

Induction to the SRC



Friday 25th November 2016

Acknowledgment of Country

The Students' Representative Council acknowledges the traditional owners of this land (Sydney), the Gadigal people of the Eora nation and of the other lands that we call Australia. We stand on this land today as beneficiaries of an uncompensated and unreconciled dispossession that occurred over 200 years ago.

As students it is important to recognise how this history of dislocation and disenfranchisement has contributed to the inequality we observe in modern society. We acknowledge both our privilege and our obligation to redress the situation as best we can: to remember the mistakes of the past, act on the problems of today, and build a future for everyone who now calls this place home, striving always for genuinely practical and meaningful reconciliation.

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Welcome to the SRC

The office is situated on level 1 of the Wentworth Building at the Darlington campus. We also have members on a number of satellite campuses including Mallett Street, Sydney College of the Arts, Cumberland campus, the Conservatorium of Music, Camden campus, Westmead, and teaching hospitals around Sydney.

Banner Painting

We have calico, brushes, and some paints. Check with front office for what is available. Please be aware that the paint will bleed through the calico so put some (old ballot) paper underneath before you paint. After the paint has dried place brown paper (like a paper bag) over the top and iron with a warm iron to set the paint.

Computers

For all computer related questions please talk to Chitra, the Administration Manager. Office bearers will have access to the server (the SRC's version of a cloud) or alternatively use another cloud or a USB. Do not leave stuff on the desktops.

Confidentiality

While we are not exactly working for ASIO there are many times we have to respect students' rights to confidentiality. For example, if you see someone talking to a caseworker, don't ask us or them how they went with their problem. Staff offices are not for your use. You may be asked to stay outside of an office while a staff member covers up information they're working on. Please do not take offense to this. Please do not go into the front office. We have lots of info on the printer and photocopy that is private and confidential. If in the course of your work you find out confidential information you should keep it to yourself. This means don't tell your friends, your housemates, your family or even your partner.

Contact Lists

Names, addresses and phone numbers are also important pieces of information. This is especially important in terms of protecting people who support groups such as refugees and queer students. When collecting petitions and contact lists you should ensure that people can get involved without fear of being stalked or harassed. This means that contact lists should be on a form filled out by one student only, torn off and placed in a secured box. The database of these details should be password protected and accessed only by authorised people. Chitra can help you with this. This may sound over the top, but almost every year we have white supremacists on campus at o-week. We have also had some incidents in the past when they have tried to steal contact lists from stalls.

Email

All office bearers have an SRC email address. Please check these regularly to make sure you don't miss messages from the admin assistance, secretary to council and students, or have it redirected to your personal email. Chitra can help you set this up. If a student sends you an email asking for help with a specific issue, forward this to the Caseworkers: <help@src.usyd.edu.au>.

Enterprise Agreement

The Enterprise Agreement (EA) determines the SRC Staff pay and conditions. The staff union is the CPSU.

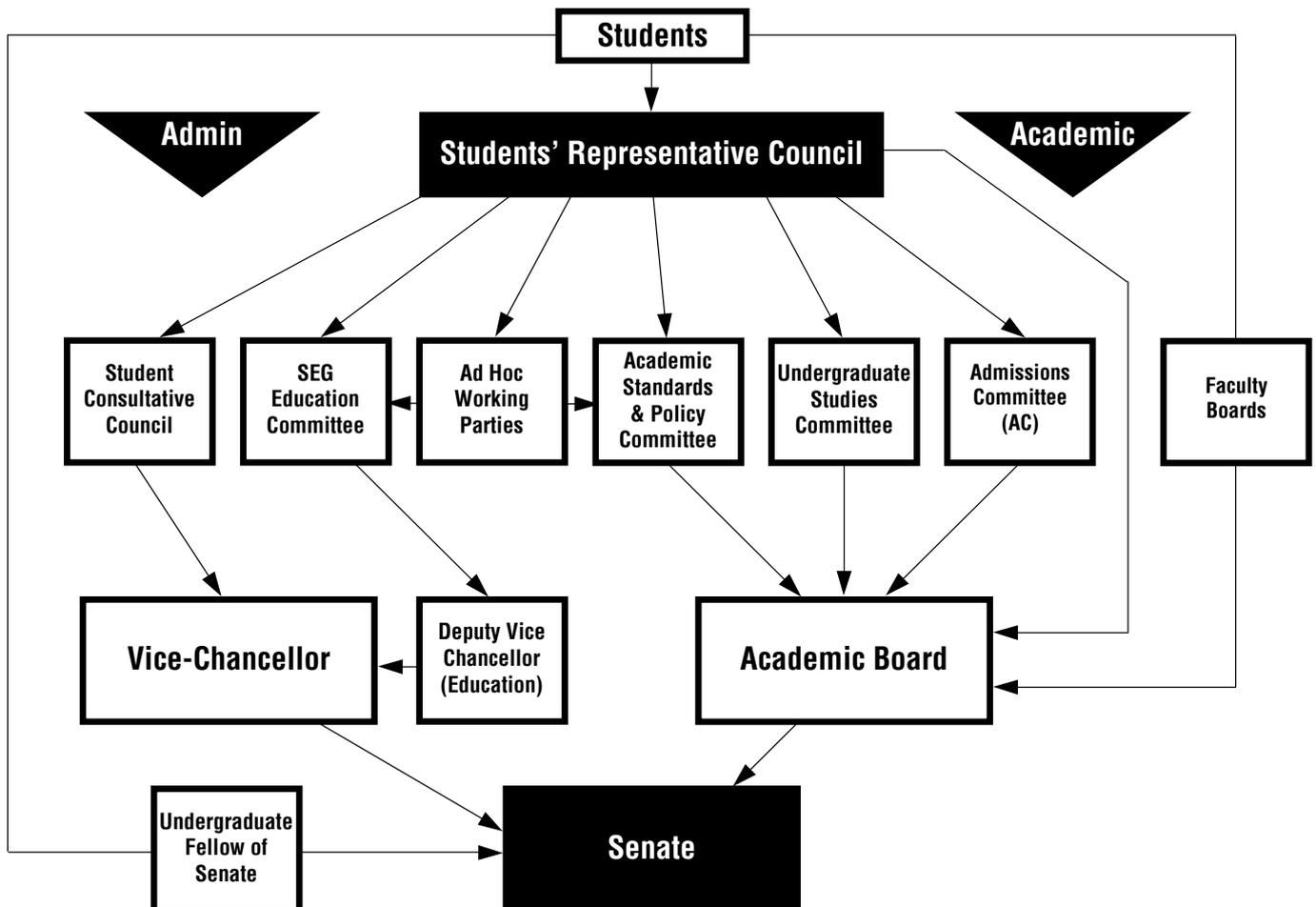
Front Office Access

Please do not enter the front office. Instead please go to the front counter. This will help to protect privacy / confidentiality, as well as ensuring a good work flow.

Governance

The SRC Constitution is the governing document for the organisation. It defines what the SRC is and how this should be fulfilled. The SRC Regulations are articles, which accompany the constitution and provide all the detail, which cannot be included or is unnecessary in the constitution. The SRC Policy is a non-binding document, which covers specific areas of the SRC. The policy document is the most fluid and can be changed as situations, platforms and the needs of the organisation change.

Interactions with University Administration & Academic Decision Making



The Standing Legal Committee meets to consider any changes to policy, regulations or the constitution to determine whether the proposals contravene any of the existing governing documents. The Standing Legal Committee reports to the Council and presents any findings and determinations.

Changes can be made to the governing documents, however the Council must be given adequate notice of any intended changes. Proposed changes are put 'on notice' in an official notice document which is circulated via email to Councillors prior to each meeting.

- Policy change requires notice of 7 days.
- Regulation change requires notice of 14 days.
- Constitutional change requires notice of 21 days. It is very difficult to change the constitution (though not impossible).

The Kitchen

The SRC has a small kitchen equipped with continuous, filtered, cold or boiling water, a microwave, a refrigerator, and the sink. You can bring your own food and sometimes there is food to share. If you leave something in the fridge please label it with your name and the date so we don't assume it's off and throw it out.

Legal Responsibilities

As employers you must also observe a number of legislative requirements including:

- NSW Work Health and Safety Act 2011 essentially says you have a "duty of care" to your staff to ensure that the workplace is a safe and healthy one (eg, free of chemical, noise hazards, free of harassment or bullying, ergonomically safe).
- NSW Anti-Discrimination Act 1977 essentially says that all "workers" have the right to feel safe and be treated equally at work. For the purpose of this Act "workers" may include students that do (activist) work in the SRC office.

Meeting Procedures

This meeting guide is meant to help you with formal meeting procedures that are used at SRC Council meeting. Collective meetings are often conducted in a slightly different way.

1. MOTIONS

SRC decisions can only be made by means of motions being adopted by a simple majority. That is half of the votes. If the vote is even, the motion is lost. Usually, a motion is moved, seconded, debated and possibly amended, and finally put. That is voted on. There are a few different kinds of motions. The most common is the substantive motion.

Moving and Seconding

Motions may be moved and seconded by any member of the student body. At some stage before they are put, they must be handed to the chair of the meeting in writing, so that when the chair puts the motion (asks for a vote) the chair is able to read out the right wording. A typical motion might read "that the SRC express its support in principle for the United Duck Party of Galapagos and donate \$50 towards printing of material publicising their event."

Debates on Motions

After the mover and seconder have spoken in favor of the motion, the chair may throw the question open for debate. Any undergraduate student may speak at Council meetings, but a person must first let the chair know that they wish to speak, usually by raising a hand. The chair creates a speaking list, a written list of names of people who indicate that they wish to speak and calls on them in order. This may be ordered by who indicated first or ordered progressively, prioritising people who have not spoken yet or people from an under-represented group. The chair may suggest that the debate is limited by time or number of speakers.

Amendments

Any undergraduate student may move an amendment to the motion. That is, an alteration that remains in keeping with the

purpose of the motion. For example, in the motion question above person may move an amendment that the amount of the donation be increased to \$75. If the amendment is acceptable to the mover and seconder of the motion, the meeting can vote on the new motion. If the amendment is not acceptable to the mover or the seconder, then someone must second the amendment. After debate, the amendment will be voted on (before the motion). If the majority vote in favour of the amendment, then the motion will be put in its amended form. If the majority votes against the amendment, then the motion will be voted on in its original form.

Foreshadowed Motion

Sometimes a person tries to move an amendment that is unacceptable to the mover and the seconder of the motion and the chair rules that it cannot be called an amendment because it changes the intent of the motion. The person may still wish to put their point of view anyway, and they can do this in the form of a foreshadowed motion. For example, they may wish to say "I wish to foreshadow a motion that the SRC boycott the event". Debate then continues on the original substantial motion. After the substantial motion is put to the vote, and only if the substantial motion is lost, debate proceeds around the foreshadowed motion (which now becomes the substantial motion).

Putting the Motion

At the conclusion of debate, the chair will read out the substantial motion and put the motion, i.e., ask those with voting rights (only Representatives or their proxies) to vote. Voting is usually a show of hands. If you do not want to vote you can abstain. Before the motion is put, any Representative or proxy may call for a recorded vote, which means the Chair asks each Representative (or proxy) in turn how they wish to vote, and the replies are recorded in the minutes. Representatives and proxies can also request that their vote for or against the motion be recorded in the minutes without requiring all votes to be recorded.

Procedural Motions

Only one motion may be debated at any one time. However, it is possible for people to bring in procedural motions during the course

of debate. These refer to technicalities of the meeting procedure rather than the subject being discussed in the substantial motion. Examples include “that the speaker no longer be heard” or “that the motion be put”. SRC regulations state that some of these procedural motions be put without debate. Once a procedural motion has been moved, it must be voted upon before the meeting can continue with the debate on the substantial motion. Procedural motions may also be used to suspend the standing order to move to a particular agenda item, but these cannot be done while a motion is open for debate. You cannot abstain your vote in a procedural motion.

2. QUORUM

The first thing done at a Council meeting is a quorum count. This is to check that half the number of representatives plus one are present. The meeting cannot start without quorum being reached within one hour of the advertised time.

3. PROXIES

A representative may give a proxy (his/her voting rights) to someone else. These will be read out at the beginning of the meeting. Proxies do not count towards quorum.

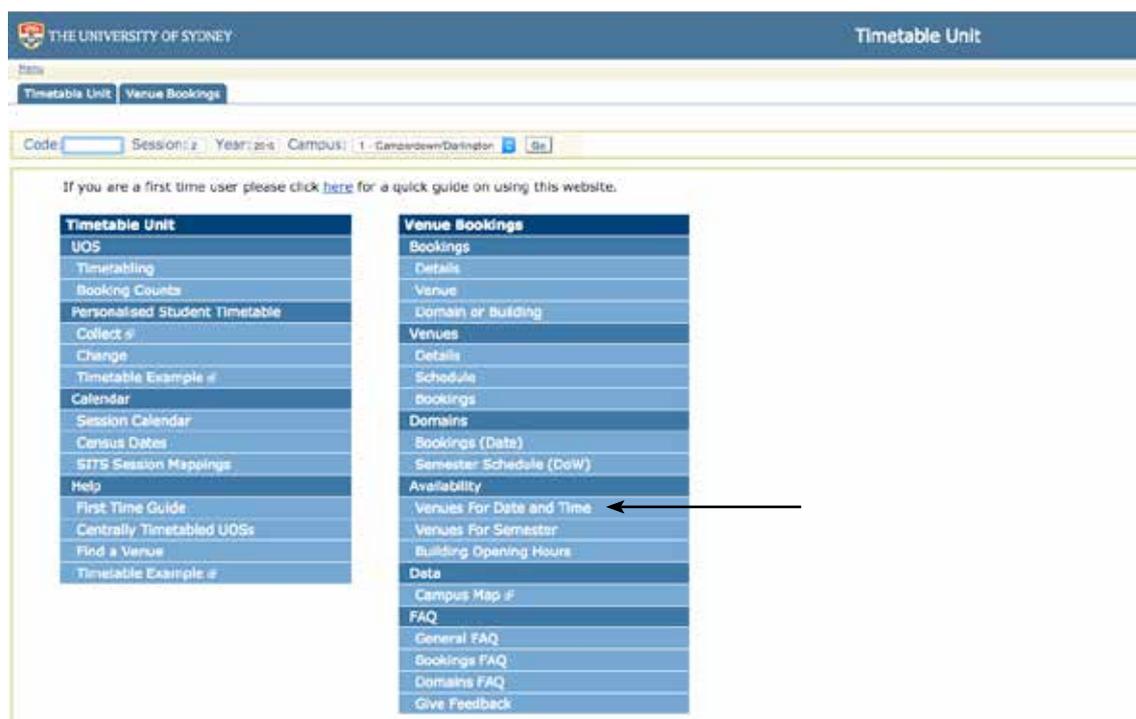
Meetings at the SRC

If you’re having a meeting (e.g., collective) at the SRC please tell the front office so they will know to expect visitors. One of you who has completed the WHS module will need to accompany anyone who hasn’t completed the module during their stay. If you prefer they can just complete the module themselves - it takes about 5 – 10 minutes and is available online <www.surveymonkey.com/r/whssrc17>. Our meeting room is named after the first SRC president, Gosper. To book the room, ask at front office. Bookings are recorded on the whiteboard in the corridor.

Meetings in the Uni

If you want a premium room (eg, Darlington Centre) or after hours access there will be a fee that will need in principle approval PRIOR to you booking. You will need to pick your preferred venue (and one back up just in case your preferred is unavailable). To check availability:

1. Go to <web.timetable.usyd.edu.au>
2. Choose "venues for date and time"



3. Fill in the time (allowing some time before and after your meeting) and date, and select "casual booking".



4. See what rooms are the right size, with the right equipment, and mobility access.

Venue Name	Building	Domain	Slope	Capacity	Accessories	Book Room
Anderson Stuart Lamm 1	Anderson Stuart	Central Booking Office	FLAT	0	Disability access (staff), Disability access (student)	Internal Casual Request >
Anderson Stuart Lamm 2	Anderson Stuart	Central Booking Office	FLAT	0	Disability access (staff), Disability access (student)	Internal Casual Request >
Architecture LT 2	Wilkinson	Architecture, Central Booking Office, GTS Camperdown/Darlington	TIERED	74	Data Projector, DHCP network port, Disability access (student), document camera, DVD, Hearing Augmentation System, lectern, Lecture Recording & Streaming, microphone, teacher computer, telephone, Whiteboard	UCS Related Casual Request > Other Internal Casual Request >
Architecture LT 1	Wilkinson	Architecture, Central Booking Office, GTS Camperdown/Darlington	TIERED	54	Data Projector, DHCP network port, Disability access (staff), Disability access (student), document camera, DVD, Hearing Augmentation System, lectern, Lecture Recording & Streaming, microphone, teacher computer, telephone, 2 Whiteboards	UCS Related Casual Request > Other Internal Casual Request >
ATP Biomed CL 1 Rm 225	Biomedical Building, Australian Technology Park	Australian Technology Park, Central Booking Office, Computer Laboratories	FLAT	20	Computer lab (PC), 2 Data Projectors, Disability access (staff), Disability access (student), Hearing Augmentation System, lectern, printer, 20 Student Computers, student internet access, teacher computer, UniSydney Wireless Internet Available	UCS Related Casual Request > Other Internal Casual Request >
ATP Biomed CL 2 Rm 225	Biomedical Building, Australian Technology Park	Australian Technology Park, Central Booking Office, Computer Laboratories	FLAT	20	Computer lab (PC), 2 Data Projectors, Disability access (staff), Disability access (student), Hearing Augmentation System, lectern, printer, 20 Student Computers, student internet access, teacher computer, UniSydney Wireless Internet Available	UCS Related Casual Request > Other Internal Casual Request >

5. Complete a room booking form from the pigeon holes and give to Julia in the front office. If you are picking a premium room (e.g., Darlington Centre) or require after hours access you will be charged a fee. Get approval for that cost from the president or exec before submitting your form.

Noticeboard

For those that still want to display a hardcopy poster we have a noticeboard in the main quad. Send an email to help@src.usyd.edu.au to arrange to have your poster displayed.

Penrith Day Trip

Please turn off lights and computers when you are finished using them. This includes the light in the kitchen and computers in the officer's room. The carbon dioxide emissions from leaving just one computer on for just one day, is the equivalent of driving from here to Penrith. Please don't make me drive to Penrith.

Photocopying in 3 Easy Steps

Step 1: Make sure all material has an SRC logo. Make sure your original doesn't have too much black or dark colours and doesn't have a thick border (it will jam the machine, and nobody likes machine jams). Please consider how many copies you need. Most people over estimate what they will use. We waste reams and reams of paper every year. We suggest you get 50 or 100 at a time and just get it recopied if you need to.

Step 2: Get a photocopy request from the pigeonholes and get it authorised by the President. You will get zero photocopies without authorisation. You will also get zero points for trying to get photocopying without authorisation.

Step 3: Bring it to Vanessa/Laura. She will not rush your job just because you didn't plan ahead. O-Week is a particularly busy time so try to get in early. Most stuff will take a day or two, and will be left in your pigeon hole.

Postage / Fax

If you need anything posted or faxed talk to Vanessa or Laura, or just call the 1980's. The costs will come from your budget. Anything you send on behalf of your department will need president approval. Talk to her about the details. Stuff that is sent to you will be left in your pigeon hole.

Reimbursements

To get a reimbursement for a previously approved expense:

1. Complete a reimbursement forms, available in the pigeonholes. Check that your information, especially bank details are clear and correct. Make sure that the form is signed. You will need the date of the meeting that approved your expense. Please note that all reimbursements must be applied for within two months of the expenditure. Late application will not be processed.
2. Attach the original invoice, which has an ABN. If there is no ABN you will not be reimbursed, regardless of whether it has been approved. If you prefer to have the SRC pay the invoice directly

(so you are not out of pocket) state that clearly on the form. If you have lost the invoice contact the company to ask for a copy. Alternatively if the expense is less than \$100 you might be able to use a statutory declaration instead, though this is subject to exec approval.

3. Wait about a week for the reimbursement to be processed.

If you are requesting a reimbursement for something more than 2 months after the date of expenditure it will not be accepted.

Reports to the Council and Executive

Education and Wom*n's Officers are required to give a report at all executive meetings, they can be in person or written in advance. They are also required to give a written report to all council meetings, sent to the secretary to council one week before the meeting.

If you wish to apply for funding you can do so in a report to the executive or council. In this report you should outline what your department has been doing, what you have planned, and what and how much you would like funding for. Please include detailed invoices and quotes of any expected funding. If you spend more than you have had approved any extra expenditure will have to be approved by the executive.

All Office Bearers are expected to give regular reports to the council, emailed to the secretary to council at least one week in advance of the meeting. It doesn't need to be long, it just needs to give an idea on what you have been doing.

Sexual Harassment In The SRC

The New Year brings many opportunities to meet new people. Some may have been at Uni or even the SRC before but maybe you didn't notice them. Many will be first year students, who will be new to the University culture. Many come from backgrounds that have made it unusual to be in an environment with so much freedom (what you wear, whether you attend classes, being able to drink alcohol).

Being in a higher than normal profile through the work you do at the SRC, you will be a prime candidate for lots of attention from lots of new people. This is a great opportunity for you to expand your contact lists, involve more people in campaigns, and make new friends.

HOWEVER, this does not mean it is okay for you to become a predator. First year students should never be viewed as “fresh meat”. Recognise that there is a power difference present, where you have more experience and familiarity at the University. People will give their contact details to be used in a campaign. This does not mean it is okay for you to contact them for any other purpose, even if you think you would be tactful or they seem to be interested. Don't follow them around at meetings or actions – this is stalking.

The University defines harassment as behavior or language that:

- the other person does not want, AND
- offends, embarrasses, or scares them, AND
- is sexual OR targets them because of their race, sex, pregnancy, marital status, transgender or intersex identity, sexual preference or orientation, disability or long-term illness, age, family or carer's responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief, AND
- in the circumstances a reasonable person should have expected would offend, embarrass or scare.

If you're unsure about your or someone else's behavior talk to one of the caseworkers. Treat new students with respect – and above all, treat yourself with respect.

SRC Council Meetings

There are only 10 regular council meetings scheduled for the year. You need to attend all of these. If you cannot attend a meeting send your apologies a week before the meeting. Failure to give correct notice may result in a suspension of your vote. Reports and motions to Council are usually due one week prior. Provisional agendas, including Office Bearer reports and motions on notice will be sent out with the second notice one week before the meeting. Items that miss the deadlines (noted below) may be tabled at the meeting, however the Council may decide to lay these on the table for the next meeting of Council. Submit proxies and apologies preferably before 4pm on the day of the meeting. Provide notice of your intent to give a report one week before a meeting, with the report due on the Monday before.

Council Meeting Dates for 2017 (TBC)	
Wed 1st Feb	Wed 5th Jul
Wed 1st Mar	Wed 2nd Aug
Wed 5th Apr	Wed 6th Sept
Wed 3rd May	Wed 4th Oct
Wed 7th Jun	Wed 1st Nov

SRC Services

It might be helpful for you (and your friends) to know the services the SRC provides. Our website has all the details, but just briefly we have a secondhand bookstore (buy and sell); an advice service (Centrelink, tenancy, academic appeals); legal service; \$50 emergency loans; and calculator & lab coat loans.

Staff of the SRC

ADMINISTRATION DEPARTMENT

The administration office handles all of the admin functions of the SRC, including: Receptions, stationery orders, photocopying, reimbursements, payroll and support for Council meetings.

Chitra Narayanan - Administration & Systems Manager

Chitra (pronounced Chith-ra) manages the overall functioning of the front office. For you that means money and resources. Chits also has magical healing hands that make the computers work.

Vanessa Sim (Mondays & Tuesdays) and Laura Kitsos (Wednesdays to Fridays) - Administration Assistant

Vanessa and Laura mind the front counter – phone calls, appointments, lending stuff to students, etc. Say hi to them when you walk past so they know that you're around (in case they need you), and remember to leave plenty of time for things like photocopy requests.

Julia Robins - Secretary to Council

Julia is likely to be your primary SRC contact. She takes minutes at exec and SRC meetings, and keeps the mechanics of them working. This means sending out notices, maintain addresses, storing the policy and constitution and any other council business, so expect some emails from her. It doesn't seem like much, but answering her emails will make her life heaps easier for the planning that goes into organising stuff.

Hani Bawazir - Accounts/Payroll Officer

Hani pays the bills, the wages, and the reimbursements.

SRC SECONDHAND BOOKSHOP

Julie Harrison - Bookshop Manager

Julie manages the SRC secondhand bookshop on level 4, Wentworth Building. They specialise in textbooks but have a few books just for reading fun. They buy and sell, so tell your friends about them.

PUBLICATIONS DEPARTMENT

Amanda LeMay and Mickie Quick - Publications Managers

Amanda and Mickie are Graphic Designers with skills in Indesign, Photoshop, Illustrator and Wordpress and marketing. They can assist your collective with graphics and communications for your campaigns including: Posters, leaflets, booklets, handbooks, web banners, Wordpress sites and social media. They give training to SRC Office Bearers and collectives, and also advise you on what will work for you.

SRC LEGAL SERVICE

Thomas McLoughlin - Solicitor / Legal Service Director

Annie Zeng - Solicitor / Registered Migration Agent

Thomas and Annie run the SRC Legal Service, providing advice and advocacy for students, as well as providing guidance to the organisation.

CASEWORK AND POLICY DEPARTMENT

James Campbell - Casework and Policy Manager (away until 1 July 2017)

Melissa de Silva – Casework and Policy Manager (acting until 30 June, 2017)

Breda Dee, Sharon Maher, Lorna Pringle, Heather Mabry, and Jessica Richards – Casework and Policy Officers

Caseworkers advise students on issues including Centrelink payments, tenancy advice, academic appeals (includes show cause and special consideration), misconduct and almost anything else students need. They prepare government and university submissions, and are also all very experienced in the community sector and can provide information and support for your campaigns. We provide briefings for University committees, so if you'd like us to check over one of your committees just let us know. We can also provide you with training in any area you require as an activist or councilor of the SRC.

Staple Guns, Megaphones, PA with microphone, Trestle Table

We have stuff you can borrow to do activist things. The loan period is 24 hours and is collected and returned to the front office. You will need your student ID. We ask that you not lend it on to another student, and if it is not returned, and you do not tell us why, we may ask you to pay for it. If it is damaged please let us know so we can get it fixed or replaced. If there's anything that you think we could get to help you with your work please let us know.

Stationery

We buy lots of all sorts of stuff, so we get it way cheaper than you would at an art supply or department store. You can get day-to-day stuff (pens, note pads, etc) through front office, and specialty stuff (large amounts of pens, special paper, fabric paint) will need exec approval.

Being a Student and an Activist

Being an activist doesn't have to mean failing at Uni. There are a number of things you can do to help you pass the subjects you attempt. Consider these ideas:

1. Make a realistic assessment of the time that you have available to you. Allocate the tasks that you have (class, study, work, activism, fun, sleep) onto a timetable. The trick is to be realistic.
2. If you have taken on too much look into reducing your responsibilities. Do less activist stuff or drop some subjects. If it is after the magic uni cut off dates (see SRC wallplanner) then talk to a caseworker. If you are on a Centrelink payment or a student visa make sure check with a caseworker before dropping subjects.
3. Be effective as an activist. Remember that while it is quicker to do something yourself rather than teaching someone else to do it, you'll be saving your time in the future (not to mention the other benefits of skill sharing). Question if you really have to have a meeting and if so make it concise.
4. Talk to your lecturers and tutors. Some academics will be sympathetic to your time constraints. Some will even have so much

respect for your activist work that they will readily give extensions, alternative assessments, etc. You will never know if you don't ask.

5. Deal with stuff sooner rather than later. If you get the feeling that things are going to go wrong (for example: you won't finish that assignment, or you're not ready for that exam) talk to either a caseworker or your academic. There are usually a few options if you have allowed yourself enough time.

Swipe Cards

Some people will have access to the office through a swipe card. If you do not have a swipe card this means you cannot access the building after office hours. Under no circumstances is any student that does not have a swipe card or have prior authorisation from the President to be in the office outside of office hours. This is to keep us all safe. To apply for a swipe card email secretary.council@src.usyd.edu.au, explaining who you are and why you want a card and she will present it to the Executive for their consideration.

Telephone

To call security press line 4 and dial 13 333. For other calls press line 1, 2, or 3, then dial the number. The speaker button allows you to do hands free conference calling. During office hours if the phone rings it will be some in the front office wanting to give you a message. You don't need to press any buttons, just pick up the receiver. Not all mobile providers can give you coverage in the SRC past the Honi Soit office.



- Lines 1,2, & 3 are outside lines
- Line 4 is for internal calls
- * A flashing line is On Hold

Timing

You will be invited to many meetings this year and in your professional future. You should do everything you can to be on time. The people you are meeting also have things they need to do. If everyone is on time it is easier to plan and make everything fit into a day. It shows respect for the other people's time, and also shows them that you are serious about achieving what you want. So wherever possible, be on time.

Toilets

The SRC toilets, like all toilets should be, are not segregated by gender. This means you will be required to shut the door when using a cubicle. Please shut the door – there's even a lock. You should also know that urine contains molecules called urea chromes. They are like capsules that disintegrate when they leave the body, releasing an ammonia like gas. For this reason please flush the toilet after every use. You will need to clean up after yourself because that is the polite and civilised thing to do. There are toilet brushes available in each stall.

Using the SRC

There are a large number of people who use the SRC office space. While we have been asking for a long time, we still cannot seem to find someone who will volunteer to clean up after everybody else. This means that you will have to clean up after yourself. As tempting as it is, please do not leave plates of half eaten food and drinks lying around the office. They go off, smell, and become a health hazard. Wash up after yourself so no one is exploited to do this task. Not everyone who uses the SRC space has the same level of mobility. Please be careful to leave posters and leaflets in the pigeonholes and stands, and leave the walkways clear. Keep in mind also that it is a workplace. Our walls are not very soundproofed, so we will need you to keep noise down, especially when caseworkers are meeting with students.

Vicarious Trauma

Vicarious trauma is the phenomenon of being traumatised by extended or intense exposure to the trauma of others, e.g., the detention of refugees, chronic depression and suicide of friends, and police violence.

The intensity of each person's reaction to stress can be modified by several factors:

- **DURATION** – longer exposure to any stressful event usually makes it more severe,
- **MULTIPLICITY** – the more stresses the greater the potential reaction,
- **SITUATIONAL IMPORTANCE** – greater importance of the event means greater reaction,
- **INDIVIDUAL'S EVALUATION OF THE STRESS** – how threatening is the situation and how prepared are you to cope with the consequences (psychological Achilles heal),
- **REMINDERS THAT TRIGGER VIVID MEMORIES** (press coverage, trials/lawsuits and similar incidents), and
- **STRESS TOLERANCE** – General ability to tolerate stress and experience stress inoculation.

Pre-briefing is when you prepare yourself for a trauma ahead of time. Usually this is an actual trauma not a hypothetical. Debriefing is a formal meeting done individually or in small groups. It is generally held shortly after an unusually stressful incident, strictly for the purpose of dealing with the emotional residuals of the event.

Work, Health and Safety

Work health and safety is a concern for everyone who uses the SRC offices. Complete the online training to ensure that you know how to deal with any situation. Go to <www.surveymonkey.com/r/whssrc17>. In order to access the office unaccompanied you will need to have completed the module. Please note that if you are inviting people into the SRC you will need to accompany them for their entire visit, or get them to complete the module. It should only take about 5

minutes. Please do not prop open the back or front door. It puts everyone at risk of significant injury. Any breach of WHS requirement may lead to SRC access being revoked.

Working with the SRC staff

The President and the Executive make most of the decisions concerning the daily employee / employer relations. Direct any of your questions about this to the President.



INDUCTION SCHEDULE
Friday 25th November, 2016
Abercrombie Building, Room 1060

* these times are approximate and is subject to change, hopefully for the better, but let's wait and see hey.

10:00	Acknowledgement of Country. Explanation.	Izzy
10:15	Welcome to induction. Housekeeping.	Izzy
10:30	Roles of the SRC, Exec, President and <i>Honi Soit</i> .	Chloe
10:45	Meet the Uni (including committees)	Sharon
11:15	Satellite campuses	Mel
11:30	The SRC as a Workplace. Being an Employer.	Mel
11:45	Meet the staff – Casework, Legal, Pubs, Bookshop	Mel
12:15	Work Health and Safety / Using the SRC space	Julia
12:30	Lunch.	Thai delivery
1:15	Meeting procedures	Julia
2:00	Admin procedures – budgets, reports, copying, reimbursements, room bookings etc.	Julia
3:00	Questions	Julia

~~The End~~
The Beginning