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**Students' Representative Council,
University of Sydney**

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MINUTES of the **1st** meeting of the Executive Committee, 91st SRC, held on December 4th, in the Office Bearer Room, SRC Offices.

PRESENT: Jacky He, Dane Luo^, Caitlyn Chu^, Niamh Callinan*, Yuxuan Yang*, Vonnie Li, Adriana Malavisi, Josie Jakovac

Apologies: Prudence Wilkins-Wheat, Alex Yang

Minutes: Cameron Caccamo

Meeting Opened: 9.12am

*^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 Prudence Wilkins-Wheat and Alex Yang

Motion: That the apologies be accepted

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED**, the apologies were accepted.

3. Minutes

Minutes of the meeting of the Executive held on the 31st of November were distributed.

Discussion:

Dane Luo: I wish to submit a rescission motion for all expenditure reimbursements, requests, and invoices passed at the 15th Executive Meeting, and for them to be relisted at the next Executive Meeting. The Rescission motion is ATTACHED, Appendix 1)

Motion to move in camera: Moved Dane Luo, seconded Adriana Malavisi. The motion was put and CARRIED. The meeting moved in camera at 9.19am

Josie Jakovac arrived at 9.25am

Motion to move ex camera: Moved Dane Luo, seconded Niamh Callinan. The motion was put and CARRIED.
The meeting moved ex camera at 9.31am

Motion: that the minutes of the 15th Executive Meeting lay on the table until the rescission motion can be discussed at the next Executive Meeting

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

4. Business arising from the minutes

There was no business arising from the minutes.

Yuxuan Yang arrived at 9.34am

5. Correspondence

There was no correspondence

6. Workplace Health and Safety Report

Melissa de Silva spoke to her report explaining her role. Then went on to explain some of the safety issues currently being dealt with by the SRC.

Security: Distress alarms have been installed in all offices, triggering alarms both in the office and with security. Security are reluctant to give us more things to improve security, such as an automatic security door release for front office staff, unless other demands are acceded to, like the installation of CCTV Cameras. This makes discussion with Security very difficult. Meeting with Security members soon so try and move along things.

RepsElect: Meeting with Security to work out what's best for our security protocols this afternoon. There is a significant grey area around what is acceptable democratic discussion and debate, and what is harassment. We will have to work on making that distinction clearer.

Swipe Cards: Thanks to all for getting it done so quickly. We've asked staff to do WHS module as well, it needs to be done every two years. Student representatives that completed it last year don't have to do it again this year.

First aid: I have training, I'm your go-to. First aid kit is broadly up to date, I keep checking it.

Fire Escape: emergency exit is out the back. Some people like to block that exit, so please keep it clear.

Emergency Evac and Assemble: When alarm sounds, we're very good and leaving, assembling out the back. We need to work on evacuate and disperse, and lock-in. Never had an issue here, but other campuses have so will work on this.

Safety audit: University is slacking and not doing it, so we'll go back to doing it ourselves.

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

Moved: Dane Luo

Seconded: Adriana Malavisi

The motion was put and **CARRIED.**

7. Report of the President

The President, Jacky He, passed the Chair to the Vice President, Dane Luo

Jacky He spoke to his report, starting with welcoming everyone and congratulating them on their election as Executive Members.

Welcome Week: We should start preparing, Counter Course and other merchandise will be planned today.

Taylor's College: The College has always ended up having many of its students go to the University. We want to have people there at the release of end of year results December 14th, including setting up a stall speaking to new students. Mostly international students, important to have them know about USyd early.

Motion: that the report of the President be accepted.

Moved: Yuxuan Yang

Seconded: Adriana Malavisi

The motion was put and **CARRIED.**

The Chair was returned to Jacky He

8. Report of the Vice Presidents

Dane Luo spoke to his report:

Office Bearer Room Clean Up: The Room is a mess; multiple members of the Executive have spent hours cleaning the room. I note that Office Bearers have been asked 4 times to clean the room, asking them to clean by the 26th of November. The Executive determined that this should be extended to the 7th of December, If the Secretary to Council can send a final reminder that would be great. We are having a clean-up day on Thursday 6th of December. Myself and Niamh have looked into ways to clean this up, and I'll ask the Executive to approve some expenditure to assist that. I have spoken to Melissa de Silva, our WHS Officer, and I think it is really important that the room can be a workable space and meets WHS obligations. Some items will need to be removed but it is important to store and keep all pieces of art and memorabilia.

Motion: that the Executive approve expenditure of \$500 for a clean-up of the Office Bearer Room.

Motion: that the report of the Vice-President, and the motions therein, be accepted.

Moved: Adriana Malavisi

Seconded: Yuxuan Yang

The motion was put and **CARRIED.**

9. Report of the General Secretaries

Yuxuan Yang spoke to his report:

Welcome Week: We'll be discussing Orientation Committee later in the meeting, we'll be working with them closely and making the Orientation Handbook. Looking forward to using knowledge from last year and making everything even better this year.

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

Moved: Dane Luo

Seconded: Adriana Malavisi

The motion was put and **CARRIED.**

10. Report of the Administration Manager

There was no report of the Administration Manager.

11. Report of the Casework and Policy Manager

James Campbell briefly spoke to the report, introducing himself and welcoming the new Executive members.

Melissa de Silva also briefly spoke to the report, outlining some of the key issues the Casework and Policy team is looking at:

Wallplanners: Thank you to the previous Executive for approving the 2019 Wallplanners. I wanted to raise the idea of making more for a Singapore-based campus we affiliate with. I'm requesting \$866 for 500 wallplanners, they will be A2 double-sided so that students starting in the second half of the year will still find them useful – they can just immediately use the second side. We will try to give them to staff as well to try and run through all 500, as there are only 350 students there but no printing company will allow us to print exactly 350. We have organised a member of Uni staff distribute on our behalf.

Motion: That the Executive approve expenditure of \$866 for wallplanners for the University of Sydney's affiliated campus in Singapore

Welcome Video: We have also made a video welcoming students and telling them about the caseworker services. It is less than a minute long, but it effectively communicates what we can do for them.

Discussion:

Jacky He asked about OLEs and the student education experience with them. Melissa de Silva said this is Sharon Maher's area of expertise but going through Academic Board to try and create change would be best. Four of our caseworkers are on different University committees and can assist student representatives if they wish to make a submission to committees or Academic Board.

Yuxuan Yang asked if statistics could be produced showing how many students are being helped by the SRC – even informally, it would help us prioritise that demographic or that particular issue. Melissa de Silva says that even without formal statistics you can pick up trends; at the moment, the big issue is academic dishonesty and special consideration requests for supplementary exams. Early next year the main issue will be show cause based issues which is difficult to handle, and can lead to some stress for caseworkers. Some are constant like tenancy, some spike at certain times like Centrelink at the start of each semester. We see

International Students disproportionately more than other students, maybe due to distance from home or other factors. We also have specific issues like encouraging men, or students certain backgrounds, seeking additional help from counsellor or similar.

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

Moved: Dane Luo

Seconded: Adriana Malavisi

The motion was put and **CARRIED**.

12. SRC Legal Service Report

There was no report of the SRC Legal Service.

Motion to suspend standing orders and move to Agenda items 15.3 and 15.4. Moved Dane Luo, seconded Adriana Malavisi. That motion was put and CARRIED

15. Other Business

15.3 Orientation Committee Appointments

As per the Regulations R1.7(a), the new Executive must appoint at least four members of the Student Body to be members of the Orientation Committee at its first meeting.

*Motion to move in camera: Moved Dane Luo, seconded Yuxuan Yang. The motion CARRIES.
The meeting moved in camera at 10.10am*

Motion: that the Orientation Committee be limited 15 people (including President and the two General Secretaries, so 12 appointed students)

Moved Dane Luo

Seconded Niamh Callinan

Motion is put and **CARRIED**.

Motion to add the following people to the Orientation Committee:

James Ardouin

Jack Abadee

Janine Joseph

Julia Kokic

Toby Moore

Yihe (Victor) Li

Shirley Hu

Amy Brooke

Josh Noble

Liam Thomas

Dane Luo

Zac O'Farrell

Moved Dane Luo

Seconded Niamh Callinan

Motion is put and **CARRIED**.

Motion to move ex camera: Moved Dane Luo, seconded Adriana Malavisi. The motion is put and CARRIED.

The meeting moved ex camera at 10.15am

15.4 Academic Board Appointments

Pursuant to rule 3.2(k) of the *University of Sydney (Academic Board) Rule 2017*, the Executive needs to appoint two representatives to Academic Board.

Motion to accept the appointees as Sean Perry and Chanum Torres.

Moved Dane Luo

Seconded Niamh Callinan

The motion was put and **CARRIED**.

Standing orders were resumed

13. Approval of Payments

13.1. Invoices

No invoices to consider

13.2 Reimbursements

Joe Verity (NUS/Honi)	\$422.97*	NUS NatCon Flights (Media Observer)
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Discussion:

Cameron Caccamo: This is highlighted as the previous Executive set a limit at \$200 per person. This reimbursement is for two students, so by that policy we could, at most, reimburse \$400. Upon learning this, Joe Verity requested that the additional \$22.97 should come from the Honi Soit budget.

Adriana Malavisi: I think it is fair that if they're reporting for Honi, they can receive a bit of extra money directly from that budget line.

Motion: That the reimbursement for Joe Verity (NUS/Honi) be split such that \$400 is attributed to the NUS budget, and \$22.97 is attributed to the Honi Soit budget, and that the reimbursement be approved.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED**.

Adriana Malavisi left the meeting 10.19am

13.3 Requests

Melissa de Silva (C+P)	\$866.00	2019 Wallplanner for Singapore students (see 11)
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Motion: that reimbursements be approved en bloc.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED**.

14. Any Other Reports

There were no other reports to consider

15. Other Business

15.1 Staff Leave

There was no Staff Leave to consider

15.2 Standing Legal Committee

Ruling of previous Chair

After consultation with Winston Ma, the Chair of the Standing Legal Committee for the 90th Council, he made this ruling:

“In the event that the Chair of Standing Legal is unable to discharge their duties, or if no Chair of Standing Legal has been elected, the Executive has the power to discharge those duties and collectively make interpretations regarding the Constitution and Regulations until such a time that the Chair of Standing Legal resumes their role or has been elected.”

As there is no Standing Legal Committee to make a further ruling, this interpretation should be continued by the 91st Executive.

Discussion:

Jacky He: Does this require a vote?

Dane Luo: Unless the Executive wishes to override it, we don't need to discuss it and it doesn't require a vote to confirm it.

Special Meeting of the SRC

Discussion of whether a Special Meeting of Council can have reports and minutes of the Executive circulated, given the Constitution and the Regulations – see Appendix One.

Discussion

DL: I am bringing this up because I wasn't sure if these agenda items could be requested. The arguments put forward by the Secretary to Council look good, I agree. (That correspondence is ATTACHED, Appendix 2)

Motion: That the Executive rule that Executive Reports and Minutes may be brought forward for consideration at a Special Meeting of Council if requested.

Moved: Dane Luo

Seconded: Caitlyn Chu

The motion was put and **CARRIED**.

15.5 Swipe Card Access

The following students have requested swipe card access to the SRC Offices:

Alev Saracoglu (Environment Collective)
Swapnik Sanagavarapu (Councillor, ACAR)

Discussion

Jacky He: We allow those that have done WHS training and are Office Bearers or Councillors. I am not sure Saracoglu, given she does not have a role, should be given swipe card access

Niamh Callinan: I think both are fine

DL: I think ordinary students – that is, students without titles – should not be given swipe card access unless they are elected roles. For Saracoglu, she is likely to be Enviro Officer, but until she is elected we should hold over her request.

Yuxuan Yang: It makes sense that only people with titles are allowed in, we can allow others in by our discretion.

Motion: That swipe card access be granted to Swapnik Sanagavarapu, and that the request of Alev Saracoglu be left to lie on the table.

Moved: Niamh Callinan

Seconded: Caitlyn Chu

The motion was put and **CARRIED**.

The Meeting was closed 10.29am

APPENDIX ONE

The full motion reads:

We have become aware that the Executive passed a number of motions relating to expenditure in items 7 (President's Report), 13.1 (Approval of Payments - Invoices), 13.2 (Approval of Payments - Reimbursements), 13.3 (Approval of Payments - Requests) on Friday 30 October 2018.

We are providing notice and kindly ask to rescind those motions and for the motions to be relisted for redetermination at the next Executive meeting, pursuant to part 3 section 4(i) of the Regulations (R3.4(i)).

Pursuant to part 3 section 4(iv) of the Regulations (R3.4(iv)), the following Executive members request that the motions not in any way be observed or acted upon unless and until the rescission motion is defeated. If they have been acted upon, we will not rescind their expenditure.

Regards,

Dave Luo
Executive Member

Jacky He
Executive Member

Niamh Callinan
Executive Member

ADRIANA MACAVISI
Executive Member

Executive Member

Executive Member

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APPENDIX TWO

On December 3rd, Secretary to Council Cameron Caccamo sent this message in response to a query regarding what agenda items can be requested at a Special General Meeting:

In the Regulations, R10.2 outlines the Agenda for any Special Meeting of the Council. It includes “Business of which due notice has been given” and “Any Other Business brought forward which the meeting chooses to discuss”.

In my mind, your request for agenda items that would already be on the Agenda in an Ordinary Meeting is fine, and those items could be discussed at a Special Meeting so long as due notice is given. Special Meetings, I would think, hold all the same powers as an Ordinary Meeting, and differ only in what is to be discussed, making your request legitimate.

I think the best way forward is to discuss this at the Executive Meeting tomorrow – as the temporary Standing Legal Committee, they will be able to determine the question of whether the wording of the Constitution and the Regulations excluding Special Meetings is notable or not.