

6th WUSA COUNCIL MEETING - ATTACHMENTS

Note Attachment B

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Income

1	Student Membership			
	<u>Wollongong (Main) Campus</u>			
	New member entrance fee	\$5.00		
	Number of new members	2814		
	Total		\$14,070	
	Full year membership fee	\$48.40		
	Number of full year members	10243		
	Total		\$495,761	
	Half year membership fee	\$24.20		
	Number of half year members	555		
	Total		\$13,431	
	Total		\$523,262	
	Amount Paid to WUSA(includes \$20,886.96 to be paid 10/5/06)(10% of total held back for refunds)			\$511,283.16
	<u>Shoalhaven Campus</u>			
	Full year membership fee	\$36.00		
	Number of full year members	209		
	Total		\$7,524	
	Half year membership fee	\$17.84		
	Number of half year members	8		
	Total		\$143	
	Total		\$7,667	
	Amount Paid to WUSA on 10/5/06			\$6,533
	<u>Mossvale Campus</u>			
	Full year membership fee	\$49.50		
	Number of full year members	106		
	Total		\$5,247	
	Half year membership fee	\$24.75		
	Number of half year members	0		
	Total		\$ -	
	Total		\$5,247	
	Amount Paid to WUSA 10/5/06			\$4,617
	<u>Batemans Bay Campus</u>			

Full year membership fee	\$49.50		
Number of full year members	76		
Total		\$3,762	
Half year membership fee	\$24.75		
Number of half year members	0		
Total		\$ -	
Total		\$3,762	
Amount Paid to WUSA on 10/5/06			\$3,074
 <i><u>Bega Campus</u></i>			
Full year membership fee	\$49.50		
Number of full year members	134		
Total		\$6,633	
Half year membership fee	\$24.75		
Number of half year members	1		
Total		\$25	
Total		\$6,658	
Amount Paid to WUSA on 10/5/06			\$3,074
 <i><u>Loftus Campus</u></i>			
Full year membership fee	\$49.50		
Number of full year members	177		
Total		\$8,762	
Half year membership fee	\$24.75		
Number of half year members	0		
Total		\$ -	
Total		\$8,762	
Amount Paid to WUSA on 10/5/06			\$7,239
Total Membership income			\$535,820

2	Bank Interest			
	Interest rate	3.50%		
	Savings held on the 1st of January	\$883,233		
	Total bank interest for the year		\$30,913	
	Note: interest based on total income used in a simple future value formula			\$30,913

3	Wall Planner Advertising			
	Advertising revenue		\$900	

Total advertising Revenue		\$900
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4	Book Bank		
	Total 2006 revenue from all books sold	\$13,000	
	Commission Kept by WUSA (12.5%)	\$1,625	
	Net Book Bank income (commission less 10% GST)		\$1,463

5	Sundry & Other Income		
	Faxing documents for students	\$50	
	Photocopying for students	\$200	
	Total sundry income		\$250

6	Remaining Funds from 2005		
	Bank Balance at 31 December 2005	\$344,800	
	Total		\$344,800

Total income			\$932,150
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Expenses

7	President		
	Honorarium	\$15,000	
	Total President's honorarium		\$15,000

8	Office Administrator		
	Salary estimate p.a	\$24,170	
	Total Office Administrator Salary		\$24,170

9	Superannuation		
	9% of all salaries and wages paid	\$3,525	
	Total superannuation		\$3,525

10	Workers Compensation		
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1.19 % of all salaries and wages paid	\$466	
Total workers compensation		\$466

11	Expenses Incurred 2005		
	Charges incurred 2005, paid 2006	\$20,000	
	Total		\$20,000

12	Office & Administration Expenses		
	Stationery		\$3,000
	Photocopier Usage & Maintenance	0.02110	\$2,785
	Photocopier Rental	\$791.38	\$9,497
	Paper & Toner		\$4,500
	Office content insurance		\$3,000
	Bank Charges		\$1,500
	Cost of security per quarter	\$110.10	
	Additional security Costs	\$250	
	Total cost of security per year		\$690
	Trustee Management Fees		\$16,000
	Financial Audit fees		\$6,000
	Solicitors Fees		\$2,500
	Cost of Presidential mobile per month	100	
	Total cost of Presidential mobile per year		\$600
	Cleaning Costs		\$3,000
	Postage		\$1,200
	Phone & Internet		\$6,500
	Cost of Returning Officer	\$6,000.00	
	Cost of election software	\$13,000.00	
	Annual General election		\$19,000
	Sundry Expenses		\$6,000
	Total Office and Administration Expenses		\$85,772

13	Tertangala		
	Media Coordinator's honorarium		\$15,000
	Superannuation		\$1,350
	Worker Compensation		\$178
	Printing Costs		\$22,000
	Student wall planer 2006		\$4,311
	Total Tertangala		\$42,839

14	IT Support		
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Funds Allocated for after Zeffa contract		\$14,000	
Zeffa		\$14,000	
Total IT Support			\$28,000

15	Additional Services/Provisions			
	Cost per BBQ	\$250.00		
	BBQs per year	28		
	Weekly BBQs		\$7,000	
	Child care members subsidy		\$11,000	
	Safe sex products and education		\$1,000	
	Momentum- Program for International Students		\$6,000	
	Bike Repairs		\$1,000	
	Total Additional Services/Provisions			\$26,000

16	Event Coordinator			
	Projects, campaigns & theme week.		\$5,000	
	Total Event Coordinator			\$5,000

17	Education Campaigns Coordinator			
	Projects & Campaigns & Education Week		\$5,000	
	Total Education Campaigns Coordinator			\$5,000

18	Welfare Coordinator			
	Projects & Campaigns		\$5,000	
	Total Welfare Coordinator			\$5,000

19	Women's Representative			
	Projects, Campaigns & Blue Stocking Week		\$5,000	
	Total Women's Representative			\$5,000

20	Environment Representative			
	Projects, Campaigns & Environment Week		\$5,000	
	Total Environment Representative			\$5,000

21	External Students' Representative			
	Projects & Campaigns		\$5,000	
	Total External Students' Representative			\$5,000

22	Queer Representative			
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	Projects, Campaigns & Sexuality Week	\$5,000	
	Total Queer Representative		\$5,000
23	International Students' Representative		
	Projects, Campaigns & International Week	\$5,000	
	Total International Students' Representative		\$5,000
24	Indigenous Students' Representative		
	Projects, Campaigns & Naidoc Week	\$5,000	
	Total Indigenous Students' Representative		\$5,000
25	Disabilities Representative		
	Projects, Campaigns & Disabilities Week	\$5,000	
	Total Disabilities Representative		\$5,000
26	Clubs & Societies Collective		
	Administration and Grants	\$25,000	
	Total Clubs and Societies		\$25,000
27	Unallocated Campaign Expenditure		
	Projects, Campaigns and Resources	\$10,000	
	Total Unallocated Campaign Expenditure		\$10,000
28	O-Week Activities		
	O-Week Activities	\$4,833	
	Total O-Week Activities		\$4,833
29	Asset Acquisition & Strategic Spending		
	Executive & Staff Training	\$4,000	
	Strategic Assets and Spending Purchases	\$20,000	
	WUSA Advertising	\$8,000	
	OH&S Compliance	\$5,000	
	Long Term Capital Investment (Post VSU)	\$494,544	
	Sundry & Unallocated Expenses	\$10,000	
	Total		\$541,544
30	NUS Affiliation		
	Affiliation Forecast	\$55,000	
	Total		\$55,000

Total Expenses	\$932,150
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Surplus/Deficit

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Attachment A

Creditors for 06/CM03/12

SUPPLIER	REASON	UP TO \$
MPD	Tertangala printing costs	6,000.00
Telstra	Cost of Presidential mobile per month	150.00
RPS Office Systems/ Ricoh Business Centre	Maintenance of photocopier and fax machine	650.00
Corporate Express	Stationery	500.00
University of Wollongong	Phone and internet charges	500.00
University of Wollongong	Cleaning charges per month	450.00
University of Wollongong	Envelopes	100.00
Australia Post	Postage	200.00
Adept Security	Cost of security per month	100.10
Daley & Co	Trustee management fees	1,000.00
Ricoh Finance	Photocopier rental	791.38
Danka	Paper & Toner	350.00
Just Water	Sundry expenses	40.00
Illawarra Smallgoods, Black Diamond Bakery	Costs for weekly BBQs	250.00

Attachment C

Job Description

WUSA – Office Administrator (30hrs p/w)

Generally

The Office Manager will be responsible on a day-to-day basis for developing, implementing and managing all administrative practices and procedures, including budgetary, frontline counter and other services with students from a variety of different backgrounds (such as the second-hand Bookbank) for the Wollongong Undergraduate Student's Association (WUSA). The Office manager will administer the reception of students coming into the student association.

Specifically

1. To manage the following tasks, services & activities on behalf of the Association:-

(a) in lieu of the General Manager- the administration and preparation of wages and other entitlements including Superannuation and Workers Compensation Insurance for all WUSA General & Tertangala Staff, including for relevant honoraria;

(b) in lieu of the General Manager-the calculation, preparation, processing, provision and safe storage of all payroll related taxation paperwork, documentation and certificates;

(c) in lieu of the General Manager- the monthly reconciliation of income and expenditure of budget lines and reports for the WUSA Council;

(d) the administration of the student emergency loans scheme, including liaising with the University Administration, and the reconciliation of such accounts;

(e) the preparation and recording of all WUSA's banking transactions including the drawing of cheques, and petty cash reconciliations and replenishment, along with the collection of all monies and the sale of all tickets for all WUSA's ticketed social functions;

(f) the payment of all invoices, including liaising with the University Administration;

2. Perform the following tasks, services & activities on behalf of the Association:-

(a) data preparation, entry and reconciliation for all relevant accounting, BAS,

IAS, GST, FBT, CGT and other tax compliance obligations of WUSA;

(b) provision of advise to the WUSA General Manager, President, Council, Representatives and Members in relation to all relevant University and WUSA administrative policies and procedures;

(c) the maintenance, renewal and use of office equipment, including photocopiers and facsimiles machines;

(d) the collection, receipt, stamping and distribution of all incoming letters, memoranda, journals and other such correspondence, and the writing, preparation and distribution of all such outgoing mail;

(e) general office administration and from time to time specific administrative requests made by the WUSA General Manager and / or WUSA Council;

(f) the ordering and receipting of all necessary office, stationary and catering supplies as approved by WUSA Council motions and in accordance WUSA's standard operating policies and procedures;

5. Ensure the provision of the following:-

(a) administrative and secretarial support for WUSA and all of its elected Representatives, including the booking of rooms for the holding of all official WUSA Council Meetings;

(b) all necessary information to ensure that newly elected WUSA Representatives and WUSA Council Office Bearers are adequately informed as to all relevant policies and procedures;

6. Manage the operation of the Association's second hand Bookbank, including overseeing all sales, the maintenance and development of the Bookbank facility, ensure adequate software operation, maintenance and development, ensuring that all books for sale are maintained and in good order, the collection of monies from and on behalf of students, and ensuring that vendors are contacted and remunerated as necessary and required.

7. In lieu of the General Manager the Office Manager will act as a (WUSA Staff) Deputy Returning Officer for all WUSA related elections, including where necessary for the filling of casual vacancies on the WUSA Council.

8. Attend WUSA Council Meetings when required or directed by the WUSA Council or WUSA General Manager.

9. To make recommendations to the WUSA General Manager and / or WUSA Council regarding changes in existing administrative policies, procedures and

processes and to ensure that any such approved changes are adequately and appropriately implemented on time and within required operational and decision making guidelines.

10. To liaise when necessary both within WUSA and with other University Faculties, Departments, Public Bodies, Authorities, Voluntary Agencies and WUSA Council members / Representatives on matters affecting the administration and services under the control of the post-holder.

11. In discharging the duties of this role to have due regard and diligence to the requirements of Occupational Health and Safety legislation and obligations in the workplace.

12. To understand and promote Equal Employment Opportunities policies compatible with the duties of the role.

13. To produce manuals and documents detailing WUSA administrative practices in order to facilitate the training of representatives in the day to day running of the Students' Association.

Reporting

The WUSA "Office Manager" will report directly to the WUSA - General Manager, or in their absence to the President as Acting General Manager.

Technical Requirements

1. Sound working and operational knowledge of University of Wollongong administrative policies and procedures, including how they relate to WUSA.
2. Sound working and operational knowledge of the WUSA Constitution, Regulations, EBA and administrative policies and procedures, including how they inter-relate to the University of Wollongong and University Council.
3. Extensive experience preparing, compiling and reconciling BAS, IAS, GST, FBT, CGT and other relevant tax compliance and submission obligations.
4. Relevant and extensive employment experience in an administrative position, including working in a high paced, deadline driven customer service environment, including with students, and persons of a non-English speaking background.
5. Hold relevant sales, cash and petty cash handling skills and experience, including daily balancing, reconciliations and replenishment, banking and float related activities.
6. Proficient with using and administering the MS Office software suite.

7. Excellent working and operational knowledge of the Filemaker-Pro computing software suite, including the ability to perform medium level trouble-shooting, system maintenance and data redundancy activities.

Attachment D

2006 Queer Budget	
AMOUNT	PURPOSE
\$3000	Sexuality Week
\$500	Queer Space (library + improvements)
\$500	Campaign Funds
\$400	Genderfuck Party
\$600	Other (film night supplies, fundraising)
TOTAL	\$5000

Attachment E

MoU – available on WUSA homepage.

Attachment F

WUSA Constitution section 6.2.5

Quorum for a referenda shall be 250 members not counting representatives.

Number of members attending was approximately 120

No roll was used to check members off upon entering, also no method was used to prevent non-members voting. Non-members were present in the meeting, and it is possible that they were counted during one of the Quorum head counts.

WUSA Constitution 6.1.15

The General Manager (The President assumes the role if no General Manager Sec 4.3.1.1d) shall ensure that a list of the proposed resolutions is electronically distributed to each representative at least twenty-four (24) hours before the commencement of the meeting.

Agenda provided at the AGM differed to that provided to council members the previous day.

WUSA Constitution 6.3.4

*The following business shall be transacted at each AGM
(b) The tabling of written reports of the previous year's Council on the*

activities of the Association during their term;
(c) The tabling of audited financial statements.

No Financial report was provided, nor report from 2005 council.

WUSA Constitution 6.1.4

Notice of Association meetings shall be given through

- (a) Notices on boards around the University*
- (b) Notices on the Association's web-page;*
- (c) Electronic notices distributed to all eligible voters;*
- (d) Any other manner deemed appropriate by the Council.*

Electronic notices were not distributed to all eligible voters.