

# 98<sup>TH</sup> SRC INDUCTION WEEK



MONDAY-THURSDAY,  
DECEMBER 1-4

University of Sydney,  
Camperdown/Darlington Campus

# 98<sup>TH</sup> SRC INDUCTION WEEK

# SRC

## PRE- INDUCTION

Lead up to Induction Week



### INDUCTION HANDBOOK

[srcusyd.net.au/adminportal/inductionhandbook](https://srcusyd.net.au/adminportal/inductionhandbook)

Please download and read through the Induction Handbook. This will be a guide to understanding the SRC and will be helpful throughout your term.



### ONBOARDING FORM

[srcusyd.net.au/adminportal/onboarding](https://srcusyd.net.au/adminportal/onboarding)

You will need to complete this form if you want to have out of office hours access the SRC. It also needs to be completed to get access to resources for publications design.



### MEETING PROCEDURES

[srcusyd.net.au/pageassets/adminportal/onboarding/SRC-Meeting-Procedures-25](https://srcusyd.net.au/pageassets/adminportal/onboarding/SRC-Meeting-Procedures-25)

This document outlines the basics of formal meeting procedures, and helps with the definition of terms, what they mean and how to use them.

## DAY 1

**Monday 1 December, 10am–12:30pm**



### EXECUTIVE COMMITTEE TRAINING

*FOR: Members of Executive*

Introduction of SRC governance processes and expectations. This will also be your first Exec meeting. Please bring something to write with and check your email for pre-readings.

***Held in SRC Offices, in the Gosper Meeting Room***

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DAY 2

*Tuesday 2 December, 10am–5pm*



## **BUILDING AND MAINTAINING A COLLECTIVE**

*FOR: All Office Bearers with a collective or looking to build one.  
10am–12pm*

This session will cover how to build and maintain SRC collectives, to use them as effective tools within student campaigns and broader social movements. We'll cover theory of change, campaign planning, organising logistics, and how to navigate common challenges like burnout and interpersonal issues within collectives. This session draws on the personal experiences of former office-bearers to provide practical tools and frameworks to support you in navigating the year ahead.

***Held in Carslaw Building, Carslaw Lecture Theatre 373***



## **HANDBOOK EDITOR TRAINING**

*FOR: Editors of SRC and Collective Handbooks  
1–5pm*

Please find the pre-readings here:

[srcusyd.net.au/adminportal/training](http://srcusyd.net.au/adminportal/training)

This training will be on how to use Adobe InDesign and help develop graphic design skills.

***Held in Education Building, Mac Lab 224***

DAY 3

*Wednesday 3 December, 10am–5pm*

## **GENERAL INDUCTION COMPULSORY FOR ALL**

***General Induction will be held in BHB Learning Studio 3190***



## **INTRODUCTIONS**

*10–10:15am*

Quick introduction to each other and the SRC, and a little chat about what we will be covering in the other sessions as well as some housekeeping.

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**DAY 3**

***Wednesday 3 December, 10am–5pm***



## **WHS AND ONBOARDING**

*10:15–11am*

Looking at SRC governance, processes, and Workplace Health and Safety. We will also talk about after hours access, expectations in the office and go through the onboarding form.



## **CASEWORK**

*11am–1pm*

An Introduction to how the SRC fits within the uni and broader higher education sector; what the Casework and Policy department does; and University policies you need to be aware of.



## **LUNCH**

*1–2pm*

Lunch will be provided!

We will ask about dietary requirements on the day, please be on time as we will take final lunch numbers by 11!

(Most likely pizza from Manoosh) There will also be snacks and drinks available throughout and small breaks!



## **BUDGETS AND DEADLINES**

*2–2:30pm*

Here we will cover how your budgets work, how the SSAF allocation process works and how to access and plan your budget for the year. We will also talk about the different deadlines for events throughout the year.

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**SRC**

**DAY 3**

***Wednesday 3 December, 10am–5pm***



## **COUNCIL MEETINGS AND REPORTING EXPECTATIONS**

*2:30–3pm*

Here we will cover what your role and duties in the Council are, how to write reports, when to submit them, and how to keep track of your work throughout the year.



## **SRC EVENT PLANNING AND MANAGEMENT/ MEDIA AND COMMUNICATIONS**

*3–3:30pm*

Here we will talk about the timeline for planning major and minor events and will get out the calendar to set dates for events such as Radical Education Week, Reclaim and Resist, and the student journalism conference.



## **WELCOME WEEK PLANNING SESSION**

*3:30–4:30pm*

Here we will do an initial welcome week plan, get an idea of what materials you will want to order, and start thinking about designs. We can also talk about any special events you may want to put on.



## **SRC READY: FINANCIAL DOCUMENTS**

*4:30–5pm - PAID OFFICER*

We will be wrapping up the day by helping all Paid Officers get their documents in for their stipends and talking about their options for Tax and Super.

DAY 4

Thursday 4 December, 10am–5pm

## WORKSHOPS WILL BE HELD IN NEW LAW SR 340

### MEDIA LAW TRAINING

*10am–12:30pm: Workshop run by SBS's Media Lawyers  
FOR: All Honi Soit & autonomous editions editors, and Handbook editors, and Senior Executive (Compulsory) and interested reporters*

Understanding legal risks in journalism and publication. We will look at the different types of legal risks and responsibilities of publishers, what to look for and how limit liability while ensuring journalistic integrity.

### PROTEST AND POLICE SAFETY

*1:30–2:30pm: Workshop run by Tom Raue  
FOR: All (Recommended)*

In this workshop student activists will learn how to stay safe around police, counter police surveillance and understand recent changes to protest laws.

### CONSENT AND TRANSFORMATIONAL JUSTICE

*2:30–5:30pm: Workshop run by Riley Brooke  
FOR: All (Recommended)*

Get on the same page about sexual, domestic and family violence - what they are, why they happen and what the 'justice' system response looks like. discuss how we create a culture of respect, consent and safety in our collectives, and hold each other accountable when harm happens.

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The SRC logo consists of the letters 'SRC' in a bold, white, sans-serif font, centered within a solid black rectangular box.

## OTHER

*Important dates in December and January*



### SHUTDOWN DATES

*Last day open 19<sup>th</sup> December 2025, reopens 6<sup>th</sup> of January 2026.*

The SRC will be shut down for 2 weeks over the Christmas break. There will be no one in the office or correspondence occurring at this time. The uni will also be shutdown over this period.



### WELCOME WEEK

*18–20 Feb 2026 (Wednesday–Friday)*

Welcome week will run from the 18<sup>th</sup> of Feb to the 20<sup>th</sup>. Please make sure you let the General Secretaries know in December or EARLY January if you intend to have a stall. Make sure all requests for materials are in by early January for international orders and Mid Jan for domestic. We will send you reminders.



### FIRST COUNCIL MEETING

*The First Council Meeting for the 98<sup>th</sup> SRC will be held on the 4<sup>th</sup> of February 2026*

Please make sure you get all reports in 1 week before the council meeting. They do not need to be up-to-the-date of the meeting, you can cover that work at the following council meeting.