



Students' Representative Council University of Sydney

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MINUTES of the 3rd meeting of the Executive Committee, 89th SRC, held on 30th January in the Gosper Room, SRC Offices.

PRESENT: Isabella Brook (Chair), Bella Pytka*, Iman Farrar^, Irene Oh.

Apologies: Daniel Ergas*, James Gibson^, Samuel Chu, Ella Bickley, Liam Donohoe, and Patrick Ryan.

Minutes: Julia Robins

In attendance: Melissa de Silva, Chitra Narayanan, and the Women's Officers Katie Thorburn and Imogen Grant.

Meeting Opened: 11:40 am

*^Joint position holders, counted together towards quorum.

1. Acknowledgement of Country

The University of Sydney Students Representative Council acknowledges the traditional owners of this land, the Gadigal people of the Eora nation. We pay our respects to the Elders both past and present of the Eora nation and extend that respect to other Aboriginal people present.

2. Apologies

Apologies were received from Daniel Ergas*, James Gibson^, Samuel Chu, Ella Bickley, Liam Donohoe, and Patrick Ryan.

The apologies were noted.

6. Workplace Health and Safety Report

Melissa de Silva entered the meeting at 11:43

I write in regards to my recommendation as the Workplace Health and Safety Officer that the SRC become a cashless organisation. As it stands, cash is currently used and exchanged by the SRC in the capacity of emergency loans, petty cash, election fees, the sale of second books and buying second hand books.

As you are aware, I am responsible for improving the overall workplace safety of the SRC. I have identified that one area of risk that exists within the organisation is the use and exchange of cash. The risks associated with using cash include:

- Cash mishandling that may result in cash loss and audit difficulties
- Theft from an internal source and the associated difficulty of proving the identity of the perpetrator and the resulting actions that need to occur.
- Theft from an external source and the associated violence that might result.

The aforementioned risks are based upon my expertise in identifying situations that pose a potential threat to the safety of the organisation. Please note, that they are not based specifically on any aspect of current, previous, or forecasted future events at the SRC.

CASH MISHANDLING

Although cash handling within the SRC can be both a frequent and infrequent activity, there remains a constant risk associated with the use and exchange of cash by way of mishandling. For example, staff may administer incorrect change, and/or misreport transactions. Although there are preventative measures that can be taken to address these errors, having a cashless organisation would resolve these issues completely as all transactions would be done electronically.

THEFT FROM INTERNAL SOURCE

It is best practice for the SRC to limit any potential situation that could result in theft of money/financial assets from the organisation. Whilst I am confident and have trust in all the staff/student members of the SRC, so long as cash remains on SRC premises there remains a potential risk for all staff/student members. The risk to all staff/student members revolves around allegations of and/or being accused of theft. Any allegation/accusation of theft made against a staff/student member would not only cause severe duress to that staff/student member, but also, develop an un-collegial work environment that would be unproductive to assisting and advocating for students.

THEFT FROM EXTERNAL SOURCE

The potential threat posed by an external source entering into SRC premises for the purpose of theft remains a high risk to the SRC and all its staff/student members.

Other workplaces such as service stations, corner shops, and similar organisations to the SRC have introduced cash handling safety measures. It is of my opinion that the SRC requires a more proactive approach to alleviating risks associated with cash handling to prevent any violent exchanges that could occur from an external source. The increased use of cashless transactions for food delivery services places the SRC as a vulnerable and desirable target for instances of petty theft. Presenting the organisation to the public as cashless by means of a sign out the front, in my opinion, would deter perpetrators from attempting theft and thus preventing violent exchanges that could ensue an attempted robbery.

In a situation where a perpetrator attempts robbery from the SRC, there is always a possibility of violence. If the person is armed with a weapon, it will most likely be with a stabbing implement that could serious injury one of our staff/student members. In addition, the severity of a potential attack in my opinion increases significantly if alcohol or other drugs are involved, or if the perpetrator is affected by chronic mental illness.

Although there have been no documented cases of such violence on SRC premises, in my opinion the SRC Bookshop remains a vulnerable target for these types of crimes. Contextualising recent events that have occurred in the organisations broader community over the past twelve months, including the axing of two people in Enmore 7-Eleven, it is obvious that the SRC can do more to ensure the safety of all its staff/student members. Although the possibility of a robbery may appear to be low, the potential outcome and consequence of an incident is so severe, possibility catastrophic, that I strongly recommend as the Workplace Health and Safety Officer that the risk be addressed by removing cash from all SRC premises.

The solution to alleviating the aforementioned risks involves moving to a cashless organisation that is straightforward and fairly simple to execute. It would require that:

- Emergency loans should be issued as cash cheques able to be accessed by students at the Commonwealth Bank. Fortunately, due to close proximity of the Commonwealth Bank to the SRC office, I contend that this will be of small inconvenience for students.

- Petty cash would operate as a reimbursement rather than an advance payment. This would require staff/students retain receipts of purchases associated with the SRC. I feel that this will be of little inconvenience to staff/student members of the organisation.
- Election fees should be administered through EFTPOS or a bank deposit.
- The sale of second hand books by EFTPOS, PayPal or bank cheque.
- The purchase of second-hand books by means of PayPal, cheque or bank deposit. Whilst there may be a slight delay in payment due to bank processing times, I contend that alleviating the risk of theft on SRC premises outweighs this inconvenience.

I therefore request that the SRC reaffirm its position to become a cashless organisation in all areas.

	Do nothing	Do something
Nothing happens	Smug – we made the right decision	Waste of time; annoying; loss of sale
Something happens	Catastrophic	Managed risk; significantly mitigated outcome

Motion: that the report of the Workplace Health & Safety Officer be accepted.

Moved: Bella Pytka

Seconded: Iman Farrar

The motion was put and **CARRIED**.

11. Report of the Casework and Policy Manager

Melissa de Silva discussed with the Executive the ongoing issue of Office Bearers responding to individual issues rather than referring them on to Casework and Legal. She highlighted that this can be bad as individuals do not realise Office Bearers are not trained nor do they handle individual cases only Casework and Legal are trained to do so. Instances of people being given the wrong advice have occurred with disastrous consequences for students and that it is very important that the Office Bearers realise they are only to work with students at collective level, on university wide campaigns and not offer advice and support on individual case levels.

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

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED**.

3. Minutes

Minutes of the meeting of the Executive held on the 11th January were distributed.

Motion: that the minutes of the 11th January be accepted.

Moved: Bella Pytka

Seconded: Iman Farrar

The motion was put and **CARRIED**.

4. Business arising from the minutes

There was no business arising from the minutes.

5. Correspondence

There was no correspondence for the executive.

7. Report of the President

Isabella Brook provided a written report.

President's Summit

I was at NUS presidents' summit for three days last week. It was a really valuable experience and a good chance to get some insight into the focuses of the union for the year. I think we can expect some good things out of NUS this year, which is promising. So I just want to thank exec for approving the funding for that.

OB Meetings

OB meetings are slowly underway. As you can imagine its very difficult to get people in the same place at the same time. So far I've met with the Women's, Ed, Queer and ACAR OB's. Good to see that OB's have a strong vision for their departments and looking forward to helping them achieve this.

SSAF

I've been working on the SSAF acquittal with Bella and Chits that's due tomorrow.

Bella and I met with Mike and Tiff from the USU and Tom from SUPRA a few weeks ago to discuss SSAF. We discussed a strategy to work together but it didn't really come to much.

From this meeting I've emailed the other student organisations to arrange "negotiations". We are yet to hear back from SUSF, but everyone else is on board. I guess we're not holding our breaths for all organisations to come to an agreement and we probably are expecting it to go into arbitration but it's still valuable to sit down with the other student orgs and see what projects they'll be pursuing.

In terms of the SRC's priorities when it comes to SSAF were looking to expand the casework and Legal service as well as engaging a specialized sexual assault solicitor or getting Annie the training needed to deal with these sensitive cases. I'm still to meet with departments to discuss their priorities as Thomas and Mel have both been on leave. I'll be working with Chits, Bella and Dan to hopefully achieve this vision.

Library

I'm sure most of you have heard that the libraries are pulping thousands of books in some kind of maintenance program. The two main concerns with this are how the University is ensuring that these books are duplicates and no longer in use and also if any alternate disposal methods were considered. I sent out an email to a few people about this, including the Provost and Pip, DVC education, but I'm yet to hear a response.

NTEU

The education officers and myself met with Kurt from the NTEU last week. It was a really good meeting and a good chance to reaffirm the SRC's support for staff conditions especially during the EBA period.

Bookshop

Bella and I met with Mike from the USU to confirm the one year lease for the bookshop at \$18 000 which was approved at the last exec meeting.

We also met with Julie to discuss the future of the bookshop. In this meeting Julie indicated that the bookshop would need a 12-18 month period to wind down business. I know that exec hasn't yet made a decision on this matter but I think that's definitely something to keep in mind in further discussions.

Group of Eight Advocacy Group

I was contacted by the President of ANUSA in regards to establishing an advocacy group for the Group of Eight universities.

The thought behind this is that Go8 often makes statements, submissions, and decisions and takes stances on issues with no consultation from the students they represent. The role of the advocacy group would be to attempt to hold Go8 accountable when they make decisions that are in contrast to the interests of students (i.e. supporting fee deregulation).

The presidents of the all eight students associations met at president's summit to finalise the terms of reference and discuss any concerns.

Motion: That the report of the President be accepted.

Moved: Irene Oh

Seconded: Iman Farrar

The motion was put and **CARRIED**.

8. Report of the Vice Presidents

The Vice Presidents had nothing to report.

9. Report of the General Secretaries

The General Secretary, Bella Pytka, gave a verbal report.

- O-Week preparations are going well
 - o Handbook is almost done
 - o Hopefully shipping form Ali Baba will get here in time
- Isabella Brook covered most of the SSAF
- Regulations changes have been going well and are being sent around and we are talking to the relevant groups on Council
- Budget wise we are currently under our budgeted amount for O-Week
- Statutory Declarations will be discussed at council, it has been noted there have been some issues with people not wanting to sign them.

Motion: that the report of the General Secretaries be accepted.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED**.

10. Report of the Administration Manager

Chitra Narayanan entered the meeting at 12:25pm and gave a verbal report

- The server is dying. It crashed on Monday everything was recovered but we will need a one soon. It will probably cost around \$4000.
- We are looking into a new photocopier, which is \$400 a month + copies, it could be over time significantly less than getting cartridges ten of which alone cost over \$2000.
- Got a quote for new phones, they are charging us \$649.64, which is more than what we currently \$628.49; if we pay early (which we usually do) we get \$25 off, bringing it down to \$616.64. I will have to see what the down time could be for implementing it.
- Naaman Zhou and Julie Harrison got parking fines, it was not their fault, but parking is cracking down at the moment. Requesting \$180 for Naaman Zhou and \$108 for Julie Harrison.

Motion: that the report of the Administration Manager be accepted.

Moved: Bella Pytka

Seconded: Irene Oh

The motion was put and **CARRIED**.

12. SRC Legal Service Report

The Legal Service had nothing to report.

13. Approval of Payments

13.1. Invoices

Honi:	FOI for university discussions on consent module	\$30
	Google account memory expansion	\$25

13.2 Reimbursements

Vinil Kumar:	\$40	Printing at Office Works
Chitra Narayanan:	\$194.70	President’s business cards, food for training days.
	\$2760	Parking permits

Motion: that the invoices and reimbursements be approved en bloc.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED**.

14. Any Other Reports

14.1. Report of the Education Officer

There was no report from the Education Officers

14.2. Report of the Women’s Officers

The Women’s Officers entered the meeting at 12:36

Katie Thorburn and Imogen Grant provided a written report.

Today is the final day of editing Growing Strong, the annual Wom*n’s Collective publication, Growing Strong, which showcases the art, stories, and articles by wom*n and non-binary people. This year, the journal has been a tremendous collective effort and we look forward to launching the publication in Semester 1.

With SSAF negotiations underway, Wo. Co. has continued consultation with the SRC legal department and other representatives about hiring a part-time discrimination solicitor who would specialise in sexual harassment and assault. Even within our short time as office bearers, we have seen the drastic need for the SRC to provide specialist trauma-informed legal and caseworker service. In the interim, we are arranging Responding with Compassion training for all SRC and SUPRA caseworkers and solicitors.

The Staff Against Rape (SAR) campaign has been launched last week with all NTEU members receiving emails on how to insert key resources (USyd policies and support services) in UoS outlines and on Blackboard. We will be attending school and faculty meetings in the upcoming weeks to amend faculty policy so that these resources are a compulsory requirement in all UoS outlines. As many staff receive disclosures from students (e.g. a student requesting to be in a different class from their rapist, justifying falling grades etc.) we are also looking into avenues to train all staff in responding with compassion and vicarious trauma.

We have upcoming meetings with representatives from the SAU and USU to ensure the effective rollout of USyd's new reporting system 1800 SYDHELP. We are also meeting with SUPRA Queer and Wo. Co. to discuss cross union and department collaboration on the sexual assault and rainbow campus campaigns. We are also organising the launch of the Survivor's Network this week.

The women's Officers entered the meeting at 12:36

Motion to move the meeting in camera:

Moved: Irene Oh

Seconded: Iman Farrar

The motion was put and **CARRIED**.

Meeting moved in camera at 12:37

Meeting moved ex camera at 12:49

Motion: that the report of the Women's Officers be accepted.

Moved: Irene Oh

Seconded: Iman Farrar

The motion was put and **CARRIED**

14.1. Report of the Publications Manager

The Publications Managers provided a written report.

Honi Soit Printing 2017

Please approve the printing of Honi Soit with Spot Press. They have not increased printing costs at all this year for the 52 GSM (4000 or 3000 copies). They have also provided a quote for 70GSM paper should we wish to go with this option.

Two quotes attached: 52 GSM and 70 GSM option

NOTE: The standard Honi edition for reference is 4000, 52 gsm, 24 pages + 1 plate of colour (cover + centre spread)

Amanda LeMay

SRC Publications Manager

Handbook Printing 2017

Please find attached a quotation matrix for the 2017 Handbooks, Growing Strong, and the Combined Counter Course and O-week Handbook. There are two local printers and one quote obtained by Daniel Ergas from a Chinese printer.

Overall Spot Press is quoting cheaper, but they have not provided a full set of options for a heavier cover on the 48 page book. They did provide a 48 page + 4page 250gsm cover option with either CMYK t/o or Mono inside. This may be best in order to accommodate the content required, otherwise we can ask for the heavier cover options.

The Chinese printer has fairly different (and more expensive) specifications and would probably produce a quality product. However there are risks attached from production to delivery delays that would need to be considered.

Please choose your options and get back to us asap.

Amanda LeMay
SRC Publications Manager

Motion: that the report of the Publications Managers be accepted. That the Honi Soit printing be approved after alternative quotes are sourced, and that all domestic options for the printing of handbooks be approved.

Moved: Irene Oh

Seconded: Iman Farrar

The motion was put and **CARRIED**

15. Other Business

15.1 Staff Leave

Amanda LeMay:	Annual, 05/01/17 – 06/01/17, 2 days, 16 hours.
Heather Mabry:	TIL, 16/02/17 – 24/02/17, 7 days, 42 hours. TIL, 27/01/17, 1 day, 7 hours. Annual, 29/03/17 – 05/04/17, 6 days, 42 hours (??)
Melissa de Silva:	Annual, 27/01/17 – 27/01/17, 1 day, 7 hours. Sick, 24/02/17 – 03/03/17, 6 days, 42 hours. Annual, 23/02/17, 1 day 7 hours
Breda Dee:	Sick, 23/01/17, ¼ day, 1 hour. Annual, 15/03/17 – 30/03/17, 12 days, 84 hours.

Motion: that the staff leave be approved en bloc.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED**.

15.2 Swipe Card Approval

Radah Wahywidayat	- Ethno-cultural Officer
Sophia Chung	- Ethno-cultural Officer

Connor Prassis
Steven Kwan

- Queer Officer
- CRAC collective member

Motion: To approve all swipe card access bar Steven Kwan until a Refugee Rights Officers confirms their nomination for Steven Kwan to have after hours access.

Moved: Iman Farrar

Seconded: Irene Oh

The motion was put and **CARRIED.**

The meeting was declared closed at 1:12pm.