

University of Melbourne Student Union
**Office Bearer Reports
 To Students' Council 4(16)
 17.2.16**

Summary	
President	Submitted
General Secretary	Submitted
Activities	Submitted
Clubs & Societies	Submitted
Creative Arts	Submitted
Disabilities	Submitted, but not included due to email error
Education (Academic Affairs)	Submitted
Education (Public Affairs)	Submitted
Environment	Submitted
Indigenous	Submitted
Media	Submitted
Queer	Submitted
Welfare	Submitted
Wom*ns	Submitted
Burnley	No report submitted (1 st warning)*
VCA	No report submitted (1 st warning)*

*Office bearers who fail to submit a report for 3 consecutive meetings will have their honoraria suspended.

**President
 James Baker**

Key activities:
Meetings with University:

I have been in contact with the Student Liaison Officer within the Chancellery, in order to set up a regular meeting schedule with the elected student representatives, both from UMSU and the GSA. These meetings into the future will help to ensure that we, as students, have a voice within the university administration, and that if we come up against any problems we would be able to manage these. This is also an area that we may further discuss changes in the realm of policy from the university.

O-Week:

O-Week is shaping up to be massive for UMSU. Every year now, we manage the O-Week hosts, which are the people that may have been showing you around the campus on your first day of O-week, giving you plentiful information about the campus and what UMSU can offer first year students. This year, this is being managed by the O-Week directors, who have been placing a massive amount of effort into the week as a whole.

Bar Steering Group:

We have had a meeting with the consultant that we have hired for the bar. This was a very interesting discussion about how the space can be used, and the needs for students within this space, what has worked well in the past, as well as what has not worked in the past for this bar space. Hopefully this leads to a more interactive consultancy as this progresses.

**General Secretary
James Bashford**

Key activities:

Interview panels:

Over the past couple of weeks I've stepped in for the President on interview panels for the positions of UMSU's new volunteering coordinator and a social media intern. The new volunteering position is particularly important for UMSU's future as we expand into the volunteering sphere.

Constitutional change:

Last year the Constitutional Working Group, convened by my predecessor, worked on a range of proposed changes to the constitution. These changes ranged from making the document more trans inclusive to introducing an honoraria for the Burnley Campus Coordinator. While there was not enough time for these changes to be considered last year, they are already drafted and ready to go, as distributed to Council. I've distributed the proposals for this meeting with the goal of holding a Special General Meeting of all students to consider them in Week 3 of semester. If Council approves, the SGM will be held on Tuesday March 15th in-between acts at the Tuesday BBQ (which will be organised with Tony and the Activities officers).

Last year, the CWG additionally began looking at broader issues office bearer honoraria, the introduction of a People of Colour department and strengthening Affirmative Action, however ongoing work is needed on these topics. To this end I'll begin re-convening CWG aiming to have amendments drafted in time for a second SGM later this semester. Constitutional Working Groups are open to all students and councillors are encouraged to attend, I'll send details around the mailing list when I organise meeting times.

OB Meeting:

Our first OB meeting of 2016 was held last Wednesday. As per discussions we held during induction, the OB team is hoping to hold these meetings monthly to increase coordination and cooperation across the UMSU offices and ensure a positive working environment. A large part of the meeting was spent discussing special activities weeks including U Week, to be in week 5 and an UMSU promotional week in Week 2 aimed at capturing the early interest of new students and showcasing ways to get involved in departments.

University Committees:

I additionally sit as a student rep on the Academic Programmes Committee (APC) and Large Undergraduate Classrooms Workstream of Flexible Academic Programing (FAP). Along with Tom Crowley, who also sits on APC, a large topic of concern has been the proposed introduction of a Bachelor of Design, seemingly intended to replace much of the current Bachelor of Environments. Of particular concern is the lack of student involvement in these changes and the rushed nature in which they are being pushed for approval in time for the course to be introduced in 2017. I met with the President and Ed Officer of Envi. to get their input into the proposal as they have not been included in the development of the course. In spite of the concerns we raised and no clarity on the future of the Bachelor of Environments and seemingly amongst a lot of pressure from the University, the course has been given initial approval by APC and will go to Academic Board for final approval next week.

I attended my first meeting of the Large Undergrad Classes workstream last week. This workstream is simply looking at identifying problems caused by large classes and potential solutions and I'll be hoping to particularly contribute in gathering student opinions on this. Larger classes are a common aspect of the Melbourne Model, especially in first year, and this working group is clearly targeted towards developing strategies to ensure this is not adversely affecting the quality of education

Progress on assigned actions since last report:

Website Updates:

I'm yet to meet with Comms to talk about some of the technical issues I'm having updating the website so this is an ongoing issue for me to work on.

Status: Ongoing

Committee Meetings:

All committees have now met at least once in 2016 and budgets have all been set! Last Friday I attended a meeting of the Burnley Committee – from what I can tell the first meeting of a Burnley Committee in 3 years. It was really insightful to visit the Burnley campus and talk to committee members about their first hand experiences of the campus so I encourage other OB's to get in touch with Eranthos and visit.

Status: Complete

List of action points to be completed by next report:

Ethical sponsorship policy:

At the last meeting of Council I was directed to begin developing with a working group new policy on ethical sponsorship of UMSU in light of the presence of major banks at O-Week. I aim to have the first meeting of this working group in week 1 but I'd also appreciate any written input if councillors aren't able to be part of the working group.

Budget expenditure:

No new expenditure to report. The promotional materials reported on last meeting have now arrived and they look great!

<p style="text-align: center;">Activities Megan Pollock & Itsi Weinstock</p>
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O Week

We have received 5000 of the SoUP/Luna Park flyers and they look super duper. The activities guides have been finalised and sent off to the printer. They should hopefully arrive before the start of O Week.

Luna Park

Luna Park is looking extremely popular and is looking to sell out all 500 tickets. Hopefully Monash will undersell so we'll be able to send more of our students.

Start of Uni Party

The kegs have been sorted

St Patrick's Day

130 degrees has been able to source us kegs of Guinness for the event. We plan on working with the Melbourne Arts Students' Society through their lunchtime bbq to make the whole day feel more special.

Zedtown

We'll be talking with the Zedtown people on Thursday about specific details. Date for the event looks like it'll be Easter Sunday. Tony's conversations with Melbourne Uni grounds and traffic people is ongoing but looking positive.

Tuesday BBQs

Slabs of Mountain Goat beer have been renegotiated as the same rate as last year. Small change: We are swapping out Fancy Pants for Steam Ale. BBQ infrastructure improvements are ongoing, it looks like we'll have another bbq for the veggie burgers to meat demand.

Monday BBQs

We have decided to increase the presence of Monday BBQs by combining them with fun activities. We have currently planned a poetry slam, a painting competition, and an activity with Welfare for Stress Less Week. We would love any other ideas as we need three weeks more to fill, and encourage any other department to use the audience if they want.

\$1205.91	Weels for BBQ Trolleys	special projects/events	This will make BBQ setup a lot easier
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Clubs & Societies Ryan Davey & Yasmine Luu

Clubs Guide:

The Clubs Guide has officially gone to print and we are awaiting delivery of our copies. These guides will be distributed throughout O week specifically to advertise our lovely clubs at the O week club expo on the Thursday and Friday.

O Week Clubs and Societies Expo:

The Clubs Expo will run on the Thursday and Friday of O-Week. We will not be having musical clubs perform this year. Committee believed it was too difficult for clubs to get their information across with the added sound in the environment.

Carnival:

Clubs carnival is one of the biggest events for our department. We have set the date for the 7th of April 2016, which is during U week. This date is later in the year for most clubs events, but we believe having it in U week will allow students to engage better with clubs and our department. The carnival will be held on South Lawn. Expressions of interest for clubs to attend have not been released yet.

Safety in Clubs:

This year, our department is very focused on increasing safety and promoting a great culture with Clubs and Societies. Currently, we have been interacting with Wom*n's to start a welfare resource for club executives, whilst also speaking to Disabilities and Welfare about the effects of alcohol at club events. We are currently working on a plan to highlight the services available to students that may have problems with alcohol.

Camp Welfare Workshops:

Ryan and Yasmine have been working in liaison with Safer Communities to deliver a number of Camp Welfare Workshops to students involved in club orientation camps. These workshops are not only directed to executive committee members, but are open to any person in the role as a camp leader. It has had a very positive feedback from all those that have attended and we are looking at developing the initiative into a more general welfare workshop later on in the year.

Safety in Clubs:

We have initiated a Working Group on Safety in Clubs in collaboration with the Wom*n's, Queer, Indigenous, Disabilities, and Welfare departments, as well as Sally Coates and Alanna from UMSU Advocacy. This group will be working to develop a Safety in Clubs protocol to develop consistent measures in which UMSU as an organisation responds to incidents that may occur. This reduces the burdens placed on individuals in departments who may be told information to protect them, and to ensure that those students receive appropriate referrals.

Satellite Campus Events:

Clubs and Societies loves promoting a vibrant culture on campus. From the regulations past in the first Students Council, our department is looking towards starting the 'New Clubs' campaign at Burnley, this coming Orientation. Currently we only have one club with their home campus being Burnley, and we are looking to enrich and grow that number by getting an interest in new clubs.

Gunter's Choice:

Gunter's Choice is our new campaign to replace Club of the Week. This allows us to be more flexible in how long we will advertise a club for.

Meeting no.	Date	Description	Amount	Line Item	Comments
3/16	11/02/2016	Locker Keys	\$330		Required to replace keys lost by clubs
		Welfare Workshop Handout	Total: \$474.00 (\$43 GST)		300 A5 handouts
		Clubs Guide Prints	Printing: \$5,130.00 GST: \$513.00 Total: \$5,643.00		12,000 copies.
		Gunter's Choice Frame	\$245.00 +GST	Special Projects	A0 size frame

Creative Arts
Joshua Lynzaat & Jeanette Tong

Key activities:

We have met with our committee and had our budget passed, as well as provided them with our plan for the year and gotten their feedback. They all seem to be keen and pretty reliable members, so we're looking forward to having them closely involved with organising our events for the year.

We are also continuing to organise our first major event of the semester, the live arts festival we're hoping to have for 4-6 weeks starting mid-April. The Cultural Engagements grants process has been shifting around so we're waiting for another proposed option (Student Engagements) to be finalised before we're able to apply. This may cause the festival to be pushed back to begin later in the semester, or may compress the duration of the festival.

We have updated our section of the UMSU website with the audited 2016 grant application for our department, and are also making appointments to meet the applicants and guide them through the process.

We are also still shifting permission from all our social media pages from the previous years' committee to us, and trying to gain more traction on our Facebook page, using it to point towards artistic opportunities and events that people might be interested in.

Progress on assigned actions from last report:

N/A

List of action points to be completed by next report:

- Continue to plan for the live arts festival, and finalise funding sources and the application process as soon as possible
- Schedule our committee meetings for the rest of semester – currently collating the availabilities of our members

Disabilities
Jess Kapuscinski-Evan & Christian Tsoutsouvas

Submitted but not included due to email error

Education (Academic Affairs)
Tom Crowley & Paul Sakkal

The Counter Course Handbook has been completed. Look over at Tom's face: if he is smiling, they have been delivered on schedule (i.e. Wednesday morning). If he is scowling, they are yet to appear. When they do/now that they have, they will go into tote bags (which will also appear soon) and be distributed at O Week.

On Tuesday of O Week, the Ed officers will jointly be running an info stall for the Education Office. On the Wednesday, the Ed Ac office will run a course drop-in chat session, where new students can talk to existing students from various undergraduate degrees about their experience as students.

The SRN is in full swing, and meetings for several Academic Board subcommittees have already started. One issue of particular concern to the Ed Ac office is the proposed creation of the Bachelor of Design. The Bachelor of Design is mooted to begin taking students in 2017. It overlaps significantly with the Bachelor of Environments, and it is unclear how the two will coexist into the future. Whilst not all of the changes are necessarily bad, the process has been rushed and proper consultation has not occurred. The Bachelor of Design course proposal has won the recommendation of the Academic Programs Committee, but is still to be approved by the Academic Board. We are working closely with our student representatives and with the Environments' Students Society to make sure that the student representatives on Academic Board make our concerns known and argue against approving the course without proper consideration and consultation. Further information and documentation is available upon request to interested members of Students' Council.

Education (Public Affairs)
Akira Boardman & Dominic Cernaz

Key activities:

Counter Course Handbook:

The Counter Course Handbook is being printed and it on its way.

Education Action Group:

The EAG has now held three meetings. The most recent of which was held on Monday 15th of February. At which, a number of issues were discussed, predominantly concerning the FAP as well as the NDA of April 13. It was clear that there are a variety of views on how the department should respond. We hope to incorporate the different methods. What is clear is that the department wants to focus on an awareness campaign commencing in O-Week.

O-Week:

Young Workers Victoria will be coming in under the Education Public stall on the Wednesday of O-Week to promote their services and help educate young people on their rights at work. We are in the process of finalising our materials.

Flexible Academic Programme (FAP):

The University had begun the process of the so called Flexible Academic Programme (FAP), a series of 'workingstreams' that will investigate a variety of issues, including course design, technology timetabling and semester structure. We are currently formulating a survey and information to disperse to students in O-Week to raise awareness and engage students.

National Day of Action (NDA)

We are in the process of organising the University of Melbourne contingent for the NDA on April 13. We plan to hold a number of stalls in the lead up as well as hold an event or conduct some sort of stunt on the 6th of April. We have a Facebook event set up.

List of action points to be completed by next report:

Hold another EAG/working bee on the 2nd of March:

We will have another EAG in the OB spaces on the 2nd of March which everyone is invited and encouraged to attend.

Have a coherent campaign plan for Semester 1:

After the next EAG there will be more direction of the campaign planned for semester 1. I will then be creating materials for the campaign and organising events.

FAP campaign

We are assessing how best respond to the FAP. We are in the process of constructing a survey and are looking forward to hearing from students. We are also in the process of dispersing accurate information so students can begin to understand what the FAP is.

Budget expenditure since last report:

No expenditure since last meeting

<p>Environment Zac Power & Anisa Rogers</p>

We have continued to organise for O-Week – planning our department stalls and an O-week picnic at the Melbourne University Community Garden. We recently met with the Community Garden staff and are working to determine how the office can better support and utilise the garden. We have been planning to commence the Bike Co-op and Play With Your Food throughout semester one. We have been talking to the existing Bike Co-op in Ceres (East Brunswick) to see how we can work with them and offer opportunities for students to be trained in bike maintenance. We are also planning weekly film screenings throughout the year and are talking with different groups on campus to plan joint screenings, as well as planning catering and a space to hold it in. We have been meeting with different university to staff to determine how we best collaborate with and utilise sections of the university relevant to environmental and sustainability work, especially the Sustainability Team. We have also been reaching out to other parts of the university, such as Graduate Schools, to promote

the Environment Office. Anisa did a weekend long training on how to train activist trainers, which will be very useful in the coming year when designing workshops and empowering others to design and run their own workshops.

**Indigenous
Tyson Holloway-Clarke & Emily Kayte James**

Transition in Camp (Indigenous O-Week)

We've been busy planning the Indigenous Oweek camp in conjunction with Murrup Barak, the camp will run from Tuesday the 16th of Feb till Friday the 19th of Feb. The camp will be held at Ormond college and we plan to walk 37 new Indigenous students through an orientation camp which involves assisting with enrollment, orientating the campus and Melbourne City, figuring out scholarships and general preparedness for the University academic year.

Committee

We've had our first committee meeting getting the ball rolling for plans for Indigenous University Games as well as discussions for the first Under Bunjil.

Media Library

We're continuing to grow our media and book library which contains a large Indigenous themed collection which we can't wait to share with our collective and fellow UMSU departments.

Social Sport

Plans are underway to form two social sporting teams for Indigenous students playing both netball and volleyball, at the moment we're still gauging interest but are excited for the bonding opportunity.

Expenditure

We have no expenditure as of yet.

**Media
Danielle Bagnato, Sebastian Dodds, Caleb Triscari & Baya Ou Yang**

Key activities:

The Media Office budget has been approved:

BUDGET LINE	FUNDS
Printing	82 000
Special Events/Projects	14000
Radio/Video	3000
Paper Printing	250
Telephone	50
Postage	700
TOTAL	100 000

FARRAGO:

Edition One has been sent to the printers. The launch party has been organised during O-WEEK.

RADIO:

Pilot season has commenced and we have 20 shows on air this week with the number only growing later. All licenses has been finally been paid.

VIDEO:

A number of projects have wrapped up with the rest to soon continue. We have solidified our programming for O-WEEK, and preliminary editing has begun on our Cave Clan documentary.

List of action points to be completed by next report:

Action#1: Begin layout for *Farrago* Edition Two.

Action #2: Radio broadcasters begin their seasons.

Action #3: Publish video content.

Action #4: Have a good presence at O-WEEK.

Budget expenditure since last report:

Meeting no.	Date	Description	Amount	Line-Item
Council #3	10/02/2016	PPCA Licensing (2016)	\$250	Radio/Video
Council #3	10/02/2016	PPCA Licensing (2015)	~\$1000	Accrued from 2015
Council #3	10/02/2016	Reimbursement to Sebastian Dodds for SD Cards.	\$69.92	Radio/Video

**Queer
Frances Connors & Lotus Ye**

Key Activities since Last Meeting:

- **Spending and Planning for O-Week**
The budget for O-Week activities was passed in Queer Committee, with \$1800 passed for printing and other resources and a further \$200 for food during the O-Week Picnic. A further \$200 was also passed for general printing and to pay the artist contributors of the O-Week Zine
- **Printing of Zine**
The design for the Queer Department zine to be passed out on Carnival Day has been finalised, printed, and ready for distribution
- **Inquiries about Speed Friending**
Preparations are being made for another orientation event to be held during Week 2. The activity (Speed Friending) will be a way for new students to become familiar with each other. Activities and venues are still being discussed.
- **Gender-Diverse Clothes Exchange**
Inquiries are also being made about possible venues for our Gender Diverse Clothes Exchange, which will provide clothing for trans and other gender diverse students. We are currently looking into booking a theatre rehearsal room for venue and communicating with theatre staff to see if we can set up impromptu dressing rooms.

List of Planned Actions:

- **(Continued) Maintenance of Queer Space**
To clean up and continue to ensure the Queer Space is in good shape and supplied for the

new academic year with resources such as condoms, art supplies, snacks etc., as well as appropriate guides and posters such as pronouns whiteboard and traditional acknowledgement of land

- **(Continued) Networking with Other Queer Organisations**

To establish contact with local organisations in Melbourne, possibly for future collaborations. A notable example of this is the collaboration with the GSA in organising a Professional Networking Night in February

- **Passing funds for collective meetings**

To hold another committee meeting to pass money for purchasing amenities for our weekly collectives and regular activities (Queer Lunch etc.)

Expenditure since Last Council Meeting:

- \$1,036 on printing zines for O-Week
- \$40 on temporary tattoos to hand out during the Queer Picnic

Welfare
Sarah Xia & Yan Zhuang

The last week has been a very busy and rewarding week for the Welfare Department. We have continued our planning for the year, as well as providing support to students in need through the Food Bank and general direction to relevant services. Planning for Stress Less Week in Week 6 is underway, and we have set up a provisional calendar of events for the week. We are interested in organising cross-departmental events during the week, and we will be seeking expressions of interest soon.

Welfare Handbook

The Welfare Handbook has been printed, and was delivered to us last week. We were able to print 3000 copies within budget, and the handbook provides a range of information about support services for students on campus and locally. 1000 of our handbooks will be placed in our show bags for O-Week, and we have also given some to the UMSU Information Desk and interested UMSU departments for distribution.

Free Breakfast

We are looking at purchasing a large quantity of food for our free breakfasts on Thursday mornings during semester. Buying in bulk will help us reduce costs, although certain foods such as bacon may not be stored for long periods of time. We bought a large quantity of discounted pancake mix for the semester, and will be looking at storage space for both our free breakfast products and the food bank.

O-Week

With O-Week fast approaching, we have been preparing and planning for the busy week ahead. This year, the Welfare Department will be handing out 1000 show bags, and we will be packing our show bags with the help of volunteers this Thursday, 18 February in Graham Cornish A. We encourage everyone interested to come along and help out!

We have set up a volunteering roster for our O-Week stall on Tuesday, 23 February 2016 and are in the process of setting up a volunteering roster for the lunchtime BBQ on Wednesday, 24 February 2016. O-Week will be a wonderful opportunity for students to learn about the services available through UMSU and our department.

We have also bought a large quantity of popcorn kernels to be popped and served at our stall on Tuesday, which will be delivered to us this week.

Budget Expenditure

Welfare Committee Meeting no.	Date of meeting	Description	Amount (does not include GST unless otherwise specified)	Line-Item
01/16	01/02/2015	Welfare Department	\$115	Special

		Stickers		projects and events
		O-Week popcorn kernels, food and drink	\$149.03 (includes GST and we will provide a more accurate amount at the next Council)	Special projects and events
		Pancake mix	\$178.20 (includes GST and we will provide a more accurate amount at the next Council)	Regular events

<p>Wom*n's Adriana Mells & Hien Nguyen</p>

Not much has changed since our last OB report given at last week's student's council meeting.

O-Week:

- Have received 2000 copies of our Wom*n's Department 2016 guide
- Waiting for 'Be your own hero' tote bags to arrive
- Have received products from Four Seasons, Ansell and U by Kotex to put in tote bags
- Holding a Wom*n's Department welcome picnic on the Wednesday of O-Week

Wom*n's Mentoring Network:

- Mentor applications have now closed. Mentee applications are open until the end of O-Week
- We have now interviewed most Mentors
- Training sessions are being held for Mentors this week and next week – this is to give them all a chance to meet us (if they haven't already) and to meet each other
- We have 3 speakers confirmed for our first networking night

Feminism 101:

- Feminism 101 is a week long women's department event that is being held in Week 3 of Semester 1, the events being hosted that week are:

Monday – 14 th of March	Tuesday – 15 th of March	Wednesday – 16 th of March	Thursday – 17 th of March
12:00-2:00 Intro to Feminism/Safe Spaces	5:00-7:00 Networking Night	12:00-2:30 Does Feminism speak for all women?	3:00-5:00 Movie Screening in Wom*n's Room

- We are now in the process of contacting speakers and working out payment

Respect Week:

- We have met with Wendy and Fleur from Students and Equity a few times now to discuss 'Respect Week' a week being held by the university (with help from UMSU and the GSA) in week 4 of semester 1
- This will be a week to highlight safety on campus, particularly in regards to sexual assault/harassment – and will highlight services available to students on campus as well as reporting procedure
- The university is wanting this to be a collaboration with both UMSU and the GSA and to get as many students as possible aware and involved in this campaign
- So far, plans involve the VC in a forum on the Monday with other academics discussing safety on campus as well as a screening of the Hunting Ground on the Tuesday with a panel discussion afterwards
- UNSW and the Australian Human Rights Commission are currently researching and compiling a national survey in relation to sexual harassment, assault and bullying on campus

– the university would like it to be run here as well, at the moment it looks like it be run May/June this year

Budget:

So far the only money we have spent has been in relation to O-Week:

- \$2090 on the Wom*n's 'Be your own hero' tote bags from our Orientation Expenditure line
- \$1122 for our Wom*n's Department 2016 Guides

**Burnley Campus
Eranthos Beretta**

No report submitted

**Victorian College of the Arts
Van Rudd**

No report submitted