

src activism
advocacy
representation

SRC Induction Handbook 2024

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.

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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.

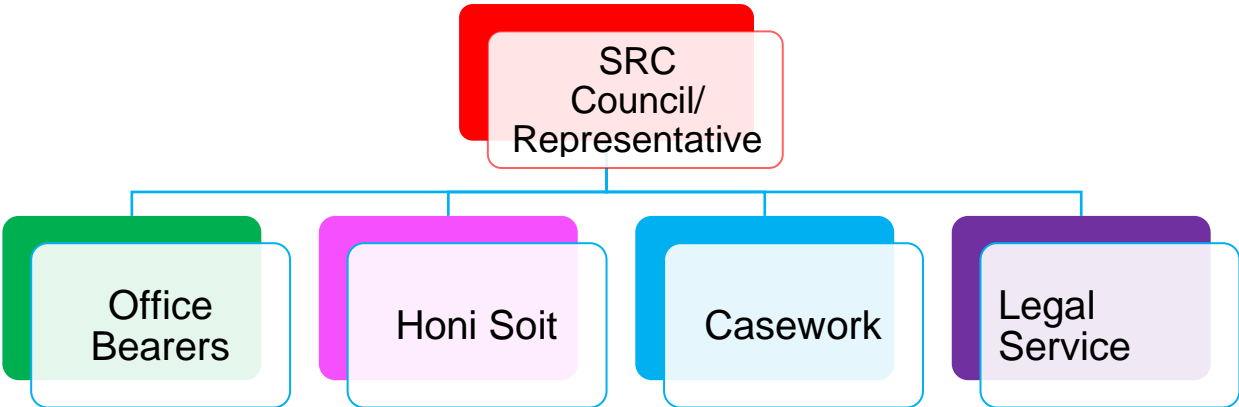
Section 8: Objects and Functions

- (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 Officers, 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 making decision 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 the different student 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 community throughout the year.



The SRC Casework and Policy Department advises individual students with academic 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 and provides students legal advice and advocacy in legal matters involving employment, criminal, and immigration law, as well as providing certified copies and witness statutory declarations.

Staff departments report to Executive, and Executive reporting to Council. 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. The Constitution and the Regulations of the SRC are its governing documents. As such **you should read them carefully and, in their entirety**, to better understand the processes, principals and parameters of the organisation. For more information of the Constitution and Regulations please read the Meeting Procedures section of this document.

Honi Soit is the SRC's weekly student newspaper and work closely with the SRC's Publications and Communications Managers. The Editors of Honi Soit are directly elected at the SRC's annual Elections. While they have editorial control, as the Publisher the SRC has legal responsibilities, as such the SRC appoints 6 Directors of Student Publications to check over the paper each week to ensure there are no legal liabilities.

WHO'S WHO?

Members of Council

Although the Representatives are the only people who can vote on motions to council and for the appointment of 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
- Faculty Society Presidents
- the convenor of student members on the Academic Board (if an undergraduate); and
- the President of the Conservatorium Student Association.

Representatives

Only the 37 Representatives (or their proxy) can vote at SRC meetings on policy and major expenditure. No individual can hold more than **one vote at a meeting**.

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.

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 Council 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, staff are in the SRC office on Tuesdays, Wednesdays, and Thursdays, from 9am to 5pm, and work from home on Mondays and Friday's (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.

Laura Kitsos

Administrative Assistant/ HSR & WHS Officer /First Aid Officer

Laura operates the front reception, working with SRC Office Bearers and students seeking advice from caseworkers or the Legal Service. Laura should be your first point of contact for most issues including swipe card access, stationery, equipment loans, and printing. 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 meetings; 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.

Hani Bawazir

Accounts Officer

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

Publications Department

Amanda LeMay and Mickie Quick

Publications Managers

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

SRC Legal Service

Jahan Kalantar (principal), **Ehsan Jahanandish** 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), **Breda Dee**, **Sharon Maher**, **Jazzlyn Breen** and **Wayne Joseph**

Caseworkers provide advice and advocacy on academic matters (including appealing a grade, responding to academic honesty or misconduct allegations, showing good cause, and appealing special consideration and DC outcomes), tenancy 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 50 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 or requests.

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 collective specific pigeonholes in the office corridor. The Honi Soit Office is only for current editors and editors of autonomous editions. 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, and ask your visitors to check

in upon arrival with reception, so they can be given access, and directed to your meeting.

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, notify one of the admin staff.

The kitchen is also a shared space, with a Zip cold & boiling water 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 only a small space, so please 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 access the casework and legal service there so please be patient and respectful of students' privacy. If a staff member is not invited you not their office or is not there, never enter their office space.

When leaving the SRC please save our resources by turning off lights, air conditioning, and computers.

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, you will know how to deal with any situation 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>.

UNIVERSITY WHS MODULE

As we are using a university space, and you are recognised as staff/volunteers of the SRC the University requires you to complete their WHS module as a part of our SSAF funding agreement. It takes approximately **25 minutes** to complete and must be completed **within 2 weeks of your term starting**.

PLEASE NOTE: You must have completed this module to receive your swipe card access. Laura, our Admin Assistant has emailed this to your provided email address.

1. In Canvas select "courses" => "All courses" => "Browse more courses" => "workplace health and safety (WHS) induction"
2. On the right-hand side select "join this course" => "enrol in course"
3. Start module and select "work health safety induction"!
4. When completed (about 20 minutes) go to courses => Work Health and Safety (WHS) Induction => badges, and take a screenshot of your completion badge, and email that to [Laura \(admin.assistant@src.usyd.edu.au\)](mailto:Laura (admin.assistant@src.usyd.edu.au))

PLEASE ENSURE YOU ADVISE ME OF YOUR SRC ELECTED POSITION WHEN EMAILING ME YOUR BADGE

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.

SEXUAL HARASSMENT

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, but if they say no, please don't contact them socially. Consent is super important.

If you're unsure about your or someone else's behaviour talk our WHS officer Laura or the SRC president.

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 other than 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, where 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. If there is something that we can do to better support, you please get in touch.

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.

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 talk our WHS officer

Laura or the SRC President. If you ever feel unwell, please 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 detention of refugees, chronic depression and suicide of friends, and police violence. The intensity of each person's reaction to stress can be modified 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, be 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:

- Use the BCC function when sending group messages.
- Don't leave printed contact lists around the SRC. Put them in a locked drawer or scan them to your computer.
- Passwords 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.
- If you find someone else's information lying around the office, give it to admin staff.

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. 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.

THE JRG AND STUDENT REPRESENTATIVES

What is the JRG (Job Ready Graduates) Package?

The Job Ready Graduate bill was passed by the Liberal government in 2020, supported by two Centre Alliance crossbenchers. They decided that students should be 'job ready' when they graduate and that students should enrol in disciplines where the government thinks there's a greater need for skilled graduates, including science and maths-based disciplines, engineering, allied health, and teaching.

Students are directly impacted by the increase in fees for some disciplines, in particular Arts (up to 113%), Law, and Business. Of greatest concern, for students commencing from 2022, the legislation will remove Commonwealth Support (HECS) from a student with a 'low completion rate'. That is, after attempting the first eight units, if a student fails 50% or more of their subjects, they will be removed from HECs for that course and have the "option" of paying full fees or dropping out. That's about \$25,000 per semester, depending on what course they are doing.

What is the purpose of university?

Uni is not designed for job training. Uni is the place to teach people how to learn, and to teach people how to critically evaluate what they see and hear in the media, from their friends, and in the broader community. For example, is the increase in droughts and floods born from a government conspiracy to kill us all by cloud seeding or is it because our fossil fuel emissions are causing climate change.

Who will be most affected?

The impact of the JRG package will affect some students more profoundly than others. This includes students who have to work while studying, students with disabilities or caring responsibilities, students who experience physical or mental illness, and students who experience grief and are not able to complete the required administration for special consideration before the requisite deadlines.

Why should you care?

Other than simply having compassion for our fellow humans, the negative impact of the JRG package is relevant to everyone. The only people who will learn how to learn, or how to critically think, will be those who don't have to worry about money, illness or misadventure while studying. This is not a fair or reasonable

representation of the broader community and gives power to those who are the most privileged.

What will change with a Labor government, and how will the Uni do?

We don't really know. The Prime Minister has said that he doesn't like the JRG but hasn't clearly indicated what parts will be rescinded. Until any changes are made the Uni will continue with what they have already put in place, especially for policies and processes for discontinuing not fail (DC) grades and showing good cause.

YOU ARE A STUDENT

The introduction of the Job Ready Graduates package in 2022, means that you no longer have the flexibility of discontinuing from a subject without penalty after the census date, unless you can prove there were "special circumstances", such as unexpected illness, injury, or misadventure, that were outside of your control, that caused you to not be able to successfully complete that subject.

Over the years we have seen many office bearers struggle to balance their home commitments, study, and activism, so 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. 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 (less than four weeks) and outside of your control, you can apply for special consideration. 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 doctor or counsellor for a Professional Practitioner's Certificate showing that you were "very severely affected". 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 brings 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 reasonably often. 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. Do not give individuals advice.

ADMINISTRATION PROCEDURES

EMAILS

Make sure you check your 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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 unauthorised 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 smart phones secure including not being left unattended in a motor vehicle; and
- refraining from disclosing password details to anyone whatsoever.

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.

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 before and after SSAF negotiations respectively. SSAF now happens in semester 2 which makes the job of the General Secretary that much easier as they know how much money they have to allocate to collectives. This also mean you will have a much clearer idea of your budgets sooner.

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 a 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 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 quickly 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!

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 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

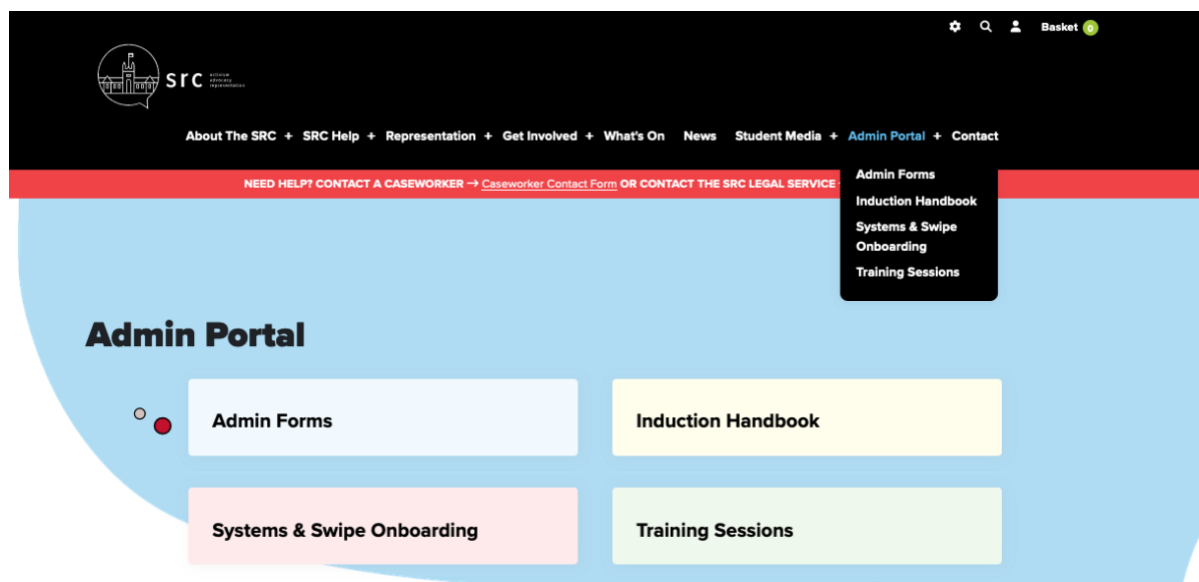
and make sure you attach a proper tax receipt, correct bank details, and submit within 2 months of the expenditure.

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.

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 Portal is broken down into four sections:



1. Admin Forms:

Reimbursements and Requests, Printing Booking, social media & Ad Booking, Venue Booking and more.

2. Systems & Swipe onboarding:

Swipe card applications, Adobe Accounts, Canva Pro Accounts, SRC Website.

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.

SRC STAFF/OFFICE BEARER INTERNAL CONTACT LIST

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

[SRC Staff & 96TH 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 few 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, 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 the admin team, and you will be notified via text message when this is active. For the 96th SRC swipe access will begin from the 1st of December or whenever your access is approved by the Executive.

Please note: The Usyd WHS Module must be completed by all Office bearers for your swipe access to be activated.

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, 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)

You only need the President's approval to print within the SRC, whereas you need Exec approval to print or purchase externally and you may end up out of pocket. The SRC allocates a printing budget separate to your collective budget so it's always better to do it in house where your budget will not be impacted. Just complete the printing/photocopying request on our [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.

LARGER PRINT JOBS (external printing)

The SRC internal printer can **only** print requests that are either made up of standard A3 or A4 paper and print relatively short runs (250) at a time. You may require your material to be printed externally (e.g., handbooks or larger zines). Please contact the [Publications Manager](#) 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 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) and/or schedule posts on SRC Social Media Platforms (SRC Facebook, Instagram and Twitter)

To book an ad or post please fill out the booking form on this page:

<https://srcusyd.net.au/adminportal/adminforms/>

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

CANVA PRO ACCOUNTS

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

ADOBE CREATIVE CLOUD ACCOUNTS

The SRC will provide Adobe Creative Cloud accounts 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 accounts, 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 for your account to be activated, so please complete the form as soon as possible.*

<https://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 should 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 / department landing page.

You can also **send bulk email messages** via the “messages’ feature to collective community members who join your collective via your page on the SRC site.

Instructions on using the SRC site are available on the onboarding page:
<https://srcusyd.net.au/adminportal/onboarding/>

HELP WITH DESIGN & SOFTWARE

Attend the training sessions provided at the start of your term, listed on the training page:
<https://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 or Mickie) to discuss any requirements. publications.manager@src.usyd.edu.au

AUTONOMOUS EDITIONS OF HONI SOIT

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

For your edition to be produced your collective must liaise with the current Honi Soit editorial team to book a date for your edition, AND you must arrange a training / info session with the SRC Publications Managers no later than two weeks prior to the edition date.

NOTE: *Autonomous editions can be produced as smaller inserts rather than full editions*

SRC PREFERRED SUPPLIERS

This section is a list of our preferred 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:

Fast printing – <https://www.fastprinting.com.au/sticker-printing.htm>

Oz Sticker Printing – <https://www.ozstickerprinting.com/>

Bags:

After Bags – <https://afterbags.com.au/>

Claytons - <https://claytons.com.au/canvas-tote-bags-wholesale-in-bulk-online-sydney-australia/>

T-Shirts:

Arcade Screen Printing – <https://arcadescreenprinting.com.au/>

Mabuzi - <https://www.mabuzi.com/>

External Printing & Binding

[World of Print on Broadway](#)

[Spot Press](#) and Focus Press for Handbooks and larger Zines

WELCOME WEEK PLANNING

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

I hope you're all excited about Welcome Week 2024!!

Our SRC Stalls will be held from the **14th–16th Feb 2024**. There are several things you must get organised for your collective stalls. Please ensure you read and action all the below.

First things first, you must email Chitra Narayanan the Administration Manager admin.manager@src.usyd.edu.au to get your SRC Office Bearer email username and password. This is how we will be communicating going forward. I don't want you to miss out on any important info. Make sure you let her know who you are and what your SRC position is.

1. *SRC 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 Wednesday 31st January 2024**.
[**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 Wednesday 31st January 2024**.

2. *Supplies for your collective stall*

Please use the google form link below and fill it out by 5pm Wednesday 31st January 2024. Note, you must be logged into your SRC email address to access the file [Welcome week order form 2024](#)

- **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 and getting delivered additional items that has been or need to be approved by Exec (speak with Julia, the secretary to council) you must make sure you put the correct address and your Name & SRC position as below.

(Your Name)

(Office Bearer position or collective)

Students' Representative Council, University of Sydney

*Level 1 (G01) Wentworth Building, 174 City Road, University of Sydney
2006,*

PH:02 9660 5222

3. *Tote & Goodie Bags*

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

- Tote bags or a paper gift bag with your collective logo and SRC logo (I can print some stickers but call me to discuss).
- Please speak with Julia ASAP regarding Exec approval for purchasing of the tote bags if you haven't already.
- The best way to obtain any items that you want to include is to contact different organisations/companies that are connected to student needs or have the same values as your collective, ask for free or promotional items that you can include in those bags.
- 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.
- Make sure all your items have arrived and your photocopy requests have been printed from the Admin Assistant (Laura Kitsos) before you schedule to pack those bags. Ensure you put the correct pick-up date on the request form for all your requests so Laura can have them done in time for your bag packing.

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' room to assist with the design of your banner.

PLEASE NOTE: YOU MUST CLEAN YOUR BRUSHES AND MAKE SURE THAT ALL THE PAINT IS RETURNED AND LIDS BACK ON. PLEASE COME AND SEE LAURA AT RECEPTION 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 order once it arrives at the SRC
- Follow up with the General Secretary on where your stall is located
- Make sure you have a roster of collective members that are covering the stall for welcome weekdays
- Pick a day and notify volunteers when they will be packing any tote/goodie bags.

6. On the 14th of Feb come to the SRC office at 9am it's the first day of welcome week!

- Pick up your print order & anything else for 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 at the front office.
- Have your list of names and numbers ready of who is covering the stall for each day and a roster with times needed.
- 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 **14th–16th Feb 2023** 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 Laura at the SRC front office 02 96605222 or email admin.assistant@src.usyd.edu.au

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. **COVID19 has made this process even slower.** 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!

MEETING PROCEDURES

QUORUM

At the beginning of a meeting a count is conducted to see if there are enough Representatives present to constitute 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 lost, the meeting will be adjourned. The Council can call to wait for a set amount of time (up to 30 minutes) to re-establish quorum if they choose.

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. 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.

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 in 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 'dissent in 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 decisions can only be made by motions being adopted 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 stances and actions on behalf of the Council to take place. An example of this can be found in the motion template section. These are the 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. There is discussion and debate around these motions before they are put to the Council.

Amendments

Any undergraduate student may move an amendment to the motion, that is, an alteration which remains in keeping with the purpose 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 motion is put to a vote in its amended form.

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 will need a seconder. The meeting may then debate and must vote on the amendment before resuming debate on the whole 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 tries to move an amendment that is unacceptable to the mover and seconder of the motion. When this happens, the amendment is voted on separately, or, if the Chair deems the amendment to change the intent of the motion, 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 foreshadow a motion that...

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.

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. Once a procedural motion has been moved and seconded, it must be voted upon before the meeting can continue with the debate on the substantive motion. Unlike substantive or foreshadowing motions, you cannot abstain on 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. 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, and 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 at 5pm. You must submit and motions to amend the regulations before notice is sent out. All proposed changes then must go to the standing legal committee for review. While our constitution and regulations are quite difficult in parts reading then and becoming acquainted with them is important.

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 this to be a 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 member 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 SRC 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 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. Others 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.

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 President or 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 voting is via secret ballot.

Meeting of the Representatives-Elect

You will most likely 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 procedure contained in Part Ten of the SRC Regulations.

A 'Suspension of Standing Orders' 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 their dissent of 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.

'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

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

Date	Event
28 Nov	Induction Day
1 Dec	First day of your term!
11 – 15 Dec	NUS National Conference
19 Dec	Last day to make international shipping orders for Welcome Week
21 Dec	SRC Last day before shutdown
8 Jan	SRC reopens
17 Jan	Last day to make domestic orders for Welcome Week
24 Jan	Notice of First Council Meeting sent
22 Jan	Handbook printing
31 Jan	Printing requests for Welcome Week due
7 Feb	First Council Meeting
14 – 16 Feb	Welcome Week
21 Feb	Council Notice for March sent
6 Mar	March Council Meeting
20 Mar	Council Notice for April sent
3 Apr	April Council Meeting
17 Apr	Council Notice for May sent
1 May	May Council Meeting
22 May	Council Notice for June sent
5 Jun	June Council Meeting
19 Jun	Council Notice for July sent
3 Jul	July Council Meeting
24 Jul	Council Notice for August sent
7 Aug	August Council Meeting
21 Aug	Council Notice for September sent
4 Sep	September Council Meeting
18 Sep	Council Notice for October sent
2 Oct	October Council Meeting
23 Oct	Council Notice for November sent
6 Nov	Final Council meeting
1 Dec	97 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 and contact the Secretary to Council to arrange a planning meeting if you need help. This also means she can help you avoid clashes, miss deadlines, and get the best deal with external companies for resources like marquees!

MAJOR EVENT TIMELINE

Start of 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

8 weeks before the event

- 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.
- Get quotes from external companies if you require resources like a marquee.
- Get in contact with your guest speakers, and lock in their availability.
- Make sure you have your covid19 plan ready to hand in with the event form

7 Weeks

- Design your posters and any materials you want to distribute to promote your event

6 Weeks

- Wait for Uni to respond, and if they do, make any necessary changes.
- Apply to Exec for necessary funding, e.g., food, materials etc.

5 Weeks

- Set your agenda 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.

4 Weeks

- 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!)

- 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

3 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

2 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

1 Week

- 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 if things have gone over what you expected or there were other costs that arose – don't forget to consider if your speakers are charging or if they will need gifts for donating their times 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 getting maps or having a meeting area for people to take them to the event if they are not familiar with campus

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 are 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

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 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 meeting, even just for a semester, makes it easier for everyone to attend.
- Most students have a lunch break around 1pm.
- Consider alternating days or times to maximise the number of students who can attend.

6 weeks before the start of semester

- Consider making a semester long regular room booking, even if prefer to meet outdoors, as an alternative for bad weather. Submit this to the Secretary to Council, as soon as possible, but no later 6 weeks prior to the start of semester. This is the Uni will still be setting timetable 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 a collective member 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.
- 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.
- You can always use the OBs room where there is a large desk and the 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!

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. For advice on this, book an appointment with the SRC Legal Service 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. There's lots missing, but you'll get the gist. 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 or 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: <https://frogs.org.au/frogs/species/Litoria/citropa/>