

SRC Induction Handbook

98th Council

The letters 'SRC' are rendered in a large, bold, dark blue sans-serif font. They are centered within a light blue rectangular background that spans the width of the page below the title.

ACKNOWLEDGEMENT OF COUNTRY

The Students' Representative Council acknowledges the traditional owners of the land where this document was written (Sydney) and the land on which the SRC Offices are located, 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.

Table of Contents

<u>WELCOME TO THE SRC</u>	<u>5</u>
WHAT IS THE SRC?	5
THE STRUCTURE	5
WHO'S WHO?	6
MEET THE STAFF	7
IN THE OFFICE	9
<u>SRC WHS.....</u>	<u>10</u>
NO ALCOHOL & DRUGS.....	10
NO SMOKING/VAPING.....	11
SEXUAL HARASSMENT, BULLYING & DISCRIMINATION	11
<u>YOUR RESPONSIBILITIES</u>	<u>16</u>
BEING A RESPONSIBLE EMPLOYER	16
BE ON TIME	17
GOVERNANCE.....	17
COVID-19	17
<u>BEING A STUDENT AND AN ACTIVIST</u>	<u>18</u>
VICARIOUS TRAUMA.....	18
CONFIDENTIALITY, PRIVACY LAWS, AND DATA PROTECTION.....	18
YOU AS A STUDENT	19
THE DIFFERENCE BETWEEN OFFICE BEARERS AND STAFF	20
<u>ADMINISTRATION PROCEDURES.....</u>	<u>21</u>
EMAILS	21
SRC INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	21
BUDGETS	24
SPENDING YOUR BUDGET	24
OFFICE BEARER RESOURCES	26
SRC STAFF/OFFICE BEARER INTERNAL CONTACT LIST	26
ACTIVIST EQUIPMENT LOANS	26
SWIPE CARD ACCESS FOR THE SRC	27
BASIC STATIONERY SUPPLIES	27
ADDITIONAL STATIONERY SUPPLIES	28
POSTER & FLYER PRINTING (IN HOUSE)	28
LARGER PRINT JOBS (EXTERNAL PRINTING)	28
BOOK ADS IN HONI SOIT &/OR SOCIAL MEDIA POSTS	28
ADOBE CREATIVE CLOUD SUBSCRIPTIONS	29
SRC PREFERRED SUPPLIERS.....	31
WELCOME WEEK PLANNING	32
ROOM BOOKINGS.....	35

MEETING PROCEDURES	36
QUORUM	36
RESIGNATIONS	36
THE CHAIRPERSON	37
MOTIONS	38
MOTION EXAMPLE AND TEMPLATE.....	41
REPORTS	42
REPORT TEMPLATE	43
ELECTIONS	44
OTHER BITS AND PIECES	44
 IMPORTANT DATES AND DEADLINES.....	 45
 EVENT PLANNER.....	 46
 MAJOR EVENT TIMELINE	 46
MINOR EVENT TIMELINE	49
PROTESTS	50
 TL; DR	 51

WELCOME TO THE SRC

WHAT IS THE SRC?

The SRC is the peak representative body for undergraduate students at the University of Sydney. We are run for and by students with our aims, values and objectives outlined in Section 8 of our Constitution.

Section 8: Objects and Functions³

- a) The Objects of the Council shall be to defend and advance the interests of students at Sydney University and in the community.*
- b) The Council shall represent the Student body and conduct its affairs.*
- c) The Council shall encourage the development of organisations formed within the University by members of the Student Body and may assist them in the furtherance and attainment of their objectives.*

The SRC is an unincorporated association, funded almost entirely from the Student Services and Amenities Fee (SSAF). Founded in 1929, **the SRC remains one of the most active and influential students' associations in the country.**

THE STRUCTURE

The SRC has four parts: the Council, Honi Soit, the Casework Department, and the Legal Service. The Council acts as the board of the organisation and the President is effectively the CEO, with the Executive helping making decisions for the daily operations. The President and Representatives are effectively the leaders of the SRC and bear the responsibilities that come with that. Office Bearers carry the responsibility of their respective departments (Women's, Education, Welfare etc.) and work with the Council and collectives to run projects, campaigns and actions on issues affecting students and the broader community throughout the year.

The Constitution and the Regulations of the SRC are its governing documents. As such you need to read them carefully and in their entirety, to better understand the processes, principles and parameters of the organisation.

The SRC Casework and Policy Department advises individual students with academic and university-related matters, tenancy issues, and Centrelink questions. They also assist the President and other Representatives with their work on University committees and Government inquiries.

The SRC Legal Service was established in 2011. It provides students legal advice and advocacy in legal matters including employment, criminal, and immigration law.

The Legal Service has an incorporated status and operates as a separate entity through its board of directors, which include the SRC President and General Secretary. Staff departments report to Executive, and Executive reports to Council.

Honi Soit is the SRC's weekly student newspaper. The Editors of Honi Soit are directly elected at the SRC's annual Elections. The editors are supported by the SRC's Publications and Communications Managers. While they have editorial control, the Publisher is the SRC. As such it has legal responsibilities to check over the paper each week to ensure there are no legal liabilities. This is done by the 6 Directors of Student Publications, The President, and where this is doubt on of the SRC Legal Service may also be called in to check.

WHO'S WHO?

Members of Council

Although the Representatives are the only people who can vote on motions to the Council appoint Office Bearers, others are considered 'Members of Council' allowing them to stand for some SRC committees and have speaking rights at Council meetings.

The Members of Council are:

- The President
- The Representatives
- The Officers
- The immediate past President

Representatives

Only the 43 Representatives (or their proxy) can vote at SRC. **No individual can hold more than one vote at a meeting.** This means you cannot proxy to a fellow representative, or someone who is already acting as a proxy.

The Executive

The Executive meets regularly to manage the day-to-day operations of the SRC, including approving expenditure, staff leave, and other administrative tasks. The Executive Committee consists of the President, the Vice President, the General Secretary, and five general members (who must also be Representatives)

The President

The President is a paid Office Bearer directly elected by the undergraduate student body. They are responsible for representing the SRC to the media, to University, Government, and non-government organisations. They are bound by the policy of the SRC and its governing documents.

The Officers

The Officers are elected to SRC departments by the SRC Representatives. They work within existing policy and can propose new policy and projects for Council to consider. When planning or running a campaign/project, they can request funding from the Executive or Council.

Standing Committees

Standing Committees are established by the SRC Constitution and Regulations. The President is a member of every Standing Committee. The Vice-President and General Secretary are members of many of the Committees, and the remaining members are elected by the Representatives. Standing Committees cannot initiate action but can make recommendations for Council to consider.

Ad Hoc Committees

These Committees are established as necessary to deal with specific issues. The President is an ex-officio member of all ad hoc committees, with Council selecting the remaining members. All recommendations from the Committees must be ratified by Council.

MEET THE STAFF

Currently most staff are in the SRC office on Tuesdays, Wednesdays, and Thursdays, from 9am to 5pm, and work from home on Mondays and Fridays (9-5).

Administration Team

Chitra Narayanan

Administration Manager

Chitra is effectively the office manager, who collates our SSAF applications, administers the budget, and maintains the office IT. She can tell you how much of your budget remains throughout the year and assist you with any issues you may have such as accessing your OB email.

Laura Kitsos

Administrative Assistant/ HSR & WHS Officer /First Aid Officer

Laura operates reception, assisting with inquiries for SRC Office Bearers and assisting students accessing the Casework or the Legal Service. Laura should be your first point of contact for most issues like swipe card access, stationery, equipment loans, and printing requests. Laura is also our HSR, WHS, and First Aid Officer.

Julia Robins

Secretary to Council

Julia is your main point of contact with the SRC staff. She takes the minutes at all Council and Executive meetings. Julia sends out notices; maintains the

Constitution, Regulations and other Council documents; collates funding and reimbursement requests for the Executive to consider; and manages room bookings. She will email you important information throughout the year. Please read her emails carefully.

Hani Bawazir

Accounts Officer

Hani pays invoices, reimbursements and the wages, so look out for his emails about employment forms and payslips.

Publications Department

Amanda LeMay and Mickie Quick

Publications & Communications Managers

Amanda and Mickie manage the SRC's publications department that includes Honi Soit, our website, social media accounts, handbook print requirements, and other related projects. They provide publications training and can assist with the designs for projects and campaign materials.

SRC Legal Service

Jahan Kalantar (principal), **Sam Debney** and **Jim Chen**

The SRC Legal Service provides advice and advocacy for students on a range of legal issues including criminal, immigration, and employment law. They are a separate Legal entity to the SRC, but the SRC President and General Secretary are members of the Legal Service Board.

Casework and Policy Department

Melissa de Silva (Manager), **Amity Lynch** (contract), **Breda Dee**, **Sharon Maher**, **Jazzlyn Breen** and **Lorna Pringle**

Caseworkers help students as individuals, as distinct to student representatives, who help students as a group. They provide advice and advocacy on academic and university-related matters (including appealing a grade, responding to academic integrity or misconduct allegations, showing good cause, and the special consideration and DC process), tenancy and accommodation problems, and Centrelink questions. They prepare Government and University submissions on issues related to higher education and provide briefings to the President and other representatives on University committees. The team have over 60 years collective experience in the SRC and have a diverse range of community and activist experience. They are happy to support you in your role, so contact them with any questions.

IN THE OFFICE

The SRC Offices are located on level 1 of the Wentworth building. The shared Office Bearer spaces are the Ish Varlin office bearers' room, the Gosper meeting room, the OBs' resource and storage room, and the pigeonholes in the office corridor for Office-Bearers and collectives. The Honi Soit Office (the Sam Langford Office) is only for current editors and editors of autonomous editions during their editorial week. The SRC Staff and President have their own offices.

If you are having a meeting at the SRC and are expecting people without swipe card access to attend, please advise the admin team in advance, and ask your visitors to check in upon arrival with reception, so they can be given access, and directed to your meeting.

You can Book the Gosper meeting room for anytime with no notice if it is free. Just email Julia secretary.council@src.usyd.edu.au and check the whiteboard outside Chitra Narayanan's Office for availability.

The bathrooms are all-gender, are shared between staff, office bearers, and students using the casework or legal service. Please be respectful and leave the space as you found it. If you notice any issues such as no toilet paper, soap or paper towels, please notify one of the front office staff.

The kitchen is also a shared space, with a Zip tap, microwave, refrigerator, sandwich press, and kitchen utensils. You are welcome to store your own food and sometimes there is food to share. Please label your food before storing it using the stickers and pen provided. It is a small space, so return and wash whatever you use.

Staff offices contain confidential information so ask permission before entering. If you need to talk with the front office staff do not enter that office but go to the front counter. Be aware that students accessing the casework and legal service may also be in the foyer, so please be patient and respectful of students' privacy. If a staff member has not invited you into their office, or is not there, never enter that space.

When leaving the SRC please turn off lights, air conditioning, and computers. This reduces our energy consumption.

SRC WHS

Work Health and Safety is a concern for everyone using the SRC.

SRC specific training is provided with the SRC Onboarding and Swipe Card Application form. In addition to the University's WHS module, this will assist in knowing how to deal with situations that may arise. You will also receive emails with WHS alerts or WHS topics that need to be addressed. If you have any questions or concerns, please contact Laura Kitsos <admin.assistant@src.usyd.edu.au>.

REPORTING OF HAZARDS, INCIDENTS & NEAR MISSES:

As a student or staff member of the SRC you have a responsibility to report all hazards, incidents & near misses to the WHS officer Laura Kitsos.

A hazard:

A **hazard** can be many things, for example, a rip in the carpet, a leak in the ceiling, a broken power point, someone that is under the influence of drugs or alcohol or anything that may cause mental or physical harm to another person.

Accidents, Incidents & Near Misses:

Accidents & incidents are an event that has unintentionally happened, that resulted in damage, injury or harm. **Near misses** are an event that may or may not have resulted in damage, harm or injury.

If you are the person that either witnessed or the person affected by any of the above, please fill out an incident report and email the WHS officer Laura Kitsos as soon as possible admin.assistant@src.usyd.edu.au. The incident report template is located on the admin portal on our website, or you can download it here [SRC ADMIN PORTAL](#)

NO ALCOHOL & DRUGS

The storage, consumption, or being under the influence of alcohol and other drugs are prohibited in the SRC.

This includes:

- Illegal drugs
- Over the counter, prescription drugs, or any other substances (including but not limited to CO2 / NO2 bulbs, pots of glue, aerosols, etc), used in a way that is not the intended use.
- Alcohol

A breach of this rule may result in your SRC swipe access being revoked and your access to the office limited.

NO SMOKING/VAPING

There is to be no smoking or vaping in any space in the university other than the designated spaces. This includes the SRC Office and courtyard out front & all SRC meetings.

Please read the [SMOKE-FREE ENVIRONMENT POLICY 2019](#) specifically, part 11, section 6(b).

SEXUAL HARASSMENT, BULLYING & DISCRIMINATION

At The Student Representatives Council of Sydney, we aim to provide a safe and respectful environment that is free from all forms of bullying, harassment and discrimination.

We also aim to take all reasonable and proportionate measures to eliminate, as far as possible, sex discrimination, sexual harassment, victimisation and conduct that may cause a workplace environment to be hostile on the ground of sex.

The New Year brings many opportunities to meet new people, many of whom will be new to the University culture, with the freedom of being considered an adult, and no longer being at school. Your role in the SRC may increase your social capital, and you may be a prime candidate for lots of attention, giving you a great opportunity to expand your contact lists, involve more people in campaigns, and make new friends. However, you need to carefully consider the potential power imbalance you may now hold over younger students, due to your experience and familiarity with the University. If someone gives you their contact details to be used in a campaign, it's not okay for you to contact them for any other purpose, even if they seem to be interested. You can ask someone if you can contact them socially, but if they say no, then don't contact them socially. Consent is important.

All who are affiliated within the SRC must still abide by the university's [Student Charter 2020](#) & the [Bullying, Harassment and Discrimination Prevention Policy 2015](#)

Bullying

Bullying refers to repeated and unreasonable behaviour directed towards a person that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of actions over a period of time.

Unreasonable behaviour is any behaviour that a reasonable person having regard to the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying can occur face to face and through electronic means such as social media or other digital platforms (including video calls). Bullying does not have to be intentional.

If someone is being bullied due to a personal characteristic protected by anti-discrimination laws, it may also be a form of unlawful discrimination.

Examples of Bullying

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages and social isolation. Bullying can range from obvious verbal or physical assault to psychological abuse.

Behaviours that may constitute bullying include:

- yelling, screaming or other offensive and demeaning language;
- coercion;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to the job;
- giving employees impossible tasks;
- deliberately changed work rosters to inconvenience particular employees;
- undermining work performance by deliberately withholding information vital for effective work performance;
- constant unconstructive criticism.

What is not Bullying

Reasonable management action taken by the President or Managers to guide and direct the way work is done is not bullying. Some examples of actions that constitute reasonable management action are:

- raising and managing performance issues;
- discussing the way work is performed;
- giving feedback or correction about performance;
- setting performance goals and standards;
- performance management processes;
- implementing organisational changes or restructuring;
- talking with a student/employee about inappropriate behaviour;
- taking disciplinary action as a result of performance or conduct issues;
- termination of employment;
- consulting or conducting mediation between students/employees.

Discrimination

Discrimination is treating or proposing to treat someone unfavourably because of a personal attribute that is protected by law.

Protected attributes

Protected personal attributes include the following:

- race, colour, descent, national origin or ethnic background;
- age;
- religion;
- marital or relationship status;
- sex, sexual orientation, intersex status or gender identity;
- disability;
- family or carer responsibilities;
- pregnancy or potential pregnancy;
- breastfeeding;
- political opinion;
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity;
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

Forms of Discrimination

Discrimination can occur both directly and indirectly.

Direct discrimination is when a person or group is treated less favourably than another person or group in a similar situation because of a personal attribute protected by law.

Indirect discrimination is when an unreasonable policy, requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a protected attribute.

Harassment

Harassment is unwanted, unwelcome or uninvited behaviour that makes a person feel humiliated, offended or intimidated.

The following are some examples of behaviour that may be regarded as harassment:

- taunting/name calling
- unwelcome practical jokes
- threatening someone
- mimicking someone's accent
- offensive language
- displaying offensive screen savers, email jokes or viewing inappropriate websites

- unwanted physical contact

Sexual harassment

Sexual harassment is a specific form of harassment. It is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

A single incident is enough to constitute sexual harassment – it does not have to be repeated.

Sexual harassment can be physical, spoken or written. Examples include:

- sexually suggestive behaviour, such as leering, staring or suggestive comments or jokes;
- comments about a person's private life or the way they look;
- deliberately brushing up against someone, touching, fondling or hugging;
- displaying offensive screen savers, photos, calendars or objects;
- repeated unwanted requests;
- inappropriate advances or requests for sex;
- sexually explicit posts on social networking sites;
- insults or taunts of a sexual nature;
- intrusive questions or statements about a person's private life;
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment does not include behaviour that is based on mutual attraction, friendship and respect. If the interaction is welcome, invited, reciprocated or consensual it is not generally sexual harassment.

Hostile workplace environments

Subjecting another person to a hostile workplace environment on the ground of sex is unlawful.

Sexual harassment may occur where a workplace environment or culture is sexually charged or hostile, even if the conduct is not directed at a particular person. In such an environment, people of one sex are made to feel uncomfortable or excluded by the workplace environment.

Examples of a hostile work environment include displaying obscene or pornographic materials, general sexual banter and innuendo and offensive jokes may indicate the existence of a hostile work environment.

Sex-based harassment

Sex-based harassment is any unwelcome conduct of a demeaning nature by reason of the person's sex in circumstances where a reasonable person would have

anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sex-based harassment includes sexual and non-sexual behaviour. Examples may include:

- displaying or circulating sexist material;
- not hiring a woman based on assumptions that she will not fit into a traditionally 'male' workforce;
- commenting about or verbally abusing a person or group because of their gender;
- ignoring, isolating or segregating a person or group because of their gender;
- referring to a transgender person by their previous name or gender;
- repeating sexual invitations to a person who has refused before.

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they are involved in a complaint relating to unlawful bullying, discrimination or harassment. You must not engage in victimisation of any person who is involved in a complaint under this policy. It is also victimisation to threaten someone who may be involved in investigating a complaint.

Victimisation does not include taking action against someone who has made false complaints or provided false information.

Bystander

A bystander to sexual harassment is someone who witnesses an occurrence of sexist or sexually harassing behaviours, or who hears about it after it has occurred. The Student Representatives Council of Sydney University supports, encourages and enables bystanders to act and call out unacceptable behaviours, including when sexual harassment is witnessed.

Examples of someone who may be a bystander to sexual harassment can include:

- a student or employee who witnesses a colleague making disparaging or offensive comments to another employee;
- a witness to an unsolicited or unwanted sexual advance made by a colleague toward another employee or student;
- an employee or student that has identified a workplace process or policy that unreasonably discriminates against a particular sex or demographic of employee;
- an employee or student who hears the use of sexually inappropriate or discriminatory language used at a social event;
- an employee or student who hears about an incidence of sexual harassment and wants to take further action.

If you see sexual harassment happening or hear about it, you may choose to become an active bystander to do one or more of the following:

- If you feel safe and comfortable doing so, tell the other person that you object to their behaviour and ask that it stop;
- Talk to the person experiencing harassment. One of the best things you can do is to listen and ask them what support they need. You can also help them find information so they can decide what to do next;
- You should report sexual harassment to your WHS Officer Laura Kitsos, the SRC President, or an SRC manager, who will help you while also considering any privacy concerns of the person you are reporting on behalf of.

A bystander's action will depend on the situation, however the priority should always be personal safety and the safety of the person who is being harassed.

The Student Representatives Council of Sydney takes a zero-tolerance policy to any victimisation that may occur towards a bystander due to them taking any action in the form of reporting any occurrences of sexually inappropriate behaviour or related events as well as if that behaviour is 'call out' after an occurrence has been witnessed.

Reporting Process

If you believe you have been subjected to behaviour as outlined above talk to our WHS officer Laura Kitsos or the SRC President.

Mediation Process

As part of the services offered by the SRC legal service; Jahan Kalantar is a mediator who can assist when there is a dispute between the parties, or an independent mediator needs to be appointed. Jahan has worked with numerous parties in this capacity, and it is the preferred method of resolving disputes when a problem arises. To access this service, simply let the SRC Legal service know, and a mediation intake will be conducted.

YOUR RESPONSIBILITIES

BEING A RESPONSIBLE EMPLOYER

The SRC is an independent organisation run by students for students, with the help of employees. That means that the President, the Exec, and the Council are employers, with official responsibilities. Staff have Duty Statements and (apart from the Solicitors and the Electoral Officer) work within the structure of an Enterprise Agreement, between the SRC and the CPSU & NTEU unions. The Legal Service has its own incorporated arrangement, and there is a similar arrangement for the Electoral Officer. When you are using the SRC please remember it is a shared workspace, there are WHS rules, you need to respect the privacy of students using the casework and legal services, and you might need to be a bit quieter sometimes, particularly during operating hours (9am to 5pm). If there is something that we can do to better support, you during your terms make sure to reach out.

BE ON TIME

You are one of many working in the SRC, with different, and sometimes unseen, functions. Being on time means that other people are not inconvenienced and will not have to change their plans. Getting reports, motions, apologies and requests in early saves everyone time and prevents delays. This is something that will be important not just for SRC meetings but any other meetings you may have now and in the future.

GOVERNANCE

The SRC is a registered Not-For-Profit with the ACNC (Australian Charities and Not-for-profit Commission). As such it must comply with the relevant legislation. We are an un-incorporated association this means the SRC is not a legal entity itself but made up of all its members, this means that all members bear some liabilities. This mostly falls on the President who is considered the 'responsible person'.

The SRC also receives almost all funding from SSAF, as such we must comply with the conditions laid out for receiving SSAF, such as being compliant with the University Senate's resolutions such as the [Student Associations Policy 2020](#). All areas of the SRC need to be compliant. Understanding our compliance obligations is important for ensuring our long terms sustainability especially as we are by our nature antagonistic to management and many of the University's structures. Chitra Narayanan is our Public Officer and maintains our reporting obligations in collaboration with the Executive and President. We also conduct an external Audit each year which is presented to council as part of our annual reporting. You can find our records on the ACNC website.

COVID-19

While the consequences of COVID-19 have reduced, please continue to observe good hygiene practice by washing your hands, sanitising things you have used, e.g., keyboard, mouse, phone, pens, and where possible, book large or outdoor areas for meetings. If you have any suggestions or concerns, you can talk to our WHS officer Laura or the SRC President. If you ever feel unwell, do not come into the office.

BEING A STUDENT AND AN ACTIVIST

VICARIOUS TRAUMA

Vicarious trauma (also known as empathic strain or compassion fatigue) is the phenomenon of being traumatised by extended or intense exposure to the trauma of others. For example, the war in Gaza, the detention of refugees, chronic depression and suicide of friends, and police violence – can be causes of vicarious trauma. The intensity of each person's reaction to stress can be affected by several factors including the length of exposure, the other stressors in their life, and previous traumatic events.

If you know ahead of time that a particular situation may be traumatic to you or others, e.g., a protest, video, or news article, make sure you are prepared. Let friends know this might be a difficult environment for you, give yourself some possible exits so you can easily leave when you start to feel uncomfortable, reduce the potential for distress (e.g., stay at the back of the protest), or just avoid it altogether. Consider talking to a professional counsellor before and/or after the event.

If vicarious trauma causes you to miss assessments, please see your GP or counsellor to get a Professional Practitioner's Certificate so you can apply for special consideration. It is best to get the PPC on or before the due date of the assessment and have it show that you were "very severely affected". If you need assistance with applying for special consideration, please make use of the SRC casework services.

CONFIDENTIALITY, PRIVACY LAWS, AND DATA PROTECTION

Students' information should be protected. For example, they might sign a petition or join a collective with their full name, phone number and email, or they might talk to a Caseworker or Solicitor about an issue and give us a copy of their medical or legal documents. You can help us to protect their information in the following ways:

- Always use the BCC function when sending group emails.
- Don't leave printed contact lists around the SRC. Put them in a locked drawer or scan them to your office bearer email and shred when digitised.
- Password protect your computer.
- Don't collect information you do not need, e.g., you don't need to know SIDs or what degrees they are doing.
- Destroy (shred hardcopy or delete electronic) information that you no longer require, e.g., a contact list from 5 years ago is no longer useful.

- If you see someone meeting with a caseworker don't mention it to them unless they mention it first, don't ask why they are seeing a caseworker
- If you find someone else's information lying around the office, give it to admin staff
- If a student comes to you needing academic assistance or anything else refer them to casework or the front office right away, **do not give them advice.**

There may be some people who want to steal your contact lists. In the past the SRC has had contact lists stolen by far-right groups to harass and intimidate people, and by individuals who wanted to stalk specific people. You can help to protect privacy by the way you collect information. Get students to use a QR code to get to a contact form, rather than just having an Excel type sheet of everyone's contact details. If you want to collect information on paper, use strips of paper (e.g., A4 cut into 5) and store them in a shoe box when completed, then leave that box underneath the table of your stall, and bring back to the officer at the end of every day. If you want to know more about the SRC's responsibilities around privacy and data protection, send an email to help@src.usyd.edu.au.

YOU AS A STUDENT

Over the years we have seen many office bearers struggle to balance their home, study, and activism commitments. It is important you learn time management skills. Carefully consider your study load and other time commitments, and practice saying no to doing tasks that are outside of your capacity. Talk to an Academic Advisor about how to best structure your subject load for the year, and the rest of your degree. There are lots of online worksheets and modules that can help you, such as a ten-minute time management worksheet offered by the Uni's Learning Hub. If you'd like to discuss your specific situation, talk to an SRC Caseworker or a tutor at the Learning Hub. If you find you are often late, or have difficulties with procrastination or organising yourself, it might be worthwhile talking to your doctor or counsellor about what strategies might help you.

If you need a few extra days to complete a non-exam or non-group task, you can apply for a simple extension of five calendar (not working) days. You need to write a Student Declaration to say you have a genuine need, and it will automatically be approved. You must apply for a simple extension before the due date of the assignment.

If you can't get a simple extension, or if five days are not enough because you are experiencing illness, injury, or misadventure, that is short term and outside of your control, you can apply for special consideration. Be aware that being too busy to do an assignment because you are working on a campaign, is not grounds to get

special consideration. If you are feeling unwell because of stress related to your SRC activities, ask your practitioner (GP, psychologist, or psychiatrist) for a Professional Practitioner's Certificate (PPC) showing that your "studies have been impacted". It is best if you see your practitioner in person. Your PPC needs to be "verifiable" which usually means the practitioner is registered in Australia. Your special consideration application should be lodged within three working days of the assessment deadline. You should see your practitioner on or before the due date of your assessment.

If you have a longer-term condition (including ADHD, anxiety, and depression) that impacts your capacity to complete assessments, you can register with the University's Inclusion and Disability Service. This might give you extensions on all assignments, extra time during exams, a note taker, or other appropriate academic adjustments.

The content of your supporting documents will be a major determinant of whether your application for special consideration or a DC grade will be successful. To get advice, email details about your specific situation to help@src.usyd.edu.au.

THE DIFFERENCE BETWEEN OFFICE BEARERS AND STAFF

Caseworkers and solicitors help students as individuals, usually by giving advice on the specific action that they need to take to resolve a specific issue. Student representatives help students as a group or cohort, usually through a campaign that aims to bring about systemic change. Often students will not make this distinction when asking for help, and while we appreciate that you all have valuable experiences and a strong commitment to help, the University has many policies and procedures that change from time to time. Sometimes the nuances of an individual student's situation will mean that although their case may seem very similar to one you are familiar with, the best course of action may be very different. If you receive an email that should go to a Caseworker or Solicitor, or if you are not sure, please forward the email to help@src.usyd.edu.au, so that we can ensure the best advice is provided and ensure confidentiality.

Do not give individuals advice or act on their behalf. Do not respond to any student inquiries whether it be on any of your SRC or Collective emails, Collective socials or Honi Soit socials, please talk with the Caseworker Manager directly.

ADMINISTRATION PROCEDURES

EMAILS

At the beginning of your term please contact Chitra (Admin Manager) at admin.manager@src.usyd.edu.au to set up your SRC emails. The President, General Secretaries, Vice Presidents and most OBs have a role-based SRC email account that they need to use. DSPs, committee members and the Mature Age Students' Officers do not have SRC email addresses.

Make sure you check your SRC officer's email OFTEN. You can ask Chitra (Admin Manager) to help you forward these emails to a preferred account. If you have any issues with your email address, let Chitra know as soon as possible.

Not only will Julia ([Secretary to Council](#)) be contacting you with important information and deadlines, but other SRC staff, students, and members of the public, may contact you to ask how to join a Collective, or be involved in an upcoming action, or tell you about a community event. So please stay on top of your emails.

Sometimes you will be contacted by students looking for individual assistance. Even if you think you know the answer, please forward these emails to help@src.usyd.edu.au. This ensures that the information is current and accounts for the nuances in that person's situation.

SRC INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

1 Purpose

The SRC is committed to providing electronic communication and information resources of a high quality to maximise our effectiveness. To this end, we need to ensure the ongoing integrity of the SRC electronic communication and information resources to meet privacy obligations and confidentiality of SRC business and services.

The purpose of this policy is to set out the SRC expectations and requirements applying to the use of electronic communication tools and systems.

2 Application

This policy applies to all employees, contractors, office bearers and other authorised personnel required to perform functions either on SRC premises or remote utilising SRC systems.

3 Definitions

Electronic communication and information resources includes, but is not limited to internet, email, instant messaging, voicemail, fax, all SRC supplied computers and software, mobile phones, tablets, USB memory sticks and other storage devices.

4 Etiquette and good practice

Electronic communication is rapidly replacing written communication as a primary means of communication. As such, care should be taken to ensure that the content, form, and style of all electronic communications meet the professional standards required by the SRC.

Electronic communication should not be used to send any message the author would not want viewed by an outside party.

All communication, particularly communications with external parties, should contain:

- Appropriate salutations;
- sender's name and job title
- SRC signature block as outlined by the Admin Manager or President
- SRC disclaimers; and
- A courteous tone and expression.

5 Authorised Use

Subject to this policy, employees must use SRC electronic communication and information resources for legitimate work purposes only. Employees may use the electronic communication systems and information resources for limited personal purposes, provided that such use:

- Is lawful
- Doesn't impact upon productivity or professional standards;
- Doesn't harass, discriminate against, intimidate, threaten or offend;
- Doesn't contravene this policy or any other SECLS policy; or
- Has no negative ramification that could impact the SRC in any matter.

6 Unauthorised/Prohibited Use

SRC electronic communication and information resources must not be used:

- for unlawful purposes;
- to harass, discriminate against, intimidate, threaten or offend other persons;
- breach intellectual property rights, including copyright;
- to defame other persons;
- to incite hatred or dislike towards other persons;

- to view, store, forward or otherwise deal with pornographic images or material; or
- in any other manner that is reasonably likely to adversely impact upon the SRC, its reputation or that of its employees, delegates or members.

7 Private commercial/business communications/transactions

Electronic communication systems and information resources must not be used for personal commercial/business communications/transactions unless they are authorised by the SRC. Personal usage does not include any usage for any SRC business, organisation or other charitable purpose. For avoidance of doubt, personal banking does not constitute commercial/business usage.

8 Ownership

- All equipment provided by SRC to its employees for use during employment period are properties of SRC and must be returned at an end of employment or contract term.
- All contents, as well as all material produced, transmitted, and received, during employment period and by using SRC provided electronic equipment, is and remains the property of the SRC.

Employees are reminded that communications of a personal nature utilising SRC systems may be accessible to other SRC employees.

9 Monitoring

Although the SRC does not make a practice of continuously monitoring its systems, the SRC reserves the right to monitor individual usage, including but not limited to:

- email activity;
- access of internet websites; and
- instant messaging.

Monitoring may occur, for example, during the course of routine audit management, during an investigation for misconduct or misuse, to respond to legal process or to fulfil obligations to third parties.

10 Passwords

Users are responsible for maintaining the security of any electronic account, subscription service and/or password provided by the SRC.

Passwords should not be provided to others and should be changed regularly. All users are required to take appropriate precautions to prevent unauthorized access to any electronic account and/or subscription. At a minimum, this requires users:

- to log off or lock any device when it is unattended;
- keep any portable technology such as laptops, tablets or smartphones secure including not being left unattended in a motor vehicle; and

- refraining from disclosing password details to anyone whatsoever.

11 SRC liability

The SRC accepts no responsibility or liability for:

- loss of damage or consequential loss or damage arising from personal use of SRC electronic communication and information resources;
- loss of data or interference with personal files arising from SRC maintenance of information technology resources.

12 Consequences of a Breach of this Policy

The SRC emphasises the need to comply with the requirements of this policy. Anyone found to be in breach of the requirements of this policy can be removed from their position.

BUDGETS

Each Collective will receive a prospective budget, and an actual budget allocation. The General Secretaries will start to ask for budget submission soon so they can get an idea of where the money is most needed based on your planned projects.

Remember asking for budget allocation for potential projects is different to asking for funding approval. All funding will still need to go through the Executive, regardless of if it was included in your budget request or not.

Keep track of your spending! To make sure you don't use up or leave the project to the side when you have the funds waiting, try to keep track of how much you've requested and spent. If you lose track, ask the [General Secretaries](#) or Chitra ([Admin Manager](#)) for an update.

SPENDING YOUR BUDGET

(Reimbursements, Invoices, and Requests)

When it comes to spending your budget, you need Council or Executive approval for every piece of expenditure. Council approval comes through an Office Bearer report or motion requesting a set amount being accepted at a Council Meeting. Executive approval can either be through a vote at a meeting of the Executive, or via a circular motion where the Executive approves it via email. Approval via circular should only be requested if the matter is urgent, such as an invoice due before the next Executive Meeting.

You can either get approval beforehand or submit a reimbursement after spending the money yourself – **just be sure the Exec will approve your expenditure!** The

process for approving and paying out these pieces of expenditure is quite slow, so please plan well in advance. Invoices, especially for large sums, are best paid directly by the SRC so please do not pay these yourself! All payments are processed on Fridays (this is subject to change).

For Collective Members:

Only Office Bearers may sign off on Collective expenditure. If you are submitting a request, reimbursement, or invoice, it must be submitted by the relevant Office Bearer.

Making a request to Exec:

Fill in the Reimbursements and Requests Form on the SRC website, if urgent also email the Secretary to Council for a circular. Once approved by the Executive, you can talk to the Administration Manager (Chitra) about the best way to receive your funding if it is needed beforehand.

If you choose to pay the amount yourself and want a reimbursement, simply fill in the reimbursement form with the date the expenditure was approved. Remember things like T-shirt and Stickers need to have their designs approved by the Exec as well, so also include a copy of the design with the request.

Reimbursement Requests:

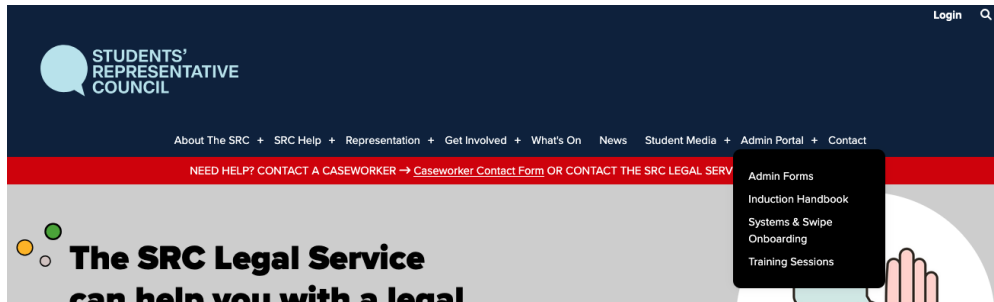
Office Bearers must submit reimbursements on behalf of anyone in their collectives. Use the Reimbursements and Requests Form on the SRC website and make sure you attach a proper tax receipt, correct bank details and submit within 2 months of the expenditure.

Submitting an invoice:

Fill in the Reimbursements and Requests Form on the SRC website. Make sure the invoice has the suppliers ABN and correct bank details along with what it was for. If you are submitting for a payment to be made by a person or student who does not have an ABN please ask them to fill out the [ATO Supplier Statement](#) and send that through along with bank payment details, instead of an invoice.

OFFICE BEARER RESOURCES

You should familiarise yourself with the [SRC ADMIN PORTAL](#) on the SRC site. This is where you will find all the resources and online forms you need to work in the SRC. **The Admin Portal has four sections:**



1. Admin Forms

Reimbursements and Requests, Printing Booking, social media & Ad booking, Venue Bookings, SRC Hazard reporting form and more.

2. Systems & Swipe onboarding:

Swipe card applications, Adobe Accounts, Canva Pro Accounts, SRC Website log-in (edit your department info on the site)

3. Induction Handbook:

PDF link to this Induction Handbook (use this to refer to throughout the year)

4. Training Sessions:

This is where all the training and induction sessions for incoming OBs and Editors are listed. There is also a link to a booking form. Please book into your relevant sessions. If there is no link, please email the relevant person to confirm your attendance.

SRC STAFF/OFFICE BEARER INTERNAL CONTACT LIST

Below is a link for your staff internal contact list. This document will be shared with you as a google sheet on your SRC email. It contains the main staff contacts that you may need throughout the year and all office bearers' positions and emails.

[SRC Staff & 98TH OB Contact List](#)

ACTIVIST EQUIPMENT LOANS

Activist equipment is available for loan. We have three large Megaphones, two PA systems, two projectors, and a drum. You can loan these from 9am-5pm on

Tuesdays, Wednesdays & Thursdays, by completing the loan form located in the front office. See the admin staff at reception for help. There are also a number of smaller megaphones in the resource room, which you can borrow at any time.

SWIPE CARD ACCESS FOR THE SRC

You will need Swipe access for the SRC office if you intend to use the office outside of Office hours. Go to our admin portal or here: [SRC Onboarding & Swipe Card Application form](#). This request is available for all elected office bearers, Council members, collective members & Honi Soit editors, but is subject to Executive approval. If approved, your application will be processed by the admin team, and you will be notified via text message when this is active. For the 98th council term swipe access will begin from the 1st of December or whenever your access is approved by the Executive.

If you have any questions regarding this process, please email or call [Laura](#) (Admin Assistant/WHS Officer).

INCOMING & OUTGOING MAIL

If you need anything sent by mail, talk to Laura at reception. Incoming mail/parcels we receive for you will be left in your pigeonhole (in the corridor next to the Gosper Room) or on your allocated desk in the Ish Varlin Office Bearers Room. Each department is allocated a pigeonhole and desk, and all are labelled. If you are getting something shipped to the front office let [Laura](#) know via email admin.assistant@src.usyd.edu.au. You need to ensure that your name/collective is listed on the address label and the correct mailing address for the SRC

Students' Representative Council

**Your Office Title (e.g. Education Officer)*

**Your name*

University of Sydney

Level 1, (G01) Wentworth Building, 174 City Road,

University of Sydney NSW 2006, Australia

Ph: 02 9660 5222

(delivery instructions: Enter via Loading dock, near the cnr Maze Cres & Butlin Ave)

BASIC STATIONERY SUPPLIES

Stationery is available for you to use at the front office and the Ish Varlin OBs' room – things like sticky tape, scissors, calico, paints, projector, rubber bands,

pens, staples, staple guns, etc., are always in plentiful supply. If you have run out or need a specific item check with the admin team or email [Laura](#).

ADDITIONAL STATIONERY SUPPLIES

If you need a large order of stationery for an event or campaign, contact [Laura](#). We do regular orders throughout the year so we may already have it. If not, delivery takes two to three days, so place your orders in advance to make sure we can have it ready for you. Our supplier is [WINC](#), and you can check here for supply options, but talk to Laura so she can advise on pricing as Exec may need to approve it first.

POSTER & FLYER PRINTING (in house)

Laura, our Admin Assistant, does all the SRC printing for collectives. To have your posters and flyers printed by Laura all you need to do is complete the printing/photocopying request form found on the SRC website in the [Admin portal - Forms](#). The SRC printer can **only** do requests that are either made up of standard A3 or A4 paper & we have a guillotine for making A5/A6 flyers. You must allow at least two full business days for the printing to be done. Printing is only done on Tuesdays, Wednesdays & Thursdays. The SRC President will need to approve all printing requests, and **all requests must have the SRC logo**. You can access the SRC logo files on the SRC website in the [Admin portal - Forms](#)

If you choose to get your printing done externally - You will need Executive approval for reimbursement. If not approved, you will be out of pocket. All printing done though the Admin Assistant is allocated to the SRC printing budget separate to your collective budget. If you print externally, it will be taken out of your budget or may not be approved by the Executive.

LARGER PRINT JOBS (external printing)

You may require your material to be printed externally (e.g., handbooks or larger zines). Please contact the [Publications Managers \(Micke or Amanda\)](#) to discuss your requirements and to obtain quotes before making any decisions, as they can explain all your printing options.

Please note: You need to get prior Exec approval on any externally printed material.

BOOK ADS in HONI SOIT &/OR SOCIAL MEDIA POSTS

SRC Office Bearers can book ads in Honi Soit (usually ¼ page but can be larger if

approved) and/or schedule posts on SRC Social Media Platforms (SRC Facebook and Instagram).

To book an ad or post please fill out either the **Printing Request form** (where you can also book social media or a print ad), or the **Social Media & Honi Ad booking form** on this page: srcusyd.net.au/adminportal/adminforms. Alternatively, you can email publications.manager@src.usyd.edu.au with your request including:

- *Artwork and any text, links, hashtags and mentions you require*
- *standard size for social media posts is 1320 x 1080px*
- *standard size for Honi ads is ¼ page (A4 is OK, and we can resize).*

CANVA PRO ACCOUNTS for OBs

Most graphic assets that you will need for your events (social media art, posters, leaflets, zines and video), can be produced using Canva Pro. All SRC Office Bearers are provided with Canva Pro Accounts (available from 1st Dec). To **Log in use your SRC Office Bearer email** (e.g. education.officers@src.usyd.edu.au). Shared OB positions will share a login.

ADOBE CREATIVE CLOUD SUBSCRIPTIONS

The SRC provides a one-year Adobe Creative Cloud subscription for the following OBs who are editing SRC Handbooks or Honi Soit: **Honi Soit Editors, SRC President, Vice President, General Secretaries, Education and Women's OBs***

To set up these subscriptions on your unikey, we require some additional information from you. **Please complete the [Adobe Account Application Form](#)** on the onboarding page below. *Please note that it can take five days or more for your account to be activated, so please complete the form as soon as possible.*

srcusyd.net.au/adminportal/onboarding

**Other OBs can apply to Exec if they need Adobe Creative Cloud for an SRC project, however most projects including Zines and small booklets can be produced using Canva Pro.*

SRC WEBSITE UPDATES

SRC OBs can login to the SRC website using their SRC office bearer email address (e.g., education.officers@src.usyd.edu.au) and **edit the information** on your collective/departments landing page. **Instructions on using the SRC site are available on the onboarding page:** srcusyd.net.au/adminportal/onboarding

Alternatively, please send your updates to: publications.manager@src.usyd.edu.au

HELP WITH DESIGN & SOFTWARE

Attend the training sessions provided before the start of your term (usually the week just after exams). Dates will be listed on the training page:

srcusyd.net.au/adminportal/training

If you need further help with graphic design, Canva or Adobe software throughout the year or just need some assistance with a project you are working on, please contact the SRC Publications Managers (Amanda and Mickie) to discuss any requirements. Book a meeting or short training session to get you started or resolve any issues you may have - publications.manager@src.usyd.edu.au

AUTONOMOUS EDITIONS OF HONI SOIT

As per part 6 of the SRC Constitution and Regulations there the following Autonomous editions can be produced: Women's, Queer, Indigenous, ACAR, and Disabilities.

Dates & Deadlines for Autonomous editions

Dates for autonomous editions will be set at the start of the year in consultation with the Honi Soit editors. Your editorial team **must attend a training session no less than two weeks prior to the edition deadline for the edition to go ahead**. This is so that we can ensure that editors are adequately prepared to edit the edition. If there is no-show to the training, or *If you decide not to go ahead with the edition (which is fine)*, the edition will be passed back to Honi Soit editors to produce a standard edition, which they require two weeks' notice to produce.

As it is important that the OBs and autonomous editors are adequately prepared to produce the edition of Honi Soit, your team will need to fulfil these requirements:

1. **Attending training no less than two weeks prior** to the edition deadline, and
2. **Demonstrate that you have enough content** to produce an edition.

Plan accordingly and make arrangements for your whole editorial team to attend the scheduled training.

SRC PREFERRED SUPPLIERS

This section is a list of our suppliers. For the most up to date version of the contact list email Julia ([Secretary to Council](#)) as this changes from time to time when we find a better one.

Stickers:

1. Fast printing – fastprinting.com.au/sticker-printing.htm
2. Oz Sticker Printing – ozstickerprinting.com

Bags:

1. Claytons - claytons.com.au/canvas-tote-bags-wholesale-in-bulk-online-sydney-australia
2. After Bags – afterbags.com.au – We have had some issues last year with quality control

Pens:

1. Guangdong Baoke Stationery Co., Ltd. (AliBaba) + CNX Shipping & Logistics

For Welcome Week Bags we recommend Calico medium to large Totes, Library or Shopping bags.

T-Shirts/apparel:

1. Mabuzi - mabuzi.com
2. Arcade Screen Printing – arcadescreenprinting.com.au
3. Vector Punk - <https://vectorpunk.com/>

Please send your designs, what materials you would like and how many to us early so we can group the orders to streamline the process.

For any other materials please speak to Julia (Secretary to Council), she keeps looking for different types of merch at good prices and can help you find the right source for you.

External Printing & Binding:

[World of Print on Broadway](#)

[Spot press](#), [Focus Print](#) & [BullPrint](#) for Handbooks and larger zines

These are for large zine and special printing, all other printing (posters and flyers

etc.) should be done in house unless approved in advance. If you have a large external print job, please meet with the publications managers before booking your order.

WELCOME WEEK PLANNING

This will probably be your first event and it's a big one!! Laura (Admin Assistant) will email you instructions, about printing, stationary and other small items for your stalls. The time creeps up super quickly so come and talk to Laura as soon as possible. She's very happy to help.

Our SRC Stalls will be held from the **18th– 20st Feb 2026**. There are several things you must get organised for your collective stalls.

1. Collective Stall Photocopy/Printing Requests

- I.e. Flyers, Booklets, Zines, Posters. Any printed items that you wish to have at your individual collective stalls must be submitted online (see below link) by no later than **5pm Tuesday 3rd of February 2026**.
- [SRC Printing Request Form](#)
- Please keep in mind that if you want coloured paper it may have to be ordered. Call or email me to check what we have in stock. If we don't have it, it will need to be ordered and therefore we will need to know by no later than **5pm Monday 2nd of February 2026**.

2. Supplies for your collective stall at Welcome Week

- For all your stall supplies, please fill in the form (link below) by **5pm Tuesday 3rd of February 2026**.
- **Note, you must be logged into your SRC email address to access the file** [Welcome week order form 98th Council](#)
- **Our stationery supplier is** [WINC](#) if you need anything additional that's not on the list please add it in the extra's section & include the item code. (Subject to admin/Exec approval)
- If you're ordering any additional items that needs to be approved by Exec (speak with Julia Secretary to Council). Make sure you put the correct shipping address and your Name & SRC position as outlined below
- **(Your Name)**
(Office bearer position or collective)
Students Representative Council, University of Sydney
Level 1 (G01) Wentworth Building, City Road, University of Sydney
2006, PH: 02 9660 5222

- ***DELIVERIES CAN ONLY BE ACCEPTED THROUGH SRC FRONT OFFICE STAFF ON TUES-THURS 9AM TO 5PM, IF DELIVERIES ARE COMING ON A MONDAY OR FRIDAY YOU WILL NEED TO BE AT THE SRC OFFICE TO ACCEPT THEM.***

3. **SRC & Collective Tote & Goodie Bags**

If your collective is planning on giving these out at welcome week you will need to have a few things organised first.

- Design and order Calico tote bags or a paper gift bag with your collective logo and SRC logo, you must ensure that these will arrive in time for you to pack the bags before welcome week. Please use the preferred supplier list.
- You must email/speak with Julia (Secretary to Council) regarding Exec approval for purchasing of the tote bags and any additional items you wish to purchase.
- Additional free items- The best way to obtain any items that you want to include is to contact different organisations/companies that are support student needs or have the same values as your collective, ask for free or promotional items that you can include in those bags.
- ensure your printing requests have been submitted to the Admin Assistant and will be ready for bag packing day.
- Follow up on any delivered items regularly to ensure they will arrive in time.
- **Have a scheduled week.** You will need a number of volunteers organised to put those bags together before welcome week. For a large number of bags, what works best and fastest is to have 1 volunteer per item you have and work in a factory line.
- **PRO TIP:** ensure you get everything you order confirmed in writing and agreed upon with any suppliers, this will ensure there is no miscommunications between you and the supplier. **Don't forget to get an agreed 'deliver by' date.**

4. **Painting Banners**

If you wish to paint a banner for your stall, calico and paint is available in the Office bearer's room. Only take 2 meters (this is plenty for your stall). We have a digital projector in the office bearers' resources space to assist with the design of your banner. **If you need any more paints/brushes/pencils, see the admin team in the front office.**

PLEASE NOTE: YOU MUST TIDY UP, CLEAN YOUR BRUSHES AND MAKE SURE THAT ALL THE PAINT IS RETURNED AND LIDS BACK ON. PLEASE COME AND SEE ADMIN IF YOU'RE RUNNING OUT OF ANYTHING.

5. Follow Up (1-2 weeks before Welcome Week)

- Follow up with SRC staff about your orders if you haven't been advised
- Follow up with external suppliers about delivery times and tracking numbers of orders
- Make sure SRC admin staff are aware of where they are to put your orders once they arrive at the SRC
- Follow up with the **General Secretary** about your stall's location
- Make sure you have a roster of volunteers that are covering the stall for Welcome Week days
- Pick a day and notify volunteers when they will be packing any tote/goodie bags.

6. **18th Feb, come to the SRC office before 9am. it's the First day of welcome week!**

- Pick up your printing orders & anything else you ordered for your stall i.e. stationary, lollies etc... All items will be placed in your collective pigeonhole or if too large we will have a box ready for you to collect from your collective desks
- Have your list of **names and numbers ready of who is covering the stall for each day and a roster with times needed**. Consider making a group chat for ease of organising
- Make sure you have any electrical needs for the day such as laptop & phone chargers, extension cords.
- Be weather ready, umbrella if it rains, sunscreen and hat if it's sunny.
- You may need a few people to carry over items needed on the first day. Make sure you have that organised.
- There will be approx. **3000** SRC show bags that will need to be taken over to the SRC stall from **18th– 20st Feb throughout these 3 days** Make sure you all come and help out.

If you have any questions at all no matter how small or silly they may seem, please call me at the SRC front office 02 96605222 or email admin.assistant@src.usyd.edu.au

Don't forget to **introduce yourselves when you call or come in**. Let me know who you are and your SRC position. We have approximately 60 new faces that we need to learn each year. I will be the one with bright coloured hair sitting at the front reception desk.

I look forward to seeing and hearing from you all soon!!

ROOM BOOKINGS

The SRC has an agreement with the University to provide free room bookings for the SRC during University hours (Mondays to Fridays, 7am to 7pm).

It is possible to book a room outside university hours, but the University may charge us a fee. This will come out of your budget when we receive the invoice from the University.

University Venues are notoriously slow – so PLAN AHEAD. What you think should not take more than a day will take a week. If you submit a form with less than two weeks' notice it is likely not to be approved in time. This is especially for outdoor bookings. Please make any room booking well in advance. **I recommended 6–8 weeks in advance for major events or 4 weeks for a smaller event.** If you need to cancel the booking give at least three business days' notice.

To book a room, please fill in the [Room Booking form](#) on the website. The Secretary to Council can help you with this part. **DO NOT** book a room yourself: it will take just as long, and you will be charged for the booking. Don't waste your budget by giving it to the Uni, room bookings are expensive!

CAMPUS ACCESS POLICY

The [Campus Access Policy](#) or CAP has changed the way we organise stalls/events etc on campus you are now requires to give 72 hours' notice for anything ranging from a protest to a stall. You also need to seek permission to use megaphones. Since the new policy's implementation, the President has generally been emailing to notify them of a protest, though sometimes things are not known in advance and have been shut down as a result. You can give notice by emailing Operations.Controller@sydney.edu.au. A full list of the things you need to notify the uni of can be found in the policy document.

The CAP has supposedly been updated to better protect freedom of speech, academic freedom and ensure the safety of staff student, visitors and structures on campus. How a bake sale threatens these is not yet clear, but security take this very seriously – some people are gluten intolerant so that might be considered threatening. This also means that you are likely to see increased security presence at events and risk potential misconduct accusations. There is ongoing resistance to this policy, protests are at their core about disrupting the status quo, and to force these into a regulated space diminishes their impact and purpose.

You can read some of the University's reasoning here: [Campus Access Policy FAQs](#)

MEETING PROCEDURES

QUORUM

At the beginning of a meeting a count is conducted to see if there are enough Representatives present to constitute a quorum (half the number of Representatives plus one). Proxies do not count towards quorum. If quorum is not met within half an hour of the advertised start time, Representatives can move a motion that more time be allowed. This is the only type of motion that can be voted on without quorum. If the meeting continues to fail to meet quorum it may be adjourned or declared lapsed.

If quorum is lost during a meeting, it can continue, until a request for a "quorum count" is called. At that point, if quorum is still lost, the meeting will be adjourned. The Council can also call to wait for a set amount of time (up to 30 minutes) to re-establish quorum if they choose, this can be re-requested indefinitely.

Inquorate meetings should be avoided wherever possible, to allow the Council to address its business and make decisions that affect the student body who elected you. If you have other commitments, please send your apologies as soon as you can, so we know if the meeting will be inquorate, saving everyone's time.

Proxies

A Representative may give a proxy (that is, delegate their voting rights) to someone else, that person must be an enrolled undergraduate student at the University of Sydney. Proxies are read at the beginning of the meeting and noted and can also be given by a Representative during a meeting. Thus, the Chair and everyone else in the meeting will know who has voting rights at any one time. **Nobody can be given a proxy vote if they already hold a vote at that meeting.**

RESIGNATIONS

Resignations are managed depending on your position.

Representatives / Councillors

Reps need to email their resignation to the Secretary to Council. The next person on your ticket is considered automatically your replacement. If the next person on your ticket does not want to assume the position, they need to email the Secretary

to Council declining the role, and so on down your ticket. If your ticket is exhausted and no one wanted to take up the position you may then select anyone who appeared on the Council Ballot for the 97th SRC. Your resignation and your preferred replacement will still need to be accepted by the Council at the next meeting from your resignation.

Office Bearers

Officer Bearers may resign by emailing the Secretary to Council; however, they cannot choose their preferred successor. Any vacant OB position will be filled by a call for nominations, and ballot of the representative in accordance with the regulations.

Office Bearers who share a position: If you share your role with someone and you resign, they are considered to assume the whole role and do not lose their position through your resignation. If the remaining OB wants a new co-officer, they will also need to resign and renominate with a new co-OB.

THE CHAIRPERSON

In accordance with the regulations, the President will be the Chair of every Council meeting unless they are unable to attend. If that is the case, either the Vice President or General Secretary will take their place with the permission of the Council.

The Chair has the job of maintaining order and ensuring the meeting proceeds according to the rules of the Standing Orders and Regulations of the SRC.

- The Chair puts motions to the vote, counts, and declares the outcome.
- The Chair may not express an opinion on any motion. If they wish to take part in debate the Chair must be handed to the Deputy Chair, who is elected at the start of each meeting. If the Deputy Chair has or will speak to the motion another person must be appointed.
- The meeting participants must follow the Chair's directions.
- If a person is unruly or disruptive the Chair may 'name' them, e.g., *"Joe Bloggs, you are called to order for the first time or Joe Bloggs you've been named"*. **Upon being named three times the person is obliged to leave the meeting and has forfeited their speaking and voting rights for that meeting.**

A person may move to 'dissent from the Chair' if they disagree with the Chair's decisions. The Chair must vacate their position, the mover of the dissent motion speaks, the Chair responds, then the motion is put "That the Chair's ruling be upheld". If this motion is defeated, a new Chair is elected.

MOTIONS

SRC's positions are adopted by passing motions by a simple majority of Representatives present, or their proxies. If more than half of the Representatives or proxies who vote, vote in favour of the motion, it is declared CARRIED. If less than half vote in favour, or the motion is tied, the motion FAILS. Those who don't vote (abstain) will not be counted as voting, however if the number of abstentions are larger than those in favour, the motion will FAIL.

A motion is moved, seconded, debated, possibly amended, and finally put (voted upon). The motion must have a written copy submitted to the Chair and the Secretary to Council so that the Council knows exactly what they are voting on.

Moving and Seconding

For a motion to be put to Council it must have a mover and a seconder. Motions may be moved and seconded by any member of the student body. If the mover or seconder are not present at the meeting, they waive their speaking rights, but a new mover and seconder do not need to be appointed.

Substantive Motions

Substantive motions are the most common motion used during a council meeting, ranging from simple motions, e.g., accepting a report of an officer:

Motion: to accept the report of the Education Officers

to the more complicated which calls for platforms and actions to be taken on behalf of the Council. An example of this can be found in the motion template section.

These motions that become the official stance of the SRC on that issue. To change this stance the Council can either rescind a motion or put a new motion that is contrary to an existing position and calls for this to be the new position/overriding past positions. There is often discussion and debate around these motions before they are put to the Council.

Amendments

Any undergraduate student may move an amendment to a motion, that is, an alteration which remains in keeping with the purpose/intent of the motion. For example, to increase or decrease a funding amount, or to change wording to give clarity or add new parties to the motion. If the amendment is acceptable to the mover and seconder, the amendment is automatically adopted.

If the amendment is not acceptable to the mover and seconder, and the amendment is found not to change the intent of the motion, then the amendment can be voted on to be adopted into the substantive motion. The amendment will

need a seconder meeting may then debate and must vote on the amendment before resuming debate on the substantive motion. If the majority vote in favour of the amendment, the motion will be put in its amended form. If the majority vote against the amendment, the motion will be put in its original form.

*Foreshadowed Motions**

Sometimes a person moves an amendment that is unacceptable to the mover and seconder of the motion and is considered by the Chair to change the intent of the motion. When this happens, the amendment can be put as a foreshadowing motion. This means if the original motion fails, it will be put as an alternative. The proposer of the amendment must then request

I wish to move this as a foreshadow a motion...

Once it is decided that the amendment is now a foreshadowing motion, debate will revert to the original substantive motion. If the substantive motion is lost, debate will commence around the foreshadowed motion, which now becomes the substantive motion. If the original substantive motion passes the foreshadowing motion lapses.

**It's called foreshadowing as it's 'foreshadowing' the original motion failing, not because it comes first.*

Procedural Motions

Procedural motions are only concerned with the process and technicalities of the meeting rather than the substance of a motion, for example, *"That the speaking list now be closed"* or *"That the motion be put immediately"*.

In general, procedural motions are put without debate as long as they have received a mover or a seconder. Once a procedural motion has been moved, it must be voted upon before the meeting can continue with the debate on the substantive motion. Unlike substantive, amendments or foreshadowing motions, you cannot abstain from a procedural motion.

The Chair can also unilaterally pass a procedural motion, for example, *"That the speaking list be closed"*. If there is dissent to this ruling, a procedural motion can be put for Council to decide. Refer to Part 10 of the SRC's regulations for more information.

Debate on Motions

After the mover and seconder have spoken in favour of the motion, the Chair may open the question for debate. Any undergraduate student wishing to speak may indicate the Chair by raising their hand or other means determined by the Chair. The Chair uses a speaking list and calls on them in the order in which they indicated. If consecutive speakers have taken the one side, that is, all in favour or

all against, the Chair may vary the list. It is the Chair's job to ensure that speakers are heard in silence.

At some stage the Chair may suggest that debate has gone on for long enough and that the speaking list be closed. If the meeting does not object, the Chair will note the names of those who still want to speak, then let them be heard. The mover will be given the chance to reply, and then the motion will move to a vote. Most speakers will only be heard once, but they can request to the Chair to be allowed to speak more than once.

Putting the Motion

At the conclusion of debate, the Chair will read out the substantive motion and put the motion to Council. The Representatives and their proxies will vote, usually by a show of hands, with the Chair calling "all those in favour", "all those against", and "any abstentions", if all votes were not cast. After each has been counted the Chair will declare the motion CARRIED or FAILED.

Before the motion is put, any Representative or proxy may call for a recorded vote, where the Chair asks each Representative or proxy individually how they wish to vote. These replies are recorded in the minutes. Any representative or their proxy may request that their vote be recorded for any motion unless the vote is conducted by secret ballot.

A secret ballot will be taken if requested by six members of Council before the motion is put.

Alterations to the Constitution or Regulations

Two weeks' notice must be given for a motion to Council to alter the Regulations. The Constitution can only be altered by a general meeting of the student body or a referendum. Council Notice is sent out 2 weeks before the next regular council meeting generally by 5pm. **You must submit and motions to amend the regulations before council notice is sent out.** All proposed changes must then go to the standing legal committee for review.

While our constitution and regulations are quite difficult in parts, reading them and becoming acquainted with them is important, and expected of all OBs Reps and Committee Members.

MOTION EXAMPLE AND TEMPLATE

Title: Something catchy that makes clear the intention of your motion

Example: **FROGS NOT FLATS: Amphibians over Apartments for the Affluent!**

Preamble:

This is optional, but it usually is good to give the background and motivation for the motion. While the motivation for the motion may seem obvious in the moment, remember these motions are kept on file forever as part of our history, in 20- or 30-years' time people might not remember why something was of great importance this month, a preamble lets them see why you chose to write the motion.

Example: *It's Frog ID Month and many of you may be aware there was a noticeable decline in the number of frogs spotted in NSW this year. This should be of grave concern as frogs are a vital part of our state's ecosystem and they're also really cool. A reduction in biodiversity poses a threat to other native species as well. In the same month the NSW government has announced a new road and development project near the X river on the border of the Blue Mountains National Park, in an area known to be home to a number of frog species. At a time where our native species are under enormous strain taking away further habitat for an unnecessary project that doesn't even include adequate social housing allocations is atrocious. In this motion we call on the council to condemn the NSW government for their lack of consideration of both the environmental and social cost of supporting this project.*

Platform:

Here is where you state your stance on the issue

Example:

1. *The SRC council condemns the NSW government for their lack of consideration of both the environmental and social cost of supporting this project.*
2. *The SRC recognises that biodiversity is crucial to a healthy and stable environment*
3. *The SRC acknowledges that frogs are really cool, and we should be nicer to them*

Action:

Here is where you call for action to be taken rather than just taking a position on an issue

Example:

1. *The SRC calls on the President to write a press release condemning the project*
2. *The SRC calls on all members to support and attend the protest save our frogs outside Parliament house on 30th November 2024*
3. *The SRC will donate \$200 to Animal Ark for their work in protecting our native wildlife.*

Here's a template for you to copy and paste:

Title:

Preamble:

Platform:

1. The SRC stands for...
2. The SRC condemns ...
3. The SRC supports...
4. The SRC demands...

Action:

1. The SRC calls on...
2. The SRC will ...
3. The President/Education Officers/etc. will ...

REPORTS

All Office Bearers are expected to write reports detailing their activities, to be submitted to each Council Meeting. These reports may contain requests for expenditure as well. **They are due one week before Council Meetings.** There is a template below for you to use for your report.

Office Bearers on the Executive or receiving a stipend (President, Vice President, General Secretary, Education Officer, and Women's Officer) are expected to submit reports to the Executive detailing their work more frequently. Executive Meetings are roughly fortnightly, but the Secretary to Council will give all Office Bearers notice of any upcoming Executive Meeting. This is a good chance to get your funding requests in too, don't leave it to the last minute!

Any Office Bearer can submit a report to the Executive if they so wish and include any requests for expenditure. Please send this to the Secretary to Council at least the day before.

Office Bearer reports in Honi Soit

The SRC President is required to publish a weekly report in each edition of Honi Soit. Other Office Bearers also submit reports for publishing on the SRC pages. Honi Soit editors coordinate the schedule of reports to be published. In general OBs on stipends (Vice President, General Secretary, Education Officer, and Women's Officer) publish reports more regularly (weekly or fortnightly).

REPORT TEMPLATE

Writing a report is simple. It doesn't have to be pages long or even in full paragraphs; dot points are fine! The best way to keep on top of things is to have a running document where you can make quick notes, like a diary, about all the things you did between meetings/reports.

Remember your report doesn't need to be up to the minute and submitting your report a week in advance means everyone has time to read it before the meeting saving everyone a lot of time. If you copy and paste the template below into a document and make dot points at the end of each week, your report will be written before you even know it. You don't need to use all the subheadings these are just there to help you think about what you might want to put in your reports.

Title:

Past events summary:

(include attendance, helpful for future budget/SSAF allocations)

Future events summary:

Goals still to be achieved for the semester/month/year:

Challenges to achieving them:

Plan to overcome challenges:

Relevant events/news external or internal to your department/collective:

ELECTIONS

From time to time, elections may be held during a meeting for any vacant Office Bearer position. Usually, the Secretary to Council will serve as the Returning Officer, asking all Representatives and proxies present to vote. Candidates usually nominate from the floor, and contested elections are conducted by secret ballot.

Meeting of the Representatives-Elect

You will have already been through this meeting. Conducted during the term of the existing Council no substantive motions may be discussed. This meeting is just to elect the Office Bearers for the incoming Council, but no one will officially take office until 1st December. The meeting is chaired by the Electoral Officer and is conducted by secret ballot.

OTHER BITS AND PIECES

‘Standing Orders’ refers to the rules for meeting procedures contained in Part Ten of the SRC Regulations.

A ‘Suspension of Standing Orders’ procedural is moved when someone wants to alter the order of the agenda. Normally, a meeting must proceed strictly in accordance with the agenda, as specified in the Standing Orders, but sometimes a person may wish to bring forward a report or a motion on notice, and the Council may agree to this. The Chair has the discretion to move to different sections of the agenda as they see fit, and if the Council does not agree with the Chair’s decision they can move to dissent from the Chair.

Elections cannot be moved forward on the agenda but can be moved back. This is to prevent people being excluded from standing for election because they arrive a bit late or were under the impression their election was later in the meeting. As the Reps-Elect meeting is all elections the order cannot be changed.

‘Tabling’ a report means that you can literally put the thing on the table (and a copy will be included in the official minutes kept for archives). Where possible, it is best for multiple copies to be made of written reports so that the Council can look at them during the meeting if you don’t submit them in time to be on the agenda.

‘Laying on the table’ means that the item will be delayed until the next meeting.

IMPORTANT DATES AND DEADLINES

This is a scaffold and is subject to change. This is by no means comprehensive. Please make sure you are checking your emails for updates and changes!

Date	Event
1- 5 DEC	SRC Training & Induction Week
Mon 1 Dec	Executive Training – Exec Only
Tue 2 Dec	Maintaining and Growing a Collective Workshop Handbook Editor Training (OBs: Education, Women’s, Gen Sec)
Wed 3 Dec	Induction Day - All SRC
Thu 4 Dec	Media Law Training - DSPs, Honi Soit, Pres, VP, and Gen Sec Police and Protest Workshop Consent and Transformational Justice Workshop
1 Dec	First day of your term
8–12 Dec	NUS National Conference
19 Dec	SRC Last day before shutdown
6 Jan	SRC reopens
14 Jan	Last day to make international shipping orders for Welcome Week
21 Jan	Last day to make domestic orders for Welcome Week
21 Jan	Notice of First Council Meeting sent
28 Jan	Handbook printing Deadline
28 Jan	All Welcome Week requests due (stall materials)
3 Feb	All printing requests must be submitted for Welcome Week
4 Feb	First Council Meeting
16 Feb	First Honi Deadline
18-20 Feb	Welcome Week - Welcome Fest
18 Feb	Council Notice for March sent
4 Mar	March Council Meeting
18 Mar	Council Notice for April sent
1 Apr	April Council Meeting
22 Apr	Council Notice for May sent
6 May	May Council Meeting – Council to appoint the Electoral Officer
20 May	Council Notice for June sent
3 Jun	June Council Meeting
17 Jun	Council Notice for July sent
1 Jul	July Council Meeting
22 Jul	Council Notice for August sent

5 Aug	August Council Meeting
19 Aug	Council Notice for September sent
SEPTEMBER	SRC Annual Elections will be held in September
2 Sep	September Council Meeting
23 Sep	Council Notice for October sent
7 Oct	October Council Meeting
21 Oct	Council Notice for November sent
4 Nov	Final Council meeting
1 Dec 2025	98 th SRC takes Office

EVENT PLANNER

You will run events throughout the year, some will be small, and some will be much bigger and involve a lot more people. Please use the following as a guideline for planning your event. Contact the Secretary to Council to arrange a planning meeting if you need help. This also means she can help you avoid clashes, missing deadlines, and get the best deal with external companies for resources like marquees!

MAJOR EVENT TIMELINE

Start of SRC Term/Year

- Plan your projects for the year, meet with groups who want to put on joint events (like welfare week and radical education week)
- Choose a time you want to run these events – e.g. semester one or two etc.
- Start contacting possible interested parties
- Consider what you will need, e.g., space, power, screens, projectors, PAs or microphones
- Think about if you will have catering, in the room or elsewhere etc.

8 weeks before the event

- Get quotes from external companies if you require resources like a marquee.
- Get in contact with your guest speakers, and lock in their availability.
- Submit your room booking and have alternate plans if these spaces are not available. If possible, have some flexibility in dates. Start this process early as once the event itself is approved you can more easily move the dates.

7 Weeks

- Design your posters and any materials you want to distribute to promote your event
- Apply to Exec for necessary funding, e.g., food, promotional materials, gifts etc.
- Are you getting any merch for the event? Now is the time to put in these orders.
- Wait for Uni to respond, and when they do, make any necessary changes.

6 Weeks

- Set the program for your event, including who and when people are presenting etc.
- By now the Uni should have responded to us with any issues. Correct or adapt for these.
- If the Uni has confirmed their approval, start booking things like catering or a marquee. Following this timeline will mean that you already have approval and will not be out of pocket for expenses (Woo-hoo!)

5 Weeks

- If the Uni have objections, you still have plenty of time to find a solution! (if this was days before this could be a disaster)
- Create social media pages and event, ask the publications manager about advertising it in Honi on SRC socials/website
- Purchase any promotional materials like stickers (not printing)

4 Weeks

- Finalise and confirm your events agenda with all relevant parties (speakers etc) and make necessary materials for attendees
- Start promoting your event with posters, stickers and flyers, maybe start lecture bashing

3 Weeks

- Keep generating interest and support!
- Do you need more help? Recruit more volunteers from the collectives and other OBs to help make sure everything runs smoothly. The downside to running an event is that you don't get to enjoy it as much

2 - 1 Weeks

- Almost there! Final promotional push
- Check in with your guest speakers or stall holders make sure they've got everything they need
- Got invoices and receipts? Do a second Exec approval round, costs may have gone over what you expected – don't forget if your speakers are

charging or if they will need gifts for donating their time and knowledge to your event.

- Confirm external suppliers, e.g., marquees, and check who will need to set things up
- Make sure your guest speakers know where they need to be and how to get there, investigate maps or having a meeting area for people to take them to the event if they are not familiar with campus
- Check and confirm any catering numbers.

EVENT WEEK!

Well done, you're here! And by doing things early you've been able to generate more interest than you first thought. The event is going to be a hit, just a couple of things left to do.

- The day before - make sure everything is set up and on track
- Final reminder posts on all socials you're using about the event and when it starts
- If you haven't already, get gifts for your guest speakers (have a spare ready if someone drops out and you get a last-minute hero to fill in)
- On the day, take photos, so you show off your successes and use it to promote other events the SRC is running
- Create a mailing list for attendees to stay in contact. Link to groups on your event page. Keep track of socials and emails to make sure there are no issues
- Take some time to enjoy yourself at the event!

Post Event

- Send out feedback forms to attendees to see if there's anything they would like to see more of or done differently in the future. These are a great resource to you and future OBs too!
- Collate any final invoices and submit for the SRC to pay
- Congratulations, you're all done! Take a break!

Hopefully by only having to do one or two things a week over eight weeks rather than all at once, you will have managed your stress and had time for your other commitments. Remember you can always **ASK FOR HELP**. Planning ahead will allow us to be more helpful, so keep us in the loop and we'll be able to help along the way.

MINOR EVENT TIMELINE

There are three groups: collective meetings, banner paints, snap actions. Calling these minor events is not meant to devalue their importance, just the amount of work needed to make them happen.

Collective meetings

Start of Term/ Year

- Like major events, planning things early in the year helps!
- Decide if they are going to be weekly, fortnightly or monthly. Having regular meetings, even just for a semester, makes it easier for everyone to attend.
- Many students have a lunch break around 12-1pm. This changes some years with classroom availability.
- Consider alternating days or times to maximise the number of students who can attend across semester.

6 weeks before the start of semester

- Consider making a semester-long regular room booking, even if you prefer to meet outdoors, as an alternative for bad weather. Submit this to the Secretary to Council, as soon as possible, but no later than 6 weeks prior to the start of semester. This is as the Uni will still be setting timetables so the sooner, they know we are wanting a constant space, the more likely we are to get it!
- Please note you may not have the same room every time. The Secretary to Council will send you the timetable for your booking for the semester.

During Semester

- Hopefully you've got a room for all your meetings, but if not, or if you have an extra meeting for a small event, two to three weeks should be enough notice if you don't need to promote the event, and you don't mind getting confirmation on the day. If you didn't get a room, and you can't meet outside, call the Secretary to Council to see if there are other options.

Banner Paints

Start of Term/ Year

- The first banner paint will probably be for your Welcome Week stall. Two meters of calico is plenty.

1 Week Before a Banner Paint

- Pick up your calico and check the paint supplies early. These are all located in the office bearer's room. Let Laura know if you need to order any extra supplies.

Day Before/Day Of

- Try to arrange banner painting during office hours so we can help you get supplies or solve any other issues
- If you have collective members coming to the office, let the reception team know so we can let them in and direct them to you.
- Doing banner paints on the lawns once you've traced your stencil is a great way to reach new students and get engagement with your collective, but please ensure all paints, brushes, and paint containers are returned and cleaned. We have a laundry tub in the bathroom for all paint clean ups. **DO NOT USE THE KITCHEN!**
- If it is raining, the outside the front of the SRC is relatively sheltered. Please ensure you put newspaper under the calico to try to keep the front courtyard tidy (old Honi's work well).
- You can always use the OBs room where there is a large desk and a projector for tracing. Again, please ensure all paints, brushes, and paint containers are cleaned and put away ready for the next banner paint. Remember this is a shared space and you all need to ensure you clean up after yourselves.

Snap Actions

Day Before/Day Of

- There is little to no planning time for these actions.
- The best you can do is ask for an Exec Circular if you need printing done, and the admin team are not able to do it. Thankfully there's generally not much printing needed.
- You can loan megaphones and PAs from the front office.
- Go through the banners in the OB room. You'd be surprised how many things happen again and again over the years and those old banners can come in handy at a moment's notice!
- **Be aware snap actions are impacted by the C.A.P if on campus.**

PROTESTS

These are a whole different ball game. Generally, these can involve informing the police of an action if required (if you intend to march down a road that will need to be closed etc.). They are usually not something that one can afford to spend months planning, and often involve several groups, not just the SRC. Generally, if they are on campus, you probably don't want to give notice, as this potentially defeats the purpose, though with the C.A.P security are more likely and willing to

move you on faster, there can be student disciplinary action taken. For advice on this, book an appointment with the SRC Legal Service or caseworkers to ensure you are as protected as possible. Just because you follow all the rules and have a peaceful protest, does not guarantee something won't happen and someone may need legal assistance, so it is always good to be prepared. We will run some workshops about protesting, and you can also use your fellow and former OBs as a resource.

TL; DR

Sorry, there is no TL; DR for this.

In many ways this whole document is the TL; DR of everything you will learn over the year. Other things will come up through the year, many of which will be brand new. We hope this guide will help you through your term. It's a lot to take in all at once but pull it out when you are not sure what to do, and if it doesn't have the answer ask us for help.

Good luck with the year ahead and we hope you have a wonderful time.



The Blue Mountains Tree Frog. It will make sense when you've read the whole thing.

Source: frogs.org.au/frogs/species/Litoria/citropa