

# SRC INDUCTION 2018

## handbook

## **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.

## About the Acknowledgement of Country

Indigenous Australian Elders can perform a **Welcome to Country**, a ceremony that welcomes visitors to their land. A formal or informal **Acknowledgement of Country** gives information about the land, and the original custodians.

The SRC gives an Acknowledgement of Country at every meeting and includes this in its publications to recognise Indigenous people as First Australians, to show respect and to promote awareness of the history and culture of Indigenous people, and to formally acknowledge Indigenous people's ongoing connection to the land.

## **Welcome to the SRC**

The SRC has two sections: Student representatives are concerned with students as a cohort; and staff is concerned with students as individuals, or supporting student representatives. 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, Cumberland campus, the Conservatorium of Music, Camden campus, Westmead, and teaching hospitals around Sydney. The University has lots of other campuses throughout Australia and overseas, but these are mostly for postgraduate researchers.

## **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 what it was about or 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 photocopier 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. QUIET?

## **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.

If you have collected personal information that you no longer need (e.g., a contact list that you have entered onto your database), you can ask front office to shred it for you.

## **Email**

All office bearers have an SRC email address. Please check these regularly to make sure you don't miss messages from the admin assistant, 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, it is really important to 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, not the doorway. 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 Document 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. Ask the Secretary to Council for details on how to make changes.

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. Please clean up after yourself (wipe spills, wash dishes, etc.) so someone else doesn't have to clean up after you. If you take something (e.g., glass, plate, cutlery) from the kitchen please return it when you are finished.

## **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 (e.g., 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 meetings. 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 someone 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 (their 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/whs18](http://www.surveymonkey.com/r/whs18)>. 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**

Most room bookings are free unless you after hours access, where the fee 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](http://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.
5. Complete a room booking form from the pigeon holes and give to Julia in the front office. If you 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](mailto: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, and your original doesn't have too much black or dark colours or a thick border (it will jam the machine). Please consider how many copies you need. Most people over estimate what they will use and we waste reams and reams of paper every year. There is a limit to the amount you will be able to get in one go - 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 Rebecca/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 Rebecca 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 form, 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 applications 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.

## **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 an advice service (Centrelink, tenancy, academic appeals); legal service; \$50 emergency loans; and calculator & science equipment (lab coat, safety glasses, dissection kit) loans.

## **Staff of the SRC**

### ***ADMINISTRATION DEPARTMENT***

The administration office handles all of the admin functions of the SRC, including: reception, 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.

Rebecca Sallit (Mondays & Tuesdays) and Laura Kitsos (Wednesdays to Fridays) - Administration Assistant

Rebecca 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; maintaining addresses, 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. The operations are winding down and will close this year.

## ***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

Breda Dee, Sharon Maher, Lorna Pringle, and Melissa de Silva – 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 on a student visa, 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 are you to loan your swipe card to anyone else. Similarly please do not chock open the door. This is to keep us all safe. Breaches of this can lead to your swipe card being cancelled. To apply for a swipe card email [secretary.council@src.usyd.edu.au](mailto: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 use line 4 to dial 13 333. For other calls press line 1, 2, or 3, then dial the number. 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. After hours it will be an external call. Please do not pick this up – if you accidentally take one of these calls please do not take a message, simply tell them to call back during office hours.

## **Theft**

We have had incidents in the past when some things (money, computer parts, mobile phones) have been stolen from the SRC. Don't set people up to fail; put your stuff away if you're leaving the room, even if it is only for a moment.

## **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. You will be better prepared if you read any related documents prior to the meeting. If you are on a University committee ask the Casework Manager to provide a briefing for you.

## **Toilets**

The SRC toilets 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. Sometimes the content of the conversations can be very challenging, and excess noise can make it even more difficult.

## **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, 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/whssrc18](http://www.surveymonkey.com/r/whssrc18)>. 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. If you need help in writing an article or preparing for a campaign, talk to the Casework Manager.

If you are on a committee or have been invited to a meeting with the University ask the Casework Manager if a caseworker is able to provide you with a briefing.

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ANY OTHER QUESTIONS ?

Email any other questions to [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au).

We are happy to help.