



**src** activism  
advocacy  
representation

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**Students' Representative Council,  
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**MINUTES** of the **11th** meeting of the Executive Committee, 93<sup>rd</sup> SRC, held on 28<sup>th</sup> June 2021, via Zoom.

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**PRESENT:** Swapnik Sanagavarapu (Chair), Priya Gupta\*, Anne Zhao\*, Yue (Maria) Ge^, Victor Liang and Cole Scott-Curwood, Grace Fei.

Apologies: Roisin Murphy^, Luran Lancaster, and Oscar Chaffey.

Minutes: Julia Robins

In attendance: Connie Ou and Melissa de Silva

Meeting Opened: 11:11am

\*^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 Roisin Murphy, Luran Lancaster, and Oscar Chaffey.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The apologies were accepted.

### **3. Minutes**

Minutes of the meeting of the Executive held on the 7<sup>th</sup> of June 2021 were distributed.

Motion: that the minutes of the 7<sup>th</sup> of June 2021 be accepted.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

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 officer*

### **6. Correspondence**

*There was no correspondence*

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

Swapnik Sanagavarapu gave a verbal report

- SSAF applications
  - o Caseworker materials translations have been approved
  - o Food Hub manager position approved
  - o Funding for Radical Sex and Consent we has been approved
- USU President Prudence Wilkins-Wheat begin her term on 1 July
  - o Will have meeting about Rad Sex and consent week as it's a joint event
- The Con Student space move, still waiting to hear about that from infrastructure if that will be approved
- Uni open day 28<sup>th</sup> August, should have a stall for prospective students, Uni has offered one
- Welcome Fest semester 2 – 9<sup>th</sup> and 10<sup>th</sup> of August
  - o Same offer as we got for semester 1<sup>st</sup> promotion
  - o What we want to do needs to be planned if people want to know talk more about that after the meeting
- Working with Khanh Tran on the International Student Hub with Sydney Alliance
  - o Volunteers needed for research, activism and advocacy work
- Sem 2 priorities
  - o Return to Office and flexible work and reintroduction of in person work
  - o Enterprise bargaining period for USyd
  - o Website redesign
  - o Rad Sex and Ed weeks
  - o Elections
- Elections need to be recommended to the Council as being online if the 2020 electoral changes are approved with a new sunset clause, there will be
- Websites redesign only a small amount approved
  - o \$6 000 approved most quotes are around \$35 000

Discussion:

There was discussion on how elections could be conducted, costs and funding from the university with relation to that, how the Uni has made it clear they will not fund in person elections, some of the issues that occurred last year, and what the possibilities are for in person elections this year.

Exec Recommendation: that SRC hold the Annual Elections for 2021 online with significant in person campaigning subject to the Electoral Regulations of the SRC.

Motion: That the report of the President and the executive recommendation be accepted.

Moved: Priya Gupta

Seconded: Cole Scott-Curwood

The motion was put and **CARRIED**.

## **8. Report of the Vice Presidents**

Maria Ge gave a verbal report

- Dealing with complaints from student and helping them solve them
  - o Issues with no responses from tutors and not getting proper feedback
  - o Concerns caseworkers busy and students wanting faster response times
  - o Mostly international students – do not know the university's complaint system and how to follow that process when issues arise
    - looking into translations of services that the university has

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**

Priya Gupta and Anne Zhao gave verbal reports

Priya Gupta:

- Rad education week
  - o Form for expressions of interest will going out soon
- Will help out at Welcome fest and info day stalls
- Casework translations
- Budget: Look at reshuffling the budget, would be good to send out form and check to see if we can move some money around and figure out everyone's plans for the year
- Constitutional reform work still going

Anne

- Working on International Student Hub with City of Sydney
  - o Planning social event for international student in the holidays
  - o Will have to postpone those events due to lockdown
- Semester 2 parties planning, but watching covid19 situation
- Working with Priya on the budget reshuffle, make sure OBs can get what they need
- Happy to help with any projects that need an extra person

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

Moved: Swapnik Sanagavarapu

Seconded: Maria Ge

The motion was put and **CARRIED**.

## **10. Report of the Administration Manager**

Over the last year I have been using an app called teamviewer to remote into other staff's computers in order to help them troubleshoot IT issues. It has been immensely useful particularly as we have been working from home. Till date I have used the free version but due to my large activity on my account I am no longer able to do free connections. I also use this app to do payroll with Hani as it allows us to process pays together and this allows for internal control measures to be in place as we continue to have a hybrid of working from home/coming into the office.

The yearly cost of this license for this software is \$634.80 but I applied for a NFP discount and got it down to \$476.10 per year which is ongoing for as long as we hold the license.

2. For a possible return to work in a staggered manner for staff we need to organise some computer equipment and some provisions to address the mould issue. I have listed all the things that are required including costs for each. Please let me know if you have any questions.

Monitors = 9x \$120= \$1080 (staff)

HDMI to USBc adapters = 9x \$44 = \$396 (staff)

Chairs = 9x \$300 = \$2,700 (staff)

Air purifiers = 11x 199 = \$2,189 (istaff, honi and OBs office)

Dehumidifiers= 11x 200 = \$2,200 (staff honi and OBs office)

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

Moved: Swapnik Sanagavarapu

Seconded: Anne Zhao

The motion was put and **CARRIED**.

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

\$2000 for translations for 4 casework pamphlets in simple Chinese and Korean.

Discussion:

Victor Liang asked if the translations accredited?

Priya Gupta confirmed they were, they aren't student done translations.

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

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**.

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

Swapnik Sanagavarapu gave a verbal report

- Going through the Audit tomorrow form SRC Legal Service
- Catching up with Jahan on what where we are at
- We have almost caught up with the backlog of cases
- Paralegals seem to be going well, have working from Jahan's Office in Pymont, though not now because of lockdown
- Will be getting another solicitor around September.

Discussion:

Priya Gupta asked how the student volunteers are going

Swapnik Sanagavarapu said it was the paralegals who were volunteers

Priya Gupta asked how many we got

Swapnik Sanagavarapu, 3, we promoted them on SLUS job board.

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

Moved: Priya Gupta

Seconded: Cole Scott-Curwood

The motion was put and **CARRIED**.

### **13. Approval of Payments**

#### **13.1. Invoices**

There were no invoices

#### **13.2 Reimbursements**

There were no reimbursement requests

## **14. Any Other Reports**

### **14.1. Report of the Education Officers**

There was no report from the Education Officers

### **14.2. Report of the Women's Officers**

There was no report from the Women's Officers

### **14.3. Report of the Publications Managers**

#### **Covering Mickie's leave in July and August**

Mickie will be taking leave in July and August and I'd like to have time covered as additional paid hours as I think our department will be quite busy in those times. I am expecting there to be quite a bit of work preparing for SRC Elections in July and the Honi Soit Writing Competition event also falls during those times.

The dates I'd like to cover are his hours that fall: 2nd - 12th July and 6th to 14th August.  
I won't be able to cover the dates in the last week of June as we are both away for school holidays.

Best Regards,  
Amanda LeMay

Motion: that the report of the Publications Managers approved.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED.**

## **15. Other Business**

### **15.1 Staff Leave**

Amanda Lemay	TIL, 13/05/21, ½ day, 3.5 hours TIL, 15/06/21, ½ day, 3.5 hours Annual/TIL, 29/06/21 – 01/07/21, 3 days, 17.5 hours
Laura Kitsos	TIL, 14/05/21, 1 hour Sick, 22/06/21, 1 day, 7 hours TIL, 24/06/21, 2 hours Annual, 05/07/21, 5 days, 15 hours
Melissa de Silva	TIL, 17/05/21, 2.5 hours TIL, 02/06/21, ½ day, 3 hours TIL, 03/06/21, ½ day, 3.5 hours TIL, 10/06/21, 1.5 hours TIL, 11/06/21, ¾ day, 5 hours Annual/TIL, 21/06/21 – 28/06/21, 6 days, 42 hours
Julia Robins	Annual/TIL, 18/05/21, 1 day, 5 hours Annual, 16/06/21 – 18/06/21, 3 days, 15 hours Sick, 29/06/21 – 02/07/21, 4 days, 20 hours Annual, 19/07/21 – 23/07/21, 5 days, 25 hours Annual, 01/11/21 – 05/11/21, 5 days, 25 hours

Breda Dee	TIL, 27/05/21, ½ day, 3 hours TIL, 02/06/21 – 03/06/21, 2 days, 14 hours SL, 15/06/21, ½ day, 3 hours
Chitra Narayanan	TIL, 28/05/21, 2 hours TIL, 02/06/21, 1 day, 7 hours TIL, 11/06/21, 1 day, 7 hours TIL, 15/06/21, 1 day, 7 hours Annual, 12/06/21 – 17/08/21, 4 days, 28 hours Annual, 20/09/21 – 24/09/21, 5 days, 35 hours Annual, 05/10/21 – 11/10/21, 5 days, 35 hours TIL, 29/06/21, 2 hours Annual, 12/07/21 – 16/07/21, 4 days 35 hours Annual, 22/07/21, 1 day, 7 hours Annual, 30/07/21, 1 day, 7 hou
Sharon Maher	TIL, 31/05/21, 1 day, 7 hours TIL, 18/06/21, 1 day 7 hours Sick, 17/06/21, 2.75 hours TIL, 22/06/21, 1 day, 7 hours TIL, 05/07/21 – 09/07/21, 5 days, 35 hours
Max Schintler	TIL, 11/06/21, 0.75 hours
Lorna Pringle	TIL, 22/06/21, 2 hours
Micky Quick	Annual, 28/06/21 – 12/07/2, 6 days, 43 hours Annual, 06/08/21-13/08/21. 3.5 days, 24.5 hours

Motion: that the staff leave be approved en bloc.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**.

## **15.2 Website Redesign**

*Connie Ou from studio 99 joined the meeting at 11:57am*

Connie Ou spoke about the identified issues with the website and asked what the Exec was looking for

- Been going through the website to see if it's meeting the goals of the organisation
- Missing information hierarchy
- Want to know what the main goals and values are to make sure the site meets these needs
  - o Priya Gupta noted need more accessible student rep information, particularly around reports and minutes
  - o Maria Ge said there needed to be more interactive services such as ability to create surveys and such for students
  - o Connie spoke about the issues for the SRC
    - Issues streamlining
    - Too many tabs
    - User research with the rest of the team
    - Prototyping and developing
    - Cost \$25 000
    - Time frame approximately 3 months

*Connie Ou left the meeting at 12:28pm*

Discussion:

Swapnik Sanagavarapu spoke to Connie's pitch.

Priya Gupta said she liked the ideas suggested

Swapnik Sanagavarapu asked if the Exec wanted to approve the funding to go with Studio 99 for the website redesign

Victor Liang asked about how the \$25 000 and how and who it would be paid to?

Swapnik Sanagavarapu said it may be done on a monthly basis, or with a deposit at the start and then the rest on competition

Anne Zhao asked if a contract had already been signed.

Swapnik Sanagavarapu said there was no contract at this stage, this was just Studio 99's pitch for a contract.

Anne Zhao asked how long the redesign would take.

Swapnik Sanagavarapu noted that in the presentation Connie has said it was expected to take around 3 months.

Anne Zhao noted that \$25 000 was a lot of money.

Swapnik Sanagavarapu agreed but that getting a student to redesign it or a solo working will not be able to get the whole process as refined in the same amount of time or to the same standard.

Anne Zhao asked that the exec wait and look for other options and compare in case there is someone who can do the same or better quality cheaper.

Swapnik Sanagavarapu said if Anne wanted to search around that would be good, as he wasn't able to do so.

Anne Zhao agreed to look into alternatives.

Swapnik Sanagavarapu asked for a check in 2 weeks to look at the different offers she finds.

Anne Zhao agreed.

Priya Gupta noted that there was \$6000 from SSAF allocated and asked where the rest of the funding would come from.

Swapnik Sanagavarapu said there was \$7000 allocated from SSAF and the rest would come from elsewhere, probably reserves.

Victor Liang said that this was important and whatever ever is spent we want the outcome to be good and professional looking.

Swapnik Sanagavarapu agreed. And asked to meet in a fortnight with any alternatives and make a final decision then. This would allow the project to be completed by mid-semester 2.

### **15.3 Melissa de Silva enter the meeting at 12:40pm**

- Request for adjusting contract to move to work from home on a permanent basis with coming in for meeting and as needed.

Discussion:

Swapnik Sanagavarapu asked about when we return to working in the office

Melissa de Silva noted that she wasn't taking on new casework, only existing matters and mostly happening via email at this point. With returning to in the office, we know there is capacity to work both from home and in the office effectively and looking at building a hybrid of both depending on people's preferred methods.

Motion: To approve moving the Casework and Policy Manager position to work from home permanently, coming in for meeting when required.

Moved: Swapnik Sanagavarapu

Seconded: Victor Liang

The motion was put and **CARRIED**.

Victor Liang asked if there were any updates from the university with regard to international students being able to return.

It was noted there was a difference of opinions on that between the state and the federal government on the return of international students at this time

*The meeting was declared closed at 12:49pm*