

January 2017

Strategic Planning

After being run down by James on what has already been done for the strategic plan that is set for the years 2017-2020, we have allocated a number of SSU stakeholders to relevant union representative and staff to be interviewed and further summarise their input into palpable information. I have already begun talking to the President of 3SSR and reached out to Cliff, the President of the Swinburne Tinkerer's Guild, but waiting to hear back on days I can hold individual meetings.

Liquor Licensing

As we are working on increasing the hours the bar is open for this year, a few of us have been working towards the steps needed to ensure we meet our goal. As part of that I attended a day's short course at William Angliss Institute as a nominee licensee for the Hammer and Swine. This not only allows us to tick through the multitude of requirements we have to meet, but has also equipped us with information on how to keep our bar a safe environment while also being a nice hangout spot for a few beverages.

General Office Tasks

Alongside completing the process of being a signatory for the union bank cards, much of my work has been put into reorganising and tidying the office. The clean began with Sam and my office and extended all the way to the kitchen, meeting room and rep desks.

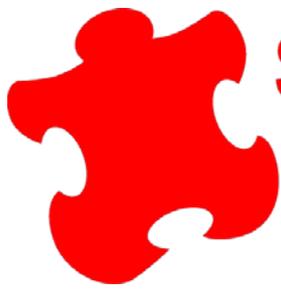
Another addition is signing into my new email and scrolling through the endless unopened emails I have received since the new year. Keeping on top of my emails and enquires on facebook from an assortment of union allies (mostly from NUS) has taken quite a chunk of my time up.

President Summit

With the President Summit held by NUS coming up soon (20th-25 January), I have begun preparing for that. This includes booking flights, finding accommodation and keeping up to date with other fellow Melbournian Presidents also attending the conference.

Social Media and SSU Website

While also trying to remain active on Swinburne Stalkerspace by posting our services, available positions and a few click baits, I have also been working on our SSU website. So far, I am working to improve the content on the 'campus life link', this included emailing anyone on a committee regarding what information they'd like to include on their pages and beginning to search for new photos, and other links/content that could be of use to students for each relevant page.



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Food Bank

Now that the new year is underway, Sam and I have restocked the food bank and made an inventory to keep track of what products students use, thus knowing what students want. The food bank has also been posted on Swinburne Stalkerspace and other social media so that students know it is available to them.

Meetings Attended

- Operations meeting (two) regarding o-week, January plan and strategic plan
- Secretariat regarding staffing changes and other business

Swinburne Student Union
Council Meeting 17th January
General Secretary

Office Preparation

In the last office week of 2016 and the first week of the new year, a good deal of my time has been spent cleaning and rearranging the office for the new SSU team. Several loads of rubbish and recycling have been thrown out, loads of old records and paperwork re-arranges, and new office spaces set up.

The SWINE editorial team have joined us in our UN offices so I've set up an office for them here, as well as setting up and testing each of the new representative's computers and workspaces. The meeting room, printing room and kitchen have all also undergone an extensive and much needed clean and re-arrange.

Regulation

As part of the move into my new role as General Secretary, I've begun the lengthy, yet surprisingly enjoyable task of reviewing the unions regulation documents. In addition, I have completed a proposed Social Media Regulation to be put to the January council meeting, and reviewed the Staff Performance regulation, proposed by our Executive Officer.

Finally, I have put together a terms of reference and accompanying motion to council to establish a Constitutional Reform Committee with the aim of putting an amended constitution to the Annual General Meeting for a vote by members. This motion also includes direction for the EO to hire a lawyer to proof the Constitution – which was missed from the process to amend it in 2013.

Meetings

I've been involved in several operational meetings with the Executive and staff relating to general union operations, staffing structure and orientation week planning.

As a result of the staffing meetings our Activities & Promotions Officer will move from 0.4 to 0.6 FTE, we are hiring for a staff member to fill a new Volunteers & Operations Support Officer position, and a motion recommending the EO be moved to 0.8 FTE will be put forward to Council. As a result of the Staffing changes, required changes to the 2017 budget will also be put forward to the January Council meeting.

Following the Executive meeting, the Executive will be organising a planning day to focus on 2017 goals events and plan out the short term direction of the Union, as well as bring the team up to date with operations. One or two intensive inductions will be planned over the next few weeks for the reps who missed either day during the induction in December, and President Ana and myself, as well as either the Education or Welfare Officer, will be meeting with each of the members of our new SSU team to answer questions work on goal setting and support their collectives or initiatives for 2017.

Design Work

In preparation for O-Week and semester one, I have been doing a lot of design work on posters, promotional material and a 2017 Wall Planner – to be included in O-Week show bags.

Welfare Board Regulation

I have drafted a terms of reference document in collaboration with the welfare officer of 2017 for a Welfare Board which we aim to set up to operate similarly to Education board in the policy area of Welfare. The terms of reference will be put to the January Council meeting, with my hope being that the establishment of several welfare committees follows.

Website

Now that the Website has been migrated to a new server, I have put together a revised map for the layout of the website. Our office manager has updated all documents and reports on the website, and the Executive aim to update all content by the end of January, for design upgrades to be completed by mid Feb in time for new students coming to Swinburne.

Promotional Plan & Style Guide

In an aim to raise awareness for Union services and Collectives, and achieve solidarity between the collective's and SSU image. I have begun work on an SSU promotional plan to be completed by late January, and will be working with the Promotions Officer on a style guide.

Rep Quiz

I've put together a short quiz to help in getting all the new reps up to speed on Union operations, finances and duties, to be used in conjunction with the induction, rep guides and executive support, in setting up reps for success in the Union.

SSAA Clubs Advocacy

I'm currently working with the Swinburne Cheerleading Club executive in their case with the SSAA. This has involved me having a series of meetings with their executive and, attending their meetings with SSAA management and SUT staff. This process has been a good, yet sad insight into the environment clubs work with under the SSAA, after-which, I will begin branching out and working with more clubs to determine what help the SSU can offer them – this will be considered as part of the SSU's larger strategic planning process.

Supporting Representatives and preparing Council Agenda

On the day of writing, I have been in contact with at least 10 reps helping them through the process of completing reporting and motions for the first council meeting, as well as putting together the first distribution of the council agenda.

General

As is usual with a new role, I've had to spend a bit of time in the office getting settled in, setting up and trawling through emails, social media accounts, becoming a bank signatory and changing details on the Swinburne Directory. I've also spent a bit of time familiarising myself with the budget after the break, which included making some changes – like the staffing related changes mentioned above – which will be put to Council in January.

Feel free to call, email or talk to me with any questions regarding my role or report,

Regards,
Sam Roberts

General Secretary
Swinburne Student Union



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Suzanne Walker
Education Officer
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**Swinburne Student Union
Council Meeting 117th Jan 2017
Education Officer Report**

Spent the first week of 2017 in Malaysia (it was pretty amazing), with facebook contact with union stuff. Not being in the country, or overly involved in the operations and purchasing, I was involved in making/confirming decisions but not much.

Once I returned, I was in the office for the first day, catching up with people, secretariat meeting, other impromptu meetings. Got really excited for the year to come. This is going to be good!

Lots of plans are now going into motion. The how to guide I have been working on, have written up a consent document to go out to all stakeholder interviews for the strategic plan. Have started a draft calendar for events that will be for education. Also have been going through existing facebook pages and groups. As well as trying to form my own handover plan for education officer (not provided).

Will be contacting ed reps via email in the next few days, as well as contacting relevant staff to make necessary introductions. Budget meetings will be happening after first council. Education calendar will be together by next council meeting.

Look forward to this year, happy to discuss.

Suzanne

Swinburne Student Union
Council Meeting last for 2016
Education Academic Affairs Report

Spent a week at the AAEE (Australasian association for engineering education) conference in coffs harbour. Fantastic location, but the conference was also really beneficial as well. It brings together academics from mostly Australia, but also the US, Fiji, NZ, and other places. The point is to discuss current research, and consider new ideas for improving the educational experience. Often non-engineers attend to provide different perspectives. I presented research I had done on transition into first year and how we can better understand the challenges that face students. Lots of discussion about the barriers that underrepresented students face, and how we can help that. Ended up reporting one of the programs to the relevant NTEU – they were taking advantage of students volunteers, instead of paying staff. I raised my concerns at the conference, and a few supported my thoughts, however not the volunteers or staff running the program. Hopefully the NTEU will fix it.

Have been working on how to roll this role into education officer for next year. With ed ac no longer existing, I have been spending time trying to work out how best the new education department in the union should look. As well as plans to improve on what has been happening, and what I wish could happen.

Had some meetings about next year, and lots of facebook messages, planning oweek, budgets, and general preparatory stuff. Also did some induction stuff.

Kind regards,

Suzanne

Swinburne Student Union
Council Meeting No. 1 17th January 2017
Welfare Officer

JANUARY FOCUS: Making the Welfare Department a Welfare Department

- Cohesion
- Design
- Teamwork
- Communication

Office Preparation

After the Welfare/Ed office being left a complete mess (no) thanks to last year's reps, my first day in the SSU office was spent cleaning and vacuuming. Not great for my hayfever, but great for my productivity for this year. Looking forward to working in a more organised and effective workspace.

Welfare Style Guide

- I have started making materials and merchandise for the Welfare Department, which have required a rough style guide to regulate the designs produced by our department. While previous representatives seem to have been quite messy and sporadic with their materials, I hope to begin a trend whereby all Welfare material is branded and recognisable.
- Logo: I've designed a Welfare logo, which will be used on as much Welfare material and promotion as possible to maintain and enhance the brand.
- Sticker: I've designed a Welfare sticker and ordered 2,000 of these. Initially, I will put these stickers on the safe sex packs for O-Week, with some left over for future events and promotion.
- Facebook page: SSU Welfare Page is now live! It was live, but lacked consistent design and had not been updated since 2015. I am a strong believer in the importance of social media in any capacity. I've had discussions with other reps and we agree that one of our focuses for the wider SSU this year is social media (Gen Sec is working on the essential Social Media Regulation for the January Council Meeting). As the reach on the SSU Facebook page grows, I hope that I, alongside other Welfare reps, can grow the reach of the Welfare page.

SWINBURNE
STUDENT UNION
WELFARE



Secretariat Meeting

I attended the January Secretariat Meeting. Not a big meeting, but was good to have our first formal meeting and get some actions ticked off to start the year.

Strategic Plan Steering Group Meeting

In this meeting, we divided which SUT stakeholders we wish to interview in line with our Strategic Plan. I have chosen to liaise with Chaplaincy Unit (Newton Daddo) and Swinburne Health Services as they are relevant to my Welfare portfolio and I look forward to beginning and maintaining any existing relations with these SUT departments.

Establishing a Welfare Board

Last year, Sam suggested to me that we establish a Welfare Board. I loved this idea, as such a board will be essential to our work this year. I'm excited that we have begun work on this so soon. I can't take credit for the terms of reference (thanks Sam), but I look forward to the Council passing the motion that I will put forward.

Meetings with Welfare Representatives / Collectives

I have been in contact with the Welfare representatives and look forward to maintaining communication with all Welfare reps and collectives. This open communication goal begins with some one-on-one meetings which I hope to hold in the coming weeks.

Facebook Group

I have started a SSU Welfare Collaboration group on Facebook, where I hope interested reps and students can engage in discussion about the Welfare department and relevant topics. It differs from the public Facebook page as it will have a focus on internal communication; such as volunteer opportunities, meetings, etc.

O-Week Showbags

I liaised with the Victorian Aids Council, who have agreed to supply 1,500 'safe sex packs' (including 1x condom and 1x lubricant). I have picked these up from their offices in South Yarra and look forward to distributing this important resource in our O-Week bags. They've also kindly donated 1,500 of their resource packs which include information about health services, peer education and counselling – all important resources for new and old students. While this is a win for the union and Welfare / Queer departments, I hope that it also enhances our ongoing and warm relationship with the VAC – a reputable and vital welfare organization.



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Alex McGilvray
Welfare Officer
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I wish to claim full honoraria this month.

Feel free to get in touch with any questions about my role or what I have achieved in January.

Regards,
Alex McGilvray

Welfare Officer
Swinburne Student Union

Swinburne Student Union
Council Meeting 17/01/17
Hawthorn Campus Chair

Meetings

In the past month I have attended several meetings for the Orientation and Transition Committee, along with Alex Hume, as a representative for the SSU. In these meetings, a group of staff members from the university, as well as SSAA, plan and coordinate the running and program of the first 6 weeks of semester.

Alex and I also had a meeting with Ella Scoringe, the Associate Director of SSAA, to discuss the events they have planned for the year, and the likelihood of them partnering up with us for any big events; such as R U OK day and Pride day.

I also attended the first secretariat meeting of the year, where we discussed staffing changes and regulation of social media pages.

Hawthorn Campus Committee

As of yet, the campus committee hasn't had any meetings as there has been an issue with communications, but we are planning on having one next week to discuss our goals, plans for the year and the role the committee will play in the union this year. I have contacted all of the committee members via both Facebook and email, but we're still waiting for everyone to obtain access to their SSU email accounts.

Events

I had an informal meeting with Alex Hume just before she went on leave, where we planned out some of the major events we hope to run on campus this year, as well as setting out a loose budget guideline for the year also. Most of our planning has been for O'week, researching seating options, discussing bar specials, and helping plan the week with the OTC. I've started to contact SSU reps regarding their stalls, promo and the show bags.

I've also started to discuss ideas for the night markets that we're running this year with reps, to find locals, clubs and charities that may be interested in having a stall at one of our markets.

Readings and Research

This month I've gone through all of the documents relevant as a new union rep; the handover document, constitution, committee member duties, standing orders, and the rep guide. I've also gone through numerous pages of minutes, plans, agendas and mock emails for the OTC.

In preparation for O'week, I've done some research on inflatable lounges and beer suppliers; the latter I'm intending on contacting early next week. I've also read over the information pack that was sent out to potential corporate stall holders earlier this year, and plan to contact some of them earlier next week also.

If anyone has any questions, please don't hesitate to contact me. I can't wait to work with you all this year!

Nikki Nievaart
Hawthorn Campus Chair
Swinburne Student Union

Specific Aspects:1. Planning day

Strategic plans for growth of the collective are currently being drawn up.

2. Advocacy

Some students required assistance to approach their faculty members with queries/issues, so SUPA was able to help out on that front.

3. O week

The stall and presence of the collective for orientation week is something we are looking forward to. Fliers and other options are being explored

4. CAPA-AGM

CAPA planning day is coming this month. Jan 14,15. Preparations are underway as it is being hosted at Melbourne.

5. Postgrad Lounge

We're in the process of initiating talks for a union controlled postgrad lounge.

Honoraria:

I believe I have done enough representative work for the full honoraria since last meeting. This report is a brief summary and any further questions regarding the month's activities are more than welcome.

Swinburne Student Union
Council Meeting 17th January
International Representative.

Meeting with New SISA Representatives

Our New SISA team executive team had our first meeting for 2017 with 4 general representatives and me on Board. Meeting went on for 2 hours discussing what has happened in the past and what can be done in future for international representation on campus. We got to know each other and how we can collectively work as a team to make 2017 successful.

SISA Constitution

Our Old constitution is available on union website; we discussed it in our first meeting. We agreed as a team to make some changes as per the current situation on representing international students. As we have very roles in the constitution and representatives on board.

Election Follow Up

After the election results were announced it was found that Ali mazoori who was elected one of the SISA representatives but, he was not an international student. This made him uneligible to be on SISA committee. I did contact the returning officer regarding the issue and it was stated as true. After the follow up on this returning officer did checked the results and selected Aashima Sondhi as the fifth SISA general representative. As per my knowledge she has not been contacted by returning officer and SSU team regarding her role as SISA general representative.

SISA Website

After, I did my research of all international student association and their events. I found that having a website is a positive asset in communicating with all international students on campus. We did discuss in the meeting on building a website and everyone agreed adding to that we agreed to have newsletter service to update international students with latest new on International strategy, activities and updates.

ALLIANZ OSHC Sponsorship

I got in contact with Khushal Shah, the key Accounts manager of Allianz OSHC insurance for Victoria and Tasmania. In our discussion, he agreed on supporting SISA by sponsoring events and activities on campus. He also agreed to train one of our international students to be a medical officer and represent Allianz OSHC on campus. If this plan gets executed then it will be the first medical officer trained by any OSHC provider specially appointing an international student of an association.

SISA Non-Executive Members

In our first meeting we did discuss to have at least 6 events in semester 1 of 2017. We do need lot of support as six students are not enough to work out all the events. We do need non executive members for supporting executive members and their roles. We agreed on including non executive members on board to fulfil the plans for 2017. This team will be a good support and will engage students and show interest in SISA for coming year and specially 2017 term.

Orientation Preparation

Last year we did try to focus on Orientation day but due to some reason we did not make it as we planned. We do need international representation on campus and especially on orientation week. I was thinking to have a five minutes presentation on international orientation day sessions so that we can let students know that we have a team to support them on campus. And we have for them in 2017 like activities, events, trips. I did plan to have an event in orientation week session to make new students feel free on campus.

General

As part of new role on council, I will be working hard in representing international students on campus. There are many things coming in line and needs to be discussed in our next meeting of SISA. Currently I am inline of planning the events and activities for semester 1, 2017 following a trip in semester 1.

Feel free to call, email or talk to me with any questions regarding my role or report,

Regards,
Zaheer Qazi (Zak)

International Representative
Swinburne Student Union

Swinburne Student Union
Council Meeting January 17th 2017
Women's Representative.

Preparation for the year

I have read the Constitution, rep guide and regulations to help prepare for my role.

Emails

I have set up my email accounts to all be linked and easily accessible on my phone with all notifications on.

Plans

I have started coming up with some ideas for this year and getting in touch with Abby Stapleton (women's officer for NUS) for future events coming up on O-week and International Women's Day.

Women's Representative
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Council Report 10/1

Amy Gilderdale- **Health and Disability Representative**

What I have done so far:

- Currently I have created my own Facebook group with Suzanne Walker's (I made her an admin) called 'SSU Disability Space'. I, for the moment, have not added anyone other than a few SSU representatives because I have been filling up my fb group with relevant researched articles that reflect disabilities. I am though considering talking to Accessibility to see if I can be a admin in their face book group instead, but I will sort that out.
- I have done a lot of research into some organisations. Such as 'The Spectrum House' (which has just opened on Glenferrie road), which supports people with autism – giving them helpful strategies, which I found relevant for an event I am currently planning – 2nd April 'World Autism Day'. I have emailed The Spectrum house, who are willing to discuss show bag items such as leaflets and merchandise (but still will need to hear what they have to offer) which I was thinking also making up my own booklet of helpful techniques to help with stress, anxiety etc. because I know what worked for me. In this event I will plan to talk to the chess and gamers club at Swinburne to see if I can hold a games day on World Autism Day, plus a free lunch – which I also asked in the email to spectrum house whether a speaker could come to this free lunch to talk to students on helpful study tips/or in general. But will be seeing what they can offer.
- On the 14th September 'Are U Ok?' Day, I have some ideas for an event for that day too. I looked up on the 'Are U Ok' day website and got ideas to hold a meditation/mindfulness space – (like a little tent that holds x2 students at a time, they listen to calming music/nature sounds – with headphones possibly, beanbags, and yoga mats) – which I will meet up/chat to SSAA about whether they can get volunteers to help me there or some other arrangement. For show bags I looked up sites such as Beyond Blue and Suicide Lifeline, which I too will contact them on show bag leaflets. So, things like contact details on leaflets, how and where to get help, pens possibly, drink bottle, helpful strategy booklet I will make on exercise (health in general that helps with stress). I will contact them to see if they can provide all that.

Tasks that I will do over coming weeks:

- Discuss and meet with The Spectrum House: Discuss pricing and amount of leaflets/merchandise for show bags
- Visit Beyond Blue (Burwood Road) to also ask about show bags (if they offer merchandise, cost, amount – or if not they recommend me to another organising for 'Are U OK' day)

- Meet up with Stephanie Hanson (Accessibility) to discuss about them potentially working with The Spectrum House and also being an admin on their FB page.
- Also go to certain food places along Glenferrie road to see if I can add in student vouchers (if they offer student voucher) in show bags too

Meetings I have attended (watched):

- 17th Council meeting (will attend)
- Secretarial meeting – 10th January (watched)

Residence Representative Report – January

Preparation for the year

To aid in a smooth start to my role as Residence Representative and my involvement in the Swinburne Student Union, I took time at the end of December and the start of January to familiarise myself with the history, values and missions of the Swinburne Student Union and in particular its constitution, other documents and policies.

I have set up my email account - residence@swin.edu.au, updated my contacts and made note of fellow union representatives, peers and staff of the University who will be integral to my role.

Contact with Swinburne Student Residences Management

As I had previously given notice of my nomination to those in management at Swinburne Student Residence, I informed them of my election and indicated my eagerness to work with them and improve the already great service of on-campus accommodation at Swinburne.

At date, I am finalising a formal letter of introduction and a document stating my current intentions and goals for the year to give to Katrina Adams (Residential Life Coordinator) and Rowan Tan (Associate Director, Student Housing and Finance).

Eduroam

It is my understanding that the possibility of Eduroam on residence is already in discussion between multiple departments at Swinburne. Students pay for access to Eduroam through their student fees; it should be provided in students residences. I will give my argument for giving students access to eduroam in my letter of intentions as well as in a more detailed analysis report, in meeting with management and will continually push for its installation until it is.

I have begun making contact with other universities' on-campus accommodation's management around Australia and New Zealand to find how they provide the internet to their residences and to also discover additional information, like pros and cons, about the provision of the internet.

Residence policy and documents

Much time was spent making sure I had a comprehensive knowledge of all Swinburne Student Residence documents including handbooks, licence agreements and policy documents. I see this as essential and of great importance for my role. Through this process, I have formed a continually increasing list of over 30 queries, concerns and recommended changes to Swinburne Student residence policy.

Resident's Foodbank

In December of 2016, I expressed the idea of a residence food drive to the management of Swinburne Student Residences as I was noticing when people moved out they were throwing out or leaving behind a lot of food. This then led to the food being collected for the SSAA. I plan on continuing to support this and will look into how the union can be involved more.

Planned endeavours for January and February

- A/C in the student residences
- Residence events and parties at the Hammer and Swine
- Promoting SSU events and services through residences
- Surveying residents to observe areas of commendations, improvement, etc.
- Further developing, detailing the apartment inspection policy
- Option of 3rd party observers during residential inspections when residents are not able to be present
- Anonymous contact and reporting through the residence representative to residence management for the purpose of asking questions which may be sensitive, making complaints or reporting something when the resident wishes to stay anonymous.

I look forward to being heavily involved in my role and other student union work this year to make the experience of living on campus and going to university even better! I welcome any student or staff to contact me, especially those who live on-campus at Swinburne!

Regards,

Steven Blacker

Residence Representative

In the lead up to starting as a Swine editor for 2017, I've been gathering story ideas and discussing angles etc with Ryan, as well as getting settled into the role and reviewing submissions from Swinburne students. I've been going over past editions of Swine and talking to people about what worked and what didn't and planning new issues accordingly. At the moment I don't have any plans for major changes to the actual magazine aside from a few layout and column type things, but I think we can up the social media game a lot more this year and this is something I think we can do. I've got experience running social media pages for a band but we may also recruit a social media officer if we can find the right person/get enough interest.

One issue we do have is gathering more people to join the Swine team. In terms of editors, I think Ryan and I should be able to handle going over the content we receive, as well as reviewing each others submissions. We've had a bit of interest with contributions but I think these will increase along with a better social media presence. The main positions we need to look at recruiting are a promotions/distributions officer to handle advertising and getting Swine out there, because I think it's important that we keep it as a print edition around campus as well. We're also looking for a lead designer as well as an illustrator who can put together images for social media promotions as well as drawings in the magazine. I've been asking around a bit but don't have many good Swinburne connections in these areas so if anyone can help us out that would be great. Also looking for a photographer but again, capable of doing this ourselves.

I'm planning on heading to a two day seminar in the city at the end of the month which is a big workshop/networking opportunity for anyone involved in student publications at any Australian university. I think this will be really valuable in explaining a bit more how a student publication is run. Because we have a whole new team this year it'll be difficult to transition smoothly but I think this will help.

Ideally we can get the first issue sorted and put it out there within the first 2-3 weeks of semester (being a little lenient, I'd love to get it out week 1 but at the moment we don't have the personnel). We have plenty of ideas for good content and end of the day if we don't get enough contributions we'll have enough content for the mag, but people don't really wanna read something that two guys put together (or they might I'm not sure).