2.2.1. Upon receiving a disclosure of a conflict of interest, the Guild Operations Manager and President shall evaluate the situation to determine the significance of the conflict and the appropriate course of action. The evaluation process may include gathering additional information and consulting with relevant parties as necessary.
- 5.2.2.2. Once a conflict of interest is identified, the Operations Manager and the President shall take appropriate steps to manage and mitigate the conflict. Such steps may include:
 - 5.2.2.2.1. Modifying the individual's involvement in decision-making processes related to the conflict.
 - 5.2.2.2. Seeking independent advice to assess the situation and recommend appropriate actions.

- 5.2.2.2.3. Recusing the individual from discussions, deliberations, or voting on matters related to the conflict.
- 5.2.2.2.4. Reassigning responsibilities or tasks to minimise the impact of the conflict.
- 5.2.2.2.5. Implementing other measures deemed necessary and appropriate under the circumstances.
- 5.2.2.3. Where a disclosure is made during a Guild meeting, these disclosures will considered by the Chairperson of the meeting, who may choose to suspend further discussion on the relevant matter to allow due investigation and consideration of the conflict. The Chairperson may also choose to take any of the steps listed in 5.2.2.

5.3. Confidentiality and Non-Retaliation

- 5.3.1. Guild Personnel involved in the management of conflicts of interest must respect the privacy and confidentiality of the parties involved.
- 5.3.2. The Guild prohibits any form of retaliation against individuals who make good faith disclosures of conflicts of interest or who participate in the management of conflicts. Retaliation against those individuals is a serious violation of this Policy and may result in disciplinary action.

5.4. Record-Keeping

5.4.1. The Guild shall maintain records of all conflict of interest disclosures, evaluations, and actions taken to manage conflicts in the Conflict of Interest Register. These records shall be stored securely and retained for a period consistent with applicable legal requirements and best practices.

5.5. Education and Training

5.5.1. The Guild is committed to providing education and training to Guild Personnel about conflicts of interest, their implications, and the procedures outlined in this Policy. Training and information about Conflict of Interest and this policy will be provided to all Guild Personnel at their commencement with the organisation.

6. RELATED DOCUMENTS

Related Policy	Senate Code of Conduct
	Employee Code of Conduct
Related Procedure	•
Other Related Documents	Edith Cowan University Student Guild Constitution

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Authorised by Senate	Rev No: 000	Date Issued: <enter date="" first="" issued=""></enter>	Page 7 of 8

	Conflict of Interest Register
Related Legislation	Statute 11 – Student Guild

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	27 November 2023
Original Motion	SCM2311/01
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Revised by	
Next Revision Date	February 2026

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Authorised by Senate	Rev No: 000	Date Issued: 27/11/2023	Page 8 of 8



ECU Student Guild SENATE TRANSITION TRAINING POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Senate Transition Training Policy
POLICY OWNER	Operations Manager

Contents

1.	INTENT	. 3
2.	ORGANISATIONAL SCOPE	. 3
	DEFINITIONS	
	OVERVIEW	
	POLICY	
	5.7.1. Failure to complete training by specified date	
	.8. Retiring Senator Obligations	
6.	RELATED DOCUMENTS	. 5
7.	CONTACT INFORMATION	. 6
8.	APPROVAL HISTORY	. 6

1. INTENT

- 1.1. New student representatives are elected each year to the various positions on the Guild Senate, with terms beginning on December 1st. Co-opted Senators may join at any time throughout a term of an elected Senate.
- 1.2. In order for the incoming Senators to be able to adequately fulfil their roles and responsibilities, formal mandatory training is required upon commencement of their term.
- 1.3. The Guild is committed to maintaining human resources and general administrative best practices to meet external and internal governance requirements.
- 1.4. All training provided is intended to enable newly elected senators or co-opted Senators to assume their roles with confidence and ease.

2. ORGANISATIONAL SCOPE

2.1. This Policy applies to all Senate members.

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. **Co-opted** means appointment to the Senate by invitation of the existing members.
- 3.7. The Guild means Edith Cowan University Student Guild.
- 3.8. **Honoraria** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.9. **Senate** means the governing body of the Guild.

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 3 of 6

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. All Guild policies will be reviewed annually.

5. POLICY

- 5.1. Induction training will consist of formal face to face training and induction to the Guild, mandatory online training modules and the Presidents' Summit.
- 5.2. The mandatory training will be required to be completed on dates defined by the Operations Manager and will be defined within the published Election Nomination Documentation. Work and/or study commitments **are not** acceptable reasons for non-attendance.
- 5.3. Efforts will be made to facilitate mandatory training at the commencement of the elected Senate Term, however, some elements may not be able to be facilitated in this manner and may result in some transition activities, such as handover and the President's summit occurring in the week before the commencement of the term of the new Senate.
- 5.4. Co-opted Senators will be required to attend training and complete all mandatory online training at a date mutually convenient to the Operations Manager and the Senator but this **must** occur within four weeks of the Senator being co-opted to their position.
- 5.5. Any formal online training provided will be required to be completed within four weeks of commencement as a Guild Senator or within two weeks of notification that the training must be completed.
- 5.6. The mandatory induction training focuses on all governance and administrative matters including but not limited to in depth coverage of budgeting and financial management.
- 5.7. Additional mandatory training may be implemented between commencement and the end of a Senators term to ensure that Senators are fully aware of the administrative and governance tasks they must complete in order to fulfil their roles at the Guild.

5.7.1. Failure to complete training by specified date

- 5.7.1.1. Senators who fail to complete any mandatory training within one month of the required completion date being due will forfeit any honorarium that applies.
- 5.7.1.2. Honorarium will only be reinstated where all outstanding training is completed.

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	Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 4 of 6

5.8. Retiring Senator Obligations

- 5.8.1.1. Retiring Secretariat Members must complete and present an **Annual Report** at the President's Summit to new Senators which will detail the activities of the departments for which they are responsible for the preceding term.
- 5.8.1.2. Retiring Department Officers must support the Chair of their relevant department in preparing the annual report and presentation in preparation for the Summit.
- 5.8.1.3. All retiring Senators, or Senators who are moving from one position within the Guild to another, must present to the Guild, on a date defined by the Operations Manager, but within the current Senate term, to provide a full and comprehensive handover to new Senators. The handover will include, but not be limited to, the following information:
 - 5.8.1.3.1. Overview of the structure of the department;
 - 5.8.1.3.2. Key contact details and information about ECU staff and external stakeholders relevant to the department;
 - 5.8.1.3.3. Details of the affiliated clubs and student representatives associated with the department, including committee member details;
 - 5.8.1.3.4. Details of boards and committees the Senator sits on and their role at the meetings;
 - 5.8.1.3.5. Any ongoing issues being managed by the Senator;
 - 5.8.1.3.6. Any opportunities to explore by the new Senator;
 - 5.8.1.3.7. Any projects currently underway within the department.

6. RELATED DOCUMENTS

Related Policy	Honoraria Policy
Related Procedure	•
Other Related Documents	The Guild Constitution
	Candidate Obligations Declaration
Related Legislation	•

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Authorised by Senate		Rev No: 003	Date Issued: 14/11/2016	Page 5 of 6

7. CONTACT INFORMATION

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8. APPROVAL HISTORY

Policy Approved By	Senate	
Date Policy First Approved	14/11/2016	
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	002 - September 2022 – SM2210/03	
	003July 2023 — SM2307/02	
Revised by	Lisa Dwyer	
Next Revision Date	February 2026	

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 6 of 6



ECU Student GuildTRAINING & DEVELOPMENT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	Training & Davelanmant Police
POLICI IIILE	Training & Development Policy

Contents

INTENT	T	3
ORGAN	NISATIONAL SCOPE	3
DEFINIT	TIONS	3
OVERV	/IEW	4
POLICY	ſ	4
.1. D ut	ties and Responsibilities	4
5.1.1.	Operations Manager	4
5.1.2.	Guild President	4
5.1.3.	Line Managers	5
5.1.4.	All Employees and Volunteers	5
.2. Tra	nining and Development Opportunities	5
RELATI	ED DOCUMENTS	6
CONTA	ACT INFORMATION	6
APPRO	VAL HISTORY	6
	ORGAN DEFINIO OVERV POLICY .1. Du 5.1.1. 5.1.2. 5.1.3. 5.1.4. .2. Tra RELAT CONTA	INTENT

1. INTENT

- 1.1. Edith Cowan University Student Guild recognises the importance of training and developing its staff and volunteers and understands that its employees and volunteers are key to its success as a Guild. It, therefore, encourages its Employees and volunteers to be continually improving their skills and abilities both through on the-job and off-the-job training.
- 1.2. ECU Student Guild acknowledges that training and development of employees and volunteers provides benefits both to its personnel in terms of their overall career and prospects for advancement within the Guild, as well as being central to the success of the Guild as a business.
- 1.3. This policy sets out what ECU Student Guild may offer employees and volunteers through training and development opportunities aimed at promoting the growth of individuals, teams and achieving success for the Guild.

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all Employees and Volunteers of Edith Cowan University Student Guild, inclusive of ECU Guild Senators.

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 any individual employed under an Employment Contract issued by the Edith Cowan University Student Guild.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Senate** means the governing body of the Guild.

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	Authorised by Senate	Rev No: 003	Date Issued: 01/12/2021	Page 3 of 6

3.9. **Volunteer** means Senators, Dircksey personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

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

5.1.1. Operations Manager

- 5.1.1.1 The Operations Manager will ensure that there are sufficient resources committed to Employee and volunteer training and development such that the aims and objectives of this policy can be achieved, subject to any budget constraints.
- 5.1.1.2. Support Employees and volunteers to access training and development opportunities.
- 5.1.1.3. Identify relevant training and development opportunities in collaboration with Employees.

5.1.2. Guild President

- 5.1.2.1. The President will ensure that there are sufficient resources committed to Senate training and development, such that the aims and objectives of this policy can be achieved, subject to any budget constraints.
- 5.1.2.2. Support Senators to access training and development opportunities in collaboration with Senators.
- 5.1.2.3. Identify relevant training and development opportunities in collaboration with Senators.
- 5.1.2.4. Ensure Senators attend or complete any mandatory training required.

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Authorised by Senate	Rev No: 003	Date Issued: 01/12/2021	Page 4 of 6

5.1.3. Line Managers

- 5.1.3.1. Identify relevant training and development opportunities in collaboration with Employees.
- 5.1.3.2. Ensure Employees attend or complete any mandatory training required.
- 5.1.3.3. Ensure that training and development needs are discussed during Supervision sessions periodically as per the relevant policy.
- 5.1.3.4. To identify team or service-wide training needs within their areas of responsibility.
- 5.1.3.5. To assist with the delivery of staff training and development activities where appropriate.

5.1.4. All Employees and Volunteers

- 5.1.4.1. To take responsibility for their own training and development, including attending relevant induction and mandatory training events.
- 5.1.4.2. To make necessary arrangements, as required, to attend training events.
- 5.1.4.3. To participate in the Supervision process with their line manager and to take up opportunities that are provided in support of their own learning and development needs, whether within their own department or centrally.
- 5.1.4.4. To meet the training and/or professional development requirements of their professional body, where relevant.
- 5.1.4.5. To seek appropriate authorisation to attend training events, from the Operations Manager, in consultation with their line manager. Senators are required to seek authorisation from the Guild President.

5.2. Training and Development Opportunities

- 5.2.1. ECU Student Guild will make every effort to support Employees and Volunteers to access training and development opportunities that will enhance and Employee or Volunteers skills in completing the tasks required of them within their job description.
- 5.2.2.ECU Student Guild will also support Employees and Volunteers to access training to enhance an Employees career prospects and lifelong learning outside the employment of the Guild.
- 5.2.3. The Guild will support Employees and Volunteers to attend Conferences and other related events where relevant to an Employee's or Volunteers role within the Guild.
- 5.2.4. Where an Employee or Volunteer has not received authorisation to attend a training course, conference or similar, the Operations Manager or the President, in the case of Senators, in their discretion may decide not to reimburse an Employee or Volunteer for

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Autho	rised by Senate	Rev No: 003	Date Issued: 01/12/2021	Page 5 of 6

any course fees paid and may discipline under the relevant policy, the ECU Student Guild Enterprise Agreement or in the case of Senate, the Guild Constitution, Employees or Volunteers for any time off that has been taken without authorisation.

6. RELATED DOCUMENTS

Related Policy	•
Related Procedure	•
Other Related Documents	 ECU Student Guild Enterprise Agreement The Guild Constitution
Related Legislation	•

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved By	Senate
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Original Motion	Unknown
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	Authorised by Senate	Rev No: 003	Date Issued: 01/12/2021	Page 6 of 6



ECU Student Guild PROCUREMENT POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Finance
POLICY TITLE	Procurement Policy

Contents

1.	INT	ENT	3
2.	OR	GANISATIONAL SCOPE	3
3.	DEI	FINITIONS	3
4.	OVI	ERVIEW	4
5.	PO	LICY	4
	5.4.	Open and Effective Communication	4
	5.5.	Procurement Planning	6
	5.6.	Contract Formation	7
;	5.7.	Contracts	8
	5.8.	Contract Management	8
	5.9.	Probity and Accountability in Procurement	9
	5.10.	Records Management	10
6.	REI	LATED DOCUMENTS	
7.	CO	NTACT INFORMATION	10
8.	API	PROVAL HISTORY	10

1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. **DEFINITIONS**

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. The Guild means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 3 of 10

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. There are three phase of the procurement process:



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

5.4. Open and Effective Communication

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

Monetary threshold	Minimum requirements	Documentation
Up to and including \$5,000	Direct purchase	The Purchase order, if applicable and receipt or tax invoice.
\$5,001 - \$10,000	Two written quotes	A written or electronic record of the quotations received and documentation for the basis of
\$3,001 \$10,000	Two written quotes	the selection.

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 4 of 10

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

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

- 5.4.5.A transaction will not be split for the purpose of reducing the minimum requirements above. Similarly, continued regular procurement of the same goods or services will be considered for the purpose of meeting the competitive requirements contained in these procedures in the aggregate rather than piecemeal.
- 5.4.6.Exceptional circumstances may exist where the minimum competitive requirements outlined in the table above are not appropriate. These circumstances may include, but are not limited to, the following:
 - 5.4.6.1. There is a genuine sole source of supply;
 - 5.4.6.2. The services being quoted are from an existing service provider, whereby accepting their quote for the proposed works will give rise to other financial or non-financial benefits that are of greater value to the Guild, so warrant an approved exception.
 - 5.4.6.3. Goods and services from a specific supplier are required to integrate within an existing contractual arrangement, existing equipment, project or ICT standard operating environment; or
 - 5.4.6.4. There is an emergency situation, preventing the calling of quotes/tenders in the time available. A lack of available time due to poor planning does not constitute an emergency situation.
- 5.4.7.Under such exceptional circumstances, exemption from the competitive requirement needs to be requested in writing, and approved, prior to proceeding or negotiating contractual terms with the proposed supplier, as per the following schedule:

Estimated value of proposed purchase	Officers authorised to approve exemption to the competitive requirements	
\$5,001 - \$10,000	Financial Controller; OR	
\$3,001 - \$10,000	Operations Manager	
	Any two (2) of:	
\$10,001 - \$25,000	 Financial Controller; OR 	
	 Operations Manager; OR 	
	 President 	
	All Three (3) of:	
Above \$35,000	 Financial Controller; AND 	
Above \$25,000	 Operations Manager; AND 	
	 President 	

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 5 of 10

- 5.4.8. Prior to approving an exemption to the competitive requirements, approvers will ensure:
 - 5.4.8.1. the business reasons for not seeking quotes/tenders are valid;
 - 5.4.8.2. there is demonstration that the requester has sufficiently researched and understood the market; and
 - 5.4.8.3. the request for exemption and supporting documentation are able to be audited.
- 5.4.9. Retrospective approval to waive the competitive requirements will not be given.

5.5. Procurement Planning

- 5.5.1.Procurement planning is the phase in which the need is identified and, if appropriate, analysis and planning are carried out. Decisions are made regarding the method of procurement and the way in which the resultant contract will be managed.
- 5.5.2. Where the total estimated price of the proposed purchase is greater than \$50,000 (excluding GST), a contract committee shall be convened and include the Operations Manager and another staff member, a secretariat member and another senator, to undertake the commencement of the procurement planning phase.
- 5.5.3. The first step of procurement planning is to perform work to clearly articulate the need and consider the risks. This may necessitate undertaking research with key stakeholders and relevant industries. It may also necessitate understanding what current contracts the Guild can access.
- 5.5.4.Potential suppliers may be approached during the procurement planning phase for market sounding purposes only. This is to gauge level of interest, goods and services that are available and any other information gathering that will assist in articulating the need and in formulating the procurement strategy.
- 5.5.5.A risk rating will be determined in the early stages of the procurement planning phase of the procurement process and a Risk Management Plan will be developed for those procurement projects that have been identified as having a high risk rating. The Risk Management Plan will be monitored and updated during the procurement planning and contract formation phases.
- 5.5.6.A procurement strategy will be developed during the procurement planning phase.
- 5.5.7. There are a number of matters that need considering which may prompt the Guild to consider how it selects Contracted Suppliers via the selection criteria or by including contract obligations in the contract document. These will be determined on a case by case basis during the procurement planning phase.
- 5.5.8. These include, but are not limited to, the following:
 - 5.5.8.1. Values and Culture demonstration of values that are consistent to those of the Guild should be included in selection criteria in all request documents.

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ŀ	Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 6 of 10

- 5.5.8.2. Sustainable Procurement in determining value for money, consideration should be given to economic, social and environmental matters that may include considering:
 - 5.5.8.2.1. Strategies to avoid unnecessary consumption and manage demand;
 - 5.5.8.2.2. Minimising environmental impacts of the goods and services over the whole life cycle of the goods and services;
 - 5.5.8.2.3. Suppliers' socially responsible practices including those of their supply chain and compliance with legislative obligations to employees; and
 - 5.5.8.2.4. Value for money over the whole-of-life of the goods and services, rather than just the initial cost.
- 5.5.8.3. Universal Design where physical equipment will be procured for use by the Guild community, then consideration should be given to equipment which is usable by all people, without the need for adaptation or specialised design.

5.6. Contract Formation

- 5.6.1.Contract formation is the phase in which the contract documents, such as the conditions of contract, conditions of tendering, specification and description of work are put together, and the resultant contract is established.
 - 5.6.1.1. Prior to commencing the contract formation phase an appropriate budget estimate will have been identified and allocated.
 - 5.6.1.2. The contract formation phase commences with the creation of a request to respondents seeking submissions.
 - 5.6.1.3. Prior to inviting respondents to make a submission, the evaluation methodology and criteria will have been developed.
 - 5.6.1.4. All invited respondents will be provided with the same information, including the evaluation criteria. Where an incumbent Contracted Supplier exists, all reasonable information, including historical volumes, will be provided to all respondents.
 - 5.6.1.5. For procurement projects with a budget estimate greater than \$50,000 (excluding GST), the contract committee will assess the submissions against the criteria.
 - 5.6.1.6. Respondents who are unsuccessful in a competitive process will be advised the result of the evaluation process and given an opportunity to seek and receive feedback on their submission.
 - 5.6.1.7. Any contract negotiations with a preferred respondent will maintain the integrity of the competitive process undertaken. Negotiations with more than

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 7 of 10

- one respondent will not be permitted where the objective is to use one respondent's submission to entice another to review its submission.
- 5.6.1.8. All respondent submissions are confidential and each submission should be viewed as commercially confidential information. Intellectual property included in submissions belonging to unsuccessful respondents will be kept confidential and not be used by the Guild outside of the evaluation process.

5.7. Contracts

- **5.7.1.** Contracts will be signed on behalf of the Guild by authorised signatories. The authority to approve to enter into and sign a contract is not the same as the authority to approve expenditure. Reference should be made to the Guild's Schedule of Delegations & Authority to determine who can approve.
- **5.7.2.** Contract documents executed on behalf of the Guild will be:
 - **5.7.2.1.** a template document previously approved by the Guild; or
 - **5.7.2.2.** a document which is provided to the Guild for review prior to execution; or
 - **5.7.2.3.** a document which has been agreed by the approving authority (refer to Section 5.5.1) which mitigates against reasonably perceived risks.
- **5.7.3.** When goods and services are required on an ongoing basis, rather than as a one-off purchase, a contract for a specified term may be entered into.
- **5.7.4.** The term of contracts will not exceed three (3) years unless approved by the Senate.
- **5.7.5.** If an available extension option of a contract is to be exercised, it will be agreed prior to the current expiry date of the contract. When a contract expires, the supplier is no longer a Contracted Supplier.

5.7.6. Types of contracts:

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

5.8. Contract Management

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

ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Finance & Business Manager	
Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 8 of 10

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

5.9. Probity and Accountability in Procurement

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

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Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 9 of 10

5.10. Records Management

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

6. RELATED DOCUMENTS

Related Policy	Volunteer Code of Conduct	
	Senate Code of Conduct	
	Employee Code of Conduct	
	 Delegations of Authority 	
Related Procedure	•	
Other Related Documents	ECU Student Guild Record Keeping Plan	
Related Legislation	State Records Act 2000	

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved By	Senate		
Date Policy First Approved	14/11/2016		
Original Motion	Unknown		
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	003 – May 2024 - SCM2406/01		
Revised by	Michael Agostini		
Next Revision Date	February 2026		

- 1	ECU GUILD-IN-CONFIDENCE: This document is uncontrolled when printed. Its accuracy can only be guaranteed when viewed electronically.		Document Owner: Finance & Business Manager	
	Authorised by Senate	Rev No: 003	Date Issued: 14/11/2016	Page 10 of 10