



src activism
advocacy
representation

Cameron Caccamo Secretary to Council
secretary.council@src.usyd.edu.au

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

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 **3rd** meeting of the Executive Committee, 91st SRC, held on Friday, January 18th, in Gosper Meeting Room, SRC Offices.

PRESENT: Jacky He (President), Dane Luo[^], Niamh Callinan*, Prudence Wilkins-Wheat, Vonnie Li

Apologies: Caitlyn Chu, Josie Jakovac

Minutes: Cameron Caccamo

Meeting Opened: 9.35am

*[^]Joint position holders, counted together towards quorum.

The Chair, Jacky He, opened the meeting at 9.35am

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 Caitlyn Chu and Josie Jakovac

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 2nd Meeting of the Executive held on the 20th of December were distributed.

Motion: that the minutes of the 2nd Executive Meeting be accepted.

Moved: Niamh Callinan

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED**.

4. Business arising from the minutes

4.1 Stipend of the Vice-President

At the previous meeting, there was a discussion regarding giving the Vice-President a stipend. The following motion was passed and will be discussed:

Motion: That the General Secretaries will work on a budget that includes a potential stipend for the Vice-President, to be tabled at a future Exec meeting

Moved: Niamh Callinan

Seconded: Adriana Malavisi

The Vice-President, Dane Luo, left the room, as he has a pecuniary interest in the outcome of this motion.

Discussion

Niamh Callinan: I've gone through the projected budget; the SSAF allocation for the bookshop total was \$41 345.14, that figure includes wages and expenses. Way that SSAF base figure works: It's included this year regardless of bookshop no longer existing, so have to find ways to reallocate that base funding. This Vice-President stipend would cost \$27820.60 for both Vice-Presidents, including super. Stipend would be to change the culture of the SRC; VP wouldn't be a negotiating tool, it'd be a real position with real responsibilities. Dane and Caitlyn want a welfare week, interfaith day, have done a lot of work for welcome week, plenty of other initiatives. Stipend is a way to recognise that work.

Jacky He: We don't have a person to consult for legal matters etc, he's effectively working as Standing Legal Chair as well and helping immensely, helps identifying potential issues. Caitlyn has stepped up on the WeChat account. They've taken on more than previous VPs. They've worked immensely hard.

NC: With that bookshop money, even if we give stipend to VP, we still have roughly \$13 000 of base funding to allocate. Currently discussing with SRC Department Heads how best to spend that extra money.

Prudence Wilkins-Wheat: I want to acknowledge all of the work done here. Issues to raise is, one, where the money for the stipend comes from in future years, and two, given that Dane is doing plenty of work outside his role, shouldn't we fix up what the VP does or pay the roles that are meant to do the work the VP is currently doing? The VP role shouldn't overlap with other roles, is it worth receiving a stipend if it does?

NC: The stipend will always come from the base, that money will always be there, so it can always be drawn from here, money is not an issue. In terms of the role, the Regulations do have a list of VP roles.

PWW: Looking through those regulations now; lots of these responsibilities are being on committees.

JH: That takes time to organise and prepare for meetings like that.

PWW: But this was done without pay previously?

Cameron Caccamo: It wasn't done at all most of the time, that's the issue.

NC: Yes, this is meant to incentivise doing that work. Dane does reference the regulations he's working within. They are both doing extra work because the OBs aren't elected, but has the scope to do so regardless. Having a stipend means that they'll get through that work for the year. They're not going above and beyond, they're just doing the role that no one has done before. We're changing the culture surrounding the VP role.

PWW: Do both VPs submit reports?

NC: They submit one together, same as me with the General Secretary role.

PWW: If we pass it now... do we have the numbers to do it?

JH: Yes, we're still quorate.

PWW: I'm just a bit worried that we're rewarding just Dane, I'm not sure what Caitlyn or future VPs would do.

JH: Caitlyn has done work, preparing a lot despite being in China during the holidays. Has done work for both Welcome Week and Counter-Course. For pens, she got them super cheap which has saved us money, same with tote bags, saving us a lot of money. Lots of marketing work, helping with WeChat as well.

NC: Also working with Dane for Welfare week, Interfaith day, International day, and working with faculty societies. She is more in the background compared to Dane, but she is still working well. Regarding whether this is an anomaly just for Dane, we're hoping this culture change means we get better people in the future.

JH: Regardless of the role, we can't remove stipends if people aren't competent. It's up to factions to choose capable people for the role.

PWW: What value does the VP bring that is not there with other roles?

NC: It's a supporting role. Jacky for example talks to Dane and Caitlyn for advice, the VPs work with Gen Sec for budgeting etc, they work as a middle-man

JH: The President is there for administration purposes and to represent students on committees, General Secretary does internal work with budgets etc. VPs mostly work external, working with Student Consultative Committee, Faculty Society Committee (which Dane is working to revive now), and the like.

NC: We don't have the capacity or the time to do that work, so having the VPs there is great. It's not just Dane, Caitlyn has done work for that too.

PWW: This is a compelling case, I'm just reconciling what I've heard before today and what I've heard now.

CC: Just to clarify, this would only be for this year; we would have to have a Regulations change to make this permanent for future VPs. Your vote here is just for Dane and Caitlyn to be paid, wait for a Council Meeting discussing a Regulations change for a discussion regarding paying this role in the future.

Motion: That the Vice-Presidents receive a stipend equivalent to the stipend of the General Secretary.

Moved: Niamh Callinan

Seconded: Vonnie Li

The motion was put and **CARRIED**.

4.2. Orientation Committee

At the previous meeting, Prudence Wilkins-Wheat flagged a discussion of the Orientation Committee, and the number of members on it, for this meeting.

Discussion

PWW: I wanted to discuss the Orientation Committee and, if it's possible, increase the number of people on it. A number of people have expressed interest, they want an expression of interest form circulated.

Dane Luo: The Regulations say we have to nominate an Orientation Committee in the first meeting. In previous years, it's been not advertised widely either. We want to have a meeting next week, do you have names you wanted to add?

PWW: I'll put my name down for it. Is it possible to nominate outside of a meeting?

DL: No, has to be in a meeting or via circular, and circulars should only be used when absolutely necessary.

NC: If you have further names to add, I am happy to let this lie on the table until the end of the meeting and we can pick it up there.

The Executive resolved to return to this agenda item at the end of the Meeting

5. Correspondence

There was no correspondence.

6. Workplace Health and Safety Report

Melissa de Silva spoke to her report:

Sushi Time

Sushi Time is the new sushi store in Wentworth building, and the Fire Exit for the SRC is shared with this shop. We need to have action taken, they consistently have rubbish across fire exit and our back door, including salmon boxes, fans and power cords. I've spoken to them many times, we've asked the Building Manager to talk to them, today I will send a report through the online WHS complaints system and I'm asking you all to make a report to them as well. I'm sympathetic to their concern about the lack of ventilation and needing a fan, but that doesn't give them licence to jeopardise our lives.

Motion: That the President write to Sushi Time, outlining the SRC's concerns regarding WHS.

Motion: that the report of the Workplace Health & Safety Officer, and the motions therein, be accepted.

Moved: Dane Luo

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED**.

7. Report of the President

The Chair was passed to the General Secretary, Niamh Callinan

The President, Jacky He, submitted this report:

SRC Introduction Seminar for CET Students

CET, the Centre for English Teaching, is the preparatory school for intensive English learning for international students at the University of Sydney, prior to being officially enrolled into their bachelor/masters degree. Over the past week, I have come in frequent contact with Avin Jason, the student engagement officer at CET. On Thursday 10th of January 2019, I spoke on behalf of SRC at the CET student workshop and introduced the students to the services and activism that the SRC delivers, which were positively received. I spoke from my personal experiences as an international student initially, and how the services provided by the SRC will highly benefit their studying experiences at the University of Sydney. Overall, the undergraduate students were very engaged, and some have personally expressed that they "look forward to engage in the events held by the SRC".

Item Sponsors for Welcome Week

A primary round of E-mails has been sent out to the various health product companies, cinemas, restaurants and other miscellaneous organisations. As of now, few have replied to me with a strong expression of interest, but hopefully by the end of next week, substantial progress would have been made and the majority of these organisations/companies would express a degree of interest in endorsing us with their

products which can then be included in the O-Week tote bags that will be distributed to undergraduate students.

Welcome Week Preparation Progress

The senior executives and our education officers over the past weeks have put in abundant time and effort into preparing for the upcoming welcome week - which is a week earlier than the usual starting date - this pushes for a higher demand of effort from the existing office-bearers. In terms of logistics, the team has actively sought for the lowest quotes that we can find in the market for each of the items. This year, due to a forecast in the increase of student numbers in 2019, we have order significantly more merchandise and tote bags than in 2018 (approximately 2,000 set of merchandise). What has been extremely successful however, is that despite order more items, our current prediction for the expenditure at Welcome Week is around \$3,000 less than 2018, compensating for the unsatisfactory financial situation that the repeated incidence of Repelelect has led to, and leaving the SRC with higher financial flexibility in organising events in the future. This saving means that we should provide lunch for all the volunteers from SRC and collectives who will consistently be at the stalls or walking around distributing pamphlets and tote bags. Currently, the new SRC pens have already been manufactured and delivered to our Vice President's home in China, and the other merchandises are yet to be submitted to be ordered. We predict that all merchandises should be delivered and available on the 18th of February 2019.

Welcome Week Funding Requests

Most of the expenditures presented below are finalised, and we have received quotes for each of these items that we have put forward (except for lunch costs on the three days). The senior executives have reviewed and unanimously approved these expenditures. We would now like to bring these to the executive meeting for all the executives to approve of the expenditure. The items for cost are listed as follows:

Item	Price (inc. gst)	Company
O-Week Stalls (10 x stalls)	\$4,400.00	University of Sydney Union
Subtotal	\$4,400.00	
3000 x A5 Pamphlet, Double sided colour	\$320.00	Randwick Colour Printing
2500 x 5cm coloured circle sticker	\$216.00	CMKY Colour Online
2200 x A4 handbooks: 48pp+4pp. Paper: 90gsm. Seedless stitch binding	\$5,030.00	Randwick Colour Printing
1000 x A4 Growing Strong	\$1,904.00	Spotpress
2000 x SRC Non-woven Handbags.	\$2,354.00	Smartbag
100 x SRC T-shirts	\$878.00	Look, Design and Digital
2500 x SRC Pens	\$550.00	Taobao
Subtotal	\$11,252.00	
Lunch for Welcome Day Stall Volunteers	\$750.00	Subway, Dominoes,

20 x Mentos Chews (200 Pack)	\$220.00	Woolworths
1 x Slushie Machine Hire	\$340.00	Epic Party Hire
Subtotal	\$560.00	
Total	\$16,212.00	
2018 O-Week Expenditure	\$21450.00	

Notes:

Despite significantly increasing the amount of merchandises from 2018, the costs of most off these merchandises have all fallen to be much cheaper than last year

The pens have already been ordered and made, and are stocked at Caitlyn's house in China. Half of the pens will be delivered through luggages, whilst the other half will be delivered through logistic companies. The actual pricing of the pens without delivery fee is around \$305 - which is extremely cheap.

In regards to the slushie machine, if in the likely case that it becomes really popular, we would need to purchase more slushie mixings - meaning that there is a possibility the final expenditure of the slushie machine + mixture would cost a bit more than \$340.

This year we are hiring 10 clubs and society size stall, at a discounted price. However, in order to obtain this price, we need to go into a three-years agreement with the USU.

Discussion:

Regarding the O-Week Stall price

DL: The price is locked down for future years, so even if we want more stalls we only pay that price.

JH: With inflation/CPI, having this price locked down for years is fantastic.

NC: It's also a sign of good faith with the USU. In the past the USU has shown frustration about the SRC not signing a multi year deal.

PWW: What's the disadvantage of taking up this deal?

NC: None

DL: We have as many stalls as we want with this deal, which is great.

PWW: Which Collectives will be getting full stalls?

DL: Will be working on that after the next SRC Meeting

Regarding the Lunch line item

DL: Can you break down that lunch cost?

JH: Let's say we have ten stalls of at least three people each, we'll have volunteers as well, maybe five. With 35 people, and \$250 each day, we have roughly \$7 for each person expecting the minimum number of people.

PWW: What about volunteers that are not there all day? Only an hour or so?

JH: We will provide a form before-hand, and then base it on who is there.

DL: I was still concerned that \$750 is quite high

NC: To echo Prue's concerns, I don't know if people only volunteering for a short time should get food.

PWW: We're also only covering lunch, so only people there in the middle of the day would receive lunch, what about those working in the mornings and late afternoon?

DL: I think just lunch is fine, most students have breakfast and dinner at home so we would not need to worry too much about that.

PWW: I think only people there for the whole day should get a lunch, it would cost less than \$750

JH: I think we need to give out food to everyone for lunch.

PWW: Have they had lunch done in the past?

DL: In the past, pizza, doughnuts or other items were handed out, sometimes by collectives and departments themselves.

JH: Some collective members I'm sure asked for lunch reimbursements.

DL: I would not support lunch reimbursements.

JH: We'll be putting the form out to see who is working when, we can just put aside lunches for specific people who have worked for a long time

NC: So, we're thanking/rewarding people for volunteering? Could we do that at a lunch for them on a later day?

DL: Or could we give out vouchers?

JH: Giving them lunch is, I think, the minimum we should reward them.

PWW: I don't want to make this more difficult, I'd support this

DL: This shouldn't be seen as a reward, we're just feeding people

Appointment of Acting President from 28/01/2019 to 13/02/2019

I will be overseas between, and including, 28 January and 13 February 2019. Under Constitution section 4(d) and Regulations part 2 section 1(x), I recommend that the Executive appoint Dane Luo (Vice President) to be Acting President for that duration.

Motion: That the report of the President, and the motions therein, be accepted.

Moved: Prudence Wilkins-Wheat

Seconded: Vonnie Li

The motion was put and **CARRIED.**

The Chair was passed back to Jacky He

8. Report of the Vice Presidents

The Vice Presidents, Caitlyn Chu and Dane Luo, submitted this report:

Here is an update on the projects that we have been working on recently:

SSAF Funding Application and Acquittal

Dane has been working on transforming our SSAF funding application and acquittal. The feedback that we have received from past applications have indicated that the SRC needs to focus on meaningful KPIs and addressing the University's needs in their Strategic Plan so we are actively going through these documents

to improve our application. Dane worked with Niamh on the elections, welcome and orientation parts of the base application. Dane is now working with Niamh and Jacky on the contestable application and will soon assist with the acquittal.

We found that, unlike 2018, if the actual SSAF amount received by the University is more than their budgeted prediction, they will no longer be holding a second contest for any additional funds. Instead, they will go to the following year's contestable pool.

Working with Faculty Societies

We have been reaching out and approaching the Faculty Societies – indeed Dane has met with or held phone calls with over ten society Presidents or Vice Presidents. There are many exciting opportunities with this because it can help promote our casework and legal services to a wider range of students. We hope that they can help us hand out wallplanners, advertise our casework and legal services in their publications (particularly first year guides) and work with us throughout 2019 for student welfare and wellbeing initiatives. We are in touch with societies to run welcome introductory sessions for new students where we can quickly promote what the SRC does and how we can help students.

An example that is coming up is for dentistry students. Dentistry and oral health students follow a busy schedule and have different semester dates to most other faculties. Also, the University's research shows that they feel that they don't receive the same access to benefits and facilities as their Camperdown/Darlington peers. Dane has been speaking to the President of the Sydney University Dental Association and have been liaising about how to promote the SRC at their orientation session on 1 February 2019.

Contributing to Welcome Week

A lot of Welcome Week activity will be covered in the President and General Secretaries' reports. From our side, we have been working on the following:

- Contributing to the Orientation Handbook and Counter Course – we have written pieces on Centrelink payments, academic appeals, looking for work, introducing the SRC Executives, and are designing the Orientation Handbook cover.
- Organising merchandise – we have been helping find quotes and looking through the merchandise. Caitlyn has been actively helping find and look for cheaper products from overseas suppliers so we can save money.
- Assisting the President and General Secretaries in organising stalls and logistics.
- Working on creating a transformative 'orientation and welcome package' that extends beyond Welcome Week – we hope that we can work with Faculty Societies and sponsors to continue activities after Welcome Week. As we mentioned at the last meeting, we are working to run introductory sessions about the SRC, Welfare Week and regular food stalls.

Motion: that the report of the Vice Presidents be accepted.

Moved: Niamh Callinan

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED**.

9. Report of the General Secretaries

The General Secretary, Niamh Callinan, submitted this report:

The last few weeks have been very busy in terms of continually working on SSAF, as well as Counter Course and Welcome Week. Firstly, SSAF is coming along well, our base funding is predominantly written with a few adjustments in relation to costing and editing still to be done. This means that we are on track to having SSAF submitted by the 31st of January, the given deadline by the University. We are also discussing with Department heads as to whether or not there are any identifiable needs within each Department and the potential to include these. This will be done in a meeting of all department managers, in order to build a collaborative space for discussion regarding the direction of each department and the SRC overall for 2019.

Secondly, I have been working with James Newbold, Jacky and Dane to push for articles from students for counter course as well as determining a rough layout and covers. At the moment James is working very hard on collecting, editing and collating these articles. In the coming weeks, myself and the rest of the Senior Executive will be doing more to help James get the layout together and Counter Course off to the Publications team.

Finally, Welcome Week is coming along well. Currently the senior executive has put together a budget for Welcome Week which includes various handouts and materials to be provided at our stalls. We have also been contacted by a few people who are wanting to run things at the stalls through their collectives, and are working with them to determine costs and requirements in order to allow them to have materials at the various stalls for Welcome Week.

In regards to the expected expenditure, we have estimated around \$18,500 for Welcome Week, a figure based upon last years expenditure which was over \$19,000 GST included, and have readjusted our figure, reallocating the cost of Growing Strong from Welcome Week budget to Council Resources, as well as including the increase in quantity of bags and handbooks from 1500 (2018) to 2000 (2019). The estimated figure we are looking at now is \$17,900 which is significantly under the target expenditure.

The overall budget for the year is slowly being built up as well based upon our current figures from SSAF and estimated costs based upon last years figures and a break down of the budget actuals. This budget for the year will be finalised once SSAF is approved which will be around April.

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

Moved: Dane Luo

Seconded: Prudence Wilkins-Wheat

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

Melissa de Silva spoke to the report:

Further training request

What I am asking for:

Course fees for Certificate IV in Training and Assessment (TAE40116).
Course fees range from \$1680 to \$4800 using online, face-to-face, and blended delivery.
Inspire Education have a sale until 31st January for \$1290 online delivery, so I am asking for this amount specifically.

What the course does

The course will develop existing and give new skills and qualification to train any new or existing knowledge and skills. This might include:

- Induction
- Activist training
- Committee member training
- Predicting, assessing and responding to aggressive and assaultive behaviour training (PART)
- Sharing information from conferences
- Sharing information from training, including professional development training through ISANA (International Student Advisers Network of Australia).

Benefits for the SRC

I will be able to effectively share any information that I have or gain through any training, conferences or other sources to caseworkers, other SRC staff, caseworkers from other student associations (e.g., through RESSOS conference), and student representatives and activists.

Benefits for me

It will be interesting and enrich my work life.

Additional notes:

I am asking for five hours release from work for this as well.

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

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

12. SRC Legal Service Report

There was no SRC Legal Service Report

13. Approval of Payments

13.1. Invoices

There were no invoices to consider

13.2 Reimbursements

Approved via Circular

Dane Luo (Council)

\$534

Stipend: RO, December Special Meeting*

\$124.50 Stipend: Assistant, Dec Special Meeting*

For consideration

Robin Eames (Disabilities '18) \$110 Venue Booking: Defiant Lives screening^
\$231.40 Pizza: Defiant Lives screening^

Joseph Verity (Honi) \$320.80 Additional travel costs: NUS NatCon 18
\$54.42 Baggage: Joe Verity (!)
\$54.42 Baggage: Jessica Syed (!)
\$20.42 Uber: Jessica Syed, 10Dec18
\$7.73 Uber: Jessica Syed, 14Dec18 (#)
\$27.16 Uber: Joe Verity, 10Dec18
\$28.65 Uber: Joe Verity, 14Dec18
\$40 Myki Cards
\$44 Skybus: 10Dec18
\$44 Skybus: 14Dec18

* These are amended amounts from what was approved at the 2nd Meeting of the Executive on December 20th, 2018, increasing by \$11.95 and \$2.45 respectively

^ These amounts exceed the initial expenditure approvals by \$10 and \$31.40 respectively

Discussion:

DL: I am fine with the Disabilities reimbursement. For Honi, if we approve these, the costs of the conference for two people will be in excess of \$700. The policy in the past has been \$200 per person, this will be more than \$350 per person. Historically we have sent three media observers, so even if we take that into account it's still well over a \$600 allocation. Going through these: the Jess Syed 14Dec18 is not to or from the airport which is odd.

PWW: If it's not related to their job, we can probably reject that one.

DL: This doesn't even include accommodation, this is an expensive trip

PWW: What is skybus and myki?

DL: The bus from the airport to the city, and...

NC: myki is like their Opal card

DL: I'm willing to support the Myki and Skybus...

JH: I was going to bring up the baggage costs

NC: You can take 7kg on board, they've paid for suitcase luggage

DL: The document submitted for the baggage amounts is not a tax invoice with an ABN as required by law. Our auditors will not accept this nor can we claim back the GST with a PayPal email. A tax invoice needs to be submitted for additional baggage costs, which appear to be approximately \$25 each way with a booking fee. I note that Jetstar charges \$19 for 15kg each way if booked online with the original booking.

PWW: I think we should ask them what happened and clarify those purchases.

NC: I think 7kg per person is plenty, even with laptop.

Motion: that the reimbursements be approved en bloc except for items marked with # (reject) and ! (ask for more information).

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

13.3 Requests

Dane Luo (Council)

\$150

Catering; second Induction Day

Discussion:

DL: We want to hold a second Induction Day for incoming Office Bearers, that's what this cost is for.

Motion: that the request be approved.

Moved: Niamh Callinan

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED**.

14. Any Other Reports

There were no other reports

15. Other Business

15.1 Staff Leave

Cameron Caccamo:	TIL/Annual, 4/2/19, 1 day, 4 hours Annual, 21/2/19-25/2/19, 3 days, 15 hours
Breda Dee:	Annual, 21/12/18, 4 hours Annual, 17/1/19, 1 day, 7 hours
Melissa de Silva:	Annual, 23/4/19, 1 day, 7 hours
Sharon Maher	TIL, 23/1/19, 1 day, 3 hours Annual, 11/3/19-15/3/19, 5 days, 35 hours Annual, 2/5/19-8/5/19, 5 days, 35 hours
Chitra Narayanan:	Annual, 22/3/19-12/4/19, 16 days, 112 hours Annual, 23/4/19-26/4/19, 3 days, 21 hours

Discussion

DL: I will be supporting all staff leave requests. Regarding Chitra Narayanan's staff leave, I have spoken to Chitra to ensure that our financial and administration systems are going to be managed to minimise disruption to the SRC. I am helping to make sure the audit can be completed before she takes her leave so that I can work on the SSAF acquittal documents. I kindly ask all Executive members to respond quickly and prudently for circulars relating to the audit so we don't delay it. Also, I note that our SSAF allocation is expected to be finalised on 18 April 2019. I am hoping that there is sufficient time to discuss our budget with Chitra after she gets back so we can produce a budget for the May Council meeting. Otherwise, the budget will be produced for the June Council meeting.

Motion: that the Staff Leave be approved en bloc.

Moved: Dane Luo

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED**.

15.2 Swipe Card Access

The following students have requested swipe card access to the SRC Offices. Those marked with an asterisk have completed all necessary forms.

Zifan (Crystal) Xu*

Motion: that the Swipe Card Access request be approved.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

Given there were no other items on the agenda, discussion returned to Agenda item 4.2

4.2 Orientation Committee

No other names were submitted for consideration.

Motion: that Prudence Wilkins-Wheat be added to the Orientation Committee.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

The meeting was declared closed at 10.59am