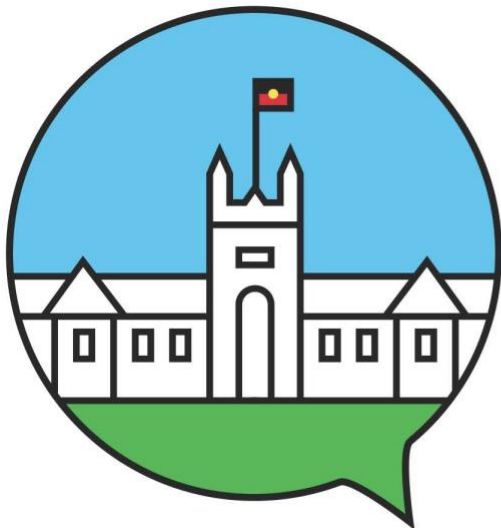


# SRC Induction 2022 Handbook



**src**

activism  
advocacy  
representation

## **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 exist to defend the rights of our students and their education. It is run for and by students. The aims, values and objectives of the organisation are laid out in Section 8 of the 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.*

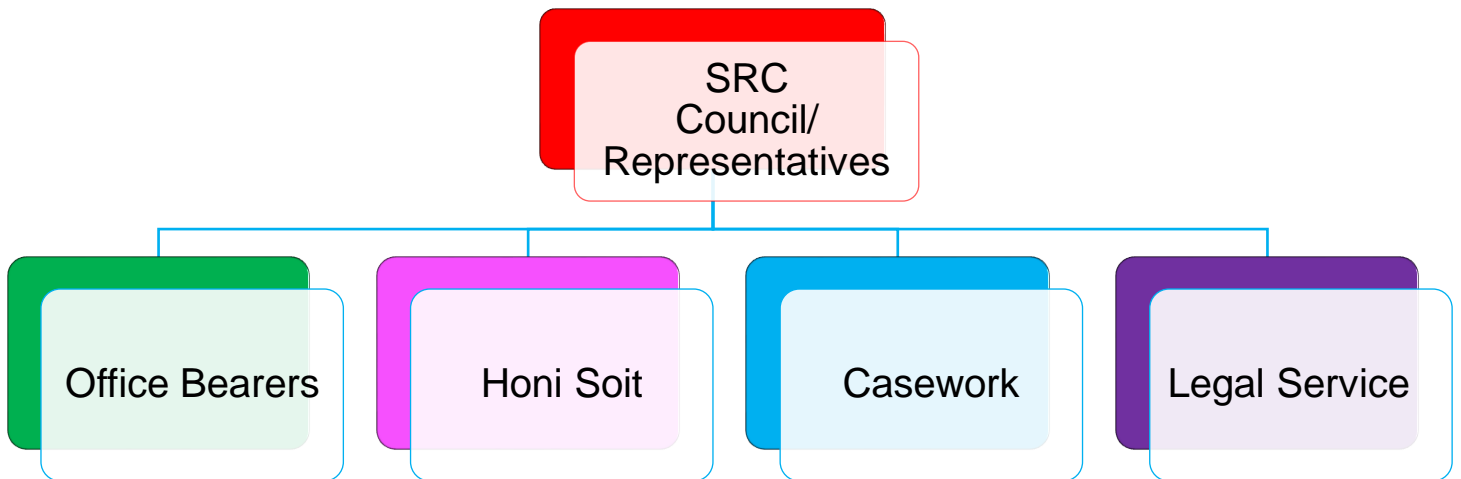
Founded in 1929 the SRC has been advocating for students for over 90 years. The SRC is a student run, unincorporated association. We receive our funding almost entirely from the Student Services and Amenities Fee (SSAF). After the implementation of Voluntary Student Unionisms (VSU) in 2006 the SRC was able to continue its work thanks to an agreement with the University which secured us the funding that allowed us to continue our activism work as well as our casework service, at a time when many other student unions collapsed.

The SRC has taken stances on major domestic and international political issues throughout its history, from Anti-Vietnam protests, writing to the Soviet Union's Student Union during the cold war, to more recently campaigning for to more recently campaigning for the LGBTQI community. The SRC remains one of the most active and influential students' associations in the country, with the media paying attention to our meetings and our student paper, Honi Soit, the only remaining weekly student paper in Australia.

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, to improve conditions for students and the education sector. In 2011 the SRC established the SRC Legal Service that provides legal advice and support to students with legal matters involving employment, criminal, and immigration law. They are also able to provide certified copies and witness statutory declarations.

## THE STRUCTURE

The SRC has 4 main branches, the Officers, Honi Soit, The Casework and the Legal service. The Council Acts as the Board of the organisation and the President is effectively like the CEO, with the Executive works ins the Board for the day to day operations. The President and Representatives are effectively the bosses of the SRC and bear the responsibilities that come with that.



Each of these 4 groups effectively answer to the Council for funding support and direction, much of the day to day of this is manage by the executive whose minutes and reports are presented to the Council so the decisions can be ratified. The Managers of each of the staff departments (Admin, Casework, Publications and Legal) report to the Executive and update them on the work of their respective departments and present any requests for the Executive to consider. The incorporated status of the Legal Service means that it is effectively a separate entity, though affiliated through funding and its board directors.

The SRC also fits within the wider context of the University of Sydney. The President sits on many of the University's committees and there are two SRC appointed members to the Academic Board. The SRC is not a department or centre of the University. At most the SRC could be described as independent affiliate, the University does not get a say on the decisions of the Council nor do they have a vote like they do in the University of Sydney Union (USU). They do however have substantial control over our budget. Each year the SRC applies for money from the pool of SSAF to assist with funding its projects and campaigns, along with all the other USyd student organisations. The University decides which projects it will allocate funds to.

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. Depending on your role there is also a number of sections the deal directly with your duties and expectations. Alterations of the Constitution and Regulations are harder than passing a general motion. 2 weeks' notice must be given for a motion to alter the Regulations and the Constitution cannot be altered unless by a general meeting of the student body or a referendum. The process is covered in Section 16 of the Constitution.

## WHO'S WHO?

People you will be working with in the SRC

### *Members of Council*

Although the Representatives are the only people who can vote, other people can be 'Members of Council'; being a member of Council allows a person to stand for certain committees and have speaking rights at Council meetings.

The Members of Council are:

The President

The Representatives

The Officers

The Undergraduate Student Senator

The Immediate Past President

Faculty Society Presidents

Convenor of Student members on the Academic Board (if an undergraduate)

Presidents of student organisations at Cumberland College, Conservatorium, and College of the Arts.

### *Representatives*

This year there are 38 Representatives who were elected by the undergraduate student body at the annual elections in September 2021. They are the only people who have a vote at SRC meetings (unless they give their vote to a proxy). All decisions on policy and major expenditure are made at SRC meetings by the Representatives, and the final decision on any issue rests with them. No individual can hold more than one vote at a meeting.

### *The Executive*

The Executive meets regularly to manage the day to day running of the SRC. It consists of the President, the Vice-President, the General Secretary, and 5 general members. They deal funding approvals, expenditure, staff leave and other administrative tasks.

### *The President*

The President is the Chief Executive Officer (CEO) of the SRC. At present the President is the only full-time paid officer bearer of the SRC as the position requires them to be available at the SRC nearly every day (and night) during their term of office. The President represents the SRC to the media, to the University, etc. The President is bound by the policy of the SRC, i.e. policy that has been adopted at SRC meetings by a majority vote of the Representatives.

### *The Officers*

The Officers are elected to various departments to work within the SRC in specific areas. They are required to work within existing policy, or to propose new policy to Council before acting on it. They may request the Council to provide funding for certain projects, but it is up to the Representatives to approve this funding.

### *Standing Committees*

These 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 also members of many of the Committees, and the remaining members are elected by the Representatives. The Standing Committees cannot initiate action by themselves; they make recommendations to Council meetings which are voted on by the Representatives.

#### *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. The composition of the rest of the committee is for Council to decide, and recommendations from the Committees must be ratified by Council.

#### *Staff of the SRC*

As a member of Council, you will be working with the staff of the SRC. What follows is an explanation of who the various staff members are and what they do.

## MEET THE STAFF

#### *Admin Team*

##### **Paula Klass / Chitra Narayanan (currently on maternity leave)**

###### *Administration Manager*

Chitra/Paula is the head of the Admin team and generally runs the entire Office. She helps put together our SSAF applications and is your port of call if you have any IT issues in the office. She is also the go-to person if you want to know how much of your budget you've spent.

##### **Laura Kitsos**

###### *Administrative Assistant*

Laura runs reception, she works with both SRC Office Bearers and students needing casework and legal advice. If you have any questions or need someone, chances are Laura will be able to point you in the right direction. Laura is your go-to-person and first point of contact for swipe card access, stationary, activist equipment loans and printing/photocopying. She works Monday to Friday 9am- 5pm so make sure you come and say hi!

##### **Julia Robins**

###### *Secretary to Council*

Julia is your main point of contact with the SRC staff. She takes the minutes at all Council meetings. She also keeps the mechanics of them working - sending out notices, maintaining the Constitution and Regulations and other Council documents. Make sure you check your emails regularly; Julia will often have important information for you throughout the year. She is also in charge of receiving funding and reimbursement requests for the Executive to discuss and manages our room bookings.

## **Hani Bawazir**

*Accounts Officer*

Hani pays the bills and the wages. He also processes reimbursements. All up he is a popular guy.

### *Publications Department*

#### **Amanda LeMay and Mickie Quick**

*Publications Managers*

Amanda and Mickie manage the SRC's Marketing and Communications department. During semester, their time is mostly dominated by Honi Soit, but extends to website, social media, print requirements and other related projects. They run publications training for students and can assist office bearers with the design of printed or electronic material for your projects and campaigns. In addition, if you would like to promote your event, action or activity via SRC social media channels, or in Honi Soit please get in touch via email [publications.manager@src.usyd.edu.au](mailto:publications.manager@src.usyd.edu.au) or fill in the social media or advertising booking form (<https://srcusyd.net.au/council/src-forms/>) to book a spot. Please make an appointment if you need help.

### *SRC Legal Service*

#### **Jahan Kalantar and Ehsan Jahanandish**

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/ies sit on the Legal Service Board.

### *Casework and Policy Department*

#### **Melissa de Silva (Manager), Breda Dee, Lorna Pringle, Max Schintler, Sharon Maher and someone new**

Caseworkers provide advice and advocacy to undergraduate students or students completing a CET course that give entry to an undergraduate course. This includes advice 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 about 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 feel free to ask for anything that you need, and they will do whatever they can.

## IN THE OFFICE

The SRC Offices are located on level 1 of the Wentworth building. This is a shared space between staff and students. Casework also do outreach and student engagement projects out at satellite campuses where undergraduates study. Student spaces in the office include the President's Office, Office Bearers Room, Women's Room, Honi Office and the Gosper Meeting Room – there are also number of other shared facilities.

The Bathrooms are all gender, these are shared between staff, officers and students coming in for casework or legal help. Please be respectful and make sure you leave the space as you found it. If you notice any issues such as no toilet paper, soap or paper towels, please let the admin assistant [admin.assistant@src.usyd.edu.au](mailto:admin.assistant@src.usyd.edu.au) know so it can be addressed.

There is also a kitchen with filtered cold and boiling water on tap, a microwave, refrigerator, and a sandwich press, as well as glasses, cutlery and crockery. You can bring and store your own food (remember to label it) and sometimes there is food to share. It's only a small space, please make sure you return all crockery and cutlery and wash them when you are done.

Work health and safety is a concern for everyone who uses the SRC offices. Complete the online training (found here: <http://srcusyd.net.au/council/training/>) to ensure that you know how to deal with any situation.

After-hours access to the SRC as well as easy of access during the day is via a swipe card. To apply for a swipe card, please fill out the online form found here <http://srcusyd.net.au/council/src-forms/>, please note you will need to complete your Forms and WHS training before you can apply for swipe access. All Officers and any interested collective members may apply for swipe access, the application will go to the executive for approval.

Please turn off lights, air conditioning, and computers when you are finished using them, especially if you're the last one in the office. Not only is it better for the environment (the carbon dioxide emissions from leaving one computer on for just one day, is the equivalent of driving from here to Penrith) but it's also better for the computer.

If you need anything posted talk to Laura. Things we receive for you will be left in your pigeonhole (in the corridor next to the Gosper Room). Each department is allocated a pigeonhole and they are all labelled. If you are getting something sent to the front office let us know so we expect it.

# 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 for their jobs, as do office bearers and other student representatives. All staff, 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. This means there are some WHS rules you need to follow, 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 let us know. Staff are always happy to work with you.

## 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 aren't inconvenienced and won't have to change their plans. Be aware of your time management. Planning helps but the unexpected can make that difficult at times making sure you've set enough time aside to balance, uni, work, rest and your SRC duties will help. 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 meeting but any other meeting you may have now and in the future.

## COVID-19

What a pest. When you're in the SRC office please wash and sanitise your hands, keep your physical distance, and sanitise anything (keyboard, mouse, phone, pens, etc) that you touch. Please be aware of the limits to the number of people allowed in each of the rooms. If possible, it would be good to have your collective meetings outside, or in one of the Uni's rooms that are larger than ours.

If you have any suggestions or concerns about the way that the SRC is responding to your safety with COVID19 please email the President on [president@src.usyd.edu.au](mailto:president@src.usyd.edu.au)

## SEXUAL HARASSMENT IN THE SRC

The New Year brings many opportunities to meet new people, many of whom will be new to the University culture, with the freedoms 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, this does not mean it is okay for you to become a predator. First year students should never be viewed as “fresh meat”. Recognise the power differential, where you have more experience and familiarity at 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.

The University defines harassment as behaviour or language that:

- the other person does not want AND
- offends, embarrasses, or scares them AND
- is sexual OR targets them because of their race, sex, pregnancy, marital status,
- transgender or intersex identity, sexual preference or orientation, disability or long- term illness, age, family or carer’s responsibility, social origin, political belief or lack of political belief, religious belief or lack of religious belief AND
- in the circumstances a reasonable person should have expected would offend, embarrass, or scare.

If you’re unsure about your or someone else’s behaviour talk to one of the caseworkers. Treat everyone with respect, especially yourself.

## 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 (e.g., 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 medical certificate so you can apply for special consideration. The University has its own Professional Practitioner's Certificate (PPC) you can ask your health professional to use. 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".

## CONFIDENTIALITY

Students will give the SRC lots of private information that 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 their issues 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.
- 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 Front Office staff.

## THE JRG AND STUDENT REPS

### **What is JRG (Job Ready Graduates) Package?**

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

Students are directly impacted by the increase to 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 or 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 changes will this bring to the Uni?**

We don't really know. The uni has had to make changes to some of their policies and processes, including applying for discontinue not fail (DC) grades and showing good cause. As a student representative organisation, we will need to continue the pressure on the uni to do everything it can to prevent "avoidable fails" of units, e.g., ensure good quality teaching; reduce processing times for special consideration applications; and make academic appeals more accessible. Our recent change of government might mean it gets repealed, but our Labor government might need a bit of a nudge.

## **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 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, non-group task you can apply for a simple extension of 5 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 5 days are not enough because you are experiencing illness, injury, or misadventure that is short term (less than 4 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 Disability Services Unit. This might give you extensions on all assignments, extra time during exams, a note taker, or other appropriate academic adjustments.

## 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 reps 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. Throughout the year some office bearers will receive emails from students asking questions that should go to a caseworker or solicitor. This particularly happens to Education, Women's, Sexual Harassment, and Disabilities officers. 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](mailto:help@src.usyd.edu.au), so that we can ensure the best advice is provided.

# MEETING PROCEDURES

## MOTIONS

SRC decisions can only be made by means of motions being adopted by a simple majority of Representatives (Reps) present, or their proxies.

This means if more than half of the Reps 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 be 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 and possibly amended and finally put (that is, 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.

There are a few different kinds of motion; the most common and most important type, i.e. those through which Council makes decisions, are known as substantive motions.

### *Substantive Motions*

Substantive motions are the predominate motion you will come across during a council meeting they range from as simple as accepting a report of an officer, e.g.

*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 a substantive motion like that can be found in the motion template section.

These are the motions that set the agenda of the Council politically, a motion accepted becomes the official stance of the SRC on it's given issue. To change this stance the Council can wither rescind a motion or put a new motion that is contrary to the Council's existing position. There is often discussion and debate around these motions before they are put to the Council.

### *Procedural Motions*

Procedural motion work differently to substantive or the soon to be motioned foreshadowing motions. As the name would suggest they concern themselves only with process and technicalities of the meeting rather than the substance of a motion. Examples of a procedural motion are

*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 or foreshadowing motions, a procedural motion must be voted on, you cannot abstain.

The Chair can also unilaterally pass a procedural, such as that the speaking list be closed. If there is dissent to this ruling a procedural motion to dissent from the Chair can be put so that the Council can decide, these are rarely necessary. For more information on procedural motions and what can and can't be done refer to Part 10 or the SRC's regulations.

### *Foreshadowed Motions*

Sometimes a person tries to move an amendment which is unacceptable to the mover and seconder of the motion. When this happens, there are two possibilities: one is that the amendment is voted on separately, the other is, if the Chair deems the amendment to change the intent of the motion, for the amendment to be put as a foreshadowing motion, meaning it foreshadows that the original motion will fail, and will be put up as an alternative. For this to happen 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 back to the original substantive motion. After the substantive motion is put to the vote, and only if the substantive motion is lost, will debate commence around the foreshadowed motion (which now becomes the substantive motion).

### *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 any member of the student body, they do not need to be present at the meeting to move and second the motion, but if they are not, they will waive their speaking rights.

### *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 may speak at Council meetings, but a person must first let the Chair know that they wish to speak - this is usually done by raising a hand. The Chair writes down the names of people who indicate that they wish to speak (this is known as the speaking list) and calls on them in the order in which they indicated. If consecutive speakers have taken the one side (i.e. all in favour of the motion or all against),



the Chair may vary the list so that the other side of the arguments are heard next. 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 to this suggestion, the Chair will ask if anyone else wants to go on the speaking list; after s/he has noted the names of people who still want to speak, those people will be heard, the mover will be given the chance to reply, and then the motion will be put.

At the Chair's discretion the mover may reply to comments earlier than the end of debate. While generally each speaker will only be heard once, speakers may request to the Chair they be allowed to speak on a motion more than once.

### *Amendments*

Any undergraduate student may move an amendment to the motion - i.e. an alteration which remains in keeping with the purpose of the motion. For example, they may choose to increase or decrease a donation amount, or to change wording, this may be for clarity or to add in new parties the motion may have left out.

If the amendment is acceptable to the mover and seconder of the motion, then, when the motion is put to a vote, it will be put in its amended form.

If the amendment is NOT acceptable to the proposer and seconder, and the amendment is found not to change the intent of the motion, then someone must second the amendment.

The meeting will then debate the amendment and the amendment will be voted on (before the motion). If the majority vote in favour of the amendment, then the motion will be put in its amended form as though the amendment had been acceptable. If, however the majority vote against the amendment, then the motion will be voted on in its original form – the amendment is ignored.

### *Putting the Motion*

At the conclusion of debate, the Chair will read out the substantive motion and put the motion to Council. This is where the voting members of Council – the Representatives and their proxies have their say. Voting is generally conducted by a show of hands, the Chair will call "all those in favour?" to a show of hand followed by "all those against", the Chair may also call for 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- this means that the Chair asks each Representative

(or proxy) in turn how they wish to vote, and the replies are recorded in the minutes.

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

## QUORUM

The very first thing that happens at a Council meeting is a quorum count - all Representatives are asked to raise their hands (or stand) and if there are enough present to constitute quorum (half the number of Reps plus one, i.e. 22 out of 41 for the 95th SRC), then the meeting can start. The meeting should start within half an hour of the advertised time; if quorum is not reached, Representatives can ask to wait further time to allow for more Representatives to arrive, 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.

Inquorate meeting should be avoided at all costs. We give out as much notice as possible and try to keep the Council meeting constituent thought the year to allow you to plan that time to be free. It also means that the Council is able to address its business and make decisions that affect the student body who elected you.

We also understand that things do come up. Please do your very best to send apologies well in advance (like a week), this way if we know the meeting will not make quorum we can save everyone time and stress and reschedule it in advance rather than making people prepare, set aside time, just to wait in an almost empty room for hours on end!

### *Proxies*

A Representative may give a proxy (i.e. hand over their voting rights) to someone else. Proxies are read out at the beginning of the meeting and noted; also, at any time during the meeting a Representative may hand in a proxy and it will be noted. 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.

Proxies however don't count towards quorum. If the number of elected Representatives present at the meeting falls below 22 (i.e. quorum) at any time, the meeting can still continue. HOWEVER, if any student decides to call for quorum, and there are less than 22 Representatives present, then the meeting has to be adjourned.

## THE CHAIRPERSON

In accordance with the regulations the President will be the Chairperson of every Council meeting unless they are unable to attend. If that is the case general wither 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 laid down in Standing Orders and Regulations of the SRC.

- The Chairperson 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 Chair must be listened to and obeyed
- If a person is unruly or disruptive the Chairperson 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 Chairperson's decisions. Then the Chairperson must vacate the chair; the mover of the dissent motion speaks and the Chair responds; then a motion is immediately put "That the Chairperson's ruling be upheld", and if this motion is defeated then a new chairperson is elected.

## 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 December 1<sup>st</sup>. The meeting is chaired by the Electoral Officer of the Annual Elections to ensure the votes are fair and unbiased, also all elections are 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.

'Suspension of Standing Orders' - this is moved when someone wants to alter the order of the agenda. Normally, a meeting must proceed strictly in accordance with the agenda (the order of the agenda is laid down in Standing Orders - Part Ten of the SRC Regulations). 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, if the council does not agree with the Chair's decision however they can move to dissent for the Chair.

You are not allowed to move forward on the agenda any Elections – though they can be pushed 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 abandoned for now and put on the agenda for the next meeting.

# ADMIN PROCEDURES

## EMAILS

Make sure you check your officer's email **OFTEN**. You can have these emails forwarded to a preferred account if you're worried you won't check them. To set up your email and for any assistance to do with IT always contact the Administration Manager [admin.manager@src.usyd.edu.au](mailto:admin.manager@src.usyd.edu.au). If you have any issues with your email address, let us know as soon as possible.

Not only will the Secretary to Council be contacting you with important information and deadlines, but other staff, student and members of the public will contact you for a range of reasons – asking on how to join a Collective or upcoming action, maybe asking questions for an assessment or out of curiosity.

Sometimes you will be contacted by students or others looking for individual assistance. When this happens **DO NOT give them advice**, even if you think you know the answer, this opens you up to risk if you get it wrong or something goes wrong don't take that risk. This is especially important for officers like welfares, women's and sexual harassment officers. If someone contacts you for advice or discloses sensitive information and looks like they need help refer them to casework or the legal service right away. If they are comfortable with you doing so, you can forward their original email straight to [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au) where a caseworker can either assist or assign the case to the relevant party.

## 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 need to go through the executive regardless 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 project to the side when you have the funds waiting, try to keep track of how much you requested and spent. If you lose track ask the General Secretaries [general.secretary@src.usyd.edu.au](mailto:general.secretary@src.usyd.edu.au) or Chitra/Paula [admin.manager@src.usyd.edu.au](mailto:admin.manager@src.usyd.edu.au) 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 have the approval of the relevant Office Bearer.

Making a request to Exec:

Email the Secretary to Council outlining how much you are requesting and why. 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 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 exec 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 reimbursement form on the SRC website (it's a google

document) and make sure you attach the receipt and submit within 2 months of the expenditure.

Submitting an invoice:

These are best emailed to the Secretary to Council using the same format as a request. Make sure the invoice has the suppliers ABN and correct bank details along with what it was for.

## SUPPLIES AND PRINTING

There is a section further down which is just a list of our preferred suppliers so you can just jump to there if that's all you want to know! For the most up to date version of the (as we find new and better details), contact the Secretary to Council [secretary.council@src.usyd.edu.au](mailto:secretary.council@src.usyd.edu.au). You can get most of your printing and stationary needs through the SRC, we also always have a supply of paint and calico for banner paints.

You only need the President's approval to print with 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 to all collectives so you don't need to worry about your budget either. Just fill out the printing/photocopying request (found here: <http://srcusyd.net.au/council/src-forms/>) and attach what you need printed.

**Don't forget your printing needs to include the SRC logo.** We have a guillotine for cutting up printing jobs for flyers as well. Allow at least two full business days for the printing to be done. Printing and photocopying requests **need to be submitted at least 2 business days before required collection.**

### *Office bearers' Resource space*

Basic Stationery is available at the Front Office and **Office bearers' Resource space** in the Ob's room – things like scissors, Calico, rubber bands, pens, staples etc are always in plentiful supply. If you think you will need a lot of basic stationery all at once, speak to the Admin Assistant, we can order it in cheap!

Staple Guns, Megaphones, a PA system, projectors, and a drum can be hired out at any time, you just need fill out the form located in the Officer bearers' room on the resource space desk!

For anything else you may wish to purchase, it is always worth asking the Office if they can purchase it for you or know a cheap or ethical supplier that have worked well for us in the past.

## 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.

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 requests for expenditure. Please send this to the Secretary to Council at least the day before, but you can send them at any time.

There is a template to use when writing a report if you are unsure at the end of this document.

### *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 OB's on stipends (Vice-President, General Secretary, Education Officer, and Women's Officer) publish reports more regularly (weekly or fortnightly).

## ROOM BOOKINGS

The SRC has an agreement with the University to provide free room bookings for the SRC during University hours, these are 7am to 7pm

If you wish to book a room outside University hours (e.g. a lecture that goes into the night), it can still be done, but the University will 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 shouldn't take more than a day will take them a week. If you hand in a form with just or less than two weeks it's all but guaranteed not to be approved in time, this is even longer 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 that's a much faster process, just give at least a 3 business days notice.



To book a room, email the Secretary to Council with as many details as possible – date/dates, title of event, number of expected attendees, where attendees will be from (internal or external to USyd), location (pick at least three general options as your first choice might not be available), a blurb about why you need the space and how it would be damaging to not get it – 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, for us it is free, don't waste your budget giving it to the Uni!

## AD BOOKINGS AND SOCIALS

SRC Office Bearers can book ads in Honi Soit and/or scheduled posts on SRC Social Media Platforms (SRC Facebook and SRC Instagram) \* You will need to supply artwork and any text/links you require to the SRC Publications Managers, Amanda and Mickie.

You can book ads or posts by emailing: [publications.manager@src.usyd.edu.au](mailto:publications.manager@src.usyd.edu.au) or filling out a form available here: <https://srcusyd.net.au/council/src-forms/>

*\*NOTE: WeChat and Twitter posts may also be available in 2023.*

## HELP WITH DESIGN

If you need help with graphic design or just need some assistance with a project you are working on, please contact the SRC Publications Managers [publications.manager@src.usyd.edu.au](mailto:publications.manager@src.usyd.edu.au), to discuss any requirements. You will need to book an appointment to work on the project together. Please prepare any images, text or working files you intend to use prior to meeting.

Adobe Creative Cloud accounts are available to all paid OB's (Women's, Education, Gen Sec, President and Vice President). All other Office Bearers are provided with FREE Canva Pro accounts. If you require any assistance, please get in touch with Amanda or Mickie.

## SRC WEBSITE UPDATES

If you need help with graphic design or just need some assistance with a project you are working on, please contact the SRC Publications Managers [publications.manager@src.usyd.edu.au](mailto:publications.manager@src.usyd.edu.au), to discuss any requirements. You will need to book an appointment to work on the project together. Please prepare any images, text or working files you intend to use prior to meeting.

The SRC will have a new website in 2023. OB's will have contributor access to the site and will be able to manage the content on their landing pages. OB's will

be provided with log-in access and instructions for use. If you have any questions, please get in touch with the SRC Publications Managers.

## 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!

<b>Date</b>	<b>Event</b>
29 <sup>th</sup> Nov	Induction Day
1 Dec	First day of your term
7 Dec	Activist Training Day
12 – 15 Dec (TBC)	NUS National Conference
20 Dec	Last day to make International Shipping orders for Welcome Week
22 Dec	SRC Last day before shutdown
9 Jan	SRC reopens
17 Jan	Deadline domestic orders for Welcome Week
17 Jan	Induction Day (2 <sup>nd</sup> option) TBC
18 Jan	Notice of First Council Meeting goes out
20 Jan	Handbook printing
1 Feb	Printing requests of Welcome Week Due
1 Feb	First Council Meeting
15 Feb	Welcome Week
15 Feb	Council Notice for March goes out
1 Mar	March Council Meeting
22 Mar	Council Notice for April goes out
5 Apr	April Council Meeting
19 Apr	Council Notice for May goes out
3 May	

	May Council Meeting
24 May	Council Notice for June goes out
7 Jun	June Council Meeting
21 Jun	Council Notice for July goes out
5 Jul	July Council Meeting
19 Jul	Council Notice for August goes out
2 Aug	August Council Meeting
23 Aug	Council Notice for September goes out
6 Sep	September Council Meeting
20 Sep	Council Notice for October goes out
4 Oct	October Council Meeting
18 Oct	Council Notice for November goes out
1 Nov	Final Council meeting
1 Dec	96 <sup>th</sup> SRC takes Office

## PREFERRED SUPPLIERS

### 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/>

### Other:

#### Stationary:

Contact Laura [admin.assistant@src.usyd.edu.au](mailto:admin.assistant@src.usyd.edu.au) for all your stationary needs, we do regular orders throughout the year so we may already have what you need, if not delivery takes 2-3 days so place your orders in advance to make sure we have what you need. If something is running low let Laura know so she can get more before we run out!

#### Printing:

The SRC is our preferred printer! We ask for 48 hours' notice as we have a number of other tasks throughout the day we need to get done, but the SRC is your cheapest option – and has the added benefit of not needing a reimbursement form or risk of not getting funding. Friday night for Monday morning isn't

But sometimes we know it's just not right for the job. This is mostly the case for things like large Zines or Handbooks, getting in touch with the Publications Manager is recommended if you think you're going to be needing to print off site. World of Print on Broadway is fast, good quality and cheap if you need something that's bound – again talk to Pubs before making any decisions, they'll go through all your options.

## EVENT PLANNER

You will run a number of events throughout the year. Some will be small, and some will be much bigger and involve a lot more people. Planning an event takes quite a bit of work at the best of times but since we are still in the middle of the COVID19 pandemic there is even more we need to think of.

Please use the following as a guideline for planning your event. Please contact the Secretary to Council to arrange a planning meeting if you need help. I highly recommend you do this, if the Secretary know what events you are planning through the year, they can help you avoid clashes, missing deadlines and help in getting the best deal if you're using external companies for things like marquees!

## MAJOR EVENT TIMELINE

### Start of Term/ Year

- Plan your projects for the year, get together groups who want to put on joint events (like welfare week and radical education week)
- Set when you want to run these events – e.g. semester one or two etc.
- Start reaching out to possible interested parties
- Think about the things you will need space, power, screens, projectors, PAs or microphones

### 8 weeks before the event

- Put in your room booking for the room/rooms/space you want, have back up plans if these spaces are already booked, if you can have some flexibility in dates – better to start this part too early than too late, once the event itself is approved you can more easily move the dates
- Get quotes from external companies if you require a marquee or anything of the like
- Get in contact with your guest speakers, 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

- At this Stage it's a waiting game for the Uni to get back to us, if they do now it the time to make changes if needed
- Apply to Exec for any funding you may need for the event – Food, materials etc.

### 5 Weeks

- Set your agenda for your event – who and when people are presenting etc
- By now the Uni should have got back to us with any issues, now is the time to try correct or adapt for these
- If you have confirmation, you're in the home stretch

### 4 Weeks

- If the Uni has confirmed the go ahead by now you can start booking in things like catering or a marquee which if you've followed this timeline you will have already got approval for so you can book it without being out of pocket (Woo-hoo!)

- If the Uni have thrown a spanner in the works, 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, maybe talk to pub about advertising it in Honi on SRC socials/website

### **3 Weeks**

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

### **2 Weeks**

- Keep drumming up 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, 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 take into account if your speakers are charging or if they will need gifts for donating their times and knowledge to your event.
- Make sure if there are any external suppliers such as a marquee who need to set things up that
- Make sure your guest speakers know where they need to be and how to get there, look into 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 drum up 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, don't forget when you can to take photos, so you show off your successes and use it to promote other events the SRC are running
- Have you got a way for attendees' info to you can stay in touch? Make sure you have that on hand – mailing lists and links to groups on the event page are great for this
- Take some time to enjoy yourself but remember to keep track of socials and emails to make sure there are no issues

### **Post Event**

- Send out any feedback forms you may have to find out how people went and 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 send the off the SRC to pay
- Congratulations you're all done! Take a break!

Hopefully by really only having to do one or two things a week over 8 weeks rather than all at once you've been able to do some other things and aren't too far behind on your uni work. Remember you can always **ASK FOR HELP**, and if you ask early, we're more likely to be able to help you when you need it. Keep us in the loop and we'll be able to help along the way.

## MINOR EVENT TIMELINE

I'm going to split this into 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**

- Similar to major events thinking about these things early in the year help!
- If you are planning collective meetings maybe decide if they are going to be weekly, fortnightly or monthly. Setting these and making them consistent even just for a semester makes it easier for you member to set that time aside, for collective meeting during the usual 'lunch' for most classes (usually around 1pm) will help maximise the number of student who can attend, or if you have weekly meeting maybe alternating the time and the day.
- Once you know when you're having your meetings think about if you'll ever need a room, while having them outside is a great way to get new people involved it can fall a fowl of bad weather, consider making a semester long standing booking

#### **6 weeks before the start of semester**

- If you decide to have a standing room at the ready (just in case) please send this request to the Secretary to Council, no later than this. 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 I recommended you ask your members to put it in their diary if the room moves around

#### **During Semester**

- Hopefully you've got a room for all your meetings but if not or you have an extra meeting for a small event 2 weeks is enough notice if you don't need to promote the event and you don't mind getting confirmation on the day, otherwise try for **3 weeks just to be sure**
- Worst comes to worst, you didn't get a room, it's raining, and you didn't see it coming – call the Secretary to Council we'll see what we can do – t. here's always the Royal.

## *Banner Paints*

### **Start of Term/ Year**

- Yeah, it's pretty pointless thinking about these now. They tend to come up with maybe a week or two's notice, a good thing to do here is check the paint supplies and let Laura know if anything is low

### **Week Before a Banner Paint**

- If you do know you have a banner paint coming up, get your calico and check the paint supplies early!
- If you are going to have it in the office check no one else has booked the OB Room at the time. While COVID19 persists, we have to be more careful about social distancing than we were in the past

### **Day Before/Day Of**

- Try to do it on office hours if you can, this means we can help you get supplies and also get them back, so they don't get lost
- Make sure you've collected your calico from front office
- 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
- If it's raining – out-side the SRC is relatively sheltered if it's not raining too much
- If it's really raining, you can use the OB room, again all social distancing and WHS measure apply

## *Snap Actions*

### **Day Before/Day Of**

- Let's face it, there is little to know planning time for these actions.
- The best you can do it ask for an Exec Circular if you need printing done and we're not able to do it, thankfully there's generally not much printing needed
- You can get 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 when they are usual involve several groups, not just the SRC.

Generally, if they are on campus you probably don't want to give notice – potentially defeats the purpose. For advice on this book and appointment with the SRC Legal Service to make sure you've got you, and all your attendees covered should something happen, also if they know it's happening in advance they may be able to set aside time to make sure they can help if needed. 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, always good to be prepared.

Protests are often in public spaces and need different types of permits and approvals. And sometimes they are just a group of people getting together at a moment's notice. We will run some workshops on these but the best resources for these are your fellow and former OBs.



## REPORT TEMPLATE

Writing a report is simpler than you would think. It doesn't have to be pages long or even in full paragraphs; dot points are fine too! 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, sending your report in a week in advance means everyone has time to read it before the meeting which saves everyone a lot of time. If you copy and paste the below into a document and just 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:

## MOTION EXAMPLE AND TEMPLATE

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

### **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.

For 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, e.g.

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, e.g.

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 November 30<sup>th</sup>, 2020
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 ...

## 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 I know. But keep it on hand (or on your desktop) and pull it out when you're not sure where to go, you'll save yourself and everyone time if you look here before you shoot off an email. The contents page should make it easy to find what you're looking for, and if you're still not sure we are always here to help.

Good luck with the year ahead and I hope you all have a wonderful time serving on the 95<sup>th</sup> University of Sydney, Student's Representative Council!



*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/>*