

Student Services and Amenities Fee Report

Quarter 1, 2026

For the period 01/01/2026 to 31/03/2026

EDITH COWAN UNIVERSITY STUDENT GUILD

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Executive Summary

This report presents a detailed assessment of the ECU Student Guild's utilisation of the Student Services and Amenities Fee (SSAF) for Quarter 1, 2026, confirming ongoing compliance with the deed between Edith Cowan University (ECU) and the Guild. It synthesises governance activity, student representation and engagement, welfare and advisory services, club support, and financial performance, with a focus on early-year service delivery, student onboarding, and emerging operational challenges.

Quarter 1 represents a foundational operational period, with activity centred on Orientation and early-semester engagement. While the Guild maintained a visible and effective presence across campuses, overall service delivery was reduced compared to both typical Q1 periods and the previous year, largely due to governance instability, staffing gaps, and transitional challenges at the commencement of the academic year. Despite these constraints, the Guild continued to deliver essential services, prioritising student transition, welfare support, and core engagement initiatives.

Guild Overview and Governance

Governance operations remained active during Quarter 1, with three Senate meetings and five Secretariat meetings conducted. However, governance continuity was significantly impacted by Senate vacancies and five Senator resignations during the quarter, representing a higher level of turnover than the same period in 2025 and contributing to operational disruption.

While induction and training processes were implemented to support newly appointed Senators, several governance and onboarding requirements remained outstanding. These structural challenges contributed to reduced departmental activity and less consistent service delivery compared to prior periods.

Policy development and compliance activities progressed, with two Continuous Improvement and Development Committee meetings held and several policy updates reviewed and recommended to Senate, maintaining governance progression despite capacity constraints.

Student Representation, Engagement and Welfare

Quarter 1 was characterised by moderate student engagement focused primarily on Orientation and early-semester activations. The Guild maintained a strong presence across campuses through Guild Fairs, welcome BBQs, and introductory programming; however, the overall volume and diversity of activities delivered was lower than both the previous year and typical Q1 benchmarks, with 2025 delivery reaching over 4,300 event participants compared to a more concentrated and smaller-scale program in 2026.

Food-based activations remained the primary mechanism for engagement, consistent with prior years, including large-scale BBQs (serving approximately 600 students at Guild Fair) and the introduction of the "Nom!" cooking program in partnership with Foodbank. While these initiatives were well received, they represented a more concentrated engagement model compared to the broader program of events delivered in Q1 2025.

Departmental engagement varied significantly, reflecting officer vacancies and transitional challenges:

- **Undergraduate Department:** Delivered \$10,540 in club funding, supported 14 active clubs, and delivered limited programming including first aid training attended by 15 students.

- **Postgraduate Department:** Delivered key onboarding events including the Postgraduate Welcome and Sci-Tech Tour, though broader programming remained limited.
- **Equity Department:** Delivered several key activations (Pride, International Women’s Day, Uni Mental Health Day), maintaining a consistent presence in student engagement and inclusion initiatives.
- **Environmental Department:** Delivered a single engagement initiative (Paint & Plant event).
- **International Department:** Delivered a small number of targeted cultural events and commenced weekly Chill Out Sessions.
- **Social Department:** Activity was largely limited to club support, with minimal direct event delivery compared to prior year large-scale events.
- **First Nations, Sports, and South West Departments:** Recorded minimal or no activity due to vacancies, resulting in identifiable service gaps during a key engagement period.

Overall, while baseline engagement was achieved through Orientation delivery and targeted initiatives, reduced departmental capacity limited the scale, consistency, and diversity of student engagement compared to previous years.

Clubs, Leadership and Student Communities

The Guild affiliated one additional club in Quarter 1, bringing the total number of active affiliated clubs to 41, broadly consistent with the previous year’s club base.

Total club funding for the quarter was \$26,273.39, representing an increase compared to \$20,134 in Q1 2025.

Membership data indicates strong engagement within active clubs, with high proportions of ECU student membership and several large, well-established communities maintaining strong participation.

However, reporting compliance remains inconsistent, consistent with trends observed in Q1 2025. This ongoing issue limits oversight and highlights the need for improved compliance systems and enforcement mechanisms.

Welfare, Advocacy, and Financial Support Services

The Guild Advisory Service experienced significant demand in Quarter 1, delivering 381 appointments and supporting 310 students. This represents a 40% increase compared to 272 appointments delivered in Q1 2025, indicating a substantial shift in student demand toward advisory and advocacy services.

Advocacy services were heavily utilised, particularly in Student Appeals Committee matters and Withdrawal Without Penalty cases, with academic-related concerns forming a substantial portion of demand.

Financial support totalled \$2,860 for the quarter, lower than Q1 2025, reflecting a shift in student need from immediate financial assistance toward academic advocacy and support services.

The continued growth in demand highlights increasing pressure on advisory services and reinforces the importance of maintaining adequate resourcing in this area.

Dircksey Magazine and Communications

Communications and media delivery remained consistent, supporting student engagement across campuses despite reduced overall activity levels. Key outputs included the production and distribution of student-facing publications such as the Guild Diary and City Campus guide.

Digital communication channels, including newsletters, social media, and the Guild website, remained a primary engagement mechanism, ensuring continued visibility of Guild services and activities.

Dircksey Magazine progressed planning for future publications and continued to support student engagement initiatives, maintaining continuity with previous reporting periods.

Financial Performance

Quarter 1 financial activity reflects a typical early-year expenditure profile, with a greater concentration on essential services and high-demand support areas compared to Q1 2025.

Expenditure was primarily directed toward food-based engagement initiatives, welfare support, and club funding, aligning with immediate student needs.

Operational data highlights continued and increasing utilisation of welfare infrastructure, including over 4,000 kitchen uses at Joondalup, indicating sustained demand for accessible support services.

Critical Issues and Opportunities

Quarter 1 identified several ongoing challenges, including Senate vacancies, departmental inactivity, inconsistent club reporting, and increasing demand for advisory and welfare services. Compared to the previous year, governance instability and staffing gaps had a more pronounced impact on service delivery, engagement levels, and operational consistency.

At the same time, the quarter highlighted important opportunities, including strong student participation during Orientation, increased utilisation of welfare services, and the effectiveness of food-based engagement initiatives. These trends provide a clear basis for future SSAF planning and prioritisation.

Areas for Development

1. Strengthening Governance Stability and Senate Capacity

Ongoing vacancies and resignations continue to impact continuity, decision-making, and service delivery. Strengthened recruitment and retention strategies are required.

2. Addressing Departmental Inactivity Due to Officer Vacancies

Several departments recorded limited or no activity, resulting in service gaps. Timely appointments and stronger promotion of leadership roles are essential.

3. Improving Advisory Service Capacity and Response Times

Increased demand for advocacy and welfare services is placing pressure on staffing and response times, requiring resource review and service optimisation.

4. **Enhancing Financial Allocation Toward High-Demand Services**

Strong demand for food security and welfare services highlights the need to prioritise funding toward consistently oversubscribed areas.

5. **Strengthening Reporting Compliance and Data Quality**

Low club reporting compliance limits oversight and evaluation. Improved digital systems and enforcement mechanisms are needed.

6. **Improving Engagement Consistency Across Departments**

Engagement levels varied significantly across departments. Increased coordination and shared programming could improve consistency and reach.

7. **Increasing Administrative Efficiency and Compliance**

Strengthening workflows, training, and procedural clarity will support improved operational performance and reduce delays.

8. **Expanding Food Security and Welfare Infrastructure**

High utilisation of kitchen services and food-based programs indicates sustained demand, supporting expansion of food security initiatives across campuses.

Conclusion

Quarter 1 demonstrated the Guild's continued commitment to supporting ECU students through essential services, Orientation delivery, and targeted engagement initiatives. While overall activity levels were lower than the previous year, the Guild maintained core service delivery across engagement, welfare, advocacy, and club support.

The quarter also highlighted ongoing structural challenges, including governance instability, departmental inactivity, and increasing demand for student support services. These factors constrained activity levels and underscore the need for strengthened organisational capacity and resource alignment.

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 [here](#).

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](#), policies, and procedures. This framework ensures transparent, accountable, and effective management of the

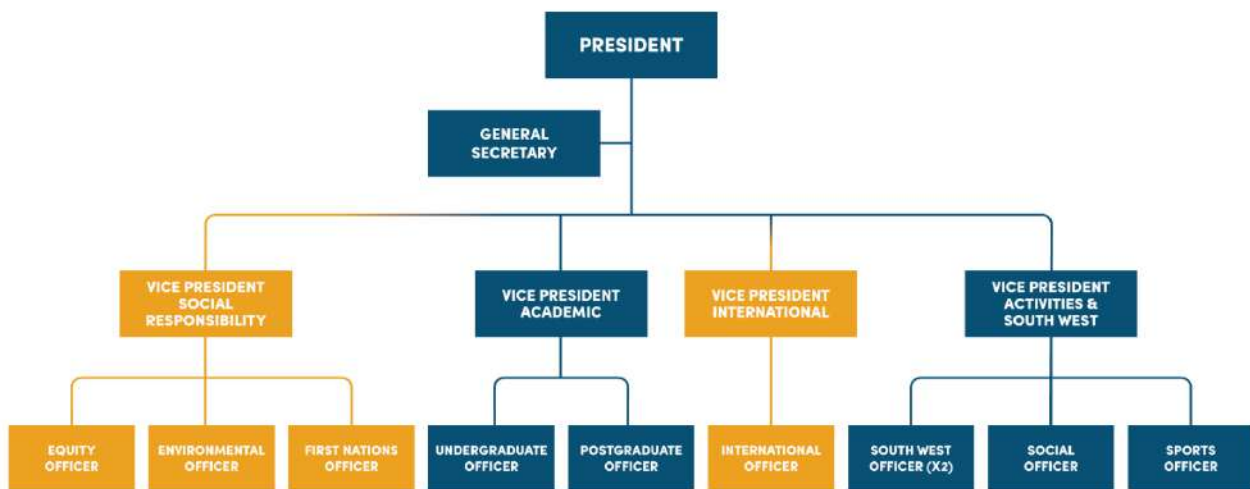
Guild's affairs, facilitating the representation and welfare of the student body. The key components of this governance structure include the Senate, the Secretariat, the Departments, and the disciplinary mechanisms, each with clearly delineated roles, responsibilities, and processes.

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).

ECU Student Guild Senate Organisation Chart



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 – Sheharyar Sahi

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 – Sonam Choki

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 – Asad Ali

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 – Masoumeh Alikhani

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 – Yashkamaljot Cheema

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 – Aneeba Ashraf

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 – Armaghan Khan (to 4th March 2026), Wasif Akuro (from 30th March 2026)

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 – Hamed Kariman

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 – Ushita Sirimalwatte (to 19th January 2026), Vacant for reporting period

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 – Yangchen Lhamo (to 19th January 2026), Deshitan Manokaran (from 4th March 2026)

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 – Bhautik Khetia

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 – Ashlynn Ward (to 19th February 2026), San Kader Tuhin (from 4th March 2026)

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 – Azmal Alam (to 19th January 2026), Sadiq Badriwalla (From 4th March 2026)

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 [here](#).

Members and Officers

The governance framework emphasises accountability, transparency, and compliance. Officers and members are bound by a strict Code of Conduct (available [here](#)), 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 [here](#).

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 [here](#).

Roles and Responsibilities

Dircksey Editor – Sithnara Perera

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 – Vacant

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 [here](#).

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.

Retail & Campus Administrator – Belinda Gosden (from 9th March 2026)

The Retail & Campus Administrator provides efficient and responsive administrative support across the organisation, with a strong focus on supporting retail operations and campus-based services at the ECU City Campus. The role contributes to both operational and strategic objectives by assisting Operational Leadership and ensuring smooth day-to-day campus functions.

The position plays a key role in the coordination and operation of the Guild Store, including processing sales transactions, managing stock levels, maintaining visual merchandising standards, and supporting vending machine operations. In addition, the officer provides frontline customer service, assisting students and visitors with enquiries and connecting them to appropriate support services.

The role also supports general campus administration, including maintaining clean and well-presented Guild spaces, managing supplies, coordinating deliveries, and organising catering for functions. Broader administrative duties include supporting meetings, preparing reports and documentation, maintaining filing systems and records, and assisting with bookings and operational logistics. Through these activities, the Retail & Campus Administrator helps ensure an efficient, welcoming, and well-organised campus environment that supports the Guild's overall objectives.

Guild Advisory Service Coordinator – Patrice Mitchell (to 27th March 2026) then vacant

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, Anishka Cluning & Annita Foti (from 18th March 2026)

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

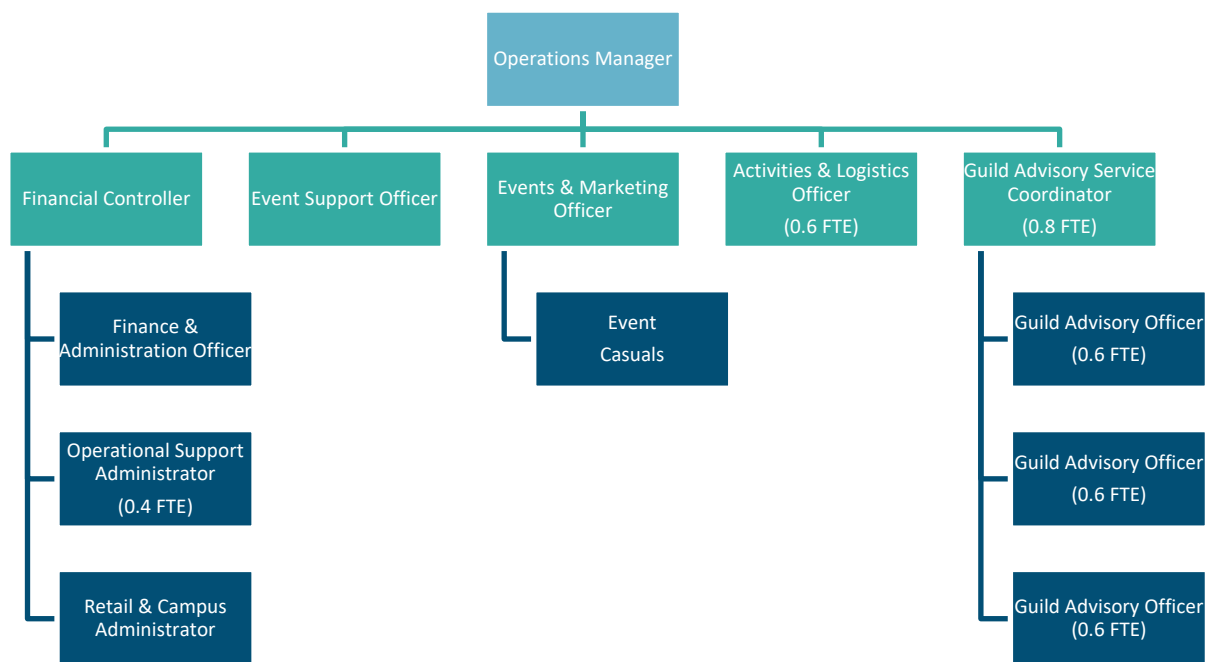
The Activities & Logistics Officer is responsible for developing and executing a variety of social, cultural, sporting, and recreational activities across ECU campuses, aimed at fostering student interaction and engagement. In collaboration with the Events & Marketing Officer and Vice President's, the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

Event Support Officer – Vacant

The Events Support Officer supports the planning, coordination, and delivery of a diverse program of events and activities across ECU campuses, contributing to both operational and strategic objectives of the organisation. The position plays a key role in event logistics, including coordinating venues, catering, transport, equipment, and staffing, as well as supporting on-site delivery such as event setup and pack-down.

In addition, the role contributes to risk management and compliance by supporting risk assessments, contingency planning, and adherence to relevant legislative and licensing requirements. The officer also assists with post-event evaluation, reporting, and documentation to inform continuous improvement of future programming. Through these activities, the Events Support Officer helps ensure the delivery of well-organised, inclusive, and high-quality events that support student engagement and align with the Guild's broader objectives.



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.

Department/Activity Based Reporting

Undergraduate Department

<p>Responsible Officers</p> <ul style="list-style-type: none"> • President • Vice President Academic • Undergraduate Officer
<p>KPI's Met</p> <ul style="list-style-type: none"> • 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)(o)] • KPI 8 - Advocating students’ interests in matters arising under the higher education provider’s rules (however described) [Statute 29(4)(1)(q)]
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 – Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>No activity for Q1 - Position was vacant</p> <p>See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>No activity for Q1 - Position was vacant</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>The Guild supported Undergraduate clubs with \$10,540 of funding. Undergraduate Clubs, Women in Business and Leadership (WIBLA) and the Robotics Society ran events in quarter one in Joondalup and the City Campus.</p> <p>There are now 14 Undergraduate Clubs affiliated with the Guild in total. Undergraduate clubs received a total of \$10,540 of funding in quarter 1.</p> <p>There were no additional Undergraduate clubs affiliated in quarter 1 2026.</p> <p>Existing Affiliated Undergraduate Clubs:</p> <ul style="list-style-type: none"> • 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
- Women in Engineering in ECU
- ECU Visual Arts Society
- ECU Space Club
- Occupational Therapy @ ECU
- ECU Women in Business and Leadership Association (WIBLA)
- Red Room

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)(o)]

First Aid Training was facilitated to help students to uplift their skills. Of the 21 registrants, 15 attended the training.

See Data: **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)]**

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

The Undergraduate department attended Student Appeal Committee meetings in quarter 1.

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

No activity for Q1 - Position was vacant

Postgraduate Department

<p>Responsible Officers</p> <ul style="list-style-type: none"> • President • Vice President Academic • Postgraduate Officer
<p>KPI's Met</p> <ul style="list-style-type: none"> • 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 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 – Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>The Postgraduate Department organised two successful events at which food was provided in Q1: the Postgraduate New Year Welcome 2026 and the Sci-Tech Tour.</p> <p>See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>The Postgraduate Department held the Postgraduate New Year Welcome 2026 on 16 February 2026. The event provided postgraduate and HDR students, particularly those who were new to ECU, with an opportunity to meet their peers and learn about the services offered by the Guild's Academic Department. Interactive games were also included to support ice-breaking and student wellbeing, with prizes awarded for first, second and third place. The event also introduced students to available School Representative and volunteer opportunities within the Guild. In addition, students were invited to complete a feedback form, which helped the Academic Department better understand the types of events postgraduate students would like in future. The event was highly successful. Photos</p> <p>A tour of Sci-Tech Tour was organised on 30 March 2026.</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No Postgraduate Clubs are affiliated.</p> <p>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)(o)]</p>

No training courses provided.

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

The Postgraduate Officer attended the PSD meeting, which is held every six weeks and attended by all School Representatives to provide feedback on the issues and challenges students are facing.

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

No activity.

Equity Department

<p>Responsible Officers</p> <ul style="list-style-type: none"> • President • Vice President Social Responsibility • Equity Officer
<p>KPIs Met</p> <ul style="list-style-type: none"> • 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 8 - Advocating students’ interests in matters arising under the higher education provider’s rules (however described) [Statute 29(4)(1)(q)] • KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>Food and drink were provided at the Pride Party at City Campus on 17 February and at Joondalup Campus on 18 February. Food, drink and gift bags were also provided for International Women’s Day on 9 March. In addition, food, drink and activities were provided for Uni Mental Health Day at City Campus on 12 March, and food and drink were provided at the Equity Clubs mixer general meeting on 9 March.</p> <p>See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>Board games and friendship bracelet-making activities were provided at the Pride Party at City Campus on 17 February and at Joondalup Campus on 18 February. Self-care bags were also provided for women on International Women’s Day on 9 March, and craft activities were offered at Uni Mental Health Day at City Campus on 12 March. The Equity Department collaborated with the Guild Advisory Service Department at the Guild for the Uni Mental Health Day activities. Photos</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No additional Clubs were affiliated under the Equity Department in quarter 1. There are 4 Equity Clubs affiliated with the Guild in total. Equity clubs received \$1,800 in funding in quarter 1.</p>

The Equity Department held a meet and greet on March 9 for all equity club, student representatives and officers.

Affiliated Equity Clubs:

- ECU Wellbeing Community
- ECU Women's Community
- An-Nisa
- Chef in Progress

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)(o)]

No training courses provided.

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

The Vice President Social Responsibility attended multiple SAC hearings during quarter 4 and has represented students as a support person at general University meetings.

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

In collaboration with the Student Engagement and Transition team, we provided information during Semester 1 Orientation 2026 about the support services available to equity groups through ECU and the Guild. This initiative also created opportunities for networking and encouraged students to either establish a new club or revive the Queer Collective. As a result, a group of interested students came together and successfully established the Rainbow Connection Club.

Environmental Department

Responsible Officers
<ul style="list-style-type: none">• President• Vice President Social Responsibility• Environmental Officer
KPIs Met
<ul style="list-style-type: none">• 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 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
<p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>The Environmental Department organised the paint and plant event, which provided food to 60 students on Joondalup campus campus.</p> <p>See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>The Environmental Department organised the paint and plant event on 26th March. 60+ participants attended the event. All participants enjoyed the food and activities. Photos</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No Environmental Clubs were affiliated with the Guild in quarter 1. No Environmental Clubs are currently affiliated with the Guild.</p> <p>Flyers and information on starting a club or become a student representative have been provided to participants during the Paint and Plant event.</p> <p>See Data: KPI 3 - Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>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)(o)]</p>

No training courses provided.

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

VP Social Responsibility attended Vice-Chancellor's Student Advisory Forum (VCSAF) induction and first Vice-Chancellor's Student Advisory Forum (VCSAF). The Department raised the need to have Containers for Change on campus and a better focus on recycling across the University.

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

No activity.

First Nations Department

Responsible Officers
<ul style="list-style-type: none"> • President • Vice President Social Responsibility • First Nations Officer
KPI's Met
<i>None Met</i>
Overview of Department Activities in Quarter
<p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>No activity – First Nations Officer position vacant.</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>No activity – First Nations Officer position vacant.</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No First Nations Clubs are affiliated with the Guild.</p> <p>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)(o)]</p> <p>No activity – First Nations Officer position vacant.</p> <p>KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]</p> <p>No activity – First Nations Officer position vacant.</p> <p>KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]</p> <p>No activity – First Nations Officer position vacant.</p>

Social Department

Responsible Officers
<ul style="list-style-type: none">• President• Vice President Activities & South West• Social Officer
KPI's Met
<ul style="list-style-type: none">• 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 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)] No activity. 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)] One additional Club was affiliated under the Social Department in quarter 1. There are 15 Social Clubs affiliated with the Guild in total. Social clubs received a total of \$9,986 of funding in quarter 1. Clubs Affiliated in Q1: <ul style="list-style-type: none">• ECU Budo Club Affiliated Social Clubs: <ul style="list-style-type: none">• 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
- Formula 1 Club
- Club Diva
- Tone Deaf
- Ahlulbayte Humanity 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)(o)]

No training courses provided.

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

No activity.

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

No activity.

Sports Department

Responsible Officers
<ul style="list-style-type: none"> • President • Vice President Activities & South West • Sports Officer
KPI's Met
<i>None Met</i>
Overview of Department Activities in Quarter
<p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>No activity – Sports Officer position vacant.</p> <p>See Data: KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>No activity – Sports Officer position vacant.</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No Clubs were affiliated under the Sports Department in quarter 1. There were no Sports Clubs affiliated with the Guild in 2025.</p> <p><i>*Affiliation of formal/competitive sports has been handed over to ECU Sports. 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.</i></p> <p>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)(o)]</p> <p>No activity – Sports Officer position vacant.</p> <p>KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]</p> <p>No activity – Sports Officer position vacant.</p> <p>KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]</p> <p>No activity – Sports Officer position vacant.</p>

South West Department

Responsible Officers
<ul style="list-style-type: none">• President• Vice President Activities & South West• South West Officers
KPI's Met
<i>None Met</i>
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 activity – South West Officer position vacant.
KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)] No activity – South West Officer position vacant.
KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)] No South West Clubs are affiliated with the Guild.
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)(o)] No activity – South West Officer position vacant.
KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)] No activity – South West Officer position vacant.
KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)] No activity – South West Officer position vacant.

International Department

<p>Responsible Officers</p> <ul style="list-style-type: none"> • President • Vice President International • International Officer
<p>KPI's Met</p> <ul style="list-style-type: none"> • 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 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>Food, drinks and 100 red envelopes containing sweets and small gifts provided at Lunar New Year celebration, including a Chinese cultural performance – 6 March</p> <p>Food, drinks, chocolates and gift bags provided at Eid Festival in collaboration with Bangladesh Student Association, Pakistan Student Association and Islamic Society – 23 March</p> <p>Weekly Chill Out Sessions commenced from 25 March every Wednesday, providing snacks, drinks, games and gift card giveaways.</p> <p>See Data:</p> <p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>See KPI 1 above.</p> <p>See Data:</p> <p>KPI 2 - Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]</p> <p>No additional Clubs were affiliated under the International Department in quarter 1. There are 8 International Clubs affiliated with the Guild in total. International clubs received a total of \$3,947 of funding in quarter 1.</p>

Affiliated Clubs:

- Bangladesh Student Association (BSA)
- Sri Lankan Student Association (SLSA)
- Malayali Club
- Pakistani Student Association
- ECU Iranian Club
- Nippon Connect Society
- African Student Association
- ECU Bhutanese Student Association

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)(o)]

No training courses provided.

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

Attended SAC meetings and Vice- Chancellor's Student Advisory Forum (VCSAF) and presented on who and what the Guild is about.

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

No activity.

Clubs (General)

Responsible Officers	
<ul style="list-style-type: none"> • President • General Secretary • Vice President Academic • Vice President Social Responsibility • Vice President Activities & South West • Vice President International 	
KPI's Met	
<ul style="list-style-type: none"> • 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)]	
One additional Club was affiliated in quarter 1.	
	Q1
Number of Clubs Affiliated at end of previous year	40
Number of Tier One Affiliations Received	1
Number of Tier One Clubs Approved in Quarter	1
Number of Tier One Clubs Declined in Quarter	0
Number of Tier Two Affiliations Received	0
Number of Tier Two Clubs Approved in Quarter	0
Number of Tier Two Clubs Declined in Quarter	0
Number of Tier Three Affiliations Received	0
Number of Tier Three Clubs Approved in Quarter	0
Number of Tier Three Clubs Declined in Quarter	0
Number of Tier 4 (MOU) Affiliations Received	0
Number of Tier 4 (MOU) Clubs Approved in Quarter	0
Number of Tier 4 (MOU) Clubs Declined in Quarter	0
Total Affiliation Applications Received in Quarter	1
Total Number of Clubs Affiliated in Quarter	1
Total Number of Club Affiliations Declined in Quarter	0
Total Number of Clubs Disaffiliated in Quarter	0

Affiliated Clubs at Q1 2026:

- 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
- Nippon Connect Society
- Women in Engineering at ECU
- ECU Visual Arts Society
- Formula 1 Club
- African Student Association
- Club Diva
- ECU Bhutanese Student Association
- Tone Deaf
- Occupational Therapy @ ECU
- Alhulbatye Humanity Club
- ECU Space Club
- ECU Women in Business and Leadership
- Red Room
- Chef in Progress
- ECU Budo Club

	Number of Previous Affiliations	2026				Total Clubs
		Q1	Q2	Q3	Q4	
Number of Social Clubs	14	1				15
Number of Sports Clubs	0	0				0
Number of Equity Clubs	4	0				4
Number of Environmental Clubs	0	0				0
Number of First Nations Clubs	0	0				0
Number of International Clubs	8	0				8
Number of Undergraduate Clubs	14	0				14

Number of Postgraduate Clubs	0	0	0	0	0	0
Number of South West Clubs	0	0	0	0	0	0

Affiliated Clubs have received \$26,273 of funding in quarter 1. 5 Clubs have received grants above the threshold of \$1000:

- Chef in Progress - received \$200 above the Grant threshold - Secretariat approved this additional funding to support the society’s workshops by funding essential materials required to successfully deliver the event and enhance member engagement.
- ECU Space Club – received \$265.50 above the Grant threshold – Secretariat approved this additional funding to support club promotion, improve club presence at events, and provide members with a consistent identity through branded materials.
- ECU Robotics – received \$1247 above the Grant threshold – Secretariat approved this additional funding to provide students with equipment to support project work, develop engineering skills relevant to their studies, and encourage collaboration and social engagement within the maker space.
- ACMO – received \$82 above the Grant threshold – Secretariat approved this additional funding to support student engagement initiatives, including a movie night aimed at strengthening connections between students and fundraising activities through a sausage sizzle.
- ECU Islamic Society – received \$5,238.60 above the Grant threshold – Secretariat approved this additional funding to support the Society’s free community iftar program by providing resources needed, while promoting student wellbeing, inclusivity, and community connection.

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

Total Value of Funding Provided to:	Q1		Q2		Q3		Q4	
	Total Funding (inclusive of any additional funding approved)	Total Additional Funds (Outside of Policy)	Total Funding (inclusive of any additional funding approved)	Total Additional Funds (Outside of Policy)	Total Funding (inclusive of any additional funding approved)	Total Additional Funds (Outside of Policy)	Total Funding (inclusive of any additional funding approved)	Total Additional Funds (Outside of Policy)
Social Clubs	\$ 9,985.92	\$ 5,238.60						
Sports Clubs	\$ -	\$ -						
Equity Clubs	\$ 1,800.00	\$ 200.00						
Environmental Clubs	\$ -	\$ -						
First Nations Clubs	\$ -	\$ -						
International Clubs	\$ 3,946.76	\$ -						

Undergraduate Clubs	\$ 10,540.71	\$ 1,594.50						
Postgraduate Clubs	\$ -	\$ -						
South West Clubs	\$ -	\$ -						
Total Quarterly Funding	\$ 26,273.39	\$ 7,033.10						

Annual Comparison of Funding

	2022	2023	2024	2025	2026
Number of Affiliated Clubs (to date)	56	39	41	40	41
Total Funding	\$ 46,524.18	\$ 35,634.85	\$ 40,851.09	\$ 51,125.87	\$ 26,273.39

Club Quarterly Reports

During Quarter 1, club reporting data was received from a subset of affiliated clubs, providing insight into membership size, composition, and overall engagement across departments. While reporting compliance remains inconsistent, the data submitted highlights strong participation levels and a high proportion of ECU student involvement within active clubs.

Of the clubs that submitted membership data, several demonstrated particularly strong engagement. *Global Young Adults Connected* reported the largest membership base with 1,265 total members, of which 1,220 (96%) are ECU students. Similarly, *ECU Well-Being Community* reported 260 members, all of whom are ECU students (100%), indicating strong alignment with Guild objectives and effective targeting of the student cohort.

Across Undergraduate-affiliated clubs, strong participation was also evident. The *Intelligence and Security Students Association (ISSA)* reported 220 members, with 73% identified as ECU students. Other clubs, including *ECU Aviators* (174 members, 98% ECU students), *Women in Engineering at ECU* (54 members, 100%), *Arts & Cultural Management Association (ACMO)* (26 members, 100%), *Nursing and Midwifery Union* (7 members, 100%), and *Red Room* (67 members, 100%), all demonstrated strong representation of ECU students within their membership base.

Social and Equity-affiliated clubs also reported high levels of student engagement. The *ECU Islamic Society* reported 70 members, all of whom are ECU students (100%), reflecting strong campus integration. Likewise, Equity-driven engagement remains high, particularly in clubs focused on wellbeing and inclusion.

Overall, where data was provided, the proportion of ECU student membership is consistently high, generally ranging between 96% and 100%, with only a small number of exceptions. This demonstrates that Guild-affiliated clubs continue to effectively serve the ECU student population and remain aligned with SSAF funding requirements.

However, it should be noted that a significant number of clubs did not submit membership reports for the quarter. This ongoing gap in reporting limits the Guild's ability to fully assess engagement levels, track growth trends, and ensure compliance with affiliation requirements. Strengthening reporting compliance, including

clearer timelines, improved digital submission processes, and stronger enforcement mechanisms, will be a priority moving forward.

See **Table 17 - Club quarterly reports.**

General Club Support

The Guild provided ongoing events, marketing, and operational support to affiliated student clubs across all campuses, strengthening engagement, visibility, and participation throughout the year. Club engagement was supported through key activation events including Guild Fair in Joondalup and Meet the Guild in the City, where around 20 clubs were assisted with stalls, promotion, and opportunities to connect directly with new students.

Support was also provided through event coordination, room bookings, equipment provision, and general logistics, helping clubs deliver a wide range of academic, cultural, social, and special interest activities across the semester. This included supporting clubs in navigating new campus spaces and updated procedures, particularly in relation to event delivery at the City Campus following changes to facilities and booking processes. Following club training sessions, there was a noticeable increase in club-led events and initiatives.

Marketing support was delivered through promotion of club events across Guild communication channels, increasing awareness, attendance, and engagement, as well as assisting clubs to build stronger visibility within the student community.

Active clubs supported at Joondalup Campus included Global Young Adults, Nippon, Tone Deaf, CASSA, Bangladesh Student Association, Robotics, Christian Union, Tabletop Guild, and Gospel Stand.

Active clubs supported at City Campus included WIBLA, ACOMO, Nippon, Tone Deaf, Tabletop Guild, Global Uni, and other social, academic, and cultural groups, with particular emphasis on supporting clubs to navigate new spaces and procedures while establishing their presence on campus.

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 (General Guild Activities)

<p>Responsible Officers</p> <ul style="list-style-type: none"> • Operations Manager • Events & Marketing Officer • Activities & Logistics Officer
<p>KPI's Met</p> <ul style="list-style-type: none"> • 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)(o)] • KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>Orientation activities were a major focus in Q1, with free food initiatives used to welcome students and encourage engagement across campuses. Across multiple Orientation events, the Guild delivered BBQs and food activations, including a large-scale free BBQ at Guild Fair catering for approximately 600 students. A BBQ was also held at the SW Campus to engage students studying in the region.</p> <p>The revised lunchtime format for 20 Talk, which included free pizza, resulted in increased attendance compared with previous years, with the catering proving popular amongst attendees. Q1 also saw the launch of “Nom!” — an interactive cooking workshop delivered in partnership with Foodbank. The initiative allowed students to prepare and enjoy meals while learning practical cooking skills and how to eat healthily on a budget. Due to positive feedback and participation, the program will continue once per semester throughout the year.</p> <p>Cultural food experiences were incorporated through the Eid Festival, which showcased international flavours and food traditions.</p> <p>Finally, the opening of ECU City Campus generated strong interest from surrounding businesses, with the Guild receiving a large number of food and beverage discount offers aimed at students, particularly within the City Campus precinct.</p> <p>See Data:</p>

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 delivered a broad range of social, cultural, recreational, and engagement activities throughout Q1 across multiple campuses, supporting student connection and participation. Orientation activities formed a significant part of the quarter, with the Guild supporting and attending faculty-based Orientation events including Arts & Humanities, Education, Health Sciences, Nursing & Midwifery, Engineering, and Science. Additional welcome initiatives included the Tokyo City University Welcome BBQ, Postgraduate Welcome, Meet the Guild activations, and Guild Fairs at both Joondalup and South West campuses.

A variety of social and educational events were also delivered throughout the quarter, including multiple 20Talk sessions, a series of Financial Workshop, Lunar New Year celebrations, International Women's Day activities, the Nom Cooking Session in partnership with Foodbank, the Eid Festival, Paint & Plant, and a First Aid Course.

These activities appealed to a broad range of students and reflected the diversity of the student body across campuses. Events were promoted through the Guild website, social media, and newsletters, with the Guild website updated regularly throughout the quarter to maintain awareness and encourage participation.

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)]

The Guild provided ongoing events, marketing, and operational support to affiliated student clubs across all campuses, strengthening engagement, visibility, and participation throughout the year. Club engagement was supported through key activation events including Guild Fair in Joondalup and Meet the Guild in the City, where around 20 clubs were assisted with stalls, promotion, and opportunities to connect directly with new students.

Support was also provided through event coordination, room bookings, equipment provision, and general logistics, helping clubs deliver a wide range of academic, cultural, social, and special interest activities across the semester. This included supporting clubs in navigating new campus spaces and updated procedures, particularly in relation to event delivery at the City Campus following changes to facilities and booking processes. Following club training sessions, there was a noticeable increase in club-led events and initiatives.

Marketing support was delivered through promotion of club events across Guild communication channels, increasing awareness, attendance, and engagement, as well as assisting clubs to build stronger visibility within the student community.

Active clubs supported at Joondalup Campus included Global Young Adults, Nippon, Tone Deaf, CASSA, Bangladesh Student Association, Robotics, Christian Union, Tabletop Guild, and Gospel Stand.

Active clubs supported at City Campus included WIBLA, ACOMO, Nippon, Tone Deaf, Tabletop Guild, Global Uni, and other social, academic, and cultural groups, with particular emphasis on supporting clubs to navigate new spaces and procedures while establishing their presence on campus

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 maintained regular and timely communication with students across all campuses through a range of print, digital, and online platforms, ensuring information was accessible and reflective of the diverse student body.

A Student Diary was produced and distributed to support enrolling students with key academic, wellbeing, and Guild information at the start of semester. A new publication, City Campus Uncovered, was also developed to support the opening of the City Campus, providing information on life outside the classroom including Guild partner discounts, student nights, clubs, and opportunities within the city. A printed media piece in the form of a term planner was also produced by the Dircksey editor to support student organisation and planning.

Regular Guild newsletters were distributed featuring external advertising, student events, services, opportunities, and discounts, supporting ongoing engagement with the student community.

The Guild website was regularly updated with news, events, and service information, including the addition of the City Campus location. The clubs website was also updated to reflect new affiliations and ensure accurate information was available.

Where possible, student-generated content continued to be incorporated across communications, ensuring content reflected the breadth and diversity of the ECU student experience.

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)(o)]

During the reporting period, the Guild delivered First Aid training sessions, providing students with valuable, real-world emergency response skills in a structured and accessible format. These sessions were designed to be inclusive and open to a diverse range of students across all campuses.

See **Table 26 - Training/Course summary**

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

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

In week 1 Guild facilitated Guild Fairs at all 3 Campuses JO + ML + SW 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

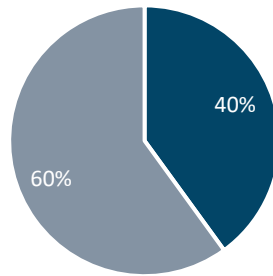
- 6.1 – Student Diary
Available upon request

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

Guild Advisory Service

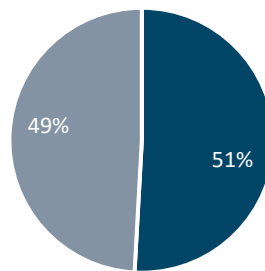
Responsible Officers															
<ul style="list-style-type: none"> • Operations Manager • Guild Advisory Service Coordinator • Guild Advisory Officers 															
KPI's Met															
<ul style="list-style-type: none"> • KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)] • 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)] 															
Overview of Department Activities in Quarter															
<p>KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]</p> <p>In Quarter 1, the Guild Advisory Service team maintained an overall staffing level of three, with the commencement of a new Guild Advisory Officer (GAO) and the resignation of the Advisory Service Coordinator. Services commenced at the new City Campus.</p> <p>Despite this staff instability, the number of students supported under KPI 4 was 10% higher than for the same period in 2025.</p> <p>Students were referred to appropriate internal and external supports, including ECU Psychological Counselling, the ECU Crisis Line, The Living Room (TLR), and relevant community services. Warm handovers were facilitated wherever possible to ensure continuity of care and improved student outcomes.</p> <div style="text-align: center; margin-top: 20px;"> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>KPI 4 - Total Health & Welfare Appointments & Students Supported</caption> <thead> <tr> <th>Quarter</th> <th>Total Appointments</th> <th>Total Students Supported</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>24</td> <td>40</td> </tr> <tr> <td>Q2</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q3</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q4</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div>	Quarter	Total Appointments	Total Students Supported	Q1	24	40	Q2	0	0	Q3	0	0	Q4	0	0
Quarter	Total Appointments	Total Students Supported													
Q1	24	40													
Q2	0	0													
Q3	0	0													
Q4	0	0													

Health & Welfare Appointments
Domestic vs International
Q1



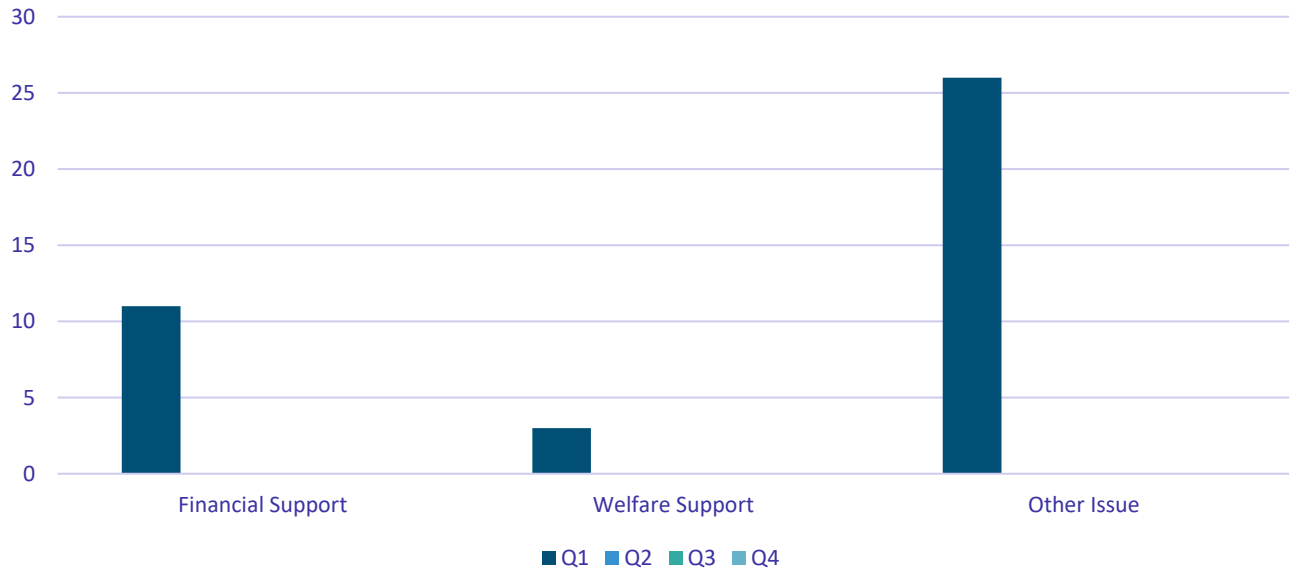
■ Domestic Students ■ International Students

Health & Welfare Appointments
Undergraduate vs Postgraduate
Q1

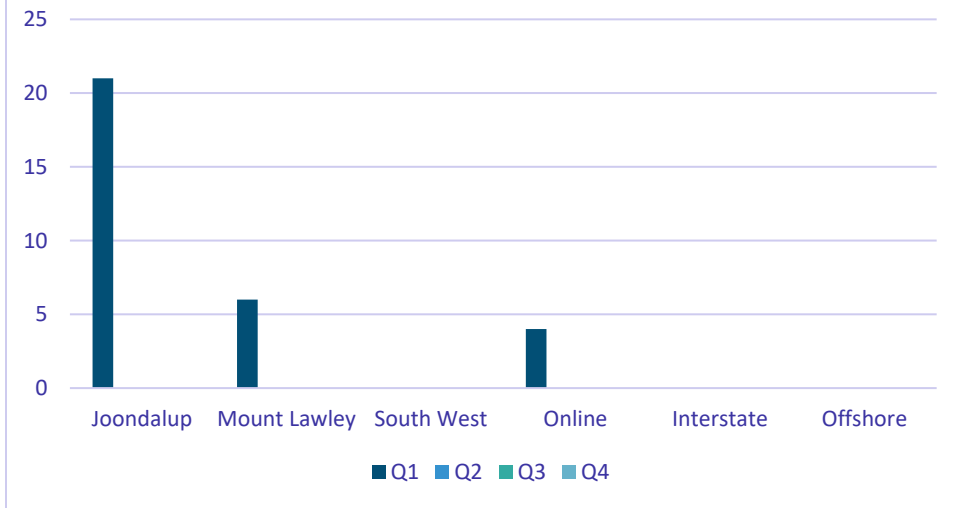


■ Undergraduate Students ■ Postgraduate Students

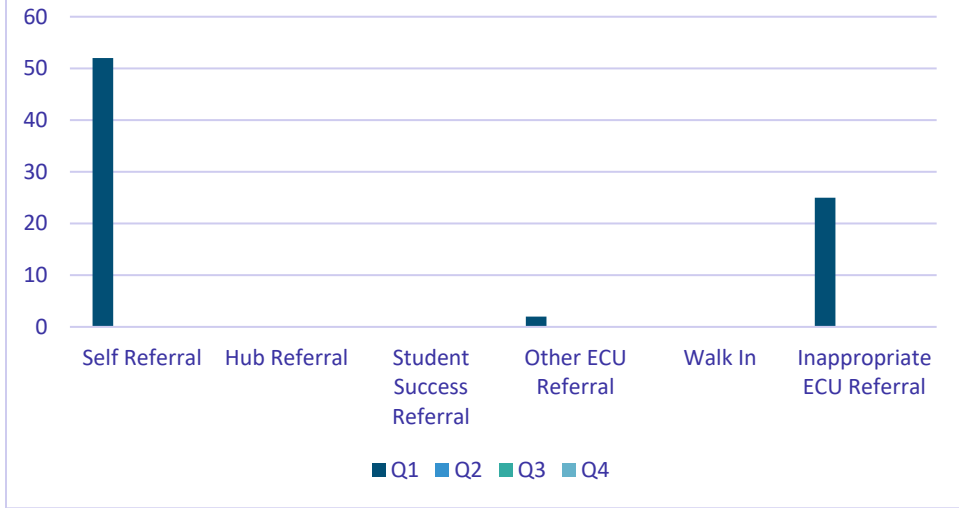
KPI 4 - Nature of Assistance Required



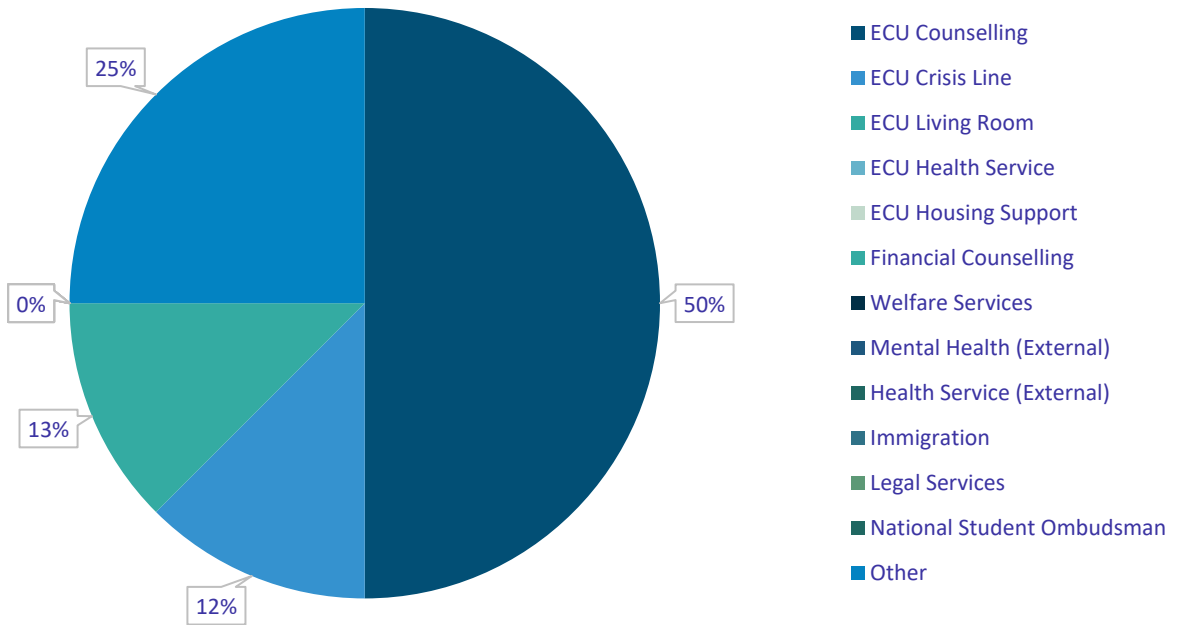
KPI 4 - Health & Welfare, Campus of Study

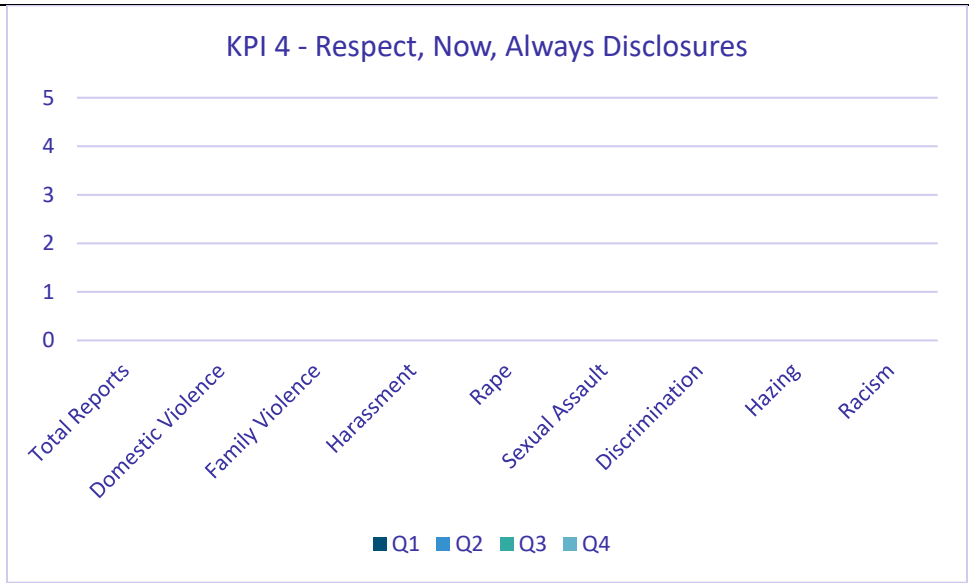


KPI 4 - Health & Welfare Incoming Referrals



KPI 4 - External Referrals Q1





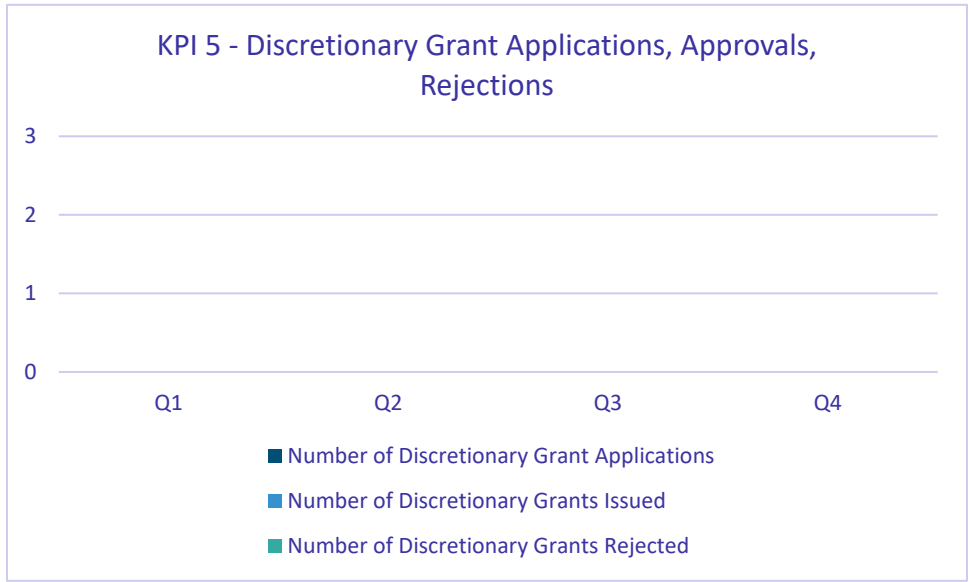
See **Table 21 - Students accessing health & welfare support**

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

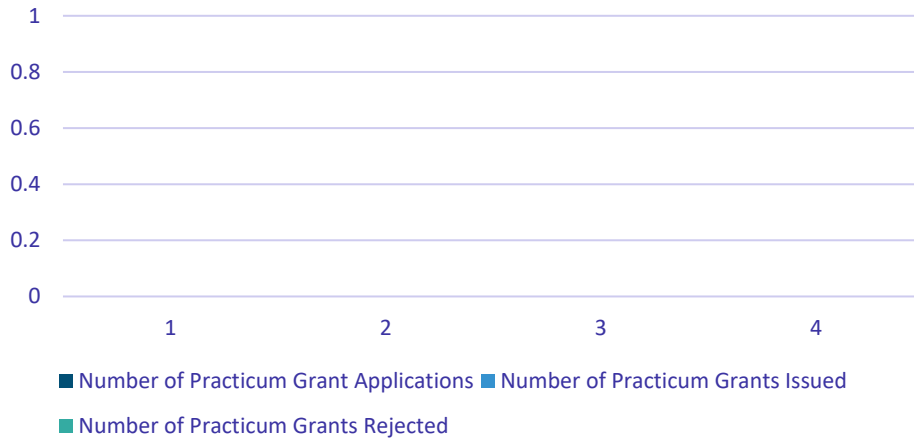
The Guild provided financial support to students this quarter in the form of:

- 18 x Grocery/fuel vouchers - total \$1,300
- 3 x Foodbank referrals with a total indicative value of \$1,560.

Total value of support provided this quarter: \$2,860. This is lower than for the same period in 2025, reflecting the prevalence of students presenting for assistance with Academic matters.

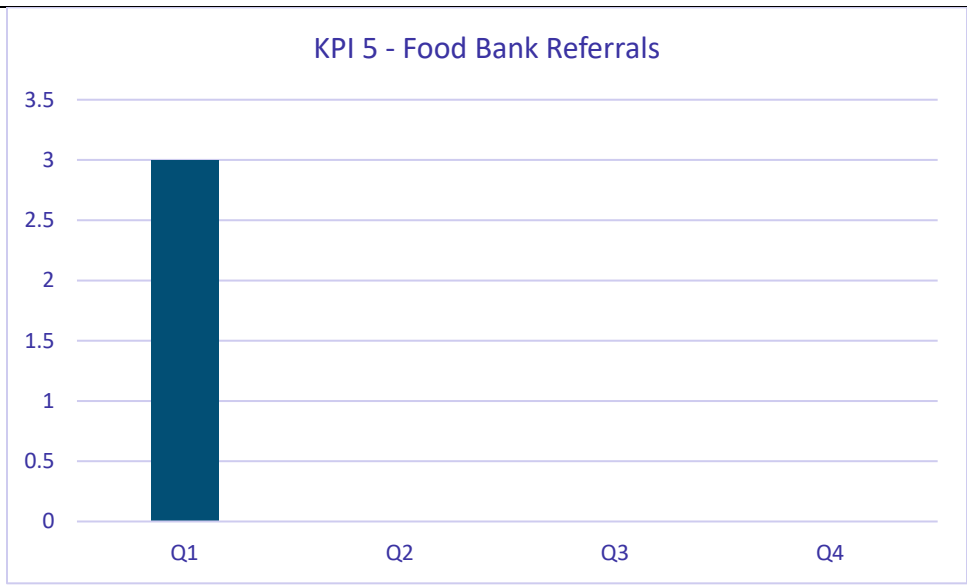


KPI 5 - Practicum Grant Applications, Approvals, Rejections



KPI 5 - Smart Rider & Grocery Vouchers issued





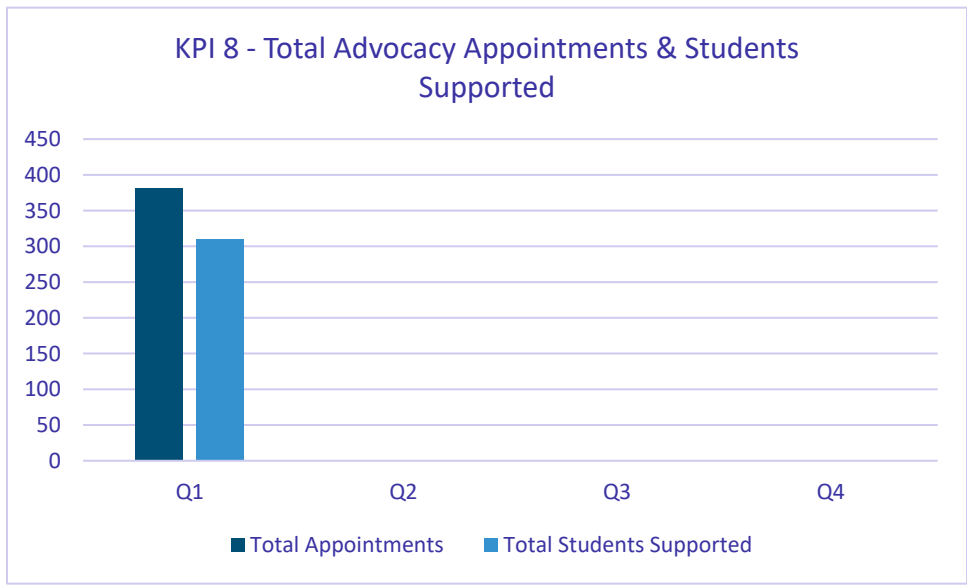
See **Table 22 - Grants and vouchers issued**

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

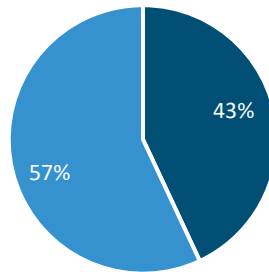
Total appointments for Quarter 1 2026 were 381, compared to 272 for the same period in 2025: a 40% increase. Academic misconduct appointments were markedly fewer than for Q4 2025.

The Guild Advisory Service conducted 96 appointments with students navigating the SAC process. 98 appointments related to Withdrawal without Penalty.

See **Table 29 - Advocacy provided to students**

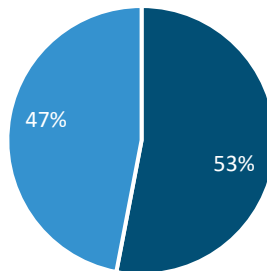


KPI 8 - Advocacy Appointments
Domestic vs International Students
Q1

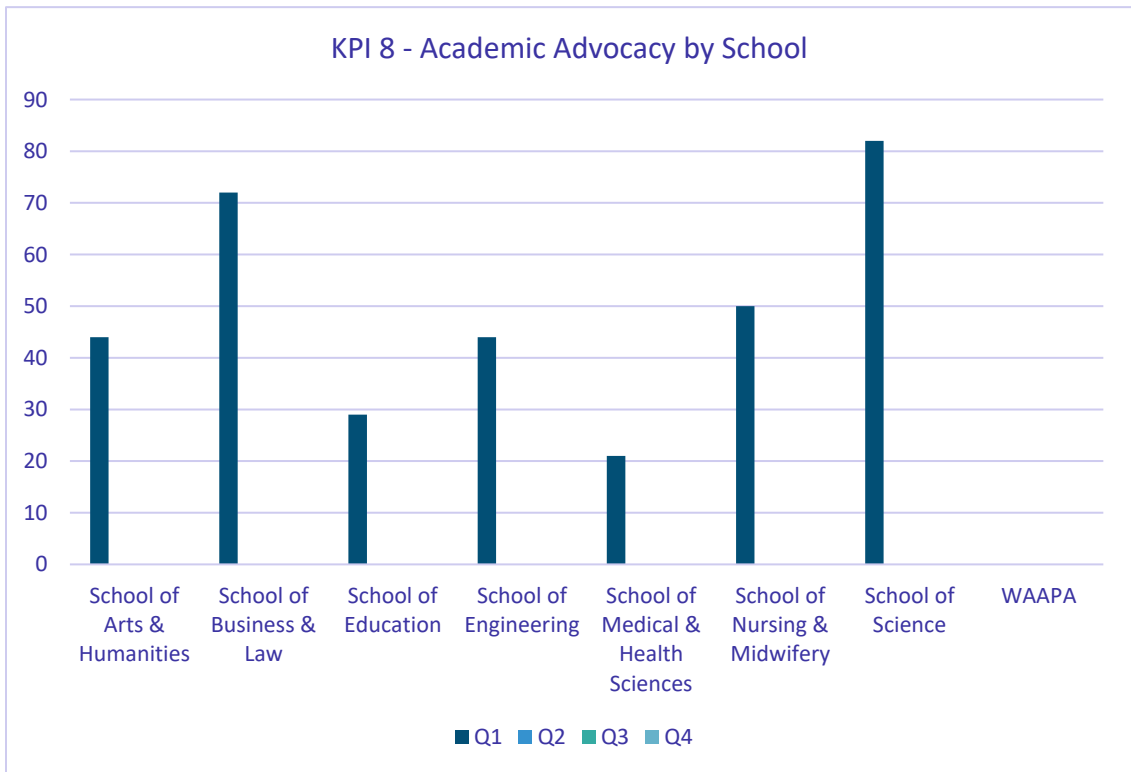
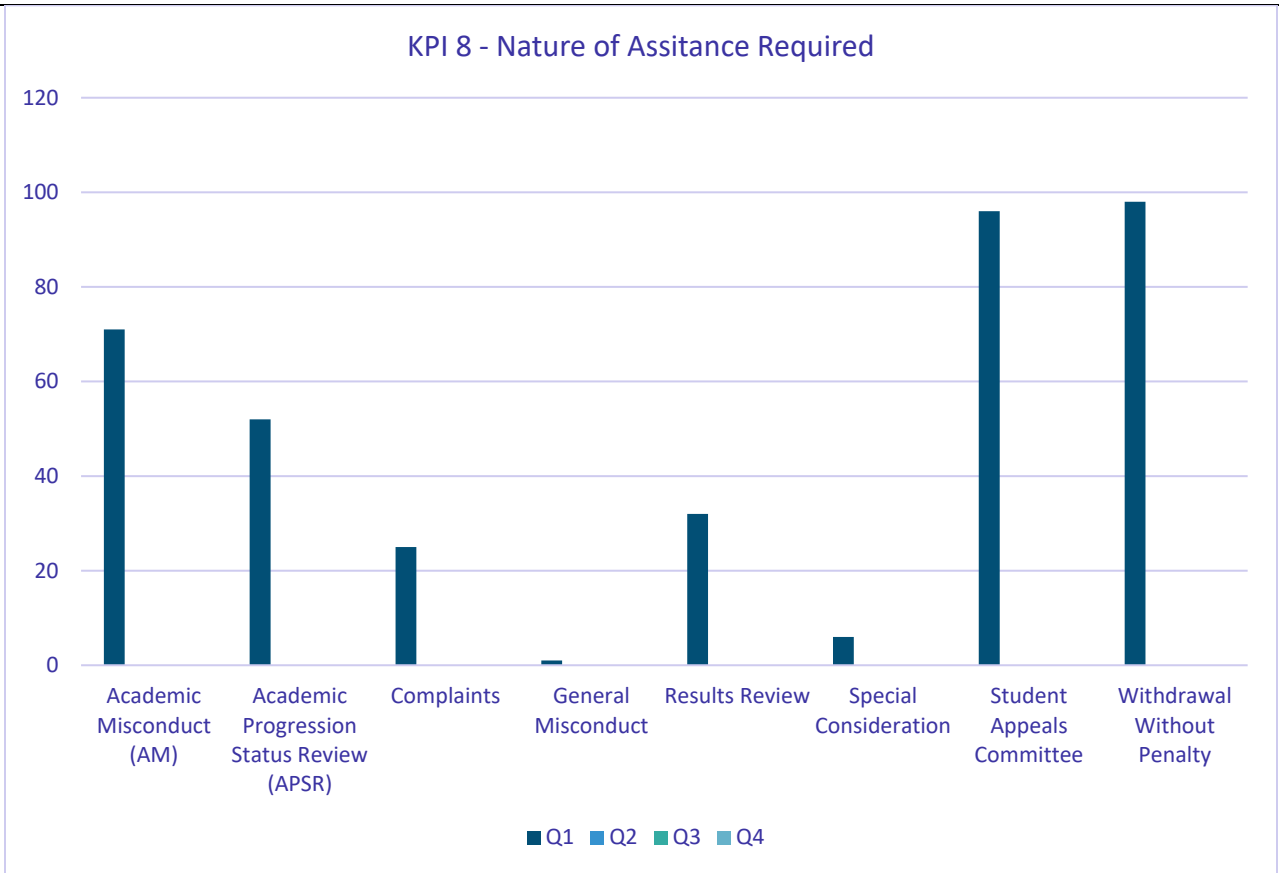


■ Domestic Student ■ International Student

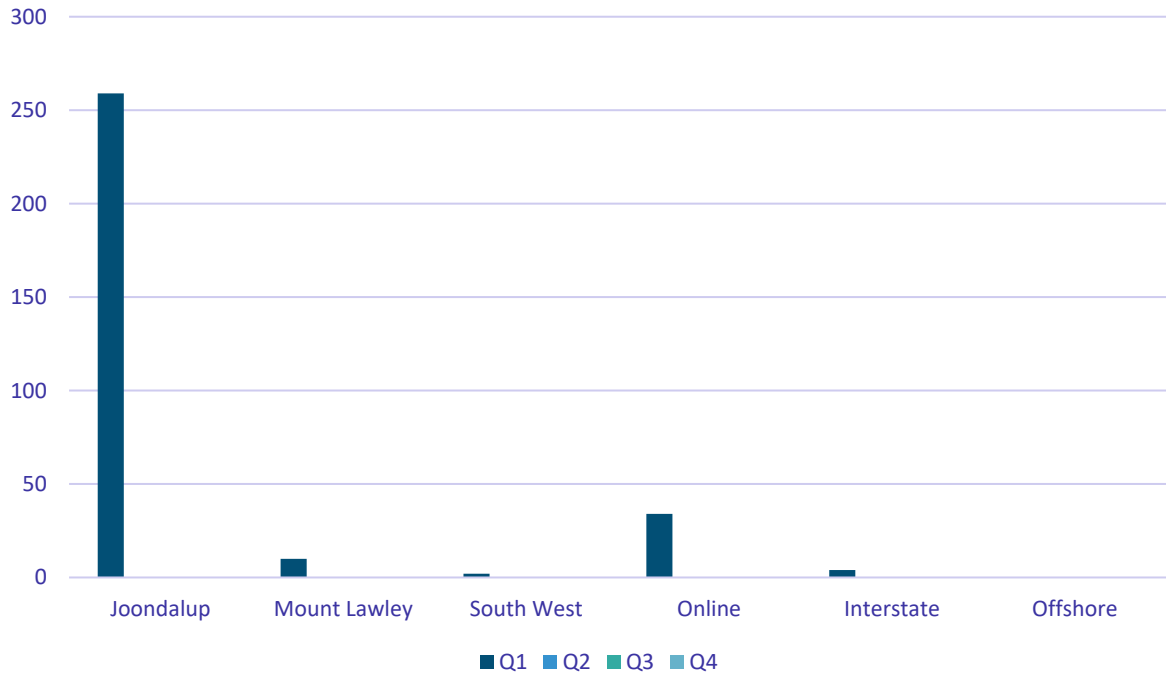
KPI 8 - Advocacy Appointments
Undergraduate vs Postgraduate Students
Q1



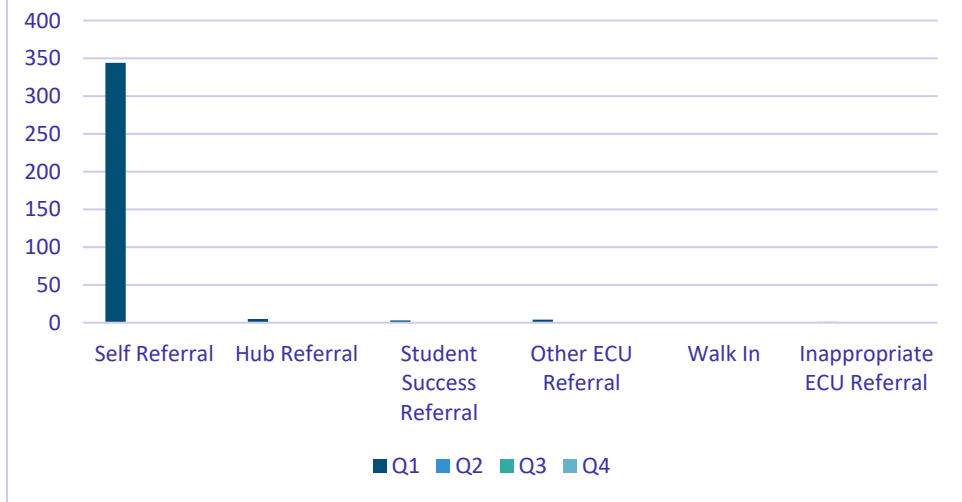
■ Undergraduate Students ■ Postgraduate Students

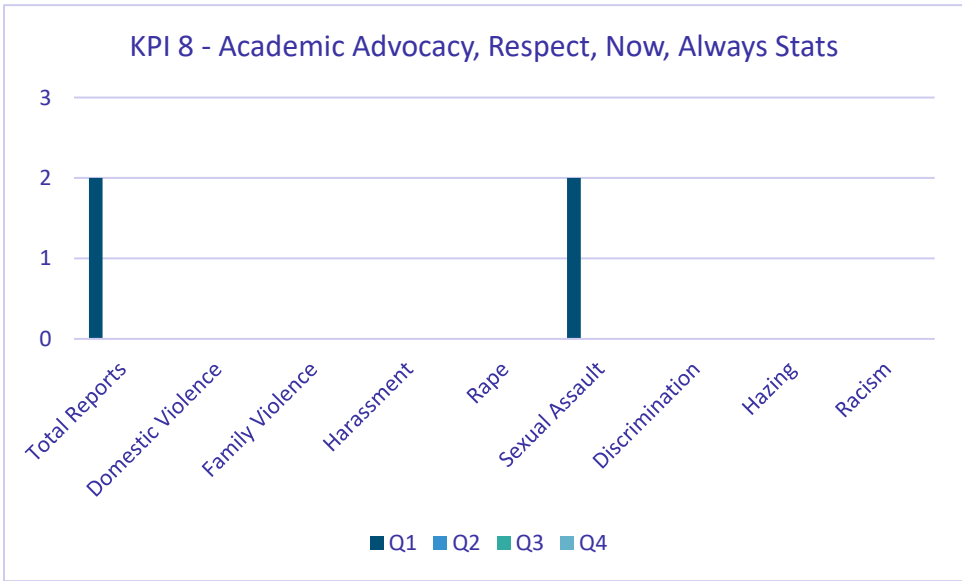
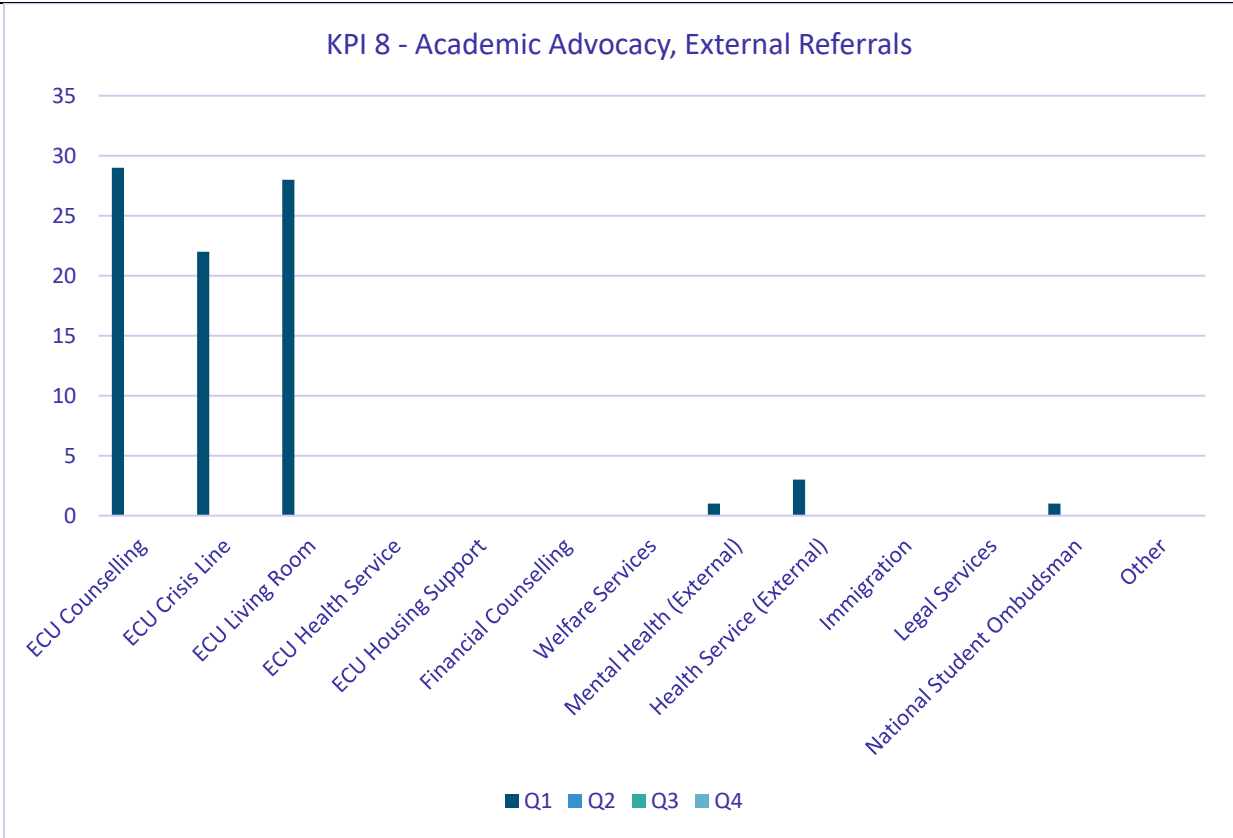


KPI 8 - Academic Advocacy, Campus of Study



KPI 8 - Academic Advocacy, Incoming Referrals





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

Guild Advisory Service Staff were present at the Guild Fair event to provide information to students around services available.

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)

<p>Responsible Officers</p> <ul style="list-style-type: none"> • Operations Manager • Financial Controller • Finance & Administration Officer • Operational Support Administrator
<p>KPI's Met</p> <ul style="list-style-type: none"> • 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
<p>Overview of Department Activities in Quarter</p> <p>KPI 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]</p> <p>The Guild provides a full student kitchen at Joondalup campus at the office Building 34.215, along with a satellite set up at B9.209 in the staff room and in the Equity space at Building 6. On the City campus a full kitchen at level 4, 1N.401. In Bunbury we facilitate and stock the student lounge on campus B7.105.</p> <p>The Joondalup kitchen in particular is at capacity and additional space is needed to continue to support students appropriately and without risk. In Q1, 4,192 students used the Joondalup kitchen services, with 3,214 of them in March alone.</p> <p>See Table 3 - Kitchen Supplies</p> <p>KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)]</p> <p>The Finance & Admin team supports the GAO service and issues essential vouchers and Transperth top-ups to those students approved by a GAO. In addition, supporting students in emergency need of food supplies. These services have been well utilised by students in Q1.</p> <p>Due to ongoing stock management challenges and consistently low sales over recent years, the Guild has made the decision to discontinue the second-hand bookshop. This change addresses practical issues associated with the storage and management of unsold stock, as well as reducing wastage resulting from outdated or unsellable materials. The decline in demand reflects a broader shift in student behaviour, with an increasing preference for digital learning resources over physical textbooks. As a result, the continuation of a physical second-hand bookshop is no longer aligned with current student needs or operational efficiency priorities.</p> <p>See Table 23.</p>

KPI 10 – Administration

Election data available in Q4 2026.

Training & Development

There are a number of outstanding training requirements across Q1. These are being followed up with relevant personnel to ensure completion, particularly those with outstanding Governance and Guild Onboarding training for new Senators. See Appendix A.

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

Financial Reporting

The 2025 financial statements have been prepared and signed off by the Guild's auditors (unqualified opinion).

The financial statements will be presented to the Guild's members at the AGM in April 2026.

The Guild budget for FY2026 has been uploaded to the Guild Website.

See **Table 36 - Financial report overview**

Policy Framework

Two Continuous Improvement and Development Committee meeting were held in quarter 1.

Policy updates recommended to Senate were as follows:

- Environmental Department Policy
- Equity Department Policy
- Food Safe Policy
- Police Check Policy
- Smoke-Free Workplace Policy
- Student Financial Support Policy
- Club Finance Policy
- Guild Advisory Service User Policy
- Accounting Policy

The Continuous Improvement and Development Committee also reviewed the Guild's Strategic Risk Register.

See Appendix C.

Honoraria

A total of \$49,287 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 3 Senate meetings were held in quarter 1. The majority of Senators attended all Senate meetings conducted, however, there was a significant number of vacancies in Senate positions in quarter 1.

See **Table 32 - Attendance at Senate meetings**

A total of 5 Secretariat meetings were held in quarter 1. The majority of Secretariat Members attended all meetings of the Secretariat.

See **Table 33 - Attendance at Secretariat meetings**

Two CIDC meetings took place in Q1 with all of the 4 members present.

See **Table 34 - Attendance at Continuous Improvement and Development Committee meetings**

Resignations

5 Senators resigned in Q1.

See **Table 35 - Resignations**

KPI 11 – Planning, reporting and handover

Quarter 3 Survey

To be conducted in Q3 2026.

Senate Handover and Briefing

Due the number of resignations in Q1, a number of new Senators have been co-opted. All new Senators receive an induction covering areas of Governance, Finance, WHS, Risk Management, including an introduction to the various Guild Operational Departments.

Supporting Documents/Evidence

- 10.2 - Record of training provided and attendance by Senate members
See Appendix A
- 10.3 - Record of training provided and attendance by staff members
See Appendix B
- 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 C.

- Environmental Department Policy
- Equity Department Policy
- Food Safe Policy
- Police Check Policy
- Smoke-Free Workplace Policy
- Student Financial Support Policy
- Club Finance Policy
- Guild Advisory Service User Policy
- Accounting Policy

- 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
Not Met – Senate minutes for Q2/Q3 & Q4 2025 and Q1 2026 publication are delayed due to a vacancy in the General Secretary position.
<https://ecuguild.org.au/senate/minutes/>

That Dircksey Magazine

Responsible Officers
<ul style="list-style-type: none">• Operations Manager• Dircksey Editor• Dircksey Sub Editors
KPI's Met
<ul style="list-style-type: none">• 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
<p>KPI 6 - Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]</p> <p>Dircksey editor led the early planning and editorial development of the Semester 1 2026 media piece, which was a student calendar, as well as the 1st issue of Dircksey Magazine, including contributor outreach, creative direction development, coordination of student submissions and external advertisements, before putting together the final design.</p> <p>Successfully supported student engagement initiatives through the Dircksey Masquerade Ball, which increased awareness and participation surrounding the publication. During this period, Dircksey's Instagram presence experienced significant growth, achieving over 15,000 views (a 420% increase) and gaining 299 new followers (a 34.7% increase), improving the magazine's visibility and student engagement across digital platforms.</p>
Supporting Documents/Evidence
<ul style="list-style-type: none">• 6.2 – Dircksey Magazine - https://dircksey.com/• Masquerade ball highlights

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:

- 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.

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	Ticketed event	Tickets Available	Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Guild Operations	Tokyo City University Welcome BBQ	06-Feb-26	Joondalup	110	Supported University Event (On-Charged)	\$ 193.30	No			\$ 898.00	\$ 193.30
Guild Operations	Orientation - Arts & Humanities	11-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	Orientation - Education	12-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	20Talk	12-Feb-26	Joondalup	8	Guild	\$ 140.00	Yes	20	8	\$ -	\$ 140.00
Guild Operations	Orientation - Health Sciences	13-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	20Talk	13-Feb-26	Joondalup	2	Guild	\$ 140.00	Yes	20	6	\$ -	\$ 140.00
Guild Operations	Orientation - Nursing & Midwifery	16-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	20Talk	16-Feb-26	Joondalup	5	Guild	\$ 140.00	Yes	20	9	\$ -	\$ 140.00

Guild Operations	Financial Workshops	16-Feb-26	Joondalup	15	Guild	\$ -	Yes	20	20	\$ -	\$ -
Postgraduate Department	Postgraduate Welcome	16-Feb-26	Joondalup	40	Guild	\$ 445.06	Yes	100	70	\$ -	\$ 548.24
Guild Operations	Orientation - Nursing & Midwifery	17-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	Orientation - Engineering	17-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	Orientation - Science	18-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	Oreintation - Nursing & Midwifery	20-Feb-26	Joondalup		Supported University Event (On-Charged)		No				
Guild Operations	Meet the Guild	24-Feb-26	City Campus	250	Guild	\$ 915.00	No			\$ -	\$ 1,706.59
Guild Operations	JO Guild Fair	26-Feb-26	Joondalup	2000	Guild	\$ 484.85	No			\$ -	\$ 7,500.35
Equity Department	International Women's Day	09-Mar-26	Joondalup	150	Guild	\$ 77.77	No			\$ -	\$ 903.66
Guild Operations	Nom Cooking Session	11-Mar-26	Joondalup	15	Guild	\$ -	Yes	15	15	\$ -	\$ 1,353.69
International Department	EID Festival	23-Mar-26	Joondalup	200	Guild	\$ 6,638.89	No			\$ -	\$ 7,838.99
Equity Department	Paint & Plant	26-Mar-26	Joondalup	30	Guild	\$ 359.45	No			\$ -	\$ 359.45
Undergraduate Department	First Aid Course	27-Mar-26	Joondalup	19	Guild	\$ -	Yes	19	19	\$ 695.45	\$ 1,470.45
Postgraduate Department	Scitech Tour & Planetarium	04-Feb-26	OffSite	22	Guild	\$ 413.88	Yes	30	22	\$ 200.00	\$ 413.88
Guild Operations	SouthWest Guild Fair	04-Mar-26	Bunbury	150	Guild	\$ 599.50	No				\$ 599.50
International Department	Lunar New Year	06-Mar-26	Joondalup	150	Guild	\$ -	No				\$ 1,121.25

International Department	Weekly Chill Out Sessions	23-Mar-26	Joondalup	15	Guild	\$ 90.37	No			\$ -	\$ 200.37
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Note: Total Attendees is the actual number of attendees at the event and so may differ from Ticket sales.

Table 2 - Student Feedback Regarding Food Provided at Events

Department	Event Name	Date	Campus	Total Attendees	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
Guild Operations	Tokyo City University Welcome BBQ	06-Feb-26	Joondalup	110					
Guild Operations	Orientation - Arts & Humanities	11-Feb-26	Joondalup						
Guild Operations	Orientation - Education	12-Feb-26	Joondalup						
Guild Operations	20Talk	12-Feb-26	Joondalup	8					
Guild Operations	Orientation - Health Sciences	13-Feb-26	Joondalup						
Guild Operations	20Talk	13-Feb-26	Joondalup	2					
Guild Operations	Orientation - Nursing & Midwifery	16-Feb-26	Joondalup						
Guild Operations	20Talk	16-Feb-26	Joondalup	5				1	1
Guild Operations	Financial Workshops	16-Feb-26	Joondalup	15				2	1
Postgraduate Department	Postgraduate Welcome	16-Feb-26	Joondalup	40				2	3
Guild Operations	Orientation - Nursing & Midwifery	17-Feb-26	Joondalup						
Guild Operations	Orientation - Engineering	17-Feb-26	Joondalup						
Guild Operations	Orientation - Science	18-Feb-26	Joondalup						
Guild Operations	Oreintation - Nursing & Midwifery	20-Feb-26	Joondalup						
Guild Operations	Meet the Guild	24-Feb-26	City Campus	250					
Guild Operations	JO Guild Fair	26-Feb-26	Joondalup	2000					
Equity Department	International Women's Day	09-Mar-26	Joondalup	150					
Guild Operations	Nom Cooking Session	11-Mar-26	Joondalup	15					
International Department	EID Festival	23-Mar-26	Joondalup	200					
Equity Department	Paint & Plant	26-Mar-26	Joondalup	30					1
Undergraduate Department	First Aid Course	27-Mar-26	Joondalup	19					2
Postgraduate Department	Scitech Tour & Planetarium	04-Feb-26	OffSite	22					

Guild Operations	SouthWest Guild Fair	04-Mar-26	Bunbury	150				
International Department	Lunar New Year	06-Mar-26	Joondalup	150		1		
International Department	Weekly Chill Out Sessions	23-Mar-26	Joondalup	15				

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

Table 3 - Kitchen Supplies

	Campus	Value of Food/Drink Supplied
Q1	Joondalup	\$ 3,636.00
	City Campus	\$ 3,737.00
	South West	\$ 965.00
Q2	Joondalup	
	City Campus	
	South West	
Q3	Joondalup	
	City Campus	
	South West	
Q4	Joondalup	
	City Campus	
	South West	

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:

- 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 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.

2.1 - Social Media Metrics

Table 4 - Facebook Page Metrics

	Quarter	Views	Reach	Interactions
General Page Metrics	Q1	196,846	16,022	915
	Q2			
	Q3			
	Q4			

Table 5 - Facebook Post Metrics

	Quarter	Views	Reach	Interactions
Post Metrics (Average Reach)	Q1	972	570	53
	Q2			
	Q3			
	Q4			

Table 6 - Instagram Page Metrics

	Quarter	Views	Reach	Interactions
General Page Metrics	Q1	333,664	10,537	4744
	Q2			
	Q3			
	Q4			

Table 7 - Instagram Post Metrics

	Quarter	Views	Reach	Interactions
Post Metrics (Average Reach)	Q1	4295	1702	72
	Q2			
	Q3			
	Q4			

Table 8 - Guild Website Metrics

	Quarter	Active Users	New Users	Average Engagement (seconds)
General Page Metrics	Q1	12027	11626	52s
	Q2			
	Q3			
	Q4			

Table 9 - Guild Newsletter Metrics

Target Audience	Date Issued	Number of Recipients	Open Rate	Engagement/ Click Throughs
All Guild members	28-01-2026	13973	33.17%	3.81%
New subscribers	2-04-2026	6120	38.37	12.53
All Guild members	11-02-2026	17242	42.72	6.28
Graphic, marketing & events students	18-02-2026	4589	40.81	1.94
Club committees	19-02-2026	37	78.38	29.73
All Guild members	25-02-2026	17230	38.02	4.41
All Guild members	11-03-2026	19629	34.69	3.37
Club committees	19-03-2026	35	85.71	5.71
All Guild members	25-03-2026	19614	33.48	2.69

2.2 & 2.3 - Guild Events – General

Table 10 - Guild Events Summary

	Q1	Q2	Q3	Q4
Number of Events	25			
Total Event Expenditure	\$ 22,836.27			
Guild Events	16			
Supported University Event (On-Charged)	9			
Collaboration Events (Guild & University)	0			
Third Party Activation	0			
Joondalup Events	22			
Mount Lawley Events	0			
Bunbury Events	1			
Online	0			
Offsite	1			

Number of Attendees	3181			
Number of Sponsored Events	0			
Total Value of Sponsorship	\$ -			
Number of Events where Food & Drink was Provided	23			
Total Expenditure on Food & Drink	\$ 10,638.07			
Number of Ticketed Events	8			
Total Number of Tickets Available	244			
Total Number of Tickets Sold	169			
Total Ticket Revenue	1793			
Overall Event Rating - Poor	0			
Overall Event Rating - Fair	0			
Overall Event Rating - Good	1			
Overall Event Rating - Very Good	5			
Overall Event Rating - Excellent	8			
Value for Money - Poor	0			
Value for Money - Fair	0			
Value for Money - Good	0			
Value for Money - Very Good	2			
Value for Money - Excellent	12			
Ratings for Food/Drink - Poor	0			
Ratings for Food/Drink - Fair	1			
Ratings for Food/Drink - Good	0			
Ratings for Food/Drink - Very Good	1			
Ratings for Food/Drink - Excellent	7			

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 (General)	Senate Activations	Guild Advisory Service
Number of Events	1	2	2	0	0	0	0	0	3	17	0	1
Total Event Expenditure	\$ 775.00	\$ 762.12	\$ 1,263.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,160.61	\$ 10,875.43	\$ -	\$ -
Guild Events	1	2	2	0	0	0	0	0	3	\$ 8.00	0	0
Supported University Event (On-Charged)	0	0	0	0	0	0	0	0	0	9	0	0
Collaboration Events (Guild & University)	0	0	0	0	0	0	0	0	0	0	0	0
Third Party Activation	0	0	0	0	0	0	0	0	0	0	0	0
Joondalup Events	1	1	2	0	0	0	0	0	3	15	0	0
Mount Lawley Events	0	0	0	0	0	0	0	0	0	1	0	0
Bunbury Events	0	0	0	0	0	0	0	0	0	1	0	0
Online	0	0	0	0	0	0	0	0	0	0	0	0
Offsite	0	1	0	0	0	0	0	0	0	0	0	0
Number of Attendees	19	62	180	0	0	0	0	0	365	2555	0	0
Number of Sponsored Events	0	0	0	0	0	0	0	0	0	0	0	0
Total Value of Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Number of Events where Food & Drink was Provided	0	2	2	0	0	0	0	0	3	16	0	0
Total Expenditure on Food & Drink	\$ -	\$ 858.94	\$ 437.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,729.26	\$ 193.30	\$ -	\$ -
Number of Ticketed Events	1	2	0	0	0	0	0	0	0	5	0	0
Total Number of Tickets Available	19	130	0	0	0	0	0	0	0	95	0	0
Total Number of Tickets Sold	19	92	0	0	0	0	0	0	0	58	0	0
Total Ticket Revenue	\$ 695.45	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898.00	\$ -	\$ -
Overall Event Rating - Poor	0	0	0	0	0	0	0	0	0	0	0	0
Overall Event Rating - Fair	0	0	0	0	0	0	0	0	0	0	0	0
Overall Event Rating - Good	0	0	0	0	0	0	0	0	1	0	0	0
Overall Event Rating - Very Good	0	2	0	0	0	0	0	0	0	3	0	0
Overall Event Rating - Excellent	2	3	1	0	0	0	0	0	0	2	0	0
Value for Money - Poor	0	0	0	0	0	0	0	0	0	0	0	0
Value for Money - Fair	0	0	0	0	0	0	0	0	0	0	0	0
Value for Money - Good	0	0	0	0	0	0	0	0	0	0	0	0
Value for Money - Very Good	0	1	0	0	0	0	0	0	1	0	0	0

Value for Money - Excellent	2	4	1	0	0	0	0	0	0	5	0	0
Ratings for Food/Drink - Poor	0	0	0	0	0	0	0	0	0	0	0	0
Ratings for Food/Drink - Fair	0	0	0	0	0	0	0	0	1	0	0	0
Ratings for Food/Drink - Good	0	0	0	0	0	0	0	0	0	0	0	0
Ratings for Food/Drink - Very Good	0	1	0	0	0	0	0	0	0	0	0	0
Ratings for Food/Drink - Excellent	0	4	1	0	0	0	0	0	0	2	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	Tokyo City University Welcome BBQ	06-Feb-26	Joondalup	110	Supported University Event (On-Charged)	Yes	\$ 193.30	No			\$ 898.00	\$ 193.30
Guild Operations	Orientation - Arts & Humanities	11-Feb-26	Joondalup		Supported University Event (On-Charged)	Yes		No				
Guild Operations	Orientation - Education	12-Feb-26	Joondalup		Supported University	Yes		No				

					Event (On-Charged)							
Guild Operations	20Talk	12-Feb-26	Joondalu p	8	Guild	Yes	\$ 140.00	Yes	20	8	\$ -	\$ 140.00
Guild Operations	Orientation - Health Sciences	13-Feb-26	Joondalu p		Supported University Event (On-Charged)	Yes		No				
Guild Operations	20Talk	13-Feb-26	Joondalu p	2	Guild	Yes	\$ 140.00	Yes	20	6	\$ -	\$ 140.00
Guild Operations	Orientation - Nursing & Midwifery	16-Feb-26	Joondalu p		Supported University Event (On-Charged)	Yes		No				
Guild Operations	20Talk	16-Feb-26	Joondalu p	5	Guild	Yes	\$ 140.00	Yes	20	9	\$ -	\$ 140.00
Guild Operations	Financial Workshops	16-Feb-26	Joondalu p	15	Guild	No	\$ -	Yes	20	20	\$ -	\$ -
Postgraduate Department	Postgraduate Welcome	16-Feb-26	Joondalu p	40	Guild	Yes	\$ 445.06	Yes	100	70	\$ -	\$ 548.24
Guild Operations	Orientation - Nursing & Midwifery	17-Feb-26	Joondalu p		Supported University Event (On-Charged)	Yes		No				
Guild Operations	Orientation - Engineering	17-Feb-26	Joondalu p		Supported University Event (On-Charged)	Yes		No				
Guild Operations	Orientation - Science	18-Feb-26	Joondalu p		Supported University Event (On-Charged)	Yes		No				
Guild Operations	Oreintation - Nursing & Midwifery	20-Feb-26	Joondalu p		Supported University	Yes		No				

					Event (On-Charged)							
Guild Operations	Meet the Guild	24-Feb-26	City Campus	250	Guild	Yes	\$ 915.00	No			\$ -	\$ 1,706.59
Guild Operations	JO Guild Fair	26-Feb-26	Joondalup	2000	Guild	Yes	\$ 484.85	No			\$ -	\$ 7,500.35
Equity Department	International Women's Day	09-Mar-26	Joondalup	150	Guild	Yes	\$ 77.77	No			\$ -	\$ 903.66
Guild Operations	Nom Cooking Session	11-Mar-26	Joondalup	15	Guild	Yes	\$ -	Yes	15	15	\$ -	\$ 1,353.69
International Department	EID Festival	23-Mar-26	Joondalup	200	Guild	Yes	\$ 6,638.89	No			\$ -	\$ 7,838.99
Equity Department	Paint & Plant	26-Mar-26	Joondalup	30	Guild	Yes	\$ 359.45	No			\$ -	\$ 359.45
Undergraduate Department	First Aid Course	27-Mar-26	Joondalup	19	Guild	No	\$ -	Yes	19	19	\$ 695.45	\$ 1,470.45
Postgraduate Department	Scitech Tour & Planetarium	04-Feb-26	OffSite	22	Guild	Yes	\$ 413.88	Yes	30	22	\$ 200.00	\$ 413.88
Guild Operations	SouthWest Guild Fair	04-Mar-26	Bunbury	150	Guild	Yes	\$ 599.50	No				\$ 599.50
International Department	Lunar New Year	06-Mar-26	Joondalup	150	Guild	Yes	\$ -	No				\$ 1,121.25
International Department	Weekly Chill Out Sessions	23-Mar-26	Joondalup	15	Guild	Yes	\$ 90.37	No			\$ -	\$ 200.37

2.2 - Guild Events – Student Feedback

Table 13 - Guild Event Feedback

Event Details				Overall Event Rating					Value for Money					Ratings for Food/Drink				
Event Name	Date	Campus	Total Attendees	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)
Tokyo City University Welcome BBQ	06-Feb-26	Joondalup	110															
Orientation - Arts & Humanities	11-Feb-26	Joondalup																
Orientation - Education	12-Feb-26	Joondalup																
20Talk	12-Feb-26	Joondalup	8															
Orientation - Health Sciences	13-Feb-26	Joondalup																
20Talk	13-Feb-26	Joondalup	2															
Orientation - Nursing & Midwifery	16-Feb-26	Joondalup																
20Talk	16-Feb-26	Joondalup	5				1	1					2					2
Financial Workshops	16-Feb-26	Joondalup	15				2	1					3				n/a	
Postgraduate Welcome	16-Feb-26	Joondalup	40				2	3				1	4				1	4
Orientation - Nursing & Midwifery	17-Feb-26	Joondalup																

Orientation - Engineering	17-Feb-26	Joondalup																
Orientation - Science	18-Feb-26	Joondalup																
Oreintation - Nursing & Midwifery	20-Feb-26	Joondalup																
Meet the Guild	24-Feb-26	City Campus	250															
JO Guild Fair	26-Feb-26	Joondalup	2000															
International Women's Day	09-Mar-26	Joondalup	150															
Nom Cooking Session	11-Mar-26	Joondalup	15															
EID Festival	23-Mar-26	Joondalup	200															
Paint & Plant	26-Mar-26	Joondalup	30					1					1					1
First Aid Course	27-Mar-26	Joondalup	19					2					2					N/a
Scitech Tour & Planetarium	04-Feb-26	Off Site	22															
SouthWest Guild Fair	04-Mar-26	Bunbury	150															
Lunar New Year	06-Mar-26	Joondalup	150			1						1			1			
Weekly Chill Out Sessions	23-Mar-26	Joondalup	15															

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	2026
Total Active Clubs	41	37	41

3.1.2 – Club Reporting

Table 15 - Club Affiliations

Club Name	Department Affiliated Under	Tier	Date of Application	Approval Status	Date of Approval/Decline	Is this clubs approval outside of the 1 month deadline?
Bangladesh Student Association (BSA)	International Department	1	2025	Approved	2025	No

Intelligence and Security Students Association (ISSA)	Undergraduate Department	1	2025	Approved	2025	No
Sri Lankan Student Association (SLSA)	International Department	1	2025	Approved	2025	No
Malayali Club	International Department	1	2025	Approved	2025	No
ECU Islamic Society	Social Department	1	2025	Approved	2025	No
Tabletop ECU	Social Department	1	2025	Approved	2025	No
ECU Well-Being Community	Equity Department	1	2025	Approved	2025	No
The Gospel Stand	Social Department	2	2025	Approved	2025	No
ECU Christian Union	Social Department	2	2025	Approved	2025	No
Global Young Adults Connected	Social Department	3	2025	Approved	2025	No
Stitches and Verbal Itches	Social Department	3	2025	Approved	2025	No
ECU Psych Society	Undergraduate Department	1	2025	Approved	2025	No
Arts & Cultural Management Association (ACMO)	Undergraduate Department	1	2025	Approved	2025	No
Computing and Security Student Association (CASSA)	Undergraduate Department	1	2025	Approved	2025	No
ECU Baha'i Society	Social Department	1	2025	Approved	2025	No
ECU Robotics Society	Undergraduate Department	1	2025	Approved	2025	No
ECU Women's Community	Equity Department	1	2025	Approved	2025	No
Power to Change	Social Department	4	2025	Approved	2025	Yes
ECU Aviators	Undergraduate Department	1	2025	Approved	2025	No
Pakistani Student Association	International Department	1	2025	Approved	2025	No
An-Nisa	Equity Department	1	2025	Approved	2025	No
ECU Iranian club	International Department	1	2025	Approved	2025	No

Nursing and Midwifery Union	Undergraduate Department	1	2025	Approved	2025	No
Communication Club	Undergraduate Department	1	2025	Approved	2025	No
ECU Social Events Club	Social Department	1	2025	Approved	2025	No
ECU Book Club	Social Department	1	2025	Approved	2025	No
Nippon Connect Society	International Department	1	2025	Approved	2025	No
Women in Engineering at ECU	Undergraduate Department	1	2025	Approved	2025	No
ECU Visual Arts Society	Undergraduate Department	1	2025	Approved	2025	No
Formula 1 Club	Social Department	1	2025	Approved	2025	No
African Student Association	International Department	1	2025	Approved	2025	No
Club Diva	Social Department	4	2025	Approved	2025	Yes
ECU Bhutanese Student Association	International Department	1	2025	Approved	2025	Yes
AISEC in ECU	Social Department	4	2025	Pending	2025	
ECU Trailblazers	Sports Department	2	2025	Declined	2025	No
ECU Events Club	Social Department	1	2025	Declined	2025	No
Tone Deaf	Social Department	1	2025	Approved	2025	No
Occupational Therapy @ ECU	Undergraduate Department	1	2025	Approved	2025	Yes
Ahlulbayte Humanity Club	Social Department	1	2025	Approved	2025	No
ECU Space Club	Undergraduate Department	1	2025	Approved	2025	No
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department	1	2025	Approved	2025	Yes
Red Room	Undergraduate Department	1	2025	Approved	2025	No
Chef in Progress	Equity Department	1	2025	Approved	2025	Yes
ECU Budo Club	Social Department	1	07/02/2026	Approved	23/02/2026	No

Table 16 - Club Affiliation Delays

None

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	220	160	73%	3
Sri Lankan Student Association (SLSA)	International Department	1				
Malayali Club	International Department	1				
ECU Islamic Society	Social Department	1	70	70	100%	1
Tabletop ECU	Social Department	1				
ECU Well-Being Community	Equity Department	1	260	260	100%	2
The Gospel Stand	Social Department	2				
ECU Christian Union	Social Department	2				
Global Young Adults Connected	Social Department	3	1265	1220	96%	6
Stitches and Verbal Itches	Social Department	3				
ECU Psych Society	Undergraduate Department	1				
Arts & Cultural Management Association (ACMO)	Undergraduate Department	1	26	26	100%	3
Computing and Security Student Association (CASSA)	Undergraduate Department	1				
ECU Baha'i Society	Social Department	1				
ECU Robotics Society	Undergraduate Department	1				
ECU Women's Community	Equity Department	1				

Power to Change	Social Department	4				
ECU Aviators	Undergraduate Department	1	174	170	98%	7
Pakistani Student Association	International Department	1				
An-Nisa	Equity Department	1				
ECU Iranian club	International Department	1				
Nursing and Midwifery Union	Undergraduate Department	1	7	7	100%	0
Communication Club	Undergraduate Department	1				
ECU Social Events Club	Social Department	1				
ECU Book Club	Social Department	1				
Nippon Connect Society	International Department	1				
Women in Engineering at ECU	Undergraduate Department	1	54	54	100	2
ECU Visual Arts Society	Undergraduate Department	1				
Formula 1 Club	Social Department	1				
African Student Association	International Department	1				
Club Diva	Social Department	4				
ECU Bhutanese Student Association	International Department	1				
AIESEC in ECU	Social Department	4				
ECU Trailblazers	Sports Department	2				
ECU Events Club	Social Department	1				
Tone Deaf	Social Department	1				
Occupational Therapy @ ECU	Undergraduate Department	1				
Ahlulbayte Humanity Club	Social Department	1				
ECU Space Club	Undergraduate Department	1				
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department	1				
Red Room	Undergraduate Department	1	67	67	100	2
Chef in Progress	Equity Department	1				
ECU Budo Club	Social Department	1				

*Reporting data has not been provided.

Table 18 - Club Events & Activities

Department	Event Name	Date	Campus
Social Department	Global Young Adults - Welcome	23-02-2026	Joondalup
International Department	Nippon Connect + Wellbeing Stall	03-03-2026	Joondalup
Social Department	ToneDeaf - Beer Pong	04-03-2026	Joondalup
International Department	Bangladesh Student Association - Welcome	11-03-2026	Joondalup
Undergraduate Department	Women In Business & Leadership Association - LinkedIn	13-03-2026	City Campus
Undergraduate Department	Robotics Society - Workshop	26-03-2026	Joondalup
Social Department	Baha'i Society - Nawrtuz	26-03-2026	Joondalup
Social Department	Tabletop - Board Games	27-03-2026	Joondalup
Social Department	Global Uni - Easter Stall	30-03-2026	Joondalup
Social Department	Gospel Stand - Easter Stall	30-03-2026	Joondalup
Social Department	Gospel Stand - Easter Stall	31-03-2026	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	\$ 1,546.76	No	N/A
Intelligence and Security Students Association (ISSA)	Undergraduate Department	\$ 300.00	\$ -	N/A	N/A
Sri Lankan Student Association (SLSA)	International Department	\$ 300.00	\$ -	N/A	N/A
Malayali Club	International Department	\$ -	\$ -	N/A	N/A
ECU Islamic Society	Social Department	\$ 300.00	\$ 7,188.60	Yes	\$ 5,238.60
Tabletop ECU	Social Department	\$ 600.00	\$ -	N/A	N/A
ECU Well-Being Community	Equity Department	\$ 300.00	\$ -	N/A	N/A
The Gospel Stand	Social Department	\$ 300.00	\$ -	N/A	N/A
ECU Christian Union	Social Department	\$ 300.00	\$ -	N/A	N/A
Global Young Adults Connected	Social Department	\$ -	\$ -	N/A	N/A
Stitches and Verbal Itches	Social Department	\$ -	\$ -	N/A	N/A
ECU Psych Society	Undergraduate Department	\$ 300.00	\$ -	N/A	N/A
Arts & Cultural Management Association (ACMO)	Undergraduate Department	\$ 300.00	\$ 1,831.00	Yes	\$ 82.00

Computing and Security Student Association (CASSA)	Undergraduate Department	\$ 600.00	\$ 301.65	No	N/A
ECU Baha'i Society	Social Department	\$ 300.00	\$ -	N/A	N/A
ECU Robotics Society	Undergraduate Department	\$ 600.00	\$ 2,247.00	Yes	\$ 1,247.00
ECU Women's Community	Equity Department	\$ -	\$ -	N/A	N/A
Power to Change	Social Department	\$ -	\$ -	N/A	N/A
ECU Aviators	Undergraduate Department	\$ 300.00	\$ 395.56	No	N/A
Pakistani Student Association	International Department	\$ 300.00	\$ -	N/A	N/A
An-Nisa	Equity Department	\$ -	\$ -	N/A	N/A
ECU Iranian club	International Department	\$ 300.00	\$ -	N/A	N/A
Nursing and Midwifery Union	Undergraduate Department	\$ -	\$ -	N/A	N/A
Communication Club	Undergraduate Department	\$ -	\$ -	N/A	N/A
ECU Social Events Club	Social Department	\$ -	\$ -	N/A	N/A
ECU Book Club	Social Department	\$ -	\$ -	N/A	N/A
Nippon Connect Society	International Department	\$ 600.00	\$ -	N/A	N/A
Women in Engineering at ECU	Undergraduate Department	\$ -	\$ -	N/A	N/A
ECU Visual Arts Society	Undergraduate Department	\$ 300.00	\$ -	N/A	N/A
Formula 1 Club	Social Department	\$ -	\$ -	N/A	N/A

African Student Association	International Department	\$ 300.00	\$ -	N/A	N/A
Club Diva	Social Department	\$ -	\$ -	N/A	N/A
ECU Bhutanese Student Association	International Department	\$ 300.00	\$ -	N/A	N/A
AIESEC in ECU	Social Department	\$ -	\$ -	N/A	N/A
ECU Trailblazers	Sports Department	\$ -	\$ -	N/A	N/A
ECU Events Club	Social Department	\$ -	\$ -	N/A	N/A
Tone Deaf	Social Department	\$ 397.32	\$ -	N/A	N/A
Occupational Therapy @ ECU	Undergraduate Department	\$ 300.00	\$ -	N/A	N/A
Ahlulbayte Humanity Club	Social Department	\$ 300.00	\$ -	N/A	N/A
ECU Space Club	Undergraduate Department	\$ 300.00	\$ 1,265.50	Yes	\$ 265.50
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department	\$ 600.00	\$ -	N/A	N/A
Red Room	Undergraduate Department	\$ 600.00	\$ -	N/A	N/A
Chef in Progress	Equity Department	\$ 300.00	\$ 1,200.00	Yes	\$ 200.00
ECU Budo Club	Social Department	\$ 300.00	\$ -	N/A	N/A

Table 20 - Club Funding Breakdown by Department

	Q1	Q2	Q3	Q4	Total Funding
Total Funds Received by Social Clubs	\$ 9,985.92				\$ 9,985.92

Total Funds Received by Sports Clubs	\$ -				\$ -
Total Funds Received by Equity Clubs	\$ 1,800.00				\$ 1,800.00
Total Funds Received by Environmental Clubs	\$ -				\$ -
Total Funds Received by First Nations Clubs	\$ -				\$ -
Total Funds Received by International Clubs	\$ 3,946.76				\$ 3,946.76
Total Funds Received by Undergraduate Clubs	\$ 10,540.71				\$ 10,540.71
Total Funds Received by Postgraduate 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	Q2	Q3	Q4
Total Appointments	24	0	0	0
Domestic Students	24	0	0	0
International Students	36	0	0	0
Undergraduate Students	29	0	0	0
Postgraduate Students	28	0	0	0
Total Students Supported	40	0	0	0
Domestic Students	16	0	0	0
International Students	24	0	0	0
Undergraduate Students	21	0	0	0
Postgraduate Students	19	0	0	0
Total Appointments Conducted via Telehealth	29	0	0	0
Nature of Assistance Required				
	Q1	Q2	Q3	Q4
Financial Support	11	0	0	0
Welfare Support	3	0	0	0
Other Issue	26	0	0	0
Campus of Study				
*Note that students may have more than one campus of study. i.e. Offshore and Online				
	Q1	Q2	Q3	Q4
Joondalup	21	0	0	0

City Campus	6	0	0	0
South West	0	0	0	0
Online	4	0	0	0
Interstate	0	0	0	0
Offshore	0	0	0	0
Incoming Referrals				
	Q1	Q2	Q3	Q4
Self Referral	52	0	0	0
Hub Referral	0	0	0	0
Student Success Referral	0	0	0	0
Other ECU Referral	2	0	0	0
Walk In	0	0	0	0
Inappropriate ECU Referral	25	0	0	0
External Referrals				
	Q1	Q2	Q3	Q4
Total Referrals	6	0	0	0
ECU Counselling	4	0	0	0
ECU Crisis Line	1	0	0	0
ECU Living Room	1	0	0	0
ECU Health Service	0	0	0	0
ECU Housing Support	0	0	0	0
Financial Counselling	0	0	0	0
Welfare Services	0	0	0	0
Mental Health (External)	0	0	0	0
Health Service (External)	0	0	0	0
Immigration	0	0	0	0
Legal Services	0	0	0	0
National Student Ombudsman	0	0	0	0

Other	2	0	0	0
Respect Now Always Stats				
	Q1	Q2	Q3	Q4
Total Reports	0	0	0	0
Domestic Violence	0	0	0	0
Family Violence	0	0	0	0
Harassment	0	0	0	0
Rape	0	0	0	0
Sexual Assault	0	0	0	0
Discrimination	0	0	0	0
Hazing	0	0	0	0
Racism	0	0	0	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	Q2	Q3	Q4
Number of Discretionary Grant Applications	0			
Number of Discretionary Grants Issued	0			
Number of Discretionary Grants Rejected	0			
Total Value of Discretionary Grants Issued	\$ -			
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	18			
Total Value of Vouchers Issued	\$ 1,300.00			
Number of FoodBank WA Referrals	3			
Total Value of FoodBank WA Referrals	\$ 1,560.00			
Total Value of Support Provided	\$ 2,860.00			

5.3 – Second Hand Bookshop

Table 23 - Second Hand Bookshop stock

Stock	Q1	Q2	Q3	Q4
Opening Stock	\$ 5,680.50			
Closing Stock	\$ -			

Table 24 - Second Hand Bookshop buy backs

Transactions (Buy Backs)	Q1			Q2			Q3			Q4		
	JO	CC	BU	JO	CC	BU	JO	CC	BU	JO	CC	BU
Number of Transactions	0	0	0									
Number of Books	0	0	0									
Buyback Value	\$ -	\$ -	\$ -									

Table 25 - Second Hand Bookshop sales

Transactions (Sales) - Processed through JO	Q1	Q2	Q3	Q4
Number of Transactions	14			
Number of Books/Items	17			
Sales Value	\$ 290.91			

Cash Sales	\$ -			
Square Sales	\$ 290.91			

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)]

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	Q2	Q3	Q4
Number of Courses/Training	1			
Total Event Expenditure	\$ 1470.46			
Total Registrants	21			
Number of Attendees	15			
Number of Courses where Food & Drink was Provided	0			
Total Expenditure on Food & Drink	\$ -			
Number of Ticketed Courses/Training	1			
Total Number of Tickets Available	20			
Total Number of Tickets Sold	20			
Total Ticket Revenue	\$ 695.45			
Overall Event Rating - Poor	0			
Overall Event Rating - Fair	0			
Overall Event Rating - Good	0			
Overall Event Rating - Very Good	0			
Overall Event Rating - Excellent	0			
Value for Money - Poor	0			
Value for Money - Fair	0			

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

Table 27 - Training/Course breakdown

Department	Event Name	Date	Total Registrants	Total Attendees	Was Food and/or drink	Total Expenditure for Food/Drink	Ticketed Event?	Number of Tickets	Number of Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Undergraduate Department	First Aid	27/03/2026	21	15	No	\$ -	Yes	20	20	\$ 695.45	\$ 1,470.46

Table 28 - Training/Course feedback

Department	Event Name	Date	Overall Event Rating					Food & Drink Rating					Value for Money				
			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	27/03/2026	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]				
	Q1	Q2	Q3	Q4
Total Appointments	381	0	0	0
Domestic Student	164	0	0	0
International Student	217	0	0	0
Undergraduate Students	202	0	0	0
Postgraduate Students	179	0	0	0
Total Students Supported	310	0	0	0
Domestic Student	140	0	0	0
International Student	170	0	0	0
Undergraduate Students	171	0	0	0
Postgraduate Students	139	0	0	0
Total Appointments Conducted via Telehealth	197	0	0	0

Nature of Assistance Required				
	Q1	Q2	Q3	Q4
Academic Misconduct (AM)	71	0	0	0
Academic Progression Status Review (APSR)	52	0	0	0
Complaints	25	0	0	0
General Misconduct	1	0	0	0
Results Review	32	0	0	0
Special Consideration	6	0	0	0
Student Appeals Committee	96	0	0	0
Withdrawal Without Penalty	98	0	0	0
Number of Students By School				
	Q1	Q2	Q3	Q4
School of Arts & Humanities	44	0	0	0
School of Business & Law	72	0	0	0
School of Education	29	0	0	0
School of Engineering	44	0	0	0
School of Medical & Health Sciences	21	0	0	0
School of Nursing & Midwifery	50	0	0	0
School of Science	82	0	0	0
WAAPA	0	0	0	0

Campus of Study				
*Note that students may have more than one campus of study. i.e. Offshore and Online				
	Q1	Q2	Q3	Q4
Joondalup	259	0	0	0
Mount Lawley	10	0	0	0
South West	2	0	0	0
Online	34	0	0	0
Interstate	4	0	0	0
Offshore	0	0	0	0
Incoming Referrals				
	Q1	Q2	Q3	Q4
Total Referrals	356	0	0	0
Self Referral	344	0	0	0
Hub Referral	5	0	0	0
Student Success Referral	3	0	0	0
Other ECU Referral	4	0	0	0
Walk In	0	0	0	0
Inappropriate ECU Referral	1	0	0	0
External Referrals				
	Q1	Q2	Q3	Q4
Total Referrals	83	0	0	0
ECU Counselling	29	0	0	0
ECU Crisis Line	22	0	0	0
ECU Living Room	28	0	0	0
ECU Health Service	0	0	0	0
ECU Housing Support	0	0	0	0
Financial Counselling	0	0	0	0

Welfare Services	0	0	0	0
Mental Health (External)	1	0	0	0
Health Service (External)	3	0	0	0
Immigration	0	0	0	0
Legal Services	0	0	0	0
National Student Ombudsman	1	0	0	0
Other	0	0	0	0
Respect Now Always Stats				
	Q1	Q2	Q3	Q4
Total Reports	2	0	0	0
Domestic Violence	0	0	0	0
Family Violence	0	0	0	0
Harassment	0	0	0	0
Rape	0	0	0	0
Sexual Assault	2	0	0	0
Discrimination	0	0	0	0
Hazing	0	0	0	0
Racism	0	0	0	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

Not Applicable

10.1.2 – Honoraria, Meeting Attendance & Resignations

Honoraria Paid to Senate

Table 30 - Secretariat honoraria

	President	General Secretary	VP Academic	VP Activities & South West	VP Social Responsibility	VP International
January	\$ 4,056.19	\$ 2,028.08	\$ 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
Total Honoraria Paid Quarter 1	\$ 12,168.57	\$ 4,056.16	\$ 6,084.24	\$ 6,084.24	\$ 6,084.24	\$ 6,084.24

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	\$ -	\$ 793.20	\$ 793.20	\$ -	Vacant	Vacant	\$ -	\$ 793.20	Vacant	\$ 793.20
February	\$ -	\$ 793.20	\$ 793.20	\$ -	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
March	\$ -	\$ 793.20	\$ 793.20	\$793.20	Vacant	Vacant	Vacant	\$ 793.20	Vacant	\$ 793.20
Total Honoraria Paid Quarter 1	\$ -	\$ 2,379.60	\$ 2,379.60	\$ 793.20	Vacant	Vacant	\$ -	\$ 1,586.40	Vacant	\$ 1,586.40

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
2 February 2026	Y	Y	Y	Y	Y	Y	Y	Y	N	N	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
23 February 2026	Y	Y	Y	Y	Y	Y	Y	Y	Y	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
30 March 2026	Y	Y	Y	Y	Y	Y	VACANT	Y	Y	Y	VACANT	VACANT	Y	VACANT	VACANT	Y
Total Could Have Attended	3	3	3	3	3	3	2	3	3	2	0	0	1	0	0	1
Total Attended	3	3	3	3	3	3	2	3	2	1	0	0	1	0	0	1
Total Absent	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0

Table 33 - Attendance at Secretariat meetings

	President	General Secretary (Chair)	VP Academic	VP Activities & South West	VP Social Responsibility	VP International
22 January 2026	Y	Y	Y	Y	Y	Y
10 February 2026	Y	Y	Y	N	Y	Y
17 February 2026	Y	Y	Y	Y	Y	Y
13 March 2026	Y	Y	N	Y	Y	N
23 March 2026	Y	Y	Y	Y	Y	Y
Total Could Have Attended	5	5	5	5	5	5
Total Attended	5	5	4	4	5	4
Total Absent	0	0	1	1	0	1

Table 34 - Attendance at Continuous Improvement and Development Committee meetings

	Operations Manager (Chair)	General Secretary	International Officer	Financial Controller
CIDC 2026/01	Y	Y	Y	Y
CIDC 2026/02	Y	Y	Y	Y
Total Could Have Attended	2	2	2	2
Total Attended	2	2	2	2
Total Absent	0	0	0	0

Table 35 - Resignations

Date	Position
19 January 2026	International Officer
19 January 2026	Environmental Officer
19 January 2026	Equity Officer
19 February 2026	Sports Officer
4 March 2026	Undergraduate Officer

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
Budget	Annual Budget	\$ 255,058			
	Spend in Quarter	\$ 45,466			
	Spend to Date	\$ 45,466			
	Budget Remaining	\$ 210,042 82%			

KPI 2	Supporting a sporting or other recreational activity by students [Statute 29(4)(1)(b)]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 625,324			
	Spend in Quarter	\$ 109,644			
	Spend to Date	\$ 109,644			
	Budget Remaining	\$ 515,680 82%			

KPI 3	Supporting the administration of a club, most of whose members are students [Statute 29(4)(1)9c]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 423,898			
	Spend in Quarter	\$ 86,249			
	Spend to Date	\$ 86,249			
	Budget Remaining	\$ 337,649			

		80%			
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KPI 4 Promoting the health or welfare of students [Statute 29(4)(1)(f)]		Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 392,118			
	Spend in Quarter	\$ 72,079			
	Spend to Date	\$ 72,079			
	Budget Remaining	\$ 320,039 82%			

KPI 5 Helping students with their financial affairs [Statute 29(4)(1)(i)]		Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 143,215			
	Spend in Quarter	\$ 29,795			
	Spend to Date	\$ 29,795			
	Budget Remaining	\$ 113,420 79%			

KPI 6 Supporting the production and dissemination to students of media whose content is provided by students [Statute 29(3.2)(2)(n)]		Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 83,666			
	Spend in Quarter	\$ 20,048			
	Spend to Date	\$ 20,048			
	Budget Remaining	\$ 63,618 76%			

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)(o)]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 172,666			
	Spend in Quarter	\$ 34,019			
	Spend to Date	\$ 34,019			
	Budget Remaining	\$ 138,647 80%			

KPI 8	Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 332,347			
	Spend in Quarter	\$ 72,003			
	Spend to Date	\$ 72,003			
	Budget Remaining	\$ 260,344 78%			

KPI 9	Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 178,494			
	Spend in Quarter	\$ 45,529			
	Spend to Date	\$ 45,529			

	Budget Remaining	\$ 132,965 74%			
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**DRAFT SSAF Quarterly Financial Report
FY26 Q1
Edith Cowan University Student Guild
ABN 87 081 487 187
For the 3 months ended 31 March 2026**

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Income & Expenditure

Edith Cowan University Student Guild For the 3 months ended 31 March 2026

	Q1 2026	YTD 2026	FY 2025
Income			
SSAF Funding	651,857	651,857	2,168,621
Total Income	651,857	651,857	2,168,621
Expenditure			
Student Support Program Costs			
A - Provision of Food & Drink	45,466	45,466	182,872
B - Supporting Sporting & Recreational Activity	109,644	109,644	451,269
C - Club Administration Support	86,249	86,249	321,419
F - Health & Welfare of Students	72,079	72,079	261,675
I - Helping Students with their Financial Affairs	29,795	29,795	117,537
N - Supporting Production & Dissemination of Student Media	20,048	20,048	68,414
O - Helping Students Develop Study Skills	34,019	34,019	137,680
P/Q - Student Advocacy re University Rules	72,003	72,003	251,268
R - Information to help students through Orientation	45,528	45,528	145,328
Total Student Support Program Costs	514,832	514,832	1,937,462
Total Expenditure	514,832	514,832	1,937,462
Gross SSAF Surplus/(Deficit)	137,025	137,025	231,159
Indirect Costs			
Indirect Costs	-	-	-
Expense claim suspense	40	40	-
Total Indirect Costs	40	40	-
SSAF Surplus/(Deficit)	136,986	136,986	231,159
SSAF Reserve Summary			
Records Project	-	-	(14,920)
Total SSAF Reserve Summary	-	-	(14,920)
Non-SSAF			
Income			
Advertising Income	14,904	14,904	6,265
Book Sales	291	291	473
Stall Holder fees	6,770	6,770	8,561
Non SSAF Program Revenue	4,606	4,606	22,267
Interest & Investment Income	6,413	6,413	37,999
Other Income	24,336	24,336	22,326
Total Income	57,321	57,321	97,891
Expenses			
Unisports & Non SSAF Grants Paid	-	-	12,000
Events (Non-SSAF)	1,420	1,420	6,086

	Q1 2026	YTD 2026	FY 2025
Food & Drink (Non SSAF)	445	445	790
Total Expenses	1,865	1,865	18,876
Total Non-SSAF	(55,456)	(55,456)	(79,015)
Combined SSAF/Non-SSAF Surplus/Deficit	192,441	192,441	310,174
Net P&L Result Including Reserve Spend	192,441	192,441	295,254

Statement of Financial Position

Edith Cowan University Student Guild

As at 31 March 2026

	NOTES	31 MAR 2026	31 DEC 2025
Assets			
Current Assets			
Bank accounts	2	1,760,185	1,809,394
Receivables & Accruals	3	751,088	541,790
Inventory	4	19,080	2,648
Prepayments	5	28,591	69,386
Total Current Assets		2,558,944	2,423,218
Non-current Assets			
Property, plant and equipment	6	173,996	174,783
Total Non-current Assets		173,996	174,783
Total Assets		2,732,940	2,598,001
Liabilities			
Current Liabilities			
Creditors & accruals	7	144,019	179,606
Other current liabilities	8	22,412	22,412
Employee Provisions	9	129,225	133,902
Prepaid Revenue		-	17,553
Total Current Liabilities		295,656	353,473
Non-current Liabilities			
Employee provisions	9	22,015	21,700
Total Non-current Liabilities		22,015	21,700
Total Liabilities		317,670	375,173
Net Assets		2,415,270	2,222,828
Equity			
Retained Earnings	10	2,415,270	2,222,828
Total Equity		2,415,270	2,222,828

Statement of Cash Flows

Edith Cowan University Student Guild For the 3 months ended 31 March 2026

	FY 2026	FY 2025
Operating Activities		
Receipts from customers	534,903	2,492,138
Payments to suppliers and employees	(515,586)	(2,020,194)
Cash receipts from other operating activities	(1,430)	(64,187)
Net Cash Flows from Operating Activities	17,887	407,757
Investing Activities		
Proceeds from sale of property, plant and equipment	279	345
Payment for property, plant and equipment	(9,276)	(31,811)
Other cash items from investing activities	(15,148)	33,525
Net Cash Flows from Investing Activities	(24,145)	2,058
Financing Activities		
Other cash items from financing activities	(42,951)	(6,829)
Net Cash Flows from Financing Activities	(42,951)	(6,829)
Net Cash Flows	(49,209)	402,986
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	1,809,394	1,406,408
Net change in cash for period	(49,209)	402,986
Cash and cash equivalents at end of period	1,760,185	1,809,394

Notes to the Financial Statements

Edith Cowan University Student Guild For the 3 months ended 31 March 2026

1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements under the Edith Cowan University Act 1984. The Senate has determined that Edith Cowan University Student Guild (the Guild) is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

a. Income Tax

The Guild is not liable to pay income tax; however, it is registered for GST purposes.

b. Property, Plant and Equipment (PPE)

Plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Guild commencing from the time the asset is held ready for use. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement.

c. Impairment of Assets

At the end of each reporting period, the Senate reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

d. Employee Provisions

Provision is made for the Guild's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

e. Provisions

Provisions are recognised when the Guild has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

f. Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

g. Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

h. Revenue and Other Income

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

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

All revenue is stated net of the amount of goods and services tax.

i. Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the Guild, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

j. Inventories

Inventories are carried at the lower of cost or net realizable value. Cost is based on the first in first out method and includes expenditure incurred in acquiring the inventories and bringing them to the existing condition and location.

k. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

l. Financial Assets

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through the Statement of Income and Expenditure.

m. Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Guild during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

n. Intangible Assets

Intangible assets are software developed for student or the management of the Guild. The assets are brought to account at cost and amortised over the useful life of the asset.

	Q1 2026	FY 2025
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	1,762,314	1,813,173
Other Cash Items	325	213
Total Cash Balances	1,762,639	1,813,386
Credit Cards		
Bendigo Bank Mastercards	(2,454)	(3,992)
Total Credit Cards	(2,454)	(3,992)
Total Cash & Cash Equivalents	1,760,185	1,809,394
	Q1 2026	FY 2025

3. Receivables

Receivables

Accounts Receivable	740,053	532,145
Accrued Income	11,034	9,645
Total Receivables	751,088	541,790
Total Receivables	751,088	541,790
	Q1 2026	FY 2025

4. Inventory

Inventories		
Stock on Hand - Books	1,416	1,416
Stock on Hand - other merchandise	17,664	1,232
Total Inventories	19,080	2,648
Total Inventory	19,080	2,648
	Q1 2026	FY 2025

5. Prepayments

Prepayments - Other	-	31,264
Prepayments - Insurance	28,591	38,121
Total Prepayments	28,591	69,386
	Q1 2026	FY 2025

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	97,701	96,473
Low Value Assets - acc dep	(97,701)	(96,473)
Total Plant and Equipment (Low Value Pool) at Cost	-	-

Plant and Equipment (JO) at Cost

P & E - JO - at cost	335,076	329,145
P & E - JO - acc dep	(189,165)	(184,292)
Total Plant and Equipment (JO) at Cost	145,912	144,853

Plant and Equipment (CC) at Cost

P & E - City - at cost	12,321	12,321
P & E - City - acc dep	(1,427)	(235)
Total Plant and Equipment (CC) at Cost	10,894	12,086

Plant and Equipment (ML) at Cost

P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(20,684)	(20,609)
Total Plant and Equipment (ML) at Cost	957	1,031

Plant and Equipment (BU) at Cost

P & E - BU - at cost	22,764	22,764
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	Q1 2026	FY 2025
P & E - BU - acc dep	(11,493)	(11,105)
Total Plant and Equipment (BU) at Cost	11,272	11,659
Motor Vehicles at Cost		
Motor Vehicle - At Cost	5,455	5,455
Motor Vehicle - Acc Depn	(493)	(301)
Total Motor Vehicles at Cost	4,961	5,154
Total Plant and Equipment at Cost	173,996	174,783
Total Plant and Equipment	173,996	174,783
Total Property, Plant and Equipment	173,996	174,783
	Q1 2026	FY 2025

7. Creditors & Accruals

Current		
Creditors		
Trade Creditors	28,027	62,556
GST.	44,618	21,000
Sundry Creditors	-	6,341
Suspense	412	477
Total Creditors	73,058	90,375
Payroll		
Accrued Wages	-	26,699
Other payroll accruals payable	8,826	12,079
PAYGW Payable	22,772	15,488
Superannuation Payable	39,115	34,851
Social Club Payroll Deductions	251	114
Total Payroll	70,964	89,231
Total Current	144,021	179,606
Total Creditors & Accruals	144,021	179,606
	Q1 2026	FY 2025

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 2026	FY 2025

9. Employee Provisions

Current		
Provision for Annual Leave - Current	80,577	87,197
Provision for Long Service Leave - Current	48,648	46,705
Total Current	129,225	133,902

	Q1 2026	FY 2025
Non-Current		
Provision for Long Service Leave - Non-Current	22,015	21,700
Total Non-Current	22,015	21,700
Total Employee Provisions	151,240	155,602
	Q1 2026	FY 2025
10. Retained Earnings		
Retained Earnings	2,222,828	1,927,575
Current Year Earnings	192,441	295,254
Total Retained Earnings	2,415,270	2,222,828

Spending Program by SSAF Category

Edith Cowan University Student Guild
For the 3 months ended 31 March 2026

	Q1 2026	2026 YTD ACTUALS	2026 ANNUAL SSAF BUDGET	2026 BUDGET VS ACTUALS (\$)	2026 BUDGET VS ACTUALS (%)	FY 2025
Income						
SSAF Funding	651,857	651,857	2,607,236	(1,955,379)	-75%	2,168,621
Total Income	651,857	651,857	2,607,236	(1,955,379)	-75%	2,168,621
Expenditure						
Student Support Program Costs						
A - Provision of Food & Drink	45,466	45,466	255,508	(210,042)	-82%	182,872
B - Supporting Sporting & Recreational Activity	109,644	109,644	625,324	(515,681)	-82%	451,269
C - Club Administration Support	86,249	86,249	423,896	(337,647)	-80%	321,419
F - Health & Welfare of Students	72,079	72,079	392,120	(320,041)	-82%	261,675
I - Helping Students with their Financial Affairs	29,795	29,795	143,216	(113,421)	-79%	117,537
N - Supporting Production & Dissemination of Student Media	20,048	20,048	83,664	(63,616)	-76%	68,414
O - Helping Students Develop Study Skills	34,019	34,019	172,668	(138,649)	-80%	137,680
P/Q - Student Advocacy re University Rules	72,003	72,003	332,348	(260,345)	-78%	251,268
R - Information to help students through Orientation	45,528	45,528	178,492	(132,964)	-74%	145,328
Total Student Support Program Costs	514,832	514,832	2,607,236	(2,092,404)	-80%	1,937,462
Total Expenditure	514,832	514,832	2,607,236	(2,092,404)	-80%	1,937,462
Gross SSAF Surplus/(Deficit)	137,025	137,025	-	137,025	-	231,159
Indirect Costs						
Indirect Costs	-	-	-	-	-	-
Expense claim suspense	40	40	-	40	-	-
Total Indirect Costs	40	40	-	40	-	-
SSAF Surplus/(Deficit)	136,986	136,986	-	136,986	-	231,159
SSAF Reserve Summary						
Records Project	-	-	-	-	-	(14,920)
Total SSAF Reserve Summary	-	-	-	-	-	(14,920)
Non-SSAF						
Income						
Advertising Income	14,904	14,904	-	14,904	-	6,265
Book Sales	291	291	-	291	-	473
Stall Holder fees	6,770	6,770	-	6,770	-	8,561
Non SSAF Program Income	4,606	4,606	-	4,606	-	22,267
Interest & Investment Income	6,413	6,413	-	6,413	-	37,999

	Q1 2026	2026 YTD ACTUALS	2026 ANNUAL SSAF BUDGET	2026 BUDGET VS ACTUALS (\$)	2026 BUDGET VS ACTUALS (%)	FY 2025
Other Income	24,336	24,336	-	24,336	-	22,326
Total Income	57,321	57,321	-	57,321	-	97,891
Expenses						
Unisports & Non SSAF Grants Paid	-	-	-	-	-	12,000
Events (Non-SSAF)	1,420	1,420	-	1,420	-	6,086
Food & Drink (Non-SSAF)	445	445	-	445	-	790
Total Expenses	1,865	1,865	-	1,865	-	18,876
Total Non-SSAF	(55,456)	(55,456)	-	(55,456)	-	(79,015)
Combined SSAF/Non-SSAF Surplus/(Deficit)	192,441	192,441	-	192,441	-	310,174
Net P&L Result Including Reserve Spend	192,441	192,441	-	192,441	-	295,254

Name	Status	User name	Submitted at	Position
Events Induction - INTERNAL USE ONLY	COMPLETED	Sadiq Abbas Badriwala	20/04/2026	International Officer
Mental Health Awareness	COMPLETED	Sadiq Abbas Badriwala	03-04-26	International Officer
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
ECU Induction (2 years)	COMPLETED	Sadiq Abbas Badriwala	03-04-26	International Officer
WHS Induction - INTERNAL USE ONLY	COMPLETED	Sadiq Abbas Badriwala	20/04/2026	International Officer
Finance Induction - INTERNAL USE ONLY	COMPLETED	Sadiq Abbas Badriwala	20/04/2026	International Officer
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Cyber Awareness Training (IA)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Koora Yeye Boorda	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
I'M ALERT' Food Safety (1 yr)	COMPLETED	Sadiq Abbas Badriwala	03-04-26	International Officer
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Privacy in Practice Training (OAIC)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Sadiq Abbas Badriwala	Outstanding	International Officer
Events Induction - INTERNAL USE ONLY	COMPLETED	Deshithan Manokaran	20/04/2026	Equity Officer
Mental Health Awareness	COMPLETED	Deshithan Manokaran	03-07-26	Equity Officer
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
ECU Induction (2 years)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
WHS Induction - INTERNAL USE ONLY	COMPLETED	Deshithan Manokaran	20/04/2026	Equity Officer
Finance Induction - INTERNAL USE ONLY	COMPLETED	Deshithan Manokaran	20/04/2026	Equity Officer
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Cyber Awareness Training (IA)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Koora Ye Ye Boorda	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
I'M ALERT' Food Safety (1 yr)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Privacy in Practice Training (OAIC)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Deshithan Manokaran	Outstanding	Equity Officer
Events Induction - INTERNAL USE ONLY	COMPLETED	Sheharyar Sahi	20/04/2026	President

Training Data Senate

Mental Health Awareness	COMPLETED	Sheharyar Sahi	19/12/2024	President
Guild Advisory Induction - INTERNAL USE ONLY	COMPLETED	Sheharyar Sahi	20/04/2026	President
ECU Induction (2 years)	COMPLETED	Sheharyar Sahi	12-04-24	President
WHS Induction - INTERNAL USE ONLY	COMPLETED	Sheharyar Sahi	20/04/2026	President
Finance Induction - INTERNAL USE ONLY	COMPLETED	Sheharyar Sahi	20/04/2026	President
Governance and Policy Understanding Quiz (1 Year)	COMPLETED	Sheharyar Sahi	01-12-26	President
Cyber Awareness Training (IA)	COMPLETED	Sheharyar Sahi	12-04-24	President
Koora YeYe Boorda	UNSUBMITTED	Sheharyar Sahi	Outstanding	President
I'M ALERT' Food Safey (1 yr)	COMPLETED	Sheharyar Sahi	26/02/2026	President
Cyber Wardens Foundation (1Yr)	COMPLETED	Sheharyar Sahi	26/02/2026	President
Privacy in Practice Training (OAIC)	COMPLETED	Sheharyar Sahi	12-04-24	President
Cyber Wardens Level One (1Yr)	COMPLETED	Sheharyar Sahi	26/02/2026	President
Manual Handling in the Workplace (2 yrs)	COMPLETED	Sheharyar Sahi	12-04-24	President
Out of the Boardinary - INTERNAL USE ONLY	COMPLETED	Sheharyar Sahi	20/04/2026	President
Sexual Harassment Training (Fair Work Commision)	COMPLETED	Sheharyar Sahi	12-04-24	President
Workplace Bullying & Harassment Awareness (1 yrs)	COMPLETED	Sheharyar Sahi	12-04-24	President
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Sheharyar Sahi	Outstanding	President
Events Induction - INTERNAL USE ONLY	COMPLETED	Masoumeh Alikhani	20/04/2026	Vice President Social Responsibility
Mental Health Awareness	COMPLETED	Masoumeh Alikhani	12-08-25	Vice President Social Responsibility
Guild Advisory Induction - INTERNAL USE ONLY	COMPLETED	Masoumeh Alikhani	19/01/2026	Vice President Social Responsibility
ECU Induction (2 years)	COMPLETED	Masoumeh Alikhani	12-08-25	Vice President Social Responsibility
WHS Induction - INTERNAL USE ONLY	COMPLETED	Masoumeh Alikhani	20/04/2026	Vice President Social Responsibility
Finance Induction - INTERNAL USE ONLY	COMPLETED	Masoumeh Alikhani	19/01/2026	Vice President Social Responsibility
Governance and Policy Understanding Quiz (1 Year)	COMPLETED	Masoumeh Alikhani	01-12-26	Vice President Social Responsibility
Cyber Awareness Training (IA)	UNSUBMITTED	Masoumeh Alikhani	Outstanding	Vice President Social Responsibility
Koora YeYe Boorda	UNSUBMITTED	Masoumeh Alikhani	Outstanding	Vice President Social Responsibility
I'M ALERT' Food Safey (1 yr)	COMPLETED	Masoumeh Alikhani	12-08-25	Vice President Social Responsibility
Cyber Wardens Foundation (1Yr)	COMPLETED	Masoumeh Alikhani	29/12/2025	Vice President Social Responsibility
Privacy in Practice Training (OAIC)	COMPLETED	Masoumeh Alikhani	29/12/2025	Vice President Social Responsibility
Cyber Wardens Level One (1Yr)	COMPLETED	Masoumeh Alikhani	29/12/2025	Vice President Social Responsibility
Manual Handling in the Workplace (2 yrs)	COMPLETED	Masoumeh Alikhani	29/12/2025	Vice President Social Responsibility
Sexual Harassment Training (Fair Work Commision)	COMPLETED	Masoumeh Alikhani	23/12/2025	Vice President Social Responsibility
Workplace Bullying & Harassment Awareness (1 yrs)	COMPLETED	Masoumeh Alikhani	23/12/2025	Vice President Social Responsibility
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Masoumeh Alikhani	Outstanding	Vice President Social Responsibility
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Yashkamaljot Singh Chee	Outstanding	Vice President Activities & South West
Mental Health Awareness	COMPLETED	Yashkamaljot Singh Chee	12-03-25	Vice President Activities & South West

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Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Yashkamaljot Singh Chee	Outstanding	Vice President Activities & South West
ECU Induction (2 years)	COMPLETED	Yashkamaljot Singh Chee	27/08/2025	Vice President Activities & South West
WHS Induction - INTERNAL USE ONLY	COMPLETED	Yashkamaljot Singh Chee	20/04/2026	Vice President Activities & South West
Finance Induction - INTERNAL USE ONLY	COMPLETED	Yashkamaljot Singh Chee	20/04/2026	Vice President Activities & South West
Governance and Policy Understanding Quiz (1 Year)	COMPLETED	Yashkamaljot Singh Chee	29/04/2026	Vice President Activities & South West
Cyber Awareness Training (IA)	UNSUBMITTED	Yashkamaljot Singh Chee	Outstanding	Vice President Activities & South West
Koora YeYe Boorda	UNSUBMITTED	Yashkamaljot Singh Chee	Outstanding	Vice President Activities & South West
I'M ALERT' Food Safety (1 yr)	COMPLETED	Yashkamaljot Singh Chee	28/08/2025	Vice President Activities & South West
Cyber Wardens Foundation (1Yr)	COMPLETED	Yashkamaljot Singh Chee	28/04/2026	Vice President Activities & South West
Privacy in Practice Training (OAIC)	COMPLETED	Yashkamaljot Singh Chee	09-10-25	Vice President Activities & South West
Cyber Wardens Level One (1Yr)	COMPLETED	Yashkamaljot Singh Chee	28/04/2026	Vice President Activities & South West
Manual Handling in the Workplace (2 yrs)	COMPLETED	Yashkamaljot Singh Chee	29/04/2026	Vice President Activities & South West
Out of the Boardinary - INTERNAL USE ONLY	COMPLETED	Yashkamaljot Singh Chee	20/04/2026	Vice President Activities & South West
Sexual Harassment Training (Fair Work Commision)	COMPLETED	Yashkamaljot Singh Chee	09-09-25	Vice President Activities & South West
Workplace Bullying & Harassment Awareness (1 yrs)	COMPLETED	Yashkamaljot Singh Chee	28/04/2026	Vice President Activities & South West
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Yashkamaljot Singh Chee	Outstanding	Vice President Activities & South West
Events Induction - INTERNAL USE ONLY	COMPLETED	Hamed Kariman	20/04/2026	Postgraduate Officer
Mental Health Awareness	COMPLETED	Hamed Kariman	12-08-25	Postgraduate Officer
Guild Advisory Induction - INTERNAL USE ONLY	COMPLETED	Hamed Kariman	20/04/2026	Postgraduate Officer
ECU Induction (2 years)	COMPLETED	Hamed Kariman	12-02-25	Postgraduate Officer
WHS Induction - INTERNAL USE ONLY	COMPLETED	Hamed Kariman	20/04/2026	Postgraduate Officer
Finance Induction - INTERNAL USE ONLY	COMPLETED	Hamed Kariman	20/04/2026	Postgraduate Officer
Governance and Policy Understanding Quiz (1 Year)	COMPLETED	Hamed Kariman	01-12-26	Postgraduate Officer
Cyber Awareness Training (IA)	UNSUBMITTED	Hamed Kariman	Outstanding	Postgraduate Officer
Koora YeYe Boorda	UNSUBMITTED	Hamed Kariman	Outstanding	Postgraduate Officer
I'M ALERT' Food Safety (1 yr)	COMPLETED	Hamed Kariman	12-10-25	Postgraduate Officer
Cyber Wardens Foundation (1Yr)	COMPLETED	Hamed Kariman	24/12/2025	Postgraduate Officer
Privacy in Practice Training (OAIC)	COMPLETED	Hamed Kariman	24/12/2025	Postgraduate Officer
Cyber Wardens Level One (1Yr)	COMPLETED	Hamed Kariman	19/01/2026	Postgraduate Officer
Manual Handling in the Workplace (2 yrs)	COMPLETED	Hamed Kariman	12-09-25	Postgraduate Officer
Out of the Boardinary - INTERNAL USE ONLY	COMPLETED	Hamed Kariman	20/04/2026	Postgraduate Officer
Sexual Harassment Training (Fair Work Commision)	COMPLETED	Hamed Kariman	19/01/2026	Postgraduate Officer
Workplace Bullying & Harassment Awareness (1 yrs)	COMPLETED	Hamed Kariman	12-09-25	Postgraduate Officer
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	Hamed Kariman	Outstanding	Postgraduate Officer
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
Mental Health Awareness	COMPLETED	Aneeba Ashraf	12-11-25	Vice President International

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Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
ECU Induction (2 years)	COMPLETED	Aneeba Ashraf	12-11-25	Vice President International
WHS Induction - INTERNAL USE ONLY	COMPLETED	Aneeba Ashraf	20/04/2026	Vice President International
Finance Induction - INTERNAL USE ONLY	COMPLETED	Aneeba Ashraf	20/04/2026	Vice President International
Governance and Policy Understanding Quiz (1 Year)	COMPLETED	Aneeba Ashraf	29/04/2026	Vice President International
Cyber Awareness Training (IA)	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
Koora Ye ye Boorda	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
I'M ALERT' Food Safety (1 yr)	COMPLETED	Aneeba Ashraf	12-11-25	Vice President International
Cyber Wardens Foundation (1Yr)	COMPLETED	Aneeba Ashraf	28/04/2026	Vice President International
Privacy in Practice Training (OAIC)	COMPLETED	Aneeba Ashraf	12-11-25	Vice President International
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
Out of the Boardinary - INTERNAL USE ONLY	COMPLETED	Aneeba Ashraf	20/04/2026	Vice President International
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Aneeba Ashraf	Outstanding	Vice President International
Workplace Bullying & Harassment Awareness (1 yrs)	COMPLETED	Aneeba Ashraf	19/01/2026	Vice President International
Events Induction - INTERNAL USE ONLY	COMPLETED	San Kader Tuhin	20/04/2026	Sports Officer
Mental Health Awareness	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
ECU Induction (2 years)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
WHS Induction - INTERNAL USE ONLY	COMPLETED	San Kader Tuhin	20/04/2026	Sports Officer
Finance Induction - INTERNAL USE ONLY	COMPLETED	San Kader Tuhin	20/04/2026	Sports Officer
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Cyber Awareness Training (IA)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Koora YeYe Boorda	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
I'M ALERT' Food Safety (1 yr)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Privacy in Practice Training (OAIC)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Cyber Wardens Level One (1Yr)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer
Sexual Assault Resource Centre (SARC)	UNSUBMITTED	San Kader Tuhin	Outstanding	Sports Officer

Personnel	Position	Certification	Status
Amber Barker	Intern	Cyber Wardens - Foundation	Active - Approved on 30/03/2026
Amber Barker	Intern	Cyber Wardens - Level One	Active - Approved on 30/03/2026
Amber Barker	Intern	I'M ALERT Food Safety	Active - Approved on 26/03/2026
Amber Barker	Intern	Manual Handling	Active since 30/03/2026
Amber Barker	Intern	Privacy in Practice Training (Oaic)	Active - Approved on 30/03/2026
Amber Barker	Intern	Sexual Harassment Training (Fair Work)	Active since 30/03/2026
Amy Dutton	Casual	ECU Induction	Active - Approved on 03/02/2025
Amy Dutton	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Amy Dutton	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Amy Dutton	Casual	Manual Handling	Active since 12/03/2026
Amy Dutton	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Annita Foti	Guild Advisory Officer	Manual Handling	Active - Approved on 23/03/2026
Annita Foti	Guild Advisory Officer	Workplace Bullying and Harassment Awareness	Active - Approved on 30/03/2026
Annita Foti	Guild Advisory Officer	Mental Health Awareness (Aveling)	Active - Approved on 23/03/2026
Annita Foti	Guild Advisory Officer	Privacy in Practice Training (Oaic)	Active - Approved on 30/03/2026
Annita Foti	Guild Advisory Officer	Sexual Harassment Training (Fair Work)	Active - Approved on 30/03/2026
Annita Foti	Guild Advisory Officer	Koora, Yeye, Boorda	Active - Approved on 30/03/2026
Annita Foti	Guild Advisory Officer	Cyber Wardens - Foundation	Active - Approved on 30/03/2026
Annita Foti	Guild Advisory Officer	Cyber Wardens - Level One	Active - Approved on 30/03/2026
Ashleigh Sharman	Casual	ECU Induction	Active - Approved on 11/02/2026
Ashleigh Sharman	Casual	Manual Handling	Active since 12/03/2026
Ashleigh Sharman	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Ashleigh Sharman	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Ashleigh Sharman	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Ayanda Karumbidza	Intern	Cyber Wardens - Level One	Active - Approved on 30/03/2026
Ayanda Karumbidza	Intern	Manual Handling	Outstanding since 12/03/2026
Belinda Gosden	Retail & Campus Administrator	ECU Induction	Active - Approved on 16/03/2026
Belinda Gosden	Retail & Campus Administrator	Manual Handling	Active - Approved on 16/03/2026
Belinda Gosden	Retail & Campus Administrator	Koora, Yeye, Boorda	Active - Approved on 25/03/2026
Belinda Gosden	Retail & Campus Administrator	City Campus Loading Dock Induction	Active - Approved on 18/03/2026
Belinda Gosden	Retail & Campus Administrator	ECU Fire & Emergency Warden Training	Outstanding since 12/03/2026

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Belinda Gosden	Retail & Campus Administrator	FoodSafe Online (Environmental Health Australia)	Active since 13/03/2026
Brady Turner	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Brady Turner	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Brady Turner	Casual	Mental Health Awareness (Aveling)	Active since 30/03/2026
Brady Turner	Casual	Manual Handling	Active since 12/03/2026
Brady Turner	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	ECU Induction	Active - Approved on 11/07/2024
Dana Orbita	Guild Advisory Officer	Mental Health First Aid	Active - Approved on 01/06/2023
Dana Orbita	Guild Advisory Officer	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Building Resilience - Navigate challenges at work more e	Active - Approved on 27/10/2022
Dana Orbita	Guild Advisory Officer	Having Difficult Conversations (AIM WA)	Active - Approved on 19/04/2023
Dana Orbita	Guild Advisory Officer	DV - Alert Workshop (Domestic Violence)	Active - Approved on 20/04/2023
Dana Orbita	Guild Advisory Officer	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Responding to suicide: a toolkit to support Australian Un	Active - Approved on 27/04/2023
Dana Orbita	Guild Advisory Officer	Real Talk: a conversational approach supporting universi	Active - Approved on 07/12/2023
Dana Orbita	Guild Advisory Officer	Mental Health Awareness (Aveling)	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Real Talk in Practice: An interactive Workshop (headspac	Active - Approved on 07/12/2023
Dana Orbita	Guild Advisory Officer	Prepare Agendas & Meaningful Minutes (AIMWA)	Active - Approved on 09/11/2023
Dana Orbita	Guild Advisory Officer	Manual Handling	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Privacy in Practice Training (Oaic)	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Everyday Counselling Skills (WAAMH)	Active - Approved on 05/08/2025
Dana Orbita	Guild Advisory Officer	Koora, Yeye, Boorda	Active since 12/03/2026
Dana Orbita	Guild Advisory Officer	Trauma Informed Practice	Active - Approved on 11/12/2025
Dana Orbita	Guild Advisory Officer	Cyber Wardens - Foundation	Active - Approved on 30/03/2026
Dana Orbita	Guild Advisory Officer	Cyber Wardens - Level One	Active - Approved on 30/03/2026
Eleanor Mulder	Events & Marketing Officer	ECU Induction	Active - Approved on 13/01/2025
Eleanor Mulder	Events & Marketing Officer	ECU Responsible Officer Training	Active - Approved on 18/03/2026
Eleanor Mulder	Events & Marketing Officer	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	Mental Health Awareness (Aveling)	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	Manual Handling	Active - Approved on 20/11/2024
Eleanor Mulder	Events & Marketing Officer	Privacy in Practice Training (Oaic)	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	Time Management - Organising Yourself	Active since 13/05/2025
Eleanor Mulder	Events & Marketing Officer	Koora, Yeye, Boorda	Active since 12/03/2026

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Eleanor Mulder	Events & Marketing Officer	Cyber Wardens - Foundation	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	Cyber Wardens - Level One	Active since 12/03/2026
Eleanor Mulder	Events & Marketing Officer	City Campus Loading Dock Induction	Active - Approved on 18/03/2026
Ella Dowsett	Casual	ECU Induction	Active - Approved on 12/02/2026
Ella Dowsett	Casual	Manual Handling	Active since 12/03/2026
Ella Dowsett	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Ella Dowsett	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Ella Dowsett	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Esteban Seon-Pheulpin	Casual	ECU Induction	Active - Approved on 03/02/2025
Esteban Seon-Pheulpin	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Esteban Seon-Pheulpin	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Esteban Seon-Pheulpin	Casual	Manual Handling	Active since 12/03/2026
Esteban Seon-Pheulpin	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Fariha Tasnim Mithila	Casual	ECU Induction	Active - Approved on 12/02/2026
Fariha Tasnim Mithila	Casual	Manual Handling	Active since 12/03/2026
Fariha Tasnim Mithila	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Fariha Tasnim Mithila	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Fariha Tasnim Mithila	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Israel Alves	Casual	ECU Induction	Active - Approved on 17/02/2026
Israel Alves	Casual	Manual Handling	Active since 12/03/2026
Israel Alves	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Israel Alves	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Israel Alves	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	ECU Induction	Active - Approved on 13/03/2025
Kellie Martin	Operational Support Administrator	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Mental Health Awareness (Aveling)	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Manual Handling	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Privacy in Practice Training (OAIC)	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Koora, Yeye, Boorda	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Cyber Wardens - Foundation	Active since 12/03/2026
Kellie Martin	Operational Support Administrator	Cyber Wardens - Level One	Active since 12/03/2026

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Kellie Martin	Operational Support Administrator	City Campus Loading Dock Induction	Active - Approved on 17/03/2026
Kellie Martin	Operational Support Administrator	FoodSafe Online (Environmental Health Australia)	Active since 16/03/2026
Kin Hoong Corbin Lam	Casual	ECU Induction	Active - Approved on 10/02/2026
Kin Hoong Corbin Lam	Casual	Manual Handling	Active since 12/03/2026
Kin Hoong Corbin Lam	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Kin Hoong Corbin Lam	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Kin Hoong Corbin Lam	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Lisa Dwyer	Operations Manager	ECU Induction	Active - Approved on 12/03/2026
Lisa Dwyer	Operations Manager	Work Health & Safety for Leaders (ECU)	Active - Approved on 12/03/2026
Lisa Dwyer	Operations Manager	Manual Handling	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Accounting for Non-Accountants	Active since 20/09/2021
Lisa Dwyer	Operations Manager	WHS Act 2020 Duties	Active - Approved on 02/12/2021
Lisa Dwyer	Operations Manager	Building Resilience - Navigate challenges at work more effectively	Active - Approved on 27/10/2022
Lisa Dwyer	Operations Manager	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Mental Health Awareness (Aveling)	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Privacy in Practice Training (Oaic)	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Koora, Yeye, Boorda	Active since 12/03/2026
Lisa Dwyer	Operations Manager	Cyber Wardens - Foundation	Active - Approved on 12/03/2026
Lisa Dwyer	Operations Manager	Cyber Wardens - Level One	Active - Approved on 12/03/2026
Lisa Dwyer	Operations Manager	City Campus Loading Dock Induction	Active - Approved on 12/03/2026
Lisa Dwyer	Operations Manager	ECU Responsible Officer Training	Active - Approved on 23/03/2026
Michael Agostini	Financial Controller	ECU Induction	Active - Approved on 03/02/2026
Michael Agostini	Financial Controller	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Michael Agostini	Financial Controller	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Michael Agostini	Financial Controller	Mental Health Awareness (Aveling)	Active since 12/03/2026
Michael Agostini	Financial Controller	Manual Handling	Active since 12/03/2026
Michael Agostini	Financial Controller	Privacy in Practice Training (Oaic)	Active since 12/03/2026
Michael Agostini	Financial Controller	Koora, Yeye, Boorda	Active since 12/03/2026
Michael Agostini	Financial Controller	Cyber Wardens - Foundation	Active since 12/03/2026
Michael Agostini	Financial Controller	Cyber Wardens - Level One	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Mental Health First Aid	Active - Approved on 14/10/2025
Nilakshi Cluning	Guild Advisory Officer	Manual Handling	Active since 12/03/2026

Training Data Operations

Nilakshi Cluning	Guild Advisory Officer	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Mental Health Awareness (Aveling)	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Privacy in Practice Training (OAIC)	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Koora, Yeye, Boorda	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Trauma Informed Practice	Active - Approved on 11/12/2025
Nilakshi Cluning	Guild Advisory Officer	Cyber Wardens - Foundation	Active since 12/03/2026
Nilakshi Cluning	Guild Advisory Officer	Cyber Wardens - Level One	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	ECU Induction	Active - Approved on 13/05/2024
Paul Harnett	Activities & Logistics Officer	ECU Responsible Officer Training	Declined on 17/04/2026
Paul Harnett	Activities & Logistics Officer	Manual Handling	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Health & Safety Representative Training	Active - Approved on 23/10/2023
Paul Harnett	Activities & Logistics Officer	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Time Management - Organising Yourself	Active since 07/12/2021
Paul Harnett	Activities & Logistics Officer	FoodSafe Online (Environmental Health Australia)	Active since 13/10/2025
Paul Harnett	Activities & Logistics Officer	Building Resilience - Navigate challenges at work more e	Active - Approved on 27/10/2022
Paul Harnett	Activities & Logistics Officer	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Mental Health Awareness (Aveling)	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Privacy in Practice Training (OAIC)	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	First Aid (includes CPR) [HLTAID011]	Active - Approved on 30/09/2024
Paul Harnett	Activities & Logistics Officer	Koora, Yeye, Boorda	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Test and Tag Training	Active - Approved on 13/01/2026
Paul Harnett	Activities & Logistics Officer	Cyber Wardens - Foundation	Active since 12/03/2026
Paul Harnett	Activities & Logistics Officer	Cyber Wardens - Level One	Active since 12/03/2026
Peta Catania	Casual	ECU Induction	Active - Approved on 06/02/2026
Peta Catania	Casual	Manual Handling	Active since 12/03/2026
Peta Catania	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Peta Catania	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Stefania Basile	Casual	ECU Induction	Active - Approved on 10/06/2024
Stefania Basile	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Stefania Basile	Casual	Manual Handling	Active since 12/03/2026
Stefania Basile	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Stefania Basile	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026

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Vimal Hemnani	Casual	ECU Induction	Active - Approved on 04/03/2026
Vimal Hemnani	Casual	I'M ALERT Food Safety	Active since 12/03/2026
Vimal Hemnani	Casual	Manual Handling	Active since 12/03/2026
Vimal Hemnani	Casual	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Vimal Hemnani	Casual	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Vimal Hemnani	Casual	Mental Health Awareness (Aveling)	Outstanding since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	ECU Induction	Active - Approved on 09/04/2025
Yvonne Quirke	Finance & Administrative Officer	Workplace Bullying and Harassment Awareness	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	FoodSafe Online (Environmental Health Australia)	Active since 11/02/2026
Yvonne Quirke	Finance & Administrative Officer	ECU Fire & Emergency Warden Training	Active - Approved on 03/02/2026
Yvonne Quirke	Finance & Administrative Officer	Resilience Training 2023 (The Resilience Shield)	Active - Approved on 03/02/2023
Yvonne Quirke	Finance & Administrative Officer	Sexual Harassment Training (Fair Work)	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Mental Health Awareness (Aveling)	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Xero Advisor	Active - Approved on 10/09/2025
Yvonne Quirke	Finance & Administrative Officer	Manual Handling	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Privacy in Practice Training (OAIC)	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Koora, Yeye, Boorda	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Cyber Wardens - Foundation	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	Cyber Wardens - Level One	Active since 12/03/2026
Yvonne Quirke	Finance & Administrative Officer	City Campus Loading Dock Induction	Outstanding since 12/03/2026



ECU Student Guild

ENVIRONMENTAL DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Environmental Department
POLICY TITLE	Environmental Department Policy
POLICY OWNER	Vice President Social Responsibility

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1. INTENT

1.1. The purpose of this policy and any supporting procedures is to regulate how the Environmental Department is managed within the Guild’s governance framework.

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all Environmental Representatives and Guild Senate.

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. **Representative** means an individual selected by the Vice President Social Responsibility in collaboration with the Environmental Officer to act as a representative of Edith Cowan University Students in relation to the environment and environmental matters at the University. Representatives provide feedback and

information about general environmental issues and opportunities within the Student body.

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

4. OVERVIEW

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

4.2. 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. Department Title

5.1.1. The Title of the Department shall be the "Environmental Department" which may be referred to as "ED"

5.2. Membership

5.2.1. The Department's membership shall be all General Members and Financial Members of the ECU Student Guild enrolled at Edith Cowan University.

5.2.2. The Department's governing body shall consist of:

5.2.2.1. Department Chairperson – Vice President Social Responsibility of the ECU Student Guild;

5.2.2.2. Deputy Chairperson – Environmental Officer of the ECU Student Guild;

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- 5.2.2.3. Not more than 15 ECU students who are involved in or have a desire to improve the environmental activities and related facilities at ECU campuses.

5.2.3. Role of the Chairperson

- 5.2.3.1. The Department Chairperson shall:

- 5.2.3.1.1. Chair meetings of the Environmental Department;
- 5.2.3.1.2. Create and maintain the Annual Department Plan;
- 5.2.3.1.3. Create and maintain the Department Budget;
- 5.2.3.1.4. Coordinate and manage, in collaboration with the Environmental Officer, Environmental Clubs, as defined in the Register of Affiliates and the Affiliation Policy; and
- 5.2.3.1.5. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership.
- 5.2.3.1.6. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.5.

5.2.4. Role of the Deputy Chairperson

- 5.2.4.1. The Deputy Chairperson of the Environmental Department shall:

- 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Social Responsibility;
- 5.2.4.1.2. Act as first point of contact for Student Representatives;
- 5.2.4.1.3. In collaboration with the Chairperson, operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.4.1.4. Record meeting minutes.

5.2.5. Role of the Student Representative

5.2.5.1. The Student Representative shall:

- 5.2.5.1.1. Abide by all requirements as outlined in the Student Representative Duty Statement;
- 5.2.5.1.2. Attend all Environmental Department meetings and other related meetings, as required;
- 5.2.5.1.3. Act as liaison between ECU Students and the Guild in relation to Environmental matters; and
- 5.2.5.1.4. Abide by all relevant governance and policy documents as required.

5.3. Recruitment & Selection of Student Representatives

5.3.1. Vice President Social Responsibility in collaboration with the Environmental Officer and General Secretary is responsible for the selection of student representatives.

5.3.2. Expressions of interest shall be advertised on the ECU Student Guild website. All expressions of interest shall be reviewed by the Vice President Social Responsibility in consultation with the Environmental Officer and General Secretary. Shortlisted applicants may be invited to participate in an interview process, at the discretion of the Vice President Social Responsibility and the Environmental Officer.

5.3.3. Students must be a current, enrolled student at Edith Cowan University and an ECU Guild member to be considered for the Student Representative Role.

5.3.4. If the current student representative wants to continue their role for the following year they are required to submit a request for continuation by email to the vp-socialresponsibility@ecuguild.org.au before 31 December. The Vice President Social Responsibility in consultation with the Environmental Officer reserves the right to choose to approve or reject any request for continuation.

5.4. Removal of a Student Representative

5.4.1. Any Student Representative wishing to vacate their role must contact the Vice President Social Responsibility providing two weeks' notice.

5.4.2. If a Student Representative does not attend two consecutive meetings of the Environmental Department without providing appropriate notice they will be immediately removed from their role.

5.4.3. The Vice President Social Responsibility, in consultation with the Environmental Officer, has sole discretion as to allowing a student to continue in their role where removal has occurred under clause 5.4.2 if a reasonable explanation is provided.

5.5. Accountabilities and Responsibilities

5.5.1. The Department shall:

5.5.1.1. Represent the Membership in all forums related to the environment and Environmental facilities where student participation is required or desirable;

5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and students interested in the protection of the environment and development of environmental initiatives across the University;

5.5.1.3. Encourage a sense of community for students interested in the environment and the development of environmental initiatives;

5.5.1.4. Facilitate student involvement in changes pertaining to the provision of environmental facilities;

5.5.1.5. Campaign for improvement in the standard of environmental services and facilities offered by Edith Cowan University to students;

5.5.1.6. Maintain the Environmental Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;

- 5.5.1.7. Be accountable and adhere to the **Environmental Department’s Policy**, the **ECU Student Guild Constitution**, and other relevant regulations.

5.6. Powers

5.6.1. This department shall have the following powers conferred upon it by the Senate:

- 5.6.1.1. Expend funds within the **Department Budget** in accordance with the **Schedule of Delegation and Authority**;
- 5.6.1.2. Operate and administer events for the benefit of its membership and, where appropriate, its non-membership;
- 5.6.1.3. Recognise and provide grants to any Affiliated Body deemed an Environmental club, as per the Register of Affiliates. Ensuring that the clubs provide all necessary documentation before and after the events. The Vice President Social Responsibility can refuse the grant and float top up if it is not according to the department and guild policies.
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary.
- 5.6.1.5. The Vice President Social Responsibility can replace student representatives on the basis of poor performance outlined in Clause 5.4; and
- 5.6.1.6. Do all other things as are incidental or conducive to the attainment of those things outlined in Clause 5.5.

5.7. Meetings and Appointment Provisions

5.7.1. Meetings of the Department shall be held as regularly as the Department Chairperson deems fit;

5.7.2. Meetings of the Department shall be convened and conducted in accordance with the **Standing Orders**;

5.7.3. The Department Chairperson shall hold a deliberative vote and a casting vote;

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5.7.4. The Deputy Chairperson shall hold one vote;

5.7.5. All Representatives shall hold one deliberative vote;

5.7.6. At a General Meeting of the Department, all members of the Environmental Department shall be entitled to one vote;

5.7.7. All appointments shall be effective immediately and shall last until the end of the calendar year;

5.7.8. The Vice President Social Responsibility is responsible to select the student representatives and can change the representative on the basis of performance;

5.7.9. If any representative misses two departmental meetings in a row without informing the Vice President Social Responsibility or the Environmental Officer. The Chair can remove the Student Representative from the role.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Student Representatives Code of Conduct• Schedule of Delegation And Authority• Club Affiliation Policy
Related Procedure	<ul style="list-style-type: none">• ECU Guild Standing Orders
Other Related Documents	<ul style="list-style-type: none">• ECU Guild of Students Constitution• Environmental Department Budget• Student Representative Duty Statement• Register of Affiliates
Related Legislation	<ul style="list-style-type: none">• <Enter Related Legislation Details>

7. CONTACT INFORMATION

For queries relating to this document please contact:

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Policy Owner	Vice President Social Responsibility
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	08 September 2022
Original Motion	SCM2209/01
Revision History	001 – February 2026 – SM2602/06
Revised by	Masoumeh Alikhani
Next Revision Date	February 2027



ECU Student Guild

EQUITY DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Equity Department
POLICY TITLE	Equity Department Policy
POLICY OWNER	Vice President Social Responsibility

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1. INTENT

1.1. The purpose of this policy and any supporting procedures is to regulate how the Equity Department is managed within the Guild's governance framework.

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all Equity Representatives and Guild Senate.

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. **Representative** means an individual selected by the Vice President Social Responsibility, in collaboration with the Equity Officer, to act as a representative of

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Edith Cowan University Students in relation to equity and diversity matters at the University. Representatives provide feedback and information about general equity issues and opportunities within the Student body.

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

4. OVERVIEW

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

4.2. 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. Department Title

5.1.1. The Title of the Department shall be the “Equity Department” which may be referred to as “EQD”

5.2. Membership

5.2.1. The Department’s membership shall be all General Members and Financial Members of the ECU Student Guild enrolled at Edith Cowan University.

5.2.2. Any student that belongs to one of the recognised marginalised groups (This includes, but is not limited to: First Nations peoples; women; non-binary and gender-diverse people; and people who identify as LGBTQIA+) at the University or extends support to these groups may become a member of the Department.

5.2.3. The Department’s governing body shall consist of:

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5.2.3.1. Department Chairperson – Vice President Social Responsibility of the ECU Student Guild;

5.2.3.2. Deputy Chairperson – Equity Officer of the ECU Student Guild;

5.2.3.3. Not more than 15 ECU students who are involved in or have a desire to improve the equity and diversity activities, facilities and conditions at ECU campuses and who belong to one of the recognised marginalised groups at the University (includes, but is not limited to: First Nations peoples; women; non-binary and gender-diverse people; and people who identify as LGBTQIA+) or extends support to these groups.

5.2.4. **Role of the Chairperson**

5.2.4.1. The Department Chairperson shall:

5.2.4.1.1. Chair meetings of the Equity Department;

5.2.4.1.2. Create and maintain the Annual Department Plan;

5.2.4.1.3. Create and maintain the Department Budget;

5.2.4.1.4. Coordinate and manage, in collaboration with the Equity Officer, Equity Clubs, as defined in the Register of Affiliates and the Affiliation Policy; and

5.2.4.1.5. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership.

5.2.4.1.6. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.5.

5.2.5. **Role of the Deputy Chairperson**

5.2.5.1. The Deputy Chairperson of the Equity Department shall:

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- 5.2.5.1.1. Act as Chairperson in the absence of the Vice President Social Responsibility;
- 5.2.5.1.2. Act as first point of contact for Student Representatives;
- 5.2.5.1.3. In collaboration with the Chairperson, operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.5.1.4. Record meeting minutes.

5.2.6. Role of the Student Representative

5.2.6.1. The Student Representative shall:

- 5.2.6.1.1. Abide by all requirements as outlined in the Student Representative Duty Statement;
- 5.2.6.1.2. Attend all Equity Department meetings and other related meetings, as required;
- 5.2.6.1.3. Act as liaison between ECU Students and the Guild in relation to equity matters; and
- 5.2.6.1.4. Abide by all relevant governance and policy documents as required.

5.3. Recruitment & Selection of Student Representatives

5.3.1. Vice President Social Responsibility in collaboration with the Equity Officer and General Secretary is responsible for the selection of student representatives.

5.3.2. Expressions of interest shall be advertised on the ECU Student Guild website. All expressions of interest shall be reviewed by the Vice President Social Responsibility in consultation with the Equity Officer and General Secretary. Shortlisted applicants may be invited to participate in an interview process, at the discretion of the Vice President Social Responsibility and the Equity Officer.

5.3.3.Appointments shall be made having regard to the objectives of the Equity Department, principles of fairness and inclusivity, and the need for diverse representation.

5.3.4.Students must be a current, enrolled student at Edith Cowan University and an ECU Guild member to be considered for the Student Representative Role.

5.3.5.If the current student representative wants to continue their role for the following year they are required to submit a request for continuation by email to the vpsocialresponsibility@ecuguild.org.au before 31 December. The Vice President Social Responsibility in consultation with the Equity Officer reserves the right to choose to approve or reject any request for continuation.

5.4. Removal of a Student Representative

5.4.1.Any Student Representative wishing to vacate their role must contact the Vice President Social Responsibility providing two weeks' notice.

5.4.2.If a Student Representative does not attend two consecutive meetings of the Equity Department without providing appropriate notice they will be immediately removed from their role.

5.4.3.The Vice President Social Responsibility, in consultation with the Equity Officer, has sole discretion as to allowing a student to continue in their role where removal has occurred under clause 5.4.2 if a reasonable explanation is provided.

5.5. Accountabilities and Responsibilities

5.5.1. The Department shall:

5.5.1.1. Represent the Membership in all forums related to equity and equity facilities and conditions where student participation is required or desirable;

5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and students in relation to equity matters;

5.5.1.3. Encourage a sense of community for students in themselves both as a demographic, and as part of the entire ECU student body;

- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of equity facilities and conditions;
- 5.5.1.5. Promote student engagement and education in issues affecting students in relation to equity and diversity;
- 5.5.1.6. Promote the academic interest, social engagement and welfare of students in relation to equity and diversity;
- 5.5.1.7. Campaign for improvement in the standard of services, facilities and conditions offered by Edith Cowan University to students in relation to equity and diversity;
- 5.5.1.8. Maintain the Equity Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.9. Be accountable and adhere to the **Equity Department's Policy**, the **ECU Student Guild Constitution**, and other relevant regulations.

5.6. Powers

5.6.1. This department shall have the following powers conferred upon it by the Senate:

- 5.6.1.1. Expend funds within the **Department Budget** in accordance with the **Schedule of Delegation and Authority**;
- 5.6.1.2. Operate and administer events for the benefit of its membership and, where appropriate, its non-membership;
- 5.6.1.3. Recognise and provide grants to any Affiliated Body deemed an Equity club, as per the Register of Affiliates. Ensuring that the clubs provide all necessary documentation before and after the events. The Vice President Social Responsibility can refuse the grant and float top up if it is not according to the department and guild policies.
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary.

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5.6.1.5. The Vice President Social Responsibility can replace student representatives on the basis of poor performance outlined in Clause 5.4; and

5.6.1.6. Do all other things as are incidental or conducive to the attainment of those things outlined in Clause 5.5.

5.7. Meetings and Appointment Provisions

5.7.1. Meetings of the Department shall be held as regularly as the Department Chairperson deems fit;

5.7.2. Meetings of the Department shall be convened and conducted in accordance with the **Standing Orders**;

5.7.3. The Department Chairperson shall hold a deliberative vote and a casting vote;

5.7.4. The Deputy Chairperson shall hold one vote;

5.7.5. All Representatives shall hold one deliberative vote;

5.7.6. At a General Meeting of the Department, all members of the Equity Department shall be entitled to one vote;

5.7.7. All appointments shall be effective immediately and shall last until the end of the calendar year;

5.7.8. The Vice President Social Responsibility is responsible to select the student representatives and can change the representative on the basis of performance;

5.7.9. If any representative misses two departmental meetings in a row without informing the Vice President Social Responsibility or the Equity Officer. The Chair can remove the Student Representative from the role.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Student Representatives Code of Conduct• Schedule of Delegation And Authority
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	<ul style="list-style-type: none"> • Club Affiliation Policy
Related Procedure	<ul style="list-style-type: none"> • ECU Guild Standing Orders
Other Related Documents	<ul style="list-style-type: none"> • ECU Guild of Students Constitution • Equity Department Budget • Student Representative Duty Statement • Register of Affiliates
Related Legislation	<ul style="list-style-type: none"> •

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Vice President Social Responsibility
All Enquiries Contact	Masoumeh Alikhani
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	08 September 2022
Original Motion	SCM2209/01
Revision History	001 – January 2026 -
Revised by	Masoumeh Alikhani
Next Revision Date	January 2027



ECU Student Guild

FOOD SAFE POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Work Health & Safety
POLICY TITLE	Food Safe Policy
POLICY OWNER	Work Health & Safety Representative/Operations Manager

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. Responsibilities

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

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

5.1.2. Employees and Volunteers are responsible for:

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

5.1.3. External Catering Services and Vendors are responsible for:

- 5.1.3.1. Provision of Business Registration and evidence of Public Liability Insurance, at least 5 working days prior to the event or activity.
- 5.1.3.2. Completion of the Contractor Induction required by the Campus Services Office at Edith Cowan University, at least 24 hours prior to the event or activity.

5.2. Equipment and Food Handling

5.2.1. Proper equipment and food handling must be followed when preparing, cooking and serving food.

5.2.2. Safe use of equipment must be followed by obtaining and following the standard operating procedures.

5.2.3. Review the appropriateness of equipment for use, checking for any damage or faults. Where a fault or damage is identified, discontinue use and report as an incident to the Guild.

5.2.4. Food must be kept in safe storage containers and consider environmental control aspects, including warm and cold conditions, time and length of exposure.

5.3. Food Hygiene

5.3.1. The following safety and hygienic procedures must be followed when serving food at an event or activity:

5.3.1.1. BBQ

5.3.1.1.1. Check for faults/damage and cleanliness

5.3.1.1.2. Check gas bottle for leaks and damage/faults

5.3.1.2. Esky

5.3.1.2.1. Check for faults/damage and cleanliness

5.3.1.2.2. Ensure seals are tight to maintain cold or heat

5.3.1.3. Trestle Tables

5.3.1.3.1. Check for faults/damage and cleanliness

5.3.1.3.2. Check for structural integrity when erected

5.3.1.4. Personal Hygiene and Preparation

5.3.1.4.1. Ensure personal health and wellbeing.

5.3.1.4.2. Ensure clothing is clean.

5.3.1.4.3. Wash hands thoroughly and continue throughout food preparation/service to wash hands regularly.

5.3.1.4.4. Ensure sanitiser and wipes are available.

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

5.4. Reporting

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

5.5. First Aid

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

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

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

6. RELATED DOCUMENTS

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

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Work Health & Safety Representative/Operations Manager
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	29/03/2023
Original Motion	SM2303/02
Revision History	001 - May 2024 - SCM2406/01 002 – February 2026 – SM2602/06

Revised by	Paul Harnett and Lisa Dwyer
Next Revision Date	February 2027



ECU Student Guild

POLICE CHECK POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Human Resources
POLICY TITLE	Police Check Policy
POLICY OWNER	Operations Manager

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1. INTENT

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

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees, Volunteers and Contractors, excluding school and student representatives.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Dircksey Editor and Sub Editor** means individuals engaged to undertake editor roles for the Guild supported student magazine Dircksey.
- 3.7. **Employee** means an individual employed under an employment contract by the Guild.
- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Senate** means the governing body of the Guild.
- 3.10. **Student or School Representative** means a means non-elected Member appointed in accordance with Clause 48 of the ECU Student Guild Constitution to represent the interests of students and act as liaison between the student body and the Guild.
- 3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

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

5.5.1. Recruitment & Election Requirements

- 5.5.1.1. All new Employees, Volunteers and Contractors will be required upon engagement to obtain a satisfactory Police Clearance.
- 5.5.1.2. Volunteers will be required to obtain a satisfactory police clearance on the one year anniversary of the existing police clearance.
- 5.5.1.3. All job advertisements and relevant election documentation will state that successful candidates/nominees will be required to obtain a satisfactory police clearance on appointment to the Guild.

5.5.1.4. The Guild may accept a Police Clearance obtained independently by the Employee or volunteer on commencement, provided that the Police Clearance is dated within 6 months of the commencement date and is obtained through a verifiable provider.

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

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

5.5.2. Disclosure of Convictions

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

5.5.2.2. Disclosures must be made to the Operations Manager who will discuss the relevance and impact of such disclosures on the Employee, Volunteers and Contractors role.

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

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

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

5.5.3. Excluded Personnel

5.5.3.1. The ECU Student Guild does not require Student or School Representatives to obtain a National Police Check. This is because these roles carry a lower risk, volunteers do not work directly with vulnerable people, and they do not have access to financial or other sensitive data.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">Employee Code of Conduct
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	<ul style="list-style-type: none"> • Senator Code of Conduct • Volunteer Code of Conduct • Access to Personal Files Policy • HR Policy
Related Procedure	<ul style="list-style-type: none"> •
Other Related Documents	<ul style="list-style-type: none"> • Edith Cowan University Student Guild Constitution
Related Legislation	<ul style="list-style-type: none"> • FairWork Act 2009

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	23/08/2021
Original Motion	SM2108/03
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Revised by	Lisa Dwyer
Next Revision Date	February 2027



ECU Student Guild

SMOKE-FREE WORKPLACE POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Work Health & Safety
POLICY TITLE	Smoking-Free Workplace Policy
POLICY OWNER	Operations Manager

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1. INTENT

- 1.1. The Guild is committed to providing a safe work environment for all workers, contractors and visitors.
- 1.2. The Guild values its people and has established the following policy on smoking at work in order to reduce the risk of injury to workers.
- 1.3. The Edith Cowan University have implemented the Smoke-Free ECU Policy to create the legislative and policy framework for a smoke-free ECU. Students and staff are required to abide by the By-Laws and all policies on all campuses of the University.
- 1.4. There is now overwhelming evidence that exposure to environmental tobacco smoke (ETS) is harmful to health. There is no safe level of exposure to ETS. Long-term exposure to ETS can have serious adverse health effects including heart disease and lung cancer. Breathing ETS can increase the risk of heart attack, particularly for those with existing heart disease or asthma, and even brief exposure to ETS can trigger symptoms such as irritation of the eyes and nose, headaches, sore throat and cough.
- 1.5. In Western Australia the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 legislate against smoking in enclosed workplaces.
- 1.6. Because of the acknowledged health hazards of exposure to ETS, to comply with the legal obligations, and to ensure that the Guild's practices reflect that of the University's wider policy, the Guild has adopted a smoke-free workplace policy that formalises its commitment to, and extends beyond the legislated smoking bans.
- 1.7. Section 4.1 (f) of the University's Land and Traffic By-Laws explicitly prohibits smoking of cigarettes and the use of tobacco products on University lands. A further Declaration under the By-Laws by the Vice Chancellor expanded this to include e-cigarettes, vaping and other similar products.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Employees, volunteers and contractors of the Edith Cowan University Student Guild.
- 2.2. This policy applies to all visitors to the Edith Cowan University Student Guild.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and

- 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Senate** means the governing body of the Guild.
- 3.8. **Smoking** means the action or habit of intentionally inhaling and exhaling smoke or vapours using a smoking implement. It includes the use of cigars, pipes, cigarettes, e-cigarettes/vaporiser pens or any other similar device or product.
- 3.9. **Volunteer** means any individual engaged with the Guild on a voluntary basis and includes Senators.
- 3.10. **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.
- 3.11. **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

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5.1.1.All ECU Guild Senate and staff have responsibility for implementation, review and improvement of the Guild’s Smoke-free Workplace Policy.

5.1.2.The Guild’s Management Team has primary responsibility to assist, guide and support in the implementation of the smoke-free workplace policy.

5.1.3.Consultation and review of the policy is via the WHS mechanisms.

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

5.2. Non-Smoking Provision

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

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

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

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

5.3. Information and Smoking Cessation Support

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

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

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

5.4. Compliance Strategy

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

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

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

6. CONTACT INFORMATION

For queries relating to this document please contact:

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Policy Owner	Operations Manager
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7. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	19/04/2022
Original Motion	SM2204/03
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Revised by	Lisa Dwyer
Next Revision Date	February 2027



ECU Student Guild

STUDENT FINANCIAL SUPPORT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Guild Advisory Service
POLICY TITLE	Student Financial Support Policy
POLICY OWNER	Operations Manager

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Facilitated Referral** means supporting a student to access external services or supports and can include:
 - 3.6.1. Making an appointment on behalf of a student;
 - 3.6.2. Contacting a service to check the student’s eligibility or to check the availability of the service;

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

4. OVERVIEW

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

5. POLICY

5.1. Types of Financial Supports

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

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

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

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

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

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

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

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

5.2. Discretionary Grants

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

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

5.2.3. Administration

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

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

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

- 5.2.3.13.2. Copy of Confirmation of Enrolment; and
- 5.2.3.13.3. Copy of the Student ID Card.
- 5.2.3.14. Discretionary Grants will only be awarded where the application is supported by the relevant GAO and approved by the Guild Advisory Service Coordinator. Where the Guild Advisory Service Coordinator is unavailable and the Discretionary Grant is time critical, the Operations Manager may provide approval.
- 5.2.3.15. As per Section 5.1.5, ECU Guild Senate members, Operational Staff members, UniPrep, ECU Sri Lanka students, Undergraduate Certificate of Higher Education and Edith Cowan College Students are not eligible for Discretionary Grants.
- 5.2.3.16. Where Senate members refer students to the GAOs for consideration of a Discretionary Grant the Senate Member will be required to disclose the referral as a conflict of interest to the Operations Manager.

5.2.4. Eligibility Criteria

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

- 5.2.4.1.1. The Student must be in financial crisis and able to evidence financial crisis in the requested documents.
- 5.2.4.1.2. The Student, in collaboration with the GAO, must have explored alternative options for financial support including, but not limited to, ECU Student Loans, ECU Scholarships, Emergency relief, Centrelink and financial counselling and found these options to be unsuitable or insufficient to addressing the student's financial crisis.
- 5.2.4.1.3. The Student must be enrolled in an ECU course and must also be a Guild Member. Students who present in a crisis and are not Guild Members can change their membership status retrospectively, however, a Discretionary Grant will not be supported until such time that membership is confirmed in the Guild Membership Register.
- 5.2.4.1.4. The Student must not have a current Academic Status of 'Excluded', 'Suspended', or 'Expelled'.
- 5.2.4.1.5. The Student must not have an excess of funds in their bank account without clear reason as to why these funds cannot be used to meet their financial obligations. The need to pay tuition fees will **not** be considered acceptable reasoning.

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

5.2.4.2. Students who do not meet all of the criteria as set out in section 5.2.4.1 will not be awarded a Discretionary Grant under any circumstances.

5.2.4.3. The Student must provide GAOs with the following evidence to demonstrate financial hardship for their application to be considered:

5.2.4.3.1. A statement of fortnightly income and expenditure.

5.2.4.3.2. Proof of enrolment.

5.2.4.3.3. Photo identification (Student ID Card)

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

5.2.4.3.5. Bank Statement showing transactions for the preceding 3 months as a minimum period of time for all accounts held.

5.2.4.3.6. Invoices or quotes for all expenses for which the Discretionary Grant is to be applied. Copies of text message/social media post or notes not written on official company letter head documents will **not** be accepted.

5.2.4.3.7. A completed Discretionary Grant Application Form.

5.2.4.4. Students may only apply for a Discretionary Grant for the following expenses:

5.2.4.4.1. Study related essentials including uniforms, textbooks, equipment or any other course related material required to complete a unit. This includes books from the Guild's second hand bookstore.

5.2.4.4.2. Bills for an essential service that is at risk of being terminated. Essential services include electricity, gas, water, internet and phone access. Note that repayment of a device will not be considered when making payment towards a mobile telephone bill or similar.

5.2.4.4.3. Travel related to study requirement that cannot be covered by fuel vouchers and/or Smart-rider top ups. This includes car/licence registration costs where a student cannot appropriately travel by public transport.

5.2.4.4.3.1. Registration costs will only be met where the student is the registered owner of the vehicle (as evidenced by the Registration Renewal Document) and for a maximum of 3 months only unless there is sufficient evidence that the student would be placed in further hardship at the end of three months when the Registration costs become due again.

5.2.4.4.4. Housing related payments including bond payments, strata rates, rental payments or temporary accommodation related to studies.

5.2.4.4.5. Other exceptional needs identified by the GAO essential to the student's enrolment at ECU. I.e. One-off childcare costs.

5.2.4.5. Students cannot apply for a Discretionary Grant for the following expenses:

5.2.4.5.1. Recreational purposes.

5.2.4.5.2. Repayment of existing loans or credit card payments.

5.2.4.5.3. ECU Tuition Fees.

5.2.4.5.4. HECS-HELP.

5.2.4.5.5. Fines.

5.2.4.5.6. Any other expense that does not meet the criteria listed that falls outside of exceptional needs described in clause 5.2.4.4.5.

5.2.4.6. Students must show that they are making appropriate adjustments to expenditure to manage their finances in the long term.

5.2.4.7. Guild Advisory Officers must, in their Cliniko notes, provide sound reasoning for their support of a Discretionary Grant Application, including reference to any referrals made to external organisations or additional support provided to the student.

5.3. Practicum Support Grants

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

5.3.2. Administration

5.3.2.1. The annual funding allocation for the Practicum Support Grant Program will be determined annually by the Operations Manager in consultation with the Finance & Business Manager as part of the budget allocation for GAO services for the year.

5.3.2.2. Practicum Support Grants are awarded as a \$500 Volopay Card.

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

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

5.3.3. Eligibility Criteria

5.3.3.1. Students must meet **all** of the following criteria to be eligible for a Practicum Support Grant:

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

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

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

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

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

5.3.3.3.1. Proof of enrolment.

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

5.3.3.3.3. Photo identification (Student ID card).

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

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

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

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

5.3.3.4.1. Recreational purposes.

5.3.3.4.2. Repayment of existing loans or credit card payments.

5.3.3.4.3. ECU Tuition Fees

5.3.3.4.4. HECS-HELP.

5.3.3.4.5. Fines.

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

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

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

5.4. Grocery Voucher

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

5.4.2. Administration

- 5.4.2.1. Grocery vouchers are provided at a value of \$50 per voucher.
- 5.4.2.2. A \$100 voucher can be issued in exceptional cases at the discretion of the Guild Advisory Officer or Operations Manager where the voucher is being administered by the Finance & Administrative Officer.
- 5.4.2.3. Grocery Vouchers to the maximum of \$150 value may be awarded to a student per annum.
- 5.4.2.4. The maximum permitted amount of Grocery Vouchers per annum may be allocated to a student in one transaction.
- 5.4.2.5. Where a student presents in subsequent years requesting additional support, the GAO Officer will make an assessment as to the student's needs and may recommend a referral to financial counselling as an alternative.
- 5.4.2.6. The Finance & Administrative Officer will be required to refer a student to the Guild Advisory Service should a student return multiple times for voucher support so that further assessments and referrals may be made.
- 5.4.2.7. A student will not receive more than \$500 of Grocery Voucher and Smart Rider Top Ups over the course of their studies with ECU.
- 5.4.2.8. Grocery Vouchers may be allocated as a physical or electronic voucher.
- 5.4.2.9. The Guild Advisory Officer or Finance & Administrative Officer will make a determination as to whether a physical or electronic voucher is allocated. Their determination is final.
- 5.4.2.10. Guild Advisory Officers or the Finance & Administrative Officer must complete the GAS Voucher Allocation Form on behalf of the student.
- 5.4.2.11. **Physical Vouchers**
 - 5.4.2.11.1. The barcodes of the physical vouchers distributed to students will be recorded on the GAS Voucher Allocation Form along with a photocopy of the vouchers.

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

5.4.2.12. **Electronic Vouchers**

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

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

5.4.2.13. **Lost Vouchers**

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

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

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

5.5. **SmartRider Top Up**

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

5.5.2. **Administration**

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

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

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

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

5.5.2.5. The Finance & Administrative Officer will be required to refer a student to the Guild Advisory Service should a student return multiple times for voucher support so that further assessments and referrals may be made.

- 5.5.2.6. A student will not receive more than \$500 of Grocery Voucher and Smart Rider Top Ups over the course of their studies with ECU.
- 5.5.2.7. SmartRider top ups will be processed within 2 business days of the voucher being allocated.
- 5.5.2.8. The Finance & Business Manager will facilitate the top up with TransPerth but only where the required Biller Code and Reference is provided in the GSA Voucher Allocation Form.

5.6. FoodBank WA Referral

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

5.6.2. Administration

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

5.7. External Referrals

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

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

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

5.8. Recording Supports

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

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

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

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Guild Advisory Service User Policy
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">• Discretionary Grant Application Form (FormStack)• GAS Voucher Allocation Form (FormStack)
Related Legislation	<ul style="list-style-type: none">•

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Operations Manager
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	25/08/2020
Original Motion	SM2008/08
Revision History	001 – July 2021 – SM2111/03 002 – September 2022 – SM2212/09 003 – May 2024 - SCM2406/01 004 – March 2026 - SM2603/07
Revised by	Lisa Dwyer & Jo O'Donnell & Patrice Mitchell
Next Revision Date	March 2027



ECU Student Guild

CLUB FINANCE POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Finance
POLICY TITLE	Club Finance Policy
POLICY OWNER	Financial Controller

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1. INTENT

- 1.1. To define the principles, standards, and requirements governing the management, use, and accountability of funds provided by the Guild to its affiliated Clubs.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Guild affiliated Clubs that receive funding (money) from the ECU 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. **Club** means a club that is affiliated with ECU Student Guild under the Guild’s Club Affiliation Policy.
- 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.
- 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. All Guild policies will be reviewed annually.

5. POLICY

5.1. Club Financial Benefits

Clubs are eligible to receive the following financial benefits from the Guild:

Club Tier	Float Funding	Grant Funding
Tier 1	\$300 Float Maximum of five top ups	Grant funds by application
Tier 2	\$150 Float Maximum of five top ups	Grant funds by application
Tier 3	N/A	N/A
Tier 4	N/A	Grant funds by application

5.2. Permitted use of Guild funds

5.2.1. Permitted use of Guild funds includes the below items of expenditure:

5.2.1.1. Float Funding

- 5.2.1.1.1. Monthly bank fees
- 5.2.1.1.2. Food and beverage for meetings of club business
- 5.2.1.1.3. Promotion and event costs (e.g. food, drinks and decorations)
- 5.2.1.1.4. Stationary and printing costs

5.2.1.2. Grant Funding

- 5.2.1.2.1. Club merchandise
- 5.2.1.2.2. Functions and events (greater value than float balance)
- 5.2.1.2.3. Year-end AGM costs

5.3. Excluded Items

5.3.1. Guild funds are not permitted to be used on any of the below items of expenditure:

- 5.3.1.1. Coffee and other food/drink items when not club related business/events.
- 5.3.1.2. Personal or private costs (e.g. lunch with you friends).

5.4. Funding Applications

5.4.1. Clubs can apply for float or grant funding via the Club's resources page on the Guild's website.

5.4.2. Float Top Ups

5.4.2.1. When a Club's initial float has been consumed, the Club will need to apply for a float 'top-up'.

5.4.2.2. Funds will not be approved where receipts are submitted more than 3 months after the purchase was made or where receipts pre-date the confirmed date of approved affiliation.

5.4.2.3. Only valid Tax Invoice receipts are permitted to be submitted in the application.

5.4.3. Grant Submissions

5.4.3.1. A grant submission can be made for goods and services priced above the Club's float top-up value.

5.4.3.2. Only valid Tax Invoice receipts are permitted to be submitted in the application.

5.4.3.3. A grant submission must be made at least two weeks in advance to allow time for approval by the Guild's Vice President responsible for the Club.

5.4.3.3.1. Grants of \$1,000 or more are required to be approved by the Guild's Secretariat.

5.4.3.4. Grants will not be paid for activities/purchases made prior to Guild approval or where activities were undertaken prior to the confirmed date of approved affiliation.

5.5. Volopay

5.5.1. All clubs that are eligible for funding from the Guild will be provided with a digital pre-paid debit card, also known as a Volopay card.

5.5.2. All club purchases (float & grant expenditure) must be made with the Club's Volopay card.

5.5.2.1. Unless previously agreed with the Guild's Financial Controller, in which the Guild can pay for items on behalf of the club, if a valid Tax Invoice is supplied.

5.5.2.1.1. The Club's Volopay card balance will subsequently be deducted for the same value.

5.5.3.Clubs can track their card balance via the Volopay app.

5.5.4.Clubs must submit valid Tax Invoice receipts via the Volopay app within five business days of incurring the expenditure.

5.5.4.1. Clubs must not transact with businesses that cannot supply a valid Tax Invoice receipt

5.5.5. Clubs must not share the Volopay card details with anyone who is not a Club Committee member.

5.5.6. The club must contact the Guild’s Financial Controller immediately if unauthorised transactions have been identified on the Volopay card.

5.6. Tax Invoice Receipts

5.6.1. A valid Tax Invoice must contain the below key details:

5.6.1.1. Business name and address

5.6.1.2. Australian Business Number (ABN)

5.6.1.3. Date

5.6.1.4. Detail nature of transaction

5.6.1.5. Specify amount (\$)

5.6.1.6. Specify if GST is applicable

5.6.1.7. Must state ‘Tax Invoice’ on the receipt.

5.7. Reimbursements

5.7.1. Club members will not be reimbursed for club related items purchased with their personal funds.

5.7.2. All club expenditure must be purchased as per item 5.5.2 and 5.5.2.1 above.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Club Affiliation Policy
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">•

Related Legislation	•
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7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Financial Controller
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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	23 February 2026
Original Motion	SM2602/08
Revision History	
Revised by	
Next Revision Date	February 2027



ECU Student Guild

GUILD ADVISORY SERVICE USER POLICY

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

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Member** means all Guild Financial Members who include all enrolled students of Edith Cowan University who pay Student Services and Amenities Fees and also includes all enrolled International Students of Edith Cowan University but excludes the following SSAF exempt students:
 - 3.6.1. ECU Sri Lanka Students
 - 3.6.2. University Preparation Students (UniPrep Accelerate & UniPrep (Education Assistance Program))
 - 3.6.3. Undergraduate Certificate of Higher Education Students.
- 3.7. **The Guild** means the governing body of the Guild.
- 3.8. **Guild Advisory Officer** means an officer of the Guild, employed to provide advocacy, advice and guidance to members for academic, welfare and financial matters.

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

4. OVERVIEW

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

5. POLICY

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

5.2. Who we support

- 5.2.1. The Guild Advisory Service supports members of the Guild. All ECU students can be General Members of the Guild at no cost unless they elect not to be members from time to time; and
- 5.2.2. Senate members. Any senate member that requests services from the Guild Advisory Service must first contact the Guild Operations Manager to request. Senate may not request to work with a particular Guild Advisory Officer; this decision sits firmly with the Operations Manager and may be based upon workloads of staff and availability.
- 5.2.3. University Preparation and Undergraduate Certificate of Higher Education students are not eligible to access Guild Advisory services.

5.3. Senate Members

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

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

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

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

5.4. Who don't we support

5.4.1. Edith Cowan College students;

5.4.2. ECU Sri Lanka Students

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

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

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

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

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

5.4.6. Students who have an alert in their file and may have been identified as aggressive, abusive or failed to attend three appointments without cancelling or notifying the Guild.

5.4.7. We cannot advocate for any student or group of students referred to the Guild's Disciplinary Committee for matters relating to breaches of Guild Policies, procedures, guidelines or other matter. In circumstances, where appropriate,

and where there is no conflict of interest, the Operations Manager may permit a Guild Advisory Officer to accompany a student as per the rules of the Disciplinary Committee.

5.4.8. Students who are driving during a phone appointment

5.5. Services The Guild Advisory Service offer

5.5.1. Advocacy and support with academic concerns including reviews, appeals and academic misconduct;

5.5.2. Attend university meetings with students, where possible;

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

5.5.3. Support with individual complaints and assistance to help resolve grievances;

5.5.4. Assistance with individual National Student Ombudsman Matters

5.5.5. Support for welfare and financial issues including provision of Foodbank referrals;

5.5.6. Liaison support with university staff and key stakeholders;

5.5.7. Assistance with appealing a university decision;

5.5.7.1. GAO attendance at Student Appeals Committee hearings may be in the capacity of a student's Support Person, only. A GAO may speak on a student's behalf if requested by the panel.

5.5.7.2. A GAO may only act as a student support person where:

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

5.5.8. The same GAO cannot support multiple students who are appealing decisions relating to their conduct in the same incident or assessment as one another. For example, matters concerning group assignments or collusion allegations. If another advocate cannot be sought within the GAO team, the student who booked an appointment first will be prioritised.

5.5.9. Guidance in relation to university rules and policies;

5.5.10. Referrals to internal or external services for a student with an issue outside of Guild Advisory Service capacity. The Guild also accepts referrals from internal and external agencies. Referrals may be for additional or alternate services. The referral process generally includes the following steps:

5.5.10.1. The Guild Advisory Service identifies the need for services from another agency;

5.5.10.2. Explains the need for a referral to another agency including the reasons for being unable to provide the required or requested services;

5.5.10.3. Obtains consent to liaise with other providers on behalf of the student;

5.5.10.4. Continues to provide services currently in place (as applicable);

5.5.10.5. Support the student to contact other suitable service providers;

5.5.10.6. Documents all relevant information in the service user's record; and

5.5.10.7. Check any existing Memorandums of Understanding with referring agencies to ensure that appropriate processes are followed for referral.

5.5.11. GAOs and the ECU Student Guild are not responsible for the outcome of appeals or any University Decision or outcome where they have supported, advocated for a student or acted on student's behalf.

5.6. Services The Guild Advisory Service do not offer

5.6.1. The Guild Advisory Service do not have access to Edith Cowan University systems and we cannot provide Edith Cowan University services;

5.6.2. The Guild Advisory Service are not registered visa migration agents, counsellors, financial counsellors, mental health support workers or Fair Work advisors and cannot provide advice on these or the following topics. The Guild Advisory Service can discuss and provide referral support to access these services.

- Migration Visa issues
- Legal advice
- Mental Health counselling, assessments or plans
- Medical advice
- Academic skills, instructions on correct AI use or assessments advice
- Career advice
- Fair Work
- Housing and tenancy advice

- 5.6.3. Where a Student discloses current issues such as gambling or drug addiction, requests for financial support will be reviewed in consultation with Guild Advisory Service Coordinator, an alternative type of financial support may be offered such as a Foodbank referral.
- 5.6.4. The Guild Advisory Service will not advocate for a student where the student has another external advocate.

5.7. Zero tolerance approach

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

5.8. Failing to attend appointments

- 5.8.1. We understand students may at times be unable to attend their appointment. Students agree when booking online to cancel or reschedule their appointment if unable to attend either through our online portal or by calling the Guild;
- 5.8.2. If a Student does not cancel their appointment and fails to attend they will be contacted via text message to remind them of their missed appointment. A link to rebook another appointment will be also sent in the same text message;
- 5.8.3. Students may be refused service if they fail to cancel their appointment in advance with this occurring consistently for at least three appointments, or consistently reschedule/cancel appointments with less than 24 hours' notice and do not respond to calls from The Guild Advisory Service; and
- 5.8.4. Where the Operations Manager and Guild Advisory Service Coordinator agree a student should no longer be allowed access to services due to their behaviour, a student will be notified by email, by the Operations Manager.

5.9. Systemic Issues

- 5.9.1. There may be occasions where a number of students present with the same or similar issues. In these cases each student will be supported individually to resolve their particular issue or complaint.
- 5.9.2. The Guild Advisory Officers do not support with group ECU complaints in line with the Edith Cowan University's complaints process.
- 5.9.3. The Guild Advisory Officers do not support group National Student Ombusman complaints but may assist in the compilation of a complaint as required by the Operations Manager or with a submission made by the Guild Senate.
- 5.9.4. Where it appears that a systemic issue is presented by one or multiple students the Guild Advisory Officers will case conference the particular complaint with the Guild Advisory Service Coordinator as soon as practicably possible or at the next available Guild Advisory Service Team Meeting.
- 5.9.5. Where Systemic issues are identified the Guild Advisory Service Coordinator in consultation with the Operations Manager, will provide details of the issue to the relevant Vice President and/or the President to raise with the school or relevant University Department, through the School Representatives or through a relevant forum as the case may be.
- 5.9.6. Student's details will not be passed on to the Senators in relation to the complaints received. These students will continue to be supported to resolve their individual issue by the Guild Advisory Officer supporting the student. Only the details of the systemic issues presented will be provided to the Vice President and/or President for resolution at a school/university level. Where there is feedback to be provided the Vice President or President will endeavour to discuss this with the supporting Guild Advisory Officer and the Guild Advisory Service Coordinator to ensure that students are fully informed of the outcome. It is the Guild Advisory Officer's responsibility to relay this feedback to the student.
- 5.9.7. Senators will not routinely liaise or consult with individual students on systemic matters.
- 5.9.8. Where there is a potential conflict of interest for the Senator in managing a complaint, the Guild President will elect a proxy to manage the issue with the school or department.

5.10. Confidentiality

- 5.10.1. Refer to Privacy policy <https://ecuguild.org.au/privacy-policy/>
- 5.10.2. Guild members consent to our collection, use and disclosure of personal information in accordance with the [Privacy Policy](#) and any other arrangements that apply. The Guild may change the Privacy Policy from time to time by publishing changes to it on the Guild website;

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

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

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

5.11. Complaints process

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

6. RELATED DOCUMENTS

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

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	The Guild Advisory Service
All Enquiries Contact	The Guild Advisory Service
Telephone	08 6304 2640
Email address	studentadvisory@ecuguild.org.au

8. APPROVAL HISTORY

Policy Approved By	Senate
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Revised by	Lisa Dwyer & Jo O’Donnell & Patrice Mitchell
Next Revision Date	February 2027



ECU Student Guild

ACCOUNTING POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Finance
POLICY TITLE	Accounting Policy
POLICY OWNER	Financial Controller

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word "including" and similar expressions are not words of limitation.
- 3.4. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.

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

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. Not for Profit Status

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

5.2. Principles of Consolidation

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

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

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

5.3. Revenue Recognition

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

5.3.1.1. Student Fees

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

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

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

5.3.1.2. Grants

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

5.3.1.3. Other Contributions Revenue

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

5.4. Acquisition and Disposal of Assets

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

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

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

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

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

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

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

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

5.4.8. The cost of an asset comprises:

5.4.8.1. its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;

5.4.8.2. any costs directly attributable to bringing the Asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and

5.4.8.3. the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

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

5.4.9.1. cost of employee benefits arising directly from the construction or acquisition of the item of property, plant and equipment;

5.4.9.2. cost of site preparation

5.4.9.3. initial delivery and handling costs

5.4.9.4. installation and assembly costs

5.4.9.5. costs of testing whether the asset is functioning properly

5.4.9.6. professional fees

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

5.5. Non-current Assets

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

- 5.5.1.1. Land;
- 5.5.1.2. Buildings;
- 5.5.1.3. Leasehold land and improvements;
- 5.5.1.4. Capital work in progress;
- 5.5.1.5. Computing equipment;
- 5.5.1.6. Other equipment and furniture;
- 5.5.1.7. Motor vehicles;
- 5.5.1.8. Library collections; and
- 5.5.1.9. Works of art.

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

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

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

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

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

5.6. Depreciation

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

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

5.6.3. Useful Life is the shorter of:

- 5.6.3.1. the period over which an asset is expected to be available for use by the Guild;
- or

5.6.3.2. the estimated total service period that is expected to be obtained from the asset.

5.6.3.3. Depreciation is calculated on a diminishing value method from the time the asset becomes available for use. Estimated useful lives are as follows:

5.6.3.4. Land Not depreciated

5.6.3.5. Buildings 5-50 years

5.6.3.6. Leasehold land and improvements Shorter of 50 years or life of lease

5.6.3.7. Road works 45 years

5.6.3.8. Computing equipment 5 years

5.6.3.9. Other equipment and furniture 15 years

5.6.3.10. Motor vehicles 7 years

5.6.3.11. Leased plant & equipment Shorter of 8 years or lease period

5.6.3.12. Works of art not depreciated

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

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

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

5.7. Intangible Assets

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

5.7.1.1. it is probable that expected future economic benefits are attributable to the asset and will flow to the Guild; and

5.7.1.2. the cost of the asset can be measured reliably;

5.7.2. An Intangible Asset must:

5.7.2.1. be separable, that is, capable of being separated or divided from the Guild and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, Asset or liability; or

- 5.7.2.2. arise from contractual or other legal rights, regardless of whether those rights are transferable or separable from the Guild or from other rights and obligations.

5.8. Leases

- 5.8.1. Lease payments are recognised as an expense on a straight line basis over the lease term (unless another systematic basis better reflects the pattern of benefits).

5.9. Inventories

- 5.9.1. Inventory comprises assets that are:

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

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

5.10. Receivables

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

5.10.1.1. Provision for Impaired Receivables

- 5.10.1.1.1. Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off as bad debts. A provision for impaired receivables is raised where some doubt as to collection exists.
- 5.10.1.1.2. The process for estimating the amount of a provision for impaired receivables takes into account all relevant information available before the financial report is issued about conditions existing at the reporting date.

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

5.11. Investments

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

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

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

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

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

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

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

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

5.12. **Employee Benefits**

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

5.12.1.1. **Annual leave**

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

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

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

5.12.1.2. **Long Service Leave**

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

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

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

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

5.12.1.3. **Superannuation**

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

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

5.12.1.4. **Accrued or Prepaid Salaries**

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

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

5.12.1.5. **Employee Benefits On-Costs**

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

5.13. **Taxes**

5.13.1. **Income Tax**

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

5.13.2. Goods and Services Tax (GST)

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

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

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

5.13.3. Fringe Benefits Tax

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

5.13.4. Payroll Tax

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

5.14. Other Expenses

5.14.1. Borrowing Costs

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

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

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

5.14.2. Repairs and Maintenance

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

6. RELATED DOCUMENTS

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

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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