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Julia Robins, Secretary to Council
secretary.council@src.usyd.edu.au

**Students' Representative Council,
University of Sydney**

Level 1, Wentworth Building (G01)
University of Sydney NSW 2006
PO Box 794 Broadway NSW 2007
t: (02) 9660 5222 f: (02) 9660 4260
int: 12871 www.src.usyd.edu.au
ABN: 597 391 306 68

MINUTES of the 16th meeting of the Executive Committee, 91st SRC, held on 22nd August 2019 in the Office Bearers Room, SRC Offices.

PRESENT: Jacky He (took the Chair at 1:30), Niamh Callinan*, Dane Luo^ (Chair till 1:30), Caitlyn Chu^, Josie Jakovac, Vonnie Li.

Apologies: Yuxuan Yang*(rejected), Prudence Wilkins-Wheat (rejected) and Xiaoyu Jin.

Absent: Alex Yang

Minutes: Julia Robins

In attendance: James Campbell

Meeting Opened: 1:25pm

*^Joint position holders, counted together towards quorum.

In the absence of the President there was a call for nominations for Chair.

Motion to appoint Dane Luo Chair

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED**.

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 Yuxuan Yang*, Prudence Wilkins-Wheat and Xiaoyu Jin.

Motion to accept the apologies of Xiaoyu Jin but reject the apologies of Yuxuan Yang* and Prudence Wilkins-Wheat.

Moved from the chair

The motion was put and **CARRIED**.

3. Minutes

Minutes of the meeting of the Executive held on the 7th August 2019 were distributed.

Motion: that the minutes of the 7th August 2019 be accepted.

Moved: Dane Luo

Seconded: Niamh Callinan

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

6. Workplace Health and Safety Report

There was nothing to report from the WHS Officer.

Motion from the chair to move straight to the Casework and policy manager

The motion was **CARRIED.**

Jacky He arrived at 1:30 and resumed the Chair.

11. Report of the Casework and Policy Manager

James Campbell gave a verbal report:

- Fairly busy with casework busiest time of the year, looks like number up approx. 8% increase on last year a number of this has been since the start of July
 - o Show cause and appeal dates were end of July, there are still a number of ongoing cases from then.
- International student welcomes
 - o We had a good response to these
 - o Melissa de Silva took some leave but before that she went to the USYD Singapore campus to speak to the undergraduate here, she went to a first year nursing students orientation of about 80 students
 - they were very attentive and we got good feedback from the event.
- Tax Help program is up and running for the year
 - o It is an ATO program run by volunteers
 - o we are also taking post-grads this year to simplify as SUPRA is not running it this year
- Melissa de Silva has been working on the textbook subsidies
 - o the process is that people self-identify as in need and are an undergraduate,
 - o It's in a trial mode, we need to ensure that people are going through and if there is any particular point in which they stall
 - o people seem to be self-selecting out – the bar is do you have \$65 left over at the end of the week after rent bills and groceries,
 - o People are often shy about saying they are in need
 - o There has been a broadcast email sent out by the University promoting it.
 - o We've had a casual caseworker to help while Melissa de Silva works on this, Jawed Gebrael, he finishes up at the end of the month. We want to keep one week of casual cover in the budget just in case
- Informal meeting with the University admin staff / Student admin meeting
- Researchers work is coming along
 - o Meeting with Altin Gavranovic who is one of our researchers looking into student welfare and collecting some data.
 - o Our other researcher Rafi Alam is looking at student housing and the development of the University's student accommodation policy, it's somewhat concerning that the university doesn't appear to have one yet
 - o We have some remaining funding still for the researchers
- There is the broad climate strike happening in September, I ask that the executive think about what their plans are for that and if they would consider shutting the SRC.

- The new working hours' arrangement for James Campbell and Lorna Pringle agreed on earlier in the year is now in affect
- Access to this building is really bad for anyone in a wheelchair
 - o it's been talked about in the past but we need to make priority some arrangements for casework students and also
 - o for wheelchair afterhours access for Office Bearers
- We need to look into heling international students and students in general on issues such as wage theft and unfair employment, while there is a lot of information it is quite diasporic

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

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED.**

7. Report of the President

There was nothing to report from the President

8. Report of the Vice Presidents

Since the 15th Executive meeting, we have:

- Worked on promoting the Textbook Subsidy Program, which is now accepting applications;
- Drafted 15 pages of provisions for the Enterprise Bargaining Agreement;
- Met with staff representatives, CPSU Industrial Officer, President and General Secretary for EBA negotiations;
- Attended the Student Consultative Committee meeting on Thursday 8 August 2019 and presented oral and written submissions regarding contract cheating and SAB appeal rules;
- Followed up SCC submissions by joining the caseworkers on a meeting with the Student Affairs Unit on Tuesday 20 August 2019;
- Attended the UE Work Health and Safety Committee meeting on Monday 12 August 2019;
- Attended the UE Education Committee meeting on Monday 12 August 2019;
- Organised **Welfare Week from Tuesday 13 and Thursday 15 August 2019** (see below);
- Attended the UE Academic Standards and Policy Committee meeting on Tuesday 13 August 2019;
- Attended the UE Research Education Committee meeting on Thursday 15 August 2019;
- Contacted HostCo and the University Alumni Office regarding the 90th Anniversary Celebration; and
- Met with the newly elected Vice President of SUPRA to discuss collaboration between our organisations in the future.

Upcoming plans:

- Meeting with Dr Joy Murray, School of Physics, regarding student hunger;
- Mallet Street Campus Visit on Monday 26 August 2019;
- UE Student Life Committee on Wednesday 28 August 2019;
- Open Day on Saturday 31 August 2019;
- Academic Board on Tuesday 3 September 2019;
- Presentation at the Science Education Committee on Wednesday 4 September 2019 with the Science Society;

- Hosting 90th Anniversary Celebration on Thursday 17 October 2019;
- Assisting with the USU Health and Wellbeing Week in week 10;
- Negotiating for a new Enterprise Bargaining Agreement;
- New SSAF application to be submitted in October; and
- Preparing handover documents and training materials for the 92nd Council.

Welfare Week

Welfare Week took place last week and it was a terrific experience in introducing students to the SRC, SUPRA and other organisations. Across Tuesday 13 to Thursday 15 August 2019, we had Unions NSW, Careers Centre, Disability Services, Financial Services, University Library, Accommodation Services, Lou's Place, White Ribbon, Leichardt Women's Community Health Centre, National Union of Students, headspace, Council of International Students Australia and the Women's Collective.

Across the three days, we handed out free food items – hot dogs on Tuesday, Subway wraps on Wednesday and Krispy Kreme doughnuts on Thursday – alongside SRC/SUPRA information packs and business cards.

On the last day, we used the food items to encourage undergraduate students to fill out the Research and Policy Officers' survey. We attracted 70 responses on Thursday, which was easily the best day for the survey over the two weeks it ran and amounted to just under half of all responses (155 in total), exceeding their 'best-case scenario'. One of the Research and Policy Officers, Altin Gavrovic, said that 'students are notoriously difficult to survey so this is a really great outcome - I figured about a hundred responses was the best that I could have hoped for and we blew that goal out a long way. Thanks so much for helping make this so successful.'

We would like to thank the assistance from the Casework and Policy Department (Mel, Sharon, James, Lorna and Breda) for their assistance in making this initiative a success! We also want to thank Tom, Jodi and Sam from the USU for their assistance and ideas! And we want to thank the members of this Executive that helped out during the event – Niamh Callinan, Josie Jakovac, Xiaoyu Jin and Vonnie Li.

We have made feedback for next year's Welfare Week that we will share with the next Vice Presidents. A summary of the main points are:

- 10am to 3pm is a good time but future organisers should play it by the weather and crowd of students.
- The time of the year for Welfare Week should be evaluated. Holding it in semester 2 (as it was for 2018 and 2019) is too late for students to learn about student support services. A better time would be for the SRC's Welfare Week to be held in mid-semester 1.
- Ordering a marquee was a great idea. The best way is to directly contact a supplier (we examined Moreton Hire and Events Festivals & Weddings P/L) because they will need to organise set up (and take note of the University's very strict vehicle access times for Eastern Avenue and movement of the planter boxes).
- As we have said before, it would be great to enter into a partnership with our friends at SUPRA and USU. Not only can we split costs and make the event bigger and better, but we can share knowledge and promotional material, which can go a very long way.

- Get a chocolate wheel or a large visible game to attract students.

Money was spent on printing resources, posters, materials, structure, tables and chairs, and food for students and snacks for stallholders.

Total amount received from SSAF for this project	\$10000.00
Total amount approved by the Executive for this project	\$8500.00
Total amount spent	\$6546.42
Less amount shared, paid by SUPRA	\$689.50
Total amount paid by the SRC	\$5856.92
Total amount leftover from SSAF allocation	\$4143.08



Discussion:

Dane Luo added a reminder to OBs to send in their reports to Honi on time as well as an additional \$236.71 which is within budget but was for food for stall holders and meetings which was not originally requested as a budget line.

Motion: that the report of the Vice Presidents be accepted including the \$236.71.

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED**.

9. Report of the General Secretaries

Since the Last Executive Meeting:

- Attended and helped out at Welfare Week. This was a highly successful week with a large number of students getting involved in the services of the SRC, and with a number of organisations also in attendance. We would like to acknowledge the hard work of the Vice Presidents in organising, implementing and running this week. Student engagement was high, particularly during the second and main day of the Week.
- Assisting the research officers in their ongoing projects. Both projects are in the process of data gathering, and from what we have heard a large number of students have already completed the online survey and I would like to encourage all members of the Executive to also partake in the service if they have not already. We have also been working with Altin to organise people to participate in a focus group for his research project.

- Working with the selection committee to hire a Principle Solicitor;
- Ongoing meetings with Staff representatives, President and Vice President negotiating the EBA.

Ongoing work:

- Writing the SSAF submission that will be due in October. The university has recently changed the way in which SSAF submissions will occur; instead of doing them at the beginning of the year and waiting over half the year to receive confirmation of funding, we will now be submitting SSAF during 2nd semester for the next council year. As a result, this year we will be undertaking the SSAF submission for next year.
- Assisting the Secretary to Council and Vice Presidents in organising the 90th Celebration of the SRC;

Discussion:

Dane Luo thanked Niamh Callinan for her help with welfare week.

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

Moved: Dane Luo

Seconded: Josie Jakovac

The motion was put and **CARRIED.**

10. Report of the Administration Manager

There was nothing to report from the Administration Manager

12. SRC Legal Service Report

Niamh Callinan gave a report on behalf of the SRC legal service.

Selection committee decided it will take longer than expected to appoint a new Principal Solicitor as the policies and procedures need to be updated properly before the role is advertised and appointed to prevent any internal complications of changes to duties after the appointment of a new Principal Solicitor. It is not expected the proceed will be completed by mid-October.

Motion: that the report of the SRC Legal Service be accepted.

Moved: Josie Jakovac

Seconded: Caitlyn Chu

The motion was put and **CARRIED.**

13. Approval of Payments

13.1. Invoices

Honi Stickers: Item: 100 10cm x 10cm stickers advertising our anonymous tip-line, in both Mandarin and English, with a QR code and TinyUrl link to the tip-line.

We believe this will encourage non-readers of the paper to inform us of problems around campus, and increase the standard and scope of our reporting on issues that are affecting students.

Price: \$64.00 through website OzSticker Printing, which appears to be the most financially sound option.

Request from Honi

As per my discussion with Dane, I have done some research into the best possible course of action with regards to adobe licensing.

I think the most cost-efficient option is for the SRC to purchase the student package below: <https://www.adobe.com/au/creativecloud/buy/students.html>

The best course of action, in my opinion, would be to set up accounts like "honsoiteditor1" "honisoiteditor2" etc. That way it isn't just linked to this year's editors accounts but can be used across years. I think you would need to purchase 5 (2 devices per license)

*If this were to be followed the cost for the remainder **our of our term would be \$440** (5 licenses x 22 dollars x 4 months) and then \$880 for next years editors*

Discussion:

Dane Luo noted in the past Honi editors have mostly worked from the Honi offices this year they have done a lot of their work from home on their personal computers. This year they have been using the adobe cloud suit on a trial and liked it. That trial has now expired, and they are requesting we purchase it for their computers. This is at the student or education discount. The idea is it will be passed onto the next editors at the end of their term. Dane noted that the total amount being requested was a total of \$1320 and that is was to come out of the central funding and not the Honi Soit Budget. It is important that the executive consider this as an ongoing cost for the council into future years as well. Dane concluded noting that if there were any questions he would take them back to the editors.

Niamh Callinan said that she understood that working from home was convenient however the suit was provided here for free and has never been requested before.

Josie Jakovac asked if we were already paying for it here.

Dane Luo clarified it would be for personal computers the ones in the Honi office did already have the suit provided to us by the university.

Niamh Callinan asked is it could be held over as it was a substantial amount to approve and asked if Honi could provide more information.

Dane Luo said he was happy to hold it over, but the editors asked that it be determined by the election edition of Honi as it is a large paper and they would like to be able to work on in both at home and while traveling etc.

Jacky He asked if this was the cheapest option, and why is it not coming out of their budget?

Dane Luo said that Honi have already allocated all their budget for the year and it was not a foreseen expense and it was at the cheapest rate.

Motion: that the invoice for Stickers, and table the adobe request till more information is provided

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

13.2 Reimbursements

Dane Luo (Exec):	\$236.71	Food welfare week.
Layal Mkhayner (Sexual Harassment):	\$42.63	Food for NDA
Jingrui Xu (Education):	\$668.80	80 T-Shirts for EAG
	\$53.90	Additional on pre-approved amount of SRC folders
Gabi Stricker Phelps (Women’s):	\$80.15	Sanitary items.

Discussion:

Dane Luo commented on the Education Officer’s reimbursement request for t-shirts noting that it was not a part of their budget application, nor was the design or request sent to the Exec in advance. Furthermore, that the shirts were quite expensive and a cheaper option could have been sourced.

Niamh Callinan noted that the education officers has been asked to speak on this before purchasing and that this is procedure for all departments. Adding that the education officers did not apply for T-shirts in neither the approved and rejected proposed budgets sent to the General Secretaries. Niamh Callinan said she was happy to approve some of the amount, just not the full \$668.80 at this point in time.

Dane Luo said and explanation for the shirts was not included in any report.

Niamh Callinan clarified that this was not about not approving the shirts but about the lack of process followed and suggested that ½ the amount be approved today, and the rest could be approved when a report explaining why the amount, design and provider were chosen.

Jacky He said that he agreed with a partial reimbursement at this time was appropriate but was aware that they looked for the cheapest option and that as it was a large amount, reimbursing for 50 shirts rather than 40 would be fair.

Josie Jakovac said that half was a fair figure and that she was happy to reimburse the remainder with further information.

Dane Luo said that he would be in favour of approving half today but not more.

Niamh Callinan noted that this was something that the exec had gone through in the past and the process was clear.

Motion: that reimbursements be approved but only \$334.40 for the T-Shirts.

Moved: Niamh Callinan

Seconded: Josie Jackovac

The motion was put and **CARRIED.**

Jacky He abstained.

14. Any Other Reports

14.1. Report of the Women’s Officers

USYD Women: Past, Present and Future Event Summary:

On the 14th of August, USYD Women hosted our alumnae mentoring event, which aimed to foster mentorship and sisterhood between current students and previous graduates. We invited four panellists, CEO and founder of Learned Hub, Mahya Mirzaei; software engineer of Grok Learning, Renee Noble; lawyer and academic, Pallavi Sinha and financial crime lawyer at King & Wood Mallesons, Amelia Jamieson. Vice Chancellor, Michael Spence gave the Welcome to Country and closing remarks. While the event had approximately 330 registrations (with a large proportion being international students) in total around 60-70 people attended. We provided light refreshments and hired photographers for the event. We request that the executive approve \$50 to contribute to the catering budget of the event which the university has also kindly contributed to. The delivery event order sheet for the catering has been attached below for your reference. From this event we are also currently working on a plan for ways in which we may make this an annual event or continue to foster mentorship relationships between current and past students of the University of Sydney. We also thank the members of the executive that supported us via their attendance at the event.

SCAG Meeting Request:

We have scheduled a meeting with Jacky He and Connor Wherett (President of USU) to discuss a unified strategy to bring into the next meeting in regard to racism, discrimination and bullying campaigns.

Honi Report Explanation:

The Women's Report was not published in Honi Soit in Week 2 due to our error in sending the report to the wrong Honi email address despite also cc'ing the Publications Officers. We have corresponded with Honi about the error. We take our responsibility in this role very seriously and value the reporting process. The report has since been uploaded onto the SRC website.

Sanitary Item Project:

We have established sanitary item boxes at the Cumberland Campus, one of the bathrooms in Courtyard and the Women's Room in Manning House. The reimbursement requests for the purchase of new items have been submitted to Secretary to Council.

Motion: that the report of the Women's Officers be accepted including \$50 for catering expenses.

Moved: Josie Jakovac

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

14.2. Report of the Education Officers

The Education Officers have been supporting student climate activism, the recent NTEU rally on campus as well as the Black Lives Matter protest. More climate activism is ahead in the near future.

A reimbursement for shirts will come before the executive this meeting, and more reimbursements for climate activism the meeting after. Thanks to the executive for their continued support.

As usual, the Education Officers are willing to continue working with other OBs and supporting them through organising, turnout and printing.

The Education Officers have also organised meetings to discuss plans for the following months. Jingrui is collaborating with the Vice-President Caitlyn to organise a commerce student mentor program at the end of August or the beginning of the September. The mentor program will integrate both online and face-to-face meetings, and it is expected to hold 4-5 sessions for 2-3 weeks. The detailed content for each session will be discussed further with mentors. This mentor program follows a similar format as the one was carried in the last semester, focusing on the 1st year students with the idea of familiarising them with university study and life as well as expanding their network

at the university. At the same time, this program can help 2nd and 3rd year commerce students to improve their communication skills and academic knowledge, and expand networks as well as get involved in SRC.

Motion: that the report of the Education Officers be accepted.

Moved: Caitlyn Chu

Seconded: Vonnie Li

The motion was put and **CARRIED**

15. Other Business

15.1 Staff Leave

Amanda LeMay:	Annual, 25/09/19 – 27/09/19, 3 days, 21 hours
Laura Kitsos:	TIL, 03/09/19, 4 days, 3 hours
Lorna Pringle:	TIL, 19/08/19, ½ day, 4.5 hours
Rafi Alam:	Annual, 19/08/19 – 26/08/19, 6 hours, 42 hours

Motion: that the staff leave be approved en bloc.

Moved: Dane Luo

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

The meeting was declared closed at 2:38pm