



# Students' Representative Council University of Sydney

**Secretary to Council**  
e: secretary.council@src.usyd.edu.au

Level 1, Wentworth building (G01)  
University of Sydney NSW 2006  
PO Box 794 Broadway NSW 2007  
t: (02) 9660 5222 f: (02) 9660 4260  
int: 12871 www.src.usyd.edu.au  
ABN: 597 391 306 68

**MINUTES** of the **1st** meeting of the Executive Committee, 89th SRC, held on 06/12/16 in the Gosper Room, SRC Offices.

**PRESENT:** Isabella Brook (Chair), Bella Pytka\*, Daniel Ergas\*, Iman Farrar^, James Gibson^, Samuel Chu, Irene Oh.

Apologies: Ella Bickley, Liam Donohoe, and Patrick Ryan.

Minutes: Julia Robins

In attendance: Julie Harrison, Chitra Narayanan, Melissa de Silva, and Thomas McLoughlin.

Meeting Opened: 11:38 am

\*^Joint position holders, counted together towards quorum.

## **1. Acknowledgement of Country**

The University of Sydney Students Representative Council acknowledges the traditional owners of this land, the Gadigal people of the Eora nation. We pay our respects to the Elders both past and present of the Eora nation and extend that respect to other Aboriginal people present.

## **2. Apologies**

Apologies were received from Ella Bickley, Liam Donohoe, and Patrick Ryan.

The apologies were accepted.

## **3. Minutes**

Minutes of the meeting of the Executive held on the 22<sup>nd</sup> November and the 29<sup>th</sup> November 2016 were distributed.

Motion: that the minutes of the 22<sup>nd</sup> November and the 29<sup>th</sup> November 2016 be accepted.

Moved: Bella Pytka

Seconded: Irene Oh

The motion was put and **CARRIED**.

## **4. Business arising from the minutes**

There was no business arising from the minutes.

## **5. Correspondence**

*There was no correspondence*

## **6. Workplace Health and Safety Report**

Just a few point to cover to get you up to date:

- Melissa de Silva has completed a train the trainer course for safety training, we hope to run that course with staff and Officer bearers in the new year.
- We are still waiting on feedback from security on the infrastructure assessment we requested, at the very least we are looking to install a door between the corridor and the waiting area.

- While Honi does not need executive approval for after hours access like other office Bearers, there is at least one new editor who was involved in a breach of WHS policy and after hours conditions. I think they should be asked to do the training again, and seek exec approval before granting them after hours access.
- Swipe cards for after hours access will be requested around now I will be emailing you with these requests, anyone who want after hours access has to completed the WHS training we did at induction.

Julie Harrison (The bookshop manager) entered the meeting to introduce herself at 11:49

Julia Harrison Left the meeting at 11:50.

Isabella Brook: With swipe car access – last year we gave out a lot of swipe access this year I think we should be a little stricter.

Motion: that the report of the Workplace Health & Safety Officer be accepted.

Moved: Bella Pytka

Seconded: Samuel Chu

The motion was put and **CARRIED.**

## **7. Report of the President**

Isabella Brook gave a verbal report.

Mostly been a lot of handover with staff. Something that's come up, I received a message from Michael Spence, with regards to the changes to SEG Ed where SUPRA and the SRC presidents had lost their spot on the committee, good news we are back on the committee. There are a lot of committees; I don't have to be on all of them, would the Vice Presidents like to be on the WHS one? The other one I think could be another rep would be the Indigenous culture; I was going to contact Jackson Newell the Indigenous Students' Officer about that one. There is another one called student life, and a few others including university executive committee research which is just postgraduate, and university executive education which in discussion with Mel and it's mostly post graduates that need that, discusses letting SUPRA have that post and ask them to keep an eye out for undergraduate content.

Engineering and business schools student administration is merging into student Admin services, [sarcastically] which as we all know have worked so well in the past. I've been in touch with Tyrone, which has been interesting as we've been trying to get in touch for a while, I think he responded because I said I'm new, we have a meeting to talk about a number of things like the panic buttons, we've been asking for, for a while now.

Daniel Ergas: just so everyone knows Tyrone is the DVC registrar he is the big guy we deal with.

Isabella Brook: I asked that Chita come to the meeting, they said it could only be me and him which wasn't very nice.

Motion to move in camera

moved: Isabella Brook

Seconded: James Gibson

The motion was put and **CARRIED.**

*the meeting moved in camera at 11:57*

*The meeting moved ex camera at 12:03*

Motion: That the report of the President be accepted.

Moved: Daniel Ergas

Seconded: Bella Pytka

The motion was put and **CARRIED**.

## **8. Report of the Vice Presidents**

The Vice Presidents has nothing to report.

## **9. Report of the General Secretaries**

Daniel Ergas: We've made a print out.

Bella Pytka: This is our plan for O-week most of this is stuff we will put in our bags. We don't want to go over the amount spent last year.

Daniel Ergas: Really big expense for us is bags and stalls. One thing we wanted to do was combine counter course and the O-week hand book. This would cut filler, keep the best of both and also I've spoken to Michael Reese the USU President about putting them in O-week bags and also looking at saving money by getting just the one printed rather than two.

Bella Pytka: I've been looking at getting condoms and tampons from companies.

Daniel Ergas: We were looking into getting stuff from Ali Baba, which is a wholesale website that makes it really easy to find a buy customised goods cheap.

Iman Farrar: Careful many don't give responses.

Daniel Ergas: I've found that saying I'm from Sydney University helps.

Bella Pytka: I've contacted headspace about resources – we may be able to get stress balls from them.

Daniel Ergas: We normally get a weird set up at O-Week we will be talking to the O-Week coordinators to let us get a more conventional set up. If you turn to page two, the re-brand budget looking about \$8000. We are trying to get that done before O-Week hopefully. We are hoping for the new designs to be by students.

Bella Pytka: Any questions or requests?

Samuel Chu: The Handbook and Counter-course.

Daniel Ergas: In what way?

Samuel Chu: I looked really bad, like most of my friends aren't involved in student politics so how are you going to make it more accessible.

Bella Pytka: So we were looking at doing a star rating system rather than long paragraphs

Daniel Ergas: If you know where to look the course evaluations, while they are supposed to be private, a lot of it is public we can get some more data from that as a result.

Bella Pytka: By consolidating this we can save space/pages.

Daniel Ergas: We can get a glossier more interesting product. Can we go in camera to discuss bookshop negotiations?

Motion to move in camera.

Moved: Irene Oh

Seconded: Samuel Chu

the motion was put and CARRIED

James Gibson removed himself from the meeting due to a conflict of interest.

*The meeting moved in camera at 12:19.*

*The meeting moved ex camera at 12:29*

Motion: that the report of the General Secretaries be accepted.

Moved: Samuel Chu

Seconded: Irene Oh

The motion was put and **CARRIED**.

#### **11. Report of the Casework and Policy Manager**

*Melissa de Silva entered the meeting at 12:30*

The new casual caseworker, Jess Richards, started yesterday. She is settling in well. Feel free to stick your head in my office to say hi.

The new planners are very handsome, and will be very popular. We've already handed out a few hundred. It was proof read a few times, admittedly not by Bella (gen sec) and still has two 1<sup>st</sup> Septembers and two 2<sup>nd</sup> Septembers. Vanessa (and Laura too I think) is scribbling them out.

Safety Training was amazing, with the main message being that prevention is better than cure. However, we have many areas that urgently need attention. I have spoken to Isabella Brook a little about what we need to do. Writing policy is an urgent need. We also need to set training dates for each group (maybe one course for staff, one for Honi, one for exec, and one for OBs and collectives). Each group should have a 10-person maximum. The course is at a fast pace 16 hours long. My suggestion is to do it over 3 days at a slower pace to allow people to get a better understanding of the information. We should do this training as quickly as possible. We are looking at holding the staff one in early January. Each participant should have a workbook and manual. There will be an associated cost. I believe it will be between \$25 and \$50 per person. I will need to double-check the exact amount.

I've signed a contract saying I will only teach the course to people in the SRC, but I did ask the trainer and will confirm with the company, MTU Training Solutions, to see if that can include SUPRA. They will not be able to pay us, but I think we can squeeze them for something somewhere else...chocolate anyone?!

Safety Audit is confusing. We will need to confirm with Daryl what is happening with the report he wrote and apparently presented to the Registrar. There should be some suggested pieces of action in there. I'm hoping one of them is adding a door to the corridor; and installing duress buttons.

No Cash policy. Cash can be an incentive to people to rob us. That may result in someone getting hurt. There is no reason that we would have (or receive) cash. I understand that some international students who sell books like cash, but I'd like it to rain donuts and that's not going to happen is it. We could do an electronic transfer or give a cash cheque if need be. Even petty cash need not exist, where someone could just pay for it initially and claim a reimbursement.

Show Cause / Exclusion is coming up. Usually starts early January and goes on until end of March. Word on the street says it will be busier than it has been in years. This is coupled with Business, Arts and Engineering using a centralised administration that has never been used before.

Time in Lieu. The standard for TIL is no more than one week accumulated for staff. I believe the caseworkers are going to be slammed, and would like to be able for them to accumulate up to two weeks TIL to take when it gets quieter.

Reminder that the C&P department are always to help with training etc. We hope to offer training to collectives in the new year so that people are able to fulfil their portfolio roles.

Please remember – Office Bearers deal with students as a cohort and caseworkers deal with students on an individual basis. Please refer them to us immediately if they contact you with an issue.

*Melissa de Silva left the meeting at 12:51*

Motion: that the report of the Casework and Policy Manager be accepted.

Moved: Bella Pytka

Seconded: Daniel Ergas

The motion was put and **CARRIED**.

Isabella Brook had to leave the meeting at 12:52.

Resigned the Chair to Bella Pytka.

Meeting moved to agenda item 13.

### **13. Approval of Payments**

#### **13.1. Reimbursements**

Julia Robins:	\$42.44	Food for induction.
	\$10.61	Uber home from Reps-Elect meeting.

Motion: that the reimbursements be approved en bloc.

Moved: James Gibson

Seconded: Irene Oh

The motion was put and **CARRIED**.

**12. SRC Legal Service Report**

*Thomas McLoughlin entered the meeting at 12:52*

Thomas McLoughlin gave a brief history of the SRC legal service, its structure and an overview of the caseload currently being handled by the legal service.

Motion to move the meeting in camera

Moved: Bella Pytka

Seconded: Daniel Ergas

Motion was put and **CARRIED**.

*The meeting moved in camera at 12:57*

*The meeting moved ex camera at 1:03*

Motion: that the report of the SRC Legal Service be accepted.

Moved: Iman Farrar

Seconded: Daniel Ergas

The motion was put and **CARRIED**.

*Thomas McLoughlin left the meeting at 1:03*

**14. Any Other Reports**

**14.1. Report of the Editors of Honi Soit**

We're keen to purchase a paid version of the workplace communication app that we use internally within the team. It's called Slack and with education pricing, which we should be able to get, it'll cost \$132 USD for the year.

*Siobhan Ryan Honi Editor for 2017 entered the meeting at 1:04.*

Daniel Ergas: Would you mind telling us a little more about the app and why you need it? There seems to be a free version.

Siobhan Ryan: the free version is only to 10,000 messages we've already reached that and so are losing our messages. This is more of a Nick thing but he's not here.

Daniel Ergas: It's \$180 so we'd like to know a bit more.

*Siobhan Ryan left the meeting at 1:08.*

Motion held over till more information was provided to make a decision.

**10. Report of the Administration Manager**

*Chitra Narayanan entered the meeting at 1:09.*

Chitra Narayanan: Feel free to come and say hi to me, I'm in charge of finance and IT. Main thing to report is the audit begins next week.

Daniel Ergas: DO you know how much Honi generally gets in their discretionary funding?

Chitra Narayanan: It's a fair amount, over \$5000.

*Chitra Narayanan left the meeting at 1:10*

Motion: that the report of the Administration Manager be accepted.

Moved: James Gibson

Seconded: Daniel Ergas

The motion was put and **CARRIED**.

## **15. Other Business**

### **15.1 Staff Leave**

Julia Robins: Annual, 1/12/16 – 2/12/16, 2 days, 8 hours.

Chitra Narayanan: Annual, 10/04/17 – 9/05/17, 18 days, 126 hours.

Motion: that the staff leave be approved en bloc.

Moved: James Gibson

Seconded: Daniel Ergas

The motion was put and **CARRIED**.

### **15.2 Swipe Card Approvals**

Application for after hours access has been requested from

- April Holcombe
- Jenna Schroder
- Mollie Galvin

Motion: that the swipe card requests be approved en bloc.

Moved: James Gibson

Seconded: Iman Farrar

The motion was put and **CARRIED**.

### **15.3 WHS workbook approval**

Request for \$1000 for workbooks for the WHS and safety training days.

Motion: to approve \$1000 to purchase 33 WHS workbooks for training.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED**.

*The meeting was declared closed at 1:15pm*