



# Students' Representative Council University of Sydney

**Secretary to Council**  
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**MINUTES** of the 4th meeting of the Executive Committee, 89th SRC, held on 16th February 2017 in the Gosper Room, SRC Offices.

**PRESENT:** Isabella Brook (Chair), Bella Pytka\*, Daniel Ergas\*, Iman Farrar^, Samuel Chu, Irene Oh, and Liam Donohoe.  
Apologies: Patrick Ryan, Ella Bickley, and James Gibson

Minutes: Julia Robins

In attendance: Chitra Narayanan

Meeting Opened: 2:08pm

\*^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 Patrick Ryan, Ella Bickley, and James Gibson.  
The apologies were noted.

## **3. Minutes**

Minutes of the meeting of the Executive held on the 30<sup>th</sup> January 2017 were distributed.

Motion: that the minutes of the 30<sup>th</sup> January 2017 be accepted.

Moved: Samuel Chu

Seconded: Iman Farrar

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 received.

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

There was nothing to report.

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

Isabella Brook tabled a written report

## **SSAF**

Acquittal has been finished and submitted. We met with the other student orgs last week. It was good to hear about what each org. is prioritizing for the year. All orgs agreed that reaching an agreement on allocations would not be possible so we are focusing on submitting our own proposals now.

SUPRA informed us that due to their recent change in exec, they would not be able to reach the 15 Feb deadline. They have written to Tyrone and we have had an extension granted until the 28 Feb.

I have also written to Tyrone to enquire into the process for applying for capital works. I talked to Mike from the USU and we think this might happen through SCC but we are not sure.

### **O – Week**

Been working with General Secretaries and OBs to make sure everything is coming together. Everyone seems very on top of things and show bags are looking good.

### **Honi**

There was a recent legal issue with Honi, we received a suggestion of legal action. I received legal advice from Thomas and Annie and took appropriate action. It seems to have died down at the moment and Honi Editors will be coming to the next exec meeting to talk about it as per the council motion.

We have also just put up the ad for a new Honi Distributor. The interviews will be next week and one member from exec will sit on the interview panel.

### **Committees**

I've been quite busy with committee meetings over the past two weeks and I went to an Academic Board induction yesterday, which was quite informative.

Nothing too interesting has come up at any of these meetings. Two main things are that they're looking to do a massive review into assessments. The review will probably extend way beyond my term but hopefully there will be space for the SRC to advocate for student interests.

A new special con matrix was also just passed which hopefully will alleviate some of the issues experienced over the past year.

### **Bookshop**

I've been consulting with Julie over moving the Bookshop to a non-cash model; she has advised that it will not be instantly possible. I don't think it's great governance for us to force the bookshop into a non – cash model without further consultation with Julie and without possibly instigating the managing change process that is outlined in our EBA. Therefore, considering we are in ongoing discussion about the future of the bookshop, I want to propose that we maintain the bookshop as operating with cash until further consultation is undertaken.

Motion: That the report of the President be accepted and that Liam Donohoe be on the selection committee for the new Honi distributor.

Moved: Irene Oh

Seconded: Iman Farrar

The motion was put and **CARRIED.**

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

Nothing to report

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

Bella Pytka and Daniel Ergas gave a verbal report

Bella Pytka:

- O-Week is going well
  - o We've have 2000 vegan condoms delivered
  - o 1000 \$5 movie ticket vouchers for Palace Cinemas
  - o T-Shirts are on the way

Daniel Ergas:

- Coordinating with the collectives is proving difficult
- Water Bottles are on their way

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

Moved: Iman Farrar

Seconded: Samuel Chu

The motion was put and **CARRIED**.

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

There was nothing to report

### **12. SRC Legal Service Report**

Thomas McLaughlin tabled a written report.

- Working on a case at STUCCO
- Also the SRC Legal Service Board Directors need governance training soon.

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

Moved: Daniel Ergas

Seconded: Iman Farrar

The motion was put and **CARRIED**.

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

#### **13.1. Requests**

##### **13.1.1 Application for Funding Honi**

- 1 x Photo booth frame - \$100 (quote provided by Bannerworld)
- 40 x Honi Soit branded t-shirts - \$544 (quote provided by Mabuzi)

*Please note: We intend to use 10 of the shirts for the Honi Soit editors, which we will wear again at events throughout the year. The other 30 we would like to sell for \$10 at our O-Week stall, and to other reporters/interested members of the student community, with permission of the Executive, thereby making back \$300 to return to the discretionary budget. Please let us know if this is okay.*

Motion: that the application be noted but a second quote be sourced before the purchase be made.

Moved: Samuel Chu

Seconded: Bella Pytka

The motion was put and **CARRIED**.

##### **13.1.2 Application for Funding from the Queer Officers**

1000 Badges: \$700 spending cap

Motion: that request for \$700 for 1000 badges be approved.

Moved: Daniel Ergas

Seconded: Liam Donohoe

The motion was put and **CARRIED**

218 T-Shirts printing: \$2800 spending cap

Motion: that Queer Officers find a second quote for the T-Shirts due to concerns over the cost.

Moved: Samuel Chu

Seconded: Iman Farrar

The motion was put and **CARRIED**

O-Week events: \$600 spending cap for 3 events (queer beers, LGBTI1001, Queer Picnic)

Motion: that request for \$600 for 3 events during O-Week be approved.

Moved: Iman Farrar

Seconded: Daniel Ergas

The motion was put and **CARRIED**

### **13.2 Reimbursements**

Thandiwe Bethune (EAG):	\$169.50	ticket to laneway festival to promote Save SCA
Jenna Schroder (EAG):	\$136.70	\$36.70 over approved amount for CHSN night
Julia Robins (admin):	\$8.15	Uber home from council

Motion: that the reimbursements to Jenna Schroder and Julia Robins be approved, and the reimbursement to Thandiwe Bethune for a ticket to laneway festival be rejected.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED.**

## **10. Report of the Administration Manager**

*Chitra Narayanan entered the meeting at 3:12 and gave a verbal report.*

*B and A memorandum can be found in the Appendix Item 1.*

- Following up from the last meeting, we have ordered a new photocopier; the cheapest quote was the one we went with.
  - o The quote includes maintenance and warranty as well as toner and training
- We are getting the new phones requested at the last meeting
  - o It will be a better system and we managed to negotiate the cost down to what we are paying currently
  - o We will be getting them in the beginning of March, I've asked for them to be installed between 8-8:30 so there is no disruption.
- We've asked for doorbells for the front and back doors to be installed.
- B and A Memorandum

- This is to write off bad debts we don't have many, but what we do have need to be written off so our accounts balance. If we could please approve this.
- Request that Julia Robins be added as a signatory to the checking account as we are moving away from have anything cash on site and will need to have 2 people who can sign the checks in the office.

Chitra Narayanan requested the meeting move in camera

Moved: Irene Oh

Seconded: Iman Farrar

The meeting moved in camera at 3:21pm

The meeting moved ex camera at 3:33pm

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

Moved: Iman Farrar

Seconded: Samuel Chu

The motion was put and **CARRIED**.

#### **14. Any Other Reports**

##### **14.1. Report of the Education Officers**

April Holcombe provided a written report.

Jobs in past fortnight

- Designing and ordering badges, stickers, fridge magnets, tote bags, screen print design, large vinyl banner and campaign T-Shirts (still in the works).
- \$500 on badges & magnets, \$300 on tote bags, \$300 on stickers, \$200 on banner, \$80 on screen-printing.
- Collating all clubs and societies emails, contacting them about the national education campaign and what they can do to build it. Working with EAG members who have personal connections to club exec members to reach out more directly.
- Beginning to collate all academic staff emails into a spreadsheet database, sorted by faculty, department and position therein, to simplify communications between Education Department and staff issues for the duration of the year.
- Advertising for March 22 at the No Muslim Ban protest on Saturday 4 February.
- Writing an extensive email to NTEU branch president to send onto their members about how the union can help students build a vibrant education campaign and vice versa.
- Preparing the protest against Tony Abbott on Saturday 11 February, which unfortunately has had to be cancelled due to venue change.
- Attending the state-based education organising collective (NSW Education Organising), and taking on the jobs of publicising events and acquiring endorsements from organisations like NTEU and GetUp!
- Chairing the EAG meetings, which are occurring fortnightly, and following people up to ensure healthy attendance.

##### **14.2. Report of the Women's Officers**

Katie Thorburn and Imogen Grant provided a written report

Sorry this is late. Please include in exec today approval for 1000 stickers to be placed on condoms to create "consent condoms". We have received the condoms for free; the price of the stickers will be \$77 for 1000 [http://www.fastprinting.com.au/crazy\\_special\\_process.php](http://www.fastprinting.com.au/crazy_special_process.php)

Also 1000 stickers with the Wo.Co. logo and contact details on them. They will also be \$77.  
\$154 in total for 2000 stickers - logo and consent condoms.

Motion: that the report of the Women’s and Education Officers be accepted with all included expenditure on bloc.

Moved: Liam Donohoe

Seconded: Samuel Chu

The motion was put and **CARRIED**

**15. Other Business**

15.1 Staff Leave

Amanda LeMay:	Annual, 27/01/17, 1 day, 8.75 hours
Breda Dee:	Sick, 06/02/17, ½ day, 4 hours
Chitra Narayanan:	Annual, 09/06/17 – 13/06/17, 2 days, 14 hours
	Annual, 21/06/17, 1 day, 7 hours
	Annual, 27/06/17 – 28/06/17, 2 days, 14 hours
	Annual, 21/09/17 – 25/09/17, 3 days, 21 hours
Hani Bawazir:	Annual, 10/02/17, 1 day, 7 hours
Heather Mabry:	Special Leave, 02/02/17 – 07/02/17, 4 days, 28 hours
	Annual, 06/04/17, 1 day, 7 hours
Julia Robins:	TIL, 24/02/17, 1 day 5 hours

Motion: that the staff leave be approved en bloc.

Moved: Daniel Ergas

Seconded: Iman Farrar

The motion was put and **CARRIED**.

*The meeting was declared closed at 3:38pm*

**APPENDIX**

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<b>No.</b>	<b>1</b>	<b><i>The B and A Memorandum</i></b>
<b>No.</b>	<b>2</b>	<b><i>Staff leave forms</i></b>



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## MEMORANDUM

**TO** : SRC Executive

**CC** : Chitra Narayanan

**DATE** : 16/2/2017

**FROM** : Hani Bawazir

**SUBJECT** : Financial Year-End Adjustment B & A Fund

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I hereby submit a report to executive regarding the suggested provisions for doubtful debts and the proposed write-offs of bad debt of the B & A Fund for the financial year ended 30/11/2016. If approved, these journal entries will be recorded into the accounts of the 89th Council.

I am requesting the current executive authorise to approve on behalf of the 89<sup>th</sup> executive the write off of \$750 for bad debts, which is made up of 15 emergency loans and authorise a provision of \$550 represents 10 emergency loans. All the before-mentioned loans have been categorised as delinquent due to the borrower's refusal to honour their loan contracts.

The period that we are writing off this bad debt is from 2014. See attached for the details.