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

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MINUTES of the **1st** meeting of the Executive Committee, 92nd SRC, held on 3rd Decmeber 2019 in the Gosper Room, SRC Offices.

PRESENT: Liam Donohoe (Chair), Abbey Shi*, Liam Thomas*, Charlotte Bullock^, Sonia Gao (late), Vivienne Goodes.

Apologies: Swapnik Sanagavarapu, and Ashley Li. Apologies from Felix Faber and Isla Mowbray received at 5:07pm.

Minutes: Julia Robins

In attendance: Sharon Maher

Meeting Opened: 4:43pm

*^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.

Motion: That all approval of payments and all reports held over from last years executive excluding the Casework and Policy Manager's report, be tabled till the next executive meeting.

Moved: Liam Donohoe

Seconded: Liam Thomas

The motion was put and **CARRIED.**

2. Apologies

Apologies were received from Swapnik Sanagavarapu, and Ashley Li.

Moved from the Chair.

The apologies were accepted.

3. Minutes

Minutes of the meeting of the Executive held on the 15th November 2019 were distributed.

Motion: that the minutes be tabled till the next meeting.

Moved: Liam Donohoe

Seconded: Liam Thomas

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 from the WH&S Officer

7. Report of the President

Liam Donohoe gave a verbal report:

- Took office on the 1st December
- Have set up the President's computer
- Attended the academic board meeting

Motion: That the report of the President be accepted.

Moved: Liam Thomas

Seconded: Charlotte Bullock

The motion was put and **CARRIED.**

8. Report of the Vice Presidents

There was nothing to report from the Vice Presidents

9. Report of the General Secretaries

There was nothing to report from the General Secretaries.

10. Report of the Administration Manager

There was nothing to report from the Administration Manager

11. Report of the Casework and Policy Manager

James Campbell submitted a written report:

1. Casual Caseworker

I write to request approval for the employment of a casual caseworker for 9 days (16, 17, 18, 19 and 20th December 2019, and 7, 8, 9 and 10 January.)

I propose that Louise Stack be offered the position. Louise has previously been employed as a caseworker at the SRC for an extended period of time. She performed very well in that position. She's well qualified and has gone through the full SRC Employment process previously. She will need the minimum amount of extra training, and will very usefully supplement the ongoing work in the caseworkers.

Two caseworker staff are away for all or part of the last week in December and first week in January.

Results come out on 18 December and this will generate a significant amount of appeal and other inquiries.

I understand an amount of five days (35 hours) remains from the approved budget for 2019 for casual caseworkers.

I ask that a further four days (28 hours) be anticipated from the budget for 2020 for this short term peak time.

2. Work From Home

I also write to foreshadow the possibility of caseworkers doing some limited work at home in circumstances where it is not reasonable for specific WHS reasons for them to come to work for part

of the day.

I understand the SRC has agreed in principle to develop policy in the next year regarding work from home in limited circumstances.

The current fire season has created risks to staff health due to unusually problematic air quality. 'Work from home' is an alternative to sick leave applications.

I ask that the Manager with the President be given authority to approve particular dates and times as required for work from home on a case by case basis; acknowledging that this would not create a precedent for subsequent approvals or policy. I am happy to respond to any questions you may have.

3. Hotspot

I ask the Executive to approve the purchase of a prepaid mobile Broadband 'Hotspot' Device at the cost of \$99. (Please see attached details of the Telstra device - identified by the Admin Manager)

This can be used by caseworkers in their work to access the internet through laptops and other devices if they are away from the SRC Office.

Discussion:

Liam Donohoe asked if the executive thought was one hotspot be enough as there are 5 caseworkers. Liam Thomas asked the executive to note that more hotspot devices may be needed in the future.

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

Moved: Liam Donohoe

Seconded: Liam Thomas

The motion was put and **CARRIED.**

It was moved from the chair the the President's report be reopened.

7. Report of the President

Liam Donohoe added to his verbal report

There was a question regarding the progress of the Enterprise Bargaining Agreement.

Liam Donohoe said that it was his understanding that the agreement had been finalised on Friday.

Sharon Maher was invited to update the executive of the EBA progress.

Sharon Maher entered the meeting at 5:00pm.

Sharon Maher updated the executive confirming that the staff have voted in favour of the agreement on Friday the 29th and a few forms were signed by Jacky He on Friday. Sharon explained that the agreement is now with the unions and will then go to Fair Work Commission to be reviewed. Adding that there will be an additional document explaining how as the council changes every year, so the Commission knows why if any documents need to be signed there are different names. There may be some questions or comments from the commission to the President but there is little for the executive to do from this point as it is in the paperwork stages. Sharon Maher concluded that it can take over to six months to hear back from the Commission.

Sharon Maher asked if there were any other questions.

Abbey Shi asked about the four policies that were yet to be finalised.

Sharon Maher said the four policies were a working from home, discipline and grievance, the ride to work loan scheme and Each has a slightly different timeline of between 6 to 12 months depending on the complexity. The unions will be helping with these in part.

Liam Donohoe asked what would be happening in the interim.

Sharon Maher informed the executive that the old agreement would remain in place until the EBA is approved. There are some clauses that would take affect from the first of December and if passed by the fair work commission will need to be back dated. It all depends on what comes back from the Commission.

Sharon Maher left the meeting at 5:06pm

Sonia Gao arrived at 5:07pm

Liam Donohoe gave an update on the progress of SSAF and overview of how SAFF is allocated each year, adding that the process has changed so now applications are done at the end of the SRC's council term which means the year before is essentially guessing the projects that the Officers for next year will want to do which complicates the process somewhat for the SRC.

- Final amounts are not set yet.
- Former Vice President Dane Luo was very knowledgeable of the university process and ensured that the incoming President (Liam Donohoe) was able to have input on the application process.
- There are base and contestable elements of funding. Ongoing cost like staff are in base while one off projects are in contestable, this year we have received a significant increase in our proportion of contestable. There are multiple rounds of funding allocation for contestable funds.
- SSAF is the way in which the University can exert control over what we do.
- What we asked for in the second round of contestable funding:
 - o \$15,000 student outreach, this is for collectives.
 - o \$13,000 for information workshops, this is to get experts to come in and talk on student issues like housing, immigration and Centerlink
 - o \$6,000 for an antiracism campaign, this is separate to just the ACAR budget, but can be coordinated with them, this campaign will most likely be run with the USU.
 - o \$25,000 for Welcome Week
 - o Some stipend reform to allow us to pay the Vice Presidents
 - o \$50,000 for caseworker training and conferences
 - o \$60,000 for another solicitor/ sexual assault specialist solicitor
 - o \$4,000 for 10 Adobe cloud subscription so that Honi and Office Bearers can have access to the adobe suit on their personal computers for their term
 - o \$78,000 for a food closet for in need students, as we are a charity we will also be able to work with food bank.
 - o \$15,000 for constitutional and regulations reform, this is because our constitution is very convoluted and there are a lot of confusing clauses, and getting an expert in to help clarify it will make running meetings clearer.
 - o The one request that was rejected was funds for an on-call lawyer to check Honi Soit for potential defamation.

Liam Thomas asked if the executive could have a copy of the application.

Liam Donohoe agreed to send it around.

Abbey Shi asked what was happening with the fund for the textbook subsidy that was received last year.

Liam Donohoe said that there was still \$60,000 to hand out to in need students in semester 1 2020. Donohoe added that it would be hard to get a specialist solicitor for \$60,000 but hoped to increase the legal service to 3 solicitors by the end of the year. Donohoe also acknowledges the Dane Luo developed good relationships and good will with the university this year and this executive should make the most of that.

Liam Thomas asked if this year's SSAF allocation breakdown between student organisation was similar to last years.

Liam Donohoe said he was not sure but noted that SUSF seemed to still have the largest allocation which was consistent with previous years.

Motion: That the report of the President be accepted.

Moved: Abbey Shi

Seconded: Charlotte Bullock

The motion was put and **CARRIED**.

12. SRC Legal Service Report

There was nothing to report from the SLS.

13. Approval of Payments

All approval of payments were tabled till the next meeting of the executive

14. Any Other Reports

There were no other reports

15. Other Business

15.1 Staff Leave

Chitra Narayanan:	Annual/TIL, 16/12/19 – 19/12/19, 4 days, 28 hours
Laura Kitsos:	TIL, 04/12/19, 2 hours
Melissa de Silva:	TIL, 19/11/19, 2.5 hours
	TIL, 07/01/20, 1 day, 7 hours
	TIL, 15/01/20, 1 day, 7 hours
	TIL, 22/01/20, 1 day, 7 hours
	TIL, 29/01/20, 1 day, 7 hours

Amanda LeMay requests 1 work extra day while Mickie is on leave – Monday 18th November (not to accrue TIL)

Motion: that the staff leave be approved en bloc.

Moved: Liam Thomas

Seconded: Abbey Shi

The motion was put and **CARRIED.**

15.2 Swipe Cards

Requests for swipe access were received from the following:

Megnfan Ji International Students' Officer

Vivienne Guo Women's Officer

Kigen Mera International Students' Officer

Layla Mkhayber Welfare Officer

Honit Soit Editors and members of the Executive have automatic swipe access approval on completion of training.

Laura Kitsos requested that the executive make a ruling on how they wanted swipe access to be approved this year, on a case by case basis for everyone or that OB's are automatically approved while others such as collective members be on a case by case basis.

Motion: that the swipe cards be approved en bloc, that the request of Laura Kitsos be noted and be deliberated at the next executive meeting.

Moved: Liam Donohoe

Seconded: Abbey Shi

The motion was put and **CARRIED.**

The meeting was declared closed at 5:47pm