

SUPRA

Annual Report 2018-2019

Students
Working
for
Students



Sydney
University Postgraduate
Representative Association

Acknowledgment of Country

SUPRA acknowledges the Gadigal people of the Eora nation as the traditional custodians of this land.

We pay respect to Elders past and present, and extend that respect to all First Nations people.

We acknowledge that the land upon which we live is stolen, and that sovereignty was never ceded.

This is, was and always will be Aboriginal land.

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Council
Executive
Reports

President

Weihong Liang



*Weihong Liang,
President*

Introduction

I believe SUPRA has made significant improvements in representing all postgraduate students at the University of Sydney, and has made a huge impact on the University's governing bodies in protecting the interests of our fellow students. This success is based on all the efforts made by my hardworking fellow Councillors, our excellent staff and the selfless volunteers who took responsibility for different issue areas. In addition to successful representation and advocacy related to one-off issues, SUPRA made some significant progress in addressing some systematic and interrelated issues, such as: addressing group appeals, establishing a new platform of Q&A and restructuring the Legal Service, among others. Regarding community development, SUPRA had

some meaningful communication with different student communities and helped them to build connections by supporting targeted activities such as HDR events, CET Welcome Party and pre-departure meetings. Besides, SUPRA events have attracted a larger number of postgrads to attend than ever before. Apart from traditional Wine and Cheese, we started new activities such as Free Lunch and monthly hiking, trying to enlarge the services we provide to postgrads.

Improve education experience of Coursework students

SUPRA made a substantial impact on the University governing body for student appeals. In some cases, a large number of students were having trouble with their Winter School programs, largely due to a

lack of support, or had failed their courses because of marking errors. Usually, when encountering these things, the students first approached their faculty to find a resolution; however, many problems still remained unsolved. This year, we advocated for them on many fronts. In one case, a large number of students from the Business School believed their final exam results had been wrongly calculated. In dealing with it, I first met with many of them to collect opinions and to see whether it was true. Once I confirmed that it was true, I immediately took the matter to one of the senior executives of the Business School, who was shocked to learn of it. By the end of Semester 2 2018, the Business School recalculated the final result of one Accounting unit, with over 700 students' appeals being settled. Moreover, for the BUSS6002 problem, over 400 appeals were settled, and with the Fudan University Winter School issue, over 300 students finally got the help that they deserved.

Online Q&A Platform

Further, the number of SUPRA members in the 2018-2019 Council was much higher than those in the previous ones thanks to the new platforms introduced. In the past, while SUPRA has had many opportunities to communicate with new students during events such as Welcome Week and faculty-wide inductions, new students usually get lost in information overload and lack of follow up measures. Consequently, many postgraduate students complete their degrees failing to access the essential services provided by SUPRA, or not knowing SUPRA at all. To counter this and to provide services that are better suited to the 2018-2019 environment, we started to put more energy into our existing but ill-functional Facebook pages and established our new WeChat official account and WeChat assistant account. With the help of our volunteers, by the end of April 2019, the WeChat official account has attracted more than 5,000 friends, and the assistant account has got more than 2,000. Many

of their problems, especially the simple ones, can easily be answered or resolved by our volunteers on a 7/12 basis through these platforms. More than 100 students contact us by Wechat and Facebook every week. It has made it much easier for postgraduate students from diverse backgrounds to make the most of all of the services that are available to them, and has also eased the burden on our staff.

Legal Service restructure

There will be a Legal Service company under SUPRA, named SUPRAL, by May 2019. In the past, SUPRA's legal service for students has been provided by Redfern Legal Centre. Postgrads could consult with a solicitor from the firm, who would help with a range of legal issues. However, due to the language barrier, many international students from different backgrounds could not get the most out of this service. Initially, we hired a law school JD with multilingual skills to deal with issues and translate two legal publications for international students every week. However, because of the long working hours and a shortage of funds, we decided to restructure the whole service and establish our own company to offer better services to our fellow students. No such service existed previously, and therefore, a great number of legal issues were being dealt with in an ad hoc manner. However, due to our work on this, there will now be a SUPRA-owned legal service that ensures the prioritisation of students' needs over bureaucratic constraints and insufficient funds.

Community Engagement

At the beginning of the SUPRA 2018 Election, our goal was to ensure that 80% of postgraduate students at USYD understand the purpose of SUPRA, and the services we provide, so that they can seek help from SUPRA when they meet difficulties campus or in their personal lives.

Before Semester 1 2019, SUPRA participated in pre-departure meetings in five major cities in China – Beijing,



Welcome Week - SUPRA membership registration



Pre-departure meeting, China



SUPRA welcome party



CET January 2019 welcome party

Chengdu, Guangzhou, Wuhan, and Shanghai. In the field, SUPRA's Councillors introduced SUPRA, and shared their experiences in studying and living in Sydney, answering questions from students and parents. We also deepened our services to CET, as students at the CET are our potential future constituents. From July 2018 to now, we have held 4-5 CET connections. We hope everyone could learn about SUPRA before they enter the University of Sydney. We also had communication with the Faculties and Schools across the Univeristy. This includes the first-year lecture at the Business School, BBQ event at the School of Engineering, and a series of networking events, such as Roof Top Drinks at St Paul College.

Through these activities, we have achieved the goal of SUPRA. The number of newly registered members of SUPRA

reached 2,000 people; the number of subscriptions to our WeChat public account reached 5,000; the assistant account has a focus of 2000 people; 3,500 points of promotional materials were distributed during the Semester 1 2019 Welcome Week. The inductions we attended during Welcome Week cover the various Faculties and Schools.

Welcome Week SUPRA Membership Registration

Student societies find it difficult to find space within the USU Clubs and Society structure, therefor SUPRA tends to support many different societies. For the Faculty of Arts and Social Sciences monthly third Thursday activity, SUPRA provides venue support to help it run successfully, and also sponsored the Satellite Campuses, assisting them in organising events through



SUPRA Easter hiking

our Satellite Campus Network. All these groups used our funding to create social spaces that promised to build community, exchange ideas and practical skills that will benefit the postgraduate community as a whole in one way or another.

Events

SUPRA has changed the traditional image of serving behind the scenes, organising many activities to directly face students and better listen to students' voices. For instance, compared with past, the number of participants for our Wine and Cheese event has increased significantly, from 50 to 200. We hold Free Lunch every month to give free food to postgraduate students, hoping to send warmth to the students who are studying intensely. Each time we served up to 200 people. In addition, in September 2018, SUPRA's first off-campus event – hiking – was held. Participants thought it was a good

activity to be close to nature and relax themselves, so hiking evolved to be one of our regular monthly activities. We want to engage more students and get everyone to be proud of SUPRA and find themselves part of the community.

Conclusion

In conclusion, the 2018-2019 term was full of opportunities and challenges for SUPRA. All the goals we have achieved successfully are the consequence of a joint effort from Councillors, staff, and volunteers. It has been a great honour to work with such an excellent team to enhance our postgrads' studying and living environment. I wish for you to enjoy the memories we have created together, and all the best for your future journey!

Vice President

Junke Li and Jinghan Feng



Junke Li and Jinghan Feng, Co-Vice Presidents

Having been in charge of various portfolios within the Association, we have done a lot of work over the past twelve months. Based on the existing events and policies, we established more activities to engage more attention and serve more postgrads. Reviewing the past year, many achievements have been done jointly, and we will evaluate them in four parts: Welcome Week and Welcome party; Events; Peer Connect and Volunteer program.

1. Welcome Week and Welcome Party

During 2018/19, we hosted the Welcome Week and International Welcome Party twice, which took place in July 2018 and February 2019. It is one of the most important events for first-year students to get familiar with the campus and study life, and also a good opportunity to give publicity to all postgrads, since our Association has a relatively low recognition level at the Uni.

In January, we purchased 2,500 items online for Welcome Week, including stationery and tote-bags, and then started to make packs of relevant material, ready to be handed out. July 2018's Welcome Week was only three days long, and we served over 1000 students. By the next Welcome Week, which happened in February, we covered 3500 first-year students in five days – we could say that was another big success. We then held an International Welcome party the following week, and served around 600 postgrads in total. During Welcome Week, we also organised several orientation lectures at different Faculties. We appreciate that our volunteers and caseworkers really did a great effort with guiding and Q&A.

Welcome Week and the Welcome party are the most important parts of our Association, and we think we made a good start for the future work. According



*International
welcome party*



*First SUPRA
free lunch,
13 January 2018*





*Wine and Cheese live band
at Hermann's Bar*



to feedback, most new members learned about SUPRA through Welcome Week, and asked us for help, and how to participate in our activities.

2. Events

a. Wine and Cheese

We will not describe more about the details since we are all quite familiar with SUPRA's monthly event, Wine and Cheese, but we would like to share some updates. Compared to former Wine and Cheese, we increased the tickets up to 200 (but there are never enough tickets for everyone) and invited a live band to make the event more attractive. We also tried to book different venues to give our guests fresh feelings.

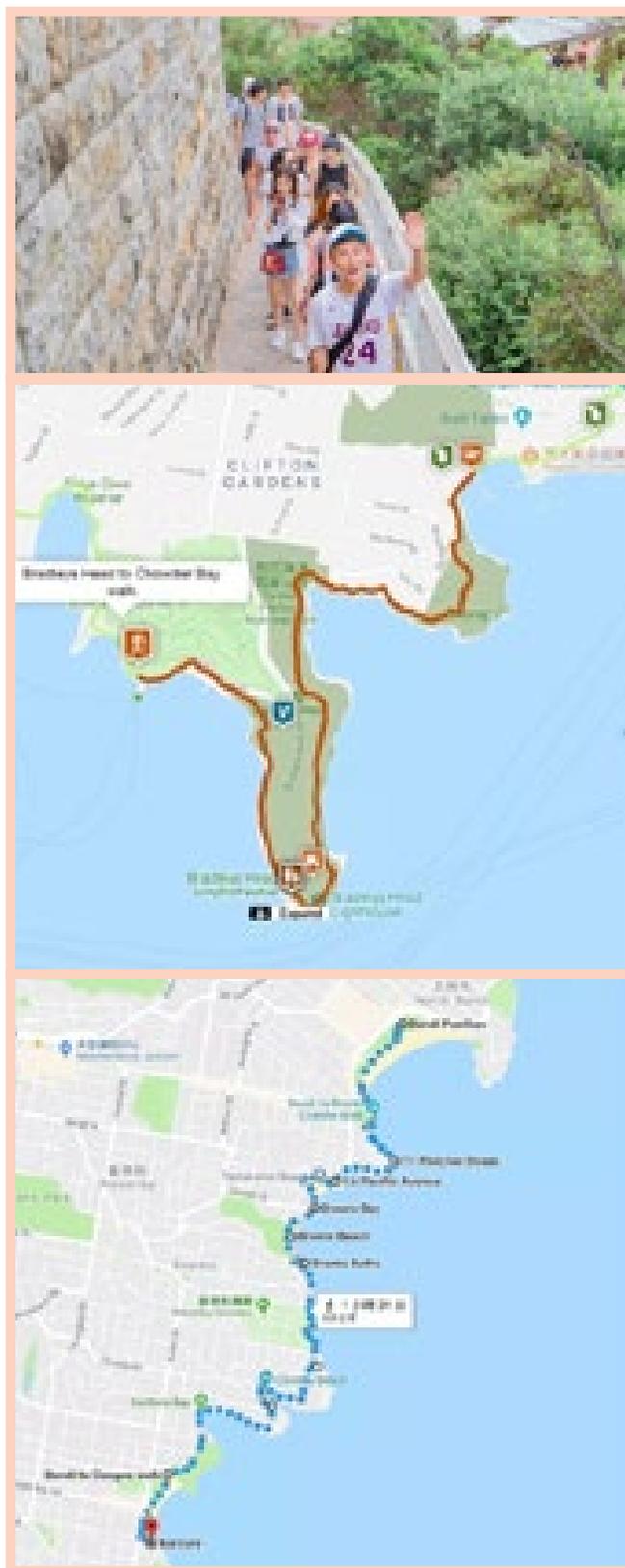
b. Free Lunch

Since STUDENTS are our top priority, we have tried to provide as many services as we can. Thus, we moved a motion about "Free Lunch" in August during the Council Meeting, aimed to serve more postgrads with a higher quality service. Of course, the motion was approved, and we had our first Free Lunch on 13th September. We ordered 300 sandwiches and drinks (including vegetarian food), and whoever passed by could receive our free lunch, provided they were a postgrad of the USYD. The feedback was very positive, and we decided to organise the event every month since then.

c. Hiking

To offer more extracurricular activities, we came up with Hiking. Through Hiking, we advocate the combination of study, life and leisure, and further enhance the influence of SUPRA among postgraduate students. It is a good opportunity for postgrads to make more friends and do some outdoor activities. The time and routes are all well-designed under a lot of discussions and field visits. We set up several routes, mostly coastal walks. We made safety announcements and 'plan B' before departure to make sure we covered every possibility.

Through online and offline publicity, the number of people interested in each event was around 100, but due to the safety concerns, we accepted a maximum 60 participants for each hike, including seven volunteers. In addition to lead the team during each hike,



Hiking participants and coastal walk routes



Junke Li and Zirui Liu doing an induction



A volunteer doing a Q&A with a student



SUPRA volunteers doing a group induction



SUPRA free lunch

we arranged for two volunteers from the media group to take photos. After Hiking, we chatted with the participating students in a peer-to-peer manner, listen to their opinions and suggestions on the Hiking event so that we could continue to improve the following Hiking activities.

Both the Free Lunch and Hiking gained extremely good responses, so we decided to make these two actives as monthly events and add to our calendar.

3. Peer Connect (From October 2018)

Originating from a management meeting, we discussed the quality of teaching together, which reminds us that SUPRA can be an independent third-party organisation to monitor the quality of teaching in schools. The Networking in Business school is the predecessor of Peer Connect. We found the effect was good. On the basis of monitoring, we added some activities of promotion and

advertising, which became Peer Connect, and extended to the Engineering College,

Law School and CET language class.

Implementation: Buss6000, Finc6001, Buss6002, Qbus6830 are the four monitoring courses in Business School. We also organised two parties for the CET students who enter our Uni can be better adapted to study and life.

Through Peer Connect, we have strengthened SUPRA's links with various Faculties, dealing with the problems of some courses in the initial stage.

4. Volunteer Project

Students for Students is the proper meaning of a student organisation. Since July 2018, USYD has changed its way of relying on external staff to organise activities, and began to try to create jobs and practical opportunities for more Uni students. SUPRA's activities have gradually expanded, and we need more people to join us. Volunteers have played an important role in all kinds of activities. This will also allow students who are interested in SUPRA to work with us.

For the selection of volunteers, we have multiple interviews, single interviews, and written examinations. Then an intensive training session is conducted, similar to the SUPRA Councillor training. The first volunteers took up their posts in August 2018. After six months of training, they have become the backbone of SUPRA. Now the volunteer project has been carried out in three phases, the first phase has 10 people, the second phase has 15 people, and the third phase has 30 people. They are responsible for the daily work of new media operation, informing students about legal and advice services, activity planning, career development and the construction of postgraduate community. Volunteers can be seen at Wine and Cheese, Welcome Week, Chinese legal consultation, Business School curriculum monitoring and weekend Hiking activities.

In the training and work of volunteers, we have a deep understanding of SUPRA and share our personal experience with friends around us. They refreshed themselves in this process, and gained a lot. For SUPRA, activity planning and operation have become more efficient, and further expands our influence.

Final words...

We certainly have done a lot of work over the year, more than we can write down, but work never ends. Although we went through difficulties and struggles, the current results are generally satisfactory, and satisfying. We shared a really memorable time together and it was an honour to work with all SUPRA members. We hope the volunteer project and Peer Connect can be continued, and all the best to SUPRA.

Cheers!



Your Vice Presidents

Junke Li & Jinghan Feng

Treasurer

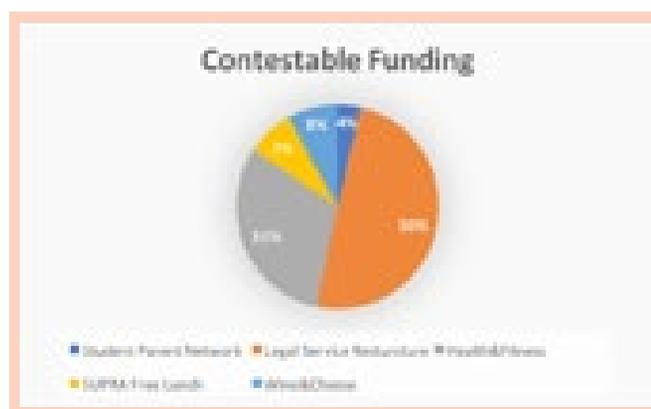
Shuai Wang

In the academic year of 2018-2019, I have the honor to be a student representative and the Treasurer of SUPRA, participating in various activities of the Association. As one of the members of council, I am proud to participate as an international student in the advocacy of graduate students at the University of Sydney. This year, I participated in many activities organised by SUPRA, such as Welcome Week, Wine and Cheese, SUPRA Free Lunch, Hiking and so on. As the Treasurer, my responsibilities include: Assisting the Finance Manager with the budget and expenses of the Association, submitting monthly expense reports to the council, keeping track of the Office bearers working hours, checking SUPRA's expenses for daily activities, reimbursing the expenses of SUPRA's activities and chairing the Finance Committee.

The 2019 budget

Since February 2019, the Finance Manager and I have been revising the numbers in the interim budget to forecast 2019 spending as accurately as possible at this stage. As for the budget for the year of 2019, I first discussed with staff about their expenditure last year and the activities they might hold in the new year. In terms of student activities, I discussed with the President and the other Officers about SUPRA's financial situation for the next year, and their plans. After half a year's work, SUPRA's various activities have become a fixed pattern, which is helpful for the budget of the next year. In addition to the initial base SSAF funding of \$1,686,135 allocated to the Association for ongoing expenses such as wages and administration, we have an additional \$161,000 allocated from contestable

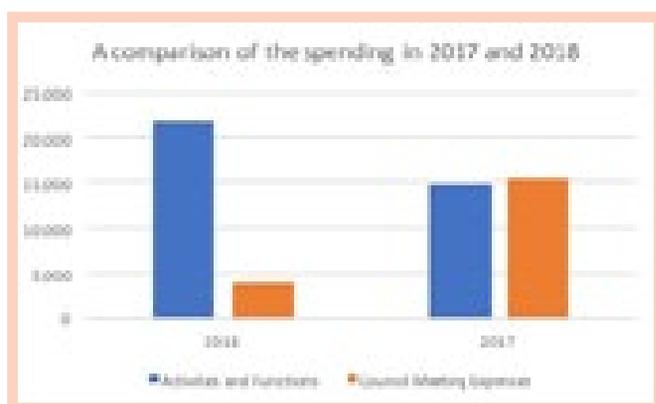
funding in 2019. These additional funds will be spent on more student services and activities. For example, we will spend \$12,000 on SUPRA Service Day to provide free lunch and various consulting services for all postgraduate students. We will spend \$13,000 as Wine and Cheese event to provide free social opportunities for students. We will spend \$6,000 for Westmead Outreach/Student parent network. The \$50,000 will be used to fund a variety of sports activities, so that more students can take physical exercise and live a healthy life. The remaining \$80,000 has been set aside for the Legal Service restructure.



Expenditure in 2018

In 2018, SUPRA received \$1,658,595 in SSAF funding, up 3.3 percent from 2017 (\$1,605,438). We spent \$81,533 on activities and functions, decreasing \$5,000 compared with last year. However, we spent \$21,710 on social activities, an increase of 47.8% over last year's \$14,689. In the second half of 2018, we added three new SUPRA Service Day activities, which cost about \$2,500 for three times, but enabled 600 graduate students to enjoy free lunch and various services. In

O-week, we increased the expenditure by \$500, but we added thousands of new members. In general, the second half of 2018 and 2019 to date have been very good financially for SUPRA. The efforts of the Finance Manager and all staff throughout this period have ensured a balanced expenditure budget will be maintained in 2019. Our work and efforts have been recognised by the majority of graduate students. We hope that the next team will spend more funds on student services, so that SUPRA will become the best organisation to serve students.



Finally, thanks to Weihong and other Councilors for their help. I have enjoyed the opportunity to be a student representative and provide more services for students. Secondly, I would like to thank all Staff for their help, which enabled me to learn a lot in this organisation. Thanks to our Financial Manager John Fell for his continuous support and guidance to SUPRA. Although the year in SUPRA was short, I gained a lot. I hope the next generation of friends will work hard and I will try my best to help the organisation become better.

Education Officer

Minran Liu and Domi Dana Johnson



Domi Johnson and Minran Liu, Co-Education Officers

Acknowledgements

We would like to take this opportunity to express our sincerest gratitude to the SUPRA Executive team for their excellent support during this term. We would like to acknowledge all other Student Associations and organisations for always supporting us in the work we do. We're incredibly grateful to our family, who remained a constant source of prayers and motivation. We would like to thank all our friends for their good wishes and encouragement.

Introduction

The Education Officer works with the belief to satisfy the needs of postgraduate students in learning and education, rather than viewing education as a business that is out to make money. We believe that "Education doesn't deserve a price tag."

Coming to a new country and university can be challenging, that is why the SUPRA Education Officer role exists - to guide new students, and to life easier by helping in every aspect. We are also here to make a positive contribution of the educational experience of all international students. We would like to help run more professional events that strengthens and supports the portfolio of the Education Officer.

Education Officer work, progress and activities

July 2018

Education Portfolio Handover

We took on the role of SUPRA Education Officer after the handing over of data and documents from the previous Education Officer.

September 2018

Student Wellbeing and Safety Annual Thematic Review

The Academic Board and the University Executive jointly conducted the first Annual Thematic Review, focusing on student well-being and safety across Faculties and University. We actively participated in representing SUPRA, examined the Review, and made recommendation for the improvement to the availability, provision and communication of services and processes, to ensure the well-being and safety of specific cohorts of students across or within Faculties and Schools.

October 2018

ISSF (International Student Success Forum) event

The International Student Success Forum (ISSF) is a nationwide project of eight chapters conducted by the Council of International Students Australia (CISA). The ISSF Sydney Chapter consisted of the following two sessions:

Title: Institutional Engagement Widening Workshop Series

Theme: Importance of Student Engagement in Institutional Governance

Objectives:

- To emphasise the importance of the involvement of international students in governance at institutional, regional, local, state and national levels.
- To educate and offer international student community a platform to practice leadership at local stages.
- To encourage and support international students to actively engage in decision making at organisational level.

Title: Workplace Exploitation Seminar Series

Theme: Workplace Issues and Resolutions

Objectives:

- To address the outlook of workplaces for international students in Australia through the representation of responsible authorities and compile strategic policies in terms of work exploitation, which will be disclosed to the international community and all stakeholders for future reference.

AIEC 2018 Conference

We participated in a session that reported on how international students feels safe in Australia but have difficulty finding employment, and what guidance can be provided. This session was run by THE PIE News at AIEC reported.

November 2018

Supervisor of the Year

SUPRA held the Supervisor of the Year Award 1 November 2018, aiming to promote, recognise and reward excellence in Higher Degree Research supervision at the University of Sydney. The event was well attended, and both supervisors and postgraduate students enjoyed the event. We also broadcasted the event live on Instagram.

Academic Appeal 2018

BUSS6002:

At the beginning of November, SUPRA assisted around 400 students who failed BUSS6002 to raise a complaint to the Business School. After receiving the complaint on 4 November 2018, we convened the students to meet and sorted through their appeals. We then lodged their appeals to the Business School within one day. The Business School responded after one day and immediately summoned a team of relevant officers to discuss the issue. At the same time, students also put forward further evidence and appeals via a WeChat group chat. We continued to collect the evidence to appeal, and further requested the Business School to

properly resolve the relevant issues. After this communication, the Business School officially responded on 7 November, promising to correct their mistakes, and improve procedures. The Business School also apologised to the students.

Additionally, SUPRA also succeeded in helping students from ACCT6007. Over 700 students have been involved in this academic appeal. We took the side of students negotiating with the University about credits from the Fudan Summer School program. 300 students were involved in this issue.

December 2018

ISANA Conference: International Education Association

We took part in the sessions talking about Workplace exploitation and International students' engagement in institutional Governance/Decision making with few fellow student leaders from Australia and New Zealand.

WeChat Assistant account goes live

We opened an Assistant Account on WeChat as a platform equivalent to Facebook to hear from students directly, especially Chinese students. As of now this account has around 2000 "WeChat friends", active over 1700 hours, and has become an instant, significant and reliable channel for students to reach out for help. SUPRA student representatives are responsible for answering students' enquiries in a twelve-hour shift every day. The SUPRA WeChat Assistant Account is responsible for navigating students' issues and referring students to the SUPRA SAAO team where applicable.

Below are the most frequently asked questions on our WeChat Assistant account:

1. When and where does SUPRA offer Visa consultant services?
2. Does SUPRA offer Legal Services?

3. Can SUPRA help with conflict with rental agency or landlord?

February 2019

At the start of Semester 1 2019, we were invited to speak at various faculty inductions and student welcomes. SUPRA also spoke at student accommodation inductions at International House and Graduate House (St Paul's College). Besides this, we were front and centre running our 3-day Welcome Week stall. We spoke to students, distributed pamphlets and invited them to join us in later SUPRA social events.

March 2019

Australian Institute of Business and Technology – Student Meeting

A meeting with the students of AIBT took place. Suggestions were made by National President of CISA, Bijay Sapkota, to help students at this institute. It was suggested that students could personally forward their issues to CISA.

The meeting was concluded with a by encouraging as international students to fulfill the ambitions that had brought them to study on Australia, and that CISA would always be there for support.

Tuition Protection Services (TPS Meeting)

TPS in Sydney is for international students affected by the closure of BCA National Training Group Pty. This information session was interactive and allowed students to have insight into refunding tuition fee procedures, appropriate visa criteria that has to be followed by the students, how to maintain the student visa status or apply for an extension, assessment evaluation and its outcome, and an online demonstration to lodge complaints was briefly explained by the representatives of ASQA (Australian Skills Quality Authority), TPS administrators and DET (Department of Education and Training). It was also assured that students will be receiving full support in finding the right providers

to handle this issue in an effective way. It was a great privilege to be part of this meeting as a representative of the affected students, to personally build their confidence and to lead this issue in a successful way so that they can pursue their planned academic career.

"The Month of Health"

SUPRA Education Committee initiated "the Month of Health" to collect postgraduate students' opinions about their health and wellbeing experience. We invited nine international students to participate in a focus group to learn about the general experience of the health services provided by the University. We then narrowed the focus to mental health and released a CAPS (Counselling and Psychological Services) -focused online questionnaire to evaluate the performance and effectiveness of CAPS. We wrote a report regarding the 150 responses that we received.

Currently, we are in the process of organising SUPRA's first Teacher of the Year award. We are at the stage of receiving postgraduate students' nomination forms for their teachers. The SUPRA Teacher of the Year awards seek to recognise and honor outstanding postgraduate coursework teachers at the University of Sydney, as nominated and judged by postgrads. In 2019 multiple awards will be up for grabs in each faculty.

SUPRA student representatives have been participated in University Executive Committee and put forward valuable proposals and opinions from the side of postgraduate students. Below is the list of the UE Committees that SUPRA has attended from 2018 until now:

Academic Board, Graduate Studies Committee, Academic Standards and Policies, UE Education, Student Life Com, Student Consultative Com, Academic Quality Com, UE Research Education.

April 2019

CISA HOUR event

SUPRA, in collaboration with CISA and other organisations, conducted a multicultural event to celebrate multiculturalism in Australia. Simultaneous events were held across the country.

Message from SUPRA Education Office

We adopted a nimble and determined approach to trailing new ideas - some worked well, some did not. We've seen increased student participation and satisfaction in our events and services, and we've extended our reach beyond. We are planning to launch some inspiring new social events and programs while refining the previous offerings. We wish to show extraordinary leadership and courage in leading the complex journey of every international student. We are building the foundation for an even stronger and more effective progression in the years ahead.

The SUPRA Education Portfolio strives and continues to make every effort to increase the value it creates for all international students.

Secretary

Fangyuan (Claire) Wang, Azhar Saeed and Yunhe (Kelly) Wang



Claire (1 July '18 - Feb '19), Azhar (1 July '18 - 31 Jun '19) and Kelly (Feb '19 - 31 June '19), Co-Secretaries

We have had the pleasure of sharing the role of SUPRA Secretary in the last term. As international students at the University, this has been our first experience in student politics at USyd.

The past year has been tremendous. This was an overall new Council that was elected with lots of opportunities to work on and serve the postgraduate students. The job of a Secretary is not only internal, but also external communications. For most of the time, we have been occupied with maintaining meeting records for the monthly minutes of Council meetings and sub-committee meetings. Moreover, we have worked effectively in coordinating and preparing internal communications. We have also been occupied with negotiating with different Faculties and student associations.

The postgraduate welcome drinks was a success. The Co-Secretaries, Women's Officer and International Officer co-hosted this event. This year SUPRA saw

an overwhelming response in registration for this event. High numbers of incoming postgraduates attended and enjoyed the event. We held the event in the Courtyard Café and had mini refreshments and popcorn, as well as the Courtyard Café's famous wine. During Welcome Week in August 2018 and February 2019, we assisted the team, including the President and Vice Presidents, to discuss corporation matters such as inductions, orientations and a campus tour, along with the SRC, USU and University Faculties.

We have enjoyed hosting our traditional event, Wine and Cheese. With increasing popularity among postgraduates, SUPRA's monthly Wine and Cheese is a full house every time. Unfortunately, we have been unable to host such a large number due to budget constraints, but we have been preparing more frequent events, such as SUPRA Free Lunch, and networking events. In March 2019, we applied for a CAPA affiliation fee discount. This was necessary



as it reduces SUPRA's expenses and gives us more room to spend on USyd's students. With communication with CAPA Secretary, we busily prepared our case for applying for the discount, and ended up getting it.

We have worked alongside the Council of International Students Australia (CISA). We have assisted the Council in every way possible by providing them a platform to hold meetings and arrange events for international students. One such example of an event was CISA Hour which was held in McLaren Hall in the University. SUPRA has been co-hosting these events with CISA. By providing assistance to CISA, SUPRA has a high chance to receive the student organisation of the year award in 2019.



We have represented SUPRA in various orientations in the Business School, the Faculty of Engineering, Faculty of Arts and Social Sciences, etc, with the sole purpose of getting incoming students aware of the Association and its work. These orientations served as a main cause for getting record high registrations for SUPRA events.



We have thoroughly enjoyed our time at SUPRA, made awesome friends and are happy to say that we are leaving the position satisfied with our contribution to this amazing student organisation. We look forward to handing on the position to the next enthusiastic Councillor who is up to continuing this essential role within SUPRA.

All the best for the future!

Azhar, Kelly and Claire



Director of Student Publications

Yiqi Wu

I took on the role of Director of Student Publications in July of 2018. SUPRA has made great progress in media this year, which can be divided into two parts - online and offline.

Online



SUPRA Instagram

We created a WeChat public account and an Instagram account for SUPRA in 2018. The followers of our WeChat

account went from 0 to 5000, and is still increasing every day. We posted in total 130 articles for postgraduate students, which included our activities, health news, legal services and so on. The highest view of any article was over 6000 views.



Flyers for SUPRA free lunch

We also received and replied to students' messages every day. We want to communicate better with our constituents so that we can better understand the current situation, and the problems postgraduate students face. Besides the WeChat public account, we also created a WeChat assistant account. Through the public account we post articles and share information for students, and cooperated with WeChat assistant to manage interest in events. This is very effective method - 200 tickets will be snapped up for each activity.

Our Instagram has 520 followers and it's also increasing. We had live video during our events and posted some high-quality photos. At the beginning of the July 2018, we said our goal is to get 80% of Sydney University postgraduate students to know

about us. Now, we are running to this target. Online, we also cooperated with some other organisation's social media platforms, such as USU and SRC. At the same time, we have strengthened and improved the management of SUPRA Facebook, so that our Facebook operates better. We have people replying to Facebook comments and messages every day.



As well as creating social media accounts, I also created banners and posters for SUPRA events and online posts, to attract as many students as possible.



SUPRA at USYD pre-orientation, Guangzhou, China

Offline

In December 2018, SUPRA contacted the Student Centre and cooperated with the University of Sydney China Student Centre. SUPRA representatives went to Beijing, Shanghai, Guangzhou, Chengdu and Wuhan in China. We gave great speeches to new students who were going to study at the University of Sydney. It was a good chance to share and introduce SUPRA services. Our followers on social media increased a lot after we attended these orientations. SUPRA is trying to work with different organisations to create more offline activities.

We also built a technical group for shooting video and taking pictures for SUPRA during our events and activities. We bought some professional equipment such as GoPro 7 Black, SonyA7R3 and lens, DJI Ronin S Three-Axis Motorised Gimbal, a Rode Videomic Pro Plus, Aputure M9 pocket light, and other accessories like memory cards, camera bags, GoPro shorty tripod and batteries. After each event, we produced at least 30 high-quality photos to spread on social media.

During the reporting period, SUPRA has undertaken analyses in order to identify processes to achieve better efficiencies. There has also been, as there has been for many years, ongoing consideration of better ways of creating a better space for USYD postgraduate students, so as to better positioned for SUPRA to respond to the challenges we will continue to face. I am optimistic that we are making good progress in facing those challenges. I'm glad to be the Director of Student Publications for SUPRA in 2018, and I hope we can do better in the future.



Equity
Officer
Reports

Queer Officer

Carolyn Zhou

Starting point

One year just fled away since I was initially elected as the Queer Officer last May. Considering my identity as both an LGBTQI+ community member and international student, I put my focus on sustaining existing connections and collaborating with more queers from diverse backgrounds.

Queer Network Rebranding



Social Media

At the start of my election period, after talking to several queer students, I figured that it is essential to make SUPRA's Queer Network more visible to students, compared to designing activities beforehand. To get more current postgraduates involved, it is good to begin with newcomers. I planned a series of promotional material, including online posts, flyers and posters, to coincide with SUPRA O-Day, Welcome Week, Service Day and other activities – where I could access vastly more students. I also created an Instagram account as

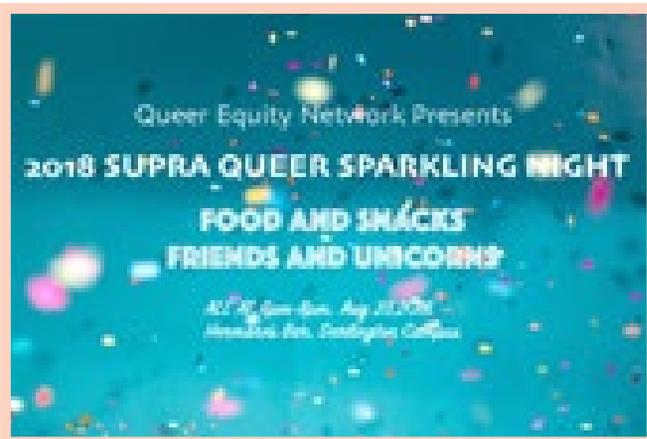
SUPRAQueer, and it was of help for future promotions. Moreover, following SUPRA's extension to the WeChat platform, I also employed it as another social media strategy to get close to the large number of Chinese international students, who constitute the majority of the international postgraduates.

Queer Sparking Night

Based on previous Queer Beers events, I extended the concept of gathering into a more diverse networking event at the start of each semester. It's the best time to welcome new and returning students, and I spread the event in other queer organisations and SUPRA equity groups, especially to the International Officer. On the 2018 Sparkling Night, I prepared 80 gift bags containing a cute unicorn rubber and thank-you card with Queer Network Facebook information at the back. On the 2019 Queer Night, I met more international students at the event and also assisted in promoting the new push for an Inner West Pride Centre and the Trans Day of Visibility rally in late March.

Film Screening Night

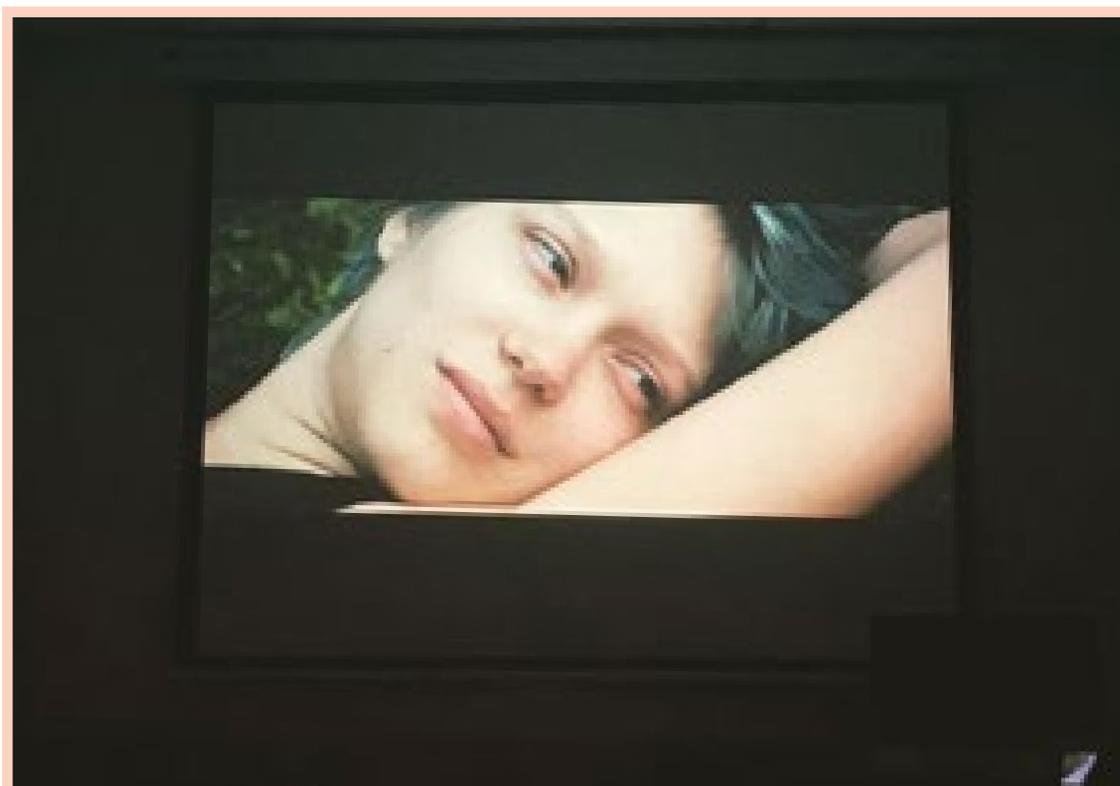
This year, I started to cohost monthly film night with Women's Collective. The Women's Officer, Sara, and I usually picked movies, stand-up shows and documentaries to cover common topics. We've shown 'Nanette' by Hannah Gadsby, 'Adele' and 'Carol' on Wednesday nights. We usually have a short reflection session at the end of each screening, which enabled participants to share their thoughts and feelings with new friends.



(Top) 2018 Semester 2 Queer Sparkling Night poster, (bottom) 2018 Semester 2 Queer Sparkling Night unicorn rubber gifts



Queer Sparkling Night, Semester 1 2019



Screening of French film 'Adele'



First film screening, 'Nanette', Semester 2 2018

Peers Connecting

One of the most important parts of the Queer Officer role is communication with other organisations on campus. This primarily takes the form of QuAC, the Queer Action Collective, which is open to undergraduates and postgraduates, but has a large undergraduate contingent. I kept a close connection with queer officers in duty and usually took an active attitude towards their proposals.

Moreover, I communicated with people within the community who are working at different organisations inside and outside of the University:

- Met Tommy Byrne, former Queer Officer and currently working in public health at RPA hospital, to discuss how to promote the healthy sex program by RPA on campus.
- Assisted some postgrads from the Design Faculty to promote their survey about LGBTQI+ infrastructures in our Queer Network group.
- Talked to ACON volunteer, Ahmed, and helped in promoting a working group that aims to help international homosexual students.

- Met with Vincent and Anjela from SULLS to talk about collaboration opportunities.

Student Representation

I also actively participated in various activities around campus to present other queer students

- Introduced SUPRA to mentors under the Peer Mentoring Program at the Business School on the training day of Semester 2, 2018.
- Active member of Safer Communities Advisory Meetings to discuss and put forward suggestions on initiatives that are being taken up by the University to ensure they reach students in a manner that maximises engagement and response.
- Prepared and gave a presentation at the School of Architecture, Design and Planning as a representative from SUPRA. Attended the Welcome Session of the School and distributed 100 SUPRA welcome brochures at the end of the event.

Way Forward

In the future, I hope that SUPRA Queer Officers will still take a proactive and fighting role in the advocacy and support of LGBTQI+ postgraduates. And I expect more international students can be taken account into future plans of SUPRA.

International Officer

Divya Mansingka

It has been a tremendous pleasure helping and representing international students over the past year.

I started off my term by attending the Council of International Students Australia (CISA) conference in Cairns, where I met students from other universities who gave me various ideas on what I can do for betterment of international students. The conference included discussions about various international student issues like: work place safety; concession cards for international students; making transition into university simpler; and building a bigger community base where international students could discuss their problems. Overall, the conference was a great learning experience.

I started the semester off by organising a welcome party along with the Women's Officer (Sara Evison-Rose), which was a great success. We had over 250 students attend our party during both semesters. This event helped boost SUPRA's student engagement and we met numerous new students.

Most of my work during my term was focused on helping international students with settling into university life and helping them making the transition easier. I have helped students with various issues ranging from academic to personal issues such as housing, job hunting, etc. I also helped in managing the SUPRA Facebook page. I tried building as much of a personal relationship as I could with students to help them in any way they found comfortable.

I was also a part of the Business School's Student Advisory Committee, where we talked about improving student

experiences. The main focus was to improve the experience of business school students, and starting new research called 'Work. Live. Play. Learn'. I have built a great network among the Business School and tried to increase engagement of Business School students with SUPRA.

Overall, I would say it has been a very successful year. The student engagement has increased, which is evident by the outstanding voter turnout at our recent elections, and our events being sold out within an hour of ticket releases. It has been great working with such an amazing and talented team. It has been an absolute delight working under the great leadership of our president, Weihong Liang, who has worked exceptionally hard to make SUPRA great.

Disabilities Officer

Marguerite Biasatti

It is with much enthusiasm that I review the past year in my role as Disability Officer.

On being elected there was much deliberation about the role and how the needs of postgraduate students who identify as having a disability could be best met. Fortunately, as I am a postgraduate student who identifies as having a disability and have experienced the processes involved in registering with Disability Services, and had, most importantly, held the position of Disability Officer in 2017-18, I had a solid starting point. Moreover, my career in Australian Universities in Student Support Services and my current enrolment in the Doctor of Social Work program has provided key experience in working with senior University staff and systems to advocate for postgraduate students.

Key aims and summary of campaign

In the context of the refined position description of Disability Officer at SUPRA (2016), my work plan and campaign for the year focused on practicalities and support.

The key aims were to:

- identify what support services and policies guided student support provision for postgraduate students who identify as having a disability;
- make transparent University support service policies that aim to meet the needs of students who identify as having a disability.

In order to achieve these aims, a range of strategies were employed.

Firstly, I needed to obtain an accurate picture of what services were provided by

whom to support postgraduate students who identify as having a disability. In order to obtain this information, I completed the following:

- reviewed University policy and documents that aim to provide support, such as, 'Disability Services' and accompanying application;
- obtained statistics;
- explored who were the key stakeholders in service provision.

Secondly, it was considered central that the SUPRA Disability Officer participated in key meetings to raise awareness and advocate the needs of postgraduates who identify as having a disability. This was achieved by:

- consistent communication and the introduction of myself and role to Disability Services, attended key meetings, such as, the Disability Action Plan Consultative Committee;
- organised SUPRA stall at Disability Awareness Week in September 2018 with positive feedback from students. It was also a valuable experience in being able to further liaise with key stakeholders in University Support Services;
- promoted the importance of teamwork at SUPRA. I participated with consistent communication with SUPRA President, the Equity Portfolio, the Council and staff;
- attended CAPA: the Council of Australian Postgraduate Associations Incorporated. I participated in the Disability Officer meetings to advocate the needs and concerns of University of Sydney students and provided a report to SUPRA Council about the

conference. My commitment to postgraduate students who identify with a disability was reflected in my election of Disabilities Officer for CAPA for 2019.

Thirdly, it was important and vital that support and the provision of accurate information was provided to postgraduate students. This was achieved by:

- timely responses to students who emailed;
- the provision and the continuation of the 'Coffee Break' program for all postgraduates who identify as having a disability.

Fourthly, on having obtained the practical information of service provision for students who identify as having a disability, it was important to also be aware of wider national social policy that may influence support for postgraduate students' who identify as having a disability. In order to obtain a 'bigger picture', I completed the following:

- obtained and reviewed the report on the National Inquiry into Employment Discrimination Against Older Australians and Australians with Disability and the domestic legal framework of the Disability Discrimination Act 1992.

Achievements, reflections and strategies for the future

On review, I have achieved all aims to obtain up-to-date knowledge of what services are provided for students who identify with a disability. On starting the position, it took many unexpected communications with key stake holders' service provision which are in constant change, to make the role visible.

As reported, the first substantial issue is that postgraduate students need to formally register with the Universities' Disability Services. The Disability Service does provide support in regard to the establishment of academic plans and adjustments with associated alternative formats for assessments, physical access and modifications and assistive

technology. For those with learning challenges, particularly the requirement of medical specialist or psychological test completion is costly. A major breakthrough continued and clarified from last year in this post is that I obtained information that there are indeed funds and monetary support for those who identify with a learning disability to be able to complete these tests via organisation from Disability Services.

Significantly, what has been unveiled in my research and advocacy is that for research postgraduates the accommodations are less clear and require ongoing communication and clarification. For example, the provision of professional transcriptions of research data versus student typing up data and the provision of dust free rooms for those with asthma/allergies.

In order for the groundwork I have attained to prosper, it is recommended and indeed vital that in my role as the forthcoming Disability officer:

- capitalise on relationships build up in 2018-19;
- obtain from Disability Support Services clarity on their application process and advocate the use of GPs in lieu of specialists to complete applications, to reduce cost and stress to students;
- advocate postgraduate student participation in the design of applications and utility of faculty based support;
- continue 'Coffee Break' program;
- utilise my role as Disabilities Officer at CAPA to support the needs of postgraduate students at the University of Sydney.

It has been a brilliant year working with the SUPRA team and I wish all postgraduates the best in their university experience at the University of Sydney.

Women's Officer

Sara Evison-Rose



Sara Evison-Rose (second from left), Women's Officer, with (l-r) Azhar, Divya (International Officer) and Domi

I can't believe it has nearly been a year as the SUPRA Women's Officer already! As the Women's Officer, I began my role wanting to create an engaged and vibrant community of postgraduate women that would allow them to connect and develop lasting supportive relationships. We have had a great year filled with a variety of different events for postgraduate women to get involved in.

The International Officer and I started the term by hosting a 'Welcome Party' for all new students coming to the University for Semester 2 2018. This event was especially popular, and it was great to meet a lot of new faces and introduce them to SUPRA.

Over the term, I hosted numerous social events for postgraduate women to meet each other and build support networks.

This included organising for the women's collective to attend a beach clean-up as well as a 'creativity evening', based on the popular concept of 'drunk painting' events, where we had paints, snacks and wine. This was a particularly popular event and it was great to see everyone relax and express themselves creatively before the exam period.

During my term, I have worked closely with the Queer Officer to link our collectives. In doing so, we hosted a number of joint film nights, picking films with relevant themes, such as Hannah Gadsby's 'Nanette', 'Blue is the Warmest Colour', and 'Carol', and we have another one coming up this semester. It was great to see a diverse group of people attend the film nights and get to meet each other and share their thoughts and insights.



*Creativity evening,
Semester 2 2018*





*Beach clean-up,
Semester 2 2018*

*Women's march,
January 2019*



The women's collective kicked off 2019 by attending the Women's March in January. It was an empowering day and it was very inspiring to see everyone out on the street fighting for women's rights. I started a Feminist Book Club in 2019 as well, to try and bring women together to talk about different feminist authors and issues. This received a lot of interest and it has been great to hear everyone's perspectives on what feminism means to them. We are currently on our second book and we will be continuing to host monthly meetings



In addition, I hosted regular women's collective meetings and got coffees with a number of postgraduate women to try and understand what they wanted from the SUPRA. I also worked closely with the University, particularly student support services, to try and ensure better services and representation for women. This included attending consultations, meetings and being a member of the Safer Communities Working Group, as well as organising Bystander Intervention Training for student leaders. Other activities this year included participating in a radio interview on abortion rights, providing general support for the Women's Alliance Safe State policy platform.

Going forward, I have a couple of fun events planned for the rest of the semester and next term we will continue to host events to try and connect postgraduate women. Going into another term, I would like to focus on some networking and professional events specifically for postgraduate women based upon their request. I will also be working with the different member Faculties across the University on potential academic events. One difficulty over the term has been engagement from the University community, so I will be focusing on increasing women's collective event attendance to foster strong relationships among postgraduate women. In doing so, I will try to collaborate with many different groups and members.

There has been a lot on during 2018/19 and it has been very inspiring to connect with many postgraduate women. Thank you to all the brilliant female students who got involved for a great term! It has also been great to work with other members of Council, as well as SUPRA staff, to get to know each other and try and work together to support postgraduate students from all Faculties and backgrounds.

Satellite Campus Officer

Karishma Rajan Menon



*Karishma Rajan Menon,
Satellite Campus Officer*

Working with SUPRA over the last term as the Satellite Campus Officer has been an insightful experience and it gives me immense pleasure to share that journey with you.

As an international student, starting this educational experience in a new country was exciting and I was filled with apprehension, to say the least. I became a member of SUPRA and soon realised that students who were not situated at main campus, despite paying the same amount of SSAF, did not get access to similar student support and services. My work through SUPRA has been to actively bridge this gap that students face, and ensure that their voices matter.

Portfolio work:

I started my term by supporting the International Officer and Women's Officer in the Welcome party by making sure that there was greater engagement from students situated in satellite campuses. In the first few months, my work involved reaching these campuses and representing SUPRA. I held meetings with various student representatives from student organisations such as Student Research Society, Westmead Clinical School, Nursing, and allied health students to understand student issues and engagement opportunities. I reached out to students located at Cumberland campus and also established a working relationship with the Program Director and Associate Director of MBA programmes at Cumberland campus.

During this term, along with the dedicated support of SUPRA staff and council members, we have ensured that the faculty orientations in all satellite campuses were attended by a SUPRA representative who interacted and engaged with the students. These included the different faculties at Westmead, Lidcombe, Conservatorium of Music, Mallet Street Campus to name a few. This has led to an increased number of satellite students who have reached out to SUPRA for advocacy, general queries and volunteering interests.

I collaborated with the Student Research Society and held Satellite outreach events at Westmead that enabled students to understand our Student Advice and Advocacy services. This has helped students engage with SUPRA more and has also helped SUPRA establish a more prominent presence at the Westmead Campus. Along with our collaboration with the Manager of Student Experiences at Westmead, we have successfully established a monthly caseworker drop-in session at Westmead campus. I have also actively participated in the Student Life Working Committee that gives a platform to collaborate with Sydney University management regarding student experiences and difficulties. We have also financially supported events such as Lawn bowls (held in collaboration with Westmead Clinical School); and Christmas and Welcome parties held by the Research Society. SUPRA's ever-famous networking and social event Wine and Cheese has also reached Westmead campus.

I had the opportunity to engage and network with coursework and higher degree research students from the Veterinary school in Camden campus, and Science and Nursing students at Mallet Street. The SUPRA Satellite Network has also successfully supported monthly postgrad catch up with tea and snacks for students at Camden. I have also had

the opportunity to collaborate with SRC and attend Health Days that catered to mental health awareness for students at Mallet Street and Cumberland Campus.

Looking forward:

I can proudly say that engagement from satellite students has increased over this last year, and more students have reached out for support through SUPRA. However, I do realise that the work is far from the finish line. Due to the increased number of higher degree research students located at satellite campuses, we are planning research events that cater to HDR students, such as: understanding Intellectual Property rights; working after your research degree; and social engagement opportunities. Mental health has also been raised as a significant concern and I am in the process of collaborating with youth mental health services such as Headspace. Organising advocacy sessions at Cumberland, Lidcombe and Camden is also in process. Plans for the future also include collaborating with Student Support Services at the Darlington campus for online content and access for satellite students.

I could not have imagined doing this work without the active support from the Council (especially the Office Bearers), and the SUPRA administrative staff and advocacy team. The Council team has ensured that diversity and active representation matters, and I am grateful to have had this opportunity to do my small bit. I am excited to see what the new term and Council brings for the students and I am sure we can continue to work and help more!

Gallery



Wine and Cheese, April 2019



Hiking, March 2019



Hiking, April 2019



*Welcome Week,
February 2019*



*Volunteer training,
March 2019*



*Rooftop drinks,
March 2019*



*Wine and Cheese,
March 2019*





SUPRA president Wei Hong (right), with staff (l-r): Vanessa, Ingrid, Rachel, Francine, Emma, Louise, Hank, Heather and Allison, 2018



SUPRA councillors, volunteers and staff pack material for Welcome Week, February 2019



Staff
Reports

Student Advice and Advocacy Service

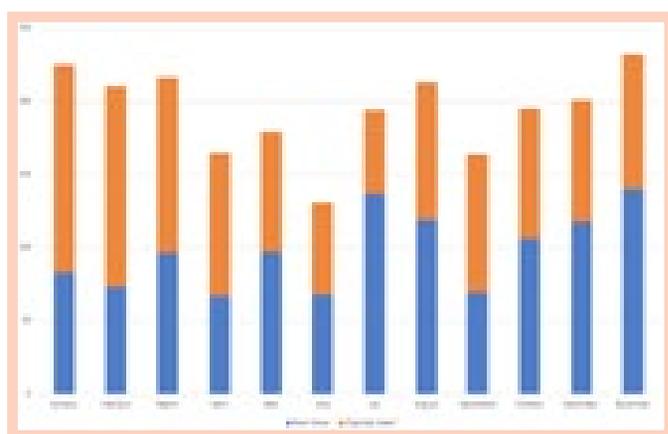
Francine Seeto, Hank Whan, Margaret Kirkby, Vanessa Caparas, Heather Mabry, & Allison L'Armour

The SUPRA advocacy service has for over two decades provided a free, professional, independent and confidential casework service for postgraduate students at the University of Sydney.

In January this year Margaret Kirkby resigned from her position after 10 years of dedicated service. SUPRA was most fortunate to have Marg for this time and many, many postgrads would join us in thanking Marg and wishing her all the best in her future endeavours.

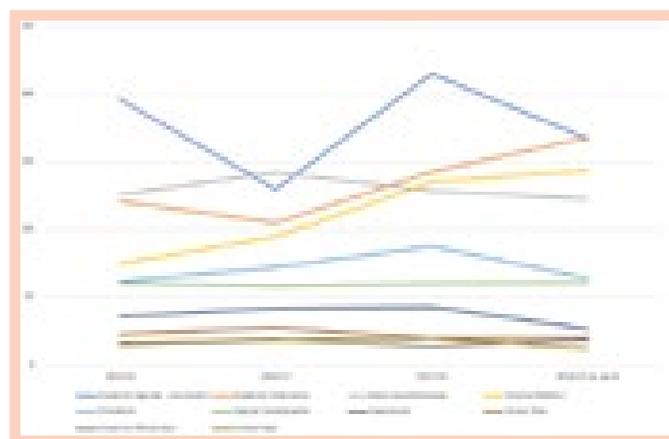
Our coordinator Adrian Cardinali has been on leave since January 2018 and was approved extended leave until January 2020. During 2018 we welcomed Allison L'Armour to our team.

Individual casework January – December 2018



During calendar year 2018, SUPRA advocacy service opened total 1174 new cases. The above graph explains that for each month in 2018 we assisted new cases as well as continued to work on previous or ongoing cases. Of cases

where we have local or international student status recorded, 62% (725) were international, compared to 28% (331). Around 10% of students we assisted did not disclose this status information. Of cases where we had research or coursework status recorded, 13.6% (160 students) were research and 85% (1003 students) were coursework. Whereas the number of new postgraduate research cases in 2018 were similar to the previous year the number of new coursework cases represented a significant increase of 28% on 2017 figures.



The above chart represents financial year case numbers for previous four years, by case type.

Note for the current financial year (July 2018 to end April 2019) we already have seen more students for academic dishonesty, academic misconduct, and tenancy cases, than the previous financial year. Across both semesters of 2018 faculties issued around 1,240 allegations of academic dishonesty to postgraduate students. In second semester 2018

the Business School reported 52 cases involving postgraduate students for possible serious academic misconduct. This involved international students' reproduction of a model solution provided by a commercial tutoring service. SUPRA assisted in a number of these cases and after a lengthy investigation all of the Business School cases were resolved as academic dishonesty, and not the far more serious charge of academic misconduct. During 2018 SUPRA produced multiple online, social media and print resources to educate postgraduate students on their tenancy rights – some in Chinese language.

During second semester 2018 we assisted the SUPRA President in advocating to the Business School on behalf of groups of postgraduate students who complained to SUPRA about various systemic problems, such as unfair assessment practices or enrolment difficulties. In total we assisted over 450 students in 5 units of study. These are not formally recorded but we are happy to report that in all these cases SUPRA managed to help bring about a reasonable resolution by the Faculty.

Client survey data indicated 85% of respondents rated the SUPRA advocacy service as either Helpful or Very Helpful.

Tax Help

For the third year running, SUPRA offered Tax Help from July 2018 and our ATO-trained volunteer Shaun Chung assisted around 12 postgrads until he left to take up full time employment. After September we referred postgrads requiring tax help to the SRC. Thank you Shaun.

Visa advice

SUPRA's long running and popular free Visa Advice Sessions for international students was offered on a monthly basis, and from July 2018 to end April 2019 we assisted around 80 postgrads, with over 50 on a waiting list. Thank you Visa Lawyers Australia who have provided this generous service through SUPRA over many years.

Briefing Services

2018/19, the SUPRA advocacy service provided 95 briefings to 11 SUPRA student representatives across 12 University committees/working groups. The SUPRA advocacy service and SUPRA student reps progressed work in the following areas: SUPRA President welcome letter to all commencing postgrads pre-arrival; new Education Integrity Penalty Guidelines; changes to Higher Degree by Research degree policies; new Global Mobility Policy; new Sexual Assault Policy and Procedures, including changes to authorise sanctions on students who fail to complete the consent module; changes to the Student Code of Conduct; the University's Student Experience Strategy, including development of a University Accommodation Strategy and Student Mental Wellbeing Strategy. We debriefed with each student rep after each meeting and feedback by the reps indicated that they found the process interesting, and most reported increased confidence in speaking at committees, and a sense of achievement.

SUPRA Publications

The SUPRA advocacy team prepared important advice articles and self-help resources for the SUPRA website, The HDR Guide, Facebook, WeChat, and eGrad. Some were translated into Chinese. In total we were responsible for 80% of the self-help resources (formerly Survival Guide articles); 80% of the HDR Guide content; contributed at least 50 eGrad and WeChat articles; and also published in the University's HDR News.

Projects, campaigns and submissions

SUPRA Supervisor of the Year (SOTY) 2018

SOTY 2018 received 126 nominations (participation by 198 HDR students). The awards night was held in the Courtyard Restaurant and was attended by over 130 supervisors and the students who nominated them. Thank you to Associate Professor Tony Masters (Chair, Academic Board) who presented the awards.

We are so proud of SOTY – a uniquely student-nominated and student-judged award. Thank you to our 2018 judges Rachel Woodhouse, Taylor Syme, Jennifer Nicholson, Samantha Poulos, and Ella Collins White.

SUPRA Teacher of the Year 2019

In semester one of 2019 we assisted the SUPRA Council in launching this new award, based on the Supervisor of the Year model.

Student Parent Network (SPN)

We collaborated with the University's STAR team to establish the USyd Student Parent Network, which currently has 83 members. During second semester 2018, SPN held a welcome morning tea for around 25 commencing parent students and their children. Later in the semester SUPRA hosted a first aid for infants workshop which attracted 12 participants. At welcome week for semester 1 2019 SPN again held a morning tea for commencing student parents. Apart from the SPN the SUPRA advocacy service continued to lobby for an on campus child care centre and participated in the University's Child Care Coordinating Committee.

City of Sydney international education action plan

SUPRA's submission called for support for the development of affordable and safe student accommodation.

Conferences and training events

SUPRA's advocacy team takes pride in maintaining our high level of professional service and aim for constant improvement. During 2018 and up to end April 2019, team members attended over 13 conferences or training events. Themes included family and domestic violence; tenancy and accommodation; University complaints-handling; substance use; advocacy training; mental health and wellbeing; trauma-informed approach in casework; research methods; and policy work.

SUPRA advocacy team also organised and hosted a successful one day workshop and networking event for student advocates on the theme of Sexual Harassment and Assaults - Rape Culture on campus. This was attended by the advocacy team members of SUPRA, SRC and UNSW ARC.

Networking/consultations

During the year the SUPRA advocacy team held regular information exchange meetings with our colleagues at the Student Representative Council (SRC), the University's Higher Degree by Research Administration Centre; and Faculty Services. We also met with the Library's Peer Learning Advisers (PLA), University Health Service health promotion officer (International students), Centre for English Teaching (CET), and Business School Learning Support for information exchange.

Outreach to satellite campuses

During the year the SUPRA advocacy service visited Lidcombe, Conservatorium of Music, Mallet Street, and Westmead to conduct information sessions, and speak at faculty inductions. In semester one of 2019 we commenced a casework outreach service at Westmead Hospital for postgrads based at the Westmead precinct.

Thanks

Thank you to the SUPRA advice and advocacy team for another year of outstanding work. Thank you too to our extraordinary administration, finance and publications staff, our wonderful Legal Service Solicitor, the President and Executive, equity officers and volunteers who have supported SUPRA's advocacy work, and to all the postgrads who have entrusted your matters with us. It was a privilege to serve you all and we look forward to continuing to do so.

Report prepared by Francine Seeto, SAAO Co-Coordinator

Administration and Publications

Anthea Fitzgerald, Emma Davidson, Rachel Engdahl, Ingrid van Tongeren, Louise Corney

The Admin and Publications (AP) team is the first point of contact for students in need – whether this contact is in person, by phone or by email. We assist students to self-advocate with information on our website, and through our printed publications. Our team provides professional support to SUPRA's SAAO service, legal service and Council. The tasks associated with this support are many and varied, and the successful implementation of these tasks is made possible by the flexible and committed approach by the AP team.

The team also has ongoing projects, including our popular print publications, website development and maintenance, and developing a new database.

AP staff departures and arrivals

There has been strong retention in the AP team this year with no permanent staff member moving on. We have been sad to say goodbye to both Vanessa Sim and Stevie Wilder who both worked at SUPRA in a casual capacity. Their presence at SUPRA has been missed!

Rachel Engdahl had been working in two different roles at SUPRA within the AP team. Rachel is no longer working in the Data Entry position and is working exclusively as an Admin and Publications Officer. Rachel's work in the data entry role has been invaluable, particularly as the legal service transitioned to a new cloud-based data base.

Ingrid van Tongeren who also works for the legal service has picked up the data entry

work. As predicted she has hit the ground running!

Membership growth

Over the past year SUPRA's membership has grown by approximately 30%. This is a wonderful achievement for our organisation and is testament to the outreach work performed by Council. Membership growth such as this is supported by the AP team including assisting in events and administrative work.

Policy, instatements and training

As Administration Coordinator, Louise Corney has assisted Councillors to interpret policy and recommend updates to SUPRA's Constitution and Policy Manual.

In 2018 there was excellent attendance and engagement for the new Council instatements. Quality training through instatements is integral to the success of any Council. Louise collaborates with former/outgoing Councillors and speakers from external organisations to develop a schedule for the incoming Council that reflects issues that are likely come up throughout the year, such as: how to advocate for and engage their constituents; how the Council functions as an employer; and how the Safer Spaces Policy is best enacted in the workplace. In 2019 we hope to have some training material for Councillors available as online training modules.

Our team values professional development both on an individual and group level. Louise is studying a Graduate

Certificate in Management for Not-for profits. Rachel is studying a Graduate Certificate in Editing and Publishing. Emma Davidson has organised for staff-wide training that will give our publications a consistent voice and style. Anthea Fitzgerald has developed an accessibility guide for SUPRA, and has trained the AP team in its use.

Faculty Inductions and orientations

Each semester SUPRA representatives perform important outreach by attending and presenting at faculty inductions and orientations. The AP team have built relationships with staff across the University over a number of years, to ensure we are invited to as many as possible. This year the AP team produced material, organised induction packs and coordinated SLAAOs and Councillors to ensure that SUPRA was represented at as many inductions as possible. The inductions in the second Semester 2018 and first Semester 2019 inductions have been a success and we expect to be to receiving the invitations for Semester 2, 2019 inductions shortly. Over the induction and Welcome Week periods, we distribute thousands of induction packs that help students learn about SUPRA; their rights as students; and provide useful resources for their studies.

Publications

The focus of the SUPRA publications has changed over the year as we have moved more of our content online.

The Postgraduate Survival Guide as we knew had its final run in 2018 and in 2019 much of the content was moved online. Emma Davidson project managed this and developed some new printed resources to share with students throughout inductions and Welcome Week.

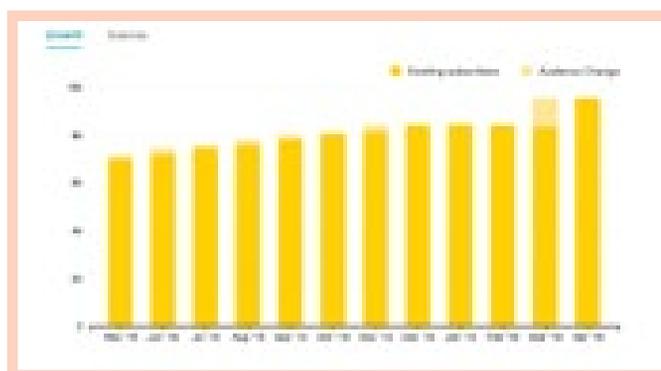
Rachel Engdahl project managed the 2019 SUPRA Wall Calendar. The publication is a fantastic, invaluable resource for postgrads, it has proven popular year upon year with our constituents. This

year we have printed twice the number of calendars as compared with recent years and have and are well on track to distribute all 6000.

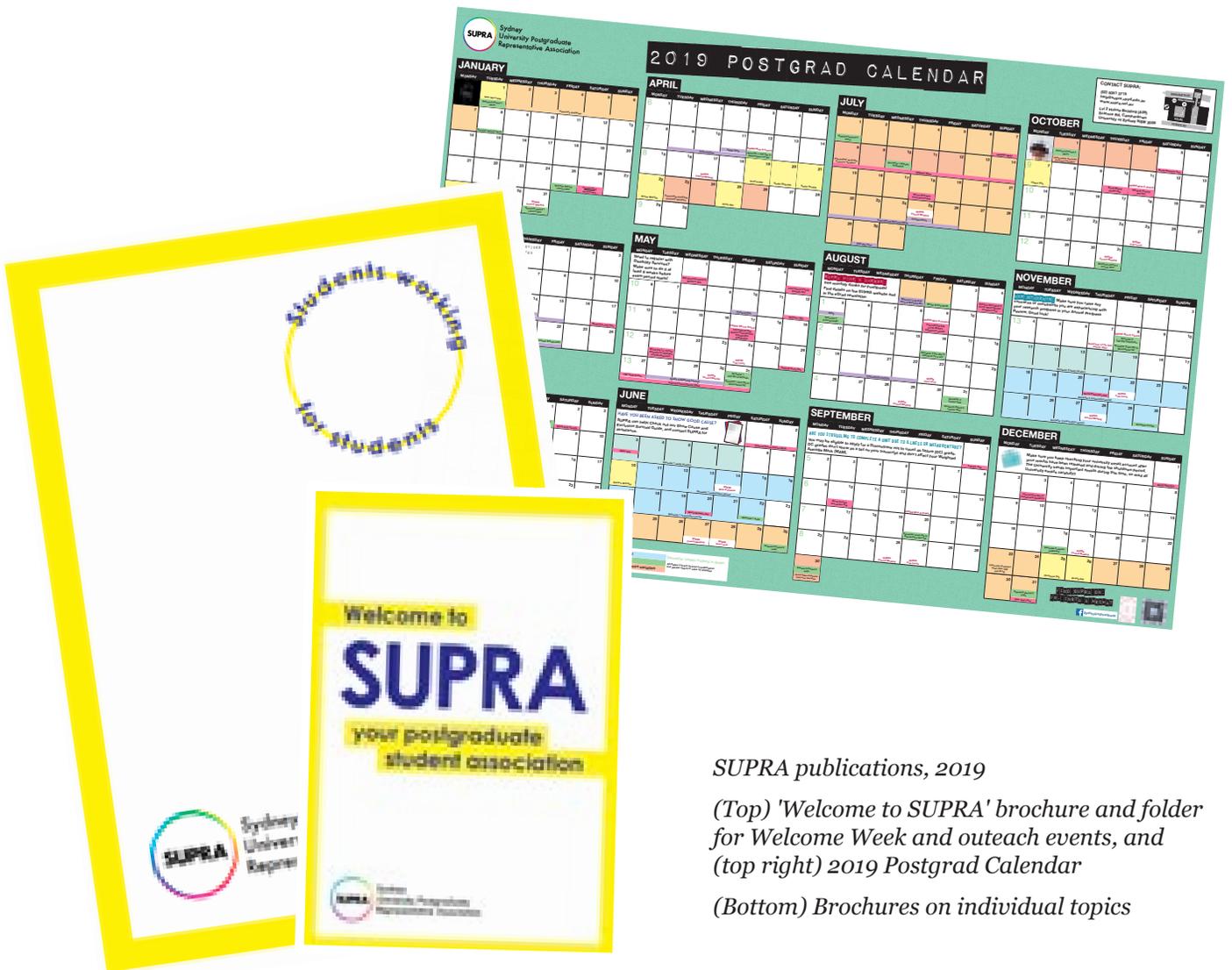
Anthea Fitzgerald has project managed the development of the new website which went live in 2019. The new website offers many features that were unavailable to us previously such as integration with social media sites; a calendar of SUPRA events; and real time updates. The design has been completely overhauled to better represent our organisation and align with our new style guide. There is a wealth of content already available on the new website and is only set to grow as more Council content comes in.

The HDR Guide (previously known as The Thesis Guide) was fully updated in 2018 and is available to download as a PDF or read sections of as needed on our website. This is an extremely valuable resource that research supervisors a direct their students to and that the students have come to rely on.

Our e-newsletter, eGrad is published fortnightly. Each issue gives members information about upcoming events; important semester information, such as census dates; and other useful articles, such as tenancy and legal information. As the membership has grown throughout the year, we have seen our subscriber list do the same. Our list has increased by approximately 3000 subscribers over the year.



eGrad subscriber growth



SUPRA publications, 2019

(Top) 'Welcome to SUPRA' brochure and folder for Welcome Week and outreach events, and (top right) 2019 Postgrad Calendar

(Bottom) Brochures on individual topics

This growth is largely thanks to an active Council who have worked hard on outreach. The information published is often extremely beneficial to students who may be finding Sydney or university life difficult to navigate. As such this growth in distribution will have a meaningful impact a student's university experience.

Casework data entry and database

The AP team continues to assist the SAAO team with data entry. Rachel and Ingrid in particular have been of great assistance with this project.

The new casework database has been built ensuring records are kept that are accessible and accurate statistics can be generated from our database. The AP team have been working closely with Phill Byrne to develop this database, and ensure it is user-friendly.

Elections

Once again, the AP team provided administrative support for the SUPRA elections. This year Rachel was again appointed to the role of Elections Officer. The task of elections changes every year and is always a learning experience for the Administration Coordinator. This year the election was hotly contested and the voter turnout was close to 1100 – a great result for student engagement and representation on Council.

Moving forward

In a few short months, we will be commencing work on the new editions of our major publications including SUPRA's Wall Calendar and a website review. We take pride in assisting the students who access SUPRA's services each day, and we will continue to ensure students' needs are prioritised, and that they experience SUPRA as a safe and supportive environment.

We are looking forward to instating the new SUPRA Council for the 2019-2020 term. There are a lot of new faces joining the Council this year, and it is always an exciting time to hear the plans that each

new group brings. We look forward to working hand in hand with Council to ensure each member's experience at SUPRA is enjoyable and rich, as they work towards their goals for their Council term.

Report prepared by Louise Corney,
Administration Coordinator

Legal Service

Ingrid van Tongeren, Senior Solicitor

Overview



The RLC branch office at the Sydney University Postgraduate Representative Association (SUPRA) is funded by SUPRA, via the compulsory Student Services Amenities Fee (SSAF) that is paid by University of Sydney students.

The service provides free legal services to postgraduate students from any of the University's seven campuses. It also provides regular legal and strategic advice to the five Student Advice and Advocacy Officers employed by SUPRA to assist students with academic and welfare matters. The service also assists and advises other SUPRA staff, such as the publications team; as well as the Council and Office Bearers of SUPRA.

The SUPRA legal service employs one full time solicitor. Face-to-face appointments are available at various times during the week with Thursday afternoons being dedicated to a drop-in service. Students who are unable to attend the SUPRA offices can also make telephone appointments or receive advice by email.

The solicitor primarily provides advice and casework services. Casework services are provided either through representation or through providing assistance and support to enable students to represent themselves in their matters. Decisions as to which students to represent and which to assist are made after consideration has been given to: the potential for the client to effectively and successfully manage the matter themselves, with assistance from the solicitor; the other legal services

available to the client; and their own resources. The aim is to allow the solicitor to spend greater time on clients who have a high degree of need and are unable to access other services, while at the same time providing the most efficient and useful service to the entire postgraduate student community.

The solicitor also undertakes community legal education and policy work. Community legal education aims to increase the ability of clients to avert legal problems, or to solve them themselves by providing legal information, for example in the form of fact sheets, information brochures or contributions to SUPRA publications. Policy work aims to achieve some systemic change in the legal system, the University or the community in order to benefit postgraduate students.

Casework and Advice

Demand for the legal service has continued to grow each year. In 2018 there was a 7.6% increase in the number of students provided with legal advice and casework services – an increase 2.6% higher than projected. In the majority of cases, students were able to be assisted with their matter through the provision of advice and minor casework services, however where necessary matters are taken on as major cases. Cases involve acting for and representing a student client for the duration of a matter, which can be lengthy.

In 2018, engagement of international and other under-represented students with the legal service was high. International students accounted for 62% of students assisted, a slight increase from 2017. Under-represented non main-campus students made up 14% of student

clients. All faculties of the University were represented. For those who specified gender, 57% of student clients were female; 43% male. 71% of student clients were coursework candidates; 29% higher were degree by research students.

As the legal service is independent from the University, it is able to advise and represent students in matters relating to the university. The overwhelming majority of university-related matters concerned Intellectual Property, either through the provision of independent advice on agreements prior to the assignment of rights, or in handling disputes with the University. Assistance has also been provided in other administrative matters, discrimination complaints, and privacy law.

Additionally, the service provides advice and representation to postgraduate students in external legal matters. During 2018, certain trends in casework were noted. Specifically, employment cases increased by 60%, predominantly driven by the rise in underpaid and/or unpaid entitlement matters. Credit and debt matters increased by 40%. Family law increased by 60% due to the large rise in family violence-related matters. Injuries/sexual assault matters quadrupled from the previous year.

In the last year, the legal service mainly provided assistance on external legal matters in the following areas:

Accidents on the road

A large number of students seek advice to recover damages and/or defend claims for damages following accidents on the road. The financial impact can be significant for students who are uninsured and have a low income and/or limited financial resources. In 2018, the service assisted many clients to obtain compensation for the damage done to their cars or bikes, or to defend matters against them. The practice has also helped students to successfully enforce orders obtained against other parties and recover the money awarded to them that had not been paid.

Credit, debt, and consumer complaints

The legal service received a large number of enquiries about consumer contracts and matters relating to credit and debt. Many of these were in relation to consumer contracts with telecommunications service providers for mobile phone or internet services. During the last year, the legal service negotiated successful outcomes for a number of students in a range of matters in these areas.

Employment

Many students work outside the University to supplement their income. In 2018, the legal service helped many students to recoup unpaid or underpaid wages and entitlements, as well as assisting students to resolve other concerns about working conditions.

Road, traffic and motor vehicle regulatory offences

Inexperience or lack of familiarity with the road rules, coupled with having older or less well maintained vehicles often means students present with penalty notices. Where students elect or are required to appear in court, the legal service has either represented or assisted them in preparing their case. Overwhelmingly, the involvement of the legal service has resulted in more favourable outcomes.

Tenancy/Housing Matters

The last 12 months has seen the legal service provide advice and conduct negotiations on behalf of students regarding a variety of housing-related matters. The service mainly provided assistance to students in relation to taking enforcement action through the Local Courts to enforce payment of orders of the New South Wales Civil and Administrative Tribunal (NCAT).

Results of the 2018 client satisfaction survey

During 2018 a client satisfaction survey was completed. Client survey data showed 100% of respondents strongly

supported the provision of a legal service for postgraduate students by SUPRA. In terms of satisfaction, 100% strongly agreed: a) the legal service listened; and b) understood their legal problem. 90% strongly agreed and 10% agreed the legal service helped them with their legal problem. 100% of respondents strongly agreed that they would a) use the service again if needed, and b) recommend it to another student. Additionally, 100% of those who identified as having specific personal or cultural needs strongly agreed that those needs were met. In terms of supporting student success, additional benefits endorsed were: improved ability to focus on their studies (100%); reduced stress (100%); improved safety (40%); and improved financial position (40%). Qualitative information provided by respondents included comments indicating very high ratings for the service, for example: -

- *Great service for the students.*
- *Couldn't have made it through the semester without legal help me (sic) throughout the process.*
- *Thanks again so much for all your help! I would not have been able to pursue this claim successfully without your help!*
- *I am very fortunate that solicitors like yourself are around to help out students like me, otherwise the legal costs would have been prohibitively expensive.*
- *I will thank the university for you and I will thank you for analysing and finding two options for my money recovery.*

Community Legal Education

The legal service prepared a range of advice articles and self-help resources for SUPRA publications, specifically the SUPRA website resources (formerly compiled in the hardcopy Survival Guide publication); The HDR Guide; eGrad; and WeChat. The legal service contributed 20% of the website resources content; 20% of the HDR Guide content; at least 26 eGrad and WeChat articles. All content posted on WeChat was in Chinese, with

some of the other legal content being translated into Chinese for inclusion in SUPRA's international students' pre-arrival information/welcome packs.

The legal service also provided students with three community legal information and education sessions, which variously included information on: intellectual property; traffic offences and fines; consumer contracts; motor vehicle accidents (property damage); tenancy; privacy law; and employment. Participants provided overwhelmingly high ratings.

Comments received included:

- *SUPRA's message was well-received and will be heeded.*
- *You motivated me to learn more of my rights.*
- *I don't have a real problem yet, but it is good to know you are there if I do.*

Policy Work

The legal service contributed to both internal University submissions and external submissions written by SUPRA staff and Council members on matters relevant to postgraduate students. Submissions were made to the NSW Ombudsman on supervision issues for Higher Degree Research students, and to the City of Sydney on International student accommodation issues. Finally, the solicitor also provided briefing/advice services to Council Members and equity groups on legal issues or questions that arose for them in the course of their duties.



Financial Report

**SYDNEY UNIVERSITY POSTGRADUATE
REPRESENTATIVE ASSOCIATION
(SUPRA)**

FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

**SYDNEY UNIVERSITY POSTGRADUATE
REPRESENTATIVE ASSOCIATION
(SUPRA)**

31 DECEMBER 2018

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CM PITT & CO

Chartered Accountants

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TELEPHONE: 9251 9718 / FAX

CHARLES MUIR (Partner)

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SYDNEY, NSW 2000
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E-MAIL: cm@cmppitt.com.au

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DECLARATION OF INDEPENDENCE BY CM PITT & CO TO THE COUNCILLORS OF THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA)

As a condition for the audit of Sydney University Postgraduate Representative Association (SUPRA) for the year ended 31 December 2018, I declare that, to the best of my knowledge and belief, there have been:

1. No contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit;
2. No contraventions of any applicable code of professional conduct in relation to the audit.



Charles Muir
CM Pitt & Co
Level 5, 7, 2 Pitt Street
SYDNEY NSW 2000

Date: 3 February 2019



australianaccountingandtaxationboard

100 Market Street, Sydney NSW 2000

Phone: 02 9251 9718 Fax: 02 9251 9719 Email: info@aatb.gov.au Website: www.aatb.gov.au

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

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FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
University Funding		1,668,408	1,608,478
Income received		5,511	6,000
Subsidy Income		279	
Employment Expenditure	5	(1,408,822)	(1,250,000)
Admissional expenditure		(288,705)	(227,480)
Accommodation expenses		(81,500)	(80,412)
Publications		(1,029)	(10,971)
Deficit before income tax		<u>(115,949)</u>	<u>(12,093)</u>
Income tax expense			
Deficit after income tax for the year		<u>(115,949)</u>	<u>(12,093)</u>
Other comprehensive income for the year			
Total (deficit) for the year attributed to members of the Association		<u>(115,949)</u>	<u>(12,093)</u>

1. See also the notes to the financial statements.

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash & cash equivalents	2	161,055	151,565
Trade & other receivables	3	119,719	2,299
TOTAL CURRENT ASSETS		<u>280,774</u>	<u>153,864</u>
TOTAL ASSETS		<u>280,774</u>	<u>251,255</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade & other payables	4	219,488	52,100
Employee benefits	5	95,550	71,582
TOTAL CURRENT LIABILITIES		<u>315,038</u>	<u>123,682</u>
NON-CURRENT LIABILITIES			
Employee benefits	6	155,517	25,142
TOTAL NON-CURRENT LIABILITIES		<u>155,517</u>	<u>25,142</u>
TOTAL LIABILITIES		<u>470,555</u>	<u>148,824</u>
NET ASSETS		<u>109,521</u>	<u>102,431</u>
EQUITY			
Retained Earnings	7	109,521	102,431
TOTAL EQUITY		<u>109,521</u>	<u>102,431</u>

Dr Ross Macfarlane, Secretary 2018

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
RETAINED EARNINGS			
Balance at beginning of the year		16,420	18,524
Share contributions from members		11,500	12,000
Balance at the end of the financial year	7	<u>149,528</u>	<u>16,420</u>

Excludes other equity components from 2017 financial year

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2018

	Year	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
From association		1,055,400	1,054,430
Interest received		517	871
		<u>1,055,917</u>	<u>1,055,301</u>
Payments			
Physicians supplies and employees		<u>(1,222,900)</u>	<u>(1,222,610)</u>
		<u>(1,222,900)</u>	<u>(1,222,610)</u>
Net cash provided by (used in) operating activities	9	<u>(166,983)</u>	<u>(167,309)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Property, plant and equipment			-
Net cash provided by (used in) investing activities			
Decrease/increase in cash and cash equivalents		<u>(166,983)</u>	<u>(167,309)</u>
Cash and cash equivalents at beginning of the year		<u>450,000</u>	<u>616,309</u>
Cash and cash equivalents at the end of the year	2	<u>283,017</u>	<u>449,000</u>

The Association is registered as a public benefit entity.

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

NOTE 1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared for the purpose of financial reporting and have been prepared in accordance with Accounting Standards, General Purpose Financial Reporting, and the Australian Accounting Standards Board. The financial reporting is authorised by the Sydney University Postgraduate Representative Association (SU-PRA) on 15 February 2019.

Compliance with Australian Accounting Standards - Reduced Disclosure Requirements

The financial statements of Sydney University Postgraduate Representative Association (SU-PRA) comply with Australian Accounting Standards - Reduced Disclosure Requirements as issued by the Australian Accounting Standards Board (AASB).

The financial statements of SU-PRA do not disclose all the accounting requirements of SU-PRA.

SU-PRA is an unincorporated not-for-profit association. The following is a summary of the material accounting policies adopted by SU-PRA in the preparation of the financial report:

The accounting policies have been consistently applied unless otherwise stated. The financial report has been prepared on an accrual basis and is based on the historical costs and does not take into account fair value measurements, except where specifically stated otherwise. The carrying amount of non-current assets is based on the fair value of the asset less any impairment for assets.

(a) **Financial Instruments**

The financial report is prepared on the basis that SU-PRA is a going concern. SU-PRA is dependent on the availability of funds from the Sydney University, Australian Free School of Business (the University of Sydney). The University of Sydney provides SU-PRA with premises, utilities, and other services, together with other financial services. A nil value has been attributed to these services.

(b) **Furniture, Plant and Equipment**

Furniture, Plant and Equipment are measured at the cost less less depreciation and impairment losses.

The carrying amount of furniture, plant and equipment is reviewed annually to ensure it is not in excess of their recoverable amount in these cases. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the use, sale, or disposal of the asset.

(c) **Depreciation**

Depreciation is calculated on a straight-line basis over the useful life of cost of each item of property, plant and equipment over its expected useful life. Estimates of remaining useful life are made on a regular basis for all assets, particularly non-current assets for major items.

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

CONTENTS

- (d) **Receivables**
 Other receivables represent the amount due at balance date.
- (e) **Amounts Payable**
 These amounts represent liabilities for goods and services provided to the association by other parties, obligations arising from the purchase of goods or services on credit terms, trade payables, amounts due to employees for wages and salaries, and amounts payable to other creditors.
- (f) **Maintenance and Repairs**
 Maintenance and repair costs are charged to the relevant asset's expense as incurred.
- (g) **Employee Benefits**
- (i) **Wages, salaries and annual leave**
 Liabilities for wages, salaries and annual leave expected to be settled within 12 months of the reporting date are recognised in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.
- (ii) **Long service leave**
 Employee benefits for long service leave payable no later than five years after year end are recognised with respect to the employees' past services and have been taken up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled. There have been no changes to the method used to calculate the liability.
- (iii) **Termination benefits**
 Termination benefits are payable when employment is terminated before the normal retirement date of either a long service leave or a redundancy payment package for that benefit.
- NSWRA employees are entitled to the benefit of the award for staff in accordance with Enterprise Agreement 2017. The award requires that certain employees will be provided less than actual work respect to underfunded cost for a maximum of the Government of the Student and Administrative Services (NSWRA) enterprise bargaining agreement funding would impact on the wage of services to work and the staff will be provided the award cost up to 10% of the contractual amount at the reporting date.
- (iv) **National Employment Security Trust (NESST)**
 NSWRA has contributed to the National Employment Security Trust (NESST) towards future liability for long employee benefits and the contribution is specified in this purpose in the note 2 and 3.

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDING 31 DECEMBER 2018

CONTENTS

- (b) **Leases**
 Operating lease payments are accrued to expense in the period in which they occur.
- (c) **Cash**
 For purposes of the Statement of Cash Flows, cash includes deposits at all of our banks and in certain depository banks and which are used in the daily management of our day-to-day basis.
- (d) **Tax and Service Tax (GST)**
 All revenue is net of the amount of Goods and Service Tax (GST).
- (e) **Comparatives**
 Where necessary, comparative information has been disclosed to ensure a true and fair view of our financial performance and financial position.
- (f) **Critical Accounting Estimates and Judgments**
 Management exercises estimates and judgments which are critical to the financial report based on its own knowledge and best available source information. As such, as a result of its reasonable expectations of future events, it may be subject to risk and economic conditions that may be extremely difficult to estimate.
- (g) **Impairment**
 Management assesses the results of each reportable segment and its other key assets for a segment group that may have impairment of assets. Where impairment triggers exist, the fair value less cost of disposal is determined. Where impairment calculations performed in assessing recoverable amount, a reasonable number of key estimates.
- No impairment has been recognised for the year ended 31 December 2018.
- (h) **New and amended standards adopted by the Association**
 Several of the new standards and amendments to standards that are mandatory for the first time for the financial year beginning 1 January 2017, the majority of the standards have been used in our current period, and are compared and are not directly affected in the period.

STATE UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

	2018 \$	2017 \$
NOTE 2 Cash & Cash Equivalents		
Cash at Bank & Money Market	139,236	119,711
Deposits with SPFI	237,800	234,125
	<u>377,036</u>	<u>353,836</u>
NOTE 3 Trade & Other Receivables		
Receivables	174,281	-
Prepayments	2,460	2,182
	<u>176,741</u>	<u>2,182</u>
NOTE 4 Trade & Other Payables		
Supplier invoices not yet paid	1,210,000	952,127
Deferred revenue	2,670,000	-
	<u>3,880,000</u>	<u>952,127</u>
NOTE 5 Employee Remuneration		
Salaries & Bonuses	1,088,275	1,088,275
Superannuation	111,200	111,200
Employer funded plans - fees	175,000	55,705
Payroll Management Systems	6,100	5,508
Payroll Tax	52,123	19,776
Staff Development and Training	12,127	10,758
Staff Support & supervision	4,007	3,500
Staff Travel, Meals & Accommodation	6,150	5,104
Workers Compensation Insurance	8,040	7,900
Subsides	155	190
	<u>1,529,187</u>	<u>1,409,876</u>

ALDENSE LIMITED (SEELY HOUSE) LIMITED (A COMPANY OF THE REPUBLIC OF IRELAND)

Page 1

STATEMENT OF FINANCIAL POSITION OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

	2018 €	2017 €
CONTINGENT		
NOTE 5		
Employer Benefits Liabilities		
Current		
Provision for Annual Leave	93,536	71,661
Non-current		
Provision for Long Service Leave	47,000	70,000
Provision for Redundancy	137,891	201,752
	<u>278,427</u>	<u>343,413</u>
As at December 31, 2018 the total amount provided for a future liability was €278,427. Funds for amounts of €273,919 are held on behalf of employees in a Special Employees Security Trust (SEST).		
NOTE 7		
Retained Earnings		
Retained profits at the beginning of the year	16,520	40,521
Loss for the year	<u>(11,594)</u>	<u>(23,995)</u>
Retained profits at the end of the year	<u>4,926</u>	<u>16,526</u>
NOTE 8		
Auditors Remuneration		
Auditors Fees and Expenses	<u>3,000</u>	<u>3,000</u>
NOTE 9		
Reconciliation of Net Cash Inflow from Operating Activities to Net plus/Deficit		
Net Cash Inflow (Outflow) from operating activities	(50,800)	(7,400)
Change in Operating Assets and Liabilities		
Increase (Decrease) in Other Financial Assets	131,000	11
Increase (Decrease) in Trade and other payables	(26,000)	87,000
Increase (Decrease) in Employee Benefits	79,000	(51,700)
Effect of exchange rate	<u>(115,800)</u>	<u>(2,000)</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

CONTENTS

NOTE 10 – Financial Instruments

- (a) **Terms, Conditions & Accounting Policies**
Accounts Receivable
 The amount of sales is determined on the basis of the terms of the contracts entered into with the client. Income is recognised when the goods are delivered to the client.
Accounts Payable
 Liabilities are recognised for amounts to be paid to the Group's suppliers if the sales are not on other than cash terms. The University's accounts payable are normally set against the Group's receivables from the same client to minimise the amount due to the accounts.
Credit Risk Exposure
 The Association's main credit exposures are to the University. The Association's cash flows of income and costs are for the entire amount of these items as the credit risk is not significantly different from the position net of any provisions for doubtful debts.
 The Association does not have a significant exposure to credit risk due to deposits held from the student members or deposited with a recognised bank.
Net Fair Values
 The net fair value of the Association's short-term deposits, cash and money market accounts, accounts receivable, accounts payable, and other financial instruments approximate their carrying amounts. The appropriate net fair values of financial assets and liabilities are stated in the accounts.

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

CONTENTS

NOTE 11 Lease

SPRA has entered into a lease agreement with UCL (2017) Ltd from 1 August 2015.

Material accounting lease statements are as follows:

	within 1 yr
At 31 Dec 18	\$26,298

Lease expenses during the financial year was \$16,065 (2017: \$18,667).

NOTE 12 Events Subsequent to Balance Date

There have been no events of significance that need to be disclosed to the balance date.

NOTE 13 Related Parties

Superficially, positions of the members of the Association do not overlap with SPRA's Superficially.

NOTE 14 Association Details

The office of University of Sydney Postgraduate Representative Association is situated at
in Level 7, The Fine Arts Building, 399, The University of Sydney, NSW 2006.

Personnel employed at year end are 16, (see UCL2018: 122).

The Association's Australian Business Number (ABN) is 17 611 630 116.

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE
ASSOCIATION (SUPRA)

STATEMENT BY THE SUPRA COUNCIL

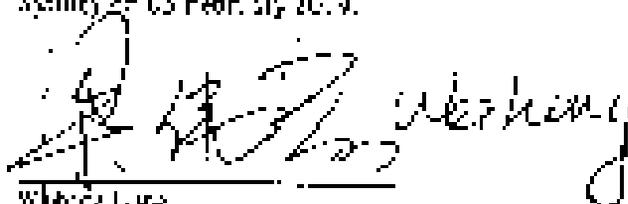
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In accordance with a resolution of the Council of the Sydney University Postgraduate Representative Association (SUPRA):

It is our opinion:

- (a) the Statement of Comprehensive Income is drawn up so as to give a true and fair view of the income of the Association of the year ended 31 December 2018;
- (b) the Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Association as at 31 December 2018;
- (c) at the date of this Statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due;
- (d) as detailed in note 1 to the financial statements, the financial viability of SUPRA is dependent on the allocation of funds from the Students Services and Amenities Fee (SSAF) by the University of Sydney;
- (e) the current and likely forecasts that would be available by 31 December 2019 are dependent on funds allocated from the SSAF.

The Accounts have been made in accordance with applicable Accounting Standards of Sydney as at 31 February 2019.



Representative

C M PITT & CO

Chartered Accountants

111 FLEISHER PLACE
LAWSON BUILDING SYDNEY NSW

CHARLES PITT & CO PTY LTD

800 HERBERT
STRAHILL BUILDING PTNS
PO BOX 582
LAWSON BUILDING SYDNEY NSW

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA)

REPORT ON THE AUDIT OF THE FINANCIAL REPORT

Opinion

We have audited the financial report of Sydney University Postgraduate Representative Association (SUPRA), which comprises the balance sheet as at 31 December 2018 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

In our opinion, the financial report of Sydney University Postgraduate Representative Association (SUPRA) is in accordance with the Constitution and Regulations of SUPRA, including:

1. Giving a true and fair view of the Association's financial position as at 31 December 2018 and of its performance for year ended on that date, and
2. Complying with Australian Accounting Standards – Reduced Disclosure Requirements including the Australian Accounting Interpretations.

Basis for Opinion

We conducted our audit in accordance with Australian Accounting Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities on the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the Corporations Act 2006 and the ethical requirements of the accounting profession and Ethical Standards Board Code of Ethics for Professional Accountants that are relevant to our audit of the financial statements in Australia, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgement, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our overall opinion, and we do not provide a separate opinion on these matters.



Chartered Accountants Australia

Chartered Accountants

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Key Audit Matter	How our Audit addressed the matter
Economic dependence SUPRA is dependent on the allocation of funds from the Student Services and Amenities Fee (SSAF) by the University of Sydney.	The University of Sydney has entered the 2019 SSAF agreement with an increase
SUPRA recognises a liability for the payment of remuneration to staff in accordance with the 2017 Enterprise Agreement	There has been no decrease in remuneration staff 40% of the increased amount is taken as adequate provision for this purpose

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report for the year ended 31 December 2018, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Council's Responsibility for the Financial Report

The Council of the Sydney University Students and Representative Association (SUPRA) is responsible for the preparation and fair presentation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Accounting Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



Sydney University
Students and Representative Association

Charter of the Association

Table 10 of the Association's approved audit procedures (2018-2019)

As part of an audit in accordance with Australian Accounting Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misstatements, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Council.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and confirm with them our relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.



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From the matters communicated with these chapters with government, we determine those matters that were of more significance in the audit of the financial statements of the current period and include these as the key issue matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Charles M. Pitt

Charles M. Pitt
CAMPBELL & CO
CHARTERED ACCOUNTANTS

ICAA Membership No. 20190
Registered Accountant (Australia) No. 29463
The A/C/1/2 Place Street, Sydney

DAVID S. STEVENSON



SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
Income			
University Funding		1,658,596	1,659,476
Interest received		5,413	6,771
Small Income		479	-
Total Income		<u>1,664,488</u>	<u>1,666,247</u>
Expenses			
Employment Expenses			
<i>Supervisors' Salaries</i>			
Administration Salaries		180,861	152,417
Administration Superannuation		36,743	30,854
Postal Services Salaries		23,619	-
Casual cleaners' Superannuation		1,413	-
Student Advisors' Salaries		683,917	621,174
Student Advisors' Superannuation		75,618	57,975
<i>International staff Salaries</i>		<u>1,213,131</u>	<u>665,191</u>
<i>Supends</i>			
Disabilities Officer's Stipend		6,457	4,815
Disabilities Officer's Superannuation		509	461
International Student Officer's Stipend		17,104	15,687
International Student Officer's Superannuation		1,673	1,775
Indigenous Officer's Stipend		6,179	6,099
Indigenous Officer's Superannuation		367	196
Education Officer's Stipend		27,136	25,470
Education Officer's Superannuation		7,013	2,271
Sanche Officer's Stipend		5,404	1,281
Sanche Officer's Superannuation		514	171
President's Stipend		13,715	28,118
President's Superannuation		4,156	4,571
Student Publications Director's Stipend		6,025	5,057
Student Publications Director's Superannuation		857	761
Amount brought forward to page 19		<u>1,319,677</u>	<u>1,211,033</u>

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
Amount carried forward		137,097	122,045
Queen Officer's Stipend		4,333	4,008
Queen Officer's Superannuation		474	484
Secretary's Stipend		10,008	10,008
Secretary's Superannuation		1,710	1,567
Treasurer's Stipend		12,964	12,192
Treasurer's Superannuation		1,168	1,171
Vice President's Stipend		28,406	27,008
Vice President's Superannuation		2,704	1,966
Women Officer's Stipend		15,632	16,717
Women Officer's Superannuation		1,489	1,591
Total Stipends		<u>116,624</u>	<u>108,418</u>
Office Equipment Expenses			
Employee Benefits		475,099	31,708
Payroll Management Systems		6,410	8,658
Payroll Tax		13,202	19,728
Staff Development and Training		12,490	6,189
Staff Requisitions		326	101
Staff Support & Supervision		4,913	3,507
Staff Travel, Meals & Accommodation		6,159	5,324
Workers Compensation Insurance		8,248	7,951
Supplies		155	181
		<u>(5,880)</u>	<u>(2,288)</u>
Total Employment Expenditure		<u><u>1,428,574</u></u>	<u><u>1,290,028</u></u>

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
Administration Expenses			
Audit	2	8,100	8,100
Bank Charges		312	2,921
CAPA Arbitration fee		22,060	40,455
CIPA Arbitration fee		400	400
Donation		-	400
Professional Development		-	534
Computers Expenses		3,406	2,482
Policy project		11,080	4,000
Insurance		4,217	4,049
Lease Equipment (Photocopier)		22,529	22,000
Lease Equipment (Resopaper)		-	900
Legal Expenses		33,300	-
Legal Expenses - the Pen Legal Centre		140,900	127,762
Merchandising		5,100	3,005
Office Amenities		4,027	2,410
Office Equipment (New IT)		712	4,614
Postage & Courier		30	104
Printing & Stationery		8,404	10,572
Subscriptions		1,543	1,512
Transport Expenses		135	17
ATO & NSW Interest		330	-
Website Development		900	1,000
		<u>250,200</u>	<u>227,463</u>
Activities & Events			
Activities & Events		21,710	14,000
Campuses		12,140	12,117
Long March Treaty Campaign		-	20,000
Supervisor of Year award		2,287	-
Council Meeting Expenses		3,365	15,592
Council Conference Attendance (including airfare)		6,701	7,007
IT Work		2,227	2,261
		<u>48,429</u>	<u>61,977</u>

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
<i>Publications</i>			
Celestin		2,004	1,610
Information brochures - SSAs		125	150
Placement Camp *		2,988	2,788
Study		123	152
Survival Guide		7,075	11,359
		<u>13,315</u>	<u>16,059</u>
Total Expenditure		<u>1,789,457</u>	<u>1,614,247</u>
Income/ (Deficit) from ordinary activities		<u>(115,949)</u>	<u>(2,096)</u>

