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University of Wollongong Union Annual Report 1985

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THE UNIVERSITY OF WOLLONGONG UNION



19TH ANNUAL REPORT 1985

THE UNIVERSITY OF WOLLONGONG UNION

GENERAL REPORT

1985 was a difficult year for the Union. The overcrowding of facilities mentioned in previous Annual Reports added a new urgency to the planning for vastly improved member services, especially space. At the same time, rooms previously not used on a day to day basis were pressed into service, in an attempt to alleviate the pressure. This trend will continue in 1986, with all available space used for food services on a daily basis.

The refurbished Greenery opened for trade in early 1985 and was an immediate success with members. An outlay of Union funds of \$125,000 for the Greenery, together with \$60,000 for the Dining Room extensions and a further \$30,000 for other capital improvements has exhausted the financial reserves of the Union. However, the need for a major expansion of facilities is urgent and the Union must respond to this need.

With this need in mind, the Union continued planning for a Commercial Centre Development in 1985. The Commercial Centre, together with the relocation of the existing squash courts to the Recreation Centre site, will provide valuable space. An initial contribution of \$250,000 from the University has enabled the Union to commence negotiations with finance houses with the aim of raising a loan of M\$1.00.

There appears to be little prospect of obtaining Government Grant monies for Union developments. A close co-operative approach between the Union and the University is the only way in which further capital development can occur.

1985 saw a continuation in the trend of increasing catering deficits. The Union recorded a surplus on catering in 1983 of \$14,690, a deficit in 1984 of \$27,719 and a further deficit in 1985 of \$63,297. If the Union is to be expected to make major contributions to a building programme in the future, this trend must be reversed and reserves must be accumulated.

There are many factors contributing to the escalating losses on catering. The introduction of the 38 hour week and rapidly rising food costs are two such factors. However, the biggest single factor in 1985 has been the loss sustained by operating the Bistro as an a-la-carte restaurant during the evenings. 1986 will see the Bistro operating as a char grill during the evenings.

Despite heavy daily usage of facilities, the Union continues to attract many thousands of visitors to private functions and to its Activities programme. Community interaction reaches its peak in October when in excess of 40,000 people are attracted to University Open Day and Expo.

As a direct result of heavy and sustained use, existing Union facilities are in urgent need of refurbishment. Plans are already advanced for a progressive refurbishment which will be spread over a number of years.

A dedicated and co-operative staff, working closely with the Union Board of Management, will ensure that Union services will grow and change according to the rapidly changing needs of the membership.



BOARD OF MANAGEMENT 1985 – 86

(from 3rd September 1985)

Chairperson:

**John Lee (until 4.2.86)
Khalid Ali (from 4.2.86)**

Deputy Chairperson:

Mark Turnbull



Noel Diffey



John Lee

BOARD MEMBERS

Michael Brcic (until 15.10.85)

Elena Caruso

Mini Craig

Mark Ferrington

Stephen Heslop (Until 31.12.85)

Des Jamieson

Brendan Jones

George Kolovos

Joanne McLean (until 31.12.85)

Ben Meek

Winifred Mitchell

Joseli Munive

Nelly Munive

Harvey Purse

Martin Szonyi

* * * * *

**Secretary-Manager:
Noel Diffey**

STANDING COMMITTEES 1985 – 86

EXECUTIVE

K. Ali (from 4.2.86)
M. Craig
N. Diffey
D. Jamieson

J. Lee (until 4.2.86)
M. Szonyi
M. Turnbull

FINANCE & SERVICES

K. Ali
P. Bottele
E. Caruso
J. Collins
N. Diffey
J. Lee (until 4.2.86)

B. Meek
N. Munive
H. Purse
M. Szonyi
M. Turnbull

ACTIVITIES

K. Ali (from 4.2.86)
B. Bokulic (until 31.12.85)
E. Caruso
N. Diffey
M. Ferrington
D. Haines

S. Heslop (until 31.12.85)
B. Jones
J. Lee (until 4.2.86)
N. Markulin (from 11.2.86)
A. Mar (from 11.2.86)

CHILDCARE CENTRE MANAGEMENT

D. Ashelford (until 13.9.85)
J. Black (from 11.10.85)
J. Castle
N. Diffey
H. Kamenos
D. Kelly
Prof. R. King

J. Munive (until 31.12.85)
D. O'Brien (from 11.10.85)
M. Pain (until 13.9.85)
H. Purse
S. Rowley
J. Trezise

INSTITUTE STUDENTS' ASSOCIATION 1986

President : Vivienne Boyd
Vice-President : Stephen MacKintosh
Secretary : Anne Hull
Cultural Secretary : Alex Mar
Treasurer : Joanne McLean

MEMBERSHIP

In 1985 there were 6,380 student members (6,019 in 1984 and 845 staff members (800 in 1984).

The total of life members at the end of 1985 was 1164.

The Union membership subscription for 1985 was \$97.00.

UNION HONORARY LIFE MEMBERS

Dr. F.M. Matthews †
Ian Dunn
Susan Stevenson
Gerald Stuart-Street
Winifred Mitchell

† Deceased



"Clubs and Societies Day" Orientation Week under the Campus Figtrees

**THE UNIVERSITY
OF WOLLONGONG
UNION**

**ACCOUNTS FOR
THE YEAR ENDED
31ST DECEMBER, 1985**

THE UNIVERSITY OF WOLLONGONG UNION
BALANCE SHEET AS AT 31ST DECEMBER, 1985

ACCUMULATED FUNDS	1985	1984
Balance as at 1st January, 1985	407,911	283,244
Add: Surplus/(Deficit) of Income over Expenditure	18,555	124,667
	426,466	407,911
RESERVES		
Balance at 1st January, 1985	41,615	37,947
Add: Amount transferred from Income and Expenditure Account	6,351	3,669
	47,966	41,616
TOTAL ACCUMULATED FUNDS & RESERVES	\$474,432	\$449,527
Represented by:		
FIXED ASSETS		
Building Improvements - at cost	183,631	47,844
Less: Accumulated Depreciation	29,986	12,922
	153,645	34,922
Plant and Equipment - at cost	188,127	159,459
Less: Accumulated Depreciation	65,455	50,344
	122,672	109,115
Furniture and Fittings - at cost	149,043	124,495
Less: Accumulated Depreciation	53,385	38,953
	95,658	85,542
Motor Vehicle	8,728	—
Less: Accumulated Depreciation	873	—
	7,855	
Kitchenware - at cost	6,846	6,846
TOTAL FIXED ASSETS	386,676	236,426
INVESTMENTS		
Cash on Deposit -		
Westpac Banking Corporation		
- Investment Account	—	38,275
- Capital Investment Account	—	71,598
National Australia Bank		
- Institute Capital Development Fund	47,966	41,616
TOTAL INVESTMENTS	47,966	151,489
CURRENT ASSETS		
Stock on Hand - at cost	63,533	73,583
Sundry Debtors	21,427	55,578
Less: Provision for Doubtful Debts	(500)	(500)
Prepayments	1,631	1,053
Cash at Bank		
- Westpac Banking Corporation	—	46,428
- National Australia Bank	72,051	22,713
Cash on Hand	3,900	2,900
TOTAL CURRENT ASSETS	162,042	201,755
TOTAL ASSETS	596,884	589,669
LESS LIABILITIES		
NON-CURRENT LIABILITIES		
Provision for Long Service Leave	11,466	8,579
CURRENT LIABILITIES		
Sundry Creditors	30,621	42,955
Accrued Charges	6,999	22,846
Provision for Annual Leave	24,101	20,628
Provision for Long Service Leave	49,065	45,134
TOTAL CURRENT LIABILITIES	110,786	131,563
TOTAL LIABILITIES	122,252	140,142
EXCESS OF ASSETS OVER LIABILITIES	\$474,432	\$449,527

The accompanying Notes form part of these accounts.

THE UNIVERSITY OF WOLLONGONG UNION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1985

	1985	1984
INCOME		
Members' Fees - Current Year	575,219	518,747
Life Members & Associates Fees	1,630	1,381
Commissions	1,935	1,868
Interest Received	34,882	31,351
Donations and Sundry Income	1,703	2,535
Room Hire	4,339	2,469
Rent Received	5,000	4,670
Sports Association Subvention	49,288	62,290
Students' Representative Council Subvention	-	2,000
Grant for Recreation Assistant	-	12,800
Surplus on Shop Trading	11,794	17,256
Deficit on Catering Trading	(63,297)	(27,719)
Public Telephone	1,989	531
TOTAL INCOME	624,482	630,179
LESS: EXPENDITURE		
Staff		
Wages	345,409	316,672
Payroll Tax	19,758	15,636
Provision for Long Service Leave	6,819	13,336
Compensation	24,226	13,544
Superannuation	8,655	5,614
Uniforms	2,291	2,178
	407,158	366,980
Less: Recoupment of Wages	29,238	14,944
	377,920	352,036
Office		
Telephone	6,041	5,064
Postage	2,179	1,966
Printing and Stationery	19,317	12,336
	27,537	19,366
Maintenance		
Security	1,898	4,299
Cleaning	8,645	7,656
Garbage	14,334	10,260
Repairs and Maintenance	41,023	30,308
	65,900	52,523
Services		
Union Catering	3,045	2,971
T.V. Hire	275	275
	3,320	3,246
Activities		
Clubs and Societies	3,622	2,669
Programmed Activities	27,952	19,978
Institute Students' Association Grant	18,031	15,632
	49,605	38,279
Other Expenditure		
Wage Pause Programme Contribution	-	205
Audit Fees	4,350	3,800
Depreciation	47,481	20,204
Insurances	1,570	1,538
Subscriptions and Donations	1,807	1,221
Travel Expenses and Allowances	4,312	1,759
Sundry Administration Expenses (incl. bank charges)	3,733	4,286
Child Care Expenses Allocation	10,000	2,750
Loss on Disposal of Fixed Assets	-	630
Motor Vehicle Expenses	2,041	-
	75,294	36,393
TOTAL EXPENDITURE	599,576	501,843
EXCESS OF INCOME OVER EXPENDITURE	24,906	128,336
Less: Interest Received on Institute Capital Development Fund Investment transferred to Reserve	6,351	3,669
AMOUNT TRANSFERRED TO ACCUMULATED FUNDS	\$ 18,555	\$124,667

The accompanying Notes form part of these Accounts.

THE UNIVERSITY OF WOLLONGONG UNION

TRADING STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 1985

	1985	1984
CATERING SERVICES		
Bar Trading		
Sales	224,123	201,115
Less: Cost of Goods Sold	104,455	91,533
	119,668	109,582
Less: Wages	78,749	68,648
Payroll Tax	4,965	3,996
Surplus on Bar Trading	35,954	36,938
Function Trading		
Food Sales	171,072	150,778
Liquor Sales	26,418	52,808
	197,490	203,586
Less: Food Costs	59,259	54,513
Liquor Costs	10,117	23,776
Gross Profit	128,114	125,297
Less: Function Labour Costs	41,125	54,404
Function Expenses	1,507	2,905
Surplus on Function Trading	85,482	67,988
Food Services Trading		
Sales - Servery	391,583	371,917
Takeaway	144,799	167,744
Bistro	128,243	126,257
Machines	11,540	8,668
Coffee Bar	24,645	-
	700,810	674,586
Less: Cost of Goods Sold	423,520	422,173
Gross Profit	277,290	252,413
Less: Wages	336,080	297,469
Payroll Tax	22,210	17,559
Deficit on Food Trading	(81,000)	(62,615)
Institute Services Trading		
Sales	120,285	68,071
Less: Cost of Goods Sold	76,725	39,783
Gross Profit	43,560	28,288
Less: Wages	54,695	27,028
Surplus on Institute Trading	(11,135)	1,260
Total Profit from Catering Services	29,301	43,571
Less: Catering Overheads		
Gas	911	269
Laundry	11,959	10,516
Process Heating (Elect.)	12,176	15,590
Replacement of Crockery, Cutlery and Glassware	25,447	10,832
Sundries	3,363	3,343
Superannuation	8,274	6,176
Uniform Allowances	7,744	6,797
Uniforms	2,390	1,845
Vending Machine Hire	-	48
Workers Comp. Insurance	20,334	15,874
	92,598	71,290
Deficit from Catering Services transferred to Income and Expenditure Account	\$(63,297)	\$(27,719)
SHOP TRADING		
Sales	153,883	145,859
Less: Cost of Goods Sold	108,847	99,216
Gross Profit	45,036	46,643
Less: Wages	31,468	27,913
Payroll Tax	1,688	1,357
Sundry Expenses	86	116
Surplus from Shop Trading transferred to Income and Expenditure Account	\$ 11,794	\$ 17,256

THE UNIVERSITY OF WOLLONGONG UNION

STATEMENT OF SOURCE & APPLICATION OF FUNDS FOR THE YEAR ENDED 31ST DECEMBER, 1985

	1985	1984
SOURCE OF FUNDS		
Funds from Operation (Note 1)	2,072,575	1,933,856
Inflow of Funds	1,989,896	1,772,891
Less Outflow of funds	—	—
	82,679	160,965
Reduction in Current Assets	106,963	26,071
Cash on Deposit and held at bank	10,050	—
Debits	34,201	—
Prepayments	—	310
	151,214	26,381
Increase in Liabilities	—	15,768
Accrued Charges	—	15,768
	\$ 233,893	\$ 203,114
APPLICATION OF FUNDS		
Increase in Current Assets		
Cash on Deposit — Institute Capital		
Development Fund	6,352	3,667
Prepayments	578	—
Cash on Hand	1,000	300
Student Hardship Fund	50	—
Stock	—	13,192
Debtors	—	26,530
	7,980	43,689
Increase in Fixed Assets	197,732	137,743
Reduction in Current Liabilities		
Trade Creditors	12,334	21,682
Accrued Charges	15,847	—
	28,181	21,682
	\$ 233,893	\$ 203,114

Note 1:

Reconciliation of Funds from Operations with Operating Profit

Funds from Operations	82,679	160,965
Less: Provision for Long Service Leave	6,819	7,525
Depreciation	47,481	20,204
Loss on Sale of Fixed Assets	—	630
Provision for Annual Leave	3,473	4,270
Operating Profit	\$ 24,906	\$ 128,336

THE UNIVERSITY OF WOLLONGONG UNION

NOTES TO & FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER, 1984

1. Statement of Accounting Methods

The accounting methods adopted by the Union are in accord with the accounting standards required by the Australian accounting bodies and/or by law. The accounts have been prepared primarily on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Non-current assets have been written down to replacement value where required.

Set out below is a summary of the significant accounting methods adopted by the Union and, in particular, the accounting method adopted where there exists a choice between two or more acceptable methods.

a) Depreciation

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic life. The straight line method of depreciation has been used.

b) Stock Valuations

Stock has been valued at cost. Cost is based on the first-in first-out principle and includes expenditure incurred in acquiring the stock and bringing it to the existing condition and location.

These bases of valuation are consistent with those of previous years.

c) Members' Fees

Members' fees are brought to account in the year to which the fees relate, and not necessarily the year in which the University of Wollongong, which collects those fees on behalf of the Union, remits them to the Union.

Entrance fees are included in members' fees.

d) Interest Income

Interest income is brought to account on an accrual basis.

e) Provision for Long Service Leave

Long Service Leave is provided for all employees, including part-time employees.

2. Sports Association Subvention

The Union charges the Sports Association an annual fee to cover costs incurred by the Union in the administration of that body.

3. Stock

	1985	1984
Stock on Hand comprises:		
Catering	17,611	22,445
Bar	14,678	23,541
Shop	31,244	27,597
	\$63,533	\$73,583

4. Wollongong Institute of Education

As from 1st January, 1983, the former Wollongong Institute of Education came under the administration of the University of Wollongong. The agreement relating to the transfer of the assets of the Wollongong Institute of Education Students' Association resulted in funds being invested by the Union in an account titled "Institute Capital Development Fund". This money, and interest earned thereon, can be used for any development project on campus approved by the Union Board of Management after the Board has considered a recommendation by the Institute Students' Association for such use.

5. Capital Commitments

Amounts contracted for but unpaid as at 31st December, 1985 for building renovations amounts to \$10,500.



Peat, Marwick, Mitchell & Co.
CHARTERED ACCOUNTANTS

**AUDITOR'S REPORT TO THE MEMBERS OF THE
UNIVERSITY OF WOLLONGONG UNION**

The accompanying accounts being the Balance Sheet and Statement of Income and Expenditure of the University of Wollongong Union are, in our opinion, properly drawn up under the historical cost convention stated in Note 1, and so as to present fairly the state of affairs of the University of Wollongong Union as at 31st December 1985 and of the result for the year then ended in accordance with the provisions of the Constitution, as amended.

In forming this opinion we have relied on confirmation given by the University of Wollongong that all members' fees due to the Union have been collected and remitted by the University of Wollongong.

Peat Marwick Mitchell & Co.

PEAT, MARWICK, MITCHELL & CO.
Chartered Accountants

Albert J. Cachia

ALBERT J. CACHIA
Partner

5th Level,
111-113 Crown Street,
WOLLONGONG, N.S.W. 2500.

3rd March, 1986.

THE UNIVERSITY OF WOLLONGONG UNION

**STATEMENT BY
THE UNION BOARD OF MANAGEMENT**

In the opinion of The University of Wollongong Union Board of Management the accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Union as at 31st December, 1985 and the accompanying Statement of Income and Expenditure is drawn up so as to give a true and fair view of the results of the Union for the year ended 31st December, 1985.

N. Diffey

N. Diffey
Secretary/Manager



The Hideaway Coffee Lounge in the Common Room



Union Takeaway Bar

STAFFING

The staffing structure of the Union continues to change, reflecting the rapid growth in student enrolments and the consequent shift in demand for services.

Mr. Geoff Williams left the Union in March 1985 after four years of valuable service as Secretary-Manager. Mr. Noel Diffey took up the post of Secretary-Manager in May, 1985.

Ms. Kris Morgan relinquished the post of Activities and Cultural Officer and Ms. Diana Haines took up the post in April 1985.

The post of Functions Adviser was filled by Ms. Elena Caruso, who has quickly established herself in her new role, having been previously engaged as Receptionist/Typist.

Many of the Union's staff have given years of valuable service, and the loyalty and dedication of staff is vital to the continuing existence of the Union.

The staff of the Union in 1985 comprised:

Assistant Secretary-Manager Cultural and Activities Officer	Peter Bottele, BCom NSW JP Kris Morgan (until 2.5.85) Diana Haines (from 30.4.85)
Secretary Accounts	Lorna Koetz Robyn Gaia Leigh Wakeford Kathy Fitzsimmons
Functions Adviser Catering Manager Chef-in-Charge Chef	Elena Caruso John Collins Syd Knight Tony Michel Sheila Park Tom Hofman Vicki Chinnock Pat Wakenshaw Angelo Gaudiosi Pat Williams Don Beale Mick Burling Paul Innes Adriano Lemme Edward Jamieson Wal Tait Ann Atkins Beryl Fitzpatrick Kath Holmes Nancy McGregor Anita Trevisanut Fay Hulford Mavis Cornock Ailsa Di Leva
Apprentice Chef Catering Clerk Head Catering Assistant Kitchenhand Bar Supervisor Barman/Cellarman Crew Chief Attendant/Cleaner	
Cleaner	Jan Miller
Union Shop Supervisor Assistant	
Institute Students' Association Executive Secretary	

In addition to its full-time establishment the Union provided employment for over 100 part-time staff throughout the year, of whom 25 were students.

New Appointment in 1985

Diana Haines





Activities

1985, International Youth Year, saw a new direction in Activities. There was a change in Activities personnel with the appointment of Ms. Diana Haines to the office of Union Cultural and Activities Officer following the resignation of Ms. Kris Morgan from the post.

Greater emphasis was given to **FREE LUNCHTIME CONCERTS** including a series of performances by youthful artists from the Illawarra region to promote International Youth Year in the University community.



EXHIBITIONS of Patchwork and Quilting by students of country patchwork, and two exhibitions of student art work "Platform 25" and "A Matter of Degrees" sponsored by the Union were very well attended in 1985.

MUSICA VIVA'S concert series in Wollongong was once again administered by the University Union and staged at the City Gallery featuring the Budapest Folk Ensemble "Tambura", the Leighton-Jones Byzantine Duo, the Tasmanian Symphony Chamber Players, Capella Corelli and The Song Company.

THE INSTITUTE STUDENTS' ASSOCIATION' assisted by Union Activities, organised a number of activities, some of which had been a traditional part of the Institute social scene, including the Orientation Ball, Bush Dance in the Greenery, the inaugural PE and Health Dinner Dance, "Cum As You Are" Ball, Talent Quest, Grammy "Change of Sex" Ball, and assisted with the combined effort "Megaball" – with the Union and S.R.C.





CLUBS AND SOCIETIES affiliated with the Union in 1985 were the Wollongong University Nuclear Disarmament Association (W.U.N.D.A.), the Women's Collective, the Mature Age Students Association, the Debating Society, the Film Group, the French Club, the Italian Club, the Catholic Society, the Geological Society, the Amateur Radio Club, the Historical Society, the Environmental Science Association and the Simulation Games Society.



New additions were the Contemporary Arts Society, the Writers' Club and the Gay Society.

PUBLIC SPEAKERS were provided by Clubs and Societies throughout the year in addition to Public Questions Forums scheduled by the Activities Department.

FILMS were provided every Wednesday night in the Union Hall by the Film Group, along with a number of Saturday specials, and a series of free lunchtime films funded by Union Activities.

THE 20TH UNION ANNUAL DINNER was held on September 20th. Guest speaker was The Hon. Mr. Justice R.M. Hope, CMG, Chancellor of the University. Entertainment was provided by the Don Harper Australian Chamber Jazz Ensemble.

EVENING ENTERTAINMENT continued on Thursday nights, organised in conjunction with S.R.C. Activities, providing a range of concerts covering rock and roll, jazz, revues, cabaret and comedy.

THE UNION TALENT QUEST, sponsored by local radio station 2 Double 0, proved an enormous success and saw the emergence of a highly competent student backing band. The Final prize of a Hi-Fi system was awarded to Irene Guerreiro and Pedro Conceicao.



CHILDCARE CENTRE

The University Childcare Centre (Kids' Uni) is administered by the Union through the Childcare Centre Management Committee.

In 1985 care was provided for a total of 273 children from 214 families.

The staff of the Childcare Centre for 1985 comprised:—

Director
Assistant Teachers

Nurse
Part-time Nurses

Part-time General Assistants

Jillian Trezise
Trudy Ruiz
Joanne Shepherd
Christina Williams
Jean McNeilly
Ellen Norris
Jilian Wright
Lorraine Barrow
Susan Cochrane
Lisa Crittenden
Anne Palmer
Kim Robson
Doreen Wilson

Donna Ashelford completed an important year as President of the Parents' Club and Di Kelly was elected as her successor following the Club's general meeting.



Children "at work" at the Child Care Centre

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