

# PRESIDENT'S REPORT

3 February- 10 March

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## VC MEETING

The executive team (Sam, Alex, and Suzanne) and I had our first meeting with Andrew J Smith and the Vice Chancellor. We discussed the following matters:

Strategic Plan overview (essentially asking for her feedback on the Union, the relationship we have with her and the University, and how we can improve in the next three-five years).

The Respect, Now, Always campaign.

SSAA's use of 'unione' as a name change which creates confusion and deception for student.

We invited her to appoint a representative on our Service Management Board

Lastly, proposed collaboration of increasing student awareness together regarding student services.

The meeting went smoothly, and we have maintained communication with Andrew to be kept in the loop of any progress being made before our next meeting. We are yet to receive Linda's feedback for our Strategic Plan.

## International Women's Day

Myself, Alex (welfare officer), and Audrey attended weekly meetings alongside the International Women's Day (IWD) committee members from Swinburne. Our involvement consisted of decorating the Hawthorn campus Atrium (where the event was held), being the main points of contact for the BBQ catering arrangements, suggesting using our Croydon Cafe catering for the Croydon Campus, and making a speech during the event.

Personally, I was in charge of purchasing and decorating the atrium, and for a number of weeks attempted to create an expose of student poetry to exhibit around the atrium. However, due to the timing this would not have worked well. I also delivered a speech on the day, speaking about the boldness of the female

representatives in the Union, and the support we receive from each other and female supporters that may not identify as female.

On the day, I minimally helped with the BBQ (as the majority of my time was spent at the event), and helped with setup.

## **Orientation Week & Welcome Back Week**

### Membership Stalls

- Predominantly over the course of the two weeks I was on the membership stalls signing up new members, explaining what the union was and how to get involved, ensuring filled in forms were stored correctly, and money and receipts were stored correctly or taken back to the office.
- For the majority of the days, I helped with the setting up, packing up and general maintenance of all our stalls. These days tended to go for a minimum of nine hours.
- Collectively, we have proudly signed up over 2,000 members- well done team!

### Show Bagging

- A lot of time was spent packing membership bags, making sure each item was placed in bags and stored correctly. Collectively we made around 1,500-2,000 showbags.
- I, alongside others made sure there were enough showbags at the stalls daily. When showbags ran out, I set up a 'DIY' show-bagging table with all the leftover stickers, leaflets, brochures, diaries, and sanitary items for new members to pick from.

### Student Engagement Talks

- Alex and I attended a 'Strategies for success' seminar run by John Schwartz, where we engaged with 200 new students and made a short presentation of who we were and what the union was. We then ran through more vigorously with 30 members and gave them enough information for them to also make a presentation on the Union and what we have to offer. Video may be provided.

- I also spoke at two orientation week seminars to FHAD students new to Swinburne. This round was less intimate, however still brought in foot traffic at the bar and membership stall.

#### Social Media

- I posted and shared daily on the Stalkerspace facebook page to let students know: when clubs day was, where our stall was, when our happy hour was, and general orientation week information.

#### Cleaning

- A lot of cleaning was done down at the membership stall, in our office and meeting room (although I barely made a dent compared to Alex's efforts- thank you).

#### Membership Entry

- Many hours were spent alongside other reps to fill in new membership data so they could use our services.

#### Zooper Doopers

- During Welcome Back Week, I handed out around 2-3 bags of zooper doopers out to students and student stallholders daily. This included getting zooper doopers from the basement, walking around, and handing out bar flyers at the same time for promotion.

#### Toga Party

- For our 'Welcome Back Week' event, Alex Hume and I bought decorations, decorated the Hawthorn alongside Nikki, and minded the door from 8pm-10:30pm to check for student ID's or charge five dollars.
- We also made a 'Best Dressed speech' which subsequently led to us being booed off the stage. The night was still successful, 800 attended from our efforts promoting on campus and via social media.

### **Reconciliation Action Plan**

Myself, James and Alex (welfare officer) attended a meeting regarding Swinburne's reconciliation action plan. Our actions include providing feedback

on the 2017 action plan, and holding a focus group with students to gain student feedback.

## **General**

- Attending Operations meetings where we discussed orientation week and office operations
- I covered several breakfast shifts down at the bar
- I covered several closing office shifts
- I attended the Welfare Board meeting
- I have been kept in the loop with a number of reps on their progress such as the International rep Zaheer.
- I have scouted for students who I feel should be a representative on the union, such positions include Indigenous officer, Swine editor, public affairs and general representative.

# **INTERNATIONAL REPORT FOR SECOND COUNCIL MEETING**

## **1.) Orientation Day Preparation:**

- **Activities**

In order to engage the incoming international students a couple of activities have been planned. Our table will have a board with a world map. The international students will be asked which country they are from so they can place a pin on that country. This will provide an aesthetic appeal to our set up. One of the executive members will be given charge of explaining the services and answering any questions in regards to that. We will also have registration forms so we can develop our database. To further engage the students, they will be asked what they want to achieve in their first semester. Those willing, their picture will be taken and posted on our Facebook page for promotion and marketing.

- **Items**

We will have some items to give out and to engage the international students. Further action needs to be taken on finalising the items. The proposed plan is to have pens and wristband and an information pamphlet which will content such as our logo, upcoming SISA events, services, contact details of executive members and opportunities for non-executive members.

- **Posters and banners**

I have worked on designing the poster's for the Facebook page such as cover page and posters for services and events for 2017. I have designed some flyers for giving students and asking them to join Union and SISA.

## **2.) SISA Facebook Page:**

The most important agenda in our last meeting was the SISA Facebook page which is in a dire need of a revamp. I decided to change the cover photo on Facebook page as the last updated cover photo was in last year. The events and the corresponding promotions conducted by the SISA will

be updated on its Facebook page. I have updated the contact details on the page for students to contact us. I have assigned task to social media team to look over the page and give me weekly details about the insights and engagement of students.

### **3.) Recruiting Non – Executive members for SISA:**

After Analysing previous SISA committee and how things have been in 2016, I decided to engage for students and give them immerse opportunities, Keeping the goals and objectives of SISA in mind I am going to recruit 10 non-executive members to support the SISA departments like Education, Health, Marketing, IT, and General Secretary. The positions for marketing are with respect to Digital Marketing, content writer, designer for successfully managing all the marketing strategies. For education and Health Department, non-executives will help the executives in events, functions and meetings arranged. For General Secretary, non – executives will manage the reports, minutes of meetings and task list and IT department will handle the SISA website and changes required on the social media pages. We will be posting the non-executive positions on the social media pages before the orientation day.

### **4) Events for Semester 1, 2017:**

The following events are under planning stage for the first semester: -

- A trip to the Grampians National Park/ Wilsons Promontory National Park - Scheduled in Week 3. An estimate of about \$50 was given for each of roughly 50 students.
- OSHC Mental Health Event - Scheduled in Week 7  
A mental health event will be planned in association with Allianz. However, the date and the sponsorship agreement is yet to be finalised.
- Visa and Immigration - Scheduled in Week 8  
This workshop gives an overview of different bridging visas for international students and deals with queries like renewing/ applying for temporary resident visa after graduating.
- Meditation and Yoga Workshop - Scheduled in Week 9  
This workshop empowers students by providing tools for stress management and coping up during exams.

- Multicultural event- -Scheduled in Week 10  
A refreshing event to get together with people of different cultures and celebrate the beauty of diversity, a multicultural is under planning.

**5) SISA web page for SSU website: -**

As per the request by the union on updating the SISA webpage on SSU website. I have organise a photo session to take picture of SISA team members and have them on one single page with their designation. The pictures have been successfully taken and am waiting for the photographer to send it to us.

**6) Update on SISA website: -**

Due to unavailability of the programmer, there has been a delay in launching the SISA website, and is expected to be launched in March.

**7) New programs for 2017: -**

These programs are under planning stage and will be finalised soon.

- Talk mate- A peer to peer program, where in a student can book an appointment with the executives to interact with a buddy, to help them overcome their problems. If required, the student will be directed to the respective university service department.
- Video-log (vlog) - Interviewing the various university service department to acknowledge the problems that students face. It will also include interviewing international students to seek suggestions and reviews about the services provided by the university.

**8) Managing new members**

My role was to explain the roles and responsibilities to new members those who have joined SISA team on volunteer basis. Deciding what position in their best interest and helping them in settling down and working with respective departments.

**9) Budget 2017.**

A budget was under planning during this council period, as lack of availability of general representative of SISA made me to postpone

finalising the budget for 2017. As most of the members were overseas and was busy with the family commitments.

**10) Discussion with Allianz OSHC**

I had a meeting with key account manager of Allianz OSHC to discuss about the services that they are providing to international students. As advised by general secretary of union to direct the issue of sponsorship from Allianz to James and him, I have asked key Accounts manager to send me documents of sponsorship and agreement on what they are expecting from SISA and contact the union.

## Council Report - February until 10 march 2017

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- **Meeting with Pro vice chancellor – Glen Bates.**

Met Glen Bates the pro vice chancellor for student engagement on 08 March 2017 to discuss about grants and funds available for international students. We discussed about the new program that SISA will be running in 2017 and engaging international students on campus. We have mentioned the problems that new international students are going through and what supports are needed for them.

- **Pre – Orientation Week Preparation.**

As the President of SISA, I have worked with my team preparing for orientation week on how to engage international students on campus. We have asked current students for their suggestions and taking into account on what we have received, we decided to go with them and made our plans for orientation week.

Suggestions that were received are

- World map activity.
- Giving information about the services.
- Asking new students on what support services they want from SISA.

- **Orientation Day – International Expo day.**

As per the plan I managed to have 14 members working for SISA including Executives and non-executives. We had some great work engaging international students and got some great response. According to the numbers we have collected we had more than 500 students talking to us. Working from morning until afternoon. We have received application from students who wants to join SISA team.

- **Poster Designing**

I have Designing the poster's and leaflets for orientation day.

Poster's including

- Events posters that SISA will be doing in Semester 1, 2017.
  - Orientation week poster.
  - Poster about the services that SISA will be providing in 2017.
  - Cover page of SISA Facebook page and other posters.
- **Working on SISA TRIP in Week 3**

I tried to get the best deals for the trip in making it easy for international students to come on the trip. Trip will be happening in Week 3 of semester 1, 2017 and it will be open for international students for the price of \$40 including the transport charge and the food. Food includes breakfast and lunch plus snacks on the way returning to campus.
  - **Meetings with SISA Team.**

During this duration, I have conducted two meetings with the SISA team discussing on the orientation day, budget for 2017, discussing about new programs for the year, recruiting students for various positions and how to get the feedback from students about the orientation day activities.
  - **Preparing Website Content**

Update on the website,

I am working with the IT department of SISA on choosing the best platform available in the market. There are some delays in launching the website but, we are collecting the required data for the website and successfully managed to get the photos and Bios of SISA team members and the services that we are going to provide international students.
  - **Re- structuring Facebook Page**

I have worked with marketing team of SISA on changing the content on the Facebook page and making new strategies for engaging international students and providing them information about what's happening around them. I have updated information on page such as

the cover page and contact details and we in the process of restructuring.

- **Recruiting Students for SISA team.**

I am recruiting students for different departments of SISA to make sure we have right support for executing the programs. My role is to interview the students and explaining them about the role which is in their best interest. So, far I have had 8 students who joined SISA in the month of February.

- **Budget for 2017.**

We did decide the budget for the year 2017 in our first meeting of February with an overview of how we are going to spend the money for helping international students. In our second meeting, we decided to go with specific amount on spending for each semester and events including the orientation week of each semester.

- **Talk Mate program for international students.**

As a president of SISA, I am working with my team on launching the Talk Mate program for international students. Where Students can book a time with us and share their problems and what support they need and we can direct them to the right services that we have in Swinburne. This program is specially designed for students to share their problem with us as a friend.

- **Team Review.**

I have conducted a monthly review of SISA team, to analyse the process and set the direction of our work. My role was speaking to every individual of the SISA team and discussing hurdles and problems that they facing and guiding them to achieve respective goals.

- **V- Log Program**

I have been working on V-log program since the start of February to Design and structure on how this will help international students. I have met some Design and Film students to understand the aspects of in what ways V-log program can help international students. This program will give students a weekly update on what's happening

around them in terms of 2 Minutes video. After meeting some amazing students and asking them to help in this program, SISA has got 3 students who will be helping us in this program.

## HARRY J. WALL COUNCIL REPORT MARCH 2016

### ORIENTATION WEEK

During Swinburne University Orientation Week 2016 I participated in several shifts representing the SSU for new students. I played a large role in getting new members to sign up and had students directed to me by fellow reps on several occasions due to my enthusiastic energy and quick ability to quote all the perks and benefits of union membership. I supervised the sign-up marquee and the merchandise stall. I also played a key role in setting up the jumping castle and putting it away, as well as disassembling multiple other marquees. I was also requested to make several food runs during volunteer shifts as a means of ensuring that other representatives were kept sufficiently sustained in the process.

### RED BULL CAMPUS PRESENCE

During O-week I struck up a discussion with the on-campus distributors of Red Bull and advised them ideal opportunities for them to come to the Swinburne University campus for free distribution of their product for students. The response from the staff was so positive that I was brought in for an interview to potentially be the Student Branch Manager for Swinburne Campus' relationship with Red Bull, but the position was ultimately offered to someone else.

### MONSTER PICTURES

After attempting to contact Monster Pictures for a second time, I contacted company owner Neil Foley to discuss opportunities for them to come on campus and promote potential volunteer opportunities to students as well as their role as possible sponsors in the upcoming Swinburne Student Film Festival.

### SWINBURNE STUDENT FILM FESTIVAL

Though few practical updates have materialized in regards to the Swinburne Student Film Festival, I've confirmed with 3SSR manager Alec Young that they will be actively supporting the SSU film festival once it materializes. He has confirmed that I will have consistent communication with him over the coming months regarding organization of the festival.

### MARKETING

In continuing with my role in SSU's viral marketing campaign, I was recently commissioned by Alex Hume to create another meme for the purposes of marketing the Welcome Back Week Toga Party.

### VOLUNTEER SERVICES

I worked one complete volunteer shift for the Breakfast Program on Tuesday, March 7th.

**Swinburne Student Union**  
**Council Meeting 14<sup>th</sup> Mar 2017**  
**Education Officer Report**

Oweek – wow what a week! In the lead up to oweek I was making posters, sign up sheets, trying to organise what was going to happen. Almost built a spinning machine, which I had designed, but realised at the last minute it wasn't going to work with the rostering – and then it turned out the ed/welfare stall pretty much was taking memberships. Really didn't get many questions about ed stuff at all. Did get one question about the printing scholarship though. Also, in the lead up, I have organised various events that have been booked. Mature age lunch is next week, as is the PAVE lunch. I spent almost all day every day at the stall, when I wasn't running around organising and troubleshooting other things. I also did pizza two nights at the bar, and spent two evenings printing and cutting many flyers.

Lots of exec meetings happened that week, and the week after. Lots of discussions and working out where the union is headed. I also had some other discussions, that are of a more sensitive nature that I will not discuss in this report. But they were all around the functioning of the union, roles of each representative, and adhering to budgets and policy.

Welfare board happened since I last submitted my report. That was a fantastic meeting – good job to Alex. Was great to see the attendance and the ideas discussed.

We also attended the first VC meeting for the year. I started writing up a proposal to send to Andrew J Smith, which is almost completed. This is to help students be more aware of support services on campus through the concept of faculty week. We discussed other issues such as the respect now always campaign, and a few other things.

I also completed my stakeholder interviews for the strategic plan. I met with representatives of the bookshop, and a representative from student advancement. Due to our consent information statement, I can't go into more details about what they said. But they were fruitful conversations.

I met with James Field, an SSAA advocate to discuss how we will work together throughout the year. We typically meet to discuss issues that we are both noticing, and keeping each other in the loop about other issues we may have not noticed. Then we work together to see how we can fix issues that are heavily impacting students. To begin with, we will be focusing on the post census remission of debt form and its recent changes.

Also the general operational conversations that happen for the running of the union.

Suzanne

**Swinburne Student Union**

**Editor in Chief Report: 09/03/2016**

Since the last report our first edition was published and looked magnificent. During O-Week I distributed the magazine (on Weds and Fri of O-Week) to students attending the events, as well as signing new students up to the Union. On the 2nd of March, Sarah Sordelli and I had our first meeting for the second edition of SWINE. We discussed bringing a second designer on board as Shervene Tan had resigned and Sarah feels that two designers are preferable. During this meeting, I posted in Swinburne Stalkerspace calling for contributors for the second edition, as well as an illustration designer. I have since been in contact with multiple potential contributors including: Brenna Dempsey, Brigitte Lewis, Chloe Morgan (photographer), Faraz Haider, Declan Kelly, Luke Te Moni, Neil Aitken, Sophie Evans, Jenna Hutton-Murdoch, Robert Bruce, Rentia Britz (photographer) and Harrsion Tribe. Currently in the works are articles covering the alleged cover-up of rapes at university campuses, the effects of Artificial Intelligence on the job market, as well as changes to tenancy agreements. Some short form poetry has been submitted, as well as a review of the film *Logan*. I had to conduct some intensive editing on the *Logan* review, but it is now up to scratch. I have also had correspondence with comedian Michael Shafer and will be attending and reviewing his comedy show *Jew-ish* on the 30th March. I have also lined up a phone interview with him for the 11th March. I also took over the admin for the SWINE social media accounts and (attempted) to give away free double passes to the film *A Few Less Men* on Facebook, Twitter and Instagram. I am currently looking to attend the preview screening of the film *Life* in order to conduct a review.

**Imogen Bailey**

Editor in Chief  
SWINE Magazine

Swinburne Student Union  
Council Meeting 14<sup>th</sup> March  
Environment & Sustainability Officer

### **O'week**

The past few weeks were a lot of work with O'Week and Welcome Back Week. With all the work that had to be done generally for the main stall, especially the showbag packing that I helped with on several days, and then spending almost every day helping at the stall with membership sign ups etc. This also includes doing membership form data entry several evenings. It was an intense two weeks, but a lot of fun and generally a lot of positive responses from students joining.

### **SEC**

As for our SEC stall during O'week and WBW, we had great success! We had more than 180 people sign up at our stall showing interest in getting involved. As well as giving away the 500 seed bombs we handmade over two sessions to people throughout the two weeks. We engaged in many conversations with students and staff about issues and campaigns that we are focusing on this semester. We have planned our first event to be on March 17<sup>th</sup>, a picnic in the community garden. We had our first meeting of the semester on March 7<sup>th</sup> with several new members coming along and lots of excitement over the different projects. I had a meeting on March 9<sup>th</sup> regarding the recycling progress at the Hawthorn campus and what next steps to take. After discussions with the Design Collective, we are hoping to collaborate on the recycling education campaign- posters with a more fun approach of demonstrating how to recycle correctly on campus, and the importance of doing this. I have also been in the process of expanding the range for SEC's Zero Waste stall that will begin Wednesday in Week 3 (every Wednesday from then on). In addition to the KeepCups, I will be ordering JuJu cups (female sanitary products), bamboo toothbrushes, and perhaps a couple other products our Zero Waste group is researching at the moment.

### **Sustainability Festival**

Firstly, I decided to change the name as I feel Sustainability Festival reflects the overall event more appropriately. I have made a lot progress for the events and activities involved. Through making connections at other events I have gathered a list of potential stallholders, such as Market Forces, Rainforest Trust, Climate for Change, Less Meat Less Heat, and some others. I have gotten a committee together for the planning of the entire event. This includes Ross Perrett who will be overseeing the workshops/speakers for the event (so far there is almost 7 confirmed), Terry Lay will be overseeing the Sustainable Night Market, and Naomi Batiste will be overseeing the daily activities. Other aspects we are in the process of securing: the 3 documentaries we will be screening, Swinburne students to play live music at the daily activities/craft corner. So far, I have met with each of them individually to discuss ideas, but from Week 3 we will all be meeting weekly to organise this together (separately to the SEC Tuesday meetings).



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## Other

Other things I worked on include the orientation directory for the Swine, which we finished in time for O'week and gave them to students at the SSU main stall. I have done 4 shifts of the SSU breakfasts, and am now feeling confident in all the duties and tasks involved with this. I attended the first Welfare Board meeting in February, which was a great way for all of us to discuss collaborations in relevant projects and campaigns. Audrey, the Women's Rep, and I decided we will collaborate on some arts and crafts events (which she has been planning with Suzanne, the Education Officer); I also spoke with Audrey about making some posters for the Women's Room (some with positive affirmation messages, and some with sustainable living tips relevant to women- I am currently working on these at home).

If anyone has any questions or input regarding what I'm working on, please feel free to get in contact with me 😊

Kind regards,  
Joaquina Miller Cooper

**Environment & Sustainability Officer**  
**Swinburne Student Union**

## GEN REP COUNCIL REPORT - HARRY J WALL

February 14, 2017

### **UNION MERCHANDISING**

I've participated in discussions with Hawthorn Campus Chair Nikki about the different possibilities for union-branded merchandise and assisted in advising her on many ideas. One particular idea that stuck out was the possibility of Union Branded emblems to be sewn onto clothes as a means of acquiring discount union clothing.

### **CAMPUS COMMITTEE**

Hawthorn Campus Committee had its first meeting in late January in which there was extensive discussion of union-related student activities. There was discussion of multiple themed ideas, including a bar night specifically aimed to attract the attention of the Swinburne Islamic Society. The discussion of the SSU film festival was included in this meeting.

### **SSU FILM FESTIVAL**

Progress on the intended SSU film festival has since progressed. I engaged with multiple facebook groups including Swinburne Filmmakers and Stalker Space to see if there would be sufficient student support if such a festival presented itself. The idea was met with a strongly enthusiastic response, particularly from 3SSR. Members of 3SSR actively stated they would love to play a big role in the formation of the festival and that there are countless Swinburne students awaiting any opportunity to present their films to an audience. I've begun looking into the cost of customized trophies which will serve as prizes for victorious entrants.

I'm currently in the process of putting ideas together to present to students at Orientation Week. As far as making the event profitable for the SSU goes, the intention is to require students to be Union Members if they wish to enter films into the festival. There will be a small entry fee at the event and food and beverages on sale. The financial gain earned from this will support the costs of the customized trophy prizes for entrants with the remainder of the revenue going straight to the union. I've also reached out to the company Monster Pictures to see if they would support such a festival as sponsors, but am yet to receive a response. I will be contacting them again in the near future.

### **SPREADING OF MEMES**

I began sharing my customized union memes across the Swinburne Facebook community recently. This took off with an extremely popular response to the tune of

more than 500 likes for one meme relating to free drinks at Orientation Week. A large portion of Stalker Space has thus become aware of the upcoming event and the necessity of being a member of the union to participate.

## **UNION ORGANIZATION**

Having been a more active presence on campus over the past month I've participated in more activities relating to preparing the union for the next semester. Along with Stephen Blacker I recently did a poster run in the Hammer and Swine bar to promote awareness of the upcoming SSU Toga Party, and I worked from 11AM until 3PM consistently packing union giftbags for Orientation Week.

Swinburne Student Union  
Council Meeting 17<sup>th</sup> January  
General Secretary

### **O-Week Preparation**

The lead up to O-Week the big task was rostering, this involved having up to 15 reps and volunteers at a time cover 8 separate stalls and stations. While fairly time consuming taking more than an hour to do each days roster, it went fairly well and all the required shifts were filled going in to the week.

Other O-Week prep included operational meetings and communications, show bag preparation and several poster runs and designing.

### **Bar Garden**

I am ridiculously glad to say the bar garden is finally completed, and it was completed on schedule, and at least for my part in the project, under budget. In total, I spent about 40 hours on the construction of the garden, which was finished with a working day involving several other reps moving soil and planting the final garden.

### **Meetings**

Since the last council meeting I've been involved in several operational and day-to-day meetings, as well as having many meetings with representatives to support them in their roles in the union. I also attended the Executives first VC meeting of the year, which focussed primarily on the Unions strategic plan, the respect now always campaign, and nominating an SUT representative to the Services Management Board.

In addition to internal union meetings, I have also taken some time out of the office to meet with both students and members of club executives, to discuss the issues facing various groups of students, as well as clubs, under the SSAA run clubs program.

### **O-Week/ WBW**

During O-Week and Welcome Back Week, I helped out with most of the set ups and pack ups, as well as plenty of trouble shooting at stalls. During the day I helped out at both the NUS and Membership stalls, and I did two of the bar door shifts during the free drinks.

On clubs day during welcome back week I talked with several members of club executives about working closer with clubs as the union and helping them with the issues many are facing working under SSAA.

I also managed O-Week photography getting a good deal of pictures of both the orientation stalls and drinks in the evening.

### **General**

I helped manage the first BBQ back for the semester which also happened to be the busiest I've ever run clearing a solid 600 snags in under 3 hours. I also trailed a successful BBQ during our week two bar night which will continue during semester. Other tasks included covering reception, design, social media management, and general operational support.

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**

**Swinburne Student Union**  
**Council Meeting 14/02/17**  
**Hawthorn Campus Chair**

### **Meetings**

I have attended weekly operations meetings, conducted a Hawthorn Campus Chair meetings (notes attached), O'host meetings meetings, a media committee meeting, several meetings with SSAA to discuss our orientation plans, service management board, welfare board meeting, a meeting with a sales representative from Bluegum and a meeting with Katie Adams from res to discuss the party they were holding at the Hammer and Swine.

### **Events**

#### O'week

In preparation for O'week, I have gotten in contact with a number of corporates to chase up their interest in participating in our plans. I have gotten Lord of the Fries to donate vouchers, and had a few companies place interest in holding a stall.

#### Res Party

In Alex's absence, I have been helping to make arrangements and plan things for the res party. This has involved meetings, phone calls and emails to and from Katie Adams from res to ensure all that the details are sorted before the actual event.

### **Merchandise**

I have reached out to a number of companies regarding the possibility of them supplying our new merchandise—mostly just t-shirts and hoodies at this point—and for future years. I have looked into both ethically sourced and non, and had a meeting with Peter Lawley from Bluegum to discuss merchandise options.

### **Social Media**

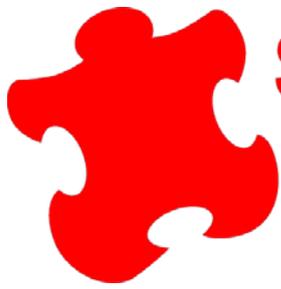
Being charged with the SSU Instagram page, I have made posts every working day to try and engage more students.

### **Other**

I have helped Audrey clean up the women's space to make it more inviting and comfortable for women to use.

If anyone has any questions, please don't hesitate to contact me.

Nikki Nievaart  
Hawthorn Campus Chair  
Swinburne Student Union



**Swinburne Student Union**  
**Council Meeting 14/03/17**  
**Hawthorn Campus Chair**

### **Meetings**

This month I have attended operations meetings and O'Host meetings.

Due to the need for everyone's attendance at the O'week stall and the Welcome Back Week stall, plus the start of classes, we have not yet held a campus committee meeting for the month. I have created a google form to get the availability for the elected Campus Committee members to make it easier to schedule meetings, our next being the week of the 13<sup>th</sup>.

François Malherbe and I had a brief conversation about the possibility of abolishing the sale of disposable plastic water bottles on campus, as well as better waste disposal systems on campus. I introduced him to Joaquina and we are in the process of setting up a meeting to discuss ideas and collaborate.

### **Events**

During the bar working bee I helped to wheel and shovel dirt up to and into the planter boxes. I also helped to plant the plants; clean the ground, tables and chairs; and have been watering the plants at least once a week since they've been planted.

During O'week I ran the merchandise stall from opening to close and sold over \$2,000 worth of tees and hoodies. I helped with some of the set ups and pack ups and at the door of the bar for two nights. I also participated in three days of show bag packing in preparation.

During Welcome Back Week I helped at the merchandise stall and the main stall for majority of the hours from open to close; selling merch and signing up members. I also helped with some of the set ups and pack ups.

I helped Ana and Alex decorate the Hawthorn Hotel for the back-to-school Toga Party. For a couple of hours I also helped them check student id cards at the entrance.

For International Women's Day Audrey and I had a combined merchandise/women's stall where we handed out free pads and tampons and signed people up to the women's collective. I also helped Ana buy and put up the decorations for the Atrium.

### **Merchandise**

After consulting with the executive, I made the decision to place our merchandise order through Blue Gum. During the past month I have conducted 3 stock counts, worked with Xavier to determine the quantities of tees and hoodies that needed to be ordered, been in contact with Peter Lawley every step of the way to ensure the colours of the materials and the print were what we wanted and that the design was fitted correctly to each of the products, and then placed the order for the new stock.

During O'week I sold a large portion of our old merchandise stock and collected people's email addresses to update them on the arrivals of the new merchandise. I received over 30 expressions of interest in the new merchandise, and am currently in the process of contacting people and getting them to come into the office to purchase the merchandise.

Throughout my various stock

counts, I have found a lot of dirty tee shirts and hoodies and have been taking them home to clean and make fit for sale.

The new stock arrived during Welcome Back Week and throughout that week I was sorting, counting and folding the new products. I've also re-folded and sorted all of the merchandise that had been stored in tubs for sale at the stall and put them back in the storage cupboards.

### **Social Media**

Every day that I come into the office I make an Instagram post on the SSU page. Our page is becoming more popular and the level of engagement has increased drastically; with our posts being viewed over 3,000 times in a week.

### **Other**

Since the daily breakfasts have started up again, I have helped at quite a few of them and assisted people who were new to the running of the SSU breakfasts.

I have covered the reception desk twice when staff members were not available to do so.

I have been on two poster runs to put up posters promoting O'week, the Toga Party, the Bar Nights, the St. Patrick's Day party and the upcoming by-elections.

I helped to clean up the meeting room after O'week, transported pads and tampons to the womens and queer spaces, and helped Alex organise the basement both before and after O'week.

If anyone has any questions, please don't hesitate to contact me.

Nikki Nievaart  
Hawthorn Campus Chair  
Swinburne Student Union

**Hawthorn Campus Committee Meeting**  
**19/1/15**

What is the Hawthorn Campus Committee? What do we hope to achieve on campus?

The HCC are the union members that are essentially going to be the men (and women) on the ground. We are the faces that students see when there are events running, when flyers are being handed out, when barbecues are being held. We are the ones ensuring that things run smoothly on campus. The HCC will work closely with all of the reps, collectives and the Activities and Promotions Officer—Alex Hume—to plan and run events, and to ensure the upkeep of the services and facilities on campus.

Our biggest goal for the year is to try and help create an environment on campus that people actually want to be part of. We will make sure the students have all of the help, encouragement and support they need during their time at Hawthorn.

What ever happened to those promises made during elections?

During the election period, team Evolve made quite a few promises to the students that we haven't really heard anything about since. We should be better than politicians, we should be providing the services that we say we would. Akbar has mentioned that he may have a contact for acquiring coffee machines for the library, so we will be looking into whose job it is in the union to organise that and try and find out if anyone has actually started working on it.

What is the HCC doing during O'week and Welcome Back Week?

During O'week and Welcome I will be manning the merchandise stall, working my butt off to try and sell as many t-shirts, jumpers and water bottles as possible. The rest of the committee will (availability depending) be there to help out at the stalls of the collectives. If committee members can't make it to help out then it is up to us to help the reps out and represent each aspect of the union.

On the 8<sup>th</sup> and 9<sup>th</sup> of February, the HCC will be running the show bag packing workshop in preparation for O'week. It is up to us to ensure that all 2,500 show bags that will be handed out to new members contain all of the promotional material and goodies that are meant to be in them. We will coordinate the other reps and any volunteers that we have on the day.

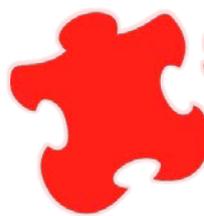
What about the HSP?

Halal snack packs have become an essential part of many uni student's regular diet. So why not capitalise on this trend? We think the union should hold an event (potentially in the bar) to celebrate the glory that is the beloved HSP. Akbar has a great many contacts in the Islamic Society, and it'd be great to develop a strong connection with them as they are such an influential group on campus.

Please, Nikki, tell us about Instagram.

As some of you may know, I now run the SSU Instagram page. If we can show students that we are doing work, and that we are out amongst them then hopefully we'll get a bit more recognition around campus. The most commonly asked question during the election period was 'What do you guys actually do? I've never seen you before today.' Next election period that is going to be different. We will leave students with great memories of their time with the student union and on the Hawthorn Campus. There will be more recognition of us and our achievements than questions of our validity.

Thank you all! xo



**Swinburne  
Student Union  
Council Report**

<b>Name:</b>	Joshua Briers		
<b>Position:</b>	Queer Representative		
<b>Phone/Email:</b>	0448711138	queer@ssu.org.au	
<b>Report Due Date:</b>	10	March	2017 @9am
<b>Council Date:</b>	13	March	2017
<b>Honoraria Claimed:</b>	100%		

## Report

This reporting period has been one of the busy ones in my student union career, but because it was choc full of things I will be brief:

### Things Done

- a) OWEEK Stall: all of oweek and Monday & Tuesday of Welcome Back Week. I was on both the queer stall and the main union stall during these two weeks.
- b) International Women's Day BBQ
- c) Helped input memberships with other reps
- d) Organised both the queer department budget and calendar.
- e) Held the "Queer Welcome Back Drinks" in the bar
- f) Meeting with Andrew J Smith to discuss the Queer Budget
- g) Meeting with the pride committee to discuss university queer calendar
- h) Held our first Queer Meeting & Afternoon Tea

If you would like any clarification on any thing I have done please feel free to contact me on [queer@ssur.org.au](mailto:queer@ssur.org.au)



**Steven Blacker**  
**Residence Representative**

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**Residence Representative Report to Council 3/2/17 - 10/3/17**

**Role Specific Work**

During Res and Swinburne o-week events/ days I introduced myself to many people; informing them of my role and what i do, as well as the benefits and services of the union. I hope that this specific interaction with those living on campus saw a large draw of membership and in turn a extension of support to those living on residence.

A meeting has been organised with Rowan Tan (Associate Director) and Jonathan Wood (Relieving Residential Life Coordinator) where i will bring up my plans for the year. I am very much looking forward to it and I'm excited to see the union have a great presence and effect on Swinburne Student Residences

**Oweek & Welcome Back Week**

I spent many hours at the union stall throughout the two weeks, setting and packing up, promoting and signing up members to the union. This was a great way to meet new student and union members.

**Barbeque and Breakfast**

I've now started doing breakfasts and barbeques which can be heaps of fun and is another great way of meeting fellow Swinburnians.

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# MINUTES

## SISA Committee Meeting

### February 2017

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Item	Meeting Details	Time
	Venue: AMDC 206 Chair: Syed Zaheeruddin Qazi (President) Minute-taker: Faraz Haider (General Secretary and Welfare Officer)	
1	<b>Welcome &amp; Meeting Open</b> Meeting open 6:22pm.	6:22
2	<b>Acknowledgement of the Traditional Owners</b> The SISA respectfully acknowledges the traditional custodians of this land, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. SISA honours their elders past and present and recognises that this always was and always will be Aboriginal land.	
3	<b>Attendance</b>	
3.1	Required attendees: Syed Zaheeruddin Qazi (President), Faraz Haider (General Secretary and Welfare Officer), Aashima Sondhi (Education and Health Officer), Ankita Raut (Marketing Officer and Media Communication), Bharath Venkat Rajan (Equity Officer), Praveen Kumar (IT Officer and Social Media Support), Venuli Karunaratne (Logistics Officer), Hamza Firasat, (Correspondence Officer), Daniel Nguyen (Assistant Marketing Officer), Scarlett Tran (Digital Marketing Expert), Tushar Bassi (Content Writer), Komal Suthar (Designer), Richa Bajaj (Events Officer and Photographer), Abdul Majeed Khan (IT Support Officer), Adesh Shah (Website and Mobile Support Officer),	
3.2	Attendance: Syed Zaheeruddin Qazi (President), Faraz Haider (General Secretary and Welfare Officer), Aashima Sondhi (Education and Health Officer), Ankita Raut (Marketing Officer and Media Communication), Hamza Firasat, (Correspondence Officer), Daniel Nguyen (Assistant Marketing Officer), Scarlett Tran (Digital Marketing Expert), Komal Suthar (Designer), Richa Bajaj (Events Officer and Photographer), and Abdul Majeed Khan (IT Support Officer)	
3.3	Apologies: Bharath Venkat Rajan (Equity Officer), Praveen Kumar (IT Officer and Social Media Support), Tushar (Content Writer), and Adesh Shah (Website and Mobile Support Officer)	
3.4	Absent without apology: Venuli Karunaratne (Logistics Officer),	
3.5	<b>Acceptance of Apologies</b> <b>MOTION (Faraz):</b> That the apologies listed be accepted	<b>Carried Unanimously</b>
4	<b>Confirmation of Agenda and Previous Minutes</b>	
4.1	<b>Ordering and starring of items</b>  <b>MOTION (Zaheer):</b> That the agenda as distributed be agreed to.	<b>Carried Unanimously</b>
4.2	<b>Ratification of previous decisions</b>  <b>MOTION (Zaheer):</b> That the minutes for the meeting on 4 <sup>th</sup> February 2017 be accepted as a true and accurate record.	<b>Carried Unanimously</b>

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**5. Events Department**

**Motion (Zaheer)**

To have Events as a separate department due to amount of work that will be involved

**Carried Unanimously**

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**6. O-week Monday**

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**6.1 Roster shifts to be one hour each**

**6.2 One sticky note activity/question to be asked from the international students**

**6.3 Motion (Zaheer)**

To have the roster, shifts and activities as discussed to be agreed to

**Carried Unanimously**

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**7 Marketing activities**

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**7.1 Flyers/Posters and Social Media**

**Motion (Faraz)**

The update of social media and the design of flyers/posters to be done by the marketing department

**Carried Unanimously**

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**8. Semester 1 Events and Plans**

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**8.1 Week 3 Trip**

The committee accepts the trip to be held in week 3

**Amendment (Richa)**

To have the trip on a weekend (Saturday)

**Carried Unanimously**

**8.2 Week 4 Visa and Immigration Workshop**

The committee accepts the workshop to be held in week 4

**Carried Unanimously**

**8.3 Availability**

**Motion (Zaheer)**

The committee submits their availabilities by the week ending on 19<sup>th</sup> February 2017

**Carried Unanimously**

**8.4 Week 5 Faculty Event**

That the committee accepts the faculty event to be in week 5

**Carried Unanimously**

**8.5 Week 7 Meditation event**

The committee accepts the meditation event to be held in week 7

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## **8.6 Week 9 Multicultural Event**

The committee accepts the multicultural event to be held in week 9

### **Amendment (Richa)**

To suggest to the university to change the week to week 8

**Carried Unanimously**

## **8.7 Exam stall**

### **Motion (Zaheer)**

To have an exam stall in week 11

**Carried Unanimously**

## **8.8 Discussion regarding possible video projects such as ‘Smoke free Swinburne’, Asking the experience of Student HQ in dealing with international students, promotion of Swinburne Security, health services**

## **8.9 Discussion regarding the International Conferences as well**

## **8.10 Discussion regarding having 1 minute video introductions of the entire committee to be published on SISA’s public forums.**

## **8.11 Discussion regarding possible fundraising collaborations with other universities**

## **8.12 Discussion regarding a possible welcome video to be filmed on International Orientation day**

## **8.13 Task of collecting the world map for International Orientation Day taken by Majid Khan and Hamza Firasat**

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## **9. Reports**

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### **9.1 Monthly Reports**

#### **Motion (Zaheer)**

That the department heads/Executive members submit monthly reports in regards to the progress/work done by them and their respective non-executive members.

**Carried Unanimously**

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## **10. Budget**

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### **10.1 Revised Budget**

The revised budget for 2017 was discussed and presented to the committee.

#### **Motion (Zaheer)**

That the revised budget for 2017, as presented, be accepted by the committee

**Carried Unanimously**

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**9. Future Meeting**

Next meeting shall be held on 3<sup>rd</sup> March, 2017

**10. Closing Business**

**10.1 Meeting closed**

**7:50**

**-Strategic plans and constitution**

Supa committee had their last meeting on March 7th where we further discussed the strategic plans for the year. A series of plans and activities have been planned.

Supa committee members have taken specific roles and we now have volunteers as well.

Praveen Kumar- Events and engagements.

Amal jp and Hatim Dhilla are students who have volunteered to boost the social media and website section for supa and also create posters and other marketing materials.

**- Constitution**

The constitution of SUPA is in need of updating and completion. We've begun reworking on it with consultation of constitutions of postgrad association across the country.

**- Advocacy**

Our commitment towards working for student advocacy and rights is as strong as ever, with the sessions we've had with students. We're glad we were able to share some valuable information with new and old students alike.

**- CAPA And campaigns**

SUPA is a proud advocate of the Fares Fair campaign that's committed towards bringing travel concession for postgrad students across Victoria. Various events, video campaigns and social media movements over the past two months have built up to a great campaign that is to happen on Tuesday, March 14th and the State Library. We're glad we could be a part of this effort for the past few months.

**- O week and Welcome back week**

Many new initiatives and ideas have come in from our time at Welcome back week and we're quite thrilled for the first workshop we're planning.

**= Job fair and SCM- CAPA**

A job fair is being organised by CAPA in association with its affiliates. SUPA is a part of this discussion and process.

**Honoraria:**

I believe I have done enough representative work in the past two months to claim honoraria for the same. This report is a brief summary and any further questions regarding the month's activities are more than welcome.



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Alex McGilvray  
Welfare Officer  
Email: [welfare@ssu.org.au](mailto:welfare@ssu.org.au)

Swinburne Student Union  
Council Meeting No. 3 14th March 2017  
Welfare Officer

### **O-Week**

In preparation for O-Week I helped construct our showbags, helped out in the bar garden and organised welfare initiatives for the week.

I really enjoyed being a part of the SSU team in O-Week. The showbags proved a great success and I'm happy with the contributions me and the other Welfare reps made. I was on the Welfare and membership stall throughout O-Week and Welcome Back Week and engaged with students about welfare initiatives and union services. Seeing the excitement in many first-year students has been really motivating and I look forward to getting them involved in union life and volunteering.

During O-Week and Welcome Back Week I assisted with set up and pack up most days, and I entered membership forms into the database.

Ana and I also attended the Strategies for Success event held by John Schwartz. We taught first-year students about the SSU – what it does, what it has succeeded in doing, and how they can access our services. This was a great way of engaging students and I have since been in touch with many students who are interested in volunteering with us.

### **Meeting with Vice-Chancellor and Andrew J Smith**

I attended the executive meeting with Vice-Chancellor and SUT President Linda Kristjanson and Vice-President of Students Andrew J Smith. This meeting was vital as it showed two key SUT figures that we are a cohesive and motivated union, and I hope that the university is now more willing to work alongside us to achieve common goals. I was particularly happy discussing student engagement issues as well as gender-based violence on campus, and I look forward to working on welfare initiatives with the university in the future.

### **International Women's Day**

International Women's Day at Swinburne was a great success this year, and much of its success should be attributed to the SSU and its representatives. Ana and I were members of the IWD Committee with SUT staff members, and represented students' interests at every meeting. This was my first position on a university committee and I was shocked by how little students were considered in the staff member's conversations. Ana and I were integral in ensuring that the 2017 IWD event represented the interests of students.

During the planning process, I participated in an interview with SUT media and communications where I discussed gender equality at a personal level, and at both a union and university level. This video was to be shown on the big screen at IWD, has been posted to SUT social media channels and emailed to all students and staff. The video can be found [here](#). In the video I am proudly sporting a SSU t-shirt and the caption specifies my role in the union, which is a great win for wider recognition of the union and our dedication to gender equality.

On the day, I helped Ana decorate for the event and helped pack up the BBQ. The day was a great success and it must be acknowledged that our president Ana was the star of the show, who amongst professional speakers spoke truthfully about overcoming the struggles of being a woman in leadership.

Our involvement in the planning and execution of the IWD event has demonstrated to the university and wider student body that we are a serious and professional organisation, and this will lead to great opportunities for us in the future.

#### **Meetings attended**

- Operations meetings
- Executive meeting
- Executive meeting with Vice Chancellor and Vice-President (Students)
- Reconciliation Action Plan meeting
- Welfare Board meeting

#### **Volunteering**

I have done 3 shifts at breakfast and have found this a great way to chat with students and further my knowledge about student welfare issues.

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

Regards,

Alex McGilvray

**Welfare Officer**  
**Swinburne Student Union**

## Women's Representative

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### February 2017

#### International Women's Day

Unfortunately, the last IWD meeting was cancelled so I cannot update progress on that. However, the Swinburne wants the SSU to run a bbq for IWD, and Alex is organising sending them figures/prices/amounts from Pride Day.

#### Crafternoons

Suzanne and I have collaborated and decided that we will host a crafternoon for the education faculty and women's together in early May. David kindly donated some spare wool he had which will significantly lower our costs. As I plan to host regular crafternoons for the women's collective, costs for other equipment will likely come out of my budget (knitting needles etc.). Suzanne and I discussed teaching people how to knit squares, and with those squares we can make a blanket for the women's space (still need to decide if the squares will just be made by the women's collective crafternoons, and what to teach on the education/women's crafternoon, or if it will just be an education crafternoon in early May).

#### Ask Book

I was thinking of buying a diary for the women's space, in which people can write questions anonymously if they like, or to give answers to those questions. Some questions can be a bit intimidating to ask in person or people might like to suggest new ideas for the women's space/collective and if they want to brainstorm together that would be fantastic!

#### Budget

I have also made and attached my budget for the Women's Collective in the email.

Audrey Nikopoulos  
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## **March 2017**

### **Orientation Week**

I made brochures for the women's space for Orientation Week and the leftovers are being kept in the women's space. Printed and folded 500 of them.

I also helped pack the last round of showbags.

In Orientation Week I helped out on Monday at the union stall, and I ran a women's stall on Tuesday, Wednesday and Friday, and helped out with the union stalls where needed.

In Orientation Week I had 76 people sign up for the Women's collective, and I sent out an email with more information about the collective, the women's space and upcoming events. I also included information about getting more involved with the collective, as I am interested in forming a committee.

### **Welcome Back Week**

I helped out with the union stall on Monday, Tuesday and Wednesday, and I opened for the breakfast on Thursday with Nikki, and stayed until 9:30am.

### **International Women's Day**

I helped decorate the atrium with Ana and Alex and other people from the IWD committee in the morning.

I also ran a stall giving out free sanitary items, and gave out brochures to those interested in joining the Women's Collective. I managed to get about 30 new sign-ups, and I still need to follow up with emails. I also posted on Stalkerspace to try and get more students involved and engaged.

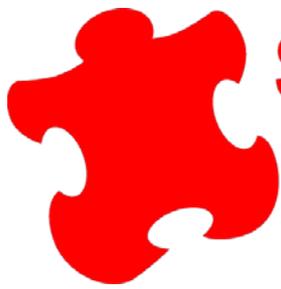
### **Networking/Getting involved with the students**

I have been catching up for coffee with a few girls interested in helping out with the Women's Collective and events. I have been forming friendships in the process and hope to form a committee at some point.

I have also been responding to emails from students about bullying and other issues that they may be facing at university at home. I have been helping where I can by being a listening ear, but also directing them to the right resources, such as swin counselling, beyondblue, headspace and lifeline.

### **Other**

I have gotten the diary/journal for the Women's space ready by scrapbooking it and making an entry. I have promoted it on the Facebook group and on the Women's space whiteboard.



# Swinburne Student Union

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I have also cleaned out the cupboard in the Women's space as it had a lot of rubbish and there was not a lot of room

## **Meetings Attended**

International Women's Day Meeting on the 15<sup>th</sup> of February.

Met with Rachael McCullough from Teach for Australia on the 6<sup>th</sup> of March.

## **Audrey Nikopoulos**

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