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## MINUTES

of the 2<sup>nd</sup> meeting of the 91<sup>st</sup> Executive Committee held in the Office Bearer Room, SRC Offices, on Thursday, December 20<sup>th</sup>, 9am

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**PRESENT:** Jacky He, Dane Luo<sup>^</sup>, Caitlyn Chu<sup>^</sup>, Niamh Callinan\*, Adriana Malavisi, Josie Jakovac (via phone link-up), Prudence Wilkins-Wheat, Alex Yang

Apologies: Yuxuan Yang, Vonnie Li, Jacky He (late arrival)

Minutes: Cameron Caccamo

Meeting Opened: 9.15am

\*<sup>^</sup>Joint position holders, counted together towards quorum

*In the absence of President Jacky He, a new Chairperson needs to be elected. Vice-President Dane Luo is nominated by Niamh Callinan*

**Motion:** That Dane Luo be elected as temporary Chairperson

Moved: Niamh Callinan

Seconded: Adriana Malavisi

The motion was put and **CARRIED**, Dane Luo took over the responsibilities of Chairing the meeting.

### 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. Attendance and Apologies

Apologies were received from Yuxuan Yang and Vonnie Li

**Motion:** That the apologies be accepted

Moved: Niamh Callinan

Seconded: Adriana Malavisi

The motion was put and **CARRIED**, the apologies were accepted.

### 3. Minutes of the previous meeting

Minutes of the of the 1<sup>st</sup> Meeting of the 91<sup>st</sup> Executive, held on December 4<sup>th</sup> 2018

Discussion:

Dane Luo: I would like to note that \$500 was requested for the OB room clean up, only \$20 was used

Prudence Wlikins-Wheat: Regarding the appointments to the Orientation Committee, what is the orientation committee?

DL: The basic role of the committee will be helping us organise Welcome Week

PWW: All of these people listed are on it?

Adriana Malavisi: Yes, they'll help out on the stall and beforehand in organising our Welcome Week presence

PWW: What was the process for choosing this Committee? Did they nominate for the role or did the Executive put forward their names?

DL: Names were put forward by the Executive, yes.

PWW: Is there any way to amend this list?

Cameron Caccamo: You could put up a rescission motion, or just move a motion to amend the number of Orientation Committee members and nominate more.

PWW: I will do that for the next meeting

*Jacky He entered the meeting at 9.21am, and took the responsibilities of Chairing the meeting.*

**Motion:** that the minutes of the 1<sup>st</sup> Executive Meeting be accepted

Moved: Adriana Malavisi

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

#### **4. Business arising from the Minutes**

##### **4.1 Rescission Motion**

As a rescission motion was passed at the last Executive Meeting, the Executive must now re-determine all items relisted as a result of that rescission motion, and then pass the minutes of the 15<sup>th</sup> Meeting of the 90<sup>th</sup> Executive.

##### Relisted items approved via circular:

Imogen Grant (Council)	\$5000	Legal advice
Melissa de Silva (C+P)	\$3261.79	10 000 2019 SRC Wallplanners
Mickie Quick (Publications)	\$153	Updating SRC Quad Signage
	\$1350	AFTRS Videomaking Course
Amanda LeMay (Pubs)	\$1555	2018 Honi Soit Binding

##### Relisted items for discussion:

Imogen Grant (Council)	\$735.90	Thirty SRC Flags
Layla Mkhayber (Women's)	\$890.00	Tote Bags

##### Discussion:

*Motion to move in camera: Moved Dane Luo, seconded Niamh Callinan. The motion CARRIES.*

*The meeting moved in camera at 9.26am*

**Motion:** That the items relisted for discussion be rejected

Moved: Dane Luo

Seconded: Adriana Malavisi

The motion was moved and **CARRIED**

*Motion to move ex camera: Moved Dane Luo, second Adriana Malavisi. The motion CARRIES.*

*The meeting moved ex camera at 9.31am*

## **5. Correspondence**

*There was no correspondence to consider*

## **6. Report of the Workplace Health and Safety Officer**

Melissa de Silva spoke to her report:

### Special Meeting (“RepsElect 3”)

I wasn't at the meeting but I heard everything, from a safety point of view, went well. Cheryl Wharton, who is the Operations Manager of the Campus Security Unit (essentially third-in-charge), wants to be our friend, and she is a good friend to have. Assisted us greatly with the meeting.

### Panic buttons:

Speaking of Cheryl, she is happy to meet with us and discuss how to use our newly installed panic buttons.

### Violence prevention training:

Martin Unger from the MTU Training Concepts Pty Ltd does security training for child protection work and prison employees, people with exposure to violence. I've taken a course with him and can train after a refresher. Why do we need this? We've had students in the past that have shown violent tendencies, punching and worse. I'm offering to go through that training with you whenever you need. The training course is two full days; it works better that way rather than 4 half days. There is a cost, just have to pay for the licence to use the program. If we do this, we should feed them too, bit more of a cost. Will elaborate on this to the Executive if it goes ahead.

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

Moved: Dane Luo

Seconded: Adriana Malavisi

The motion was put and **CARRIED**.

**Motion to suspend standing orders and move to Agenda 8, the Report of the Vice President. Moved Adriana Malavisi, seconded Niamh Callinan. That motion was put and CARRIED**

## 8. Report of the Vice President

Dane Luo and Caitlyn Chu submitted their report:

We are very excited to be elected into this position and really hope to make the most of it this coming year. We want to acknowledge and thank the work of our predecessors, Adriana Malavisi and Steven Wu, particularly for the initiative of starting Welfare Week, which we hope to continue this year.

The Vice President role is quite vague. The Constitution and Regulations outline the role as a liaison with societies, committees and OB's, as well aiding the President in whatever they need. We have liaised with each other on a few occasions about how to approach the next year. We believe that, in addition to the minimum duties stipulated in the Regulations, we want to lead some projects (with OBs and other students) and set some goals for next year.

### Engaging with Faculty Societies

We hope to liaise with Faculty Societies to hold information sessions at the start of semester 1. Faculty Societies can give tips on how to succeed in the course or tell students about what the society does, upcoming events and even subcommittee applications. The SRC could use that time to promote its Caseworker and Legal Service, tell students how we can help them and represent their interests to the University, distribute Counter Course, wall planners and merchandise. We would also consider incorporating a professor (preferably a first year UOS coordinator), a high achieving student and an alumni or recruiter from the relevant industry. This ties in with our role to work with the Faculty Societies and ensure all students enjoy a smooth transition into University.

We will be reaching out to Presidents and Executive members of the Faculty Societies over the next month and speaking about how we can best approach this for each faculty and tailor the event for them. This is part of a larger idea to engage the SRC with Faculty Societies over the next year and possibly bring back the Faculty Societies Committee.

### Creating an Interfaith Festival

We are very keen on celebrating the diverse cultures, faiths and religious groups on our campus. We are hoping to give an opportunity for all faith groups on campus to hold a stall on Eastern Avenue. They can spread their message, sell or give away goods and promote healthy multifaith dialogue and understanding on campus. We hope to raise this idea with the new Interfaith Officers (once they are elected) to see how this can be coordinated next year.

### Addressing mental health issues

Addressing mental health and student wellbeing will be a priority for us.

Last week, Caitlyn attended the UE Work Health and Safety (WHS) Committee to understand the University's approach of mental health issues and to raise our concerns about mental health of staff and students. The meeting was primarily raising issues about staff mental health through the creation of Mentally Healthy Workplaces, which we recognise is very important. Caitlyn raised issues about staff identifying student mental health issues and noting that the psychological health and safety of staff and students should be proactively managed.

We were shocked that in 2014 and 2016, claims for psychological injuries increased by 36% and 131%, respectively. It is positive to see that the University has responded with at-work support with a Recovery at Work program and Staff Health Support team. There is a champions wellbeing network to support psychological health, which brings together 6 Faculties and 3 University Schools. The University is also considering local wellbeing interventions and initiatives like 'are you okay?'

We will be returning to the WHS Committee to advocate for creating a healthier study environment and making more students become aware about their mental health. We hope to get the input of the new Welfare Officers (to be elected), MAHSoc and other interested students to set up information sessions about mental health issues and organise activities throughout next year to help students release the mental stress.

#### Our role in the year ahead

We hope to get more involved in the governance of the SRC and actively assist the President and General Secretaries with their role. We are already actively assisting with the SSAF funding submission and preparation for Welcome Week (we believe this will be dealt with in other reports). We hope to join the President and General Secretaries to coordinate the work of the collectives and department OBs over the next year. We want to play an active role to assist Councillors with their projects, ideas and initiatives over the next year.

Over the past few weeks, Dane joined SRC staff to meet with Campus Infrastructure and Services regarding RepsElect and Council meetings. In addition to our duties, new projects and events, we will be representing student views on the Student Consultative Committee and on the University Executive WHS Committee. Over the next year, we hope to explore extensive reforms to the Regulations and Policy documents.

#### Dane spoke to the report:

Also wanted to add that I assisted in the organisation of security detail for Repselect with Karen Chau, and the result wasn't what we wanted we were happy with the security detail

#### Discussion:

Jacky extended another thanks to Prudence for repselect, and then thanked Dane for all of this hard work over the past month, he is like a VP plus Chair of Standing Legal. Also thanked Caitlyn for her work.

**Motion:** that the report of the Vice-President be accepted.

Moved: Niamh Callinan

Seconded: Adriana Malavisi

The motion was put and **CARRIED**.

*Jacky He, at the conclusion of the Report of the Vice-President, sought to move the following motion:*

**Motion:** That the Vice-Presidents, Dane Luo and Caitlyn Chu, receive a stipend equivalent to the stipend of the General Secretary.

*The Vice-Presidents, Dane Luo and Caitlyn Chu, left the room, as they have a pecuniary interest in the outcome of this motion.*

Discussion:

Alex Yang: To be clear on this; are we redistributing the current payments made, or making a new one?

Adriana Malavisi: No, we are making a new stipend.

Jacky He: It's a role with a lot of responsibility and historically hasn't been active except for 2018, they can do a lot more. Since there are no Office Bearers currently, they will be doing so much more, so I recommend they be given a stipend.

AY: How much will they be given?

AM: Same as the General Secretary: 1/3<sup>rd</sup> of president's stipend each, plus super

AY: Where will the money be coming from?

Niamh Callinan: We're including it in the SSAF application.

JH: Last year the bookshop closed but we still will receive funding as if we have it due to SSAF negotiation protocols. Also, the University gave out less SSAF than what they actually received, so we received additional monies from that, roughly \$116000. If we include Vice-President stipends into base funding as well, we can certainly afford it

Prudence Wilkins-Wheat: Adriana, you were Vice-President in 2018, what are your thoughts on this?

AM: It's a vague role and it's hard to do work when it is unpaid. Dane and Caitlyn have done so much work, and this will ensure they can continue that work. We've had issues with Office Bearers checking out, this will help Dane and Caitlyn not burn out similarly. This is a good first step.

PWW: They've done a lot of work this month, what other jobs would they have throughout the year?

AM: Vice-President is a varied role, plenty of outreach work, working with faculty societies, can run campaigns and initiatives. There's a lot that can be done.

NC: In their report, there is plenty they want to do over the year, including Welcome Week work and an Interfaith Festival and mental health focus. Also assisting me and Yuxuan with budgets and SSAF negotiations because we have no Office Bearers, they've set themselves up to work so well.

PWW: I'm trying to reconcile the narratives of the supposed budget deficit we have, and having the money to pay for this now.

NC: We ran a deficit in 2018, but due to the nature of SSAF base funding and the bookshop closing, we will have the budget to do this next year. Dane's point about budget deficit is regarding the contestable pool, not the base funding for staff payments

JH: Yes, we ran a deficit in 2018 which we have tried to limit with those earlier rescission motions.

PWW: So if we're going into the reserves because we're running deficits, how much do we have?

*Administration Manager Chitra Narayanan entered the meeting 10.17am*

Chitra Narayanan: The reserves are there just to cover staff entitlements, so we'd have to sit down and work out if the base funding will be enough to pay for a new stipend. We should find money in the base funding allocation, not the contestable pool, that would be the easiest thing to do. I will be sitting down and doing staff payment projections soon, so can work out something there

NC: Based on rough projections, we think it will be covered by base funding

CN: If you do a full budget and show that we have the money for this, that would be good so you can show the whole council.

PWW: Do we have a budget? Should we decide when we have a budget?

CN: It's being worked on now, ideally we'll have an internal budget by end of January. We can always back pay if it's not decided now.

PWW: Should we delay and wait for the budget to be allocated?

JH: We will certainly have the money, we can pay them now and work out later I think.

NC: No, I'd rather backpay them.

CN: We won't have a pay run until next year anyway, and can't really scrape money back. Stipends should be budgeted correctly. Back when we had a O-Week Committee we would set a stipend of \$1000 to be split across all of them, because it's a one off it's really easy. A Vice-President stipend for the year is ongoing for the year, and so we should ensure that we have the budget for that and backpay them I think. We can easily backpay, very hard to receive money back. We should have an Executive meeting a week before SSAF negotiations are due so everyone can look over it.

*Given the discussion, the motion discussed was withdrawn and a new motion submitted:*

**Motion:** That the General Secretaries will work on a budget that includes a potential stipend for the Vice-President, to be tabled at a future Exec meeting

Moved: Niamh Callinan

Seconded: Adriana Malavisi

The motion was put and **CARRIED.**

*Chitra Narayanan left the meeting, and the Vice-Presidents returned to the meeting.*

**Standing orders were resumed**

## **7. Report of the President**

*The President, Jacky He, passed the Chair to the General Secretary, Niamh Callinan*

Jacky He submitted a report:

## Open Learning Environment

Open Learning Environment, or OLE, are units of studies that first year students starting from 2018 are required to undertake. The purpose of these units, as per described by the University of Sydney Interdisciplinary studies handbook, are established to offer students opportunities to build novel skill combinations and extend their knowledge by exploring other fields of study. All students starting at the University of Sydney in 2018 would be required to complete 12 credit points worth of OLE.

Currently, students have reflected many problems with the OLE course, especially with regards to the course structure, the amount of workload, the redundancy of the zero credit point courses and the inappropriate allocation of credit points to each course subject. I have delivered these issues in a very passionate manner to the committee staffs at the Board of Interdisciplinary studies and UE Education Board. I will be sending out a survey to the undergraduate student body and looking at organising a meeting with the DVC and the staff responsible for the OLE course to discuss from a student perspective how the course should be restructured and changed. This will take place after the Christmas and New Year's vacations. More efforts will be dedicated to improve the OLE course over the next semester to make the units of study more coherent with future studies. Progress on this issue will be reported periodically at executive meetings.

## WeChat Platform

The release of marks on the 12th of December has led to a significant rise in the amount of caseworker service requests that have been received by the SRC. Majority of these requests relate to academic appeals. Many students, especially international students, experienced difficulties accessing our service due to their unfamiliarity with the SRC, and also because they have gone overseas and are unable to physically consult our caseworkers.

To provide a more convenient access point to SRC caseworker and legal services, and to provide international students with a timely update on SRC status, we have created a WeChat platform last Wednesday in order to facilitate these purposes. So far the platform has received over 30 questions ranging from basic information about the university to conducting an academic appeal, which were advised to be transferred to the caseworker E-mail. In the future, I look forward to improving the productivity of the WeChat platform as both a helper and marketing tool, to help international students become more familiarised with SRC and its services.

### Discussion:

Alex Yang: Who runs this WeChat account?

Jacky He: Currently me, along with our social media, but I welcome any help in that regard

## Changes to Canvas Site

Starting from Semester 1 2019, information on chosen courses for first years (i.e. 1000 courses) will be available on Canvas two weeks before the first day of Teaching. Currently, they are released only one week before the first day of teaching. Many students express that this gives them limited time to properly prepare for all their subjects. For this reason, I have communicated with and supported Judy Douglas - the University of Sydney Staff Communication Specialist - in her motion to release relevant Canvas content two weeks earlier to provide students with ample amount of time to view the lesson content. This motion was supported based upon the condition that no assessments would be pushed forward along with the release date of the Canvas content, to prevent students from going through unnecessary increases in stress.

**Motion:** that the report of the President be accepted.

Moved: Dane Luo

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED.**

*The Chair was returned to Jacky He*

## **9. Report of the General Secretaries**

Niamh Callinan submitted a report:

We are both extremely excited to be elected to this position for the 91st Council of the SRC. We look forward to the opportunities to support the ongoing work of the caseworkers, legal services and publications as well as working with the new Honi Soit editors and their team, as well as collectives and recently elected office bearers.

I personally would like acknowledge the work of both Nina and Yuxuan over the last year and look forward to working with Yuxuan this year and to learn from his previous experiences gained from his work last year.

### SAFF Funding

Currently, we are working on the SAFF application alongside the President, Vice Presidents and various departments of the SRC. At this point in time, we are moving through various processes of reading through last year's submission, editing and budgeting the base funding that the organisation will receive. I would also like to thank Dane Luo for his support and stepping into the role whilst Yuxuan is away.

In relation to contestable funding there are ongoing discussions and ideas that we are having with all people involved in the organisation. This however has been significantly delayed by the ongoing issues with SRC Representatives Election.

### Counter course

Yuxuan and I are working alongside the Education Officers, President, Vice President to produce the counter course handbook for 2019. The progression of this is moving well and we have invited a number of people to contribute to writing articles for the publication. We have also undertaken the InDesign Training and discussed with Publications a general

layout and design for the handbook, with mock up templates for us to employ for the layout of various sections.

#### O-week

O-week preparations are also underway; having established the members of the O-week committee, we are working on a budget that incorporates a number of promotional items and merchandise to hand out during O-Week. The aim is to start confirming these items within the new year with the committee and place orders for items before the end of January to ensure that the SRC is prepared in time for O-Week.

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

Moved: Dane Luo

Seconded: Prudence Wilkins-Wheat

The motion was put and **CARRIED.**

### 10. Report of the Administration Manager

There was no report of the Administration Manager.

### 11. Report of the Casework and Policy Manager

Melissa de Silva spoke to part of report:

#### Welcome Week/Orientation

There's the stall, but there's plenty of scope to do more to give plenty of valuable information to students but this is during an information overload. If you don't engage someone and give them sense of belonging in 6 weeks, they will drop out studies have shown, could be a personal connection (friend or even infatuation) or a club etc. If someone has family that has come here before they're usually fine, it's first-in-family that we worry about. We want to do plenty in Welcome Week but also do work in Week 2/3 to remind them. Support from Fire Brigade (wooden spoons to ensure that first-time cooks/kitchens in bad shape have tools), City of Sydney (plenty of info, publications in multiple languages about consent and sex safety), Sonder (critical response application, free for any student that signs up to Allianz from July, \$350 otherwise, help for students). We're asking for more where we can.

#### Discussion

Jacky He: Can we ask more of City of Sydney?

Melissa de Silva: Not sure much more the Council itself can give us, but they can point to more organisations for us to ask for help from.

James Campbell spoke to part of the report

#### Introduction to the Caseworker Department:

We're a free\* (\*SSAF funded) service. We're independent, students trust us because we don't work for the University. We're confidential, we don't talk to outside people but will collaborate with other caseworkers to bounce ideas off each other. We serve Undergrads

and Diploma students, sometimes CET students coming into the Uni. Another fuzzy area is Taylor's College; we sometimes help students there but we can't give too much advice because we don't know their system as well as our own.

Areas: Centrelink, Tenancy Law, Academic Rights/Appeals, Administrative and Course Issues (OLEs etc), Special Consideration and Withdrawals/HECS issues, Student Misconduct, Academic Dishonesty, Academic Progression and Show Cause, Referral for Emergency Housing.

Our role: We listen to students as they describe their circumstances, but we are not counsellors. We provide advice around University policy, especially regarding rights enshrined in policy and law. We provide feedback, especially for things like show cause letters and how to appeal correctly.

We don't do: Things outside our area of expertise, where there's a conflict of interest, where the assistance asked for is against student interests, where we have to break the law (confidentiality concerns etc).

This week has been especially busy; with results coming out plenty of show cause and appeals.

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

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

*Adriana Malavisi left the meeting at 10.30am*

## **12. SRC Legal Service Report**

There was no report of the SRC Legal Service.

## **13. Approval of Payments**

### **13.1. Invoices**

Approved via circular:

Robin Eames (Disabilities 2018)	\$165.00	Defiant Lives Film Licence
Chitra Narayanan (Admin) (2016)	\$500	USU Glitter Gala 2016

### **13.2. Reimbursements**

Approved via circular:

Robin Eames (Disabilities 2018)*	\$120.00	Tech fee
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Robin Eames (Disabilities 2018)*	\$100.00	Mandatory Security Donation
Robin Eames (Disabilities 2018)*	\$200.00	Bar Tab
Robin Eames (Disabilities 2018)*	\$200.00	Catering
Robin Eames (Disabilities 2018)*	\$30.00	Door Fee
Robin Eames (Disabilities 2018)*	\$55.00	Facebook Advertising
Robin Eames (Disabilities 2018)^	\$13.31	Facebook Advertising

For consideration:

Cameron Caccamo (Admin)	\$55.92	Name badges for special meeting
Melissa de Silva (C+P)	\$126.69	Transport to/from ISANA Conference
Laura Kitsos (Admin)	\$9.99	Parcel payment for Pubs delivery
Chitra Narayanan (Admin)	\$8.95	Key for Casework office

\* - These are all pieces of expenditure for an event regarding a screening of Defiant Lives at Red Rattler Theatre on December 11<sup>th</sup>, 2018

^ - This is a reimbursement form for Facebook advertising for an October 26<sup>th</sup> action surrounding accessibility at Redfern Station. Robin Eames, 2018 Disabilities and Carer's Officer, requested \$750 in total for the event – including \$200 for cabcharges for wheelchair-accessible taxis, \$100 for materials to make signs and banners, \$200 for the printing of new t-shirts, and \$250 for an Auslan interpreter. This request was formally noted at the 13<sup>th</sup> Meeting of the Executive on October 17<sup>th</sup>, after being put in a circular motion. Our records indicate only \$343.50 has been spent on the event, with invoices paid for t-shirts and the Auslan interpreter but no other reimbursements received. Therefore, there is over \$400 worth of expenditure this event could accrue without going over the budget set by the 90<sup>th</sup> Executive – with this \$13.31 expense comparatively tiny.

**Motion:** that reimbursements be approved en bloc.

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

### 13.3 Requests

For consideration:

Amanda LeMay (Pubs)	\$329.88	Lynda Online Training
	\$200	Website update
Dane Luo (Council)	\$523.05*	Returning Officer Stipend
	\$122.05*	Stipend: Assistant, Special Meeting

\* - For both of these expenditures, it is expected that superannuation be paid in addition to these amounts

Discussion:

Dane Luo: The stipends for the Returning Officer and Assistant at the Special Meeting have been worked out in accordance with the EBA and the hours worked by each staff member. There will be no cost levied by University of Sydney Security, contrary to reports by Honi Soit.

**Motion:** that requests be approved en bloc.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

*Alex Yang left the meeting at 10.40am*

### **13.4 Audit Write Offs**

Approved via circular:

Chitra Narayanan (Admin)	\$3370.01	NUS grant cheque write-offs*
Chitra Narayanan (Admin)	\$989.42	Honi advertisement bad debt*

Discussion (via circular):

Dane Luo noted that he has discussed these items with Chitra Narayanan and these audit write-off items do not affect the budget.

## **14. Any Other Reports**

### **14.1. Report of the Publications Mangers**

Amanda LeMay submitted a report:

Lynda Online Annual Subscription

Please approve the renewal of our annual subscription to Lynda Online Training. This is a valuable resource for ongoing professional development for staff and students to update skills in a wide range areas throughout the year.

Total: \$329.88

Additional Hours while Mickie is on a course for a week

Mickie Quick will be attending a course from 29th Jan 2019 to 1st Feb 2019. As this is a very busy period for the Publications Department with a number of key publications due at that time, (Amanda LeMay) would like to request to work additional hours in that week to replace Mickie while he attends the course. Please approve a maximum of 17.5 hours.

Website update sundry costs

\$200 budget for Premium theme, Premium editor and plug-ins

Please approve a budget of \$200 for the above to use as needed. At present we foresee a few small costs for premium theme, editor and plug-ins that should come to under \$200.

Total: \$200

Amanda LeMay also spoke to the report:

Website:

We've been having issues with the website hosting due to the ".edu" nature of the site. We'll be working on this early in the New Year.

Training:

We've done our best to get people trained, there will be a training session tomorrow 9-11am as well. We prioritise Office Bearers but will help Collective Members if asked. Will be another one early next year.

Women's Handbook/Growing Strong:

I would prefer to launch a couple of weeks into semester to avoid the noise of Welcome Week, but it's up to the eventually-elected Women's Office Bearers.

Media Law training:

It has been organised for February 8<sup>th</sup>, after next Regular Council Meeting. It's done by ABC Lawyers and it's during a quieter time for them, so we're very lucky to have them. Plan B in case we do not have DSPs by then; Make info sheets to give to DSPs. We have to protect ourselves from defamation and other law issues.

Publication checks checklist made:

Outlines the roles of Council Members. Mickie Quick and I take direction from students, we can't make too many comments on what students want to publish. We can take content down, Chitra can too. Just let us know if there's an ongoing issue just so we're kept aware.

**Motion:** that the report of the Publications Managers, and the requests therein, be accepted.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

## 15. Other Business

### 15.1 Staff Leave

Breda Dee:	Annual, 4/12/18, 1 day, 7 hours
Chitra Narayanan:	TIL, 19/12/18, 1 day, 7 hours

Mickie Quick: TIL, 12/12/18, 1 day, 4.5 hours  
Annual, 8/1/19-9/1/19, 2 days, 11.5 hours  
Louise Stack: Annual, 8/1/19-10/1/19, 3 days, 21 hours

**Motion:** that the staff leave be approved en bloc.

Moved: Niamh Callinan

Seconded: Dane Luo

The motion was put and **CARRIED.**

### **15.2. Swipe Card Access**

The following students have requested swipe card access to the SRC Offices. Those marked with an asterisk have completed all necessary forms.

James Ardouin\*  
Jazzlyn Breen\*  
Layla Mkhayber  
Shangyue (Brian) Mu  
Shaan Patel  
Alev Saracoglu (held over from first meeting)  
Gabi Stricker-Phelps

#### Discussion:

Prudence Wilkins-Wheat: All of those to-be-elected OBs, given they have to work, we should approve all of them

Cameron Caccamo: The Executive determined at the last meeting to only give swipe access to those with a title, but that can be amended given we still do not have Office Bearers.

**Motion:** That the Executive approve swipe card access for those that have filled out the form, and provisionally approve all others pending handing in the form.

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

### **15.3. Executive Payments Policy**

The proposed Policy document is ATTACHED (Appendix One).

#### **Motion:**

1. The Executive adopts this Payments Policy and will act in accordance with this policy in the future.
2. This policy will be distributed by the Secretary to Council and General Secretaries to all Officers, Honi Soit editors and staff via email and on the SRC website.

Moved: Dane Luo (Vice President)  
Seconded: Niamh Callinan (General Secretary)

Discussion:

Prudence Wilkins-Wheat: Is there anything in here that needs discussing?

Dane Luo: There are very few changes to historical policy here. Alcohol spending is quite high, so we're tightening the rules there to ensure student safety and regulations are met.

Cameron Caccamo: Myself and Chitra Narayanan have looked through it and have no substantive problems with it, except that in Point One the list of people that may require reimbursements should include Collective Members.

Niamh Callinan: That's a good point, please amend the policy to reflect that.

After that amendment was made, the motion was put and **CARRIED**.

#### **15.4 Circulars Policy**

Vice President Dane Luo clarified the Executive policy for circular motions. When a circular email is sent to Executive members, members should reply all and indicate whether they (i) approve, (ii) oppose, (iii) abstain or (iv, where it is possible) request that the matter is listed for the next Executive meeting.

There are eight active 'present' votes when it is initially emailed to all Executive members. So, to achieve a simple majority as per part 3 section 2(e) of the *Regulations* (R3.2(e)), this requires five Executive members to approve a circular.

If one or more Executive members abstain, the number of 'present and voting' members is reduced. Therefore, four Executive members are required to approve a circular. Even if there are three or more abstentions, 'at least four' Executive members are still required, as per part 3 section 2(e) of the *Regulations* (R3.2(e)).

#### **16. Other Motions approved via Circular**

##### 16.1 Amendment to Staff Contract

Chitra Narayanan requested that the contract of Cameron Caccamo as Secretary to Council be extended until the 12<sup>th</sup> of March, 2019. This was **APPROVED** on December 11<sup>th</sup>, 2018.

*The Meeting was closed at 11.14am*

# APPENDIX ONE

## Executive Payments Policy for Invoices, Reimbursements and Requests

### *General*

1. One of the roles of the Executive is to approve, by simple majority vote at meetings or by absolute majority vote in circular emails, payments and/or reimbursements for purchases and work completed by SRC staff members, Honi Soit editors, elected Officers of Council and Collective Members. These payments come from collective and department budgets and the Council Resources Pool. This includes, but is not limited to, expenditure for running events and campaigns. This does not include ordinary staff wages or stipends.
2. The purpose of the Executive's oversight function is to ensure that student money is spent wisely and in the most effective and efficient manner to further the aims, policies and objectives of the SRC. Furthermore, it is designed to financially support students in their endeavours in maintaining, revising and introducing new services within and external to the SRC.
3. This role is shared by the Council. All decisions of the Executive need to be adopted and is reviewable by the Council.
4. Only elected Officers may sign off on collective or department expenditure. Collective or department members submitting a request, reimbursement or invoice must have the signed approval of the relevant Officer.
5. Only Honi Soit editors may sign off on expenditure from the Honi Soit budget. Contributors to Honi Soit submitting a request, reimbursement or invoice must have the signed approval of a Honi Soit editor.
6. An Officer must only sign off on expenditure if they have discussed the item of expenditure with other co-Officers. The Executive can, before approving an item of expenditure, seek the views of co-Officers in order to ensure transparency within the organisation.

### *Invoices and Requests*

7. The Executive strongly advises that all expenditure be submitted for approval at the earliest opportunity and preferably before any money is spent, wherever possible, in order to prevent delays in the organisation and running of activities.
8. If amounts are not finalised, staff and Officers are recommended to provide give an estimated upper expenditure limit, which the Executive can deliberate.
9. All invoices and requests should be accompanied with short reasons for where and how the expenditure will be spent. These reasons will be incorporated in the minutes of Executive meetings, where appropriate.
10. If the payment/reimbursement is for an event, information about the event should be included. This includes the number of members from the student body that will likely be reached.
11. Before finalising payment(s) on items of expenditure for large amounts (generally \$350 or more) a quote or invoice (with an ABN) should be provided for the SRC to pay the amount directly rather than through a later reimbursement.

12. If the approval is for a banner, t-shirt or anything else that could be seen as representing the SRC publicly, the design of the item needs to be included with the request.
13. Staff and Officers are strongly advised to discuss their ideas and submissions with at least one member of the Senior Executive. The Senior Executive is composed of the President, Vice President or General Secretary. If the Senior Executive is absent, staff and Officers can discuss their ideas and submissions with a general member of the Executive.

### *Reimbursements*

14. Reimbursements should only be sought if:
  - a. The amount spent exceeded the amount previously approved by the Executive; or
  - b. There are cogent reasons why an invoice or request was not sent.
15. Reimbursements must include proof of purchase (eg a receipt that includes an ABN) and reasons for where and how the expenditure will be spent. These reasons will be incorporated in the minutes of Executive meetings, where appropriate.
16. Reimbursements must be submitted within 2 months of purchase. If more than 2 months has lapsed, reasons must be given why it was not submitted within 2 months of purchase.
17. Staff and Officers are strongly advised to discuss their reimbursements with at least one member of the Senior Executive. The Senior Executive is composed of the President, Vice President or General Secretary. If the Senior Executive is absent, staff and Officers can discuss their ideas and submissions with a general member of the Executive.

### *General Principles*

18. The Executive will prioritise projects, events, campaigns and expenditure that are effective, efficient and can have the greatest impact to benefit the student body.
19. The Executive will prioritise expenditure to support initiatives and projects by staff and Officers over donations to charities and non-government organisations.
20. The Executive will generally not approve funding or reimbursements for items that the SRC already provides and has available. This includes printing, basic stationery (including scissors, rubber bands, pens, staples), staple guns, megaphones, PA system, cleaning equipment, calico and paint.
21. The Executive encourages responsible consumption of alcohol both on and off the campuses of the University of Sydney. The Executive will apply the following guidelines when considering funding or reimbursements for alcohol (including bar tabs):
  - a. The Executive will generally not approve funding and reimbursements for alcohol unless the service of alcohol is necessary to the nature of the event.
  - b. Drinking at venues that are not licensed will not be funded. The Executive can request that licensee details be presented.
  - c. Security and RSA monitoring should be confirmed with the venue prior to the event.
  - d. For bar tabs at events, the Executive will approve up to \$6 per attendee. For approval of payments before the event, the organisers must submit to the Executive the reasonably expected number of attendees.

For approval of payments after the event, the organisers must submit to the Executive the exact number of attendees.

- e. Funding or reimbursements for alcohol must be stated in a separate line item when considered by the Executive.
  - f. Where alcohol is present, events must have the following text on all publicity material: “The SRC supports responsible drinking”.
22. The Executive reaffirms its policy that travel allowances for NUS conferences be limited to \$200 per delegate, observer or Honi reporter.
  23. Officers are expected to produce written and/or verbal reports to the Council or Executive that explain how funds have been spent. For example, if funds were used to attend a conference, reports should explain how that conference has informed or assisted campaigns and initiatives of the department or collective.
  24. The Executive reserves the right to refuse expenditure. There should not be a presumption that the Executive will automatically approve all expenditure.
  25. If the budget of a collective or department is exceeded, the Executive reserves the right to reject or only approve a reduced amount of the requested reimbursement.