

Annual Report 2020



Southern Cross Postgraduate Association (Inc.)



Postgrads helping postgrads
to succeed



Registered Office

Southern Cross Postgraduate Association Inc.
c/- Southern Cross University, Hogbin Dr
Coffs Harbour NSW 2450
ABN: 91 233 499 176; INC. No. 1200382

Management Committee

The following committee members held office at 31 December 2020:

Shae Brown	PRESIDENT
Gurmeet Matharu	SECRETARY
Jane Mosco	TREASURER
Chantelle Free	VICE PRESIDENT
Achchuthan Sivapalan	ORDINARY MEMBER OF COMMITTEE
Megan Lee	ORDINARY MEMBER OF COMMITTEE
Big Rob	ORDINARY MEMBER OF COMMITTEE
Hannah McGuigan	CO-OPTED MEMBER OF COMMITTEE

Public Officer

Craig Wilson

Staff

Katie Hotko	GOLD COAST, TRAINING, WEBSITE & SOCIAL MEDIA
Craig Wilson	LISMORE, HELPLINE & COMMITTEE BUSINESS
Lesley Bennett	COFFS HARBOUR, NMSC & ADMINISTRATION

Bankers

Westpac, Coffs Harbour NSW

Bookkeeper

Cashflow Bookkeeping

Auditors

Zeeman Accounting, Coffs Harbour NSW

Objects of the Association

The Objects of Southern Cross Postgraduate Association Incorporated are to:-

- (1) Advance and defend the rights and interests of all postgraduate and honours students enrolled at Southern Cross University; and
- (2) Achieve and maintain specific representation of postgraduate and honours students on all official university bodies affecting the community of postgraduate and honours students; and
- (3) Afford members of the association a recognised means of representation and advocacy both within and outside Southern Cross University, and a recognised means of communication between them and the University authorities; and
- (4) Provide a forum for discussion, debate and networking among postgraduate and honours students enrolled at Southern Cross University; and
- (5) Organise professional and social functions for the community of postgraduate and honours students; and
- (6) Provide relevant and appropriate services and facilities to postgraduate and honours students enrolled at Southern Cross University;
- (7) Carry out research identifying the educational and other needs of postgraduate and honours students and to report such research to members of the association; and
- (8) Publish in print or electronic format specific postgraduate information bulletins and a postgraduate magazine; and
- (9) Advance the reputation of research at Southern Cross University; and
- (10) Represent and advance the rich cultural diversity, and the according equity issues associated with, the postgraduate and honours community of the university.

President's Report

A warm welcome to all our valued SCPA members, from right across the SCU footprint, to SCPA's 9th Annual General Meeting - brought together again this year via ZOOM.

Despite COVID restrictions, 2020 saw a productive year for SCPA members, staff and committee. I am pleased to report sustained membership from all areas of the postgraduate experience – HDR, coursework, distance education, online learning, international students and honours students alike.

The great news was that SCU's SSAF Committee had restored funding for our very successful and highly valued program of advanced skills training workshops and online resources.

During 2019, SCPA continued to strengthen our online and social media presence so that we can better engage with all students, particularly those of you studying from a distance. So come and visit us at www.scpa.net.au and like us on Facebook!

Despite SCU's withdrawal of SSAF funding for our Annual PRAXIS Postgrad Research & Practice Conference, our committee continued to fund the event from COVID stimulus funds. Our 7th Annual PRAXIS was held online via WHOVA conferencing platform in October 2020, and proved another great success, with 99 students and staff attending each of the two days to receive 44 formal paper, poster and "thesis slam" presentations, along with a special panel of "SCPA Alumni".

Sadly, however, neither the RISE nor Psychology Honours conferences (both of which SCPA has been a proud sponsor) were unable to proceed.

Furthermore, the impact of COVID on both postgrad student enrolments and numbers on campus saw, for the first time ever, a decline in Postgrad HelpLine service activity across the SCU footprint, as it did also on our support for orientation, residentials and other social & professional events and activities.

SCPA continued our active engagement with our national peak body, the Council of Australian Postgraduate Associations (CAPA) to ensure that our members' interests are represented effectively at national government and policy level. To that end, I am very pleased to report that, across 200, I served proudly as CAPA's National Queer Officer.

The future for 2021 and beyond now looks somewhat more promising. The new SSAF allocation process at SCU has seen continuation of our advanced skills training, restoration of funds for food and drinks on campus, and new money for promoting health & welfare, help with employment & careers advice and helping postgrads with their financial affairs.

Furthermore, we continue negotiations with the office of the VC to release promised alternative streams of funding for PRAXIS, RISE and Psychology Honours conferences. Also, we remain confident and determined to work constructively with SCU toward design and delivery of key programs that postgrads clearly value.

Enormous thanks to our SCPA staff – Craig, Lesley and Katie. In particular, I must farewell the wonderful Katie Hotko but also I'm most pleased to welcome her equally wonderful replacement in Coral Jeffries, who joined us in March 2021.

Finally, I must also thank the outgoing Management Committee – Gurmeet Matharu, Jane Mosco, Chantelle Free, Achchuthan Sivapalan, Megan Lee, Big Rob and Hannah McGuigan - for your dedication and enthusiasm in your posts across 2020/21.

Best regards, too, to all SCPA members across the SCU footprint, and I commend this 2020 Annual Report to all of you in today's Annual General Meeting.

SHAE BROWN
PRESIDENT

Membership

As at 31 December 2019, SCPA membership stood at a total of 392 active postgraduate and honours students. During 2020 we welcomed 134 new members. This left us with total membership of 526 at 31 December 2020, which compares very favourably with previous years (particularly given COVID restrictions on activities); and accounted for over 10 percent of the entire PG & Honours student cohort enrolled at SCU (approx.. 5,000). SCPA members comprised PG and Honours students from across the entire SCU footprint:-

Figure 1: Membership growth to December 2020

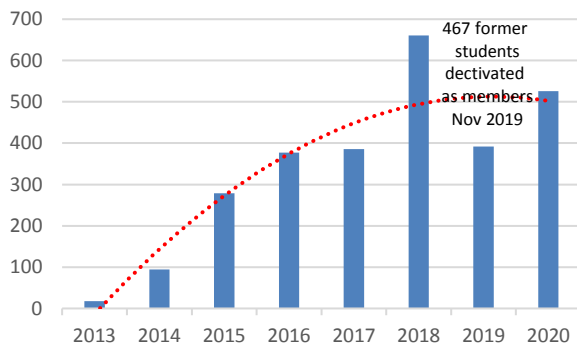


Figure 1 shows membership effectively plateauing at around 500 members. Figures 2, 3, 4 and 5 show that most members of SCPA were studying on campus, but online and metro students remained very well represented at one-third of total membership. SCPA members were most likely to visit the Gold Coast campus, followed by Lismore. The vast majority of members were studying by coursework, but HDR and honours students remained very well represented. All schools were well represented.

Overall, we continued to reach and to represent postgraduate students across the entire cohort and SCU footprint, although continued growth appears sluggish. This likely will continue to prove challenging during 2021 with uncertainty of the impact of COVID both on international postgraduate student enrolments and on normal face-to-face activities and events.

Figure 2: Membership by mode of study

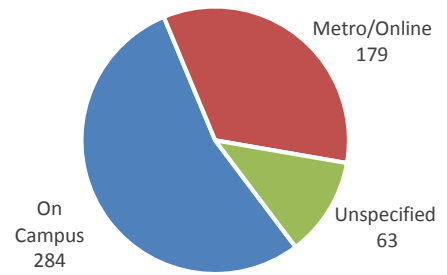


Figure 3: Membership by campus most visited

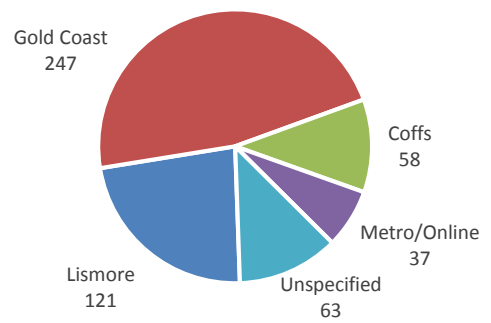


Figure 4: Membership by course of study

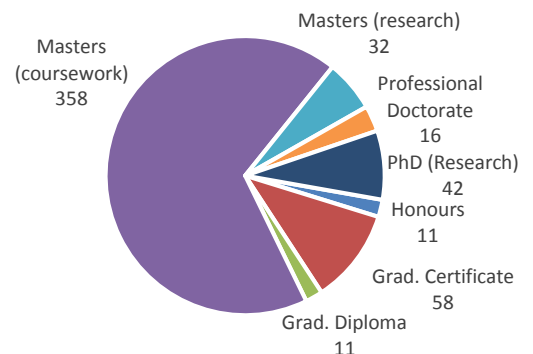
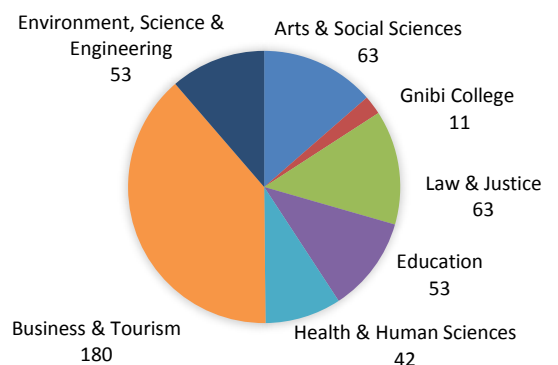


Figure 5: Membership by school



Advanced Skills Training Workshops & Online Resources

Advanced Skills Training Workshops

2020 saw restoration of SSAF funding for our program of advanced skills training for study and research. However, due to outbreak of the COVID pandemic and subsequent restrictions in early 2020, all skills training workshops were delivered online (principally via Zoom).

Workshops reached a total of 624 registrants, which well exceeded our original target of 520. Formal written evaluation was sought from all participants at most workshops. While some workshops were patchier than others, nevertheless overall evaluation can be classified as Very Good.

The full range of workshops delivered comprised:

- Putting the Ph Back in Ph.D.
11 registrants. Feedback: Very Good.
- Drama Workshop - Envisioning Your Goals
10 registrants. Feedback: Very Good.
"The workshop gave me tools to clarify my ideas and focus on my important goals for the coming year (and beyond). I enjoyed all aspects of the workshop"
- Nvivo - Consultations
15 registrants. Feedback: Very Good.
- Advanced Word (Full day training)
42 registrants. Feedback: Very Good.
- Advanced Excel (Full day training)
42 registrants. Feedback: Very Good/Good
"I wish I had completed this course earlier in my university studies. Before Honours would have been great, or very early in my PhD. I've spent lots of time doing things 'the hard way'." "It is very generous of SCPA to

provide these courses. I am very grateful for this."

- Intermediate Excel (Full day training)
15 registrants. Feedback: Very Good
"As an accounting student, many insights of Excel were helpful."
- Advanced Literature Review
79 registrants. Feedback: Very Good/Good
"Really quality material & great for the beginner researcher who doesn't know what they don't know & is struggling with where to start"
- Creating a Short Animated Video: Using PowerPoint
11 registrants. Feedback: Very Good.
*"It was great to learn about new options from PowerPoint. I wasn't even aware that you can make animations in PPT. It gives me a new perspective and idea of how to make my future presentations more creative."
"Thank you Katie. I found the workshop to be very helpful, and pitched at the right level for beginners. Not too complicated, and you didn't bombard us with an overwhelming amount of information. I also really appreciated the opportunity to have a play, and to ask questions as they arose. This was very helpful, as workshops often just talk talk talk, demonstrate demonstrate demonstrate, and then when you try to do what the instructor explained and it doesn't work, it can be so frustrating."*
- Creating a Short Animated Video: Using PowerPoint (Evening session)
11 registrants. Feedback: Very Good.
- Manage Your Stress Through Drama
15 registrants. Feedback: Very Good/Good
"Thili was a very engaging, knowledgeable, and skilled instructor. More of this please!"
- Taming the Beast – Introduction to Nvivo
53 registrants. Feedback: unavailable
- Using Nvivo for Literature Review 1
34 registrants. Feedback: unavailable
- Using Nvivo for Literature Review 2
12 registrants. Feedback: unavailable
- Statistics Can Be Fun - 4 part series
38 registrants. Feedback: unavailable

- Science Communication
24 registrants. Feedback: Good/average
"Good overview of the topic. Very pleasant and positive presentation style."
- SCPA Student Panel webinar
27 registrants. Feedback: Very Good
"Very insightful, informative and completely relevant discussion. Thank you so much for this fabulous Webinar, and for the input of amazing and inspiring panelists."
- Using Canva for Design
18 registrants. Feedback: Very Good
"I used it as an intro to Canva. I had not known Canva existed. It will be useful to me as I like to create posters and PPTs. As I am not a digital native I need to be walked through the presentation slowly... Now I go away and learn how to use it by trial and error and online tutorials."
- Using Canva for Design evening session)
15 registrants. Feedback: Very Good
- Handle Your Habits
91 registrants. Feedback: unavailable
- Microsoft Excel Introduction
10 registrants. Feedback: unavailable
- Microsoft Power BI
15 registrants. Feedback: unavailable
- Microsoft PowerPoint Advanced
15 registrants. Feedback: unavailable
- Microsoft Word Styles and Templates (Full day training)
15 registrants. Feedback: unavailable
- Excel for Research
15 registrants. Feedback: unavailable

Online Training Resources

During 2020, the following resources were mounted to the PG Blackboard site:

- Excel for Research Workbook (supplemented with the SCU Excel for Research Quick Guide and a series of short video tutorials)

The following workshops were mounted as You Tube videos to the SCPA website:

- SCPA Information Session (96 views)
- SCPA Student Panel – Interviews in Research (26 views)
- The Role of Theatre in Research (18 views)
- Using Nvivo For You – Literature Review (656 views)
- SCPA Workshop – Using Nvivo for Literature Reviews (93 views)
- Well-being for Students Who Self-Identify with Dyslexic-like Challenges (8 views)
- Creating an Animated Video for PowerPoint (5 views)
- Statistics Can Be Fun Part 1 (44 views)
- Statistics Can Be Fun Part 2 (17 views)
- Statistics Can Be Fun Part 3 (13 views)
- SCPA "Alumni" Symposium 2020

Coaching & Editing Services

During 2020, SCPA delivered individualised coaching in academic writing skills and editorial support to 17 PG students. All had been identified as likely to fail and then referred to us by UAs/supervisors, SCU International or SCU Learning Assistance. All but one PG were identified as International PGs. Of this group, only five PGs (29%) failed to complete their units successfully.

SCPA Editing and Coaching Service



Eligibility

Any postgraduate student who has failed/or are at risk of failing an assessment/milestone and needs assistance with their academic English. This student needs to have accessed other university supports first (for example Learning Zone)

Service

We will pair the student up with an editor who will edit a piece of work (assignment or chapter) and offer at least one coaching session to support that student through the editing process

Contact us:

We need a short description of the students needs and the students contact details:

scpa-goldcoast@scu.edu.au



Facilities for Postgrad Students & Study Groups

During 2020, SCPA continued to stock and support the postgrad kitchen and “postgrad precinct” at Coffs Harbour campus (approx. 50 regular users).

Unfortunately, COVID restrictions and loss of SSAF funding for such activities precluded any further support in this area. However, restoration of SSAF funding for 2021 should see more support to postgrad kitchens and study groups into the future.

Welfare & Financial Assistance

In 2013, SCPA had introduced our Exceptional Circumstances Financial Assistance to Students (ECFAS) scheme, with a view to assisting eligible students financially in a wide range of matters that cannot otherwise be met through normal SCU or community-based social welfare programs. However, SSAF funding was denied for this service for 2020. Nevertheless, SCPA honoured ECFAS funding for two matters that previously had been approved in December 2019 (total \$240).

SCU have offered us significant new SSAF funding for assisting students with their financial affairs in 2021. SCU continues to prohibit a direct assistance model, but we look forward to working more closely with them to clarify what form of service this assistance otherwise might take.

Social, Professional & Orientation Events

Unfortunately, COVID restrictions and denial of SSAF funding for any social, professional and orientation activities precluded most support in this area for 2021. Nevertheless:

- SCPA staff co-hosted O-Week activities at National Marine Sciences Centre early 2020.
- SCPA staff conducted online O-Week presentations in mid-2020; and
- A recorded O-Week presentation was uploaded both to SCU Orientation and SCPA BlackBoard sites.

Fortunately, a new model for SSAF funding to SCPA may allow us to restore a modest budget for such activities in 2021 and beyond.

Postgrad Research & Practice Conferences

PRAXIS 2020

PRAXIS 2020 was not funded by SSAF, nevertheless was convened using other financial resources. Due to COVID restrictions, PRAXIS 2020 was delivered online via the Whova conference platform.

99 participants attended to receive 44 formal presentations comprising:

- 33 x research papers
- 6 x study slam presentations
- 2 x animated poster presentations
- Opening address by SCU Dean of Graduate Studies, Prof. Les Cristidis
- Keynote addresses by DVC (Research) Prof. Mary Spongberg & DVS (Students) Prof. Nan Bahr
- "SCPA Alumni" symposium and panel discussion

Students attended from across the entire SCU footprint. There was good engagement not only with HDR students, but also with both honours and coursework students. Similarly, there was good engagement with online & metro students.

Feedback sheets from attendees and participants indicate overwhelmingly strong satisfaction. Open ended comments included, for instance:

- *"Fantastic work and congratulations to the organisers. Thank you for providing this opportunity to post-graduate students to showcase their work in such an inclusive and open manner. Thank you for providing me, as a beginning post-graduate student, this opportunity to learn from others who are further down the educational pathway than me."*
- *"This conference is very well organised and the supporting team is very kind and helpful. This a beneficial venue for me as international student to learn to present research in international forum."*
- *"Very impressive and productive event."*
- *"Well done to the SCPA for forging ahead despite COVID and figuring out a way for us all to be together to learn from and support each other! So important and special. Thanks to all involved. It was awesome."*
- *"SCPA has gone beyond measure in creating conditions for we as students to do our best - to move forward."*



Annual Psychology Honours Conference

Since 2015, SCPA has remained a proud financial sponsor of the Annual Psychology Honours Conference at SCU's Coffs Harbour campus. This conference has been organised for many years by SCU's Psychology Honours students with support from the School of Health & Human Sciences. Due to COVID restrictions, however, the 2020 Conference did not proceed.

RISE (Research in Science & Engineering) Conference

Since 2015, SCPA has remained a proud major sponsor and logistical supporter for the annual RISE (Research in Science & Engineering) Conference. RISE is an annual 2-day event organised by HDR and Honours students enrolled with the School of Environment, Science and Engineering and with principal support from the school itself. Due to COVID restrictions, however, the 2020 Conference did not proceed.

Postgrad HelpLine

Postgrad HelpLine was established in September 2013 to provide free and confidential information, advice, referral and advocacy support to all postgraduate students enrolled at SCU. The service assists students not only with both academic and administrative issues directly relating to their studies, but also in wider social welfare and other matters.

Figure 1 shows growth in service activity since 2013 by both individual cases (a measure of how many students are affected by matters) and occasions of service (a measure of the actual work required to assist those students). During 2020, the HelpLine assisted 205 students requiring 395 occasions of service, demonstrating substantial decline in service activity compared to previous years. This decline can be attributed largely to COVID restrictions and decline in postgraduate enrolments at SCU.

Location of campus served

Figure 2 breaks down service activity by campus of enrolment for both individual students and occasions of service. The charts show that the service continued to reach the entire SCU footprint. Lismore accounted for almost one-half of both all individual matters and actual workload (as indicated by occasions of service), followed by Gold Coast. Metro/Online students were well represented, accounting for more than one in five individual cases and almost one-quarter of actual workload, indicating very strong improvement in our reach to those students, when compared to previous years.

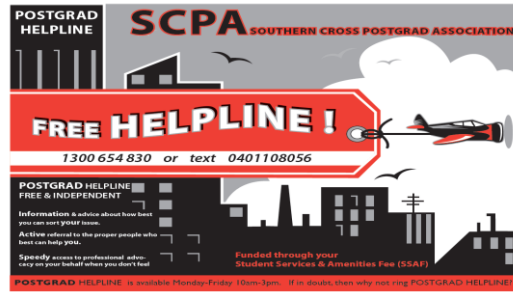


Figure 1: Total service activity 2013-2018

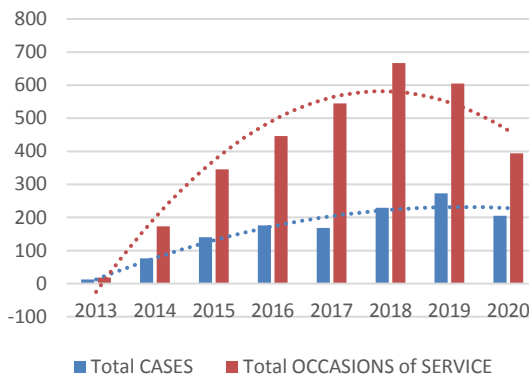
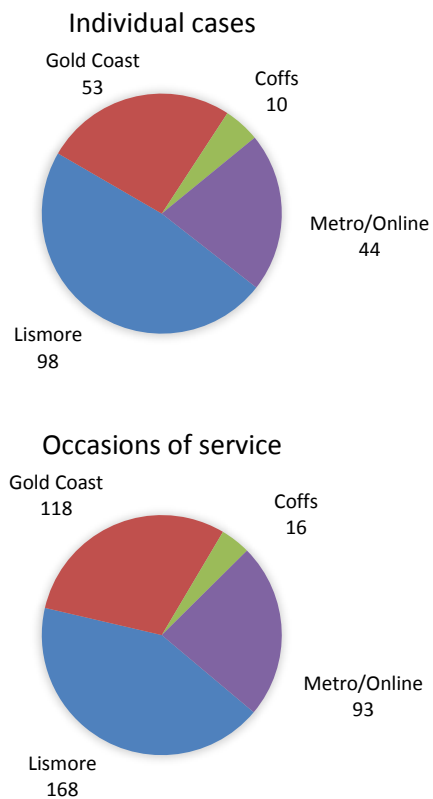


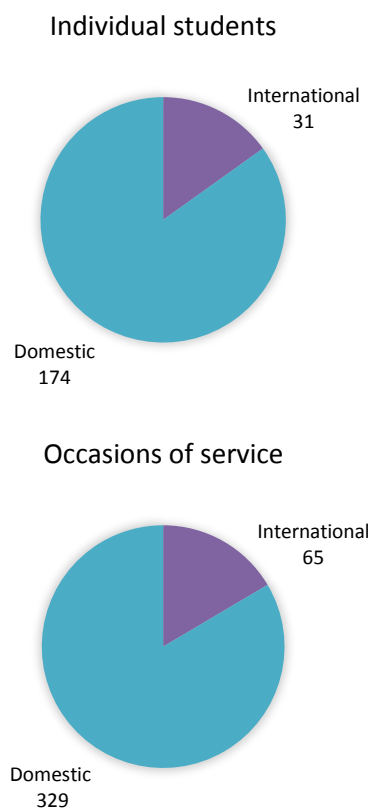
Figure 2: Location of campus served



International students

Figure 3 breaks down service activity by domestic v. international enrolment, for both individual students and occasions of service. Bearing in mind that most international students will visit SCU International as their first point of call when seeking support, and also bearing in mind the loss of many international postgraduate students as a result of the COVID pandemic, then the charts demonstrate that international students during 2020 enjoyed relatively good access to the service as a proportion of the entire student cohort.

Figure 3: International v. domestic students

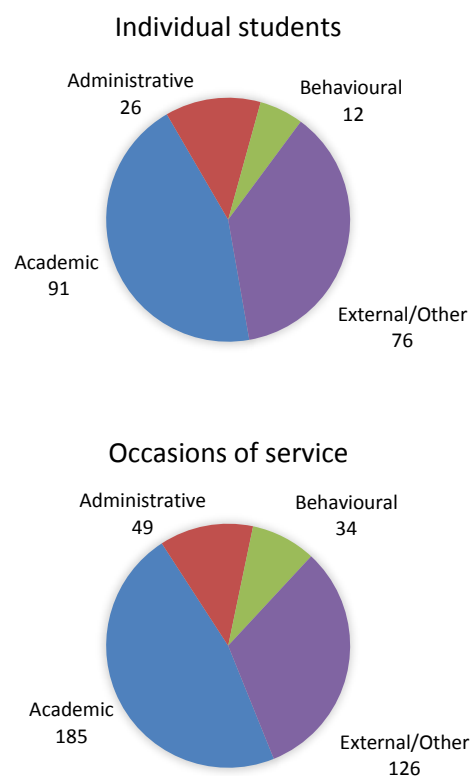


Type of matter

Figure 4 breaks down service activity by type of issue, for both individual students and occasions of service.

The charts show that academic matters and “external/other” matters accounted for most HelpLine activity during 2020. These charts also indicate that academic and behavioural matters tended to have required slightly greater relative workload to resolve these. Administrative and external matters, on the other hand, were relatively easier to resolve.

Figure 4: Type of matter

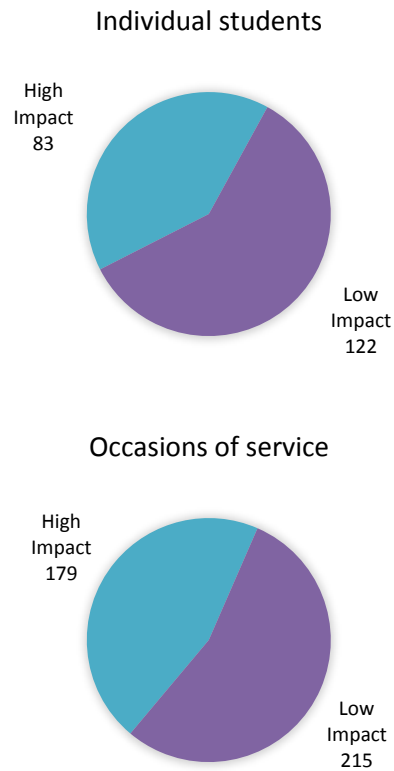


Likely impact of matter

Figure 5 breaks down likely impacts of matters (and hence their relative importance), for both individual students and occasions of service.

Unlike previous years, the charts indicate that most individual matters and their associated workloads involved issues that were less likely to affect significantly the student’s ability to complete. Nevertheless, higher-impact matters required relatively greater workload to resolve these successfully

Figure 5: Likely impact of matter

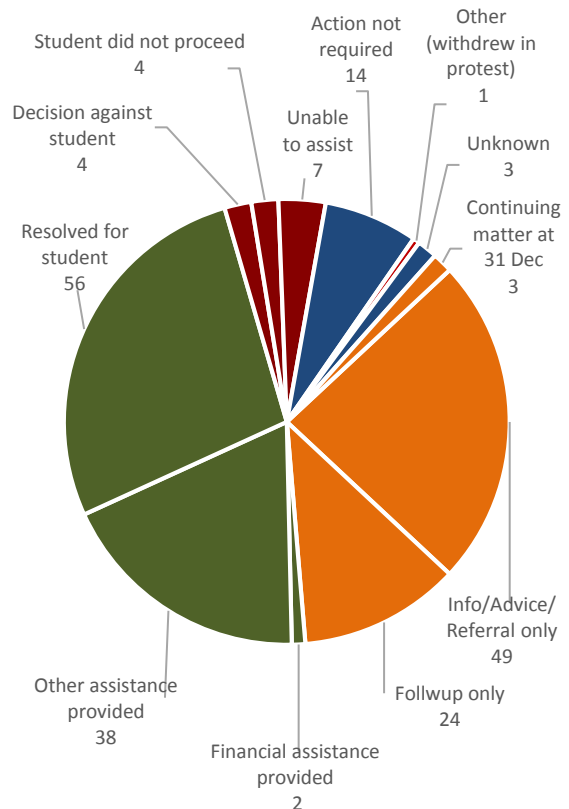


Service outcomes

Figure 6 breaks down service outcomes at the conclusion of each case. The figures indicate generally favourable/useful outcomes for students. Almost one-half of all matters either were resolved or otherwise were directly assisted for the student. Another one-third of matters merely required information or active referral to the right people to assist.

Unfavourable outcomes or inability to assist the student accounted for fewer than one in six matters. One student withdrew from SCU in protest at SCU’s proposed new “6x6” teaching calendar. Three matters remained pending at 31 December 2020. The outcomes of only three matters remain unknown.

Figure 6: Helpline service outcomes



Representing Postgrads

SRC

Since 2020, SCPA no longer has automatic representation on SCU's Student Representation Committee (SRC).

Academic Board & Research committees

Late in 2020, Postgraduate Student Representative on SCU Academic Board, Hannah, McGuigan, was co-opted to SCPA Management Committee.

Katie Hotko continued to attend most meetings of the Higher Degrees by Research Committee (HDRC) as SCPA's nominee.

Council of Australian Postgraduate Associations (CAPA)

SCPA maintained our affiliation with, and active participation in, the Council of Australian Postgraduate Associations (CAPA), the recognised national peak body for postgraduate students.

Small delegations comprising Shae Brown, Katie Hotko, Chantelle Free and Craig Wilson attended both Special Council Meeting (May) and Annual Council Meeting (December), both of which were convened virtually via Zoom.

SCPA President, Shae Brown, served as CAPA National Queer Officer throughout 2020.



Other Fora

SCPA continued correspondence with SCU outlining concerns over a variety of matters affecting students and student associations at SCU.

SCPA continues to develop our social media and online presence so that we can better engage with all postgraduate students right across the entire SCU footprint.



Treasurer's Report

Year ending 31 December 2020

During 2020, SCPA received total income of \$191,913.74, mainly comprising \$171,832.50 in SSAF grant funding from Southern Cross University, but this year also including \$20,000 from the Commonwealth's COVID stimulus package ("ATO cashflow boost"). We earned \$81.24 in bank interest.

Total expenditure of \$177,546.39 resulted in an operating surplus for the year of \$14,367.35. When added to retained surplus funds from previous years, this results in a closing retained surplus at 31 December of \$47,785.82.

All SSAF funds were fully expended. The entire operating surplus can be accounted for from unexpended COVID Stimulus funds.

The balance sheet shows SCPA to have been in a strong financial position at 31 December 2020 with total assets of \$87,088.33. These assets were offset by total liabilities of only \$39,302.51. This thereby left the association with net assets of \$47,785.82 at 31 December 2020, and so in more very healthy position to continue trading solvently.

The committee continues to heed the auditor's advice from 2019 to maintain our retained surplus around \$30,000 for ongoing sustainability.

The 2021 financial year will bring both new opportunities and new challenges to the Association. A new SSAF allocation process saw the SSAF Committee increase funding to meet our core operating costs (staffing & administration). Furthermore, our 2021 allocation retains SSAF funding for our advanced skills training programs and restores funding toward most social and professional events.

In early 2020, the University had promised an alternative funding stream for our annual PRAXIS Postgrad Conference, along with similar new funding for the RISE and Psychology Honours conferences. However, the financial impact on SCU of the COVID-19 pandemic during 2020 likely may see the University to review those promises into the future. PRAXIS 2020 was funded neither from SSAF nor otherwise by SCU, but rather from our COVID stimulus funds.

Nevertheless, our 2021 SSAF allocation also includes new funding for important initiatives:

- Promoting health & welfare;
- Employment or advice on careers; and
- Help with financial affairs.

Exactly what form these new initiatives might take currently remains under negotiation with SCU. Nevertheless, they promise important new opportunities for SCPA to step up further as an effective and responsive student association.

SCPA Committee remain determined to work constructively with SCU to properly fund and deliver services that students clearly value.

SCPA Management Committee herewith commends the Audited Financial Statements to 31 December 2020 to the members at this 9th Annual General Meeting.

JANE MOSCO
TREASURER





Dane Zeeman B.COM CPA
2/22 Park Avenue, Coffs Harbour NSW 2450
PO Box 427, Coffs Harbour NSW 2450
1300 966 548 | admin@zeemanaccounting.com.au

Independent audit report
To the members of Southern Cross Postgraduate Association Inc

We have audited the accompanying financial report, being a special purpose financial report, of the Southern Cross Postgraduate Association Inc, which comprises the Detailed Balance Sheet at 31 December 2020, the Income and Expenditure Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

Management responsibility for the financial report

The Committee is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act 2009 (NSW)* and the needs of the members. The Committee's responsibility also includes such internal control as the Committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Audit opinion

In our opinion, the financial report of Southern Cross Postgraduate Association Inc presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Southern Cross Postgraduate Association Inc at 31 December 2020 and the results of its operations (and its cash flows) for the year then ended.

Basis of accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee's reporting responsibilities. As a result, the financial report may not be suitable for another purpose.

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Dane Zeeman

9 April 2021

**Southern Cross Postgraduate
Association Inc**

ABN 91 233 499 176

Financial Statements
For the year ended 31 December 2020

Southern Cross Postgraduate Association Inc
ABN 91 233 499 176

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[Statement by Members of the Committee](#)

Southern Cross Postgraduate Association Inc
ABN 91 233 499 176
Income and Expenditure Statement
For the year ended 31 December 2020

	2020	2019
	\$	\$
Income		
SSAF Funding: staffing & administration	138,832.50	125,375.00
SSAF Funding: programs & activities	33,000.00	41,000.00
ATO cashflow boost	20,000.00	
Interest received	81.24	68.89
Total income	191,913.74	166,443.89
Expenses		
Bank charges	0.10	
Bookkeeping	2,390.00	2,615.02
Committee expense	89.91	
Computer & peripherals	4,345.56	90.91
Conferences	6,890.22	12,825.09
Employees	119,189.12	105,555.76
Financial aid to students	240.00	2,530.89
Insurance	3,993.07	4,722.55
Legal & accounting	997.00	992.92
Networking & peak body affiliation	6,844.62	7,202.19
Office supplies	778.07	819.54
Orientation		3,640.46
Postgraduate facilities	1,614.12	803.17
Printing		581.26
Software	2,515.56	1,418.00
Telephone & internet	789.45	835.38
Travel	2,929.02	11,509.21
Website development	457.01	559.65
Workshops & programs	23,483.56	8,933.22
Total expenses	177,546.39	165,635.22
Surplus from ordinary activities	14,367.35	808.67
Surplus attributable to the association	14,367.35	808.67
Total changes in equity of the association	14,367.35	808.67

The accompanying notes form part of these financial statements.

Southern Cross Postgraduate Association Inc
ABN 91 233 499 176
Income and Expenditure Statement
For the year ended 31 December 2020

	2020	2019
	\$	\$
Opening retained surplus	33,418.47	32,609.80
Surplus attributable to the association	14,367.35	808.67
Closing retained surplus	<u>47,785.82</u>	<u>33,418.47</u>

The accompanying notes form part of these financial statements.

Southern Cross Postgraduate Association Inc
ABN 91 233 499 176
Detailed Balance Sheet as at 31 December 2020

	Note	2020 \$	2019 \$
Current Assets			
Cash Assets			
Westpac cheque account		81,674.57	57,823.63
Westpac debit card account		3,471.66	2,141.59
Petty cash		13.10	13.10
		<u>85,159.33</u>	<u>59,978.32</u>
Current Tax Assets			
GST clearing		1,929.00	1,573.00
		<u>1,929.00</u>	<u>1,573.00</u>
Total Current Assets		<u>87,088.33</u>	<u>61,551.32</u>
Total Assets		<u>87,088.33</u>	<u>61,551.32</u>
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		413.34	
		<u>413.34</u>	
Current Tax Liabilities			
PAYG withholding payable		2,302.00	2,112.00
		<u>2,302.00</u>	<u>2,112.00</u>
Provisions			
Superannuation payable		2,268.67	2,260.91
Employee leave accruals		34,318.50	23,759.94
		<u>36,587.17</u>	<u>26,020.85</u>
Total Current Liabilities		<u>39,302.51</u>	<u>28,132.85</u>
Total Liabilities		<u>39,302.51</u>	<u>28,132.85</u>

The accompanying notes form part of these financial statements.

Southern Cross Postgraduate Association Inc

ABN 91 233 499 176

Detailed Balance Sheet as at 31 December 2020

	Note	2020 \$	2019 \$
Net Assets		<u>47,785.82</u>	<u>33,418.47</u>
Members' Funds			
Accumulated surplus (deficit)		<u>47,785.82</u>	<u>33,418.47</u>
Total Members' Funds		<u>47,785.82</u>	<u>33,418.47</u>

The accompanying notes form part of these financial statements.

Southern Cross Postgraduate Association Inc

ABN 91 233 499 176

Notes to the Financial Statements

For the year ended 31 December 2020

Note 1: Summary of Significant Accounting Policies

Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of New South Wales. In the opinion of the committee the association is not a reporting entity because it is not reasonable to expect the existence of users who rely on the association's general purpose financial statements for information useful to them for making and evaluating decisions about the allocation of resources.

The financial report has been prepared in accordance with the Associations Incorporations Act of New South Wales, the basis of accounting specified by all Australian Accounting Standards and Interpretations, and the disclosure requirements of Accounting Standards AASB 101: Presentation of Financial Statements, AASB 107: Cash Flow Statements, AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors, AASB 1031: Materiality and AASB 1054: Australian Additional Disclosures.

The association has concluded that the requirements set out in AASB 10 and AASB 128 are not applicable as the initial assessment on its interests in other entities indicated that it does not have any subsidiaries, associates or joint ventures. Hence, the financial statements comply with all the recognition and measurement requirements in Australian Accounting Standards.

The association has not assessed whether these special purpose financial statements comply with all the recognition and measurement requirements in Australian Accounting Standards.

The financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

(a) Employee Benefits

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

(b) Cash and Cash Equivalents

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

(c) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

The association has applied AASB 15: Revenue from Contracts with Customers (AASB 15) and AASB 1058: Income of Not-for-Profit Entities (AASB 1058) using the cumulative effective method of initially applying AASB 15 and AASB 1058 as an adjustment to the opening balance of equity at 1 July 2019. Therefore, the comparative information has not been restated and continues to be presented under AASB 118: Revenue and AASB 1004: Contributions.

In the current year

Southern Cross Postgraduate Association Inc

ABN 91 233 499 176

Notes to the Financial Statements

For the year ended 31 December 2020

Contributed Assets

The association receives assets from the government and other parties for nil or nominal consideration in order to further its objectives. These assets are recognised in accordance with the recognition requirements of other applicable accounting standards (eg. AASB 9, AASB 16, AASB 116 and AASB 138).

On initial recognition of an asset, the association recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer).

The association recognises income immediately in profit or loss as the difference between initial carrying amount of the asset and the related amount.

Operating Grants, Donations and Bequests

When the association receives operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the association:

- identifies each performance obligation relating to the grant
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations.

Where the contract is not enforceable or does not have sufficiently specific performance obligations, the association:

- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards (eg. AASB 9, AASB 16, AASB 116 and AASB 138)
- recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer)
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

If a contract liability is recognised as a related amount above, the association recognises income in profit or loss when or as it satisfies its obligations under the contract.

Capital Grant

When the association receives a capital grant, it recognises a liability for the excess of the initial carrying amount of the financial asset received over any related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer) recognised under other Australian Accounting Standards.

The association recognises income in profit or loss when or as the association satisfies its obligations under the terms of the grant.

Interest Income

Interest revenue is recognised using the effective interest rate method.

Dividend Income

The association recognises dividends in profit or loss only when the right to receive payment of the dividend is established.

Southern Cross Postgraduate Association Inc

ABN 91 233 499 176

Notes to the Financial Statements

For the year ended 31 December 2020

Income from Sale of Goods

The association publishes and sells books and magazines publications to the general public. Revenue is recognised when control of the products has transferred to the customer. For such transactions, this is when the products are delivered to the customers. Volume discounts could be provided with the sale of these items, depending on the volume of aggregate sales made to eligible customers over every six-month period. Revenue from these sales is based on the price stipulated in the contract, net of the estimated volume discounts. The volume discounts are estimated using historical experience and applying the expected value method. Revenue is then only recognised to the extent that there is a high probability that a significant reversal of revenue will not occur. Where there is expected volume discounts payable to the customers for sales made until the end of the reporting period, a contract liability is recognised.

A receivable will be recognised when the goods are delivered. The association's right to consideration is deemed unconditional at this time as only the passage of time is required before payment of that consideration is due. There is no significant financing component because sales (which include those with volume discounts) are made within a credit term of 30 to 45 days.

Customers have a right to return products within 60 days as stipulated in the current contract terms. At the point of sale, a refund liability is recognised based on an estimate of the products expected to be returned, with a corresponding adjustment to revenue for these products.

Consistent with the recognition of the refund liability, the association further has a right to recover the product when customers exercise their right of return so consequently the company recognises a right to returned goods asset and a corresponding adjustment is made to cost of sales.

Historical experience of product returns is used to estimate of the number of returns on a portfolio level, using the expected value method. It is considered highly probable that significant reversal in the cumulative revenue will not occur given the consistency in the rate of return presented in the historical information.

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

In the comparative period

Non-reciprocal grant revenue was recognised in profit or loss when the association obtained control of the grant and it was probable that the economic benefits gained from the grant would flow to the entity and the amount of the grant could be measured reliably.

If conditions were attached to the grant which must be satisfied before the association was eligible to receive the contribution, the recognition of the grant as revenue was deferred until those conditions were satisfied.

When grant revenue was received whereby the association incurred an obligation to deliver economic value directly back to the contributor, this was considered a reciprocal transaction and the grant revenue was recognised in the statement of financial position as a liability until the service had been delivered to the contributor; otherwise the grant was recognised as income on receipt.

The association received non-reciprocal contributions of assets from the government and other parties for no or nominal value.

These assets were recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of profit or loss and other comprehensive income.

Donations and bequests were recognised as revenue when received.

Southern Cross Postgraduate Association Inc

ABN 91 233 499 176

Notes to the Financial Statements

For the year ended 31 December 2020

Interest revenue was recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Dividend revenue was recognised when the right to receive a dividend had been established.

Rental income from operating leases was recognised on a straight-line basis over the term of the relevant leases.

Revenue from the rendering of a service was recognised upon the delivery of the service to the customer.

(d) 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.

(e) Trade and Other Payables

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

Southern Cross Postgraduate Association Inc
ABN 91 233 499 176
Statement by Members of the Committee
For the year ended 31 December 2020

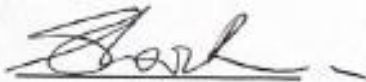
The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

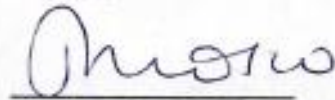
1. Presents fairly the financial position of Southern Cross Postgraduate Association Inc as at 31 December 2020 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



President



Treasurer

The accompanying notes form part of these financial statements.



Welcome to your SCPA

Funded through your SSAF
(Student Services & Amenities Fee)

Some of our services include:

- Free Helpline 1300 654 830
- Annual PRAXIS conference
- Orientation lunches/drinks
- Academic skills and training
- Help with employment, careers advice and finances
- Representation at national association - CAPA

SCPA Staff



Coffs Harbour Officer
Lesley Bennet
scpa-admin@scu.edu.au

Lismore Officer
Craig Wilson
scpa-helpline@scu.edu.au

Gold Coast Officer
Coral Jeffries
scpa-goldcoast@scu.edu.au

MEET YOUR COMMITTEE



Shae Brown
President



Chantelle Free
Vice-President



Jane Mosco
Treasurer



Gurmeet Matharu
Secretary



Katie Hotko



Megan Lee



Big Rob



Hannah McGuigan



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Become a member today!

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SOUTHERN CROSS POSTGRADUATE ASSOCIATION INC.

MEMBERSHIP APPLICATION FORM

Membership is free to all postgraduate and honours students who are currently enrolled at Southern Cross University.

The SCPA constitution is available on request and also is available for viewing and downloading from the SCPA website www.scpa.net.au

APPLICANT INFORMATION		
Last Name:	First:	Date
Street Address		
City	State	Post Code
Phone No.	E-mail Address (SCU address only)	
Student No.	School	
Are you currently enrolled in a postgraduate or honours course of study at Southern Cross University? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Name of Degree		
PhD (Research) <input type="checkbox"/> , PhD (Professional) <input type="checkbox"/> , Masters (Research) <input type="checkbox"/> , Masters (Course work) <input type="checkbox"/>		
Graduate Diploma <input type="checkbox"/> , Graduate Certificate <input type="checkbox"/> , Honours <input type="checkbox"/>		
Type of enrolment: Full-time <input type="checkbox"/> , part-time <input type="checkbox"/>		
Distance <input type="checkbox"/> or On campus <input type="checkbox"/>		
Campus most visited/associated with: Coffs Harbour <input type="checkbox"/> , Lismore <input type="checkbox"/> , Gold Coast <input type="checkbox"/> , Hotel School <input type="checkbox"/> , Overseas <input type="checkbox"/> , Other		
Closest main city:		

I hereby affirm and declare that I am currently enrolled in a postgraduate and/or honours course of study at Southern Cross University and that the above information is correct. I hereby apply for membership of SCPA Inc. and I agree to abide by the rules of the association.

Signature of applicant: _____ Date: _____

COMMITTEE NOMINATION AND APPROVAL (OFFICE USE ONLY)	
Confirmed by SCPA Inc Committee: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date:
Member #1	Member #2
REGISTER OF MEMBERS PROCESSING	
Added to Register of Members: YES <input type="checkbox"/> Date:	

Return completed form to Southern Cross Postgraduate Association Inc, Hogbin Drive Coffs Harbour
scpa-admin@scu.edu.au | www.scpa.net.au