

Student Services and Amenities Fee Report

Quarter 4, 2025

For the period 01/10/2025 to 31/12/2025

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 4, 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 attention to emerging risks and opportunities to enhance student welfare, advocacy, and service delivery.

Quarter 4 demonstrated the Guild's continued commitment to delivering high-quality student services, advocacy, engagement, and operational support across all ECU campuses, despite ongoing staffing and governance challenges. Activity during this period reflected strong event delivery, solid club support, sustained welfare and advisory services, and the successful completion of several year-end initiatives.

Guild Overview and Governance

Governance operations remained active, though impacted by significant Senate vacancies and transitional handovers. Three Senate meetings and three Secretariat meetings were held during Q4, with newly elected Senators participating in Senate and Secretariat meetings in December, following the 2025 elections.

The Guild Elections did not proceed to polling due to all positions being uncontested, including NUS Representative positions.

A substantial organisational surplus was recorded due to prolonged vacancies and subsequent departmental underspend across Senate supported Departments, i.e. Undergraduate, Postgraduate, Equity, Environmental, First Nations, South West, Social and Sports Departments. Whilst efforts were undertaken to redirect some of the unspent department funds through Senate Activation activities, including pop-up Food Pantry and various on-campus weekly events a significant surplus remains. These funds are planned to be reinvested via 2026 initiatives through Reserve funding requests to support permanent Food Pantry operations and Website development.

Student Representation, Engagement and Welfare

Q4 was one of the Guild's most event-intensive quarters, delivering 32 Guild events with 2,676 attendees, including major highlights such as the Guild Ball (230 students), Club Awards (100 attendees), Mount Lawley Campus Farewell (450+ attendees), and the new Beach-to-Bush Festival. Seasonal activations, including Diwali, live music, exam-period breakfasts, and an expanded pop-up food pantry, reinforced campus vibrancy and strengthened social connection. Food and drink expenditure aligned with demand, with Joondalup recording 2,085 kitchen entries and the highest activation usage.

Engagement across departments reflected mixed activity due to exam-period constraints and officer vacancies:

- **Undergraduate Department:** Delivered two Career Connect events and provided first-aid training to 31 students; funded \$2,358.70 in club support.

- **Social Department:** Hosted Oktoberfest, Bloom Lightshow and the End-of-Semester Party, with 170 attendees despite reduced capacity during exams.
- **International & Equity Departments:** Continued supporting affiliated clubs; International clubs received \$2,908.50 in Q4. Equity leadership continued representation in SAC hearings.
- **Environmental, First Nations, Sports, South West Departments:** Recorded little or no activity due to officer vacancies and end-of-year student workload, with several vacancies noted as critical operational risks.

Clubs, Leadership and Student Communities

The Guild affiliated one new club in Q4, bringing the 2025 total to 37 active clubs across Social, Undergraduate, International, and Equity categories. Club funding for the quarter totalled \$7,564.76, and \$51,125.87 for the year, with Social, International and Undergraduate clubs receiving the majority of Q4 allocations. Club achievements were recognised through the Guild’s annual Club Awards, celebrating excellence in leadership, cultural engagement, marketing, collaboration, and event delivery.

Welfare, Advocacy, and Financial Support Services

The Guild Advisory Service operated with a three-person team, delivering 389 appointments and supporting 267 students, prioritising those with immediate welfare and mental-health needs. Financial support this quarter totalled \$4,120, comprising vouchers, Foodbank referrals, and a practicum grant. Advocacy demand remained high: 146 academic misconduct cases and 93 Student Appeals Committee matters dominated caseloads, with university-level processing delays continuing to cause significant student stress.

Dircksey Magazine and Communications

Dircksey successfully published and distributed its delayed September issue in October, receiving strong campus-wide engagement (700–800 views per story). A new editor was appointed and onboarded during the quarter, preparing the team for 2026 delivery. Social media and communications remained strong, with 557,200 Instagram views, 174,500 Facebook views, and newsletters reaching up to 16,757 recipients with engagement rates of 1–15%

Financial Performance

The fourth quarter represented the peak of operational activity, with Student Support Program expenditure reaching \$618,455, significantly higher than any preceding quarter. This strategic acceleration in spending reflects a concerted effort to maximise student services before year-end. The surge in expenditure was primarily driven by Sporting and Recreational Activity (KPI 2), which saw a \$146,640 outlay in Q4 alone, and the Provision of Food & Drink (KPI 1), which utilised \$75,958. This final push ensured that accumulated funds from earlier quarters were effectively deployed into tangible student benefits rather than remaining as unspent reserves.

For the year ended 31 December 2025, the Guild recorded a Gross SSAF Surplus of \$220,852. This represents a significant under-utilisation of funds that are intended to be fully expended within the funding year to benefit the current student cohort. Substantial portions of the budget remained unspent in areas such as Club

Administration (21% remaining) and Student Advocacy (14% remaining). In contrast, welfare-critical categories such as 'Provision of Food & Drink' (KPI 1) and 'Helping Students with Financial Affairs' (KPI 5) were exhausted, reaching 105% and 102% of their respective budgets. This disparity highlights the need for a recalibrated FY26 budget that shifts resources from under-spent areas to high-demand welfare services, ensuring that future SSAF allocations are fully deployed to support students rather than accruing as surplus reserves.

Critical Issues and Opportunities

Q4 highlighted several challenges, including Senate vacancies, delayed club reporting, academic misconduct processing delays, and limited student event feedback. Strengthening governance continuity, improving feedback mechanisms, enhancing compliance processes, expanding support pathways and advocating for systemic change relating to Academic Misconduct will remain core priorities into 2026. The quarter also reinforced opportunities for growth, including expanding food pantry operations, refining event planning cycles, and strengthening cross-campus engagement strategies.

Areas for Development

1. Strengthening Governance Stability and Senate Capacity

The report highlights significant Senate vacancies, uncontested elections, and transitional handovers that affected governance continuity and departmental activity. These gaps contributed to underspend, delayed workflows, and reduced service delivery in several departments. Strengthening recruitment, induction, accountability, and succession planning will be essential to stabilise operations.

2. Addressing Departmental Inactivity Due to Officer Vacancies

Multiple departments including Environmental, First Nations, Sports, Postgraduate, and South West, recorded little to no activity in Q4 due to unfilled officer roles and end-of-year academic pressures. This creates service inequity and limits student engagement opportunities. A more proactive and timely appointment process, supported by stronger promotion of representative roles, is needed.

3. Improving Academic Misconduct Support Capacity

The Guild Advisory Service experienced heavy demand, with 146 academic misconduct cases and 93 SAC matters, leading to extended wait times (over two weeks) and increased student distress. Additional resourcing, especially during peak periods, along with better university-Guild coordination on misconduct timelines would significantly improve the student experience.

4. Enhancing Financial Planning and SSAF Allocation Efficiency

The Guild recorded a \$220,852 SSAF surplus, largely due to prolonged vacancies and departmental underspend. Meanwhile, high-demand categories like Food & Drink (KPI 1) and Financial Affairs (KPI 5) exceeded their budgets, reaching 105% and 102% respectively. Future budgets should better match actual need by reallocating funds from low-utilisation areas to consistently over-subscribed services such as welfare, food security, and emergency financial support.

5. Strengthening Feedback, Evaluation, and Reporting Processes

The report notes limited student event feedback, delayed club reporting, and delays in publishing Senate minutes. Strengthening evaluation systems, digitising reporting, and enforcing timelines would improve transparency, quality control, and evidence-based decision-making.

6. Improving Departmental Engagement During Critical Academic Periods

Several departments reported reduced engagement during the exam period. While understandable, this pattern limits student service continuity. More flexible planning—such as low-effort, high-impact digital engagement, off-peak programming, or shared event delivery—could maintain momentum even during busy academic windows.

7. Increasing Administrative Efficiency and Compliance

The report notes delays in club reporting and compliance activities, as well as the need for improved handover, planning cycles, and administrative consistency. Strengthening procedural clarity, digital workflows, and induction processes would reduce administrative burden and improve operational smoothness.

8. Expanding Food Security and Welfare Infrastructure

The growing use of the Joondalup kitchen (2,085 entries) and high demand for the pop-up pantry indicate strong and rising student need. Establishing permanent food pantry operations—as planned for 2026—should be prioritised and expanded across campuses where possible.

Conclusion

Quarter 4 demonstrated the Guild's strong commitment to delivering meaningful, high-quality services to ECU students through extensive events, robust welfare support, active club engagement, and responsive advocacy services. Despite governance disruptions, including Senate vacancies, uncontested elections, and transitional handovers, the Guild maintained operational continuity and delivered one of its most active quarters, highlighted by 32 large-scale events, expanded welfare initiatives, and strong uptake of advisory and advocacy services. The reinvigoration of campus life through flagship events, seasonal activations, and the expanded pop-up food pantry further strengthened student connection and wellbeing during a critical time of year.

While the Guild achieved significant impact, Quarter 4 also revealed clear opportunities for improvement, including the need to stabilise governance structures, strengthen departmental capacity, improve compliance and reporting timeliness, and address the ongoing strain created by academic misconduct case volumes. The substantial SSAF surplus, driven largely by staffing gaps and departmental underspend, underscores the need for more balanced resource allocation in FY26, ensuring funds are directed to high-demand areas such as welfare, food security, and financial support. Looking ahead to 2026, the Guild is well-positioned to enhance its strategic delivery through reinvestment in essential initiatives, improved planning cycles, strengthened student feedback mechanisms, and continued advocacy for systemic improvements that support the evolving needs of ECU students.

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

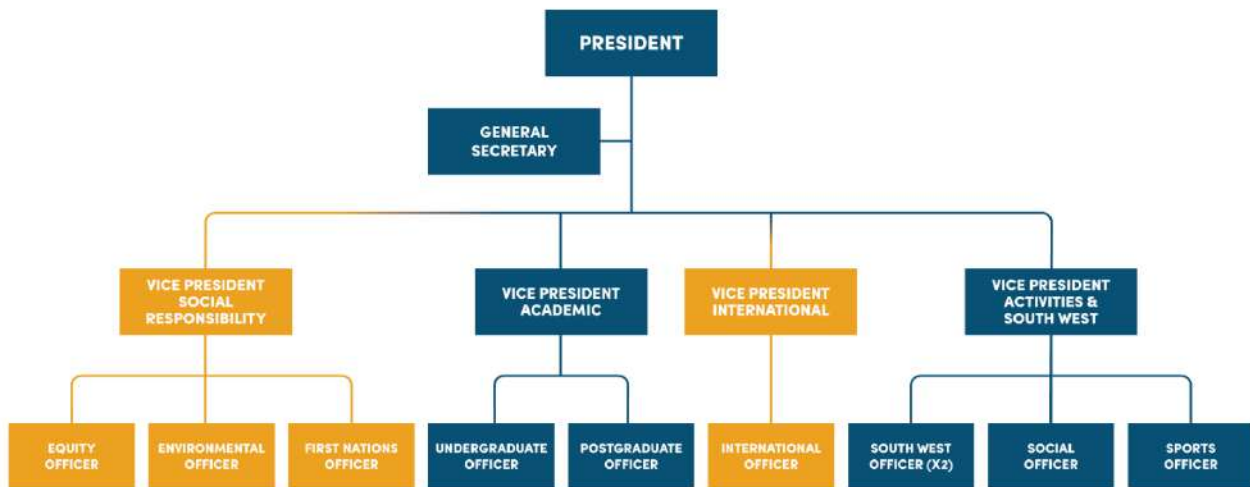
Guild's affairs, facilitating the representation and welfare of the student body. The key components of this governance structure include the Senate, the Secretariat, the Departments, and the disciplinary mechanisms, each with clearly delineated roles, responsibilities, and processes.

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 – Syed Taqi Razvi

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 – Sheharyar Sahi (from 4th August 2025)

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

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

Vice President Social Responsibility – Jo Lucks

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

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

Vice President Activities & South West – Vimal Hemnani (to 15th July 2025)

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

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

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

Vice President International – Minhajul Arefin (to 8th August 2025)

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

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

Undergraduate Officer – Sheharyar Sahi (to 3rd August 2025)

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

Postgraduate Officer – Imtiaz Ali (to 15th July 2025), Asad Ali (from 25th August 2025)

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 (from 4th August 2025)

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

Equity Officer – Gangamini Chandrasiri (to 21st August 2025)

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

First Nations Officer – Vacant

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

Social Officer – Mohak Gahkreja (to 15th July 2025)

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 (from 4th August 2025)

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

South West Officer – Vacant

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

International Officer – Cliaan Coenraad

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

Full Senate Position Descriptions are available [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 – Abby Sy

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

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

Dircksey Sub-Editor – Francesca Fernandez

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

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

Full Dircksey Position Descriptions are available [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.

Guild Advisory Service Coordinator – Jo O’Donnell (to 18th July 2025), Patrice Mitchell (from 18th August 2025)

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

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

Guild Advisory Officer – Dana Orbita & Patrice Mitchell (to 17th August 2025)

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

Events & Marketing Officer – Eleanor Mulder

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

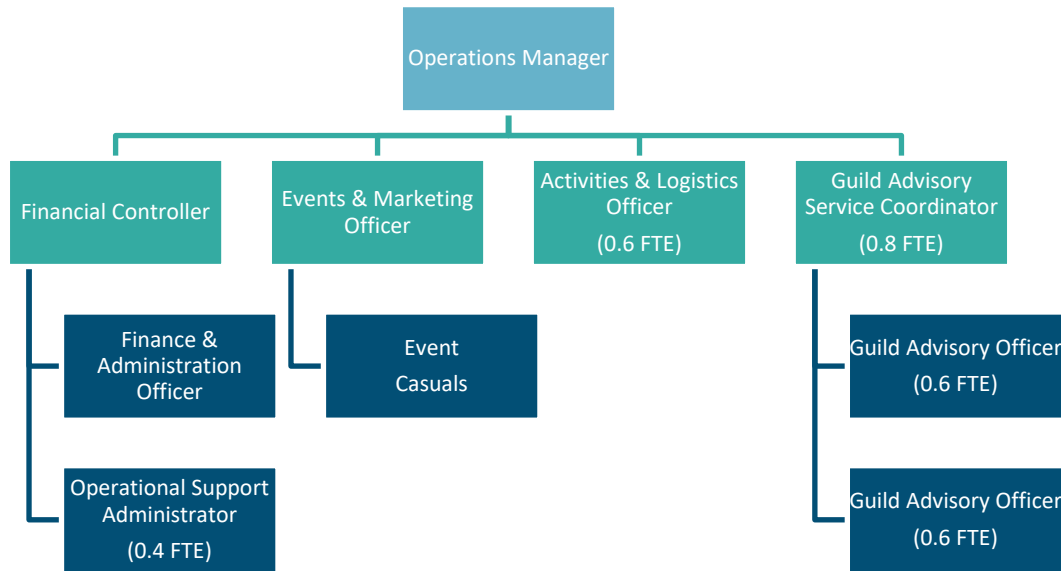
In addition, the officer collaborates with student groups, university departments, and external partners to ensure successful event delivery and foster community engagement. They act as a liaison with vendors, sponsors, and external collaborators, while exploring innovative ways to increase student participation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

Activities & Logistics Officer – Paul Harnett

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

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

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



Club Affiliation and Support

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

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

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

Affiliation Process

The process for club affiliation involves several key steps:

- Application Submission:

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

- **Assessment and Approval:**
The General Secretary reviews applications to ensure they meet eligibility criteria, including being non-commercial, serving student interests, and aligning with Guild policies. The Guild has the discretion to approve or reject applications, with unsuccessful applicants able to appeal decisions.
- **Ongoing Compliance:**
Affiliated clubs must comply with the Guild's policies, submit quarterly reports, maintain active membership, and adhere to conduct standards. Failure to meet these obligations can result in disaffiliation.
- **Reaffiliation and Continued Support:**
Clubs are automatically re-affiliated annually, provided they meet ongoing requirements, submit reports, and maintain active membership. Disaffiliated clubs must wait a minimum of six months before reapplying.

Affiliation Tier System

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

Tier 1 – Full Affiliation with Funding Support

Eligibility:

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

Benefits:

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

Tier 2 – Smaller Clubs with Funding Support

Eligibility:

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

Benefits:

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

Tier 3 – Basic Affiliation

Eligibility:

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

Benefits:

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

Tier 4 – Incorporated Organisations

Eligibility:

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

Benefits:

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

Benefits of Affiliation

Affiliation with the Guild offers numerous advantages to student clubs:

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

- **Use of Facilities and Resources:**
Affiliated clubs can utilise Guild spaces, equipment, and promotional platforms, reducing operational costs and increasing visibility.
- **Recognition and Promotion:**
Guild affiliation enhances the visibility of clubs within the university community, facilitating member recruitment and engagement.
- **Training and Support:**
Clubs receive administrative training, procedural guidance, and ongoing support to ensure compliance and effective governance.
- **Representation:**
Clubs have a formal platform to voice student concerns and contribute to university governance through their affiliations.

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)]
<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>\$1493 was spent on food provision for the two Career Connect events that were facilitated by the Undergraduate Department.</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 Undergraduate Department provided two Career Connect events for students of School of Business and Law and Medical and Health Sciences, supporting students to develop insights into graduate careers and opportunities.</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 two clubs with funding from the Undergraduate department. Club activity reduced in quarter four as students focussed on exams. Both the Computing and Security Student Association (CASSA) and ECU Aviators received grant funding in quarter 4.</p> <p>1 new club was affiliated during Q4 in the Undergraduate Department. There are now 13 Undergraduate Clubs affiliated with the Guild in total. Undergraduate clubs received a total of \$2,358.70 of funding in quarter 4, with \$15,880.07 of funding being provided to Undergraduate Clubs in 2025.</p> <p>Affiliated Undergraduate Clubs in Q3:</p> <ul style="list-style-type: none"> • ECU Women in Business and Leadership Association (WIBLA)

Existing Affiliated Undergraduate Clubs:

- Intelligence and Security Students Association (ISSA)
- ECU Psych Society
- Arts & Cultural Management Association (ACMO)
- Computing and Security Student Association (CASSA)
- ECU Robotics Society
- ECU Aviators
- Nursing and Midwifery Union
- Communication Club
- Women in Engineering in ECU
- ECU Visual Arts Society
- ECU Space Club
- Occupational Therapy @ ECU

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)]

Due to high demand, First Aid Training was conducted for a further two times in quarter 4. The sessions had a capacity of 20 students, however, 17 places were filled in the first session and 14 in the second session.

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)]

No activity.

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

No orientation activity in Q4.

Postgraduate Department

Responsible Officers
<ul style="list-style-type: none">• President• Vice President Academic• Postgraduate Officer
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. 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)] No Postgraduate Clubs affiliated.
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 orientation activity in Q4.

Equity Department

Responsible Officers
<ul style="list-style-type: none"> • President • Vice President Social Responsibility • Equity Officer
KPIs 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)] • 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>No activity</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.</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 4. There are 3 Equity Clubs affiliated with the Guild in total. Equity clubs made no applications for funding in quarter 4, with \$4,255.92 of funding being provided to Equity Clubs in 2025.</p> <p>Affiliated Equity Clubs:</p> <ul style="list-style-type: none"> • ECU Wellbeing Community • ECU Women’s Community • An-Nisa <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)]

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)]

No orientation activity in Q4.

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 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
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.</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 ran the Sip and Paint activity in Q4.</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 4. No Environmental Clubs are currently affiliated with the Guild.</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> <p>No training courses provided in quarter 3.</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.</p> <p>KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]</p> <p>No orientation activity in Q4.</p>

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.</p> <p>Critical issue: No First Nations Officer in role.</p> <p>KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]</p> <p>No activity.</p> <p>Critical issue: No First Nations Officer in role.</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 affiliated in quarter 4.</p> <p>Critical Issue: No First Nations Officer in role.</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 training courses provided in quarter 4.</p> <p>Critical Issue: No First Nations Officer in role.</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>Critical Issue: No First Nations Officer in role.</p> <p>KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]</p> <p>No orientation activity in Q4.</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 1 - Providing food or drink to students on a campus of the higher education provider [Statute 29(3.2)(2)(a)]• 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
<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 Social Department facilitated a small number of activities in the quarter. Activities were reduced due to student capacity to engage given exams and end of year academic matters took priority for students at this time. 170 students participated in Social Department events across the period, including Oktoberfest, Bloom Lightshow and the End of Semester Party.</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.</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 Social Department in quarter 4. There are 14 Social Clubs affiliated with the Guild in total. Social clubs received a total of \$1,897.56 of funding in quarter 4, with \$14,234.78 of funding being provided to Social Clubs in 2025.</p> <p>Affiliated Social Clubs:</p> <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 in quarter 4.

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 orientation activity in Q4.

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.</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.</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 4. 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 training courses provided in quarter 3.</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.</p> <p>KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]</p> <p>No orientation activity in Q4.</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.
Critical Issue: No South West Officer in role.
KPI 2 – Supporting a sporting or other recreational activity by students [Statute 29(3.2)(2)(b)]
No activity.
Critic Critical Issue: No South West Officer in role.
KPI 3 – Supporting the administration of a club, most of whose members are students [Statute 29(3.2)(2)(c)]
No activity.
Critical Issue: No South West Officer in role.
KPI 7 - Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled [Statute 29(3.2)(2)(o)]
No training courses provided in quarter 4.
Critical Issue: No South West Officer in role.
KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(4)(1)(q)]
No activity.
Critical Issue: No South West Officer in role
KPI 9 - Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]

No orientation activity in Q4.

International Department

Responsible Officers

- President
- Vice President International
- International Officer

KPI's Met

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

Overview of Department Activities in Quarter

KPI 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)]

No additional Clubs were affiliated under the International Department in quarter 4. There are 8 International Clubs affiliated with the Guild in total. International clubs received a total of \$2,908.50 of funding in quarter 4, with \$15,355.10 of funding being provided to International Clubs in 2025.

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 in quarter 3.

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 orientation activity in Q4.

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)]	
1 Club was affiliated in quarter 4. With no applications for Affiliation received and 1 application processed from quarter 3. No applications were declined and 1 application for AIESEC in ECU is pending an outcome from Q1.	
	Q4
Number of Tier One Affiliations Received	0
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	0
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

The Guild did not meet the affiliation timeline for 1 club, ECU Women in Business and Leadership.

Affiliated Clubs at Q4:

- 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

	Q1	Q2	Q3	Q4	Total Clubs 2025
Number of Social Clubs	10	2	2	0	14
Number of Sports Clubs	0	0	0	0	0
Number of Equity Clubs	3	0	0	0	3
Number of Environmental Clubs	0	0	0	0	0
Number of First Nations Clubs	0	0	0	0	0
Number of International Clubs	5	2	0	0	8
Number of Undergraduate Clubs	8	2	2	1	13
Number of Postgraduate Clubs	0	0	0	0	0
Number of South West Clubs	0	0	0	0	0

Affiliated Clubs have received \$7,564.76 of funding in quarter 4. Total funds provided to affiliated clubs in 2025 are \$51,125.87. One Club, Ahlulbayte Humanity Club, received \$400 above the Grant threshold for their Peace Walk event. Secretariat approved this additional funding due to the peace Walk being the longest running club event.

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	\$ 8,803.83	\$ 4,000.00	\$ 2,008.06	\$ -	\$ 1,525.33	\$ -	\$ 2,297.56	\$ 400.00
Sports Clubs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Equity Clubs	\$ 1,326.00	\$ -	\$ 1,034.28	\$ -	\$ 1,895.64	\$ -		
Environmental Clubs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
First Nations Clubs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
International Clubs	\$ 4,860.00	\$ -	\$ 6,185.66	\$ 1,000.00	\$ 2,400.94	\$ -	\$ 2,908.50	
Undergraduate Clubs	\$ 5,144.20	\$ 372.00	\$ 3,315.53	\$ -	\$ 5,061.64	\$ -	\$ 2,358.70	
Postgraduate Clubs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
South West Clubs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Quarterly Funding	\$ 20,134.03	\$ 4,372.00	\$ 12,543.53	\$ 1,000.00	\$ 10,883.55	\$ -	\$ 7,564.76	\$ 400.00

Annual Comparison of Funding

	2022	2023	2024	2025
Number of Affiliated Clubs (to date)	56	39	41	37
Total Funding	\$ 46,524.18	\$ 35,634.85	\$ 40,851.09	\$ 51,125.87

Club Quarterly Reports

No reports provided.

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

General Club Support

The Guild celebrated student leadership and club achievements in Quarter 4 at the Club Awards, which welcomed 100 attendees. The event provided an opportunity to recognise the efforts of student clubs across all campuses.

Clubs awarded:

- **Academic Club of the Year:** Intelligent and Security Student Association (ISSA)
- **Social Responsibility Club of the Year:** Wellbeing Community
- **International Club of the Year:** Nippon Connect Society
- **Activities and Southwest Club of the Year:** Bahai Society
- **Club Volunteer of the Year:** Sonia Raisi & Aneeba Ashraf
- **Event of the Year:** Cha Er Adda – Bangladesh Student Association
- **Best Collaboration of the Year:** Trivia Night – Computing and Security Student Association (CASSA)
- **Best Marketing Award:** Nippon Connect Society
- **Consistent Contribution Award:** Peace Walk – Ahlulbayte Humanity Club
- **Best New Club of the Year:** Pakistani Student Association
- **Best Club of the Year:** Wellbeing Community

New clubs, including Women in Business and Leadership and the Space Club, launched successfully, while international clubs remained active and engaged. Signature events included the Ahlulbayte Peace Walk, the longest-running event on campus, and Tone Deaf, which has been growing in popularity with DJ-led sessions.

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>Guild BBQs and on-campus food activations remained highly popular in Quarter 4, with students engaging across a variety of events, including the Pumpkin Patch offering free cinnamon scones, jam, cream, and coffee, and the ML Campus farewell BBQ for 350 students where free BBQs were available for those with a Guild sticker; Club Awards and Guild Ball featured sit-down dinners at reduced pricing or free of charge, while the Beach-to-Bush ice cream van provided a “sweet treat” on campus. Additional support included a Student Christmas lunch for those away from home, exam week breakfasts, and a library trolley with goodies to help students through exams, all contributing to continued student engagement and campus vibrancy with an overall positive reception. These activities were complemented by regular on-campus activations and seasonal celebrations such as Diwali and Guild BBQs, providing informal spaces for students to connect and engage. On campus activations included a pop-up food pantry activation to address the food insecurity issues across the University, providing free groceries to students on a weekly basis.</p> <p>Throughout the year the Guild has continued to support postgraduate students by supplying food and drink in Building 9 staff kitchen, which postgraduate students have access to, while Building 34 Guild kitchen remained at capacity in Q4 with a slowdown in attendance towards the end of the year post-exams. Additional exam week breakfasts were provided to students at Joondalup in Semester 2, Bunbury kitchen utilisation continued to increase, and Mount Lawley kitchen was maintained up until the conclusion of Semester 2 exams.</p>

Q4 direct food spending stood at \$6,635 for Joondalup, \$819 for Mount Lawley, and \$555 for Bunbury, with attendance at Joondalup facilities measured at 2,085 student entries.

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

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

The Guild delivered a vibrant and diverse range of social and cultural activities in Quarter 4, with major highlights including the highly successful Guild Ball attended by 240 students and the Club Awards attracting 100 attendees, both offering formal and celebratory opportunities for student connection. The new Beach-to-Bush Festival was staged in a different campus area to attract a broader range of students, combining social activities with food and entertainment, while the Mount Lawley Campus farewell event, held in collaboration with ECU, welcomed over 450 students and provided a large-scale opportunity for social engagement before year-end. Additional events encompassed live music at Birra Bar, Diwali, and recreational experiences such as a trip to AQWA, with some social events booked at Bar1 for Halloween and End of Semester not drawing the hoped-for numbers. These activities were complemented by regular on-campus activations and seasonal celebrations such as Diwali and Guild BBQs, providing informal spaces for students to connect and engage. On campus activations included a pop-up food pantry activation to address the food insecurity issues across the University, providing free groceries to students on a weekly basis. The Guild hopes to develop this project further in 2026 with the provision of a permanent food pantry on the Joondalup site.

All events were actively promoted via the Guild website, social media, and newsletters to ensure visibility and participation across all campuses, collectively supporting student engagement, cultural exchange, and campus vibrancy throughout the quarter.

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 celebrated student leadership and club achievements in Quarter 4 through the Club Awards, which welcomed 100 attendees. The event provided an opportunity to recognise the efforts of student clubs across all campuses. New clubs, including ECU Women in Business and Leadership and the ECU Space Club, launched successfully, while international clubs remained active and engaged. Signature events included the Ahlulbayte Peace Walk, the longest-running event on campus, and Tone Deaf, which has been growing in popularity with DJ-led sessions.

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)]

This quarter, Dircksey focused on the successful handover of the magazine to its new editor, appointed following a formal application and interview process.

All planned media content for the quarter has been completed, with no additional pieces required.

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 provided again in quarter 4 due to popular demand.

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

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

No orientation activity in Q4.

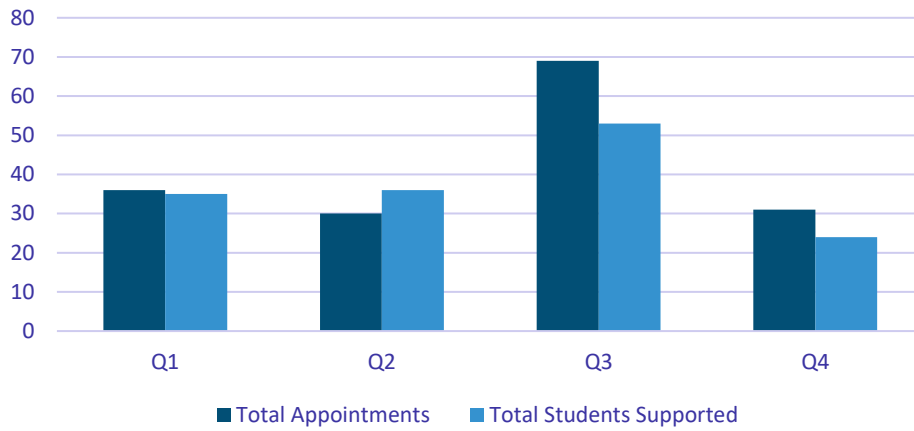
Supporting Documents/Evidence

- **Guild Website**
www.ecuguild.org.au

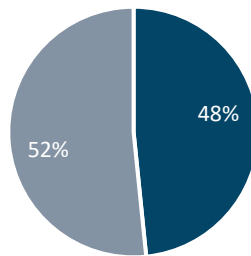
Guild Advisory Service

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><i>In Quarter 3, reporting for Guild Advisory Service Appointments was updated to standardize categories and simplify reporting requirements. As part of this revision, certain reporting categories were consolidated into broader categories. The accompanying data reflect these changes.</i></p> <p>KPI 4 - Promoting the health or welfare of students [Statute 29(3.2)(2)(f)]</p> <p>In Quarter 4, the Guild Advisory Service team operated with three staff members following the commencement of a new Guild Advisory Officer (GAO) in October despite this, due to the required training period for the new staff member, combined with a high volume of complex matters typically relating to Academic Misconduct, students experienced extended wait times of more than two weeks across much of the quarter.</p> <p>Despite these capacity constraints, GAOs continued to prioritise students presenting with immediate welfare or mental health needs. Students were referred to appropriate internal and external supports, including ECU Psychological Counselling, The Living Room (TLR), the ECU Housing Officer, and relevant community services. Warm handovers were facilitated wherever possible to ensure continuity of care and improved student outcomes.</p>

KPI 4 - Total Health & Welfare Appointments & Students Supported

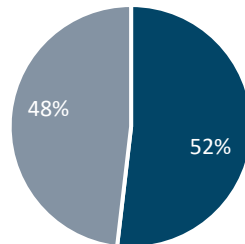


Health & Welfare Appointments Domestic vs International Q4



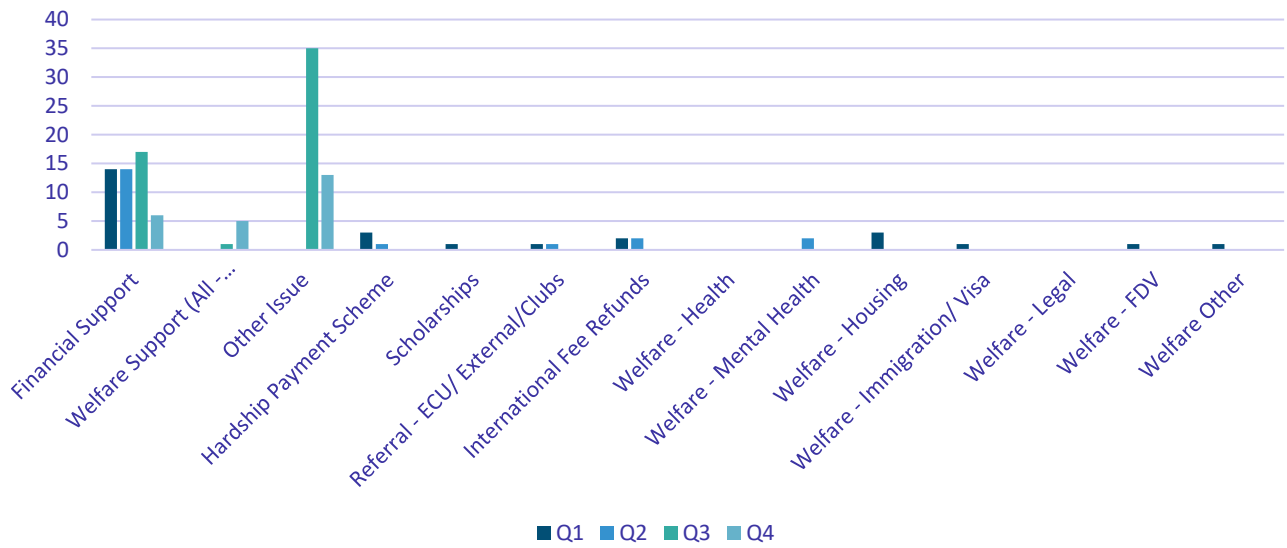
■ Domestic Students ■ International Students

Health & Welfare Appointments Undergraduate vs Postgraduate Q4

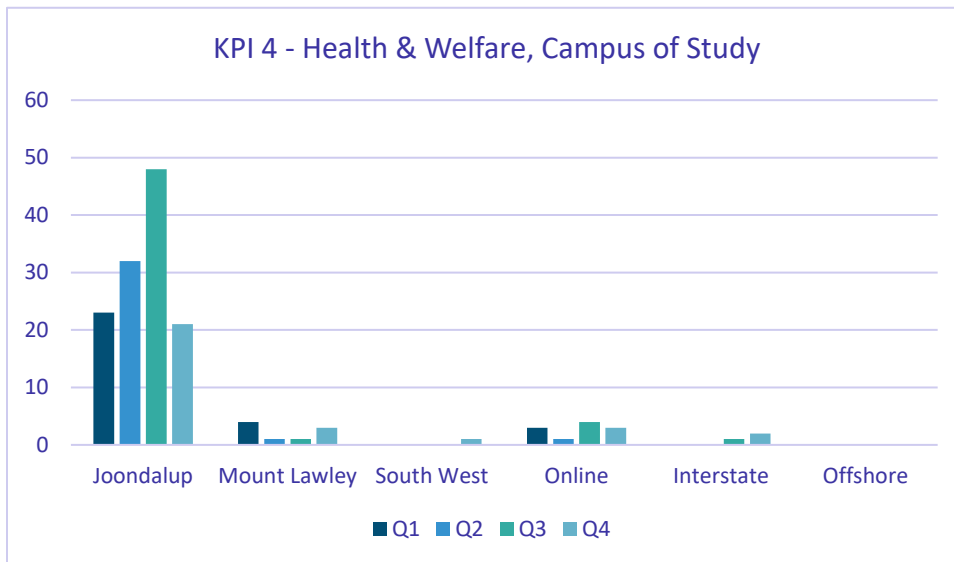


■ Undergraduate Students ■ Postgraduate Students

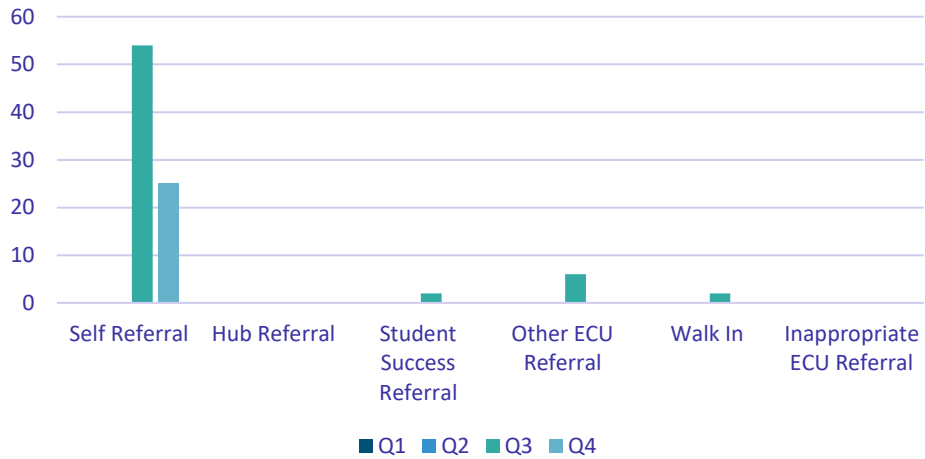
KPI 4 - Nature of Assistance Required



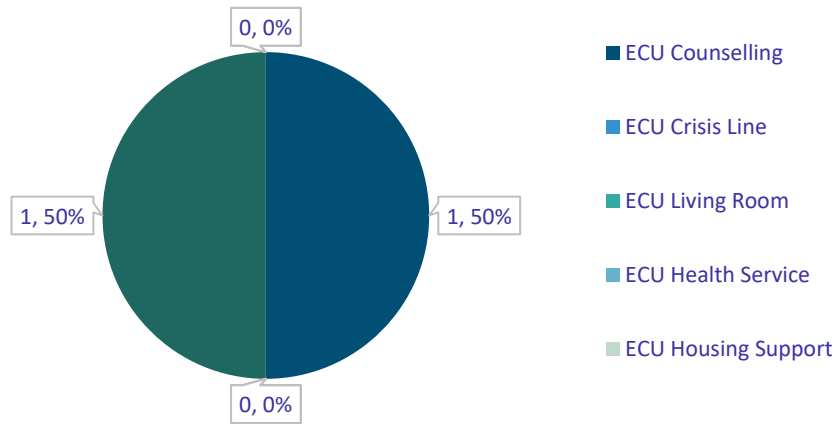
KPI 4 - Health & Welfare, Campus of Study



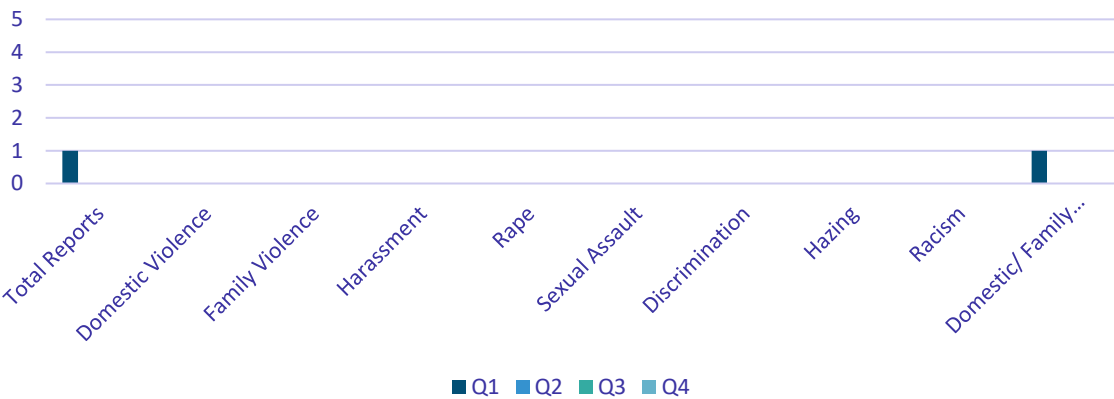
KPI 4 - Health & Welfare Incoming Referrals



KPI 4 - External Referrals Q4



KPI 4 - Respect, Now, Always Disclosures



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

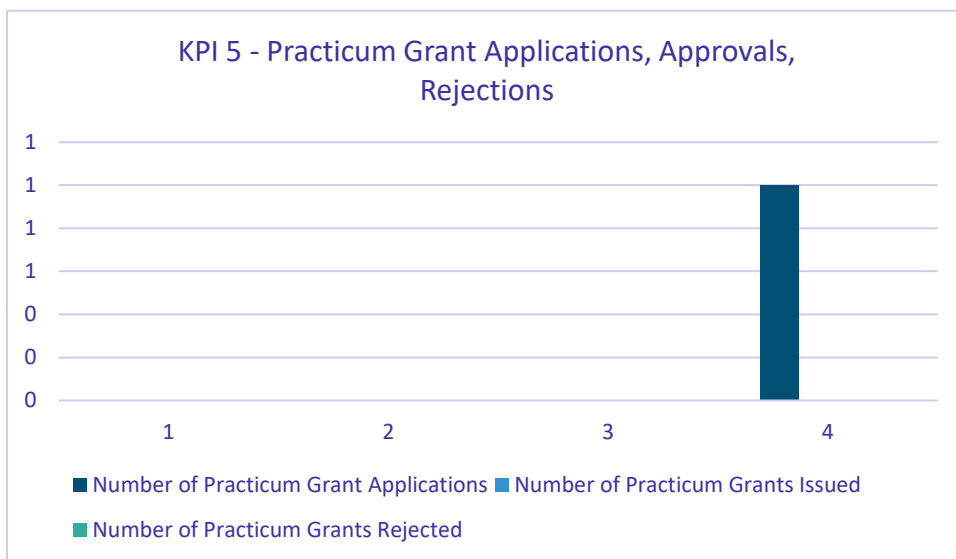
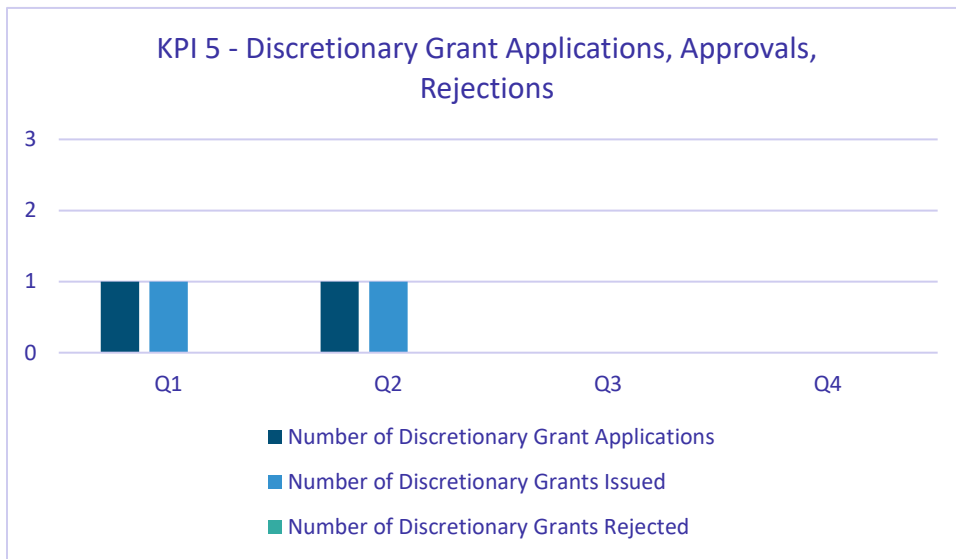
KPI 5 - Helping students with their financial affairs [Statute 29(3.2)(2)(i)]

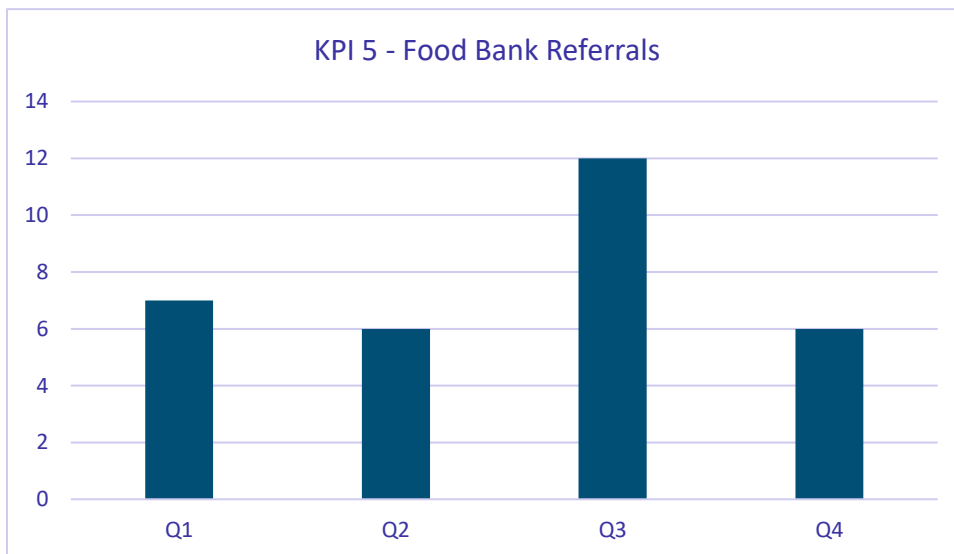
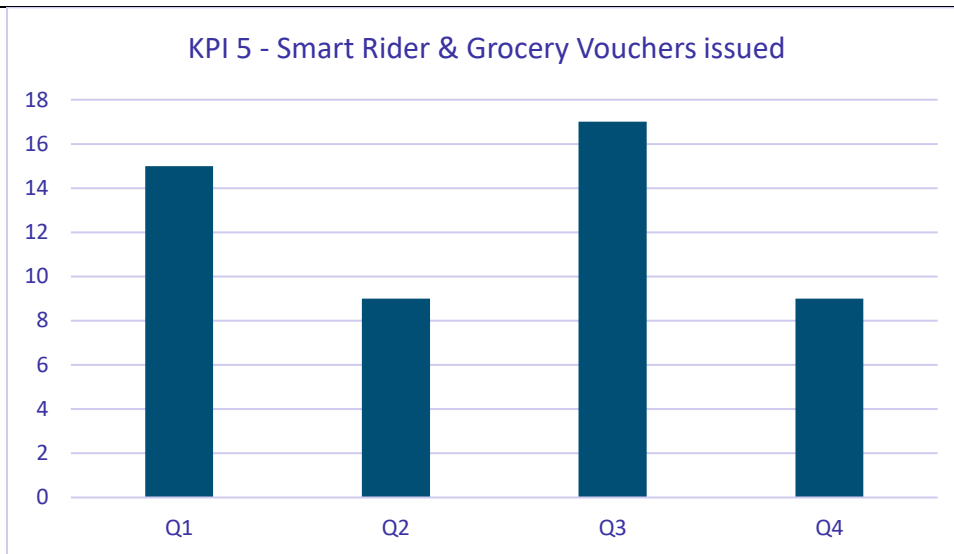
The Guild provided financial support to students this quarter in the form of:

- 9 x Grocery/fuel vouchers - total \$500
- 6 x Foodbank referrals with a total indicative value of \$3640.
- 1 x Practicum Grant - Total \$500

Total support provided this quarter: \$4120

The low number of financial support appointments provided in that quarter was due to the sharp increase in Academic Misconduct appointments, reducing the availability of appointments for students requiring financial support.





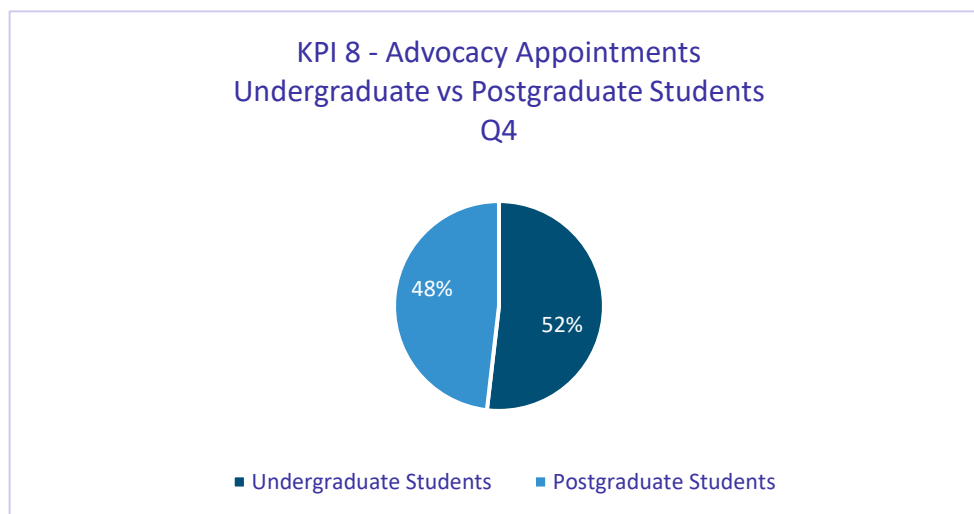
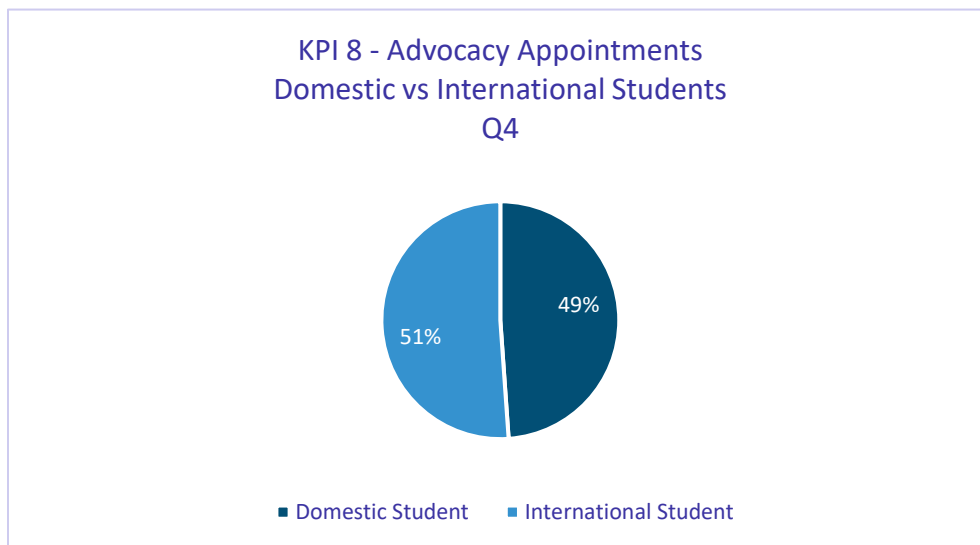
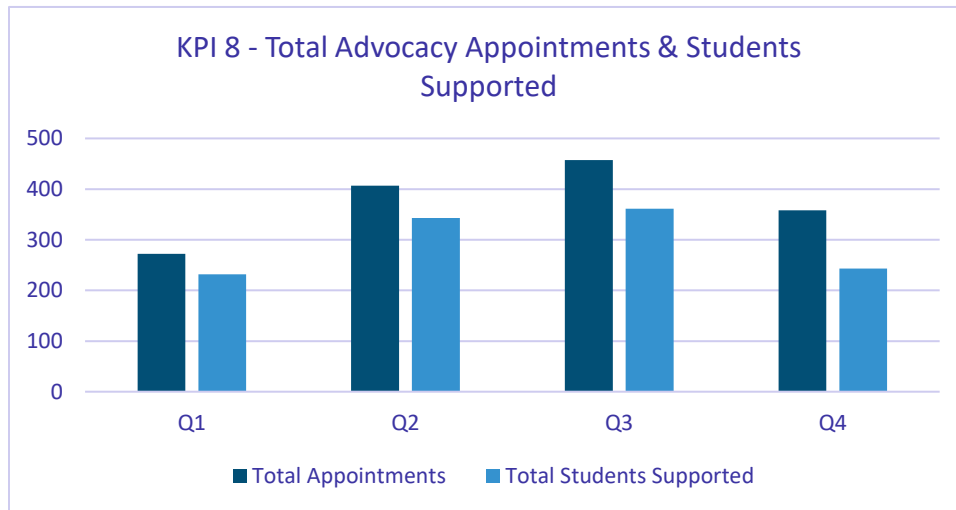
See **Table 22 - Grants and vouchers issued**

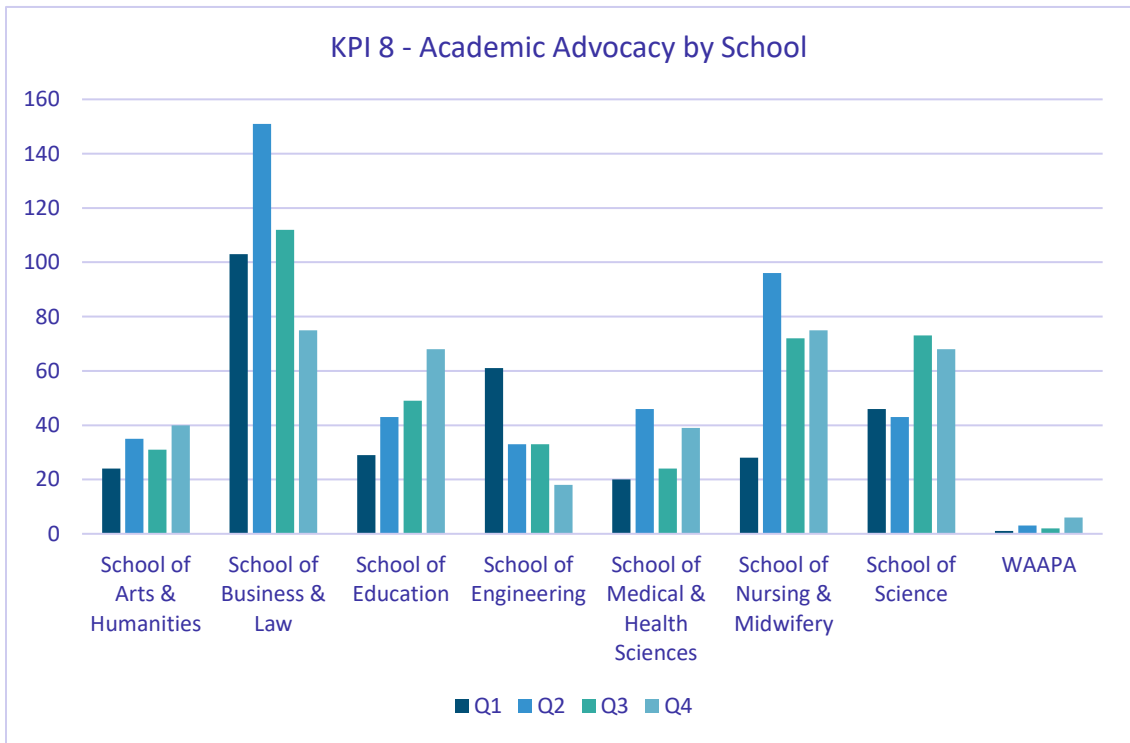
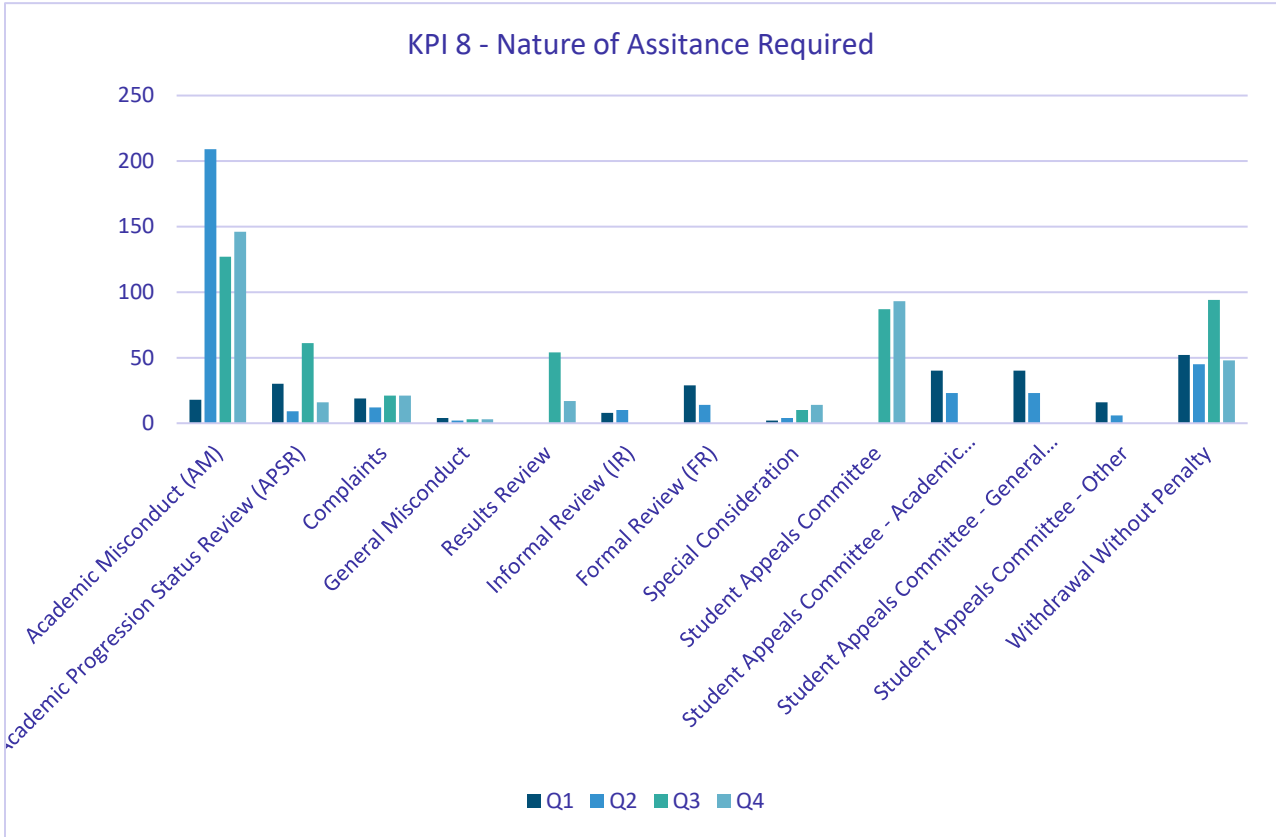
KPI 8 - Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]

In Quarter 4, the GAOs managed 146 academic misconduct appointments. Owing to 6–8 week delays in academic misconduct outcomes, many students experienced heightened distress, particularly in relation to their Confirmation of Enrolment (CoE), visa status, and enrolment progression. Throughout this period, GAOs provided extensive administrative and emotional support, including attending academic misconduct meetings and conducting pre and post meeting phone consultations with students.

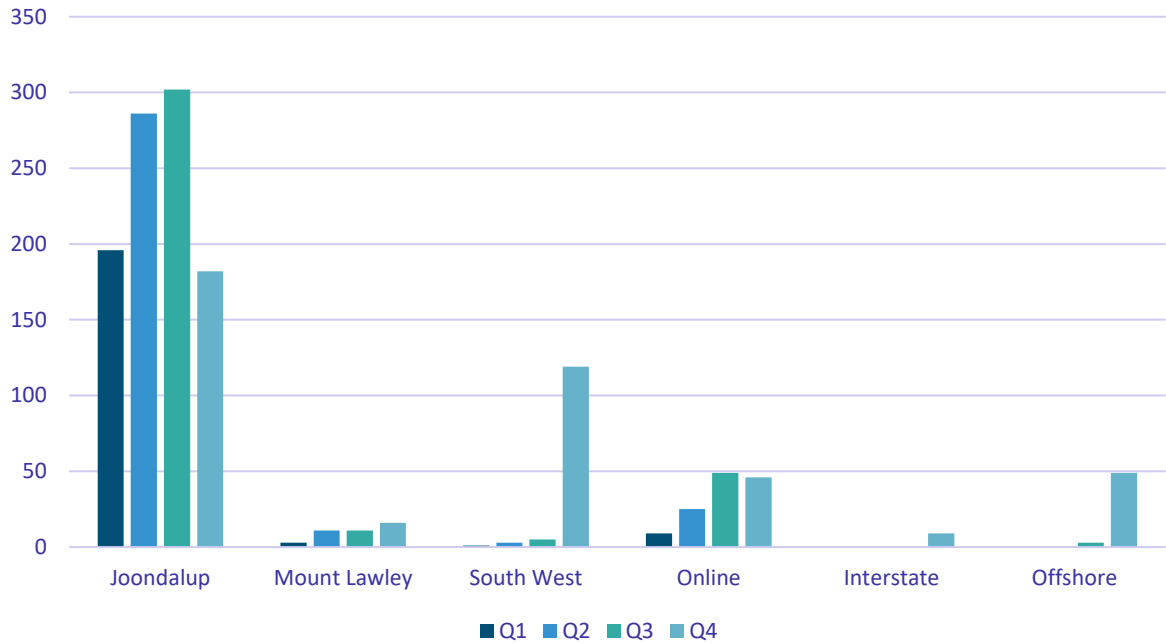
The Guild Advisory Service conducted 93 appointments with students navigating the SAC process. In addition, the Guild advocated for students on matters relating to Academic Integrity and the review process through active participation in the Academic Policy Working Group. The Guild has continued to provide comprehensive feedback and recommendations on proposed changes to ECU's Academic Integrity processes.

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

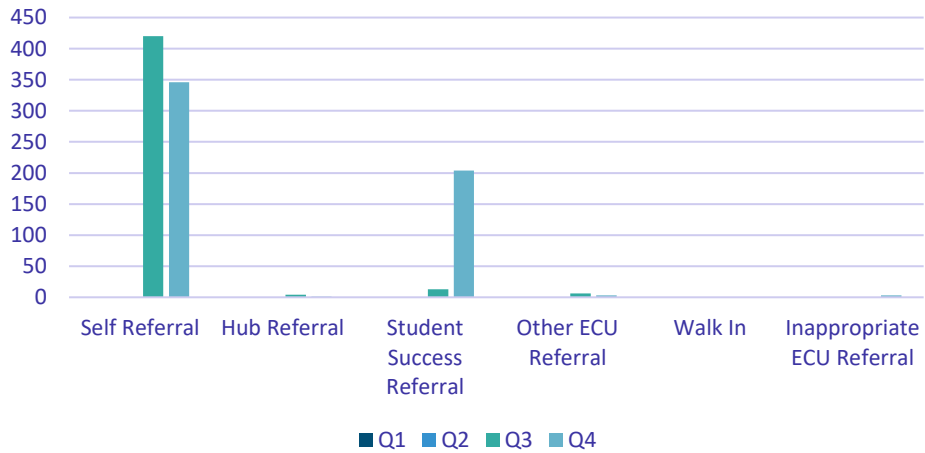




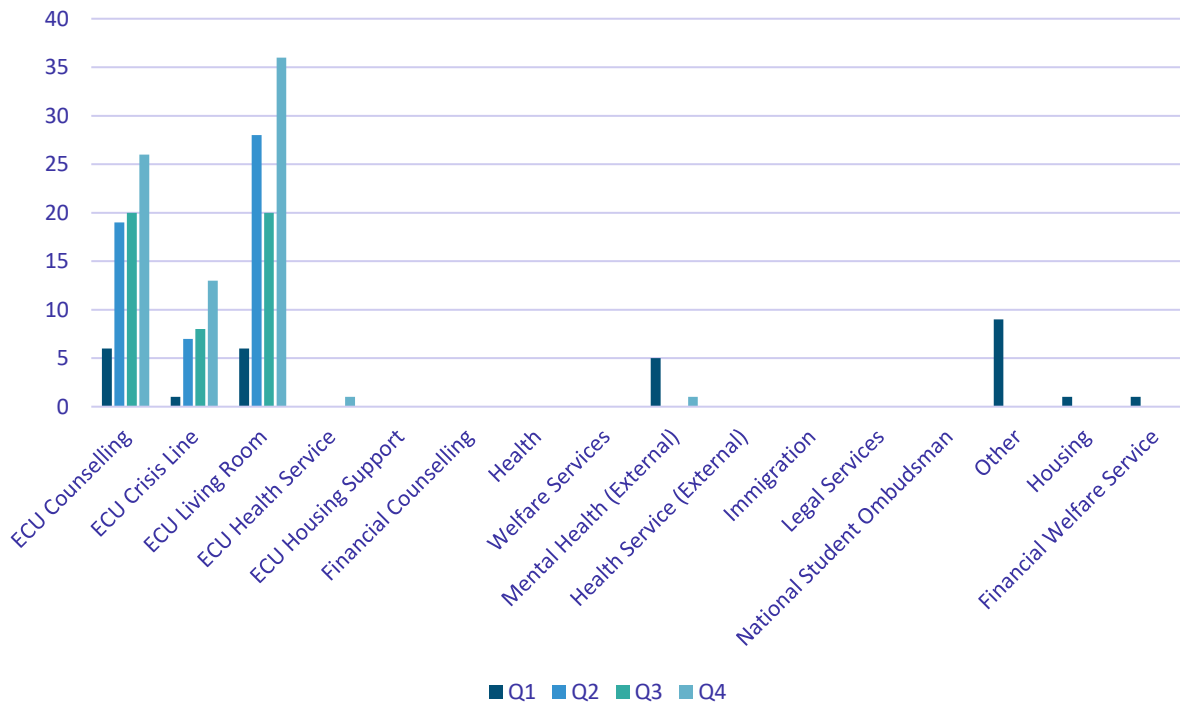
KPI 8 - Academic Advocacy, Campus of Study



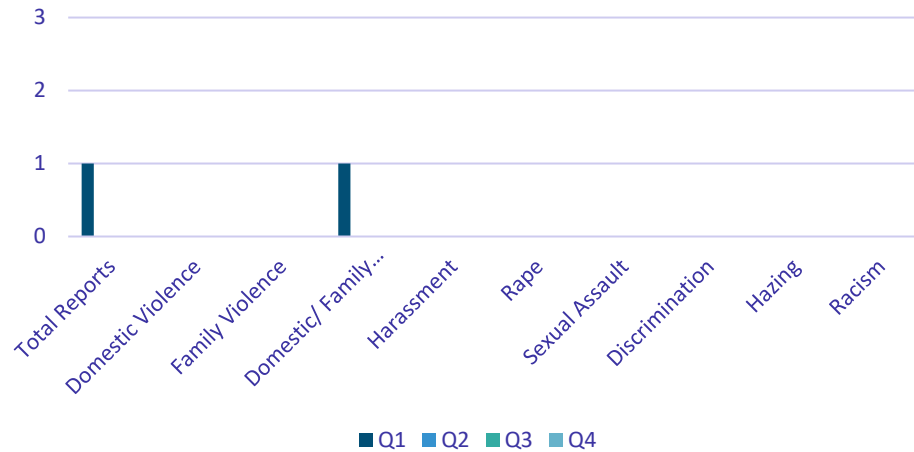
KPI 8 - Academic Advocacy, Incoming Referrals



KPI 8 - Academic Advocacy, External Referrals



KPI 8 - Academic Advocacy, Respect, Now, Always Stats



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

No orientation activity in Q4.

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>Throughout the year the Guild has continued to support Postgraduate students by supplied food/drink supplies in the Building 9 staff kitchen (that postgraduate students have access to). Building 34 Guild kitchen was still at capacity in Q4, with a slow down in attendance towards the back end of the year post exams.</p> <p>Additional exam week breakfasts were provided to students at Joondalup in Semester 2. Bunbury kitchen utilisation has continued to increase throughout the year. Mount Lawley kitchen was being maintained up until the conclusion of Semester 2 exams.</p> <p>Q4 direct food spending at JO \$6,635, ML \$819 and BU \$555. Attendance at Joondalup facilities is measured at 2,085 student entries, using the kitchen facilities there.</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 second-hand book buy-backs and sales have decreased significantly over recent years, with students likely turning to other alternatives such as Facebook Marketplace. Sales are at a level where the service is no longer sustainable.</p> <p>The Finance & Admin team supports the Guild Advisory Service and issues essential vouchers and Transperth top-ups to those students approved by a Guild Advisory Officer. In addition the team supports students in emergency need of food supplies.</p> <p>See Table 23.</p> <p>KPI 10 – Administration</p>

Elections

Nominations for the Guild Election opened on Thursday 11th September 2025 and closed on Thursday 2nd October 2025. The Guild Elections were conducted as an In-Person election.

There were a total of 23 Positions available for nomination, including 7 NUS Representative positions. 26 nominations were received.

Position	Vacancies	Nominations Received
President	1	1
General Secretary	1	1
Vice President Social Responsibility	1	2
Vice President Academic	1	2
Vice President International	1	1
Vice President Activities & South West	1	1
Sports Officer	1	2
Social Officer	1	1
Undergraduate Officer	1	2
Postgraduate Officer	1	1
Equity Officer	1	1
First Nations Officer	1	0
Environmental Officer	1	1
International Officer	1	1
South West Officer	2	0
NUS Delegates	7	9

Between the close of nominations and the opening of polling some candidates withdrew or had their nomination voided by the Returning Officer for failing to attend the compulsory RO meeting, as a result all contested positions became uncontested and no polling was required.

The full election report is available in Appendix A.

Training & Development

There are a number of outstanding training requirements across Q4. 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 B.

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

Financial Reporting

SSAF Q4 has been prepared and will be published on the Guild's website for students to review.

Due to various vacant Senate positions across Q3-Q4, Senate departments and the Senate Honoraria budget came in significantly under budget. Overall the Guild's financial position has resulted in a large surplus that will be reinvested in 2026 through a reserve fund application for new initiatives.

See **Table 36 - Financial report overview**

Policy Framework

One Continuous Improvement and Development Committee meeting was held in quarter 4.

Policy updates recommended to Senate were as follows:

- Undergraduate Department Policy
- Postgraduate Department Policy
- Purchasing & Payment Policy
- Reimbursement Policy
- Work Health & Safety Policy
- Performance Management Policy

See Appendix D.

Honoraria

A total of \$42,409 was paid to Senators in the form of an honoraria in quarter 4 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 4 with the Senate meeting held in December consisting of newly elected Senators. The majority of Senators attended all Senate meetings conducted, however, there was a significant number of vacancies in Senate positions in quarter 4.

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

A total of 3 Secretariat meetings were held in quarter 4. The Secretariat Meeting held in December consisted of newly elected Secretariat. See **Table 33 - Attendance at Secretariat meetings**

One CIDC meeting took place in Q4 with 3 of the 4 members present, noting that the International Officer had been Discontinued and therefore were no longer eligible to attend CIDC Meetings. See **Table 34 - Attendance at Continuous Improvement and Development Committee meetings**

Resignations

- Cliaan Coenraad was no longer a student at ECU from his course in October and was therefore no longer eligible to hold a position as Senator.

See **Table 35 - Resignations**

KPI 11 – Planning, reporting and handover

Quarter 3 Survey

The Quarter 3 survey was conducted in November 2025. This was later than quarter 3 due to staff absence and other priorities. The survey only received 35 responses despite being restructured in 2025 to be shorter and to allow students to provide more written feedback regarding Guild services.

The Survey report is available in Appendix E.

Senator Handover and Briefing

Senate Handover and induction activities were held over the 24th – 28th November, with specialist Student Governance Training (Out of the Boardinary) provided to Senators on 28th -29th October. Senate induction activities include Governance, Work Health & Safety, Finance and IT training, including an introduction to the various Departments of the Guild and processes thereof. Senate also received an induction from Professor Braden Hill and Professor Rowena Harper referencing the University priorities for the upcoming year and Dr Kylie Austin was in attendance to provide an overview of Student Life and feedback from the SSAFE survey.

A number of Senators did not attend all required sessions and additional training will be organised in the new year.

Strategic Plan Development

The Guild has commenced the development of its new **2026–2030 Strategic Plan**, marking an important next phase in strengthening its long-term direction, governance, and service delivery for ECU students. To support a robust, evidence-based planning process, the Guild has engaged **CPR Group**, a specialist consultancy experienced in organisational strategy, governance, and member-based organisations. Their partnership will help ensure the new strategic plan reflects contemporary best practice, student needs, sector trends, and the Guild’s expanding operational responsibilities.

The first strategic planning workshop was held in December 2025 with members of the Guild Senate and Executive Leadership Team, providing a critical foundation for shaping the Guild’s future priorities. This session focused on identifying the Guild’s strengths, challenges, and emerging opportunities, particularly in areas such as governance stability, student engagement and welfare support. The insights gathered will guide subsequent development rounds in 2026. The resulting 2026–2030 Strategic Plan will set a clear and aspirational roadmap for the Guild, ensuring the organisation remains responsive, student-centred, and well-positioned to meet the evolving needs of the ECU community.

Supporting Documents/Evidence

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

- Undergraduate Department Policy
- Postgraduate Department Policy
- Purchasing & Payment Policy
- Reimbursement Policy
- Work Health & Safety Policy
- Performance Management 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 publication are delayed
<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>Despite unforeseen delays with the printing company, Dircksey's September issue was ultimately distributed in October and was positively received by students, largely due to its eye-catching cover and appealing design. Both hard copy and online versions of the magazine were published, and the increased quantity proved effective, as only a few copies remained at each marketing and distribution point. However, the delay highlighted a critical issue in relying on external suppliers, as it pushed the release past the planned schedule. From this experience, the Team learned the importance of building buffer time into project timelines, maintaining consistent follow-ups with partners, and having contingency plans in place to minimise the impact of unexpected disruptions.</p> <p>Dircksey published three social media stories to showcase where the magazines could be found on campus and expanded distribution to the ECU Mount Lawley campus, increasing overall reach. Each story garnered Approximately 700–800 views, demonstrating strong student engagement and effective promotion. However, coordinating distribution across multiple campus locations required additional time and planning. From this, I learned the value of clear internal coordination, targeted promotion strategies, and using platform analytics to guide future distribution and marketing decisions.</p> <p>Dircksey promoted the search for a new Dircksey editor through social media and the student guide, successfully attracting candidates and appointing a new editor. The handover process was completed smoothly, ensuring continuity in editorial operations and reinforcing the value of early planning, clear communication, and thorough documentation.</p>
Supporting Documents/Evidence
<ul style="list-style-type: none"> • 6.1 – Student Diary <i>Available upon request</i> • 6.2 – Dircksey Magazine Semester One Magazine: https://issuu.com/ecuguild/docs/dircksey_september_2025 Dircksey Media Piece: Through the Lens – Visual Diary – https://www.youtube.com/watch?v=qVnQ3jclT6Q • 6.3 – Guild Website Checking Protocol https://ecuguild.org.au/wp-content/uploads/2025/08/Website-Checking-Protocol.pdf

Data

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

List of events, by department including:

- 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	Was this a ticketed event?	Tickets Available	Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Social Department	Oktoberfest	10/10/2025	Joondalup	100	Collaboration (Guild and University)	\$ -	No			\$ -	\$ 700
Guild Operations	Live Music - Birra Bar	17/10/2025	Joondalup	20	Guild	\$ 80	No			\$ -	\$ 480
Senate	Club Awards	20/10/2025	OffSite	100	Guild	\$ 14,563	Yes	121	121	\$ -	\$ 21,391
Senate	Guild Activation BBQ + Pantry	21/10/2025	Joondalup	100	Guild	\$ 951	No			\$ -	\$ 2,413
Guild Operations	ML Campus Farewell	22/10/2025	Mount Lawley	400	Collaboration (Guild and University)	\$ 293	No			\$ -	\$ 812
Guild Operations	Bush 2 Beach	27/10/2025	Joondalup	100	Guild	\$ 89	No			\$ -	\$ 89
Senate	Guild Activation BBQ + Pantry + Diwali food	28/10/2025	Joondalup	100	Guild	\$ 867	No			\$ -	\$ 3,844
Guild Operations	Bush 2 Beach	29/10/2025	Joondalup	100	Guild	\$ 89	No			\$ -	\$ 1,414
Guild Operations	Pumpkin Patch	30/10/2025	Joondalup	150	Guild	\$ 585	No			\$ -	\$ 1,591

Guild Operations	Pumpkin Patch	31/10/2025	Joondalup	150	Guild	\$ 485	No			\$ -	\$ 1,500
Senate	Guild Activation BBQ + Pantry	11/11/2025	Joondalup	100	Guild	\$ 275	No			\$ -	\$ 2,897
Guild Operations	Guild Breakfast	11/10/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	11/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	11/12/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	13/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	14/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	17/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	18/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	19/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	20/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Breakfast	21/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511
Guild Operations	Guild Ball	21/11/2025	OffSite	230	Guild	\$ 30,007	Yes	235	229	\$ 17,217	\$ 40,625
Guild Operations	VARIO BBQ	12/10/2025	Joondalup	60	Supported University Event (On-Charged)	\$ 1,928	No			\$ -	\$ -
Guild Operations	Student Xmas Lunch	16/12/2025	Joondalup	130	Guild	\$ 2,120	Yes	200	93	\$ 50	\$ 3,621
Undergraduate Department	Careers connect - Business & Law	16/10/2025	Joondalup	50	Guild	\$ 1,478	Yes	80	24	\$ -	\$ 1,483
Environmental Department	Enviro Sip and Pot	18/11/2025	Joondalup	12	Guild		No			\$ -	\$ 138

Guild Operations	Live Music - Birra Bar + Karaoke	21/11/2025	Joondalup	30	Guild		No			\$ -	\$ 320
Social Department	Bloom Luna	21/10/2025	OffSite	20	Guild		Yes	10	10	\$ -	\$ 370
Guild Operations	Live Music - Birra Bar/sundowner	23/11/2025	Joondalup		Guild		No			\$ -	\$ 615
Undergraduate Department	Careers Connect - Medical and Health	23/10/2025	Joondalup	50	Guild	\$ 15	Yes	80	36	\$ -	\$ 148
Senate	Exam Week Lunches and support trolley	10/11/2025	Joondalup	70	Guild	\$ 2,867	No			\$ -	\$ 2,867
Social Department	End of Semester Party	22/11/2025	OffSite	54	Guild		Yes	340	54	\$ 275	\$ 315

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

Ratings for Food/Drink										
Department	Event Name	Date	Campus	Total Attendees <i>Note: This is the actual number of attendees at the event and so may differ from Ticket Sale numbers</i>	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	
Social Department	Oktoberfest	10/10/2025	Joondalup	30						
Guild Operations	Live Music - Birra Bar	17/10/2025	OffSite	19						
Senate	Club Awards	20/10/2025	OffSite	900			1	1	1	
Senate	Guild Activation BBQ + Pantry	21/10/2025	OffSite	22						
Guild Operations	ML Campus Farewell	22/10/2025	Mount Lawley	300						
Guild Operations	Bush 2 Beach	27/10/2025	Joondalup	500						

Senate	Guild Activation BBQ + Pantry + Diwali food	28/10/2025	Joondalup	50					
Guild Operations	Bush 2 Beach	29/10/2025	Bunbury	100					
Guild Operations	Pumpkin Patch	30/10/2025	Joondalup	60					
Guild Operations	Pumpkin Patch	31/10/2025	Joondalup	300					
Senate	Guild Activation BBQ + Pantry	11/11/2025	Mount Lawley	100					
Guild Operations	Guild Breakfast	11/10/2025	Joondalup	100					
Guild Operations	Guild Breakfast	11/11/2025	Joondalup	100					
Guild Operations	Guild Breakfast	11/12/2025	OffSite	23					
Guild Operations	Guild Breakfast	13/11/2025	OffSite	17					
Guild Operations	Guild Breakfast	14/11/2025	Joondalup	5					
Guild Operations	Guild Breakfast	17/11/2025	OffSite	100					
Guild Operations	Guild Breakfast	18/11/2025	Joondalup	20					
Guild Operations	Guild Breakfast	19/11/2025	OffSite	40					
Guild Operations	Guild Breakfast	20/11/2025	Joondalup	100					
Guild Operations	Guild Breakfast	21/11/2025	Mount Lawley	50					
Guild Operations	Guild Ball	21/11/2025	Joondalup	100	3		2	6	5
Guild Operations	VARIO BBQ	12/10/2025	OffSite	19					
Guild Operations	Student Xmas Lunch	16/12/2025	Joondalup	100					
Undergraduate Department	Careers connect - Business & Law	16/10/2025	Joondalup	100			1		
Environmental Department	Enviro Sip and Pot	18/11/2025	Joondalup	71					
Guild Operations	Live Music - Birra Bar + Karaoke	21/11/2025	Joondalup	30					
Social Department	Bloom Luna	21/10/2025	OffSite	20					
Guild Operations	Live Music - Birra Bar/sundowner	23/11/2025	Joondalup						5
Undergraduate Department	Careers Connect - Medical and Health	23/10/2025	Joondalup	50					
Senate	Exam Week Lunches and support trolley	10/11/2025	Joondalup	70					1
Social Department	End of Semester Party	22/11/2025	OffSite	54					

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	\$ 1,929.17
	Mount Lawley	\$ 495.38
	South West	\$ 113.40
Q2	Joondalup	\$ 3,795.85
	Mount Lawley	\$ 395.91
	South West	\$ 25.83
Q3	Joondalup	\$ 824.86
	Mount Lawley	\$ 514.35
	South West	\$ 67.70
Q4	Joondalup	\$ 9627.00
	Mount Lawley	\$ 1,826
	South West	\$ 583.00

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	220.6K	16.6K	1.1K
	Q2	236.1K	18.6K	1.9K
	Q3	281.6K	29.1K	1.4K
	Q4	174.5K	No longer reported	1.1K

Table 5 - Facebook Post Metrics

Post Description	Date	Views	Reach	Interactions
AQWA Trip Promotion	2/10/2025	281	480	0
Peace Walk Promotion	3/10/2025	565	910	5
Club Promotion	5/10/2025	239	381	1
Guild Activations on hold notification	6/10/2025	280	450	1
Mount Lawley Farewell Invitation	7/10/2025	409	653	1

Safety After Dark Tour	8/10/2025	215	330	0
Japan Festival at ECU Mount Lawley	8/10/2025	284	433	1
Mental Health Week Collaboration with TLR	8/10/2025	349	546	1
Elite Supplements Student Discount	9/10/2025	195	324	0
Business & Law Careers Connect Promotion	9/10/2025	222	335	0
TEQSA Forum Invitation	10/10/2025	237	426	1
Mount Lawley Farewell	10/10/2025	397	639	0
Bhutanese Student Dzonglish Session	13/10/2025	209	404	0
First Aid Course Promotion	13/10/2025	290	436	0
ECU Student Guild added photos to the album: Bollywood Party (September 2025)	13/10/2025	1820	4036	2
Bollywood Party Images	14/10/2025	1380	2654	5
Dircksey Editor Recruitment	14/10/2025	346	553	0
Business & Law Careers Connect	15/10/2025	571	1016	32
Guild Student Lounge Promo	16/10/2025	283	439	1
Beach to Bush Festival Promotion	17/10/2025	349	594	1
Medical & Health Sciences Careers Connect Promotion	17/10/2025	240	385	0
Mount Lawley Farewell	18/10/2025	285	449	0
O Week Activities	19/10/2025	249	418	0
Dircksey Contributor Promotion	19/10/2025	223	370	1
Bloom Light Show Promotion	20/10/2025	441	742	0
Halloween Party Promotion	20/10/2025	359	555	0
Halloween Party Promotion	20/10/2025	347	488	0
Halloween Party Promotion	21/10/2025	2115	5936	0

Halloween Party Promotion	21/10/2025	233	372	2
Thank You Mount Lawley Post	21/10/2025	627	1207	8
Bloom Light Show Promotion	22/10/2025	329	584	2
Beach to Bush Festival Promotion	23/10/2025	373	642	6
Safety Online Information	23/10/2025	302	481	0
Pumpkin Patch Promotion	24/10/2025	449	814	7
On now! Outside the sports centre	26/10/2025	485	438	0
General Guild Promotion	26/10/2025	216	393	1
Dircksey Editor Recruitment Promotion	27/10/2025	259	521	0
Awards Night Thanks	27/10/2025	1043	1845	19
ECU Student Guild added photos to the album: 2025 ECU Student Guild Awards Night (October 2025)	27/10/2025	2584	7182	16
ECU Student Guild added photos to the album: Blessed Rainy Day (September 2025)	27/10/2025	393	726	1
ECU Student Guild added photos to the album: Business & Law Careers Connect (October 2025)	27/10/2025	531	997	3
ECU Student Guild added photos to the album: Medical Health & Sciences Careers Connect (Oct 2025)	27/10/2025	873	1707	9
ECU Student Guild added photos to the album: WestOz Wildlife @ Guild4Green (Sept 2025)	27/10/2025	216	464	0
Pumpkin Patch Promotion	28/10/2025	285	503	1
End of Semester	28/10/2025	369	652	1
Dircksey Promotion	29/10/2025	313	582	1
Pumpkin Patch Promotion	29/10/2025	719	845	6
Guild Ball Extra Ticket Release	30/10/2025	324	616	5
Guild Ball Promotion	30/10/2025	445	1174	6
Guild Discount Partner Promotion	31/10/2025	276	460	0
Club Affiliation Promotion	2/11/2025	169	290	0
Mount Lawley Thanks	2/11/2025	533	615	5
Guild Ball Final Call	3/11/2025	185	309	0
Pride Month Promotion	4/11/2025	446	683	6
Paint & Plant Postponement	4/11/2025	245	384	0
Guild Exam Breakfasts	5/11/2025	239	416	2

Guild Ball Final Call	5/11/2025	255	409	2
Casting Call Promotion	6/11/2025	240	393	0
End of Semester Party Promotion	6/11/2025	199	345	0
Share Your Story Promotion	9/11/2025	179	295	0
Guild Goodies Trolley – Exam Help	10/11/2025	233	380	4
Remembrance Day Post	10/11/2025	231	399	11
Guild Discount Partner Promotion	11/11/2025	219	354	1
Senator of the Month Post	11/11/2025	964	1439	11
Student Guild Survey Promotion	12/11/2025	275	543	0
Guild Ball Promotion	12/11/2025	267	446	2
Study Diary Contributors Post	13/11/2025	365	678	5
End of Semester Party Promotion	13/11/2025	253	403	0
Guild Student Survey Post	14/11/2025	220	355	0
Guild Student Survey Post	17/11/2025	268	423	0
Paint and Plant Promotion	18/11/2025	199	323	4
End of Semester Party Promotion	20/11/2025	189	282	0
Student Guild Survey Promtoion	21/11/2025	253	444	2
End of Semester Party Promotion	21/11/2025	314	418	0
Food Truck Wednesday Promotions	24/11/2025	258	426	1
Guild Discount Partner Promotion	26/11/2025	248	413	4
Student Diary Contributors Post	26/11/2025	292	450	0
Student Safety Post	27/11/2025	251	450	1
Student Diary Contributors Post	30/11/2025	284	602	1
ECU Student Guild added photos to the album: Guild Ball (November 2025)	30/11/2025	401	852	5
Student Christmas Lunch Promotion	1/12/2025	579	1091	4
Guild President Handover Post	1/12/2025	3887	6602	85
Guild Ball Photos	2/12/2025	1953	3803	9
ECU Student Guild added photos to the album: End of Semester Party (November 2025)	2/12/2025	1307	2623	4
Student Christmas Lunch Promotion	5/12/2025	334	574	4
Student Christmas Lunch Promotion	8/12/2025	498	967	6
Free Furniture Post	8/12/2025	1108	2014	3

Guild Discount Partner Promotion	9/12/2025	218	338	0
Holiday Closure Notification	10/12/2025	352	636	1
Announcement of Diary Artwork	11/12/2025	429	739	4
Sexual Health Information	12/12/2025	323	548	3
Bondi Beach Attack Guild President Post	14/12/2025	795	1290	14
Student Representative Recruitment Post	15/12/2025	485	971	2
City Campus Awareness Post	16/12/2025	226	238	5
Senator of the Month post	17/12/2025	490	823	12
Community Safety and Wellbeing post	17/12/2025	329	550	1
Casual Support Staff Recruitment Post	17/12/2025	5667	7614	12
Guild Wrapped Post	18/12/2025	465	536	7
Holiday Closure Notification	21/12/2025	386	657	2
Holiday Closure Notification	28/12/2025	299	509	1
Student Representative Recruitment Post	30/12/2025	281	483	0

Table 6 - Instagram Page Metrics

	Quarter	Views	Reach
General Page Metrics	Q1	274.1K	12.8K
	Q2	378.4K	12.8K
	Q3	831.2K	21.3K
	Q4	557.2K	13.3K

Table 7 - Instagram Post Metrics

Post Description	Date	Views	Reach	Interactions
First Aid Training Promotion	2/10/2025	2496	616	10
AQWA Trip Promotion	2/10/2025	2816	681	18
Peace Walk Promotion	3/10/2025	4275	1345	49

Club General Promotion	5/10/2025	2796	785	22
Guild Activations Cancellation	6/10/2025	3048	850	23
Mount Lawley Farewell Promotion	7/10/2025	4245	1279	80
Mental Health Week Promotion	8/10/2025	3936	1090	47
Safety After Dark Tour Promotion	8/10/2025	3008	875	21
Japan Festival Promotion	8/10/2025	3281	1011	29
Business & Law Careers Connect	9/10/2025	2522	654	19
Guild Discount Partner Promotion	9/10/2025	2493	642	8
CASSA Event promotion	9/10/2025	7344		100
TEQSA Forum Invitation	10/10/2025	2763	640	17
Mount Lawley Farewell Promotion	10/10/2025	3987	1131	40
First Aid Course Promotion	13/10/2025	2909	661	13
Bhutanese Student Dzonglish Session.	13/10/2025	3914	1173	25
Bollywood Party Photos	14/10/2025	11154	3538	208
Dircksey Editor Recruitment Promotion	14/10/2025	2714	603	8
Business & Law Careers Connect Promotion	15/10/2025	2985	772	14
Japan Festival Images	16/10/2025	9201	2497	178
Guild Facilities Promotion	16/10/2025	3558	1088	28
Medical & Health Sciences Career Connect Promotion	17/10/2025	2873	710	20
Beach to Bush Festival Promotion	17/10/2025	3845	1093	75
Mount Lawley Farewell Promotion	18/10/2025	3182	846	40
Dircksey Contributor Promotion	19/10/2025	2561	565	10
Guild Activation Promotion	19/10/2025	2785	692	28
Holy Days Festival – Ba’hai Club	19/10/2025	3274		22
Halloween Party Cancellation	20/10/2025	4770	1053	51
ToneDeaf Club Promotion	20/10/2025	4818		26
Halloween Party Cancellation	21/10/2025	3462	964	21

WIBLA Club Promotion	21/10/2025	4543		33
Beach to Bush Festival Promotion	23/10/2025	4066	1247	32
Protect yourself online promotion	23/10/2025	2710	676	17
Pumpkin Patch Promotion	24/10/2025	3597	1053	31
Guild Advocacy Support Promotion	26/10/2025	3094	861	12
On now! Outside the sports centre	26/10/2025	8273	1682	112
Guild Club Awards Images	27/10/2025	8376	2341	189
Dircksey Editor Recruitment Promotion	27/10/2025	2478	547	9
End of Semester Party Promotion	28/10/2025	2600	716	19
Pumpkin Patch Promotion	28/10/2025	2511	687	25
Dircksey Promotion	29/10/2025	6892	1990	95
End of Semester Party Promotion	29/10/2025	2425	639	11
End of Semester Party Promotion	30/10/2025	2353	547	9
End of Semester Party Promotion	30/10/2025	3096	832	12
Guild Ball Additional Tickets	30/10/2025	4390	1189	60
Guild Discount Partner Promotion	31/10/2025	2899	822	22
Club Affiliation Promotion	2/11/2025	2153	559	10
Guild Ball Tickets Final Call	3/11/2025	2285	635	13
Paint and Plant Postponed	4/11/2025	2236	560	18
PrideFest Promotion	4/11/2025	2353	657	15
Guild Ball Final Call	5/11/2025	3078	928	25
Guild Kitchen Promotion	5/11/2025	4276	1243	33
End of Semester Party Promtion	6/11/2025	2378	589	9
Casting Call Promotion	6/11/2025	3395	1018	27
WIBLA Club Promotion	7/11/2025	6357		119
Guild General Promotion	9/11/2025	2156	540	10
Guild Goodies Trolley – Exam Help Promotion	10/11/2025	3170	910	22
Remembrance Day Promotion	10/11/2025	2609	634	22
Guild Discount Partner Promotion	11/11/2025	3762	966	53

Senator of the Month Post	11/11/2025	3726	1054	43
Student Survey Post	12/11/2025	2366	564	5
Guild Ball Promotion	12/11/2025	2871	776	27
End of Semester Party Promotion	13/11/2025	2602	608	9
Student Diary Cover Promotion	13/11/2025	3133	857	36
Student Survey Promotion	14/11/2025	2214	494	5
Student Survey promotion	17/11/2025	2069	453	5
TableTop ECU Club Promotion	17/11/2025	3082		14
Paint & Plant Promotion	18/11/2025	2649	669	16
Student Survey Promotion	21/11/2025	2507	529	4
Food Truck Wednesday Promotion	24/11/2025	3749	1162	23
Student Diary Cover Promotion	26/11/2025	2568	706	21
Guild Discount Partner Promotion	26/11/2025	2581	625	14
Student Safety Post	27/11/2025	2970	764	17
Student Diary Cover Promotion	30/11/2025	2966	682	14
Student Christmas Lunch Promotion	1/12/2025	4417	1242	70
Guild President Farewell Post	1/12/2025	7455	1862	134
Guild Ball Images	2/12/2025	12639	3867	437
Student Christmas Lunch Promotion	5/12/2025	3036	864	21
Student Christmas Lunch Promotion	8/12/2025	2790	801	18
Furniture Giveaway	8/12/2025	7935	2427	115
Guild Discount Partner Promotion	9/12/2025	2686	734	11
Holiday Closure Notification	10/12/2025	3133	920	16
Student Diary Artwork Announcement	11/12/2025	4632	1194	91
Sexual Health Information	12/12/2025	5134	1646	53
Bondi Attack message from President	14/12/2025	8431	2181	173
Student Representative Recruitment Promotion	15/12/2025	2815	826	11
Senator of the Month	17/12/2025	3250	1031	41
Event Casual Support Staff Recruitment	17/12/2025	4755	1610	79
Student Safety Post	17/12/2025	3872	861	30

Guild Wrapped	18/12/2025	4515	1090	63
Holiday Closure Notification	21/12/2025	2940	832	23
Repost	21/12/2025	2206		120
Holiday Closure Notification	28/12/2025	2762	890	15
Student Representative Recruitment Promotion	30/12/2025	2851	869	16

Table 8 - Guild Website Metrics

	Quarter	Active Users	New Users	Average Engagement (seconds)
General Page Metrics	Q1	8.5K	8.2K	47s
	Q2	6K	5.6K	54s
	Q3	7.2K	6.8K	1m 09s
	Q4	7.5K	7.1K	44s

Table 9 - Guild Newsletter Metrics

Target Audience	Date Issued	Number of Recipients	Open Rate	Engagement/ Click Throughs
Guild members	1/10/2025	16651	31.97	2.09
Guild members	15/10/25	16649	28.34	1.31
Guild members	29/10/25	16757	28.69	2.25
Clubs	6/11/2025	39	71.79	15.38
ECU School of Nursing & Midwifery	11/11/2025	1412	40.79	1.06
Guild members	17/11/2025	13984	34.94	1.95
Guild member	11/12/2025	13979	34.46	1.72
Post grads	30/09/25	16651	31.97	2.09
Guild members	1/10/2025	16649	28.34	1.31
Guild members	15/10/25	16757	28.69	2.25

Guild members	29/10/25	39	71.79	15.38
Clubs	6/11/2025	1412	40.79	1.06
ECU School of Nursing & Midwifery	11/11/2025	13984	34.94	1.95
Guild members	17/11/2025	13979	34.46	1.72
Guild member	11/12/2025	16651	31.97	2.09

2.2 & 2.3 - Guild Events – General

Table 10 - Guild Events Summary

	Q1	Q2	Q3	Q4
Number of Events	24	31	26	32
Total Event Expenditure	\$ 9,076.00	\$ 19,217.44	\$ 51,535.21	\$ 75,201.00
Guild Events	14	27	24	29
Supported University Event (On-Charged)	0	0	0	1
Collaboration Events (Guild & University)	3	2	2	2
Third Party Activation	7	2	0	0
Joondalup Events	13	23	14	27
Mount Lawley Events	5	1	3	1
Bunbury Events	1	0	1	0
Online	0	0	0	0
Offsite	5	7	8	4
Number of Attendees	4354	1762	3326	2676
Number of Sponsored Events	1	0	2	1
Total Value of Sponsorship	\$ 500.00	\$ -	\$ 1,500.00	\$ 1,568.00
Number of Events where Food & Drink was Provided	19	26	21	26
Total Expenditure on Food & Drink	\$ 8,948.00	\$ 12,796.36	\$ 32,179.37	\$ 61,802.47

Number of Ticketed Events	10	11	2	0
Total Number of Tickets Available	437	484	30	0
Total Number of Tickets Sold	387	380	0	0
Total Ticket Revenue	\$ 16,446	\$ 3,039.73	\$ -	17542
Overall Event Rating - Poor	3	0	1	0
Overall Event Rating - Fair	1	0	0	1
Overall Event Rating - Good	2	0	1	3
Overall Event Rating - Very Good	3	8	1	10
Overall Event Rating - Excellent	17	35	23	12
Value for Money - Poor	3	0	1	1
Value for Money - Fair	0	0	0	1
Value for Money - Good	3	1	1	4
Value for Money - Very Good	2	2	0	5
Value for Money - Excellent	18	41	25	17
Ratings for Food/Drink - Poor	4	0	1	3
Ratings for Food/Drink - Fair	1	1	0	0
Ratings for Food/Drink - Good	4	2	2	4
Ratings for Food/Drink - Very Good	6	6	2	7
Ratings for Food/Drink - Excellent	11	35	20	12

Table 11 - Events Breakdown by Department

	Q4											
	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	2	0	0	1	0	3	0	0	0	21	5	0

Total Event Expenditure	\$ 1,631.00	\$ -	\$ -	\$ 138.00	\$ -	\$ 1,110.00	\$ -	\$ -	\$ -	\$ 38,910.00	\$ 33,412.00	\$ -
Guild Events	2	0	0	1	0	2	0	0	0	19	5	0
Supported University Event (On-Charged)	0	0	0	0	0	0	0	0	0	1	0	0
Collaboration Events (Guild & University)	0	0	0	0	0	1	0	0	0	1	0	0
Third Party Activation	0	0	0	0	0	0	0	0	0	0	0	0
Joondalup Events	2	0	0	1	0	1	0	0	0	19	4	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	0	0	0
Online	0	0	0	0	0	0	0	0	0	0	0	0
Offsite	0	0	0	0	0	2	0	0	0	1	1	0
Number of Attendees	100	0	0	12	0	174	0	0	0	1920	470	0
Number of Sponsored Events	0	0	0	0	0	0	0	0	0	1	0	0
Total Value of Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,568.00	\$ -	\$ -
Number of Events where Food & Drink was Provided	2	0	0	0	0	0	0	0	0	19	5	0
Total Expenditure on Food & Drink	\$ 1,493.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,786.47	\$ 19,523.00	\$ -
Number of Ticketed Events	2	0	0	0	0	2	0	0	0	2	1	0
Total Number of Tickets Available	0	0	0	0	0	0	0	0	0	0	0	0

Total Number of Tickets Sold	0	0	0	0	0	0	0	0	0	0	0	0
Total Ticket Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ -	\$ -	\$ -	\$ 17,267.00	\$ -	\$ -
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	1	0	0
Overall Event Rating - Good	1	0	0	0	0	0	0	0	0	2	0	0
Overall Event Rating - Very Good	1	0	0	0	0	0	0	0	0	7	2	0
Overall Event Rating - Excellent	4	0	0	0	0	1	0	0	0	6	1	0
Value for Money - Poor	0	0	0	0	0	0	0	0	0	1	0	0
Value for Money - Fair	0	0	0	0	0	0	0	0	0	1	0	0
Value for Money - Good	1	0	0	0	0	0	0	0	0	3	0	0
Value for Money - Very Good	0	0	0	0	0	0	0	0	0	4	1	0
Value for Money - Excellent	5	0	0	0	0	1	0	0	0	9	2	0
Ratings for Food/Drink - Poor	0	0	0	0	0	0	0	0	0	3	0	0
Ratings for Food/Drink - Fair	0	0	0	0	0	0	0	0	0	0	0	0
Ratings for Food/Drink - Good	1	0	0	0	0	0	0	0	0	2	1	0

Ratings for Food/Drink - Very Good	0	0	0	0	0	0	0	0	0	6	1	0
Ratings for Food/Drink - Excellent	5	0	0	0	0	1	0	0	0	5	1	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)
Social Department	Oktoberfest	10/10/2025	Joondalup	100	Collaboration (Guild and University)	\$ -	No			\$ -	\$ 700	\$ -
Guild Operations	Live Music - Birra Bar	17/10/2025	Joondalup	20	Guild	\$ 80	No			\$ -	\$ 480	\$ 80
Senate	Club Awards	20/10/2025	OffSite	100	Guild	\$ 14,563	Yes	121	121	\$ -	\$ 21,391	\$ 14,563
Senate	Guild Activation BBQ + Pantry	21/10/2025	Joondalup	100	Guild	\$ 951	No			\$ -	\$ 2,413	\$ 951
Guild Operations	ML Campus Farewell	22/10/2025	Mount Lawley	400	Collaboration (Guild and University)	\$ 293	No			\$ -	\$ 812	\$ 293
Guild Operations	Bush 2 Beach	27/10/2025	Joondalup	100	Guild	\$ 89	No			\$ -	\$ 89	\$ 89
Senate	Guild Activation BBQ + Pantry + Diwali food	28/10/2025	Joondalup	100	Guild	\$ 867	No			\$ -	\$ 3,844	\$ 867
Guild Operations	Bush 2 Beach	29/10/2025	Joondalup	100	Guild	\$ 89	No			\$ -	\$ 1,414	\$ 89
Guild Operations	Pumpkin Patch	30/10/2025	Joondalup	150	Guild	\$ 585	No			\$ -	\$ 1,591	\$ 585

Guild Operations	Pumpkin Patch	31/10/2025	Joondalup	150	Guild	\$ 485	No			\$ -	\$ 1,500	\$ 485
Senate	Guild Activation BBQ + Pantry	11/11/2025	Joondalup	100	Guild	\$ 275	No			\$ -	\$ 2,897	\$ 275
Guild Operations	Guild Breakfast	11/10/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	11/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	11/12/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	13/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	14/11/2025	Joondalup	50	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	17/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	18/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	19/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	20/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Breakfast	21/11/2025	Joondalup	60	Guild	\$ 511	No			\$ -	\$ 511	\$ 511
Guild Operations	Guild Ball	21/11/2025	OffSite	230	Guild	\$ 30,007	Yes	235	229	\$ 17,217	\$ 40,625	\$ 30,007
Guild Operations	VARIO BBQ	12/10/2025	Joondalup	60	Supported University Event (On-Charged)	\$ 1,928	No			\$ -	\$ -	\$ 1,928
Guild Operations	Student Xmas Lunch	16/12/2025	Joondalup	130	Guild	\$ 2,120	Yes	200	93	\$ 50	\$ 3,621	\$ 2,120
Undergraduate Department	Careers connect - Business & Law	16/10/2025	Joondalup	50	Guild	\$ 1,478	Yes	80	24	\$ -	\$ 1,483	\$ 1,478
Environmental Department	Enviro Sip and Pot	18/11/2025	Joondalup	12	Guild		No			\$ -	\$ 138	

Guild Operations	Live Music - Birra Bar + Karaoke	21/11/2025	Joondalup	30	Guild		No			\$ -	\$ 320	
Social Department	Bloom Luna	21/10/2025	OffSite	20	Guild		Yes	10	10	\$ -	\$ 370	
Guild Operations	Live Music - Birra Bar/sundowner	23/11/2025	Joondalup		Guild		No			\$ -	\$ 615	
Undergraduate Department	Careers Connect - Medical and Health	23/10/2025	Joondalup	50	Guild	\$ 15	Yes	80	36	\$ -	\$ 148	\$ 15
Senate	Exam Week Lunches and support trolley	10/11/2025	Joondalup	70	Guild	\$ 2,867	No			\$ -	\$ 2,867	\$ 2,867
Social Department	End of Semester Party	22/11/2025	OffSite	54	Guild		Yes	340	54	\$ 275	\$ 315	

2.2 - Guild Events – Student Feedback

Table 13 - Guild Event Feedback

General Event Information						Overall Event Rating					Value for Money					Ratings for Food/Drink				
Department	Event Name	Date	Campus	Total Attendees	Type of Event	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
Social Department	Oktoberfest	10/10/2025	Joondalup	100	Collaboration (Guild and University)															
Guild Operations	Live Music - Birra Bar	17/10/2025	Joondalup	20	Guild															

Guild Operations	Guild Breakfast	14/11/2025	Joondalup	50	Guild															
Guild Operations	Guild Breakfast	17/11/2025	Joondalup	60	Guild															
Guild Operations	Guild Breakfast	18/11/2025	Joondalup	60	Guild															
Guild Operations	Guild Breakfast	19/11/2025	Joondalup	60	Guild															
Guild Operations	Guild Breakfast	20/11/2025	Joondalup	60	Guild															
Guild Operations	Guild Breakfast	21/11/2025	Joondalup	60	Guild															
Guild Operations	Guild Ball	21/11/2025	OffSite	230	Guild		1	2	7	6	1	1	3	4	9		1	2	7	6
Guild Operations	VARIO BBQ	12/10/2025	Joondalup	60	Supported University Event (On-Charge d)															
Guild Operations	Student Xmas Lunch	16/12/2025	Joondalup	130	Guild															
Undergraduate Department	Careers connect - Business & Law	16/10/2025	Joondalup	50	Guild			1					1					1		
Environmental Department	Enviro Sip and Pot	18/11/2025	Joondalup	12	Guild															

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

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

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

3.1.2 Report including:

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

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

3.1.1 – Active Clubs

Table 14 - Active Clubs in comparison with preceding year

	2024	2025
Total Active Clubs	41	37

3.1.2 – Club Reporting

Table 15 - Club Affiliations

Club Name	Department Affiliated Under	Tier	Date of Application	Reporting Quarter of Application	Approval Status	Date of Approval/Decline	Reporting Quarter of Approval/Decline	Is this clubs approval outside of the 1 month deadline?
Bangladesh Student Association (BSA)	International Department	1	10/02/2025	Q1	Approved	13/02/2025	Q1	No

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

Nursing and Midwifery Union	Undergraduate Department	1	03/03/2025	Q1	Approved	31/03/2025	Q1	No
Communication Club	Undergraduate Department	1	08/03/2025	Q1	Approved	31/03/2025	Q1	No
ECU Social Events Club	Social Department	1	23/03/2025	Q1	Approved	31/03/2025	Q1	No
ECU Book Club	Social Department	1	20/02/2025	Q1	Approved	31/03/2025	Q1	No
Nippon Connect Society	International Department	1	31/03/2025	Q1	Approved	28/04/2025	Q2	No
Women in Engineering at ECU	Undergraduate Department	1	10/04/2025	Q2	Approved	28/04/2025	Q2	No
ECU Visual Arts Society	Undergraduate Department	1	17/04/2025	Q2	Approved	8/06/2025	Q2	No
Formula 1 Club	Social Department	1	17/05/2025	Q2	Approved	8/06/2025	Q2	No
African Student Association	International Department	1	18/05/2025	Q2	Approved	8/06/2025	Q2	No
Club Diva	Social Department	4	05/03/2025	Q1	Approved	8/06/2025	Q2	Yes
ECU Bhutanese Student Association	International Department	1	29/01/2025	Q1	Approved	18/09/2025	Q3	Yes
AIESEC in ECU	Social Department	4	07/02/2025	Q1	Pending			
ECU Trailblazers	Sports Department	2	23/02/2025	Q1	Declined	3/02/2025	Q1	No
ECU Events Club	Social Department	1	31/01/2025	Q1	Declined	31/01/2025	Q1	No
Tone Deaf	Social Department	1	16/07/2025	Q3	Approved	28/07/2025	Q3	No
Occupational Therapy @ ECU	Undergraduate Department	1	28/07/2025	Q3	Approved	18/09/2025	Q3	Yes
Ahlulbayte Humanity Club	Social Department	1	14/08/2025	Q3	Approved	25/08/2025	Q3	No
ECU Space Club	Undergraduate Department	1	20/08/2025	Q3	Approved	18/09/2025	Q3	No
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department	1	29/08/2025	Q3	Approved	7/10/2025	Q4	Yes

Table 16 - Club Affiliation Delays

Club Name	Department Affiliated Under	Tier	Date of Application	Reporting Quarter of Application	Approval Status	Date of Approval/Decline	Reporting Quarter of Approval/Decline	Is this clubs approval outside of the 1 month deadline ?
Occupational Therapy @ ECU	Undergraduate Department	1	28/07/2025	Q3	Approved	18/09/2025	Q3	Yes
ECU Bhutanese Student Association	International Department	1	29/01/2025	Q1	Approved	18/09/2025	Q3	Yes
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department	1	29/08/2025	Q3	Approved	7/10/2025	Q4	Yes

Club Activity Reporting

Table 17 - Club quarterly reports

Club Name	Department Affiliated Under	Tier	Total Members Reported	ECU Student Members	Percentage of members who are ECU Students	Number of reported Club Events
Bangladesh Student Association (BSA)	International Department	1				
Intelligence and Security Students Association (ISSA)	Undergraduate Department	1				
Sri Lankan Student Association (SLSA)	International Department	1				
Malayali Club	International Department	1				
ECU Islamic Society	Social Department	1				
Tabletop ECU	Social Department	1				
ECU Well-Being Community	Equity Department	1				

The Gospel Stand	Social Department	2				
ECU Christian Union	Social Department	2				
Global Young Adults Connected	Social Department	3				
Stitches and Verbal Itches	Social Department	3				
ECU Psych Society	Undergraduate Department	1				
Arts & Cultural Management Association (ACMO)	Undergraduate Department	1				
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				
Pakistani Student Association	International Department	1				
An-Nisa	Equity Department	1				
ECU Iranian club	International Department	1				
Nursing and Midwifery Union	Undergraduate Department	1				
Communication Club	Undergraduate Department	1				
ECU Social Events Club	Social Department	1				
ECU Book Club	Social Department	1				
Nippon Connect Society	International Department	1				
Women in Engineering at ECU	Undergraduate Department	1				
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				

*Reporting data has not been provided.

Table 18 - Club Events & Activities

Department	Event Name	Date	Campus
International Department	Iranian Club Meet & Greet	10/03/2025	Joondalup
Undergraduate Department	ISSA Counter Terrorism Exercise	10/07/2025	Joondalup
Undergraduate Department	CASSA Seminar	10/08/2025	Joondalup
Social Department	Baha'i Deepening Event	10/08/2025	Joondalup
Social Department	Ahlulbayte Club - Peace Walk	10/09/2025	Joondalup
Equity Department	Wellbeing Community	10/09/2025	Joondalup
Undergraduate Department	Space Rocketry Division	10/10/2025	Joondalup
Undergraduate Department	Aviators Jandakot Airport Tour	14/10/2025	Off Campus
Undergraduate Department	WIBLA Vision Board	15/10/2025	Joondalup
Undergraduate Department	Psych Society	15/10/2025	Joondalup
Social Department	Nippon Connect Japan Festival	16/10/2025	Joondalup
Undergraduate Department	Aviators Lecture	20/10/2025	Joondalup
Social Department	Christian Union Stall	21/10/2025	Mt Lawley
Social Department	ToneDeaf Cafe 6	22/10/2025	Joondalup

Social Department	Baha'i Society Holy Festival	24/10/2025	Joondalup
International Department	Pakistani Student Association	29/10/2025	Joondalup
Social Department	Nippon Connect Halloween Party	31/10/2025	Mt Lawley
Undergraduate Department	ISSA Board Games Night	11/03/2025	Joondalup
Undergraduate Department	ISSA Annual General Meeting	10/12/2025	Joondalup
Undergraduate Department	CASSA Lecture	13/11/2025	Joondalup
Undergraduate Department	ISSA Social Event - Laser Tag	14/11/2025	Off Campus
Undergraduate Department	Aviators Social Event	21/11/2025	Joondalup
International Department	Pakistani Student Association Dinner	21/11/2025	Off Campus
Social Department	Global Young Adults End Of Year Event	25/11/2025	Joondalup
Undergraduate Department	RedRoom	27/11/2025	Joondalup
Undergraduate Department	RedRoom Seminar	01/12/2025- 05/12/2025	Joondalup
Equity Department	Wellbeing Community Annual General Meeting	12/10/2025	Joondalup
International Department	Iranian Club Social Event	19/12/2025	Joondalup

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

3.3 - Club Funding

Table 19 - Club Funding Allocations

Club Name	Department Affiliated Under	Total Floats Paid	Total Grant Funding Paid	Have any grants paid been in excess of the maximum permitted by the Policy?	Additional Amount Allocated
Bangladesh Student Association (BSA)	International Department				
Intelligence and Security Students Association (ISSA)	Undergraduate Department				
Sri Lankan Student Association (SLSA)	International Department				
Malayali Club	International Department				

ECU Islamic Society	Social Department				
Tabletop ECU	Social Department	\$ 300.00			
ECU Well-Being Community	Equity Department				
The Gospel Stand	Social Department				
ECU Christian Union	Social Department	\$ 197.56			
Global Young Adults Connected	Social Department				
Stitches and Verbal Itches	Social Department				
ECU Psych Society	Undergraduate Department				
Arts & Cultural Management Association (ACMO)	Undergraduate Department				
Computing and Security Student Association (CASSA)	Undergraduate Department	\$ 751.70	\$ 485.00	No	
ECU Baha'i Society	Social Department				
ECU Robotics Society	Undergraduate Department				
ECU Women's Community	Equity Department				
Power to Change	Social Department				
ECU Aviators	Undergraduate Department		\$ 822.00	No	
Pakistani Student Association	International Department	\$ 300.00	\$ 1,708.50	No	
An-Nisa	Equity Department				
ECU Iranian club	International Department	\$ 300.00			
Nursing and Midwifery Union	Undergraduate Department				
Communication Club	Undergraduate Department				
ECU Social Events Club	Social Department				
ECU Book Club	Social Department				
Nippon Connect Society	International Department	\$ 600.00			
Women in Engineering at ECU	Undergraduate Department				
ECU Visual Arts Society	Undergraduate Department	\$ 300.00			
Formula 1 Club	Social Department				
African Student Association	International Department				
Club Diva	Social Department				

ECU Bhutanese Student Association	International Department				
AIESEC in ECU	Social Department				
ECU Trailblazers	Sports Department				
ECU Events Club	Social Department				
Tone Deaf	Social Department				
Occupational Therapy @ ECU	Undergraduate Department				
Ahlulbayte Humanity Club	Social Department		\$ 1,400.00	Yes	\$400
ECU Space Club	Undergraduate Department				
ECU Women in Business and Leadership Association (WIBLA)	Undergraduate Department				

Table 20 - Club Funding Breakdown by Department

	Q1	Q2	Q3	Q4	Total Funding
Total Funds Received by Social Clubs	\$ 8,803.83	\$ 2,008.06	\$ 1,525.33	\$ 2,297.56	\$ 14,634.78
Total Funds Received by Sports Clubs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Received by Equity Clubs	\$ 1,326.00	\$ 1,034.28	\$ 1,895.64	\$ -	\$ 4,255.92
Total Funds Received by Environmental Clubs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Received by First Nations Clubs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Received by International Clubs	\$ 4,860.00	\$ 5,185.66	\$ 2,400.94	\$ 2,908.50	\$ 16,355.10
Total Funds Received by Undergraduate Clubs	\$ 5,144.20	\$ 3,315.53	\$ 5,061.64	\$ 2,358.70	\$ 15,880.07
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	36	30	69	31
Domestic Students	23	12	24	15
International Students	13	18	45	16
Undergraduate Students*			33	14
Postgraduate Students*			34	13
Total Students Supported	35	36	53	24
Domestic Students	20	18	20	13
International Students	15	18	33	11
Undergraduate Students*			25	11
Postgraduate Students*			27	12
Nature of Assistance Required				
	Q1	Q2	Q3	Q4
Financial Support	14	14	17	6
Welfare Support (All - Captured Pre-Change)	0	0	1	5
Other Issue			35	13
Hardship Payment Scheme	3	1		
Scholarships	1	0		
Referral - ECU/ External/Clubs	1	1		
International Fee Refunds	2	2		
Welfare - Health	0	0		
Welfare - Mental Health	0	2		
Welfare - Housing	3	0		
Welfare - Immigration/ Visa	1	0		
Welfare - Legal	0	0		

Welfare - FDV	1	0		
Welfare Other	1	0		
Campus of Study				
<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
	Q1	Q2	Q3	Q4
Joondalup	23	32	48	21
Mount Lawley	4	1	1	3
South West	0	0	0	1
Online	3	1	4	3
Interstate	0	0	1	2
Offshore	0	0	0	0
Incoming Referrals				
	Q1	Q2	Q3	Q4
Self Referral			54	25
Hub Referral			0	0
Student Success Referral			2	0
Other ECU Referral			6	0
Walk In			2	0
Inappropriate ECU Referral			0	0
External Referrals				
	Q1	Q2	Q3	Q4
Total Referrals	29	54	6	2
ECU - Counselling	6	19	2	1
ECU - Crisis Line	1	7	0	0
ECU - Living Room	6	28	2	0
ECU – Housing Support			0	0
Financial Counselling			0	0
Health	0	0		

Welfare Services			0	0
Mental Health (External)	5	0	0	1
Health Service (External)			0	0
Immigration	0	0	0	0
Legal Services	0	0	0	0
National Student Ombudsman	0	0	1	0
Other	9	0	1	0
Housing	1	0		
Financial Welfare Service	1	0		
Respect Now Always Data				
	Q1	Q2	Q3	Q4
Total Reports	1	0	0	0
Sexual Assault	0	0	0	0
Domestic/ Family Violence	1	0	0	0
Discrimination	0	0	0	0
Rape	0	0	0	0
Harassment	0	0	0	0
Racism	0	0	0	0
Hazing	0	0	0	0

KPI 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	1	1	0	0
Number of Discretionary Grants Issued	1	1	0	0
Number of Discretionary Grants Rejected	0	0	0	0
Total Value of Discretionary Grants Issued	\$ 500.00	\$ 500.00	\$ -	\$ -
Number of Practicum Grant Applications	0	0	0	1
Number of Practicum Grants Issued	0	0	0	0
Number of Practicum Grants Rejected	0	0	0	0
Total Value of Practicum Grants Issued	\$ -	\$ -	\$ -	\$ 500.00
Number of Vouchers Issued	15	9	17	9
Total Value of Vouchers Issued	\$ 1,000.00	\$ 500.00	\$ 850.00	\$ 500.00
Number of FoodBank WA Referrals	7	6	12	6
Total Value of FoodBank WA Referrals	\$ 3,640.00	\$ 3,120.00	\$ 6,240.00	\$ 3,120.00
Total Value of Support Provided	\$ 5,140.00	\$ 4,120.00	\$ 7,090.00	\$ 4,120.00

5.3 – Second Hand Bookshop

Table 23 - Second Hand Bookshop stock

Stock	Q1	Q2	Q3	Q4
Opening Stock	\$ 5,961.50	\$ 5,680.50	\$ 6,457.50	\$ 7,102.00
Closing Stock	\$ 5,680.50	\$ 6,457.50	\$ 7,102.00	\$ 7,102.00

Table 24 - Second Hand Bookshop buy backs

Transactions (Buy Backs)	Q1			Q2			Q3			Q4		
	JO	ML	BU	JO	ML	BU	JO	ML	BU	JO	ML	BU
Number of Transactions	9	0	0	1	0	0	4	0	0	0	0	0
Number of Books	9	0	0	6	0	0	7	0	0	0	0	0
Buyback Value	\$ 345.68	\$ -	\$ -	\$ 244.00	\$ -	\$ -	\$ 305.80	\$ -	\$ -	\$ -	\$ -	\$ -

Table 25 - Second Hand Bookshop sales

Transactions (Sales) - Processed through JO	Q1	Q2	Q3	Q4
Number of Transactions	8	0	4	0
Number of Books/Items	8	0	4	0
Sales Value	\$ 300.46	\$ -	\$ 172.26	\$ -

Cash Sales	\$ -	\$ -	\$ -	\$ -
Square Sales	\$ 300.46	\$ -	\$ 172.26	\$ -

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	2	1	3	2
Total Event Expenditure	\$ 3,248.00	\$ 1,731.82	\$ 3,471.82	\$ 2,969.00
Total Registrants	32	20	49	31
Number of Attendees	32	20	70	31
Number of Courses where Food & Drink was Provided	0	0	0	0
Total Expenditure on Food & Drink	\$ -	\$ -	\$ 49.00	\$ -
Number of Ticketed Courses/Training	2	1	3	2
Total Number of Tickets Available	32	19	70	40
Total Number of Tickets Sold	32	19	49	31
Total Ticket Revenue	\$ 1,472.00	\$ 777.00	\$ 778.00	\$ 1,395.00
Overall Event Rating - Poor	0	0	0	0
Overall Event Rating - Fair	1	0	0	0
Overall Event Rating - Good	0	0	0	0
Overall Event Rating - Very Good	0	0	0	4
Overall Event Rating - Excellent	5	0	5	8
Value for Money - Poor	1	0	0	0

Value for Money - Fair	0	0	0	0
Value for Money - Good	0	0	0	0
Value for Money - Very Good	1	0	0	0
Value for Money - Excellent	4	0	5	0
Ratings for Food/Drink - Poor	2	0	0	4
Ratings for Food/Drink - Fair	0	0	0	3
Ratings for Food/Drink - Good	1	0	0	0
Ratings for Food/Drink - Very Good	0	0	0	0
Ratings for Food/Drink - Excellent	2	0	0	2

Table 27 - Training/Course breakdown

Department	Event Name	Date	Total Registrants	Total Attendees	Was Food and/or drink provided?	Total Expenditure for Food/Drink	Ticketed Event?	Number of Tickets Available	Number of Tickets Sold	Total Ticket Revenue	Total Cost of Event (Before Ticket Sales)
Undergraduate Department	First Aid	16/10/2025	17	17	No	\$ -	Yes	20	17	\$ 765	\$ 1,627
Undergraduate Department	First Aid	17/10/2025	14	14	No	\$ -	Yes	20	14	\$ 630	\$ 1,342

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	16/10/2025				4	8								4	3				2
Undergraduate Department	First Aid	17/10/2025																		

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

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

8.1 - University records to attest.

8.2 - University records to attest.

8.3 - Number of instances where the Guild has provided advocacy, and general nature of advocacy provided.

8.3 – Advocacy & Support

Table 29 - Advocacy provided to students

	Q1	Q2	Q3	Q4
Total Appointments	272	407	457	358
Domestic Student	100	139	196	175
International Student	172	268	261	183
Undergraduate Student			273	183
Postgraduate Student			183	170
Total Students Supported	232	343	361	243
Domestic Student	81	120	161	119
International Student	151	223	200	124
Undergraduate Student			215	134
Postgraduate Student			146	110
Nature of Assistance Required				
	Q1	Q2	Q3	Q4
Academic Misconduct (AM)	18	209	127	146
Academic Progression Status Review (APSR)	30	9	61	16
Complaints	19	12	21	21

General Misconduct (GM)	4	2	3	3
Results Review			54	17
Informal Review (IR)	8	10		
Formal Review (FR)	29	14		
Special Consideration	2	4	10	14
Student Appeals Committee			87	93
Student Appeals Committee - Academic Misconduct (SAC-AM)	40	23		
Student Appeals Committee - General Misconduct (SAC-GM)	40	23		
Student Appeals Committee - Other	16	6		
Withdrawal Without Penalty	52	45	94	48
Application for Submission of previous work	0	0		
Course Intermission	2	0		
Deferrals/Extensions/Exams/Assessments	3	6		
General Advice	14	16		
Practicum Support (PS)	2	0		
Re-enrolment (Application to resume your course)	2	3		
Number of Students By School				
School of Arts & Humanities	24	35	31	40
School of Business & Law	103	151	112	75
School of Education	29	43	49	68
School of Engineering	61	33	33	18
School of Medical & Health Sciences	20	46	24	39
School of Nursing & Midwifery	28	96	72	75
School of Science	46	43	73	68
WAAPA	1	3	2	6
Campus of Study				
<i>*Note that students may have more than one campus of study. i.e. Offshore and Online</i>				
Joondalup	196	286	302	182
Mount Lawley	3	11	11	16
South West	1	3	5	119

Online	9	25	49	46
Interstate	0	0	0	9
Offshore	0	0	3	49
Incoming Referrals				
Total Referrals			443	583
Self Referral			420	346
Hub Referral			4	1
Student Success Referral			13	204
Other ECU Referral			6	3
Walk In			0	0
Inappropriate ECU Referral			0	3
External Referrals				
Total Referrals	29	54	483	77
ECU Counselling	6	19	20	26
ECU Crisis Line	1	7	8	13
ECU Living Room	6	28	20	36
ECU Health Service			0	1
ECU Housing Support			0	0
Financial Counselling			0	0
Health	0	0		
Welfare Services			0	0
Mental Health (External)	5	0	0	1
Health Service (External)			0	0
Immigration			0	0
Legal Services	0	0	0	0
National Student Ombudsman	0	0	0	0
Other	9	0	0	0
Housing	1	0		
Financial Welfare Service	1	0		
Respect Now Always Data				

Total Reports	1	0	0	0
Domestic Violence			0	0
Family Violence			0	0
Domestic/ Family Violence	1	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 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

General Election					
	Post Description	Date	Views	Reach	Interactions
Facebook	Nominations closing soon	1/10/2025	210	365	0
	Postal Vote Information	1/10/2025	208	319	0
	Nominations Closed	2/10/2025	183	307	0
	Postal Vote Information	3/10/2025	230	388	0
	Final Call for Postal Vote Applications	5/10/2025	192	305	0
	Candidate Announcement	6/10/2025	347	711	2
	Voting Count Down	7/10/2025	181	298	0
	How to Vote Information	9/10/2025	279	450	1
	Campaigning Rules	11/10/2025	220	367	1
	Notice: election polling no longer required	12/10/2025	334	548	1

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
October	\$ 4,056.19	\$ 2,028.08	\$ 2,028.08	<i>Vacant</i>	\$ 2,028.08	<i>Vacant</i>
November	\$ 4,056.19	\$ 2,028.08	\$ 2,028.08	<i>Vacant</i>	\$ 2,028.08	<i>Vacant</i>
December	\$ 4,056.19	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08	\$ 2,028.08
Total Honoraria Paid Quarter 4	\$ 12,168.57	\$ 6,084.24	\$ 6,084.24	\$ 2,028.08	\$ 6,084.24	\$ 2,028.08

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
October	<i>Vacant</i>	\$ 793.20	\$ 793.20	\$ -	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>	\$ 793.20	<i>Vacant</i>	<i>Vacant</i>
November	<i>Vacant</i>	\$ 793.20	\$ 793.20	\$ -	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>	\$ 793.20	<i>Vacant</i>	<i>Vacant</i>
December	\$ -	\$ 793.20	\$ 793.20	\$ -	<i>Vacant</i>	<i>Vacant</i>	\$ -	\$ 793.20	<i>Vacant</i>	\$ 793.20
Total Honoraria Paid Quarter 4	\$ -	\$ 2,379.60	\$ 2,379.60	\$ -	<i>Vacant</i>	<i>Vacant</i>	\$ -	\$ 2,379.60	<i>Vacant</i>	\$ 793.20

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
27/10/2025	Y	Y	Y	VACANT	Y	VACANT	VACANT	Y	Y	Y	VACANT	VACANT	VACANT	Y	VACANT	VACANT
21/11/2025	Y	Y	Y	VACANT	Y	VACANT	VACANT	Y	Y	N	VACANT	VACANT	VACANT	Y	VACANT	VACANT
15/12/2025 *New Senate	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	VACANT	VACANT	N	Y	VACANT	Y
Total Could Have Attended	3	3	3	1	3	1	1	3	3	3	0	0	1	3	0	1
Total Attended	3	3	3	1	3	1	1	3	3	1	0	0	0	3	0	1
Total Absent	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0

Table 33 - Attendance at Secretariat meetings

	President	General Secretary (Chair)	VP Academic	VP Activities & South West	VP Social Responsibility	VP International
27/10/2025	Y	Y	Y	VACANT	Y	VACANT
21/11/2025	Y	Y	Y	VACANT	Y	VACANT
15/12/2025 *New Senate	Y	Y	Y	Y	Y	Y
Total Could Have Attended	3	3	3	1	3	1

Total Attended	3	3	3	1	3	1
Total Absent	0	0	0	0	0	0

Table 34 - Attendance at Continuous Improvement and Development Committee meetings

	Operations Manager (Chair)	General Secretary	International Officer	Guild Advisory Service Coordinator TO CIDC 0325, Finance & Administration Officer from CIDC 0425
CIDC 05/2025	Y	Y	VACANT	Y
Total Could Have Attended	1	1	0	1
Total Attended	1	1	0	1
Total Absent	0	0	0	0

Table 35 - Resignations

Date	Quarter	Position
03/10/2025	Q4	International 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	\$ 174,398			
	Spend in Quarter	\$ 29,901	\$ 33,857	\$ 49,262	\$ 75,958
	Spend to Date	\$ 29,901	\$ 63,758	\$ 113,020	\$ 183,859
	Budget Remaining	\$ 144,497 83%	\$ 110,640 63%	\$ 61,378 35%	-\$ 9,461 -5%
KPI 2	Supporting a sporting or other recreational activity by students [Statute 29(4)(1)(b)]	Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 521,288			
	Spend in Quarter	\$ 100,865	\$ 90,314	\$ 108,693	\$ 146,640
	Spend to Date	\$ 100,865	\$ 191,178	\$ 298,513	\$ 453,654
	Budget Remaining	\$ 420,424 81%	\$ 330,110 63%	\$ 222,775 43%	\$ 67,634 13%
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	\$ 409,991			
	Spend in Quarter	\$ 64,190	\$ 75,034	\$ 82,777	\$ 98,852
	Spend to Date	\$ 64,190	\$ 139,224	\$ 224,188	\$ 323,290
	Budget Remaining	\$ 345,801	\$ 270,767	\$ 185,803	\$ 86,701

		84%	66%	45%	21%
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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	\$ 317,418			
	Spend in Quarter	\$ 59,495	\$ 56,611	\$ 67,383	\$ 79,529
	Spend to Date	\$ 59,495	\$ 116,107	\$ 183,458	\$ 263,124
	Budget Remaining	\$ 257,923 81%	\$ 201,311 63%	\$ 133,960 42%	\$ 54,294 17%


KPI 5 Helping students with their financial affairs [Statute 29(4)(1)(i)]		Q1	Q2	Q3	Q4
Budget	Annual Budget	\$ 116,200			
	Spend in Quarter	\$ 23,713	\$ 22,917	\$ 29,171	\$ 42,216
	Spend to Date	\$ 23,713	\$ 46,630	\$ 75,787	\$ 118,068
	Budget Remaining	\$ 92,487 80%	\$ 69,570 60%	\$ 40,413 35%	-\$ 1,868 -2%

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	\$ 73,186			
	Spend in Quarter	\$ 14,861	\$ 16,986	\$ 15,349	\$ 21,522
	Spend to Date	\$ 14,861	\$ 31,847	\$ 47,185	\$ 68,748
	Budget Remaining	\$ 58,325 80%	\$ 41,339 56%	\$ 26,001 36%	\$ 4,438 6%

KPI 7		Q1	Q2	Q3	Q4
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)]					
Budget	Annual Budget	\$ 183,643			
	Spend in Quarter	\$ 33,711	\$ 29,710	\$ 31,912	\$ 45,818
	Spend to Date	\$ 33,711	\$ 63,421	\$ 95,307	\$ 138,519
	Budget Remaining	\$ 149,932 82%	\$ 120,222 65%	\$ 88,336 48%	\$ 45,124 25%

KPI 8		Q1	Q2	Q3	Q4
Advocating students' interests in matters arising under the higher education provider's rules (however described) [Statute 29(3.2)(2)(q)]					
Budget	Annual Budget	\$ 293,419			
	Spend in Quarter	\$ 57,723	\$ 55,808	\$ 63,799	\$ 75,153
	Spend to Date	\$ 57,723	\$ 113,531	\$ 177,288	\$ 252,607
	Budget Remaining	\$ 235,696 80%	\$ 179,888 61%	\$ 116,131 40%	\$ 40,812 14%

KPI 9		Q1	Q2	Q3	Q4
Giving students information to help them in their orientation [Statute 29(3.2)(2)(r)]					
Budget	Annual Budget	\$ 160,458			
	Spend in Quarter	\$ 68,124	\$ 20,505	\$ 24,435	\$ 32,928
	Spend to Date	\$ 68,124	\$ 88,629	\$ 113,041	\$ 146,060



	Budget Remaining	\$ 92,334 58%	\$ 71,829 45%	\$ 47,417 30%	\$ 14,398 9%
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**DRAFT SSAF Quarterly Financial Report
FY25 Q4
Edith Cowan University Student Guild
ABN 87 081 487 187
For the 3 months ended 31 December 2025**

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Income & Expenditure

Edith Cowan University Student Guild For the year ended 31 December 2025

	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YTD 2025	FY 2024
Income						
SSAF Funding	562,500	562,500	562,500	481,121	2,168,621	2,051,112
Total Income	562,500	562,500	562,500	481,121	2,168,621	2,051,112
Expenditure						
Student Support Program Costs						
A - Provision of Food & Drink	29,063	32,556	46,283	75,769	183,670	79,550
B - Supporting Sporting & Recreational Activity	100,734	92,412	113,868	146,647	453,661	500,421
C - Club Administration Support	66,152	75,265	83,021	98,858	323,296	362,336
F - Health & Welfare of Students	59,460	56,578	67,557	79,533	263,128	253,123
I - Helping Students with their Financial Affairs	23,743	22,874	29,234	42,217	118,069	103,627
N - Supporting Production & Dissemination of Student Media	14,860	16,977	15,389	21,523	68,749	73,830
O - Helping Students Develop Study Skills	33,524	28,764	30,413	45,820	138,521	149,076
P/Q - Student Advocacy re University Rules	57,721	55,773	63,960	75,157	252,611	214,945
R - Information to help students through Orientation	68,123	20,486	24,523	32,930	146,063	157,707
Total Student Support Program Costs	453,381	401,686	474,247	618,455	1,947,769	1,894,614
Total Expenditure	453,381	401,686	474,247	618,455	1,947,769	1,894,614
Gross SSAF Surplus/(Deficit)	109,119	160,814	88,253	(137,335)	220,852	156,498
SSAF Surplus/(Deficit)	109,119	160,814	88,253	(137,335)	220,852	156,498
SSAF Reserve Summary						
Redundancy - Reserve Spend	-	-	-	-	-	(113,836)
Records Project	(14,920)	-	-	-	(14,920)	(22,545)
Total SSAF Reserve Summary	(14,920)	-	-	-	(14,920)	(136,381)
Non-SSAF						
Income						
Advertising Income	3,579	639	1,652	395	6,265	4,614
Book Sales	300	-	172	-	473	1,653
Stall Holder fees	8,561	-	-	-	8,561	5,704
Non SSAF Program Revenue	12,427	3,281	2,640	3,919	22,267	115,024
Interest & Investment Income	7,128	8,421	9,038	13,411	37,999	31,952
Other Income	1,505	2,692	11,619	6,797	22,613	7,138
Total Income	33,501	15,033	25,122	24,522	98,178	166,084
Expenses						
Unisports & Non SSAF Grants Paid	-	-	-	-	-	18,421
Events (Non-SSAF)	4,456	164	743	724	6,086	8,276
Food & Drink (Non SSAF)	511	134	145	-	790	880

	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YTD 2025	FY 2024
Helping Overseas Students	-	-	-	-	-	61,322
ECU Emu's Merchandise Costs	-	-	-	-	-	1,399
Total Expenses	4,967	298	888	724	6,876	90,297
Total Non-SSAF	(28,534)	(14,735)	(24,234)	(23,798)	(91,302)	(75,786)
Combined SSAF/Non-SSAF Surplus/Deficit	137,653	175,549	112,487	(113,537)	312,154	232,284
Net P&L Result Including Reserve Spend	122,733	175,549	112,487	(113,537)	297,234	95,903

Statement of Financial Position

Edith Cowan University Student Guild As at 31 December 2025

	NOTES	31 DEC 2025	31 DEC 2024
Assets			
Current Assets			
Bank accounts	2	1,809,394	1,406,408
Receivables & Accruals	3	541,790	609,177
Inventory	4	2,648	16,024
Prepayments	5	69,386	58,730
Total Current Assets		2,423,218	2,090,338
Non-current Assets			
Property, plant and equipment	6	175,603	183,432
Total Non-current Assets		175,603	183,432
Total Assets		2,598,821	2,273,770
Liabilities			
Current Liabilities			
Creditors & accruals	7	178,446	206,332
Other current liabilities	8	22,412	22,412
Employee Provisions	9	110,657	102,514
Prepaid Revenue		17,553	2,050
Total Current Liabilities		329,068	333,308
Non-current Liabilities			
Employee provisions	9	44,945	12,888
Total Non-current Liabilities		44,945	12,888
Total Liabilities		374,013	346,196
Net Assets		2,224,808	1,927,575
Equity			
Retained Earnings	10	2,224,808	1,927,575
Total Equity		2,224,808	1,927,575

Statement of Cash Flows

Edith Cowan University Student Guild For the year ended 31 December 2025

	FY 2025	FY 2024
Operating Activities		
Receipts from customers	2,492,138	2,178,716
Payments to suppliers and employees	(2,020,199)	(2,163,795)
Cash receipts from other operating activities	(63,895)	(70,346)
Net Cash Flows from Operating Activities	408,044	(55,425)
Investing Activities		
Proceeds from sale of property, plant and equipment	345	-
Payment for property, plant and equipment	(31,811)	(207,650)
Other cash items from investing activities	33,525	(48,590)
Net Cash Flows from Investing Activities	2,058	(256,240)
Financing Activities		
Other cash items from financing activities	(7,116)	13,344
Net Cash Flows from Financing Activities	(7,116)	13,344
Net Cash Flows	402,986	(298,321)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	1,406,408	1,704,729
Net change in cash for period	402,986	(298,321)
Cash and cash equivalents at end of period	1,809,394	1,406,408

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2025

1. Summary of Significant Accounting Policies

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

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

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

a. Income Tax

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

b. Property, Plant and Equipment (PPE)

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

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

c. Impairment of Assets

At the end of each reporting period, the Senate reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair 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.

	FY 2025	FY 2024
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	1,813,173	2,149,684
Vasco Prepaid Cards	-	15,202
Other Cash Items	213	-
Total Cash Balances	1,813,386	2,164,885
Credit Cards		
Bendigo Bank Mastercards	(3,992)	(8,477)
Total Credit Cards	(3,992)	(8,477)
Total Cash & Cash Equivalents	1,809,394	2,156,408
	FY 2025	FY 2024

3. Receivables

	FY 2025	FY 2024
Receivables		
Accounts Receivable	532,145	606,848
Accrued Income	9,645	2,329
Total Receivables	541,790	609,177
Total Receivables	541,790	609,177
	FY 2025	FY 2024

4. Inventory

Inventories		
Stock on Hand - Books	1,416	5,962
Stock on Hand - other merchandise	1,232	10,062
Total Inventories	2,648	16,024
Total Inventory	2,648	16,024
	FY 2025	FY 2024

5. Prepayments

Prepayments - Other	31,264	31,500
Prepayments - Insurance	38,121	27,229
Total Prepayments	69,386	58,730
	FY 2025	FY 2024

6. Property, Plant and Equipment

Plant and Equipment

Plant and Equipment at Cost

Plant and Equipment (Low Value Pool) at Cost

Low Value Assets (\$300-\$1000) - at cost	96,473	92,251
Low Value Assets - acc dep	(95,654)	(92,252)
Total Plant and Equipment (Low Value Pool) at Cost	820	(1)

Plant and Equipment (JO) at Cost

P & E - JO - at cost	329,145	323,895
P & E - JO - acc dep	(184,292)	(155,441)
Total Plant and Equipment (JO) at Cost	144,853	168,454

Plant and Equipment (CC) at Cost

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

Plant and Equipment (ML) at Cost

P & E - ML - at cost	21,641	21,641
P & E - ML - acc dep	(20,609)	(20,145)
Total Plant and Equipment (ML) at Cost	1,031	1,495

Plant and Equipment (BU) at Cost

	FY 2025	FY 2024
P & E - BU - at cost	22,764	22,764
P & E - BU - acc dep	(11,105)	(9,280)
Total Plant and Equipment (BU) at Cost	11,659	13,484
Motor Vehicles at Cost		
Motor Vehicle - At Cost	5,455	-
Motor Vehicle - Acc Depn	(301)	-
Total Motor Vehicles at Cost	5,154	-
Total Plant and Equipment at Cost	175,603	183,432
Total Plant and Equipment	175,603	183,432
Total Property, Plant and Equipment	175,603	183,432
	FY 2025	FY 2024

7. Creditors & Accruals

Current		
Creditors		
Trade Creditors	61,589	9,841
GST.	21,094	37,063
Sundry Creditors	6,341	5,850
Suspense	191	2,327
Total Creditors	89,215	55,081
Payroll		
Accrued Wages	26,699	20,322
Other payroll accruals payable	12,079	81,817
PAYGW Payable	15,488	14,036
Superannuation Payable	34,851	35,075
Social Club Payroll Deductions	114	-
Total Payroll	89,231	151,251
Total Current	178,446	206,332
Total Creditors & Accruals	178,446	206,332
	FY 2025	FY 2024

8. Other Current Liabilities

Oracle Finance - NetSuite & Infinite Cloud Payroll	22,801	22,801
Unexpired Interest	(389)	(389)
Total Other Current Liabilities	22,412	22,412
	FY 2025	FY 2024

9. Employee Provisions

Current		
Provision for Annual Leave - Current	63,951	62,268

	FY 2025	FY 2024
Provision for Long Service Leave - Current	46,705	40,246
Total Current	110,657	102,514
Non-Current		
Provision for Annual Leave - Non-Current	23,245	-
Provision for Long Service Leave - Non-Current	21,700	12,888
Total Non-Current	44,945	12,888
Total Employee Provisions	155,602	115,402

	FY 2025	FY 2024
10. Retained Earnings		
Retained Earnings	1,927,575	1,831,671
Current Year Earnings	297,234	95,903
Total Retained Earnings	2,224,808	1,927,575

Spending Program by SSAF Category

Edith Cowan University Student Guild
For the year ended 31 December 2025

	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 YTD ACTUALS	2025 ANNUAL SSAF BUDGET	2025 BUDGET VS ACTUALS (\$)	2025 BUDGET VS ACTUALS (%)	FY 2024
Income									
SSAF Funding	562,500	562,500	562,500	481,121	2,168,621	2,250,000	(81,380)	-4%	2,051,112
Total Income	562,500	562,500	562,500	481,121	2,168,621	2,250,000	(81,380)	-4%	2,051,112
Expenditure									
Student Support Program Costs									
A - Provision of Food & Drink	29,063	32,556	46,283	75,769	183,670	174,398	9,272	5%	79,550
B - Supporting Sporting & Recreational Activity	100,734	92,412	113,868	146,647	453,661	521,287	(67,626)	-13%	500,421
C - Club Administration Support	66,152	75,265	83,021	98,858	323,296	409,991	(86,695)	-21%	362,336
F - Health & Welfare of Students	59,460	56,578	67,557	79,533	263,128	317,419	(54,291)	-17%	253,123
I - Helping Students with their Financial Affairs	23,743	22,874	29,234	42,217	118,069	116,200	1,869	2%	103,627
N - Supporting Production & Dissemination of Student Media	14,860	16,977	15,389	21,523	68,749	73,185	(4,436)	-6%	73,830
O - Helping Students Develop Study Skills	33,524	28,764	30,413	45,820	138,521	183,642	(45,121)	-25%	149,076
P/Q - Student Advocacy re University Rules	57,721	55,773	63,960	75,157	252,611	293,419	(40,808)	-14%	214,945
R - Information to help students through Orientation	68,123	20,486	24,523	32,930	146,063	160,459	(14,397)	-9%	157,707
Total Student Support Program Costs	453,381	401,686	474,247	618,455	1,947,769	2,250,000	(302,231)	-13%	1,894,614
Total Expenditure	453,381	401,686	474,247	618,455	1,947,769	2,250,000	(302,231)	-13%	1,894,614
Gross SSAF Surplus/(Deficit)	109,119	160,814	88,253	(137,335)	220,852	-	220,852	-	156,498
SSAF Surplus/(Deficit)	109,119	160,814	88,253	(137,335)	220,852	-	220,852	-	156,498
SSAF Reserve Summary									

Spending Program by SSAF Category

	Q1 2025	Q2 2025	Q3 2025	Q4 2025	2025 YTD ACTUALS	2025 ANNUAL SSAF BUDGET	2025 BUDGET VS ACTUALS (\$)	2025 BUDGET VS ACTUALS (%)	FY 2024
Redundancy - Reserve Spend	-	-	-	-	-	-	-	-	(113,836)
Records Project	(14,920)	-	-	-	(14,920)	-	(14,920)	-	(22,545)
Total SSAF Reserve Summary	(14,920)	-	-	-	(14,920)	-	(14,920)	-	(136,381)

Non-SSAF

Income									
Advertising Income	3,579	639	1,652	395	6,265	-	6,265	-	4,614
Book Sales	300	-	172	-	473	-	473	-	1,653
Stall Holder fees	8,561	-	-	-	8,561	-	8,561	-	5,704
Non SSAF Program Income	12,427	3,281	2,640	3,919	22,267	-	22,267	-	115,024
Interest & Investment Income	7,128	8,421	9,038	13,411	37,999	-	37,999	-	31,952
Other Income	1,505	2,692	11,619	6,797	22,613	-	22,613	-	7,138
Total Income	33,501	15,033	25,122	24,522	98,178	-	98,178	-	166,084
Expenses									
Unisports & Non SSAF Grants Paid	-	-	-	-	-	-	-	-	18,421
Events (Non-SSAF)	4,456	164	743	724	6,086	-	6,086	-	8,276
Food & Drink (Non-SSAF)	511	134	145	-	790	-	790	-	880
Helping Overseas students	-	-	-	-	-	-	-	-	61,322
ECU Emu's Merchandise Costs	-	-	-	-	-	-	-	-	1,399
Total Expenses	4,967	298	888	724	6,876	-	6,876	-	90,297
Total Non-SSAF	(28,534)	(14,735)	(24,234)	(23,798)	(91,302)	-	(91,302)	-	(75,786)
Combined SSAF/Non-SSAF Surplus/(Deficit)	137,653	175,549	112,487	(113,537)	312,154	-	312,154	-	232,284
Net P&L Result Including Reserve Spend	122,733	175,549	112,487	(113,537)	297,234	-	297,234	-	95,903

Western Australian
Electoral Commission

16 October 2025

Edith Cowan University Student Guild Election

2025



WESTERN AUSTRALIAN
Electoral Commission

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Appendix 1 – Election Timetable

Appendix 2 – Declaration of Poll Notice



1. Introduction

Ms Lisa Dwyer, Operations Manager of the Edith Cowan University (ECU) Student Guild, wrote to the Western Australian Electoral Commission on 21 July 2025 requesting the Electoral Commissioner to be responsible for the conduct of an election for the following positions:

President (1)

Vice-President Academic (1)

General Secretary (1)

Undergraduate Officer (1)

Postgraduate Officer (1)

Environmental Officer (1)

Vice-President International (1)

First Nations Officer (1)

National Union of Students Delegate (7)

Social Officer (1)

Equity Officer (1)

Sports Officer (1)

Vice-President Social Responsibility (1)

Vice-President Activities & South West (1)

South West Officer (2)

International Officer (1).

The Electoral Commissioner agreed to conduct the election on behalf of the ECU Student Guild in accordance with section 5F(1)(eb) of the *Electoral Act 1907*.

The ECU Student Guild General Elections are subject to the provisions of the *Guild Election Procedures 2022*. The Procedures themselves accord with the following;

- The Edith Cowan University Act 1984,
- University Statute No 11 – Student Guild,
- University Rules – Student Guild, and
- The Guild Constitution.



2. Election Timetable

The election timetable is prescribed in the *Edith Cowan University Student Guild Rules*.

Election Timetable is at Appendix 1.

3. Returning Officer

On 11 September 2025, in order to fulfil the Returning Officer (RO) role under the WAEC, the ECU Vice Chancellor approved the appointment of Peter Zaikos as RO for the 2025 elections. Mr Zaikos had previously been the RO for five (5) Annual Guild Elections plus one (1) By-Election at ECU from 2020 to 2024 inclusive.

4. Guild Staff Assistance

The RO was assisted ably and generously by Guild staff throughout the election period. Guild staff facilitated many of the logistics before the elections, including disseminating election notices and communications, maintaining the election website, and arranging meeting venues and other facilities.

5. Advertisements

In accordance with the *Edith Cowan University Student Guild Rules*, an election notice was emailed to all students.

6. Nominations

Nominations opened on 11 September and closed on 2 October. Five (5) nominations were lodged on 30 September and another 21 were lodged before 4 pm on the last day of nominations.

Of the total 26 nominations, 17 were for 13 Senator positions and nine (9) were for the seven (7) NUS Delegate vacancies. Three (3) Senator positions did not attract any nominations, four (4) attracted dual nominations and the other nine (9) had a single nomination each.



Each of the nominations lodged met all the conditions for eligibility and were duly accepted as valid. The indication at the close of nominations was that five (5) elections in total would be required.

The table below shows the numbers of nominations received for positions in the 2025 elections:

Position	Vacancies	Nominations Received
Guild President	1	1
General Secretary	1	1
Vice President - Social Responsibility	1	2
Vice President – Academic	1	2
Vice President – International	1	1
Vice President - Activities & South West	1	1
Sports Officer	1	2
Social Officer	1	1
Undergraduate Officer	1	2
Postgraduate Officer	1	1
Equity Officer	1	1
First Nations Officer	1	0
Environmental Officer	1	1
International Officer	1	1
South West Officer (2)	2	0
NUS Delegates*	7	9

In the period between close of nominations and the start of the polling period, various candidates either withdrew or had their nominations voided for failing to attend the compulsory RO meeting. This resulted in no position having more valid nominations than available vacancies. As a result, no actual polling was required.



7. Groups

Only two groups registered for the elections:

‘Inspire’ – which was contesting both Senator and NUS vacancies, and ‘Social Justice’ – which was nominating only for NUS Delegate positions.

8. Draw for Position on Ballot Paper

The draw for positions on the ballot papers for the five (5) initially contested elections was held at the Guild’s offices at the Joondalup campus at 11 am on Monday 6 October 2025. The results of the draws were published on the Guild’s election website later the same day.

9. Election Broadsheet

Candidates provided their policy statements and photographs as part of their nomination for publication on the Election Broadsheet. The Broadsheet was prepared by the RO and uploaded to the Guild’s election website on Tuesday 7 October.

The Broadsheet provides students and electors background information about the candidates and about their policies if elected. The information is included even where a candidate is to be elected unopposed. Candidates are grouped together under the Senator position which they are contesting. Their profiles within that group are shown in the same order as their position on the relevant ballot paper. The Senator positions themselves are sequenced on the Broadsheet in the order in which the polls will be counted.

10. Compulsory RO-Candidate Meeting

Candidates are required to attend a compulsory meeting with the RO, the purpose of which is to establish and reinforce the standards of behaviour required of candidates during the election. Failure to attend voids a candidate’s nomination. The required standards of behaviour are set out in the Election Management Plan, drawn up by the RO. The meeting was held on 9 October.



11. Campaigning Areas

Locations of areas designated for campaigning at each of the three campuses were shown on diagrams included in the Election Management Plan. The areas used were the same as in the previous five years.

12. Casual Staff – Presiding and Issuing Officers

Two casual staff per campus were recruited in readiness to run the polling places and issue votes over the three days of polling. However, they stood down before the polling period when it became known that polling would not be proceeding.

13. Electoral Roll

The ECU Student Guild provided the certified electoral roll on 3 October 2025. At the close of the roll there were 25,149 unique students on the roll. There were 46 duplicates on the roll.

14. Withdrawal of Nominations

For various reasons, six (6) candidates withdrew their nominations before the start of polling leaving no position with more nominations than vacancies. Thus, voting was no longer necessary for any position. This situation was reached late on Friday 10 October, less than three (3) days before polling was due to commence. Initially, on 7 October, an independent candidate withdrew from the Undergraduate Officer election. Three (3) other independent candidates withdrew from another three (3) contested elections on 9 October after not attending the RO Candidate meeting as per their signed NP5-Candidate Obligations Declaration. Only the election of NUS Delegates remained contested, with nine (9) candidates standing for seven (7) vacancies.

At about 4 pm on Friday 10 October, the Group Agent for the Inspire Group advised the RO that two *Inspire Group* candidates in the NUS Delegate election were withdrawing their nominations. That then left no remaining contested elections and no further need for polling.

All polling preparations were immediately cancelled and notices were posted on the Guild's election website.



15. Notice of Discontinuation of Polling

A notice was posted on the Guild's website late on Friday 10 October advising that there would no longer be any voting for the 2025 elections. At the same time, the RO sent an email to every candidate notifying them of the change and inviting them to attend the draw for order of election of NUS Delegates who had now become elected unopposed. The draw was scheduled for 11 am on Monday 13 October.

16. Campaigning Behaviour

Although measures were already in place for controlling any unsatisfactory behaviour by candidates and campaigners, those provisions were not required once polling became unnecessary. The strategies applied and available in this regard were the published requirements of the Election Management Plan, the RO Candidate meeting, designated and marked campaigning areas, the need for campaigners to wear tags, surveillance by Election Officers, the backing of Student Life ECU and, if needed, backup from ECU Security.

17. Ballot Papers

Ballot papers for four (4) of the initially expected elections had already been designed, proof-checked and printed before the withdrawals described above occurred. This was unavoidable in the circumstances. The time available to produce the ballot papers and deliver them to the polling places required urgency and the printing had already been completed just before the withdrawals of the 9 October. Subsequently, with the discontinuation of the NUS election, none of the ballot papers were required.

18. Processing of Voters

Preparations were made for votes to be issued using an electronic elector roll located on the cloud. The events ticket-issuing software, *Humanitics*, was adapted for this purpose. The official Roll of Electors as at the close of nominations was filtered to eliminate duplicates and reformatted for compatibility with *Humanitics*. The arrangement was that vote-issuing officers would use netbook computers connected online to the live *Humanitics* software. Once marked off and issued a set of ballot papers, the software immediately flagged the elector as having voted. The system was tested and made ready. Laptops were loaded with the means to access the cloud site.



19. Declaration of Results

The Declaration was made on Monday 13 October 2025 on the Guild's election website. The Declaration notice was also sent to the Vice Chancellor on Tuesday 21 October once the 7-day period for objections had expired.

Declaration of Poll Notice is shown in Appendix 3.

The NUS By-Laws require the RO to send a report to the NUS Accreditation Committee confirming that the election was conducted in accordance with NUS By-Laws and listing the names of the elected Delegates in order of election. A copy of the report sent to the Accreditation Committee via the General Secretary of the NUS, Mr Aiden O'Rourke, is shown at Appendix 3.

20. Review of Regulations

The rules should be reviewed to ensure a more timely withdrawal process to avoid unnecessary resources being wasted.

Online voting may also be available through the WAEC for future elections if ECU Student Guild decides to revert back to this option.

The Returning Officer has also previously submitted his personal recommendations to ECU Student Guild.



Appendix 1 Election Timetable

ECU Student Guild	GENERAL ELECTION 2025
------------------------------	------------------------------

ELECTION TIMETABLE

Day	Date (in 2025)	Schedule	Reference: S: Statute 11 R: Guild Rules C: Guild Constitution P: Election Procedures BL: NUS By Laws
Thu	11-Sep-25	Notice of Elections	P: 8(1)
Thu	11-Sep	ECU emails 1 st Notice of Elections to all students [Notify NUS]	P: 8(3) [BL B3]
Thu	11-Sep	Nominations open [7:00am]	P: 9
Thu	11-Sep	Begin to approve election materials for distribution	P: 15
Thu	18-Sep	ECU emails 2 nd Notice of Elections to all students	P: 8(3)
Tue	30-Sep	Draft Election Management Plan	P: 7(2)
Tue	30-Sep	Election Officer selection (Campaign area monitors)	P: 13(3)(e)

Thu	2-Oct-25	Close of Nominations	P: 8(1)
Thu	2-Oct	Close receipt of Election Statements & Candidate photos [4:00pm]	P: 8(2)(f) & 11
Thu	2-Oct	Close receipt of Group Registration forms [4:00pm]	P: 10
Thu	2-Oct	Close Roll of Electors	P: 6
Thu	2-Oct	ECU provides RO with Final Roll of Electors	P: 9(4)
Fri	3-Oct	RO confirms validity of all nominations with ECU	P: 6
Mon	6-Oct	BP position draw by RO - [11:00am]	P: 14(5)
Mon	6-Oct	Successful Nominations & BP positions made public	P: 9(6) & 15(5)
Tue	7-Oct	Publication of Election Broadsheet	P: 11(6)
Thu	9-Oct	Election meeting - All Candidates with RO [1.00pm]	

Day	Date	Polling Days - All campuses	Reference:
Mon	13-Oct	Voting: In-Person (10:00am-4:00pm)	P: 13(3)(a)&(b)
Tue	14-Oct	Voting: In-Person (10:00am-4:00pm)	P: 13(3)(a)&(b)
Wed	15-Oct	Voting: In-Person (10:00am-4:00pm)	P: 13(3)(a)&(b)
Thu	16-Oct	Ballot Papers transferred to WAEC	
Thu	16-Oct	Official Count - Count conducted by WAEC	P: 18, 19, 20
Fri	17-Oct	Counting continues	P: 18, 19, 20
		Results of Counts determined	P: 18, 19, 20
		RO prepares notice - "Declaration of Poll"	P: 22(1) & (2)
		Poll results published on website [3:00pm]	P: 22(3)
Fri	24-Oct	Deadline for submission of complaints 15:00hrs Fri 24/10/2025	P: 23(1) R:7(9)
Mon	27-Oct	Advice to NUS of results of NUS Delegate Election	[BL B6]
Mon	8-Dec	Deadline for submission of RO's Election Report	

Appendix 2
Declaration of Poll Notice



GENERAL ELECTION 2025

NOTICE OF DECLARATION OF POLLS

In accordance with the ECU Student Guild Election Procedures, I declare the persons listed below elected to the respectively listed ECU Student Guild Senate positions. Pending compliance with the Guild's Constitution and policies, each elected Senator's term of office will be from 1 December 2025 to 30 November 2026.**

Senate Position	Person Elected
President	Sheharyar SAHI
General Secretary	Sonam CHOKI
Vice President - Social Responsibility	Masoumeh ALIKHANI
Vice President - Academic	Asad ALI
Vice-President International	Aneeba ASHRAFI
Vice President - Activities and South West	Yashkamal CHEEMA
Sports Officer	Ashlynn WARD
Social Officer	Bhautik KHETIA
Undergraduate Officer	Armaghan KHAN
Postgraduate Officer	Hamed KARIMAN
Equity Officer	Yangchen LHAMO
First Nations Officer	<i>Vacant (No Nominations)</i>
Environmental Officer	Ushita SIRIMALWATTE
International Officer	Azmal ALAM
South West Officer (First of 2)	<i>Vacant (No Nominations)</i>
South West Officer (Second of 2)	<i>Vacant (No Nominations)</i>

**NOTE: In accordance with the Guild Election Procedures Clause 22 and the Student Guild Rules, complaints and appeals must be lodged by 4pm on Monday, 20th October 2025.

NUS DELEGATES:

The persons listed below are elected to the position of NUS Delegate for 2026.

Persons Elected (In order of Election):
Laith JASON
Matilda MENNA
Nicholas BROWN
Abrar CHOWDHURY
Asad ALI
Sonam CHOKI
Sheharyar SAHI

Peter Zaikos

Returning Officer

ECU Student Guild Elections 2025

13th October 2025



Edith Cowan University Student Guild

ABN: 87 081 487 187

PO Box 3455

Joondalup WA 6027

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E: operations@ecuguild.org.au

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Mr Aiden O'Rourke,
General Secretary,
National Union of Students Inc.
1/740 Swanson Street,
Carlton VICTORIA 3053

Attention: Accreditations Committee

Dear Mr O'Rourke,

Notice of Election of National Union of Students Delegates 2025

The Annual Elections of the Edith Cowan University Students Guild to elect seven NUS delegates for 2026 were scheduled to be held from Monday 13th to Wednesday 15th October 2025 inclusive.

The call for nominations for election to the position of NUS Delegate was widely advertised and in compliance with NUS By-Law B4.1. At the close of nominations and at the time of going to the polls, there were seven nominations for the seven vacancies.

The seven nominees were duly declared elected unopposed. In accordance with NUS By-Law B6.2, a blind draw was conducted to determine a formal order of election.

The names of the duly elected Delegates are listed below in the order of election so determined:

STRIEGHER, Laith
MENNA, Matilda
BROWN, Nicholas
CHOWDHURY, Abrar
ALI, Asad
CHOKI, Sonam
SAHI, Sheharyar

Yours sincerely,

Peter Zaikos
RETURNING OFFICER
ECU Student Guild Elections 2023
ro.ecu@bigpond.com
0459 919 900
21st October 2025

CERTIFICATION	STATUS	NAME	Expiry date	Requirement status	Submitted at	Position	
Events Induction - INTERNAL USE ONLY	SUBMITTED	Armaghan Khan	12/08/2026	REQUIRED	12/08/2025	Undergraduate Officer	
Mental Health Awareness	SUBMITTED	Armaghan Khan		REQUIRED	12/08/2025	Undergraduate Officer	
Working from Home checklist (6 months)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
National Police Check - Volunteers	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
ECU Induction (2 years)	SUBMITTED	Armaghan Khan	12/01/2026	REQUIRED	13/12/2025	Undergraduate Officer	
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Koora YeYe Boorda	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	SUBMITTED	Armaghan Khan	12/01/2026	REQUIRED	13/12/2025	Undergraduate Officer	
Privacy in Practice Training (OAIC)	SUBMITTED	Armaghan Khan		REQUIRED	13/12/2025	Undergraduate Officer	
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Overview of WA WHS Act 2020 (WorkSafe WA)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	SUBMITTED	Armaghan Khan	12/01/2026	REQUIRED	13/12/2025	Undergraduate Officer	
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Armaghan Khan		NONE		Undergraduate Officer	OUTSTANDING
Request for Access Only ID (Internal Use Only)	UNSUBMITTED	Armaghan Khan		REQUIRED		Undergraduate Officer	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	SUBMITTED	Armaghan Khan		REQUIRED	13/12/2025	Undergraduate Officer	
Workplace Bullying & Harassment Awareness (1 yrs)	SUBMITTED	Armaghan Khan	12/01/2026	REQUIRED	13/12/2025	Undergraduate Officer	
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Mental Health Awareness	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Working from Home checklist (6 months)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
National Police Check - Volunteers	APPROVED	Sithnara Perera	27/08/2025	REQUIRED	12/01/2025	Dircksey Editor	
ECU Induction (2 years)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Koora YeYe Boorda	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Sithnara Perera		NONE		Dircksey Editor	OUTSTANDING
Request for Access Only ID (Internal Use Only)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	Sithnara Perera		REQUIRED		Dircksey Editor	OUTSTANDING
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Mental Health Awareness	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Working from Home checklist (6 months)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING

Senate Training Q4

CERTIFICATION	STATUS	NAME	Expiry date	Requirement status	Submitted at	Position	
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
National Police Check - Volunteers	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
ECU Induction (2 years)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Cyber Security	UNSUBMITTED	Bhautik Khetia		NONE		Social Officer	OUTSTANDING
Cyber Awareness Training (IA)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Koora YeYe Boorda	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Drivers Licence	UNSUBMITTED	Bhautik Khetia		NONE		Social Officer	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Privacy in Practice Training (OAIC)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Bhautik Khetia		NONE		Social Officer	OUTSTANDING
Request for Access Only ID (Internal Use Only)	APPROVED	Bhautik Khetia	30/11/2026	REQUIRED	26/11/2025	Social Officer	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	Bhautik Khetia		REQUIRED		Social Officer	OUTSTANDING
National Police Check - Volunteers	SUBMITTED	Sheharyar Sahi	18/12/2026	REQUIRED	18/12/2025	President	
Koora YeYe Boorda	UNSUBMITTED	Sheharyar Sahi		REQUIRED		President	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Sheharyar Sahi		REQUIRED		President	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Sheharyar Sahi		REQUIRED		President	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Sheharyar Sahi		NONE		President	OUTSTANDING
Events Induction - INTERNAL USE ONLY	APPROVED	Sonam Choki	30/11/2025	REQUIRED	23/10/2025	General Secretary	
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Sonam Choki		REQUIRED		General Secretary	OUTSTANDING
Mental Health First Aid (St Johns) (3 yrs)	UNSUBMITTED	Sonam Choki		NONE		General Secretary	OUTSTANDING
Koora YeYe Booda	UNSUBMITTED	Sonam Choki		REQUIRED		General Secretary	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Sonam Choki		REQUIRED		General Secretary	OUTSTANDING
Building Resilience Training (JEM)	UNSUBMITTED	Sonam Choki		NONE		General Secretary	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Sonam Choki		REQUIRED		General Secretary	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Sonam Choki		NONE		General Secretary	OUTSTANDING
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
Mental Health Awareness	SUBMITTED	Masoumeh Alikhani		REQUIRED	12/08/2025	Vice President Social Responsibility	
Working from Home checklist (6 months)	SUBMITTED	Masoumeh Alikhani	12/08/2026	REQUIRED	12/08/2025	Vice President Social Responsibility	
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
National Police Check - Volunteers	APPROVED	Masoumeh Alikhani	12/05/2026	REQUIRED	12/05/2025	Vice President Social Responsibility	
ECU Induction (2 years)	SUBMITTED	Masoumeh Alikhani	8/12/2026	REQUIRED	12/08/2025	Vice President Social Responsibility	
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
WHS Act 2020 Duties	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING

Senate Training Q4

CERTIFICATION	STATUS	NAME	Expiry date	Requirement status	Submitted at	Position	
Governance and Policy Understanding Quiz (1 Year)	APPROVED	Masoumeh Alikhani	30/11/2026	REQUIRED	1/12/2026	Vice President Social Responsibility	
Computer Workstation Self-Assessment (1 yr)	SUBMITTED	Masoumeh Alikhani	12/08/2026	REQUIRED	12/08/2025	Vice President Social Responsibility	
Mental Health First Aid (St Johns) (3 yrs)	UNSUBMITTED	Masoumeh Alikhani		NONE		Vice President Social Responsibility	OUTSTANDING
Koora YeYe Boorda	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	SUBMITTED	Masoumeh Alikhani	12/08/2026	REQUIRED	12/08/2025	Vice President Social Responsibility	
Drivers Licence	UNSUBMITTED	Masoumeh Alikhani		NONE		Vice President Social Responsibility	OUTSTANDING
Cyber Wardens Foundation (1Yr)	SUBMITTED	Masoumeh Alikhani	29/12/2026	REQUIRED	29/12/2025	Vice President Social Responsibility	
Privacy in Practice Training (OAIC)	SUBMITTED	Masoumeh Alikhani		REQUIRED	29/12/2025	Vice President Social Responsibility	
Cyber Wardens Level One (1Yr)	SUBMITTED	Masoumeh Alikhani	29/12/2026	REQUIRED	29/12/2025	Vice President Social Responsibility	
Overview of WA WHS Act 2020 (WorkSafe WA)	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	SUBMITTED	Masoumeh Alikhani	29/12/2027	REQUIRED	29/12/2025	Vice President Social Responsibility	
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Masoumeh Alikhani		REQUIRED		Vice President Social Responsibility	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Masoumeh Alikhani		NONE		Vice President Social Responsibility	OUTSTANDING
Request for Access Only ID (Internal Use Only)	APPROVED	Masoumeh Alikhani	30/11/2026	REQUIRED	27/11/2025	Vice President Social Responsibility	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	SUBMITTED	Masoumeh Alikhani		REQUIRED	23/12/2025	Vice President Social Responsibility	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	SUBMITTED	Masoumeh Alikhani	23/12/2026	REQUIRED	23/12/2025	Vice President Social Responsibility	OUTSTANDING
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
Mental Health Awareness	SUBMITTED	Yashkamaljot Singh Cheema		REQUIRED	12/03/2025	Vice President Activities & South West	
Working from Home checklist (6 months)	APPROVED	Yashkamaljot Singh Cheema	27/08/2027	REQUIRED	28/08/2025	Vice President Activities & South West	
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
National Police Check - Volunteers	SUBMITTED	Yashkamaljot Singh Cheema	12/02/2026	REQUIRED	12/03/2025	Vice President Activities & South West	
ECU Induction (2 years)	APPROVED	Yashkamaljot Singh Cheema	26/08/2027	REQUIRED	27/08/2025	Vice President Activities & South West	
WHS Induction - INTERNAL USE ONLY	APPROVED	Yashkamaljot Singh Cheema	25/11/2025	REQUIRED	20/10/2025	Vice President Activities & South West	
Finance Induction - INTERNAL USE ONLY	APPROVED	Yashkamaljot Singh Cheema	25/11/2025	REQUIRED	20/10/2025	Vice President Activities & South West	
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	APPROVED	Yashkamaljot Singh Cheema	27/08/2026	REQUIRED	16/09/2025	Vice President Activities & South West	
Koora YeYe Boorda	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	APPROVED	Yashkamaljot Singh Cheema	27/08/2027	REQUIRED	28/08/2025	Vice President Activities & South West	
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
Privacy in Practice Training (OAIC)	APPROVED	Yashkamaljot Singh Cheema		REQUIRED	9/10/2025	Vice President Activities & South West	
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Yashkamaljot Singh Cheema		REQUIRED		Vice President Activities & South West	OUTSTANDING
Out of the Boardinary - INTERNAL USE ONLY	APPROVED	Yashkamaljot Singh Cheema	25/11/2025	REQUIRED	20/10/2025	Vice President Activities & South West	
FoodSafe Online (1 yr)	UNSUBMITTED	Yashkamaljot Singh Cheema		NONE		Vice President Activities & South West	OUTSTANDING
Request for Access Only ID (Internal Use Only)	APPROVED	Yashkamaljot Singh Cheema	30/11/2026	REQUIRED	12/03/2025	Vice President Activities & South West	
Guild Advisory Induction - INTERNAL USE ONLY	APPROVED	Ushita Sirimalwatte	30/11/2025	REQUIRED	18/09/2025	Environmental Officer	
National Police Check - Volunteers	UNSUBMITTED	Ushita Sirimalwatte		REQUIRED		Environmental Officer	OUTSTANDING
ECU Induction (2 years)	APPROVED	Ushita Sirimalwatte	12/03/2027	REQUIRED	12/10/2025	Environmental Officer	
WHS Induction - INTERNAL USE ONLY	APPROVED	Ushita Sirimalwatte	30/11/2025	REQUIRED	28/08/2025	Environmental Officer	
Finance Induction - INTERNAL USE ONLY	APPROVED	Ushita Sirimalwatte	30/11/2025	REQUIRED	28/08/2025	Environmental Officer	
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Ushita Sirimalwatte		REQUIRED		Environmental Officer	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	APPROVED	Ushita Sirimalwatte	22/07/2026	REQUIRED	9/02/2025	Environmental Officer	
Koora YeYe Boorda	UNSUBMITTED	Ushita Sirimalwatte		REQUIRED		Environmental Officer	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	APPROVED	Ushita Sirimalwatte	8/02/2026	REQUIRED	8/07/2025	Environmental Officer	

Senate Training Q4

CERTIFICATION	STATUS	NAME	Expiry date	Requirement status	Submitted at	Position	
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Ushita Sirimalwatte		REQUIRED		Environmental Officer	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	APPROVED	Ushita Sirimalwatte	8/02/2027	REQUIRED	8/02/2025	Environmental Officer	
Out of the Boardinary - INTERNAL USE ONLY	APPROVED	Ushita Sirimalwatte	30/11/2025	REQUIRED	28/08/2025	Environmental Officer	
FoodSafe Online (1 yr)	UNSUBMITTED	Ushita Sirimalwatte		NONE		Environmental Officer	OUTSTANDING
Request for Access Only ID (Internal Use Only)	UNSUBMITTED	Ushita Sirimalwatte		REQUIRED		Environmental Officer	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	APPROVED	Ushita Sirimalwatte		REQUIRED	8/03/2025	Environmental Officer	
Workplace Bullying & Harassment Awareness (1 yrs)	APPROVED	Ushita Sirimalwatte	8/03/2028	REQUIRED	8/03/2025	Environmental Officer	
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
Mental Health Awareness	SUBMITTED	Hamed Kariman		REQUIRED	12/08/2025	Postgraduate Officer	
Working from Home checklist (6 months)	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
Real Talk in Practice (headspace)	UNSUBMITTED	Hamed Kariman		NONE		Postgraduate Officer	OUTSTANDING
National Police Check - Volunteers	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
ECU Induction (2 years)	APPROVED	Hamed Kariman	12/02/2027	REQUIRED	12/02/2025	Postgraduate Officer	
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
WHS Act 2020 Duties	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	APPROVED	Hamed Kariman	30/11/2026	REQUIRED	1/12/2026	Postgraduate Officer	
Computer Workstation Self-Assessment (1 yr)	SUBMITTED	Hamed Kariman	24/12/2026	REQUIRED	24/12/2025	Postgraduate Officer	
Koora YeYe Boorda	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
I'M ALERT' Food Safey (1 yr)	SUBMITTED	Hamed Kariman	12/10/2026	REQUIRED	12/10/2025	Postgraduate Officer	
Cyber Wardens Foundation (1Yr)	SUBMITTED	Hamed Kariman	23/12/2026	REQUIRED	24/12/2025	Postgraduate Officer	
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Hamed Kariman		REQUIRED		Postgraduate Officer	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	SUBMITTED	Hamed Kariman	12/09/2026	REQUIRED	12/09/2025	Postgraduate Officer	
Computer Workstation Self-Assessment (1 yr)	SUBMITTED	Asad Ali	14/12/2026	REQUIRED	14/12/2025	Vice President Academic	
Koora YeYe Boorda	UNSUBMITTED	Asad Ali		REQUIRED		Vice President Academic	OUTSTANDING
Cyber Wardens Foundation (1Yr)	SUBMITTED	Asad Ali	14/12/2026	REQUIRED	14/12/2025	Vice President Academic	
Cyber Wardens Level One (1Yr)	SUBMITTED	Asad Ali	14/12/2026	REQUIRED	14/12/2025	Vice President Academic	
FoodSafe Online (1 yr)	UNSUBMITTED	Asad Ali		NONE		Vice President Academic	OUTSTANDING
Request for Access Only ID (Internal Use Only)	APPROVED	Asad Ali	30/11/2026	REQUIRED	25/11/2025	Vice President Academic	
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Mental Health Awareness	SUBMITTED	Aneeba Ashraf		REQUIRED	12/11/2025	Vice President International	
Working from Home checklist (6 months)	SUBMITTED	Aneeba Ashraf	30/11/2026	REQUIRED	12/06/2025	Vice President International	
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Real Talk in Practice (headspace)	UNSUBMITTED	Aneeba Ashraf		NONE		Vice President International	OUTSTANDING
National Police Check - Volunteers	SUBMITTED	Aneeba Ashraf	17/12/2026	REQUIRED	17/12/2025	Vice President International	
ECU Induction (2 years)	SUBMITTED	Aneeba Ashraf	12/11/2027	REQUIRED	12/11/2025	Vice President International	
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
WHS Act 2020 Duties	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	SUBMITTED	Aneeba Ashraf	12/11/2026	REQUIRED	12/11/2025	Vice President International	
Mental Health First Aid (St Johns) (3 yrs)	UNSUBMITTED	Aneeba Ashraf		NONE		Vice President International	OUTSTANDING
Koora Ye Ye Boorda	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING

Senate Training Q4

CERTIFICATION	STATUS	NAME	Expiry date	Requirement status	Submitted at	Position	
I'M ALERT' Food Safety (1 yr)	SUBMITTED	Aneeba Ashraf	12/11/2026	REQUIRED	12/11/2025	Vice President International	
Drivers Licence	UNSUBMITTED	Aneeba Ashraf		NONE		Vice President International	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Aneeba Ashraf		NONE		Vice President International	OUTSTANDING
Request for Access Only ID (Internal Use Only)	APPROVED	Aneeba Ashraf	30/11/2026	REQUIRED	26/11/2025	Vice President International	
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Aneeba Ashraf		REQUIRED		Vice President International	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	SUBMITTED	Aneeba Ashraf	12/12/2025	REQUIRED	12/12/2025	Vice President International	
Events Induction - INTERNAL USE ONLY	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Mental Health Awareness	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Working from Home checklist (6 months)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Guild Advisory Induction - INTERNAL USE ONLY	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
National Police Check - Volunteers	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
ECU Induction (2 years)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
WHS Induction - INTERNAL USE ONLY	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Finance Induction - INTERNAL USE ONLY	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Governance and Policy Understanding Quiz (1 Year)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Computer Workstation Self-Assessment (1 yr)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Koora YeYe Boorda	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
I'M ALERT' Food Safety (1 yr)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Drivers Licence	UNSUBMITTED	Azmal Alam		NONE		International Officer	OUTSTANDING
Cyber Wardens Foundation (1Yr)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Cyber Wardens Level One (1Yr)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Manual Handling in the Workplace (2 yrs)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Out of the Boardinary - INTERNAL USE ONLY	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
FoodSafe Online (1 yr)	UNSUBMITTED	Azmal Alam		NONE		International Officer	OUTSTANDING
Request for Access Only ID (Internal Use Only)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Sexual Harassment Training (Fair Work Commision)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING
Workplace Bullying & Harassment Awareness (1 yrs)	UNSUBMITTED	Azmal Alam		REQUIRED		International Officer	OUTSTANDING

Staff Training Q4

C

Personnel	Certification	Status	Notes
Dana Orbita	Cyber Wardens - Foundation	Outstanding since 10/12/2025	New Training
Dana Orbita	Cyber Wardens - Level One	Outstanding since 10/12/2025	New Training
Nilakshi Cluning	ALLY Training - Part 2	Outstanding since 15/09/2025	Awaiting availability
Patrice Mitchell	ALLY Training - Part 2	Outstanding since 12/07/2024	
Paul Harnett	Koora, Yeye, Boorda		
Vimal Hemnani	ECU Induction	Outstanding since 25/09/2025	
Vimal Hemnani	I'M ALERT Food Safety	Outstanding since 25/09/2025	
Vimal Hemnani	Manual Handling	Outstanding since 25/09/2025	
Vimal Hemnani	Workplace Bullying and Harassment Awareness	Outstanding since 25/09/2025	
Vimal Hemnani	Sexual Harassment Training (Fair Work)	Outstanding since 25/09/2025	



ECU Student Guild

UNDERGRADUATE DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Undergraduate Department
POLICY TITLE	Undergraduate Department
POLICY OWNER	Vice President Academic

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1. INTENT

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

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all Undergraduate School Representatives and Guild Senate.

3. DEFINITIONS

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

3.2. Words importing a gender include any other gender.

3.3. A reference to:

3.3.1. A person includes a corporation and government or statutory body or authority;

3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and

3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.

3.4. The word "including" and similar expressions are not words of limitation.

3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.

3.6. **CIDC** means the Continuous Improvement and Development Committee.

3.7. **The Guild** means Edith Cowan University Student Guild.

3.8. **Representative** means an individual selected by the Vice President Academic, in collaboration with the Undergraduate Officer, to act as a representative of Edith Cowan University Students in relation to Undergraduate academic matters at the University. Representatives provide feedback and information about general academic issues and opportunities within the Student body.

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

3.10. **STLC** means the School Teaching & Learning Committee

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 "Undergraduate Department" which may be referred to as "UD"

5.2. Membership

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

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

- 5.2.2.1. Department Chairperson – Vice President Academic of the ECU Student Guild;
- 5.2.2.2. Deputy Chairperson – Undergraduate Officer of the ECU Student Guild;
- 5.2.2.3. School of Arts & Humanities Representative;
- 5.2.2.4. School of Medical & Health sciences Representative;
- 5.2.2.5. School of Education Representative;
- 5.2.2.6. School of Science Representatives
 - 5.2.2.6.1. Undergraduate Representative for Science and Mathematics; and
 - 5.2.2.6.2. Undergraduate Representative for Computing and Security.
- 5.2.2.7. School of Business & Law Representative;
- 5.2.2.8. School of Engineering Representative
- 5.2.2.9. School of Nursing & Midwifery Representative Joondalup Campus;
- 5.2.2.10. School of Nursing & Midwifery Representative Bunbury Campus;

5.2.2.11. Western Australian Academy of Performing Arts (WAAPA) Representative.

5.2.3. Role of the Chairperson

5.2.3.1. The Department Chairperson shall:

- 5.2.3.1.1. Appoint a member to the Teaching & Learning (T&L) Committee of each school, known as an “Undergraduate School Representative”;
- 5.2.3.1.2. Chair meetings of the Undergraduate Studies Department;
- 5.2.3.1.3. Create and maintain the Annual Department Plan;
- 5.2.3.1.4. Create and maintain the Department Budget;
- 5.2.3.1.5. Coordinate and manage, in collaboration with the Undergraduate Officer, Undergraduate Academic Clubs, as defined in the Register of Affiliates and the Affiliation Policy;
- 5.2.3.1.6. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.3.1.7. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.35

5.2.4. Role of the Deputy Chairperson

5.2.4.1. The Deputy Chairperson of the Undergraduate Department shall:

- 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Academic;
- 5.2.4.1.2. Act as first point of contact for School 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 School Representative

5.2.5.1. The School 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 Undergraduate Department meetings, STLC meetings and other related meetings, as required; and
- 5.2.5.1.3. Abide by all relevant governance and policy documents as required.

5.3. Recruitment & Selection of School Representatives

5.3.1. Vice President Academic, in consultation with the Undergraduate Officer, is responsible for the selection of School representatives.

5.3.2. Students must be a current, enrolled student of an Undergraduate course at Edith Cowan University and an ECU Guild member to be considered for the School Representative Role.

5.3.3. If the current School representative wants to continue their role for the following year they are required to submit a request for continuation by email to the vpacademic@ecuguild.org.au before 31 December. The Vice President Academic in consultation with the Undergraduate Officer reserves the right to choose to approve or reject any request for continuation.

5.4. Removal of a School Representative

5.4.1. Any School Representative wishing to vacate their role must contact the Vice President Academic providing two weeks' notice of vacation.

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

5.4.3. The Vice President Academic, in consultation with the Undergraduate 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 where undergraduate student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and undergraduate students;
- 5.5.1.3. Encourage a sense of community for undergraduate students;
- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of learning content;
- 5.5.1.5. Campaign for improvement in the standard of services and facilities offered by Edith Cowan University to undergraduate students;
- 5.5.1.6. Campaign for high quality teaching and learning in courses offered by Edith Cowan University;

- 5.5.1.7. Maintain the Undergraduate Department’s policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.8. Be accountable and adhere to the **Undergraduate 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 Academic Club, as per the Register of Affiliates. Make sure that the societies provide all necessary documentation before and after the events. The Vice President academic can refuse the grant and float top up if it is not according to the department and guild policies. The department does not allow any society to purchase alcohol from the department money;
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary.
- 5.6.1.5. The Vice President Academic can replace school representative on the bases of performance, following consultation with the Undergraduate Officer;
- 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 Undergraduate 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 Academic, in consultation with the Undergraduate Officer, is responsible to select the school representative for all schools and can change the representative on the basis of performance;

5.7.9.If any representative misses two departmental or two school meetings in a row without informing the school and the Vice President Academic or the Undergraduate Officer. The Chair can remove the School 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 • Undergraduate 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 Academic
All Enquiries Contact	Vacant
Telephone	08 6304 2640
Email address	vpacademic@ecuguild.org.au

8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	22 November 2016
Original Motion	SM2008/17
Revision History	001 - 19 June 2017 002 - 25 Aug 2020 003 - 22 Sept 2021 – SCM2109/02

	004 - September 2022 - SCM2209/01 005 – July 2025 - SM2510/02
Revised by	Sheharyar Sahi – Undergraduate Officer
Next Revision Date	July 2026



ECU Student Guild

POSTGRADUATE DEPARTMENT POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Postgraduate Department
POLICY TITLE	Postgraduate Department
POLICY OWNER	Vice President Academic

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1. INTENT

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

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Postgraduate School Representatives and Guild Senate.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
 - 3.3.1. A person includes a corporation and government or statutory body or authority;
 - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word "including" and similar expressions are not words of limitation.
- 3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Representative** means an individual selected by the Vice President Academic, in collaboration with the Undergraduate Officer, to act as a representative of Edith Cowan University Students in relation to Postgraduate academic matters at the University. Representatives provide feedback and information about general academic issues and opportunities within the Student body.
- 3.9. **Senate** means governing body of the Guild.
- 3.10. **STLC** means the School Teaching & Learning Committee

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 "Postgraduate Department" which may be referred to as "PD"

5.2. Membership

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

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

- 5.2.2.1. Department Chairperson – Vice President Academic of the ECU Student Guild;
- 5.2.2.2. Deputy Chairperson – Postgraduate Officer of the ECU Student Guild;
- 5.2.2.3. School of Arts & Humanities HDR Representative;
- 5.2.2.4. School of Arts & Humanities PG Representative;
- 5.2.2.5. School of Business and Law HDR Representative;
- 5.2.2.6. School of Business and Law PG Representative;
- 5.2.2.7. School of Education HDR Representative;
- 5.2.2.8. School of Education PG Representative;
- 5.2.2.9. School of Engineering HDR Representative;
- 5.2.2.10. School of Engineering PG Representative;
- 5.2.2.11. School of Medical and Health Science HDR Representative;
- 5.2.2.12. School of Medical and Health Science PG Representative;

- 5.2.2.13. School of Nursing and Midwifery HDR Representative;
- 5.2.2.14. School of Nursing and Midwifery PG Representative;
- 5.2.2.15. School of Science HDR Representative;
- 5.2.2.16. School of Science PG Representative;
- 5.2.2.17. Western Australian Academy of Performing Arts (WAAPA) HDR Representative;
- 5.2.2.18. Western Australian Academy of Performing Arts (WAAPA) PG Representative;

5.2.3. Role of the Chairperson

- 5.2.3.1. The Department Chairperson shall:
 - 5.2.3.1.1. Appoint a member to the School Research and Research Training Committee of each school, known as an “Postgraduate School Representative”;
 - 5.2.3.1.2. Chair meetings of the Postgraduate Studies Department;
 - 5.2.3.1.3. Create and maintain the Annual Department Plan;
 - 5.2.3.1.4. Create and maintain the Department Budget;
 - 5.2.3.1.5. Coordinate and manage, in collaboration with the Postgraduate Officer, Postgraduate Academic Clubs, as defined in the Register of Affiliates and the Affiliation Policy;
 - 5.2.3.1.6. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
 - 5.2.3.1.7. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.35

5.2.4. Role of the Deputy Chairperson

- 5.2.4.1. The Deputy Chairperson of the Postgraduate Department shall:
 - 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Academic;
 - 5.2.4.1.2. Act as first point of contact for School 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 School Representative

5.2.5.1. The School 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 Postgraduate Department meetings, STLC meetings and other related meetings, as required; and
- 5.2.5.1.3. Abide by all relevant governance and policy documents as required.

5.3. Recruitment & Selection of School Representatives

5.3.1. Vice President Academic, in collaboration with the Postgraduate Officer, is responsible for the selection of School representatives.

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

5.3.3. If the current School representative wants to continue their role for the following year they are required to submit a request for continuation by email to the vpacademic@ecuguild.org.au before 31 December. The Vice President Academic in consultation with the Postgraduate Officer reserves the right to choose to approve or reject any request for continuation.

5.4. Removal of a School Representative

5.4.1. Any School Representative wishing to vacate their role must contact the Vice President Academic providing two weeks' notice of vacation.

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

5.4.3. The Postgraduate Department Chairperson, in consultation with the Postgraduate 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 where postgraduate student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and postgraduate students;
- 5.5.1.3. Encourage a sense of community for postgraduate students;

- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of learning content;
- 5.5.1.5. Campaign for improvement in the standard of services and facilities offered by Edith Cowan University to postgraduate students;
- 5.5.1.6. Campaign for high quality teaching and learning in courses offered by Edith Cowan University;
- 5.5.1.7. Maintain the Postgraduate Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.8. Be accountable and adhere to the **Postgraduate 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 Academic Club, as per the Register of Affiliates. Make sure that the societies provide all necessary documentation before and after the events. The Vice President academic can refuse the grant and float top up if it is not according to the department and guild policies. The department does not allow any society to purchase alcohol from the department money;
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary.
- 5.6.1.5. The Vice President Academic can replace school representative on the basis of performance following consultation with the Postgraduate Officer;
- 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 Postgraduate 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 Academic, in consultation with the Postgraduate Officer, is responsible to select the school representative for all schools and can change the representative on the basis of performance;
- 5.7.9.If any representative misses two departmental or two school meetings in a row without informing the school and the Vice President Academic or the Postgraduate Officer. The Chair can remove the School 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 • Postgraduate 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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8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	22 November 2016
Original Motion	SM2008/17
Revision History	001 - 19 June 2017 002 - 25 Aug 2020 003 - 22 Sept 2021 – SCM2109/02 004 - September 2022 - SCM2209/01 005 – July 2025 - SM2510/02
Revised by	Imtiaz Ali - Postgraduate Officer & Taqi Razvi - President
Next Revision Date	July 2026



ECU Student Guild

PURCHASING & PAYMENT POLICY

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

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

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

4. OVERVIEW

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

5. POLICY

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

5.2. Responsibility for implementation and compliance monitoring

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

6. RELATED DOCUMENTS

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">• ECU Student Guild Strategic Plan
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	14/11/2016
Original Motion	Unknown
Revision History	002 – November 2022 – SM2212/09 003 – May 2024 - SCM2406/01 004 – October 2025 - SM2510/02
Revised by	Michael Agostini
Next Revision Date	October 2026



ECU Student Guild Reimbursement Policy

POLICY TYPE	Operational
POLICY TITLE	Reimbursement Policy
POLICY OWNER	Financial Controller

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1. INTENT

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

2. ORGANISATIONAL SCOPE

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

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
 - 3.3.1. A person includes a corporation and government or statutory body or authority;
 - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.

- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **Approver** means the Claimant’s line manager – usually the Operations Manager or Guild President.
- 3.7. **Claimant** means the staff member, Senate, Volunteer or Intern seeking reimbursement of out of pocket expenses.
- 3.8. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.9. **Honoraria** or **Honorarium** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.10. **Senate** means the governing body of the Guild.
- 3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

4. OVERVIEW

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

5. POLICY

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

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

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

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

5.5.1. Work related organisational memberships;

5.5.2. Work related subscriptions;

5.5.3. Work related books; or

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

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

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

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

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

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

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

6. CONTACT INFORMATION

For queries relating to this document please contact:

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7. APPROVAL HISTORY

Policy Approved by	Senate
Date Policy First Approved	24/02/2021
Original Motion	SCM2102/03 – 24/02/2021
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Revised by	Michael Agostini
Next Revision Due	October 2026



ECU Student Guild

WORK HEALTH & SAFETY POLICY

POLICY TYPE	Operational & Senate
POLICY SUBTYPE	Work Health & Safety
POLICY TITLE	Work Health & Safety Policy
POLICY OWNER	Operations Manager

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1. INTENT

- 1.1. Edith Cowan University Student Guild and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increase health and safety awareness of management and workers.
- 1.2. Through the cooperative efforts of management and workers, we are committed to:
 - 1.2.1. Providing a safe environment for all workers and visitors to our workplace;
 - 1.2.2. Providing and maintaining buildings, plant and equipment in safe working condition
 - 1.2.3. Supporting the ongoing training and assessment of workers
 - 1.2.4. Developing, implementing and monitoring safe work practices
 - 1.2.5. Continuously improving the standards of health and safety in the workplace
 - 1.2.6. Managing risks in the workplace
 - 1.2.7. Providing information, instruction and supervision.
- 1.3. The focus of Edith Cowan University Student Guild’s health and safety management system is preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the business.
- 1.4. The purpose of this Health & Safety Policy is to establish the minimum standards and guidelines that are reasonably practicable for our organisation to manage the hazards and risks in the workplace.
- 1.5. In addition to this policy the organisation utilises a number of other policies, procedures, forms and templates intended for the proper and consistent management of work health and safety practices.

2. ORGANISATIONAL SCOPE

- 2.1. Every person in the workplace, whether an employer, employee, Senator, student, visitor, supervisor, contractor or other person has a role to play in ensuring that the workplace is safe and free of risks.
- 2.2. Guild affiliated Clubs and Societies are Volunteer Organisations connected to the Guild by approved affiliation. Clubs and Societies will be expected to take reasonable care of their own Health and Safety and that of their members whilst conducting club events.
 - 2.2.1. The Guild will expect all Clubs and Societies to abide by the Health and Safety Policy whilst engaged in Guild events and activities on campus and whilst using Guild resources such as the Clubs and Equity Spaces.

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. **Psychosocial hazards** are aspects of work which have the potential to cause psychological or physical harm
- 3.8. **Senate** means governing body of the Guild.
- 3.9. **Worker** means any person who carries out work for an organisation, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.
- 3.10. **Workplace** means any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

4. OVERVIEW

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

5. POLICY

5.1. Responsibilities

5.1.1. Edith Cowan University Student Guild's Responsibilities

5.1.1.1. The organisation has a duty to ensure as far as reasonably practicable, the health and safety at work of all its workers including those caused to be engaged by the Guild whilst those workers are at work in the business. In particular, it is responsible for:

- 5.1.1.1.1. Providing and maintaining its workplaces and the working environment in a healthy and safe condition and providing safe systems of work;
- 5.1.1.1.2. The provision and maintenance of safe plant and structures;
- 5.1.1.1.3. The safe use, handling and storage of plant, structures and substances; and
- 5.1.1.1.4. The provision of adequate facilities for the welfare at work of workers in carrying out work for the business, including ensuring access to those facilities; and
- 5.1.1.1.5. The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business; and
- 5.1.1.1.6. The health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury or workers arising from the conduct of the business.

5.1.2. Manager/Supervisor Responsibilities

5.1.2.1. Managers/supervisors are responsible for:

- 5.1.2.1.1. Maintaining a working environment that is safe and without risk to health;
- 5.1.2.1.2. Implementing safe systems of work by ensuring safe products and systems are used;
- 5.1.2.1.3. Maintaining the workplace, plant, machinery and substances;
- 5.1.2.1.4. Implementing the required and appropriate information, training, instruction and supervision of workers;
- 5.1.2.1.5. Ensuring workers do not undertake any work in which they have not received the appropriate training or instruction or do not have the appropriate skills or experience to undertake the work safely and without risk to themselves or others at work;
- 5.1.2.1.6. Ensuring workers do not undertake any work in which they do not have the required qualifications or authorisations to do so;
- 5.1.2.1.7. Identifying and controlling hazards in the workplace;

- 5.1.2.1.8. Ensuring all relevant health and safety laws are complied with;
- 5.1.2.1.9. Using the resources provided for health and safety;
- 5.1.2.1.10. Ensuring workplace rules, procedures, systems of work and health and safety controls are maintained and regularly reviewed;
- 5.1.2.1.11. Ensuring that all relevant health and safety inspections or audits are undertaken as scheduled and that all findings and recommendations are suitably actioned;
- 5.1.2.1.12. Ensuring an appropriate investigation is undertaken for all related workplace incidents and that such investigations identify causation and corrective actions, wherever possible;
- 5.1.2.1.13. Promoting health and safety in the workplace; and
- 5.1.2.1.14. Maintaining consultative mechanisms.

5.1.3. Worker Responsibilities

5.1.3.1. Workers are responsible for:

- 5.1.3.1.1. Not undertaking any work required without the appropriate training, skills, experience, qualifications or authorisations to undertake the work safely and without risk to themselves or others at work;
- 5.1.3.1.2. Taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace;
- 5.1.3.1.3. Cooperating with management to ensure all health and safety obligations are complied with;
- 5.1.3.1.4. Comply with any health and safety policy, procedure or instruction given;
- 5.1.3.1.5. Ensuring all health and safety equipment is used correctly;
- 5.1.3.1.6. Using and maintaining the required Personal Protective Equipment (PPE);
- 5.1.3.1.7. Reporting any incidents or injuries sustained while working and seeking appropriate first aid when required;
- 5.1.3.1.8. Advise management as soon as practicable of any symptoms that may lead to adverse health issues arising from work activities or of any health issue, or of any health issue or condition that may be adversely affected by work activities;
- 5.1.3.1.9. Reporting any unsafe conditions, equipment or practices to management as soon as practicable;

- 5.1.3.1.10. Not using any unsafe plant or equipment that has not been deemed safe to use;
- 5.1.3.1.11. Rectifying minor health and safety issues where authorised and safe to do so;
- 5.1.3.1.12. Cooperating with any health and safety initiative, review, inspection or investigation;
- 5.1.3.1.13. Actively participate in the development and review of procedures designed to eliminate or minimise work related risks;
- 5.1.3.1.14. Actively participate in the any return to work or recovery at work program;
- 5.1.3.1.15. Ensuring that any plant or equipment that may be issued to them or used by them has undergone any required and applicable inspection and/or testing within the prerequisite timeframe;
- 5.1.3.1.16. Ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could affect their ability to perform their duties safely or efficiently or be in breach of the organisations workplace policies; and
- 5.1.3.1.17. Ensuring that they present to the workplace fit for duty and do not undertake any task or work activity for which they are not fit to do or where their health, safety or welfare may be compromised by undertaking such a task or activity.

5.1.4. Consultation

- 5.1.4.1. Consultation is a legal requirement and an essential part of managing health and safety in the workplace. It is most effective when it includes communication and co-operation between everyone at work to help ensure that workplace hazards and risks are identified, assessed and controlled. The arrangements for consultation will facilitate drawing upon everyone’s knowledge and understanding of the workplace and the work involved to achieve positive health and safety outcomes.
- 5.1.4.2. The Guild will utilise its existing structures to consult with workers on health and safety matters.
- 5.1.4.3. The Guild will use a range of methods for consultation between management and workers, including meetings, electronic communication, surveys, feedback forms and bulletin boards (both electronic and physical).
- 5.1.4.4. The Guild will consult on and Workers are encouraged to contribute to decisions in relation to:
 - 5.1.4.4.1. The identification of hazards and assessing risk to health and safety arising from work carried out or to be carried out by the organisation;
 - 5.1.4.4.2. When making decisions about ways to eliminate or minimise those risks;

- 5.1.4.4.3. When making decisions about the adequacy of facilities for the welfare of workers;
- 5.1.4.4.4. When proposing changes that may affect the health & safety of workers;
- 5.1.4.4.5. When making decisions about the procedures for –
 - 5.1.4.4.5.1. Consulting with workers; or
 - 5.1.4.4.5.2. Resolving work health or safety issues at the workplace; or
 - 5.1.4.4.5.3. Monitoring the conditions at any workplace; or
 - 5.1.4.4.5.4. Providing information and training for workers.
- 5.1.4.4.6. When carrying out any other activity prescribed by the Work Health and Safety Regulations for the purposes of consultation.

5.1.4.5. Consultation Methods

5.1.4.5.1. Operational Staff and Senate Meetings

- 5.1.4.5.1.1. The Organisation recognises the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. To facilitate this, the Organisation will make health and safety an agenda item at regular staff meetings.
- 5.1.4.5.1.2. Where required, specific health and safety issues will be raised, incidents and accidents reviewed, procedures consulted upon and communicated and health and safety alerts discussed.
- 5.1.4.5.1.3. Operational Staff and Senate Meetings will be used to induct workers into new or amended health and safety policies and procedures.
- 5.1.4.5.1.4. If a worker is absent from a meeting, the worker will be provided with any relevant information and training upon their return to work.

5.1.4.5.2. Other Meetings

- 5.1.4.5.2.1. Other meetings will be held within departments where specific health and safety procedures relate only to that department.
- 5.1.4.5.2.2. Other meetings may involve casual workers, contractors, volunteers, partners, clubs and other related entities or individuals as deemed necessary.
- 5.1.4.5.2.3. Other meetings may be facilitated by the Department supervisor, where that is not the Operations Manager or President.

5.1.4.5.3. **Email/Microsoft Teams**

5.1.4.5.3.1. Email and Microsoft Teams will be used to communicate Health and Safety policy developments and other key health and safety information.

5.1.4.5.3.2. Email and Microsoft Teams communication will also facilitate receipt of feedback for the purposes of health and safety consultation.

5.1.4.5.4. **Electronic & Physical Noticeboards**

5.1.4.5.4.1. The Guild will utilise both physical Health and Safety noticeboards at office locations across all three campuses of the University and an Electronic Health and Safety Noticeboard facilitated through Microsoft Teams.

5.1.4.5.4.2. Workers are expected to review the noticeboards periodically.

5.1.4.5.4.3. Casual staff, volunteers, contractors and all other non-core workers will be added as guest members to the Microsoft Teams Work Health and Safety Communication Group to ensure that they are also incorporated into Health and Safety Information Distribution.

5.1.4.5.4.4. Noticeboards, both Physical and Electronic, will contain as a minimum:

5.1.4.5.4.4.1. This Health & Safety Policy;

5.1.4.5.4.4.2. Procedure for reporting Hazards and Incidents;

5.1.4.5.4.4.3. Lists of designated First Aid and Fire Warden personnel and their contact details; and

5.1.4.5.4.4.4. Contact details of the Health and Safety Rep (if any).

5.1.4.5.5. **Employment Hero & CanYou**

5.1.4.5.5.1. The Guild will utilise the HR Support Application, "Employment Hero" and "CanYou" to facilitate the distribution and acknowledgement of all Health and Safety Policies and Procedures.

5.1.5. **Health and Safety Representative**

5.1.5.1. A worker may request that the Guild facilitates an election for one or more Health and Safety Representatives to represent workers who carry out work for the organisation.

5.1.5.2. All formalities pertaining to the election of a Health and Safety Representative will be facilitated as described by the Work Health and Safety Act 2020.

5.1.5.3. A person elected as a health and safety representative will hold office for 3 years. However, a person ceases to hold office if:

5.1.5.3.1. The person resigns as a health and safety representative for the work group by written notice given to the Operations Manager; or

5.1.5.3.2. The person ceases to be a worker in the work group for which the person was elected as a health and safety representative; or

5.1.5.3.3. The person is disqualified under Section 65 of the Work Health and Safety Act 2020 from acting as a Health and Safety Representative; or

5.1.5.3.4. The person is removed from that position by a majority of the members of the work group in accordance with the regulations.

5.1.5.4. A health and safety representative is eligible for re-election.

5.1.5.5. Immunity of Health and Safety Representatives

5.1.5.5.1. A health and safety representative is not personally liable for anything done or omitted to be done in good faith:

5.1.5.5.1.1. In exercising a power or performing a function under the Work Health and Safety Act 2020; or

5.1.5.5.1.2. In the reasonable belief that the thing was done or omitted to be done in the exercise of a power or the performance of a function under the Work Health and Safety Act 2020.

5.1.5.6. Deputy Health and Safety Representatives

5.1.5.6.1. A Deputy Health and Safety Representative may be elected in the same way as a Health and Safety Representative for the work group.

5.1.5.6.1.1. If the health and safety representative for a work group ceases to hold office or is unable (because of absence or any other reason) to exercise the powers or perform the functions of a health and safety representative under the Work Health and Safety Act 2020, the powers and functions may be exercised or performed by a deputy health and safety representative for the work group.

5.1.5.7. Powers and Functions of a Health and Safety Representative

5.1.5.7.1. The powers and functions of a health and safety representative for a work group are:

5.1.5.7.1.1. To represent the workers in the work group in matters relating to work health and safety; and

5.1.5.7.1.2. To monitor the measures taken by the Guild in compliance with the Work Health and Safety Act 2020 in relation to the workers in the work group.

5.1.5.7.1.3. To investigate complaints from members of the work group relating to work health and safety; and

5.1.5.7.1.4. To inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the organisation.

5.1.5.7.2. In exercising a power or performing a function, the health and safety representative may:

5.1.5.7.2.1. Inspect the workplace or any part of the workplace at which a worker in the work group works:

5.1.5.7.2.1.1. At any time after giving reasonable notice to the Operations Manager;
and

5.1.5.7.2.1.2. At any time, without notice, in the event of an incident, or any situation involving a serious risk to the health and safety of a person emanating from an immediate or imminent exposure to a hazard; and

5.1.5.7.2.2. Accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works; and

5.1.5.7.2.3. With the consent of a worker that the health and safety representative represents, be present at an interview concerning work health and safety between the worker and:

5.1.5.7.2.3.1. An inspector; or

5.1.5.7.2.3.2. The Operations Manager at the workplace or the person's representative; and

5.1.5.7.2.4. With the consent of 1 or more workers that the health and safety representative represents, be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave consent, and:

5.1.5.7.2.4.1. An inspector; or

5.1.5.7.2.4.2. The Operations Manager at the workplace or the person's representative; and

5.1.5.7.2.5. Request the establishment of a health and safety committee; and

5.1.5.7.2.6. Receive information concerning the work health and safety of workers in the work group; and

5.1.5.7.2.7. Whenever necessary, request the assistance of any person.

5.1.5.7.3. A Health and Safety Representative is not entitled to have access to any personal or medical information concerning a worker without the workers consent, unless the information is in a form that:

5.1.5.7.3.1. Does not identify the worker; and

5.1.5.7.3.2. Could not reasonably be expected to lead to the identification of the worker.

5.1.6. Information, Training and Instruction

- 5.1.6.1. The Guild will provide the necessary health and safety training to ensure that work can be performed in a healthy and safe manner in the workplace.
- 5.1.6.2. Training will focus on the hazards and risks associated with the work, along with the control measures required to ensure the health and safety of the workers.
- 5.1.6.3. The Guild will ensure that no worker will commence work where they may be exposed to a hazard/s without having received the appropriate level of induction and/or training and instruction to complete the tasks safely.
- 5.1.6.4. The Guild will ensure that Health and Safety Representatives receive Health and Safety Representative training.
- 5.1.6.5. The Guild will provide the following:
 - 5.1.6.5.1. Health and safety inductions for all workers;
 - 5.1.6.5.2. First aid training for nominated first aid officers with annual CPR refresher training provided;
 - 5.1.6.5.3. Fire Warden training for nominated Floor and Building wardens, if appointed;
 - 5.1.6.5.4. Training on health and safety obligations for officers;
 - 5.1.6.5.5. Risk management instruction for workers;
 - 5.1.6.5.6. Skill training for plant and equipment;
 - 5.1.6.5.7. Health and safety representative training for elected Health and Safety Representatives
- 5.1.6.6. A record of training will be kept using Employment Hero, detailing when a worker was trained, and if required, when the skill expires.

5.1.7. Managing Risks to Health and Safety

- 5.1.7.1. The Guild is committed to providing a safe environment for all workers. The Guild's tolerance for risks related to Work Health and Safety is low.
- 5.1.7.2. Risks associated with the management of Health and Safety of events and activities and administrative activities will be managed on an episodic basis as required under the **Risk Management Procedure** for each event, activity or workplace task.
- 5.1.7.3. The risk assessments will be maintained and managed by the relevant coordinator through consultation with stakeholders relevant to the activity.

5.1.7.4. The Guild will eliminate risk to health and safety so far as is reasonably practicable and where not reasonably practicable will minimise those risks as far as is reasonably practicable.

5.1.7.5. In minimising risk, where risk cannot be eliminated, the Guild will:

5.1.7.5.1. Substitute, wholly or partly, the hazard giving rise to the risk with something that gives rise to a lesser risk;

5.1.7.5.2. Isolating the hazard from any persons exposed to it;

5.1.7.5.3. Implementing engineering controls.

5.1.7.6. If a risk then remains, the Guild will minimise the remaining risk so far as is reasonably practicable by implementing administrative controls.

5.1.7.7. If a risk then remains, the Guild will minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

5.1.7.8. The Guild will maintain any control measure implemented to manage health and safety risks by ensuring any measures are:

5.1.7.8.1. Fit for purpose;

5.1.7.8.2. Suitable for the nature and duration of the work; and

5.1.7.8.3. Installed, set up and used correctly.

5.1.7.9. **Review of Control Measures**

5.1.7.9.1. Control measures will be reviewed where:

5.1.7.9.1.1. The control measure does not control the risk it was implemented to control so far as is reasonably practicable;

5.1.7.9.1.2. Before a change at the workplace that is likely to give rise to a new or different risk to health or safety that the measure may not effectively control;

5.1.7.9.1.3. A new relevant hazard is identified;

5.1.7.9.1.4. The results of consultation by the Guild indicate that a review is necessary;

5.1.7.9.1.5. A health and safety representative requests a review.

5.1.8. Hazard and Incident Management

5.1.8.1. Hazard identification aims to determine what hazards exist (or could foreseeably exist), so that control measures can be implemented to address the hazard before it causes any harm.

5.1.8.2. Hazard identification activities will include:

- 5.1.8.2.1. Risk Assessing all newly purchased equipment prior to purchase and again following purchase;
- 5.1.8.2.2. Conducting quarterly workplace and storage inspections to identify hazards;
- 5.1.8.2.3. Conducting bi-annual equipment inspections to identify hazards;
- 5.1.8.2.4. Identifying and assessing hazards on an ongoing basis;
- 5.1.8.2.5. Assessing products and services prior to purchasing to identify potential risks;
- 5.1.8.2.6. Undertaking incident and injury investigations and reviewing past incident and accidents data;
- 5.1.8.2.7. Consulting with workers performing the task to find out what they consider as safety issues;
- 5.1.8.2.8. Reviewing any information already available, for example manufacturer's specifications and instructions and safe operating procedures to see what hazards have already been identified and how these are controlled.

5.1.8.3. Identified hazards and other incidents and near misses will be recorded using incident reporting application in Microsoft Teams.

5.1.8.4. All reported hazards, incidents and near misses will be investigated by the HR and WHS Officer in collaboration with the Health and Safety Representative (If any) and the Operations Manager.

5.1.8.5. The HR and WHS Officer, Health and Safety Representative and Operations Manager will implement any immediate action necessary to mitigate the risk of the hazard, incident or near miss.

5.1.8.6. Reported Hazards, incidents and near misses will be recorded on the Hazard Register, maintained within Microsoft Teams and will be reviewed with workers at Operational and Senate Meetings.

5.1.8.7. Workers will be consulted with to ensure that the mitigations put in place to prevent a recurrence of the hazard, incident or near miss are appropriate and to canvass any further mitigations that may be appropriate.

5.1.9. Electrical Equipment

5.1.9.1. Testing & Tagging

5.1.9.1.1. The Guild will ensure that electrical equipment is regularly inspected and tested by a certified Test and Tag inspector.

- 5.1.9.1.2. Testing and Tagging will be conducted at a schedule determined in line with the Work Health and Safety Act 2020, Regulations and any other schedule as required.
- 5.1.9.1.3. Electrical equipment will not require Testing and Tagging until the anniversary of inspection, where the equipment is new or unused.
- 5.1.9.1.4. Where equipment is deemed unsuitable for use or do not pass the testing and tagging parameters, the equipment will be disposed of at the earliest convenience.

5.1.9.2. Residual Current Devices

5.1.9.2.1. Where electrical equipment:

- 5.1.9.2.1.1. is used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life space, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust; or
- 5.1.9.2.1.2. Electrical equipment is moved between different locations in circumstances where damage to the equipment or to a flexible electricity supply cord is reasonably likely; or
- 5.1.9.2.1.3. Electrical equipment is frequently moved during its normal use; or
- 5.1.9.2.1.4. Electrical equipment forms part of, or is used in connection with, an amusement device.

5.1.9.2.2. The Guild will, so far as is reasonably practicable, ensure that any electrical risk associated with the supply of electricity to the electrical equipment through a socket outlet is minimised by the use of an appropriate residual current device.

5.1.9.2.3. The residual current device must have a tripping current that does not exceed 30 milliamps if electricity is supplied to the equipment through a socket outlet not exceeding 20 amps.

5.1.9.2.4. Subsection 5.1.13.2.1.1 will not apply if the supply of electricity to the electrical equipment:

- 5.1.9.2.4.1. Does not exceed 50 volts alternating current;
- 5.1.9.2.4.2. Is direct current;
- 5.1.9.2.4.3. Is provided through an isolating transformer that provides at least an equivalent level of protection; or
- 5.1.9.2.4.4. Is provided from a non-earthed socket outlet supplied by an isolated winding portable generator that provides at least an equivalent level of protection.

5.1.9.2.5. Testing of Residual Current Devices

5.1.9.2.5.1. RCDs under the ownership and control of the Guild will be tested bi-annually in line with the equipment inspection schedule and will be recorded on the Equipment Inspection Checklist.

5.1.9.2.5.2. The Guild will liaise with the University to ensure that all RCDs under the ownership and control of the University and utilised for Guild leased locations are tested on an appropriate schedule.

5.1.10. Injury Management and Return to Work

5.1.10.1. The Organisation is committed to the return to work of workers suffering a workplace related injury or illness.

5.1.10.2. As part of this commitment, we will:

5.1.10.2.1. Prevent workplace injury and illness by providing a safe and healthy working environment;

5.1.10.2.2. Participate in the development of an injury management plan where required and ensure that injury management commences as soon as possible after a worker is injured;

5.1.10.2.3. Support injured workers and ensure that early return to work is a normal expectation;

5.1.10.2.4. Provide suitable duties for injured workers as soon as possible;

5.1.10.2.5. Ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities and the responsibility to provide accurate information about the injury and its cause;

5.1.10.2.6. Consult with workers and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;

5.1.10.2.7. Maintain the confidentiality of records relating to injured workers; and

5.1.10.2.8. Will not dismiss a worker as a result of a work-related injury within six months of becoming unfit for employment.

5.1.11. Emergency Plans

5.1.11.1. Building and premises emergencies may arise at any time. They can develop from a number of causes including fire, chemical spills, gas leaks, bomb threats, structural faults and civil disturbance. Any of these may threaten the safety of workers.

5.1.11.2. The Guild is committed to establishing and maintaining procedures to control emergency situations that could adversely affect workers and will work in consultation

with the Edith Cowan University to ensure that the Guild's processes align with the University Emergency Plans.

- 5.1.11.3. The Guild will ensure that the Emergency Plan is implemented to address emergency situations.
- 5.1.11.4. Where necessary, emergency personnel will be nominated, trained and ready to act in an emergency situation. Training of personnel may include attendance at emergency procedure training conducted by the University.
- 5.1.11.5. The Guild will utilise approved University services for first aid and fire warden services as appropriate where trained Guild personnel are unavailable to serve as emergency personnel from time to time.
- 5.1.11.6. Where an emergency situation does arise the emergency personnel will be responsible for taking control of the situation and ensuring all workers are evacuated from the workplace in accordance with the workplace emergency procedures.
- 5.1.11.7. Emergency evacuation exercises are conducted by the University every 6 months to test emergency procedures. The exercises will be observed, and the outcomes reviewed, to determine the effectiveness of procedures in place.
- 5.1.11.8. The emergency procedures will be communicated to all workers as part of the induction process.
- 5.1.11.9. The emergency procedure, or a summary of, will be readily accessible by workers and displayed in a prominent location within the workplace.

5.1.11.10. Incident Reporting of Emergencies

- 5.1.11.10.1. Where the workplace is affected by an emergency, the Guild will complete the Safety Incident Report form using Microsoft Teams, or the Incident Report Form (Paper format) as soon as reasonably practicable to identify the causes of the emergency, any control measures that can be implemented to prevent re-occurrence and improvements to the above emergency procedures.
- 5.1.11.10.2. An incident investigation will then be completed on the Incident Report. All policies, procedures, Standard Operating Procedures, corrective actions, and risk assessments will be completed, implemented and signed off by relevant staff.

5.1.12. First Aid

- 5.1.12.1. First aid is the emergency care of sick or injured persons.
- 5.1.12.2. 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 or 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.

- 5.1.12.3. The Guild will provide nominated First Aid Officers at Metro campuses who will be Employed Staff of the Guild.
- 5.1.12.4. As a result of the FTE composition of the Workforce of the Guild, Workers are also able to utilise the services of ECU Security staff on campus for the provision of first aid where a Guild First Aid Officer is not available.
- 5.1.12.5. ECU Security will provide first aid for Workers based at or whilst working from the Bunbury Campus.
- 5.1.12.6. Club members can obtain First Aid from Guild Nominated First Aid Officers or ECU Security staff during Guild supported on campus club events or whilst using the Guild facilities such as the clubs or equity room.

5.1.12.7. First Aid Kits

5.1.12.7.1.The Guild will ensure that:

- 5.1.12.7.1.1. A wall mounted first aid kit is installed in each campus office and in the Club and Equity rooms, provided by the University and will be constructed of hardy material, and if appropriate, be capable of being locked (the key being easily accessible in cases of emergency).
- 5.1.12.7.1.2. Portable first aid kits are provided and will be used for Guild events and activities both on-campus and off-campus.
- 5.1.12.7.1.3. First Aid Kits are provided to all Workers when working from home.
- 5.1.12.7.1.4. First Aid kits are clearly and legibly marked on the outside with the words **First Aid** and a safety information sign complying with AS/NZS 1319.
- 5.1.12.7.1.5. First Aid kits will contain nothing except first aid equipment and resources in appropriate quantities.
- 5.1.12.7.1.6. First Aid kits are audited every 6 months and the contents replenished as required, and be kept clean. *Note the University has responsibility for auditing and replenishing stock of the wall mounted kits.*

5.1.12.7.2. All incidents requiring First Aid are to be recorded on the Safety Incident Report Form in Microsoft Teams, or Incident Report Form (Paper).

5.1.13. Working Environment

5.1.13.1. The Guild will ensure, so far as is reasonably practicable:

- 5.1.13.1.1. That the layout of the workplace allows, and the workplace is maintained, so as to allow for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency;
- 5.1.13.1.2. That work areas have space for work to be carried out without risk to health and safety;

5.1.13.1.3. That floors and other surfaces are designed, installed and maintained to allow work to be carried out without risk to health and safety;

5.1.13.1.4. That lighting enables:

5.1.13.1.4.1. Each worker to carry out work without risk to health and safety; and

5.1.13.1.4.2. Persons to move within the workplace without risk to health and safety; and

5.1.13.1.4.3. Safe evacuation in an emergency.

5.1.13.1.5. That ventilation enables workers to carry out work without risk to health and safety;

5.1.13.1.6. That workers carrying out work in extremes of heat or cold are able to carry out work without risk to health and safety;

5.1.13.1.7. That work in relation to or near essential services does not give rise to a risk to the health and safety of persons at the workplace.

5.1.13.1.8. That work practices are arranged so to protect from extremes of heat and cold and will ensure the provision of heating and cooling to enable workers to work in a comfortable environment.

5.1.13.2. **Maintenance of Facilities**

5.1.13.2.1. The Guild will ensure that, so far as is reasonably practicable, the provision of adequate facilities for workers, including toilets, drinking water, washing facilities and eating facilities.

5.1.13.2.2. Facilities will be maintained in good working order and are clean, safe and accessible.

5.1.13.3. As a lessee of the Edith Cowan University, the Guild will liaise with the Contract Managers to ensure that all of the Guild facilities under the lease agreement are maintained in line with the duties of the Work Health and Safety Act 2020 and the associated Regulations.

5.1.13.4. **Provision of Appropriate Seating**

5.1.13.4.1. If a worker's work is carried out from a sitting position or is of a kind that can satisfactorily be done from a sitting position then the Guild will provide and maintain seating that:

5.1.13.4.1.1. Is designed having regard to the nature of work to be performed and the characteristics of the work station; and

5.1.13.4.1.2. Is strongly constructed, stable, comfortable and of suitable size and height for the work; and

5.1.13.4.1.3. If practicable, has a backrest or is otherwise designed to provide back support.

5.1.13.4.2. If a workers work is done from a standing position and the worker's work allows the worker to sit from time to time then, so far as is reasonably practicable, the Guild will provide and maintain seating so that the worker may sit for periods when the worker is not working.

5.1.14. Drugs & Alcohol

5.1.14.1. The Guild is committed to ensuring the health, safety and welfare of all workers and to prevent and reduce harm associated with people being impaired by drugs or alcohol at work.

5.1.14.2. The misuse of drugs or alcohol by workers can affect their health or safety and that of other workers and members of the general public as well as having adverse effects on work performance, behaviour or attendance at the workplace.

5.1.14.3. The Guild takes a zero tolerance approach to the misuse of drugs or alcohol at the workplace.

5.1.14.4. All matters pertaining to Drugs and Alcohol misuse is addressed in the Drugs and Alcohol Misuse Policy.

5.1.15. Psychosocial Hazards

5.1.15.1. The Guild is committed to protecting the health and safety of our workers.

5.1.15.2. Psychosocial hazards at work are aspects of work and work situations which can lead to psychological or physical harm. These stem from:

5.1.15.2.1. The way the tasks or job are designed, organised, managed and supervised;

5.1.15.2.2. Tasks or jobs where there are inherent psychosocial hazards and risks;

5.1.15.2.3. The equipment, working environment or requirements to undertake duties in physically hazardous environments;

5.1.15.2.4. Social factors at work, workplace relationships and social interactions.

5.1.15.3. Both short and long-term exposure to psychosocial hazards may cause harm to a person. It is important to also recognise that the cumulative effect of low-level exposure to psychosocial hazards can also lead to psychosocial or physical injury.

5.1.15.4. People may experience multiple psychological and physical symptoms of harm as a result of exposure.

5.1.15.5. In addition to adverse health outcomes for workers, exposure to psychosocial hazards and risk factors in the workplace can also affect performance and increase the risk of accidents or incidents.

5.1.15.6. Stress is not an injury, but if it becomes frequent, prolonged or severe, it can cause psychological and physical harm.

5.1.15.7. Organisation's Commitment

5.1.15.7.1. The Guild will apply a risk management process to psychosocial risk factors.

5.1.15.7.2. The Guild will seek to foster a mentally healthy workplace culture.

5.1.15.7.3. The Guild will encourage employees to discuss stress and seek support, and will provide information on available support services.

5.1.15.7.4. The Guild will provide information and education in relation to psychosocial hazards.

5.1.15.8. Responsibilities

5.1.15.8.1. All Guild employees, contractors and visitors are expected to conform to acceptable behaviour standards, to treat their colleagues and work areas with respect and to comply with hazard identification and reporting requirements.

5.1.15.8.2. The Guild takes seriously all work-related stress issues and encourages employees to be actively involved in the development of strategies for managing work-related stress.

5.1.15.8.3. Workers and other persons must comply with reasonable safety and health instructions, as far as they are reasonably able, and co-operate with reasonable safety and health policies and procedures that have been notified to workers.

5.1.15.9. Bullying and Harassment

5.1.15.9.1. A major risk to the mental health and wellbeing of workers is bullying or harassment at the workplace. Regardless of whether bullying or harassment occurs via physical, verbal or non-verbal conduct, it can be a major risk factor for psychological injuries potentially resulting in anxiety, depression and suicide, and can adversely affect the psychological and physical health of a worker.

5.1.15.9.2. The Guild has effective control measures, including the Workplace Bullying Policies and Grievance Procedures in place to address and resolve workplace issues early, thereby minimising the risk of workplace bullying or harassment.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Employee Code of Conduct• Lone Working Policy• Risk Management Policy• Senate Code of Conduct
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	<ul style="list-style-type: none"> • Smoke-Free Workplace Policy • Volunteer Code of Conduct • Wellness Days Policy • Working From Home Policy • Workplace Bullying Policy • Workplace Ergonomics Policy
Related Procedure	<ul style="list-style-type: none"> • Emergency Plan • Extreme Weather Procedure • Hazard, Incident and Near Miss Procedure • Lone Working Procedure • Managing Misuse of Drugs and Alcohol Procedure • Risk Management Procedure • Workplace Aggression Procedure
Other Related Documents	<ul style="list-style-type: none"> • Computer Workstation Self-Assessment • Incident Form (Paper) • Office Inspection Checklist (TEAMS) • Risk Assessment Form – WHS & Events • Safety Incident Form (Employment Hero) • Vehicle Checklist • Working from Home Checklist
Related Legislation	<ul style="list-style-type: none"> • Work Health & Safety Act 2020 • Work Health & Safety (General) Regulations 2022

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	25/08/2020
Original Motion	Unknown
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Next Revision Date	October 2026



ECU Student Guild

PERFORMANCE MANAGEMENT POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	Performance Management Policy
POLICY OWNER	Operations Manager

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1. INTENT

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

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational staff.
- 2.2. This policy will not apply to Edith Cowan University Student Guild Volunteers.

3. DEFINITIONS

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

- 3.7. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. **Secretariat** means the managing directorship of the organisation being President, General Secretary, Vice President Academic, Vice President Activities & South West, Vice President International, Vice President Social Responsibility.
- 3.9. **Senate** means the governing body of the Guild.

4. OVERVIEW

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

5. POLICY

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

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

5.6. COMPLIANCE

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

5.7. PROCEDURAL FAIRNESS

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

5.8. PERFORMANCE STANDARDS

5.8.1. Satisfactory Performance

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

5.8.2. Unsatisfactory Performance

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

5.8.3. Serious Misconduct

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

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

5.8.3.2. Examples of Serious Misconduct includes:

5.8.3.2.1. Theft;

5.8.3.2.2. Fraud;

5.8.3.2.3. Assault;

5.8.3.2.4. Intoxication at work;

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

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

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

5.9. OTHER REQUIREMENTS

5.9.1. Confidentiality

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

5.9.2. Suspension

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

5.9.3. Record Keeping

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

6. RELATED DOCUMENTS

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

7. CONTACT INFORMATION

For queries relating to this document please contact:

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

8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	02/11/2021
Original Motion	SCM2110/05
Revision History	002 – April 2023 - SM2304/03 003 – April 2024 – SM2405/02 004 – October 2025 - SM2510/02
Revised by	Lisa Dwyer
Next Revision Date	October 2026

Quarter 3 Survey Report



EDITH COWAN UNIVERISTY STUDENT GUILD
Authored by: Lisa Dwyer



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Preamble

In accordance with the ECU Guild's obligations pertaining to the Student Services and Amenities Fee (SSAF), the Guild undertakes a survey of the student body at Edith Cowan University (ECU) during the third quarter of each academic year. This survey aims to assess student satisfaction with the various services and support offered by the Guild, ensuring that the needs and expectations of the student population are met effectively.

For the year 2025, the Guild Student Survey was conducted in November. In an effort to maximise engagement and response rates, the survey was strategically promoted and incentivised, providing an opportunity to win 1 x \$250 Visa Gift Card as the main prize and 4 x \$50 Visa Gift Cards for runners up. The survey was also reduced significantly ensuring that only key feedback was sought and provided more opportunity for students to provide open responses.

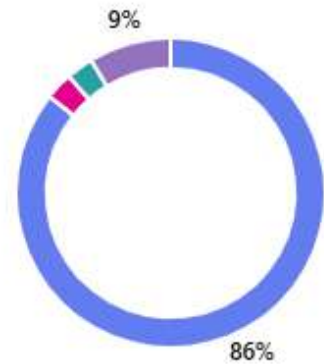
Ultimately, the survey garnered just 35 responses. This represents a decrease of 108 responses compared to the previous year's survey in 2024. This could be due to the time at which the survey was distributed to students, as this was delayed in 2025 from the usual period of September/October, and/or due to the increasing apathy in providing feedback.

Results

Demographics

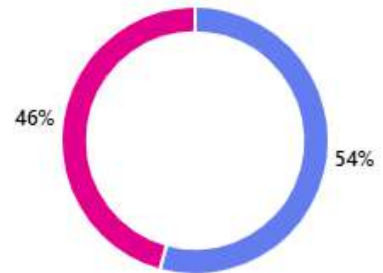
Campus of Study

● Joondalup	30
● Mount Lawley	1
● South West	1
● Online/External	3
● ECU International Campus (ECU Sri Lanka)	0



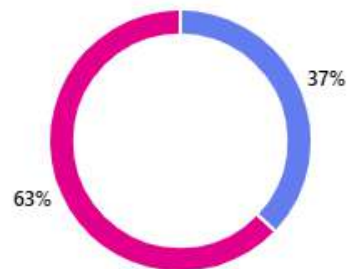
Level of Study

● Undergraduate	19
● Postgraduate	16



Domestic or International Student

● Domestic	13
● International	22



Satisfaction with the Guild

We asked students, Overall, how satisfied are you with the ECU Guild as a source of support for students? (1) Very Satisfied, (2) Dissatisfied, (3) Neutral, (4) Satisfied, (5) Very Satisfied

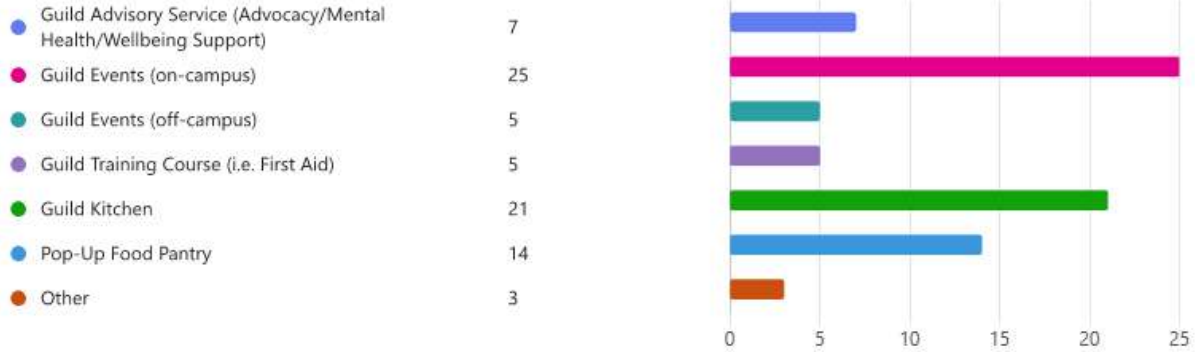


We asked students, How well does the Guild represent student interests? (1) Not at all, (2) Slightly, (3) Somewhat, (4) Well, (5) Very Well



Guild Services

We asked students, Which Guild services have you used in the last 12 months?



For the services students had used, we asked how useful they found them. (1) Not useful, (2) Slightly useful, (3) Moderately useful, (4) Very useful, (5) Extremely useful.



We asked students how easy it is to access Guild services on their campus. (1) Very difficult, (2) Difficult, (3) Neutral, (4) Easy, (5) Very easy



We asked students whether they were aware of the location of the Guild Office on their campus. (1) Not aware, (2) A little aware, (3) Somewhat aware, (4) Very aware.



We asked students to provide feedback on the one thing the Guild could do more of on Campus. These responses were open text responses.

- The guild could improve on diversity in terms of having more cultures and races such as more African representation
- Idk
- More social events!! Would love a weekly catchup at Birra Bar, alongside more events to welcome and engage students into the guild each year as it appears quite niche at the moment. Even a pizza and drinks even at Birra with a drink and slice of pizza with games to help you meet people.
- 1. Would like to have a medical career camp (which will provide supports to student to work on their careers and their pathway programs)
- 2. Would like to have a painting date with my best friend (as I love to make sketches and paint and enjoy the moment when I do so)
- Nothing, you're doing great, Team, thanks! :)
- I want free groceries in ECU City, if you can make it possible for us, as it would be very helpful for us and also save money for students.
- Focus more on Iftaar on ramadan
- Bring in vendors that can sell fresh produce at a discounted rate or cheaper price compare to the supermarket. Like veggies or fruit.
- better events
- More sitting arrangements with a excellent view for relaxation for students during break. Provide some savory items : noodles, popcorn, tuna, cheese etc. dry yet quick fulfilling snacks
- Marketing the evnts around campus itself since of we do not check social media and do not come near building 31, it is easy to miss on events
- More food options
- Do it on multiple days rather than just one, just in case some guild students don't attend campus that day.
- Satisfied
- Vending machines
- the free grocery store.
- More prizes in games??
- They are already doing well.
- More interactive sessions on student engagement and discussion

Sometimes students are unaware that what happening in the university through the guild so there should be more banners to aware the students about what's going on and what is going to happen.

Probably more job connect, frequent skill based certification workshops, and ofcourse the appointments ;it takes ages, i wish there were easier alternatives where we could communicate faster and easier. Otherwise the clubs, guild kitchen are just AWESOME! And yes! More cultural events please 😊 it feels home to meet and relate to people.

Better timing

Satisfied

More pop up pantries, maybe 2 times a week or 3 times?

Free food

Curtin guild is bubbling and people actively engage. Would be great to see ECU follow their direction through a higher focus on all **students**

Food on campus is very helpful

Overall Guild did a great job. It's just that some students are shy to actually approach guild and acquire the service. So I suggest the Guild members to take them onboard and let them feel comfortable about it.

Rest aside, ECU Guild is the best.

Lunchbox for students

Organise blood donations

More events that encourage socialisation

We asked students, What is one obstacle that prevents you from engaging with Guild activities? These responses were open text.

The activities hosted seem quite fun, however the events sometimes are too overstimulating and also supporting certain cultures rather than other (eg African cultures)

I only attend the lectures and then left campus. So i haven't attended any activity

Majority of the activities organised are culturally oriented excluding the BBQs with Paul. As awesome as that is for the campus and community, it makes it difficult and somewhat uncomfortable to engage or feel welcome in the activities. Additionally, I often don't know about the non-cultural events such as BBQs ect unless I physically see them on campus as no communication is given.

Maybe our class timing ,sometimes we miss the guild events because we have our class and wouldn't able to enjoy the event or the enjoyment our university provides.

Nothing, thanks.

Occasionally there are programmes you open for which we do not have classes on that day, which is a bit unfortunate.

Time, as i have to do jobs

Sometimes outing timing conflicts with lecture and seminar

not being able to bring non student friends with us on activities and parties

Nothing actually

Guild activities which are held after 6pm

Too crowded

Timetable clash

Non

Less visibility on campus

I live far from the university.

The time

Nil

Nothing

Sometimes exam, assessments

I often don't get notified 🗨️ leaflets on the library board works great for me, better than email news feed.

Better time-match.

I was not able to participate in anything during the 1st semester.

My unavailability

Not always available on days I'm at uni

Class timing

Nothing really happens at the guild activities that interest me

not too much information on instagram

It could be the personal obstacles like being shy, introvert and sometimes have a feel that what I might do would be embarrassing.

Timing of events

It is often during time I have classes, when my class finish the events are finished

So I don't get to participate

Perhaps longer events

Sometimes the time of events do not suit e.g. the first aid course was from 9am on a day with classes

Guild Information

We asked students if they felt that they received enough information about Guild activities and opportunities. (1) Strongly disagree, (2) Disagree, (3) Neutral, (4) Agree, (5) Strongly agree.



General Feedback

We encouraged students to provide thoughts, suggestions and experiences. These responses were open text.

Curtin University has a society named Casa tribe and I think ECU guild would benefit from having our own African society that represents Africans, hosts African events and shares African culture with students. Possible events could be an Afro beats boiler room or similar. I understand there is an African society that was started recently but they have not promoted themselves well or even hosted any notable events that attract students

I was completely unaware that the guild had no social officer for a majority of the year, until told by someone at the Tav. I would've happily taken on this role and organised some events if I was aware in order to create some community around campus. Currently everyone feels quite split into their own disciplines or prior friendships, I would love to feel more comfortable diversifying and engaging with others on campus through guild social events.

1. I really like the face painting event we had ,
 2. the free food options as a vegetarian (I really enjoy them and feel excited and calm to be get relaxed ,free from stress)
 3. Making the fragrance pouches at the school with your favourites smells (it was so calming and we also get to know the other members at the same time ,we played cards .Overall it was fantastic)
-

You're doing an amazing job, Team. The emails I receive about what's happening on campus and the events that the Guild have organised and is part of, are great! Keep up the good work! Thank you!

I would like to receive free groceries in ECU City. If it's possible, it would be beneficial for us and also save money for students.

And during the weeks when we were stressed or stayed in the library to study, you organised morning tea and lunch tea sessions, which were very good for us to relieve stress, keep it up.

No.

Experience with the guild was fabulous. Free meal and groceries really help international students like me in reducing costs of living. However maybe the Pop up pantry could be in a place with more shades.

There are some outsiders while students are there for having some food, they are very smelly n feels very disgusting. While having food looking at them. Arrange a separate space for them if it suits them. Students get relief

Engage with the wellness support dogs (watson) to bring them more easily to students

Performances from waapa

Fashion show

Talent show

Keep up with the pop up pantry since it has been a huge help, especially with the basic food and girl hygiene items

Bigger space

No.

Non

It's open and appealing and would be great if more sessions from diverse communities engaged in an interactive sessions.

I have a suggestion about the kitchen that for vegetarian person the sources should increase. And something should be run to encourage students to prepare for career growth. Like monthly meetings with seniors they can share their experiences and tell us that what mistakes we should avoid and what we should do to improve our education and what we can do for career growth. How we can take step towards our goals.

So far guild feels like an elder sister on campus 🤍 someone who actually cares! As i mentioned before, guild kitchen (especially the lady at the reception 🥰🤍, SHE'S ADORABLE 🥰🤍), the clubs are great! As for suggestions, probably more job connect (academic and casual both), frequent skill based certification workshops, and ofcourse the appointments; it takes ages, i wish there were easier alternatives where we could communicate faster and easier. And yes! More cultural events please 🥰 it feels home to meet and relate to people.

N/A . Already love all the activities in guild

I am pretty sure ECU Guild will have a huge upgrade next year like how it does every year by bringing in a terrific feature this year like free breakfast during the exam season.

Blood donations events

Thanks for providing activities 😊

Conclusion

The 2025 ECU Guild Student Survey offers useful insight into the experiences and perceptions of the small group of students who participated. While the overall response rate was extremely low, the qualitative feedback provides clear themes that can inform meaningful improvements.

Students who engaged with Guild services expressed strong appreciation for events, free food initiatives, pop-up pantries, and wellbeing activities. Many highlighted that these services reduce stress and help with cost-of-living pressures, particularly for international students. Respondents also valued creative and community-building activities such as face painting, fragrance-making, and social gatherings, noting that these contributed positively to their campus experience.

At the same time, the feedback identifies several areas for improvement. Students consistently requested:

- **Improved communication and visibility**, noting that events are often missed due to limited promotion or timing clashes.
- **Stronger cultural representation and inclusivity**, including calls for more diverse events, better-supported cultural societies, and opportunities for students to share their backgrounds.
- **Enhanced access to services**, including expanded pop-up pantry locations, clearer signage, and more shade or suitable spaces.
- **More career-oriented and skills-based opportunities**, such as workshops, mentoring, and job-connect activities.
- **Better scheduling of activities**, as many students cited timetable clashes, work commitments, or limited notification as barriers to participation.

Despite the small sample size, these insights highlight practical, consistent themes: students value the Guild's support and services, but clearer communication, broader representation, and improved accessibility would strengthen engagement across the student community. Future surveys would benefit from improved timing, stronger promotion, and continued incentives to ensure higher participation and more representative data.

Overall, the feedback provides a constructive foundation for refining Guild activities and services while reaffirming the positive impact the Guild has on those who actively engage with it.