

# SUPRA

# Annual Report

## 2019-2020



Sydney  
University Postgraduate  
Representative Association



SUPRA acknowledges the traditional Owners and Custodians of the lands we work and study on, and we pay our respects to their Elders past, present and emerging. This always was and always will be Aboriginal land.

# President's Report

Mlnran Liu | Yanning Bai

The 2019–2020 term has been an extremely tough one, probably one of the most difficult in the history of SUPRA since its foundation in 1970. It was marked by widespread xenophobia within the University and Australian society at large, a global pandemic that resulted in the shutdown of the University campus, and almost four million people have been infected worldwide to date. There have also been funding cuts and severe sewage flooding in the SUPRA office. Despite this crisis, the president's office and our hardworking councillors, dedicated committee members and excellent staff, along with the selfless volunteers who took responsibility for various issue areas, withstood the tremendous pressure and achieved concrete results. During the 2019-2020 term SUPRA achieved our highest funding grant of \$2.03M, from the Student Services and Amenities Fund (SSAF) which is administered by the University of the Sydney.

## Advocacy and Representation for All

SUPRA puts the interests of its fellow postgrad students in its heart. The response to the COVID-19 pandemic has been a great example of our advocacy work. SUPRA began to closely monitor the situation right from the beginning. To date, SUPRA has written four letters to the Vice-Chancellor regarding the lack of support being offered to students impacted by COVID-19. There were numerous meetings and email exchanges between the President's office and University executives, SUPRA executives, councilors, staff and SUPRA's online peer support assistants. Our student representatives on various University committees also pushed hard to encourage the University to offer supports for our students and helped the University to make the right decision.



SUPRA was the first organization at USYD fighting for fee reduction after the University moved classes online. We argued that the tuition fees for online courses should not and could not equal those of face-to-face instruction, which resulted in the University's rebate of tuition fees policy. We also pushed hard for extensions for all the students who require more time to do their work, which resulted in the University's new simple extension policy. Moreover, based on the many complaints we've received about poor teaching quality, we succeeded in getting an agreement by the University to ensure proper support for unit coordinators and tutors delivering online teaching. We also communicated with some course coordinators directly. Thanks to everyone's hard work, we believe the overall quality of online teaching was greatly improved. SUPRA insisted that students who were resident in University campus accommodation needed support which resulted in the fee for the first five weeks being waived by the University. We also raised with the University that their multiple sources of COVID 19 communication was confusing and as a result students now can access more centralised platform and information channel. We also raised concerns about delivery of mental health support and as a result, the University expanded CAPS and student liaison officer capacity and allowed for appointments to be made by online form.

We responded and offered our support to many ongoing campaigns that are relevant to our fellow postgraduate students and staff members, including the coalition of Sydney organisers committed to defending vulnerable people in increasingly precarious housing amidst the COVID-19 crisis, the National Tertiary Education Union (NTEU) campaign to support all tertiary education staff impacted by COVID-19 measures, the anti-racism campaign and helped to find people who are willing to participate in an ABC anti-racism documentary. Along with SRC, we are calling on the Federal Government to urgently review the Youth Allowance and Austudy benefits' eligibility and payment rates. We have prepared many personalized stories to help CAPA pressure the government, and we have offered our full support to many CISA campaigns.

## **Advocacy and Representation for International Students**

In this term, international student issues, of which there are numerous, received much of our attention. In fact, SUPRA has been the student organization international students go to when they have come across problems that need to be fixed. They know SUPRA cares about them. SUPRA's response to the travel ban issued by the Australia government is probably the best example. In early 2020 the only means for an international student to arrive in Sydney to start the semester was to attempt to go through a third country.

It was both costly and not a viable option for many. International students were facing tremendous economic, academic and psychological hardship and pressure, in addition to the regular challenges of being an international student. We urged the University to provide an emergency financial package to support students so they could pay rent and cover their basic living expenses in Sydney. We feel we played a big role in gaining the University hardship fund and bursaries for both domestic and international students who are financially struggling. In order to support our claim, we gathered more than 5,000 student submissions along with SRC, and another postgrad only survey gathered more than 3,000 responses. They all became important data for the University to make the final decision.

We also urged the University to provide additional help for international students, including: assistance with extension of Visas, pressuring the Federal Government to amend Visa conditions to allow international students impacted by online study and isolation measures to shift to part-time study; pressuring health insurers to cover the cost of any medical expenses related to COVID-19 under the Overseas Student Health Cover (OSHC) insurance for international students. We also lobbied the University to consider granting students in their last semester who had approved tuition fee rebate or subject exception should be refunded in full and in cash. According to the current international student refund policy, students will only be refunded 50%.

To date, the University has promised to consider related changes and solving the insurance problem and advocating strenuously for more government support.

In August last year following many complaints by mostly international postgrads we met with the Business School to represent the issues and discuss possible improvements.

### **Advocacy and Representation for Higher Degree Research (HDR) Students**

In addition to successful representation and advocacy related to one-off issues, we have advocated for HDR students on many fronts. The increase of RTP stipends to only new HDR students was deeply unsatisfactory to many who feel the increase should also apply to existing recipients. SUPRA hosted a town hall meeting for HDR students to bargain directly with the University executives, which resulted in a top-up for scholarships on a competitive basis. We acknowledge this was only partially satisfactory. On the other hand our efforts resulted in significant protections for HDR students in the new Supervision Policy, and we organized another successful SUPRA Supervisor of the Year award which received 123 nominations. When the COVID-19 pandemic hit, we immediately urged the university to offer grant extensions for HDR students. We wrote to the University to request a financial package to support impacted HDR students struggling to pay rent and cover basic costs of living while still trying to complete their research time frames.

We suggested that students commencing before 2019 who have a 4-year submission date should be given a 6-month extension, and students commencing from 2019 who have a 3.5-year submission date should be given a 4-year submission date. To date all HDR students have been given an extension for one research period, and the University promised to work on additional financial support for our HDR students.

## **Community Engagement**

SUPRA social events are the most important events for many to get familiar with their campus life and meet their fellow students. In the second semester of 2019, SUPRA held several wine and cheese events, free lunch & advice events, hiking, and various new activities. In August, we held a Welcome BBQ at Cadigal Green, serving 600 postgrads, and many students made their first friend at USYD at this event. We co-organised with the USU the Welfare Week in order to introduce SUPRA and provide free food to postgrads for three days. We supported postgrads during the exam week by distributing free lunch, bringing tips and warm words to students who were studying hard on main campus. During Mid-Autumn Festival we gave away moon cakes which were appreciated by our large number of Chinese postgrads. In October, we held a Free lunch & Advice at Cumberland Campus for the first time, aiming to bring SUPRA's services to this satellite campus. During that same month, we held the first-ever SUPRA Cup Basketball Championships. The number of participants exceeded 200, including more than 100 participants, and involved 20 volunteers.

It became one of the most popular events at USyd. In December, SUPRA collaborated with the HDR Liaison Committee to put on the HDR BBQ in order to strengthen our connections and provide services to our HDR students, and more than 200 HDR students participated.

We also cooperated with Sydney Uni Sport & Fitness (SUSF), holding the first-ever free weekly group fitness activities with SUPRA. In 2019, during the second semester alone, there were nearly 800 postgraduate students that participated in those fitness classes. Participant feedback was very positive. Unfortunately, in 2020, due to the COVID-19 crisis, the group fitness classes were suspended after the first week. In January 2020, many SUPRA councilors attended China pre-departure meetings in three major cities—Beijing, Shenzhen and Shanghai—to share their life and studying experiences and introduce SUPRA's services to new students and their families. In 2020 Semester One welcome week, SUPRA prepared 2,000 welcome packages for new students, including a SUPRA 50th anniversary souvenir, calendar, tote bag, welcome letter from SUPRA's president and other relevant materials.

The COVID-19 crisis forced postponement of most of our events, including the SUPRA 50-year anniversary and second SUPRA Cup Basketball Championship. However, we are still holding many online events, including 'stay with SUPRA at home', to continually serve the postgraduate community. The number of subscriptions to our WeChat public account has reached 7,500; the number of friends added on our peer support Q&A platform has reached 3,800, an increase of 1,800 compared to last year.

### **Final words**

If you ask a random postgrad student where they should go when they are encountering problems, they will probably say it out loud: 'SUPRA.' I think this is what SUPRA is all about. Again, thank you to all our fellow councilors, committee members, staff and volunteers who took responsibility for different issue areas. They were the real doers behind all the above-mentioned achievements.

# Secretary

Mucong Li: July 2019 - February 2020  
Domi Johnson: July 2019 – June 2020  
Xinheng Wu: February – June 2020

As SUPRA Co-Secretaries, our core duty is to oversee the internal communication and ensure its effectiveness and transparency. Besides this, we have also been keeping intensive contact with the postgraduate cohort, other student organisations, faculties, and the University. In March 2020, Mucong Li resigned from his position after more than half a year of dedicated service from July 2019. We welcomed Xinheng Wu to join as SUPRA Co-Secretaries.

## Meetings and Records

We regularly call Council meetings and sub-committee meetings and maintain meeting minutes and the records of reports. As Council meeting minutes are ratified, they are made available on our website. Although there are Council meetings that haven't happened due to lack of quorum from November 2019 to February 2020, the Council has been keeping intensive communication through emails and made decisions on motions by circulation. All these motions and rising business have been further discussed and approved in the following March 2020 Council meeting. To make the internal communication more effective,

we assisted Co-Education Officers to hold training sessions (e.g., daily business, student representation, online Q&A platform) for all SUPRA committee members. The training sessions were successful and enable committee members understand how the whole organisation and sub-committee works, thus improving teamwork across sub-committees. Throughout the year, the Council has several resignations (both from General Council and Equity Officers) from the councilors who have graduated from the University. New councilors have been appointed to fill the vacancies. The resignations and mid-term appointments enabled the whole organisation to contribute to the postgraduate community continuously. We thank all councilors during the year for all the committed work they have done to this organisation and for their constituents.



## Supporting and representing students

Supporting students with their concerns is another duty of SUPRA Co-Secretaries. We have responded quickly to students who came to us with their true concerns regarding academic and non-academic issues (e.g., complaints of course quality, petitions on delaying the commencement, tuition fee reduction, peer pressure on campus). For example, we assisted LLM students (Master of Law) to represent their concerns and recommendations regarding the mid-term cancellation of intensive units due to COVID-19. We tried our best to understand students' concerns, represent it to the university, and work out a solution together with the students. We participated in the operating of SUPRA online Q&A platform which is one of the most important ways to communicate with students and understand students' concerns. Specifically, we assisted SUPRA Co-Education Officers to smooth the academic appeals and complaints (i.e., QBUS 6810) in December 2019

Representing students' voices to the University Committee is another important and effective way to help students. Co-Secretary Xinheng Wu has been an active member of UE Education Committee. As SUPRA representative, she attended UE EC meetings and raised issues as below:

- Requested the Business School to initiate additional summer/ winter intensive units, especially more core units and capstones. (2nd December 2019)
- Requested a proper reduction in tuition fees and subsidies for students' financial loss due to the travel ban. (24th February 2020)
- Suggested the University grant a proper extension to HDR students and also postgraduate students with research components. (30th March 2020)
- Requested the University to take measures to improve online course quality; raised students' concerns on Travel Ban Hardship application processing; raised the issue of the instability of online assessment systems such as ProctorU. (27th April 2020)

## **Welcome Week and Welcome Party**

We have been actively involved with community engagement. We coordinated the Welcome Week and Welcome Party in February 2020. During the time, with the help of many of SUPRA staff, councilors, committee members and volunteers, we prepared and distributed more than 2000 packs including SUPRA promotion flyers (e.g., social events, hiking, gym fitness classes, Student Advice and Advocacy Service and Legal Service), and 50th-anniversary merchandise (e.g., calendars, mugs, glasses cloths and ballpoint pens). On the stall, we designed a game session for newly registered SUPRA members winning SUPRA mugs and in doing so we attracted more memberships. Besides, we arranged various faculty-wide and university-wide inductions with International Student Officers. In these inductions, SUPRA representatives were invited to introduce our service, social events, equity networks, and sports activities. Moreover, we cooperated with Women's Officers and held a successful and creative Welcome Party serving nearly 100 postgraduates. In the Welcome Party, we designed interactive games such as Photo Race, and Quiz of tips for commencing students on necessary information about their new campus life.

## **Fighting COVID-19**

This year has been difficult for all students due to the outbreak of COVID-19 since semester 1 2020. The situation was rapidly changing, and all students were facing great uncertainty about their enrolment, academic arrangement, and health well-being.

We have been staying in close contact with students and keeping them updated with the actions we took, the items we raised regarding COVID-19. Specially, we made an emergency team provide our students with advice on enrolment, academic support, and financial supports.

We initiated a survey to investigate students' concerns on remote learning in early February. Then, we analyzed the data and drafted a faculty-specific recommendation on academic supports (e.g., special consideration policy, online course, discussion board, and office time) and submitted it to Professor Philippa Pattison (the Deputy Vice-Chancellor (Education)). With the help of other SUPRA Executive Officers, we made consultations of financial loss on international students due to COVID-19. Based on the data, we requested the University to provide an online course tuition fee reduction and subsidies regarding students' extra cost due to the travel ban. Further, our SUPRA representatives re-claim the significance of financial supports to Dr. Michael Spence (the Vice-Chancellor) on the February Academic Board meeting. After repeated negotiations, the University eventually released a detailed financial support plan to support students, e.g., Travel Ban Hardship and Tuition Fee Rebate.

## **Conclusion**

In conclusion, the 2019-2020 term was full of challenges and opportunities. We contribute all the achievement and efforts in fighting for students' rights to all Councilors, staff, committee members and volunteers. We thank the Community Engagement and Activities Committee for creating numerous social events and sport activities to improving student experience on campus; we thank the Education Committee for addressing students' concerns regarding academic and legal issues; we thank the Directors of Student Publication for promoting SUPRA via both social media platform and offline on-campus. It has been a great honour to work with such an excellent team to improve our postgrads' academic and non-academic life. We wish for you to enjoy the memories we have created together, and all the best for your future journey!

# Treasurer

Yunhe (Kelly) Wang

In the 2019–2020 council term, I had the honour to be a councillor and the SUPRA Treasurer.

As one of the members of the Council, I was proud to join as an international student in advocacy for postgraduate students at the University of Sydney. During this period, I participated in many activities organised by SUPRA and the University, such as Welcome Week, Wine & Cheese, SUPRA Free Lunch, hiking, and the Teacher and Supervisor of the Year awards.

As the Treasurer, my responsibilities included: assisting the Finance Manager with the budget and expenses of the Association; submitting monthly reports to the council; keeping track of the Office Bearers' working hours; checking SUPRA's costs for activities; reimbursing the expenses of SUPRA's activities; and chairing the Finance Committee. As a Co-Director on the board of the Supra Legal Service, I participated in executive meetings.

## Expenditure in 2019

In 2019, SUPRA received approx. \$1.93m in SSAF funding, up 16% from 2018 ( approx. \$1.65m). We spent \$85k on activities and functions, decreasing \$3k compared with last year. \$8k of this was spent on social activities, an decrease of 63% over last year's \$22.5k. In the second half of 2019,



we added health and fitness programs, which cost \$31k for the whole year and enabled more than 400 students to enjoy free workout activities. In Welcome week, we increased expenditure by \$10k, which helped us add thousands of new members. In general, the second half of 2019 has been very good financially for SUPRA.

The efforts of the Finance Manager and all staff throughout this period have ensured a balanced expenditure budget was maintained in 2019. Our work and efforts have been recognised by postgraduate students. We hope that the next team will spend more funds on student services, so that SUPRA will become the best organisation to work for students.

Thanks to all officers and councillors for their kindly assistance, I could not have finished those fabulous jobs and enjoyed the fantastic activities without you. Besides, I would like to thank all SUPRA staff for their help and guidance, who enabled me to learn a lot in this

# Education Officers' Report

Xiner Yuan & Shiyu (Eolande) Bao

## Introduction

Education Officer(s) have an obligation to represent the postgraduate community in communicating with the University. As we may get in touch with students and get to know their best needs, we have always held the belief that 'Student Service' is our priority. With all the commitments, we worked devotedly to make a positive change to our community as the Education Officer.

## Multilingual Online Q&A Platform

In the past term, we have been managing SUPRA's multilingual online Q&A platforms, including SUPRA WeChat Assistant, Facebook, and Instagram. The Q&A platforms serve as an interactive channel that answer, collect, and report postgraduate students everyday enquires ranging from enrolment, scholarships, change of units, academic appeals, complaints, tenancy issues and the events and activities held by SUPRA. Students are able to get initial advice on simple issues, and we often ensure they are referring to the right place for help with complex situations, such as SUPRA caseworkers.



SUPRA WeChat assistant has been a major communication channel and has grown to 3800 friends and has been answering students' enquires on a 7/12 basis, with the help from more than 50 hardworking Education Committee volunteers who are taking over WeChat Assistant account every week. Also tremendous thanks to the invaluable support from the executive team and SAAO coordinators, Francine and Hank. Two trainings were provided to Education Committee members at the beginning of each semester with the protocols of the Q&A Platform, and we also invited SUPRA caseworkers to share their insights on managing students' enquire online.

## **Online Orientation**

Online platforms have been helping with orientation at the beginning of each semester, especially semester 1, 2020, where the pandemic of global COVID-19 changed many original plans. We moved most of our orientation online to our social media platforms. We grouped up around 3 WeChat groups total around 1k commencing international postgraduate students to conduct online orientation. We updated students with news regarding the orientation week and the university's movement due to COVID-19. The information was sent out on all the platforms to our postgraduate community. Also, we have composed several articles of the frequently asked questions that we received to help guide the new students.

## **COVID-19**

At the beginning of 2020, since the travel ban of the global traveling into Australia, a lot of International postgraduate students were not able to arrive at Sydney to start the new semester. SUPRA has received many concerns and complaints on the changing situation. Together with other executives, we conducted online consultation with affected students, and proposed changes for students to the university, and several faculties regarding the academic support that students are keen for. As a result, the Faculty of Arts and Social Science has responded positively, and we are still in the conversation with the Vice-Chancellor regarding the updating concerns on COVID-19.

## **Academic appeals**

We managed to assist students regarding academic appeals after the release of the final result from 16th December 2019 (SUPRA office shut down period) with the constructive advice and support from Francine in advance. Firstly, we composed and published academic appeal and exam paper review tips on WeChat to guide students to familiarise themselves with school policies, soothe students' emotions, and be alert to a fee-based external agent. Secondly, we established and managed WeChat group chat with 300 students by answering common and basic inquiries (e.g., procedure, who to contact, how to review exam paper, etc.) and referring complex questions to SAAOs and the SUPRA website. Lastly, we collected student feedback and updated the Q&A list. Before the result release date last year, we succeeded in helping more than 400 students enrolled in QBUS6810 on their complaints regarding the unclear assessment outline, with the invaluable advice provided by Francine.

On the result release date of semester 1, July 10th, we also managed a group chat of more than 300 international students on their enquiries regarding academic appeals.

## Student Representatives at University Committees/ Working Groups

- Responsibility

As a student representative association, SUPRA is the place to represent postgraduate students' interests. Attending the University Committee meetings and speaking up is one of the efficient ways to communicate with the University and deliver the requirements for the postgrad community. SUPRA stands for postgraduate students and negotiate with the University for their best interests. So as student reps who would attend the University Committee meeting, it is essential to be aware of the obligations and the rights and do the right thing.

- Important items raised

On the first meeting of SCC in 2020S1, we raised items that relate to the uncleared application details of hardship financial support package. Also, SUPRA has purchased facial masks and hand sanitizer, and we communicated with the reps of medical school about their opinion on which could be a better method to distribute these hygiene products. Based on the concern raised from several student accommodation residents, we also asked whether the University has any plans in preventing the potential virus spreads in the accommodations.

- Acknowledgment

In the past year, we are glad to have the reps that work together with the Education Committee and SUPRA. It has been a great honour to have so many talented and dedicated people serve on these committees. Here we would like to thank all of them, Minran, Arya and Shurui on Academic Board; Mengxin and Minran on Academic Standards & Policies Committee; Arya and Xiner on UE Education Committee; Eolande, Boquan and Shuyun on Student Consultative Committee; David, Kelly, and Leyla on Graduate Studies; Minran, Eolande and Zoey on Academic Quality committee; Rebecca on UE Research Education Committee and UE Research Committee; Xiner, Shurui and Snow on Student Life Committee; Karen on Student Life Working Group; Michael on Thematic Review; Frona on Student Charter Working Group.

## Career

The Career section that produced by Education Committee is an additional asset. To ensure the domestic and international postgraduate students' have opportunities to reach to future career development, SUPRA decided to enrich the information in the area of careers. SUPRA has received the reflection from international students that they found it a bit hard to seek a proper position in Sydney, so we decided to provide more information for students that might face this challenging situation.

- **Company Direct Recruitment**  
On 20 September 2019 SUPRA held a recruiting forum was held at Arts and Social Science Building. There were almost 350 students attending the forum. We have seen the passion and enthusiasm from students about the forum and their needs on the career information.
- **Online Recruitment Post**  
From 1 July 2019 until 12 May 2020, there were 13 articles posted online, which include nearly 45 companies' recruitment information. One of the 13 articles is about a forum designed for students who would graduate from Universities in Australia.



- **Career Information Seminar**  
SUPRA has collaborated with CISA and held two career information sharing seminars. One was the Student Employability Seminar in the 2019S2, on 31 October 2019. One was the Australian Job Market webinar in the 2020S1. We have worked with SUPRA Secretary and introduced the seminar/webinar to the postgraduate community, which could provide insights from the industry professional for more international students and domestic students as well.



## **Message from SUPRA Education Officers**

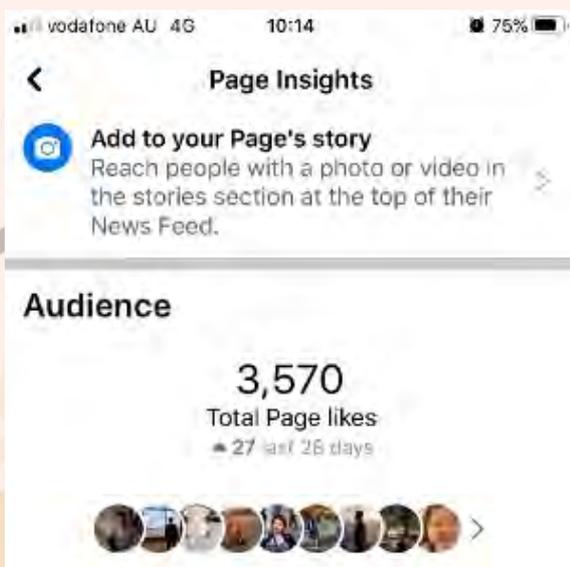
We want to take this opportunity to thank all the SUPRA Councillors and their support for our work. We also feel grateful to work with the fantastic executive team and appreciate their dedicated work spirits. Also, great thanks to all the SUPRA caseworkers for their support, they have always demonstrated professional attitudes towards student service. In the last year, we have worked with our effort to provide an improvement. The days and hours that we were working with the SUPRA team have been a memorable treasure for us. What we have been fighting for our community and the achievement are the best wishes that we could have been hoping ever. We took the portfolio and committed to it. It could have be better with further efforts, and indeed there will be a new chapter in the future devoting every effort to provide a better service for our community.

# Director of Student Publications

Luhua Li | Huan Zheng

We have had the pleasure of sharing the role of Director of Student Publications in the council term of 2019-2020. We are honoured to join the team of SUPRA. During this period, social media has been gradually improved, and the publicity methods have become more diverse. We assisted in the promotion of various activities and established the connections with postgraduates through our social media.

This year, we broaden the promotion in our social media platforms, including Facebook, Instagram, WeChat official account, YouTube, and Tik Tok. This has enriched the ways to communicate with the postgraduates, and better build the interaction between SUPRA and postgraduates. The number of Facebook subscriptions reached 3,570, the number of followers on Instagram was double that of the previous year, and the number of followers on WeChat official account increased over 50%, to 7570 as at 12 May 2020.



## Original content

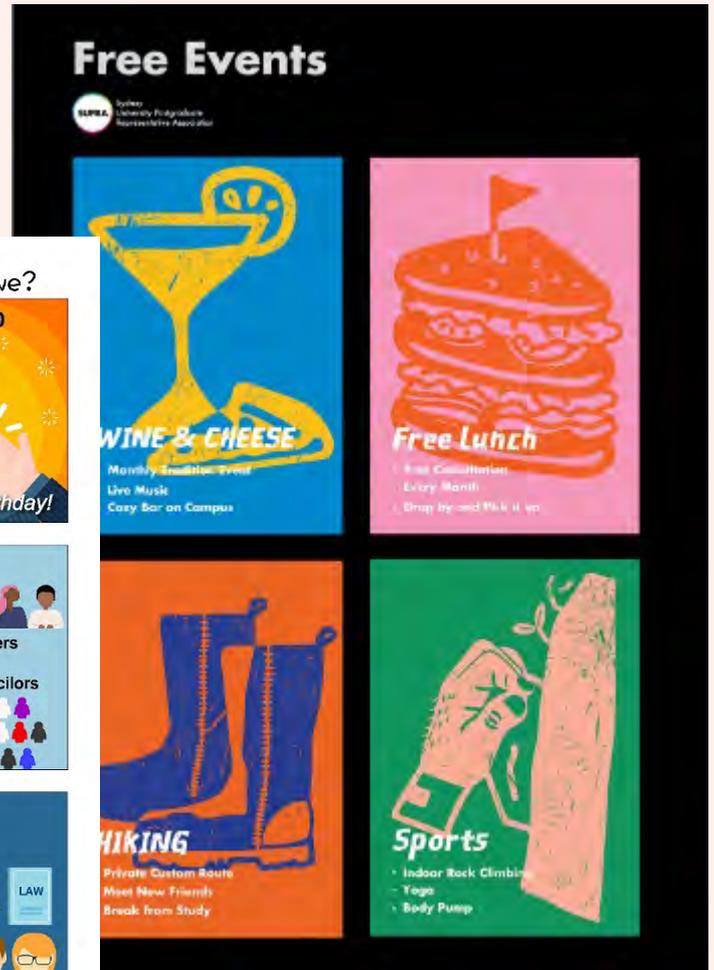
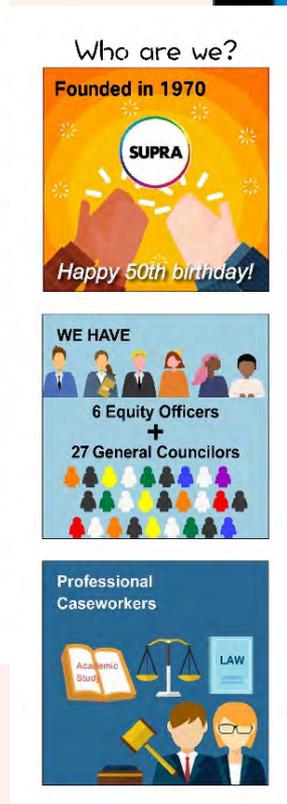
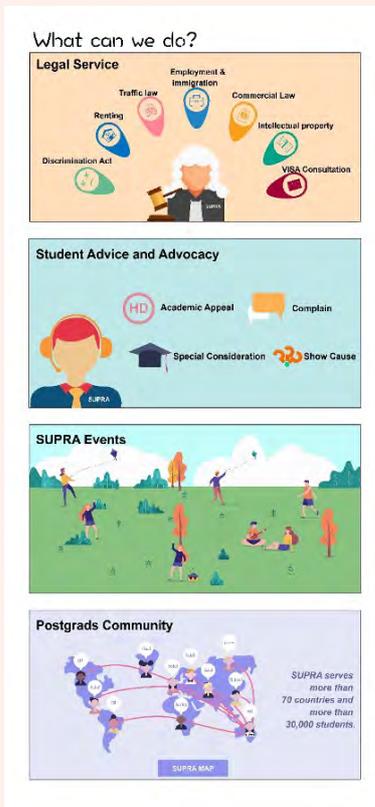
We added original content to our social media platforms. The Publication team shot a series of original videos, including the University food tasting, campus coffee stories, and SUPRA CUP basketball game highlights of the top 10. WeChat official account continues the "Letter" of last year, adding online activities such as weekly news summary and photo collection.

## Event promotion

The SUPRA Publication Committee was responsible for the publicity of activities, and designed the posters including Free Lunch, Wine & Cheese, Hiking, Welcome Week and other activities, as well as the original illustrations related to the publicity.

Cooperated with other committees to organize online activities during the campus lockdown period due to Covid-19. On Instagram, encouraged postgraduates sharing the stories and pictures with the hashtag #StayHomeWithSUPRA, and organized the online eye blinking game.

At the same time, SUPRA Publication Committee was responsible for photographing and filming during events, and uploading to social media platforms.



## Merchandise design

Aiming at SUPRA culture enhancement, student interaction and attractiveness, customized SUPRA merchandise was designed with the theme of SUPRA 50th anniversary celebration. The merchandise set contains notebooks, mug, pens, tote bags, post-it notes and so forth. During Welcome Week in S1, 2020, peripheral products were placed in the SUPRA booth as promotional materials, and were distributed to students according to their participation level. As the first peripheral product of SUPRA, the merchandise attracted many students to visit the SUPRA booth for interaction due to their practicability and good-looking design. SUPRA merchandise also acted as a reward to the students participating in SUPRA events, such as #StayHomeWithSUPRA (work/study from home sharing events via Instagram), Instagram online games, SUPRA Welcome Party, etc.



## SUPRA Official website

Together with the staff of SUPRA, we held meetings and offline symposiums to discuss the theme colour of SUPRA this year, as well as the layout update and functional improvement of the official website of SUPRA. The updated official website will be completed and online before the new semester starts in 2020 in S1. The redesign of the official website and the development of new functionality has improved the smoothness of students' web browsing and made for a reader-friendly web design with a sense of design. It enriches the online interaction between students and SUPRA, helps students to obtain information through web pages efficiently, and interconnects with other social media of SUPRA, further enriching the social media matrix of SUPRA.

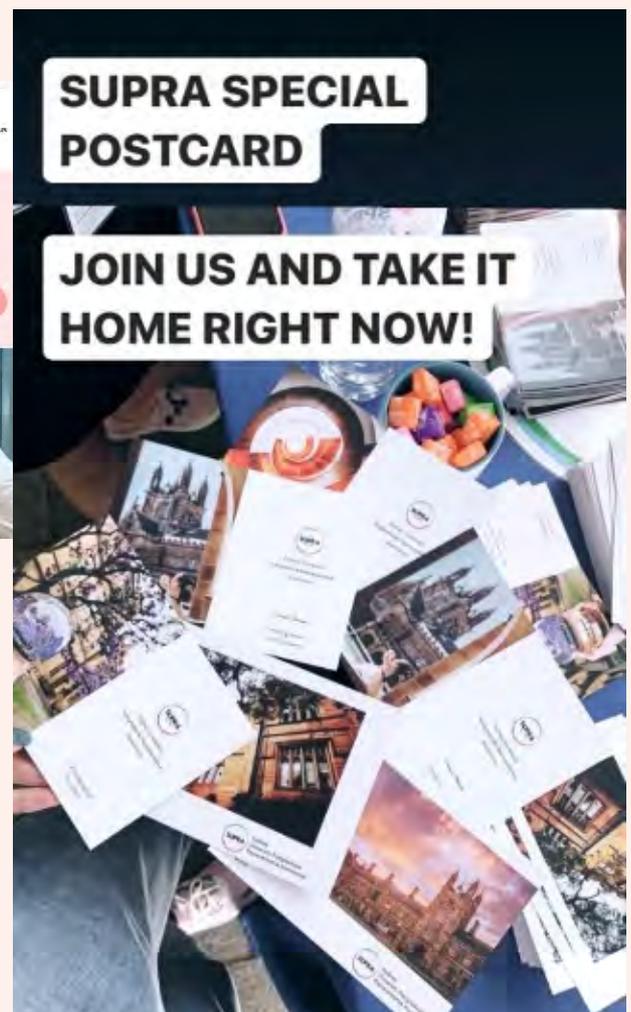


## Publication Constitution

In order to regulate the internal operation and process of the publication department, we jointly drafted the publication constitution, which clearly states the provisions in the content of the public account, the review process, the operation of Instagram and Facebook, the use rules of SUPRA official equipment, and the handover regulation. It improves the internal effectiveness and standardization of SUPRA publication, which is conducive to the active operation of the organization.

## Usyd Postcard design

Realising that the University of Sydney did not have its own postcard, SUPRA launched a postcard cover photo campaign at the beginning of S1, 2020. A total of 30 teachers and students were invited to participate, and about 130 photographic works were submitted. Finally, 10 excellent photos were selected as the cover of Usyd postcards. Postcards were also distributed at the scene of Welcome Week as promotional materials, and students who participated in SUPRA online and offline activities were rewarded with them. The arrival of graduation season will undoubtedly increase the popularity of postcards, which is a novel way of gaining publicity for SUPRA.



# Disabilities Officer

Marguerite Biasatti

## **Annual report in elected position as Disabilities Officer July 1 2019 to June 30, 2020**

It is with much joy and gratitude, to review the past year in my role as Disabilities Officer.

On being elected in the role, there was continued deliberation about the role and how the needs of postgraduate students who identify to having a disability could be best met.

Fortunately, as I was a postgraduate student who identifies as having a disability and had experienced the application processes in the registration with Disability Services, and had most importantly, held the position of Disabilities Officer in 2018, I had a solid basis to explore how best to support postgraduate students who identify with a disability particularly in the context of COVID-19. Moreover, my career in Australian Universities in Student Support Services and current enrolment in the Doctor of Social Work program had provided key experience in working with senior Uuniversity staff and systems to advocate for postgraduate students.

## **Key aims and summary**

In the context of the refined position description of Disabilities 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 identified as having a disability.
- To make transparent Uuniversity support service policies that aimed 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 Uuniversity 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 Disabilities 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 my self and role to Disability Services, attended key meetings, such as, the Disability Action Plan Consultative Committee.
- Organized SUPRA stall at Disability Awareness Week in September 2019 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 Ppresidents, 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.

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:.

- I 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' in service provision which are in constant change, to make the role visible.

# International Officers' Report

Yuhang Xia | Xuning Feng

As the International Equity Officers, we have been devoting ourselves to protecting the rights of international students and paying attention to their daily life all the time. For example, we engaged in: the 'International Concession Fares NSW' campaign that was coordinated by the Council of Australian Postgraduate Associations (CAPA); University interviews; and the University's pre-arrival session in China. Meanwhile, we have been in charge of the community committee in terms of organising events including free lunch, hiking, Welcome Week, and basketball tournaments, as well as managing new committee members and volunteers.



## Acknowledgements

Firstly, we would like to express our appreciation for everyone who voted for us last year. Without their trust and support, we would not have the opportunity to work in SUPRA. We would also like to thank all the councillors and staff who helped and instructed us a lot during every event. Honestly, we are so glad that we can work in such an amazing organisation with such brilliant people.



## Hiking

We successfully held two hiking activities during semester 2 2019, with more than 100 postgrad students joining in the Bondi Beach walk and the Blue Mountains walk. The Blue Mountain hiking tour in October 2019 was the first time that we used chartered travel, giving students opportunity to deeply explore the local scenery of Blue Mountain. Through these hiking activities students could relax and make friends; and we found out more about their social and study needs, so that we could provide more specific help.

## Free Lunch

We successfully organized 4 Free Lunch events during our tenure. 3 of them were at the main campus and 1 was at Cumberland campus. The amount of food distributed for each event was around 100 – 150 servings. This was our first time in our term to hold a SUPRA activity at Cumberland campus. We met many students and were able to hear their opinions about the food options at Cumberland campus.

## University interviews

In October 2019, we conducted a University interview at Cumberland campus on behalf of the Uni. We randomly interviewed more than 20 students on issues such as school improvement suggestions, and each student talked for an average of 30 minutes. Information collected included: early school closure; laboratory safety-risks; and lack of remote campus bus subsidies. Overall, this was a great face-to-face experience.



## HDR BBQ

We organised a BBQ event for Higher Degree by Research (HDR) students. We invited more than 150 HDR students to participate in this outdoor BBQ event and were happy to exchange learning and life experiences with students who are excellent in their respective fields. We are working hard to form a cross-professional social circle for all postgrad students of the University of Sydney.

## Basketball tournaments

In the middle of 2019, we started to cooperate with SUSF to organise a basketball tournament, the SUPRA Cup, held on 4 October. We worked on the tournament rule design; social media promotion; registration; labour and budget distribution; first aid and security set-up. This was a large-scale event that cost \$15 000. The tournament recruited 20 teams that consisted of more than 100 postgraduate students, as well as over 100 audience members. It was well-received among postgraduate students and we collected positive feedback that was useful for future events.

Given the success of this event, we were organising another basketball tournament for semester 1 2020. Unfortunately, due to the outbreak of COVID-19, we had to cancel all upcoming events.



## Student Employability Seminar

At the end of October 2019, we co-hosted Student Employability Seminar with CISA (Council of International Students Australia). In the event, we invited several well-known entrepreneurs and HR in Sydney to share their job-search experience and suggestions with students. More than 70 students participated in this event, saying that this event was very meaningful and they hoped that more events like this could be provided. Currently, we are also discussing with CISA about the possibility of cooperation in the future.



## International Concession Fares NSW campaign

As part of the campaign for concession fares for international students, we assisted CAPA by collecting stories from international students who had been impacted by high transportation costs. This was reported to the government in December 2019. We've received plenty support from the international students about this, as it has been a concern for long time. The appeal is still in process, while we are positive that the government will give us a satisfactory response.

## Pre-arrival session in China

In January 2020, as SUPRA's representatives, we attended Pre-arrival Session of Sydney University in Shenzhen, China. The session had over 100 attendees including new-arriving students and their parents. We explained how SUPRA can help international students better adapt to new campus life and offer consultation. It was a good opportunity to build connections with new students and help them understand what SUPRA can offer.



## Stay with you

On 14 May 2020, we distributed 200 pandemic material bags outside of the SUPRA Offices. The bags contained surgical masks, KN95 masks, hand sanitizer, as well as SUPRA service brochures and other protective materials. We held this event to help every student stay safe during the pandemic. We have tried our best to provide help within our capabilities and to work together through this difficult time.



## Inductions for new students

In response to invitations from various faculties, we arranged SUPRA representatives to attend induction events for new students. Each induction attracted 50 – 200 attendants. Attending faculty inductions/orientations helps SUPRA stay connected with each faculty, and is essential for letting new students know about SUPRA and our services.

## Reaction to COVID-19 outbreak

Many students were affected by the outbreak of coronavirus in the early 2020. Particularly, international students were affected by the travel ban. To support students during this time have undertaken the following activities:

- To apply for support from the University, we've been collecting feedback from the students who are in need of help.
- We've been keeping students updated about policies of the Australian government and Sydney University on our social media platforms.
- We organised online events on both Instagram and WeChat to encourage people to stay at home.



Dear fellow students,

Sydney University Postgraduate Representative Association (SUPRA) wishes you a Happy Lunar New Year in the Year of Rat.

SUPRA is concerned regarding the health and safety of students, and is paying constant attention to the outbreak of the Novel Coronavirus (2019-nCoV). The University of Sydney has sent out an email to all students advising them regarding travel and general advice. Please check your inbox for the email.

In response to student concerns which have been received by SUPRA, we respond with the following:

- The university has advised students to contact [international.support@sydney.edu.au](mailto:international.support@sydney.edu.au) for enrolment and intake advice; the university has not taken any measures to restrict students' enrolment.
- The Department of Health NSW recommends that if you feel unwell, please seek advice by calling a GP or the closest hospital emergency department rather than visit in person. The University Health Service can be reached on (02) 9351 3484.

SUPRA is continuing to urge the university to take active measurements to ensure effective support for students' academic, physical, and mental health status. If you have more complicated situations relating to academics or discrimination, please contact the caseworkers of SUPRA at [help@supra.usyd.edu.au](mailto:help@supra.usyd.edu.au) for assistance.

Meanwhile, we encourage students located in affected areas to stay optimistic, whilst looking for ways to strength your immune system, and take active precautionary measures to protect yourselves from potential transmission. If you feel unwell, with symptoms such as coughing, fever and breathing difficulties, please contact medical help as suggested by local health authorities. SUPRA remains alert of any additional updates of the Coronavirus situation and stand by with all students in regards to their health and wellbeing.

Yuhang Xia, Xuning Feng  
International Students' Officers  
Sydney University Postgraduate Representative Association (SUPRA)  
Level 2, Holme Building(A09), The University of Sydney, NSW, 2006  
Email: [international@supra.sydny.edu.au](mailto:international@supra.sydny.edu.au) Web: [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au)  
Written on 28th January

## **Final words**

It has been an honour to work in SUPRA to fight for the rights of international students. We promise we tried our best to fulfill our responsibilities as the International Equity Officer. We wish SUPRA all the best in the following years under the lead of the new councillors.

# Women's Officers

Women's Officer: Zhuoyuan Xie  
Deputy Women's Officer: Qian Zhi Lai

## To start.....

It is our pleasure to be elected and represent the women's community at the University since semester 2, 2019. We have been working closely with international officers to organize different types of outreach events to let more students know about SUPRA, and know where to seek help whenever is needed. We also hope to develop bonds within and across the communities to build connections with each other.

It was such a jam-packed year in our term, full of events and meetings to speak up and help our voice to be heard.

## 1. Welcoming Events

### Welcome BBQ (2019S2)

The 2019 second semester was kicked off with the Welcome BBQ. This event, as a part of the orientation week, aims to make postgrads to feel warmly welcomed and let them know that we are there if they want to reach out. During the event, we distributed 300 sausages, 300 rainbow bagels and 200 pancakes at Cadigal Green. This event provides the students an opportunity to know SUPRA Services, as well building their social network.



*Zhuoyuan Xie (left), Women's Officer, with Qian Zhi Lai, Deputy Women's Officer.*

### Welcome Party (2020S1)

Similarly, for the first semester in 2020, we also organized the Welcome Party in Courtyard to welcome the new students - especially to those students that tried hard to come back to the University due to travel restrictions. During the event, we held a game session that allowed the students to collaborate in a team for achieving the common goal. It has allowed the students to connect with each other more deeply than just mere conversations

## 2. Regular Events

### Wine & Cheese

Wine and Cheese is a SUPRA traditional monthly event. During 2019 semester 2, we have made a touch of innovation based on the previous events – and it made a hit. Different from the previous events, we have added a game session to encourage the participants to mingle and expand their social circles. The theme would be set according to whether there is a certain festival or anniversary around the corner. During the Halloween-themed Wine and Cheese, we have prepared Halloween candies and encouraged people to do Halloween makeup.

A woman in a white tank top and shorts is climbing a rock wall. The background is dark, and the lighting highlights her form and the texture of the rock.

**GET ACTIVE WITH SUPRA, FOR FREE!**

SYDNEY UNI SPORT & FITNESS (SUSF) IS PROUD TO OFFER SUPRA MEMBERS ACCESS TO THE FOLLOWING PROGRAMS IN SEMESTER 1, 2020:

<b>INDOOR ROCK CLIMBING</b> 12 WEEK BLOCK Is it challenging and fun? Can you conquer the wall? Every Saturday at 10am, starting on the 16th March until Sunday 20th May The Lodge Climbing Centre, Western Ave, University of Sydney	<b>YOGA</b> 6 WEEK BLOCK Relax, stretch, breathe. Increase your flexibility, strength and focus. Every Thursday at 11am, starting on the 23rd April until the 20th May Sydney Uni Sports & Aquatics Centre, Darlington	<b>BODY PUMP</b> 12 WEEK BLOCK The full-body workout for all fitness levels! Every Sunday at 10am, starting on the 18th March until the 31st May Sydney Uni Sports & Aquatics Centre, Darlington
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REGISTER THROUGH THE FACEBOOK LINK.  
MUST SHOW E-RECEIPT AND STUDENT CARD UPON ARRIVAL.  
BOOK NOW! PLACES ARE LIMITED.

### Gym classes

To help all postgraduate students to keep a healthy work-life balance, SUPRA has collaborated with SUSF to introduce free weekly Group Fitness classes (i.e. Indoor Rock Climbing, Yoga and Body Pump) to all members in the second semester of 2019. To maximize members' rights and interests, we have set up SUPRA fitness group policies.



### 3. Meetings

#### Safer Committee Working Group Meeting

We have worked closely with the University, trying our best to represent for women and ensure the women's community voice can be heard. Being a member of the Safer Communities Working Group, we reviewed the University of Sydney Student Sexual Misconduct Policy and Procedures. There were also other activities of advocacy for women we did for the last semester, including participating in a radio interview on abortion rights after an anti-abortion campaign being held in Hyde Park in September, and providing support for women who need understanding or just want someone to vent to.

#### Student Life Experience Meeting

At the same time, we also attended the Student Life Experience meeting to help to understand the current student framework. We have worked closely with the University board to collect students' opinions on the adequacy of activities that help the students to have a sense of belonging.

### 4. Special Events

#### Teacher of the year

We were proud to cooperate with staff and council to hold the Teacher/ Supervisor of the Year Event in the Courtyard Restaurant. This is a uniquely student-nominated and student judged award which is a good platform to help students to express their appreciation to the teacher/supervisor, and also bridges the gap between them.

#### Movie Night

This year, we also held two movie nights for the women's collective - a private event for the ladies only. We have shown 'I Can Speak' and 'Little Women' on weekday evenings. We usually have a casual and short reflection session at the end of each screening, which allows the participants to share their feelings and thoughts with their new friends.

#### Sanitary pads

We placed some sanitary pads in the women's bathroom during the SWOT-VAC week to support our women's collective during the pre-final weeks. We have placed the sanitary pads in the bathrooms at each level of Fisher Library as well as the bathroom in the Quarters. We also placed a pack of sanitary pads in the bathroom near the SUPRA office - in order to let the students know that they can always get help from SUPRA.

## To end.....

We are really proud of what we have done and appreciate all of you - We appreciate our volunteers' hard work, SUPRA staff and officers' dedication to their jobs and most importantly, the support from our constituents – YOU. Despite unfortunate circumstances in 2020 due to coronavirus, we sincerely hope that everyone can stay happy and healthy as it shall always be the priority in life.

As Michelle Obama said, "Women and girls can do whatever they want. There is no limit to what we as women can accomplish." We hope the future SUPRA Women's Officer will continuously offer the women's community, as well as the whole postgraduate community a great feeling of engagement and supportiveness. We've got your back!



# Administration and Publications Team

Anthea Fitzgerald | Emma Davidson | Rachel Engdahl  
Justine Wilcox | Louise Corney

## Admin and Publications (AP) Team

Anthea, Rachel and Emma were the first point of contact for the SUPRA community, providing another year of professional and trauma-informed assistance to postgraduates at the University. The work they perform is central to the function of the organisation – both as the face of SUPRA and as the people who deliver all formal communications to our members. The work in the role continues to grow and it is a testament to the work ethic and efficiency at of the AP team. Justine Wilcox joined us towards the end of 2019 in a permanent capacity as an Administration Officer. Welcome Justine! Louise continued in her role as Operations Manager. In the role she coordinates the Admin and Publications team, and works with staff and council on a broad range of matters including administration, funding applications, policy and human resources

## Communications

SUPRA continues to grow our online presence. We have reimagined how website and e- newsletter eGrad work together for greater visuals and accessibility. The content on the website is updated as needed, often daily to meet the changing needs of the postgraduate student body. eGrad is an important source of up-to-date information about matters impacting students, including events, University changes, legal advice and SUPRA election information. The audience for eGrad grows each year, with over 15% growth in the past year.

## Elections

SUPRA's general election was held online for the first time this year with great success and over 1200 votes cast. Rafael Mazzoldi was the Returning Officer and will provide SUPRA with a report regarding the implementation of this year's online election and recommendations for future processes.

## **Policy development**

Our Policy Manual is being updated by Ingrid van Tongeren, to be presented at the 2020 AGM for discussion and voting.

The updated Manual will include changes to the Constitution, voting processes and SUPRA's Code of Conduct. The new Manual will provide clearer guidance and expectations of SUPRA's elected representatives for years to come.

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## **Moving forward**

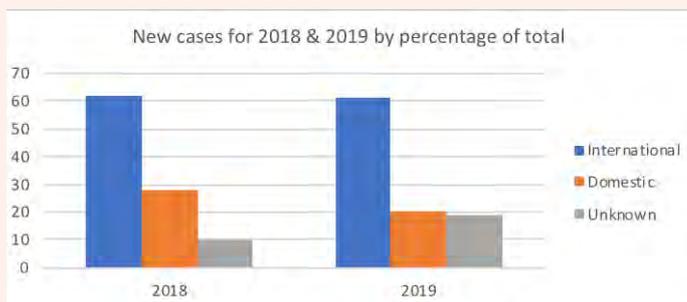
As the University and all of us grapple with continuing fallout from the COVID-19 pandemic, SUPRA's admin and publications team will remain a reliable source of information and support for the postgraduate community. Our provision of resources and support continues to adapt to meet the changing needs of students on and off campus.

# Student Advice and Advocacy Service (Casework Service)

Francine Seeto | Hank Whan | Heather Mabry | Allison L'Armour | Rebekah Hatfield | Rillark Bolton | Vanessa Caparas (August 2019)

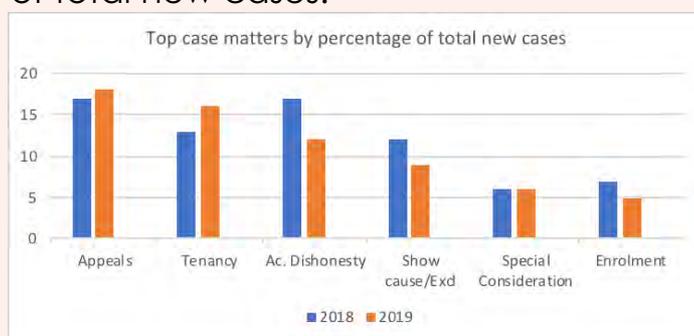
The SUPRA Advice and Advocacy Service has for over two decades provided a free, professional, independent, and confidential casework service for postgraduate students at the University of Sydney. In 2019, through casework and other activities the SUPRA Advice and Advocacy Service reached an estimated 8143 postgraduate students.

## Individual casework 2019



During peak periods throughout 2019, client data surveys indicated that 80% of respondents rated the casework service as helpful/very helpful. SUPRA Casework Service clients were predominantly international students, which at 62% of our total client base in 2019 was consistent with the previous year for this cohort. Domestic student cases accounted for 21% of all new cases. Note the large number of students who did not disclose residential status. Our client base was comprised of 82% coursework students and 15% research students – with 3% of clients not disclosing. In comparison to 2018 data,

in 2019 tenancy cases increased by 3%, and both academic dishonesty and show cause/exclusion cases declined moderately, as a proportion of total new cases.



## Group advocacy

During 2019 we also assisted the SUPRA President and Education Officers in advocating to the Business School on behalf of 350 students across 6 units of study. A pleasing development has been the increased confidence shown by postgrads in conducting their own advocacy, in accordance with our advice. The growth of the SUPRA WeChat Assistant project accounted for over 3000 responses by trained WeChat assistants to enquiries from Chinese international postgrads. More complex enquiries, including group issues, were referred to the casework service, SUPRA Legal Service, and to the University. Significantly the WeChat Assistants' work in assisting with low-level enquiries has freed up our casework service to respond to more complex cases.

## **Briefing/Advice**

We provided 90 briefings to 13 postgrad student representatives across nine University committees; the Student Mental Wellbeing Advisory Group; the Student Experience Working Group; the Student Life Working Group; and the Student Engagement Project. We routinely debriefed with each student representative after each meeting, and feedback from the representatives indicated that they found the process interesting, and most reported increased confidence in speaking at committees, as well as a sense of achievement.

## **Publications**

We updated our HDR Guide (formerly known as Thesis Guide) and Survival Guide content which were both moved online to the SUPRA website. During the year we added FAQs on appeals to the website.

## **Postgrad community capacity building and outreach**

We attended, and supported SUPRA councillors to attend, over 45 faculty induction events across 5 campuses, distributing over 5000 SUPRA information packs.

We conducted information events at Mallet Street and Cumberland campuses, and with the SUPRA Legal Service delivered an HDR student rights workshop at Westmead. We also supported SUPRA Council in holding Free Lunch & Advice at Cumberland campus. In total we engaged with over 270 postgrads at these satellite campus events.

We piloted the Westmead casework outreach service and offered 9 monthly face-to-face sessions, and opened 11 new individual cases. We received keen support and positive feedback by both the Westmead faculty administration and postgrads.

We worked with the SUPRA Council to hold our fourth successful SUPRA Supervisor of the Year (SOTY) awards, which in 2019 received 123 nominations. In response to student demand we also included a sub-category of SUPRA Postgraduate Coordinator of the Year. Over 200 HDR students participated as nominators, judges, or in the Working Group. Feedback from students, supervisors, and volunteers was very positive.

We supported the SUPRA Council in launching the SUPRA Teacher of the Year (TOTY) awards, which in 2019 received 70 nominations. Feedback from students, teachers, and volunteers was very positive.

We provided support to HDR students in organising HDR Connect – a student-driven event jointly hosted by SUPRA and the University – which was attended by over 300 HDR students from across all faculties and schools. Feedback from participants was very positive. We also organised a town hall meeting for over 120 students and the DVC (Education) Professor Pip Pattison, on the University's decision to increase the Research Training Program (RTP) stipend for new research students only. Rebekah Hatfield facilitated the discussion and Rillark Bolton supported.

Allison L'Armour supported the STAR team to deliver 2 morning teas across both semesters to welcome commencing postgrads who are parents, and we organised a THRIVE masterclass for student parents as part of the Usyd Student Parent Network (SPN). Total student parent events reached over 80 postgrads with very positive participant feedback. SPN Facebook membership is around 80.

During 2019, we provided a range of support services to the SUPRA President(s), Education Officers, councillors, equity officers (particularly the Women's Officer, the Satellite Campus Officer, and the International Officer), as well as student volunteers. Heather Mabry – SUPRA caseworker and a qualified yoga instructor – supported SUPRA Council's Sports and Fitness program by delivering 6 yoga sessions at SUSF for 13 postgrads. Feedback was very positive. We also supported the SUPRA Council in delivering training to postgrad volunteers, including 50 WeChat Assistants.

## **Conferences and training events**

SUPRA casework service takes pride in maintaining our high level of professional service and we aim for constant improvement. During 2019 team members attended conferences and training events on themes that included: advocacy work; suicide prevention; family and domestic violence; cultural competence; tenancy; university complaints handling; mental health and wellbeing; social work; and trauma-informed service management.

We facilitated a forum for 40 participants at the Australasian Dean of Students, Ombuds, Complaint Managers and Student Advocates Conference, held at ANU, Canberra. We also delivered training to over 30 Library Peer Liaison Advisers, and a workshop for more than 20 postgrads on 'Knowing Your Why' – as part of the University Library Service's Support for Students program.

## **Networking/consultations**

We networked with internal stakeholders including: HDRAC; the Scholarships Office; Student Affairs Unit; Student Services; Mana Yura; Student Liaison Officers; Counselling and Psychological Services; International Students Health Promotion Project; University Library Peer Learning Advisors; the Postgraduate Fellow of Senate; Child Care Information Office; Faculty of Medicine and Health Indigenous Engagement Manager; and the Faculty of Health Sciences Student Staff Consultative Committee. We networked externally with Refugee Special Interests Group; student advocates at other universities; Tenants' Union NSW; Redfern Legal Centre; Inter-University Working Group on Student Housing Issues; and the City of Sydney Council.

## **University policy work**

We engaged with the University to improve key areas of student impact policy including: HDR Supervision; Student Discipline; Student Charter; Academic Honesty in Coursework; Student Association;, and Sexual Misconduct.

## **Database**

During 2019 we implemented a new casework database with better reporting capabilities. The project has taken several years and quite a bit of time and effort on the part of the Casework Service Coordinators and SUPRA Admin and Publications staff. Thanks to Anthea Fitzgerald and Phill Byrne.

## **Goodbyes, hellos and thanks**

In 2019 our Coordinator, Adrian Cardinali who had been on extended leave resigned, and we said farewell to Vanessa Caparas. Rebekah Hatfield and Rillark Bolton joined the casework team. Our thanks and best wishes are extended to Adrian, best known for his generous supervision and deep knowledge of the University, and Vanessa who was responsible for establishing SUPRA Tax Help, which ran for a few years and was very popular. Finally, a huge thank you to the SUPRA casework team for another year of outstanding work.

Report prepared by Francine Seeto and reviewed by Hank Whan

# SUPRA Legal Service

Solicitors/Registered Migration Agents:  
Ingrid van Tongeren | Sue-Ellen Hills  
Legal Assistants: Zekun (Eilleen) Yang | Ziwei (Sophia) Zhang

SUPRA has provided a free and independent legal advice and casework service for postgraduate students at the University of Sydney for over 12 years. In May 2019 SUPRA finalised a restructure of the legal service to bring it in-house. It had previously been provided by Redfern Legal Centre (RLC) under contract. As part of the restructure, the in-house legal service was able to expand into migration law, increase weekly drop-in sessions, employ a second Solicitor/Registered Migration Agent, and recruit a second legal assistant.

## Individual casework 2019

Due to the expansion, 2019 saw a 70.4% increase in the number of matters handled compared to 2018 (see Figure 1).

In 2019, engagement of international and other under-represented students with the legal service was high. International students accounted for 68% of students assisted, a 6% increase from 2018. Under-represented non-main campus students made up 11% of student clients. All faculties of the University were represented. With respect to gender, 58% of student clients were female, 40% male, and 2% other. Finally, 76% of student clients were coursework students; 24% Higher Degree by Research students.

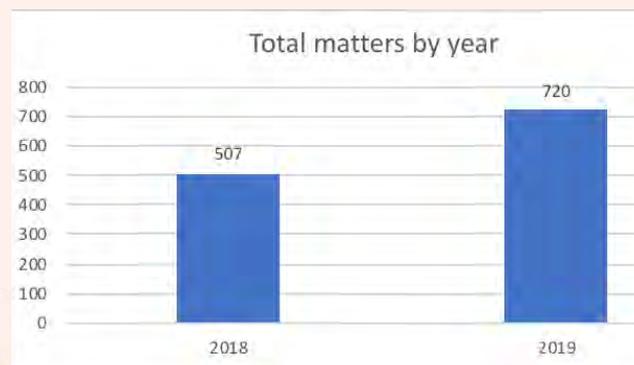


Figure 1

As shown in Figure 2, the high but previously unmet need of postgraduate students for free legal services in migration led to it quickly accounting for the most common case matter area in 2019. The increase in demand in family law advice due to the rise in family violence related matters seen in 2018 continued during 2019. While all other matter-types accounted for less, percentage-wise, in raw numbers, demand increased in half of the remaining matter-types.

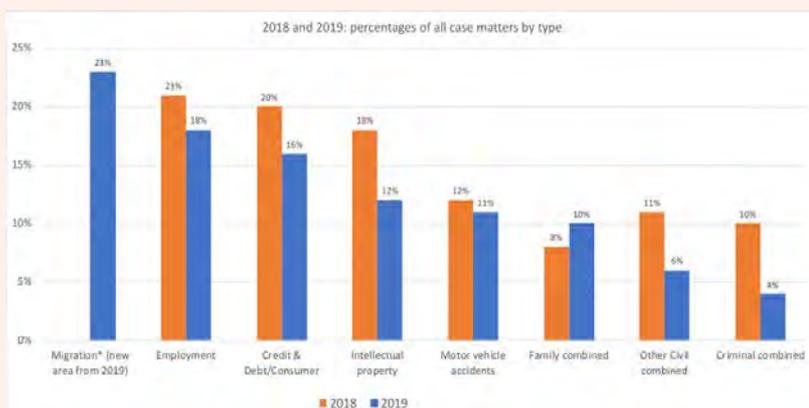


Figure 2

## Results of the 2019 client satisfaction survey

Client survey data showed 100% of respondents strongly supported the provision of a legal service for postgraduate students by SUPRA. In terms of satisfaction, 98% strongly agreed, and 2% agreed: a) the legal service listened; and b) understood their legal problem. 92% strongly agreed and 8% 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, of those who identified as having specific personal or cultural needs, 97% strongly agreed, and 3% 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 (50%); and improved financial position (48%).

Respondents supported the ratings with positive comments such as:

- Thanks so much! Wouldn't have made it through this semester without you helping me.
- I'm so glad I took the time to come and see you, I wouldn't have won without your help.
- This is the second time I've needed you. Most helpful and a wealth of advice.

- Your clarity in explaining implications and what needs to happen meant I had no questions for you.
- A big thank you for your professionalism and speed of progressing matters.
- You believing in me, taking the time to listen and sorting out my case, made such a difference to me.
- They paid me. Thank you so much for your help with this case!
- Thanks a lot for the information and the guidance. You guys are doing an amazing job!!

## **Legal intern (PLT) programme**

The service provides volunteer practical legal training opportunities for later year/ final year law students who gain experience through undertaking a wide variety of legal work under supervision. During 2019, we had two final year Usyd JD students providing paralegal assistance as well as translation/ interpreting services. We welcome expressions of interest in this programme from current later/final year law students at any time.

## **Group advocacy**

During 2019 we handled the more complex legal enquires which were referred to us from the SUPRA WeChat Assistant project. We also provided legal casework services to student associations in 12 separate legal matters.

## **Advice to SUPRA Councillors**

We provided legal services (including information/advice, and contract/ document drafting) to Councillors on 58 occasions. Feedback indicated most reported increased knowledge, understanding, and confidence in performing their elected duties correctly and effectively as a result.

## **Publications**

The legal service prepared key legal information articles and self-help resources for SUPRA publications, specifically the SUPRA website 'Get help' articles (formerly compiled in the hardcopy Survival Guide publication), the HDR Guide, eGrad, and WeChat. The legal service contributed 19 'Get help' articles, 20% of the HDR Guide content, and over 26 eGrad and WeChat articles. All content posted on WeChat was written in both English and Simplified Chinese. Additionally, relevant legal publication content was also translated into Simplified Chinese for inclusion on the SUPRA website and in SUPRA's international students' pre-arrival information/welcome packs.

## **Outreach community legal education, and postgraduate community capacity building**

With the SUPRA Student Advice and Advocacy Service, we delivered an HDR students' rights workshop at Westmead. Topics covered included intellectual property, the research code of conduct, and authorship, as well as supervision issues. We also held the first of our quarterly Migration Seminars. This seminar was well attended and received positive feedback from the international students present.

In conjunction with SUPRA Council members and other SUPRA staff, we also attended faculty and international student inductions to provide students with legal information.

## **Networking/consultations and University policy work**

We networked with internal and external stakeholders on legal matters relevant to postgraduate students generally. In conjunction with the SUPRA Student Advice and Advocacy Service, we engaged with the University in order to improve key areas of student impact policy including HDR Supervision, Student Discipline, Student Charter, Academic Honesty in Coursework, Student Associations, and Sexual Misconduct.

## **Goodbyes, hellos and thanks**

During 2019, the branch office of RLC which had operated as the legal service at SUPRA since February 2008 closed. With the commencement of the new in-house legal service, Ziwei (Sophia) Zhang (from 5 August) and Sue-Ellen Hills (from 26 August) joined the legal team. A huge thank you must go to everyone in the SUPRA legal team for another year of outstanding work.

# Other reporting positions

Reports for the following positions were not supplied for this year's annual report:

Vice President 1 July 2019 to present –Azhar Saeed

Queer Officer – 1 July 2019 – May 2020 Sid Littlewood

Satellite Officer - 1 July 2019 – May 2020 KarishmaRajan Menon

Indigenous Officer – Position not filled

SUPRA thanks Azhar, Sid and Karishma for all they have contributed to the organisation and our community.



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

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

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

**31 DECEMBER 2019**

**C O N T E N T S**

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# C M PITT & CO

Chartered Accountants

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Page 1

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

As lead auditor for the audit of Sydney University Postgraduate Representative Association (SUPRA) for the year ended 31 December 2019, 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; and
2. No contraventions of any applicable code of professional conduct in relation to the audit.



Charles M Pitt  
C M Pitt & Co  
Units 6 & 7, 2 Philip Street  
STRATHFIELD NSW 2135

Dated: 17 March 2020



CHARTERED ACCOUNTANTS

Chartered Accountants

Liability limited by a scheme approved under Professional Standards Legislation

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION  
 STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
 FOR THE YEAR ENDED 31 DECEMBER 2019

Page 2

	Note	2019 \$	2018 \$
University Funding		1,924,476	1,658,595
Interest received		5,056	5,413
Sundry Income		3,419	479
Employment Expenditure	5	(1,462,016)	(1,428,574)
Administration Expenditure		(183,541)	(256,703)
Activities & Functions		(84,841)	(81,533)
Publications		(12,611)	(13,626)
Contestable funding		(132,870)	
Special projects		(60,359)	
<b>Deficit before income tax</b>		<u>(3,287)</u>	<u>(115,949)</u>
<b>Income tax expense</b>		-	-
<b>Deficit after income tax for the year</b>		<u>(3,287)</u>	<u>(115,949)</u>
<b>Other comprehensive income for the year</b>		-	-
<b>Total surplus (deficit) for the year attributed to members of the Association</b>		<u><u>(3,287)</u></u>	<u><u>(115,949)</u></u>

The Associating notes form part of these accounts.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

Page 3

## STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2019

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash & cash equivalents	2	392,086	391,935
Trade & other receivables	3	99,821	136,669
<b>TOTAL CURRENT ASSETS</b>		<u>491,906</u>	<u>528,604</u>
<b>TOTAL ASSETS</b>		<u>491,906</u>	<u>528,604</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade & other payables	4	258,469	319,080
Employee benefits	6	71,256	93,530
<b>TOTAL CURRENT LIABILITIES</b>		<u>329,725</u>	<u>412,610</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	6	234,991	185,517
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>234,991</u>	<u>185,517</u>
<b>TOTAL LIABILITIES</b>		<u>564,716</u>	<u>598,127</u>
<b>NET ASSETS</b>		<u><u>(72,810)</u></u>	<u><u>(69,523)</u></u>
<b>EQUITY</b>			
Retained Earnings	7	<u>(72,810)</u>	<u>(69,523)</u>
<b>TOTAL EQUITY</b>		<u><u>(72,810)</u></u>	<u><u>(69,523)</u></u>

The Associationing notes form part of these accounts.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

Page 4

## STATEMENT OF CHANGES IN EQUITY

## FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 \$	2018 \$
<b>RETAINED EARNINGS</b>			
Balance at the beginning of the year		(69,523)	46,426
Surplus / (Deficit) attributed from operations		(3,287)	(115,949)
<b>Balance at the end of the financial year</b>	<b>7</b>	<b><u>(72,810)</u></b>	<b><u>(69,523)</u></b>

The Associationing notes form part of these accounts.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

Page 5

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 \$	2018 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<i>Receipts</i>			
University Funding		1,927,895	1,658,595
Interest Received		5,056	5,413
		<u>1,932,951</u>	<u>1,664,008</u>
<i>Payments</i>			
Payments to suppliers and employees		(1,932,800)	(1,722,918)
		<u>(1,932,800)</u>	<u>(1,722,918)</u>
Net Cash provided by / (used in) operating activities	9	<u>151</u>	<u>(58,910)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of Property, plant and equipment		-	-
Net Cash provided by/(used in) investing activities		<u>-</u>	<u>-</u>
(Decrease)/ Increase in cash held		151	(58,910)
Cash and cash equivalents at the beginning of the year		<u>391,935</u>	<u>450,845</u>
<b>Cash and cash equivalents at the end of the year</b>	<b>2</b>	<u><b>392,086</b></u>	<u><b>391,935</b></u>

The Associating notes form part of these accounts.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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## NOTES TO AND FORMING PART OF THE ACCOUNTS

## FOR THE YEAR ENDED 31 DECEMBER 2019

**NOTE 1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements are a general purpose financial report that have been prepared in accordance with Accounting Standards , Urgent Issues Group Interpretations and other authorities pronouncements of the Australian Accounting Standards Board. The financial report was authorised for issue by the Sydney University Postgraduate Representative Association (SUPRA) on 17 March 2020.

**Compliance with Australian Accounting Standards - Reduced Disclosure Requirements**

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

They satisfy the requirements of SUPRA its constitution and the reporting requirements of SUPRA.

SUPRA is unincorporated and domiciled in Australia. The following is a summary of the material accounting policies adopted by SUPRA 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 historical costs and does not take into account changing money values, or except where specifically stated current valuations of non current assets. Cost is based on the fair values of the consideration given in exchange for assets.

**(a) Economic Dependence**

The financial report is prepared on the basis that SUPRA is a going concern. 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 provides SUPRA with premises, utilities and computers, in order to conduct its operations. No dollar value has been attributed to these services.

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

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

The carrying amount of furniture, plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal.

**(c) Depreciation**

Depreciation is calculated on a straight line basis so as to write off the net 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, with annual reassessments for major items.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

Page 7

## NOTES TO AND FORMING PART OF THE ACCOUNTS

## FOR THE YEAR ENDED 31 DECEMBER 2019

CONTINUED

**(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 consolidated entity prior to the end of the financial year, which are unpaid. The amounts are unsecured and are usually paid within thirty (30) days of negotiation.

**(f) Maintenance and Repairs**

Maintenance, repair costs and minor renewals are charged as expenses 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 three years have been recognised with respect to the employee period to service and leave 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, or when an employee accepts voluntary redundancy in exchange for these benefits.

SUPRA recognises a liability for the payment of termination to staff in accordance with Enterprise Agreement 2017. There has been no decision to terminate staff. The provision has been created with respect to uncertainty of continuing funding by Government of the Student and Administration Service Fee (SSAF). (refer note 1(a)). A decrease in funding would impact on the scale of services provided and the staff employed. The sum set aside is 40 % of the measured amount at the reporting date.

**(iv) National Entitlement Security Trust (NEST)**

SUPRA have contributed to the National Entitlement Security Trust (NEST) towards future liability to pay employee benefits and the account is specific for this purpose. (refer note 2 and 6)

SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

Page 8

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CONTINUED

- (h) **Leases**  
Operating lease payments are charged to expense in the period in which they occur.
- (i) **Cash**  
For purposes of the Statement of Cash Flows, cash includes deposits at call which are readily convertible to cash on hand and which are used in the cash management function on a day-to-day basis.
- (j) **Goods and Service Tax (GST)**  
All revenue is stated net of the amount of Goods and Service Tax (GST).
- (k) **Comparatives**  
Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year amounts and other disclosures.
- (l) **Critical Accounting Estimates and Judgments**  
SUPRA evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the group.
- (m) **Impairment**  
SUPRA assess impairment at each reporting date by evaluating conditions specific to the asset group that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.  
  
No impairment has been recognised for the year ended 31 December 2019
- (n) **New and amended standards adopted by the Association**  
None of the new standards and amendments to standards that are mandatory for the first time for the financial year beginning 1 January 2017 affected any of the amounts recognised in the current period or any prior period and are not likely to affect future periods.

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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## NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019 \$	2018 \$
CONTINUED		
<b>NOTE 2 Cash &amp; Cash Equivalents</b>		
Cash at Bank and on hand	150,254	154,016
Deposit with NEST	241,832	237,919
	<u>392,086</u>	<u>391,935</u>
<b>NOTE 3 Trade &amp; Other Receivables</b>		
Receivables	23,650	134,200
Prepayments	2,935	2,469
SUPRA Legal	73,236	-
	<u>99,821</u>	<u>136,669</u>
<b>NOTE 4 Trade &amp; Other Payables</b>		
Sundry payables and accrued expenses	107,310	112,080
Deferred revenue	151,159	207,000
	<u>258,469</u>	<u>319,080</u>
<b>NOTE 5 Employee Remeuneration</b>		
Salaries & Stipends	1,222,182	1,297,946
Superannuation	126,039	135,708
Employee benefit provisions	27,200	(75,699)
Payroll Management Systems	6,567	6,330
Payroll Tax	38,845	32,292
Staff Development and Training	16,752	12,390
Staff Support & supervision	8,266	4,917
Staff Travel, Meals & Accommodation	3,388	6,159
Workers Compensation Insurance	10,830	8,040
Staff Recruitment	590	326
Sundries	1,358	155
	<u>1,462,016</u>	<u>1,428,574</u>

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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## NOTES TO AND FORMING PART OF THE ACCOUNTS

## FOR THE YEAR ENDED 31 DECEMBER 2019

	2019 \$	2018 \$
CONTINUED		
<b>NOTE 6 Employee benefits liabilities</b>		
<b>Current</b>		
Provision for Annual Leave	71,256	93,530
<b>Non Current</b>		
Provision for Long Service Leave	59,484	47,966
Provision for Redundancy	175,507	137,551
	<u>234,991</u>	<u>185,517</u>
At 31 December 2019 the total amount provided for a future liability was \$306,247. Funds to extents of \$241,832 are held on behalf of employees in the National Entitlement Security Trust (NEST).		
<b>NOTE 7 Retained Funds</b>		
Retained Funds at the beginning of the year	(69,523)	46,426
(Deficit)	<u>(3,287)</u>	<u>(115,949)</u>
Retained Funds at the end of the year	<u>(72,810)</u>	<u>(69,523)</u>
<b>NOTE 8 Auditors Remuneration</b>		
Audit of financial statements	<u>8,200</u>	<u>8,000</u>
<b>NOTE 9 Reconciliation of Net Cash Inflow from Operating Activities to Surplus/(Deficit)</b>		
Net Cash Inflow/(Outflow) from operating activities	151	(58,910)
<b>Change in Operating Assets and Liabilities</b>		
Increase/(Decrease) in Other Current Assets	(36,848)	134,269
(Increase)/Decrease in Trade and other payables	60,611	(267,008)
(Increase)/Decrease in Employee Benefits	<u>(27,200)</u>	<u>75,699</u>
(Deficit) for the year	<u>(3,287)</u>	<u>(115,949)</u>

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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## NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2019

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CONTINUED**NOTE 10 Financial Instruments****(a) Terms, Conditions & Accounting Policies***Accounts Receivable*

Other small sundry sums are net of any provisions for amounts estimated to be uncollectable. Interest is not charged on outstanding amounts.

*Accounts Payable*

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the University. Accounts payable are normally settled within thirty (30) days from date of invoice and no interest is incurred on these accounts.

**(b) Credit Risk Exposures**

The Association's maximum exposures to credit risk at balance date in respect of each class of financial asset is the carrying amount of those assets as indicated in the statement of financial position, net of any provision for doubtful debts.

The Association does not have a significant exposure to any individual counterparty, other than the short term money on deposit with a major commercial bank

**(c) Net Fair Values**

The net market values of the Association's short-term deposits, cash management accounts, accounts receivable, accounts payable and accrued charges approximate their carrying amounts. The aggregate net fair values of financial assets and financial liabilities at balance date 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 2019

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CONTINUED

**NOTE 11 Lease**

SUPRA have a lease agreement for a photocopier machine.

Minimum operating lease payments are as follows:

**within 1 yr**

31-Dec-19	\$20,400
-----------	----------

Lease expenses during the financial year was \$ 20,387 ( 2018 - \$ 22,529)

**NOTE 12 Events Subsequent to Balance Date**

No transactions or events of a significant nature have occurred since balance date.

**NOTE 13 Related Parties**

Stipends are paid to office bearers and other counsellors in accordance with SUPRA's Stipend policy.

**NOTE 14 Association Details**

The office of University of Sydney Postgraduate Representative Association is situated at Level 2, Holme Building (A09), The University of Sydney NSW 2006.

Permanent employees at year end were thirteen (13) (2018 - 12)

The Association's Australian Business Number (ABN) is: 17 011 530 375.

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

**STATEMENT BY THE SUPRA COUNCIL**

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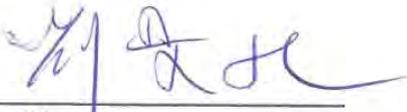
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In accordance with a resolution of the Council of the Sydney University Postgraduate Representative Association (SUPRA).

In our opinion:

- (a) the Statement of Comprehensive Income is drawn up so as to give a true and fair view of the deficit of the Association of the year ended 31 December 2019;
- (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 2019;
- (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 extent and scale of services that would be available beyond 31 December 2020 are dependent on funds allocated from the SSAF.

The Accounts have been made in accordance with applicable accounting Standards at Sydney on 17 March 2020.

  
\_\_\_\_\_  
President

# C M PITT & CO

*Chartered Accountants*

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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 2019 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 Constitution and Regulations of SUPRA, including:

- i. Giving a true and fair view of the Association's financial position as at 31 December 2019 and of its performance for year ended on that date; and
- ii. 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 for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the Corporations Act 2001 and the ethical requirements of the accounting professionals 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 these 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 opinion thereon, and we do not provide a separate opinion on these matters.



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**Key Audit Matter**

Economic dependence

SUPRA is dependent on the allocation of funds from the Student Services and Amenities Fee (SSAF) by the University of Sydney.

SUPRA recognises a liability for the payment of termination to staff in accordance with the 2017 Enterprise Agreement.

**How our Audit addressed the matter**

The University of Sydney has renewed the 2020 SSAF agreement with an increase.

There has been no decision to terminate staff. 40% of the measured 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 2019, 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 Postgraduate 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.



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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, misrepresentations, 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 communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

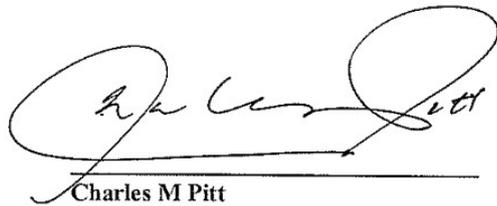


Chartered Accountants

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From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, 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  
C M PITT & CO  
CHARTERED ACCOUNTANTS

Date:

17 March 2020

ICCA Membership No. 20180  
Registered Association Auditor No. 2944  
Unit 6 & 7, 2 Philip Street Strathfield



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**SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION**

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**STATEMENT OF COMPREHENSIVE INCOME**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 \$	2018 \$
<b>Income</b>			
University Funding		1,868,635	1,865,595
Interest received		5,056	5,413
Sundry Income		3,419	479
Funds Carried forward		(151,159)	(207,000)
Funds Brought forward		207,000	-
<b>Total Income</b>		<u><b>1,932,951</b></u>	<u><b>1,664,488</b></u>
<b>Expenses</b>			
<b>Employment Expenses</b>			
<i>Salaries and Wages</i>			
Administration Salaries		422,378	389,880
Administration Superannuation		42,292	39,283
Casual elections Salaries		11,458	23,949
Casual elections Superannuation		818	1,423
Student Advisors' Salaries		566,075	683,547
Student Advisors' Superannuation		61,813	75,948
<i>Total salaries and wages</i>		<u>1,104,834</u>	<u>1,214,031</u>
<i>Stipends</i>			
Disabilities Officer's Stipend		10,017	9,457
Disabilities Officer's Superannuation		952	898
International Student Officer's Stipend		16,957	17,104
International Student Officer's Superannuation		1,610	1,625
Indigenous Officer's Stipend		-	9,079
Indigenous Officer's Superannuation		-	862
Education Officer's Stipend		26,059	27,736
Education Officer's Superannuation		2,476	2,635
Satelite Officer's Stipend		9,246	5,404
Satelite Officer's Superannuation		915	513
President's Stipend		50,823	43,745
President's Superannuation		4,829	4,156
Student Publication Director's Stipend		19,708	9,025
Student Publication Director's Superannuation		1,872	857
Amount brought forward to page 19		<u>145,464</u>	<u>133,097</u>

**SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION**

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**STATEMENT OF COMPREHENSIVE INCOME**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 \$	2018 \$
Amount carried forward		145,464	133,097
Queer Officer's Stipend		6,878	4,323
Queer Officer's Superannuation		653	411
Secretary's Stipend		30,307	17,995
Secretary's Superannuation		2,774	1,710
Treasurer's Stipend		19,814	12,564
Treasurer's Superannuation		1,882	1,194
Vice President's Stipend		21,246	28,466
Vice President's Superannuation		2,123	2,704
Women Officer's Stipend		11,215	15,672
Women Officer's Superannuation		1,029	1,489
<i>Total Stipends</i>		<u>243,387</u>	<u>219,624</u>
<i>Other Employment Expenses</i>			
Employee Benefits		27,200	(75,699)
Payroll Management Systems		6,567	6,330
Payroll Tax		38,845	32,292
Staff Development and Training		16,752	12,390
Staff Recruitment		590	326
Staff Support & supervision		8,266	4,917
Staff Travel, Meals & Accommodation		3,388	6,159
Workers Compensation Insurance		10,830	8,049
Sundries		1,358	155
		<u>113,796</u>	<u>(5,080)</u>
<b>Total Employment Expenditure</b>		<u>1,462,016</u>	<u>1,428,574</u>

**SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION**

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**STATEMENT OF COMPREHENSIVE INCOME**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 \$	2018 \$
<i>Administration Expenses</i>			
Accounting & Bookkeeping		3,960	-
Audit	8	8,200	8,000
Bank Charges		215	332
CAPA Affiliation fee		23,636	24,169
CISA Affiliation fee		440	400
Computer Expenses		1,015	3,496
Policy project		-	(1,060)
Insurance		4,195	4,217
Lease Equipment (Photocopier)		20,387	22,529
Legal Expenses		1	33,369
Legal Expenses - Redfern Legal Centre		54,432	140,000
Supra Legal Funding		40,000	-
Merchandising		-	5,100
Office Amenities		3,084	4,027
Office Equipment (Non IT)		2,129	712
Office Refurbishment		2,548	-
Postage & Courier		8	30
Printing & Stationery		8,344	8,404
Subscription		2,623	1,542
Telephone		365	-
Translation Expenses		72	135
ATO & NSW Revenue Penalty		538	370
Website Development		7,349	930
		<u>183,541</u>	<u>256,703</u>
<i>Activities &amp; Functions</i>			
Activities & Functions		7,841	21,710
Campaigns		14,295	17,043
Outreach/ Grad ball		18,259	20,100
Supervisor of year award		2,751	2,287
Council Meeting & AGM Expenses		8,748	3,865
Councillor Conference Attendance (including airfares)		15,382	8,751
O Week		17,565	7,777
		<u>84,841</u>	<u>81,533</u>

## SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION

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## STATEMENT OF COMPREHENSIVE INCOME

## FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019	2018
		\$	\$
<b><i>Publications</i></b>			
Calendar		3,258	2,901
Information brochures / books		5,829	625
Philament Journal		-	2,000
Sundry		638	125
Social Media		2,886	-
Survival Guide		-	7,975
		<u>12,611</u>	<u>13,626</u>
<b><i>Contestable funding</i></b>			
Legal Services		80,000	-
Social Functions		9,829	-
Health & Fitness		31,031	-
Westmead Outreach		4,459	-
Lunchtime Info Free BBQ		7,551	-
		<u>132,870</u>	<u>-</u>
<b><i>Special projects</i></b>			
SOS conference		793	-
CISA conference		725	-
Policy review		35,000	-
Peer Connect		9,074	-
Student Leadership Community		12,239	-
Eletronic Casework Database		1,527	-
Online Election		1,000	-
		<u>60,359</u>	<u>-</u>
<b>Total Expenditure</b>		<u><b>1,936,238</b></u>	<u><b>1,780,437</b></u>
<b>Income/ (Deficit) from ordinary activities</b>		<u><b>(3,287)</b></u>	<u><b>(115,949)</b></u>