



src activism
advocacy
representation

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**Students' Representative Council,
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MINUTES of the 9th meeting of the Executive Committee, 93rd SRC, held on Wednesday 21st May 2021 via Zoom..

PRESENT: Swapnik Sanagavarapu (Chair), Priya Gupta*, Yue (Maria) Ge^, Roisin Murphy^ , Cole Scott-Curwood, and Grace Fei.

Apologies: Anne Zhao*, Lauran Lancaster , Oscar Chaffey and Iris Yao

Minutes: Julia Robins

In attendance:

Meeting Opened: 2:18pm

*^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 Anne Zhao*, Lauran Lancaster , Oscar Chaffey and Iris Yao

The apologies were noted

3. Minutes

Minutes of the meeting of the Executive held on the 13th April 2021 were distributed.

Motion: that the minutes of the 13th April 2021 be accepted.

Moved: Swapnik Sanagavarapu

Seconded: Roisin Murphy

The motion was put and **CARRIED.**

4. Business arising from the minutes

There was no business arising from the minutes.

5. Workplace Health and Safety Report

There was no Report from the WHS Officers

There was a question for the Executive to consider is we wanted to move onto the Services NSW covid safe check in as it could make booking rooms/events on campus much easier.

6. Correspondence

N/A

7. Report of the President

Swapnik Sanagavarapu gave a verbal report

- Working on activist projects for the last few weeks
 - o 12 weeks semesters
 - o MedSci campaign to keep honours students in their building after management removed them
 - o Working on SLAM campaign
 - o Save Willow Grove campaign in progress
- Started recruiting volunteer paralegals, will probably start in June
- Need to create the selection committee for the appointment of an Electoral Officer
 - o Roisin Murphy nominated to be on the selection committee
- Minter Ellison Constitutional reform project still underway, nothing to report till there's been another Standing Legal Committee has met
- Some media has picked up on University's surveillance mentioned at Council
 - o Rose Jackson gave a speech in parliament about it last night

Motion: That the report of the President be accepted including the appointment of Roisin Murphy to the Selection Committee.

Moved: Maria Ge

Seconded: Roisin Murphy

The motion was put and **CARRIED.**

8. Report of the Vice Presidents

Roisin Murphy and Maria Ge gave verbal reports

Roisin Murphy

- Only really want to talk about Save SLAM campaign, been working with Issy Edwards who is one of the Undergraduate student reps about going to meeting with staff to management, and getting to know the undergraduate representative from that department

Maria Ge

- Been working on the a student survey for offshore students to give feedback to the university and that feed back in coming in
- Raising issues with the VPN for international students to the Education Committee
- Working with Casework and Policy Manager Melissa de Silva on a webinar with NSW Police
- Covid-19 has affected students mental health's and we are putting together information about what mental health resources available and the cost and other information with regards to those services such as what the health insurance will cover
 - o Set up a mental health team to focus on this topic

Motion: that the report of the Vice Presidents be accepted.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

9. Report of the General Secretaries

Since last exec, I have been working on:

- 1) SSAF Acquittal and Audit with Anne and Swapnik. Submitted them to the University. Have made a spreadsheet for OBs to keep track of events and attendance for next year's SSAF Acquittal.
- 2) 12-week semester campaign. Messaged and emailed staff and student members of the Academic Board; organised students for the vote.
- 3) Special Considerations // Student Declarations for students in India. Discussed this issue with the university and prompted them to (A) clarify requirements for students applying for special considerations, update the website and portal, (B) email all students in India with clear information
- 4) SSAF Contestable Funding
 - a) Rad Sex and Consent Week - started working on the application, will finish it tomorrow with Belinda from the USU
 - b) Food Hub dedicated assistant - have written a draft application (submitted to Exec)
 - c) Translated casework/legal material - have begin writing application
- 5) Helping OBs
 - a) Made a series of posters for the OB room reminding OBs of procedures
 - b) Met with Ethno-cultural officers to assist with planning of ACAR Honi and ACAR activities throughout the semester
 - c) Organising a meeting with Housing Officers and Welfare Officer to discuss a cohesive Student/Public Housing campaign
- 6) Rad Ed Week organisation

SSAF proposal link:

https://docs.google.com/document/d/189krOsTW0MLUiNLGjX_ONVwqEfuxiq5oCAfglus7Jd4/edit
(also attached at the end for discussion with other SSAF proposals)

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

Moved: Swapnik Sanagavarapu

Seconded: Roisin Murphy

The motion was put and **CARRIED.**

10. Report of the Administration Manager

- We need to hire an Electoral officer for the elections, can the Executive please approve \$400 for advertising this role? Can the Executive also select another Executive member to join Swapnik in being on the selection committee.
- I have put in a request for new computers for Honi Soit, I will keep you updated on the progress of that.
- I would like to request \$250 for Julia Robins to do a short course called 'Introduction to not-for-profit governance'. She will use this course to add to the Induction of new Executive and Council members. This is a self paced online course.
- We need to buy batteries for the mega phones, we have 3 and each require 10 D Batteries. We have an option to buy regular batteries for a total of \$60 or rechargeable batteries for \$224. Please let me know which option you would like us to order.
- The Honi Soit editors would like to install a number keypad lock on their door so that it is only accessible to them. Can the executive please approve \$500 for the new lock and installation.

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

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

11. Report of the Casework and Policy Manager

There was no report from the Casework and Policy Manager

12. SRC Legal Service Report

There was no report from the SRC Legal Service

13. Approval of Payments

13.1. Reimbursements

Margot Beavon-Collin (Dis.Co)	\$12.75	Transcription for Dis.Co Speak Out
Lia Perkins (Wefare)	\$101.4	Grocery items for the CUDL street kitchen.
Bonnie Huang (ACAR)	\$22	Candles for Sydney Vigil for India
	\$8.80	Food for meeting/placard paint on 12th of May.

Motion: that reimbursements be approved en bloc.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

13.2. Memorandum

I hereby submit a report to executive regarding the provision for doubtful debts and the proposed write-offs of bad debt of the B & A Fund for the financial year ended 30/11/2020. If approved, these journal entries will be recorded in the accounts of the 93rd Council.

I am requesting the executive to approve the write off of \$450 for bad debts, which is made up of 9 emergency loans and authorise a provision of \$400 which represents 8 emergency loans. All the before-mentioned loans were made in 2017 and 2018 have been categorised as delinquent due to the borrower's refusal to honour their loan contracts.

Please see attached for the details.

Motion: that Memorandum be approved.

Moved: Swapnik Sanagavarapu

Seconded: Roisin Murphy

The motion was put and **CARRIED.**

14. Any Other Reports

14.1. Report of the Women's Officers

(this report was submitted for the last exec meeting after it had occurred so may be out of date in parts)

WoCo snap rally: Justice for survivors

On the 17th of March, WoCo held another action against sexual violence, following the ongoing sleu of sexual violence cases still coming out from parliament, and a lack of action (at the time) on perpetrator Attorney General Christian Porter. Though he has been shifted in roles now, we believe all perpetrators should be removed from positions of power, including removing Christian Porter from parliament. The snap action was held as a speakout, to give voice to survivors, amidst the silencing of so many.

Day of the Unborn Child counter protest

On the 21st March, WoCo attended the annual ridiculous anti-choice event at St Mary's Cathedral, amidst torrential rain. Since the last of this event, abortion has been decriminalised in NSW and after last month, is now fully decriminalised across Australia. We turn our fight now towards holistic reproductive justice.

Justice for Mhelody & Trans Day of Visibility

WoCo sent contingents to two rallies for trans liberation last month. On the 27th was the rally for Trans Day of Visibility, and on the 29th was a vigil/rally for Mhelody Bruno, a trans Filipino woman who was killed in 2019. Mhelody's family is yet to receive justice for her death, and stands with abolitionists in calling for true justice by abolishing all prisons and police. We will be in the streets again soon to protest Mark Latham's transphobic bill on the 17th.

Radical Sex and Consent Week

WoCo is still in preparation to bring back Radical Sex and Consent Week later this semester. This week forms a large part of the anti-sexual violence movement, towards positive conversations and education on sex. Including: consent, pleasurable sex, sexual health, sexuality and gender, and more! We held a very successful working bee during the mid-sem break to organise, and are going to have a bake sale this week to fundraise for speakers fees, performers, etc.

Stop Black Deaths in Custody

This week a man imprisoned in Perth died, marking the fifth Black death in custody in the past month. This comes just before the 30th anniversary of the Royal Commission, and after over 430 Black deaths in custody since its publication. This ongoing violence reveals how justice cannot be reached until police, prisons and this very colony are abolished.

WoCo attended the Stop Black Deaths in Custody rally alongside hundreds of others on April 10th in solidarity with families affected.

Pending reimbursements

We are pending a few reimbursement requests from a while ago. Please let us know if these requests need to be re-submitted, or if any have been declined. Apologies that these have been reimbursement requests without funding requests first. We will try to submit funding requests first in future.

The pending reimbursement requests are:

1. Artist commission to Ellie Wilson \$300 (January)
2. D batteries for megaphone \$20.43 (January)
3. External printing (officeworks) \$138.00 (February)
4. Welcome Week meeting/picnic pizzas \$101.50 (March)
5. External printing (officeworks) \$119.60 (March)

6. D batteries for megaphones and raincoats for rainy protest \$44.75 (March)
7. Pizzas for mid-sem break working bee/meeting \$87.23 (April)

(Note: These have all been paid and processed)

Can we also please request funding for:

- 5 copies of the book We Do This 'Til We Free Us by Mariame Kabe (\$26.97 each +shipping)
for the abolitionist book club that many WoCo members have given interest in attending

Book:

https://www.bookdepository.com/We-Do-This-Til-We-Free-Us-Mariame-Kaba/9781642595253?redirected=true&selectCurrency=AUD&w=AF45AU9665NVXPA8VRHX&pdg=pla-295092701166:cmp-6919946397:adg-82581721111:crv-389775188388:pos-:dev-c&gclid=CjwKCAjwvMqDBhB8EiwA2iSmPJKllwLQrTNEcsmwYd9PXIAIpzeAGEmQJNT_AgCG0v0gAMMwYoVLKBoC_6EQAvD_BwE

Book club:

<https://www.facebook.com/groups/4025355510819447/>

- \$50 of groceries so WoCo members can cook for the Welfare Action Collective's contingent to the Martin Place street kitchen

Event: <https://fb.me/e/wWWn2aLn>

Can we please request \$80 from the women's budget for food/snacks for a working bee next week? We are happy to front the cost and be reimbursed. The working bee is an all-day event this coming Tuesday, working on a zine to go alongside Rad Sex and Consent week.

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

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

14.2. Report of the Ethno-Cultural Officers

ACAR collective members are planning for a campaign regarding the pandemic situation in India, and linking it more broadly to Covid-related racism and the experiences of international students. It will include several actions as outlined below:

"1. A campaign and fundraiser aimed at consolidating support for the neglected cohort of offshore and onshore Indian students amidst the current COVID-19 Crisis in India and fighting against the racist Travel Ban imposed by the Liberal National Government through staunch, radical activism.

2. A rally in mid-late June or early June organised with UTS's Ethnocultural Collective aimed at highlighting impact of casual + overt racism/Sinophobia and anti-Asian sentiment. Demands will tie into (1) End to cash cow attitude/policies towards international students (2) Indigenous justice in response to ongoing deaths in custody (3) asylum seeker solidarity - no deportation, no incarceration (4) decriminalisation of sex work and stopping fetishisation of Asian bodies.

3. Internal campaign (pending collaboration with International Collective + EAG) on policies that disadvantages international students - especially those currently offshore. Extending 20% rebate/scholarship to all international students will be one of the key demands."

We are requesting an **estimated** amount of: **\$600**

Which will be spent on:

Boosted posts on Facebook (USYD SRC and ACAR pages)

Speakers, masks, hand sanitisers, sunscreen for use in rallies, maybe AUSLAN interpreter

Banners, leaflets, corflutes, printing materials for distribution on campus

Other unplanned costs associated with organising the campaign/rallies, getting materials for fundraisers, etc.

Please let me know if there are any issues, or if you need more information.

Kind regards,
Bonnie

Motion: that the report of the Ethno-Cultural be accepted.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**

14.3. Report of the Welfare Officers

Could I please request \$79 funding from the welfare budget for parking in the city for transport of collective members?

I'm sorry this is so late it was today and it was a cost that came up.

Thanks, Lia

Motion: that the report of the Welfare Officers be accepted including all expenditure.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**

15. Other Business

15.1 Staff Leave

Breda Dee	TIL, 15/4/21 – 29/4/21, 2 days, 14 hours TIL, 11/5/21, 1/2 day, 5 hours TIL, 18/5/21, ¼ day, 2 hours
Chitra Narayanan	TIL, 3/5/21, 1 day 7 hours TIL, 10/5/21, 1 day, 7 hours
Hani Bawazir	Annual, 12/5/21, 1 day 7 hours

Lorna Pringle	TIL, 23/4/21, 1 day 7 hours Annual, 26/4/21 – 17/5/21, 14 days, 98 hours
Melissa de Silva	TIL, 7/5/21, 1 day, 7 hours TIL, 11/5/21, ½ day, 5 hours
Sharon Maher Maher Sharon	Sick Leave, 16/4/21, ½ day, 3 hours TIL, 27/5/21 – 28/5/21, 2 days, 14 hours

Motion: that the staff leave be approved en bloc.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**.

15.1 SSAF Proposals

Important note on SSAF contestable funding from other departments

Please ensure that all SSAF contestable proposals that require support and time resources from the SRC Publications & Communications department staff (Mickie and Amanda) include this in the funding application. We have seen proposals that have required a fair bit of our time be approved without inclusion of our departments staff resources and we would very much like this to be included. Please make sure anything that requires promotional, graphic, social media, video, streaming support has those hours properly added to the proposal and additional time be allocated to our department for this work.

SSAF Proposals, full text in the appendix.

1. Honi Soit Video Studio Equipment
Priority 5

2. Honi Website Redesign

Swapnik Sanagavarapu noted that there was \$7000 already allocated for website redesigns, and while that's not \$10 000 is should be enough and so should not be a priority.

No Priority

3. Food Hub Manager Position

https://docs.google.com/document/d/189krOsTW0MLUiNLGjX_ONVwqEfuxiq5oCAfglus7Jd4/edit?usp=sharing

Priority 2

4. Student Study Space

Priority 4

5. Radical Sex and Consent week (joint with USU)

Priority 3

6. SSAF For translations of Casework materials

Priority 1

Motion to accept the proposals in the listed priority order (in bold)

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

1.1 Recruitment Procedures Policy

Attached at the end

Motion to accept the Employment Policy for the Selection Committee

Moved: Swapnik Sanagavarapu

Seconded: Roisin Murphy

The motion was put and **CARRIED.**

1.2 Swipe Access

Mayla River-Dunn Collective member

Seth Dias Collective member

Tim Livingstone Collective member

Motion to accept the swipe access applications

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

The meeting was declared closed at 3:19pm

APPENDIX A

Employment Procedure Policies

Employment at the SRC

Purpose

The Purpose of this document is to outline the process in which employment takes place in the SRC. It is meant to guide the selection committee to ensure that we are using a transparent and fair process that satisfies relevant legislations. Where the selection committee is recruiting a Department Manager, the “responsibilities” and “actions” that would ordinarily be conducted by the Department Manager, would be conducted by the President.

Initial proposal

Staff Committee to propose to the Executive that they recruit for a vacant or new position.

	Responsibility	Checklist ☐
Consider the request from the Staff Committee for the position and any changes to the budget. Approve or disapprove the request.	Executive	
Create the timeline for the appointment and potential start dates.	Department Manager	
Appoint one Executive member to be on the selection committee together with the President.	Executive	
Assess if managing change process needed.	Executive and Staff Committee	

Staff consultation and recommendation

Staff Committee to discuss the impact this recruitment will have, either in person or online.

Action	Responsibility	Checklist ☐
Select one staff member to be on the selection committee together with the Department Manager. If the position is for the Department Manager, select another staff member. Where more than two staff members nominate for these roles, these positions will be decided by a simple majority vote from the Staff Committee.	Staff Committee	

Information pack for candidates

Action	Responsibility	Checklist ☐
Review, amend or create a duty statement	Department Manager	
Initiate managing change process, if required	Selection Committee	
Check pay rate	Admin Manager	
Create timeline for recruitment process, including: Create advertisement for internal candidates	Selection Committee	

Advertise for internal candidates (consult Admin Manager) Close of internal application period Read internal applications Cull internal applications Interview appropriate internal applicants Check references of preferred internal applicant Confirm appointment of internal candidate If internal applicant selected, announce successful candidate (by department manager) If no internal candidate selected, create advertisement for external candidates Advertise for external candidates (consult Admin Manager) Close of external application period Read external applications Cull external applications Interview appropriate external applications Check at least two references of preferred external applicant Confirm appointment of external applicant Announce successful appointment Earliest start date for new employee		
All Selection Committee members to agree to the timeline	Selection Committee	
Create information pack (includes duty statement, the selection criteria, rate of pay, forecast date of interviews)	Selection Committee	
Create advertisement for internal and external advertising	Selection Committee	

Internal advertising

The position should initially be advertised internally.

Action	Responsibility	Checklist
Advertise position (including information pack) for internal applicants.	Department Manager	<input type="checkbox"/>
Prepare interview questions based on the selection criteria. Decide on the scoring, note taking and etiquette of the meeting. Discuss if questions will be provided before the interview.	Selection committee	
At the close of the internal application period, determine which candidates will be	Selection committee	

invited for an interview. If there are no suitable candidates, move to external advertising.		
Declare conflicts of interest and select another committee member if needed.	Selection committee	
Invite candidates for interview.	Selection committee	
Conduct interviews. All candidates should have the same conditions, e.g., venue, questions, time allowed for answers	Selection committee	
Check referees of preferred internal candidate using pre-prepared referee questions.	Selection committee	
Confirm appointment of internal candidate.	President	
Offer job to selected internal candidate.	Department Manager	
If the candidate accepts prepare the appointment letter and duty statement.	Administration Manager	
Notify unsuitable candidates	Department Manager	
Announce appointment.	Department Manager	

External Advertising

Get approval from Executive to spend money for advertising before commencing this process. Advertising is normally placed on SRC website, ethical jobs, and seek.

Action	Responsibility	Checklist ☐
Prepare interview questions using the selection criteria. Decide on the scoring, note taking and etiquette of the meeting. Discuss if questions will be provided immediately before the interview.	Selection committee	
Declare conflicts of interest and select another committee member if needed.	Selection committee	
At the close of the external application period, determine which candidates will be invited for an interview.	Selection committee	
Arrange interview times.	Selection committee	
Notify unsuitable candidates.	Selection committee	
Conduct interviews, e.g., venue, questions, time allowed for answers.	Selection committee	
Check referees of preferred external candidate using pre-prepared referee questions.	Selection committee	
If candidate is suitable make the offer with a start date.	Department Manager	
If the candidate accepts prepare the appointment letter, duty statement.	Administration Manager	
Notify unsuitable candidates.	Selection committee	
Announce appointment.	Department Manager	

SSAF Proposals

1. 2021-22 Honi Soit Video Studio Project - SSAF contestable

1. What is the proposal? (doesn't need to be minute detail, but we need sufficient detail to be able to apply)

2021-22 Honi Soit Video Studio Project

Providing equipment and regular support to Honi Soit student editors and their contributing journalists to expand their content to create more video content alongside the written content they publish. This can include interviews, news footage and/or a weekly news round-up. This will require some computer equipment upgrades and dedicated staff time to assist students with editing using Adobe Premiere Pro and other equipment.

2. How will you evaluate the success of the project? (eg. Survey, number of attendees, submissions)

The success of the project will be measured by the creation and publishing of video content by Honi Soit editors. Statistics can be provided on this

3. How much funding are you applying for and what it will be spent on?

\$15,000 staff costs (additional hours 6 hrs per week)

\$10,000 equipment costs (computer upgrades, camera, microphone, lights)

4. Why is it suitable for SSAF contestable? (i.e. is it a one-time project, why is it a non-recurring cost)

Eventually this should be a recurring cost. However initiation this project is important at least to begin with. This is something that should be developed with some investment in staff time, training and equipment over time.

5. What are the benefits of the proposal? (i.e. to student activism, to the SRC, to students generally)

Video content is increasingly becoming the way news is consumed, so creating video content alongside written content should be developed and increased.

6. Does it align with any of these eligible SSAF categories below? (it has to, otherwise the University will not give us money)

Yes it aligns with...

- supporting an artistic activity by students

- supporting the production and dissemination to students of media whose content is provided by student

Project 2 proposal:

SAFF Contestable - Honi Soit Website Review/Upgrade 2021

1. What is the proposal? (doesn't need to be minute detail, but we need sufficient detail to be able to apply)

Honi Soit Website Review/Upgrade 2021

Review and rebuild the Honi website to accommodate and future proof the massive amount of ongoing content being added to it. It will require a complex category system for feeding new content to the front page, a good author name system with separate logins and permissions for contributors to independently upload stories with editor oversight, a small amount of ad space, a high quality search function, and look good and invite the user to click through to other content.

2. How will you evaluate the success of the project? (eg. Survey, number of attendees, submissions)

We will evaluate using site analytics, especially looking at flow through stats to look at user retention, reading time, overall user stats.

3. How much funding are you applying for and what it will be spent on?
\$10,000 to be spent on a quality web developer service.

4. Why is it suitable for SSAF contestable? (i.e. is it a one-time project, why is it a non-recurring cost)

It is a one-time project where the brief to the web developer is both to future-proof the site, and to set it up to be populated by the novice user, and to be maintained by SRC Publications staff.

5. What are the benefits of the proposal? (i.e. to student activism, to the SRC, to students generally)

Honi Soit is highly active student media generating a lot of engaging content that flows into their website, which currently is a DIY modified Wordpress theme. Future-proofing the website has enormous benefits to student media, enabling it to be a reliable source of up-to-the-minute news, capable of hosting livestreams of important USyd events, and to be a searchable resource for students and the broader public into the future.

6. Does it align with any of these eligible SSAF categories below?

The following criteria are addressed in this project:

- **supporting the administration of a club most of whose members are students**
Honi is not strictly a club, but it acts like a journalism club for USyd students
- **helping students obtain employment or advice on careers**
Many Honi editors use their experience working on Australia's only weekly student newspaper to go on to get jobs at established media outlets like the Sydney Morning Herald, The Guardian and the ABC
- **supporting debating by students**
Honi Soit conducts an annual opinion writing competition which encourages debating on a topic.
- **supporting an artistic activity by students**
Honi Soit relies on and fosters an incredible array of artistic talent for its front covers and other illustrations and graphic design to accompany its stories.
- **supporting the production and dissemination to students of media whose content is provided by students**
This is what Honi Soit does. An improved site will improve the dissemination of student media.
- **advocating students' interests in matters arising under the University's rules**
Honi Soit is always advocating for students interests if not only by keeping students informed about news and developments in matters arising under the University's rules

giving students information to help them in their orientation

Honi Soit publishes a separate edition especially for Welcome Week. The online content from this edition would be easy to return to as a refresher with improved searchability on the Honi site