



src activism
advocacy
representation

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

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MINUTES of the **12th** meeting of the Executive Committee, 93rd SRC, held on 12th August 2021 via Zoom.

PRESENT: Swapnik Sanagavarapu (Chair), Priya Gupta*, Anne Zhao*, Roisin Murphy^, Lauran Lancaster, Oscar Chaffey, Victor Liang and Cole Scott-Curwood.

Apologies: There were no apologies

Minutes: Julia Robins

In attendance:

Meeting Opened:

*^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

No apologies were received.

3. Minutes

Minutes of the meeting of the Executive held on the 28th June 2021 were held over till next meeting.

4. Business arising from the minutes

N/A

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

- Pushing on rent reductions from on campus housing that was promised but did not occur
- Working on the Website design project – this will be covered more in the publications managers reports
- Usual committee meetings are occurring nothing particularly stand out from them

Lauren Lancaster asked about the rent reductions and the time frames

Swapnik Sanagavarapu said it will be mildly protracted, won't be resolved very quickly but not over a year.

Motion: That the report of the President be accepted.

Moved: Lauren Lancaster

Seconded: Oscar Chaffey

The motion was put and **CARRIED.**

9. Report of the General Secretaries

Priya Gupta and Anne Zhao gave verbal reports

Priya Gupta noted there's not been much to add since the council meeting, focused on Radical Education week and other collectives' projects

Anne Zhao - having weekly meeting with the international student hub, helping the president with website sourcing

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

Moved: Swapnik Sanagavarapu

Seconded: Lauren Lancaster

The motion was put and **CARRIED.**

Roisin Murphy arrived.

8. Report of the Vice Presidents

Roisin Murphy gave a verbal report

- We've been working on international students and their relationship with the SRC
- Working out survey logistics, working with the caseworker
- Online O-week which wasn't great
- Been attending Standing Legal Committee meetings
- The Police forum is not going to go ahead

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

Moved: Swapnik Sanagavarapu

Seconded: Lauren Lancaster

The motion was put and **CARRIED.**

10. Report of the Administration Manager

Chitra Narayanan gave a verbal report

- Forum group: Print company we get out photocopier from and printing materials. They've gone into administration, we're not affected by this with relation to the photocopier, but not comfortable staying with that company. We don't have a service agreement with anyone at present
 - o Looking at alternatives – Enable is a company we are looking at as many staff we liked and worked with at forum group have moved there and asked us to look into

- them and getting HP to do a direct contract with them. For services we've told them we can't have a contract with them till we've seen the financial and services contact.
- They are asking if you would approve for them (Enable) to talk to HP directly to get us out of the contract with Forum Group
 - We are trying to get out of the forum contact.

Roisin Murphy asked if we have cyber insurance.

Chitra Narayanan noted that the fraud committed at a forum group didn't have anything to do with our accounts or cyber security, it was more traditional fraud by the CEO. But added that we do have some cyber security through the University and other protections.

Swapnik Sanagavarapu asked if we were exposed to any risk with this?

Chitra Narayanan said no, and that we don't have a contact with any company, and they might ask for the last invoice but we can say we're just seeing what our options are. We're just trying to get out of being in any contracts with anyone, and then see what sort of company Enable is, they've just started in printing but have existed in other areas for a while.

Chitra Narayanan continued her report:

- Lockdown – Laura Kitsos has been on leave on 9-1pm, Chitra Narayanan has been covering the phones/ diary in these hours, and has accrued 16.5 hours time in lieu (TIL). Am asking for that to be paid out as have accrued the max amount of TIL and can't take leave, due to work needing to be done. Request that any extra accrued TIL be paid out during lockdown.
- Working with Jahan on amending parts of the contract for the Web design, just playing with a couple of little things that need to change in the contract before we sign it if possible, the contract currently asked for 100% upfront which isn't standard practice.
- We also only have 5 days to get back to them on the agreement, it's already been that the agreement is now already invalid so Chitra would like a little time to look at it. As Pubs its times shared 5 days is very short time and so we need to see if pubs are away and don't see an agreement in time do we just lose the agreement?

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

Moved: Swapnik Sanagavarapu

Seconded: Lauren Lancaster

The motion was put and **CARRIED**.

11. Report of the Casework and Policy Manager

There was nothing to report from the Casework and Policy Manager.

12. SRC Legal Service Report

There was nothing to report from the SRC legal service.

13. Approval of Payments

13.1. Invoices

Wo.Co: \$400 art commission for Women's Honi

Education: \$200 for facebook advertising for rad ed
\$350 to use for Rad Ed Week prizes (books).

We want to have a book prize per week for attendees, to spread knowledge, have fun, and provide an additional incentive to come to sessions!

\$200 for a welcome to country
up to \$1000 for auslan interpreters and captioning
1 ticket to the Higher Education Summit: \$202.13
500 stickers: \$214
20 mugs: \$385.60

The ticket is for this conference with the Minister for Education and other politicians and Vice Chancellors. We are hosting an online protest on that same day and want one ticket to spy on what they are saying and potentially protesting the actual conference. The stickers and mugs are for new EAG members and to give away on stalls when we get back to uni.

Discussion:

Swapnik Sanagavarapu noted the \$400 seems like a lot for a cover and more than we've paid in the past.

Motion to move in camera

Moved: Swapnik Sanagavarapu

Seconded: Roisin Murphy

The motion was put and CARRIED

Meeting moved in camera at 1:10pm

Meeting moved ex camera at 1:30pm

There was discussion around the mugs, concluding the idea was nice but the cost to quantity ratio seemed out. The Exec requested the EAG for find a better quote and a greater number at lower unit cost for the mugs.

Recommended that in future potential large cost commissions be applied for in advance.

Motion: that the invoices be approved en bloc, except only \$160 for the Women's Honi art pending more information and the \$385.60 for mugs.

Moved: Swapnik Sanagavarapu

Seconded: Oscar Chaffey

The motion was put and **CARRIED.**

13.2 Reimbursements

Mickie Quick (Staff):	\$300	Physio treatments for RSI
Adam Adelpour (Enviro):	\$200	Kurri Kurri day of action posters
Simon Upitis (EAG):	\$148.84	Stickers to promote August 16 Counter Summit
Madeleine Clark (EAG):	\$25	Facebook boost
Claire Ollivain (Honi):	\$245.40	Digital copy of records from the National Archives of Australia for investigation into ASIO surveillance of Sydney University Film Group.

Motion: that reimbursements be approved en bloc.

Moved: Swapnik Sanagavarapu

Seconded: Lauren Lancaster

The motion was put and **CARRIED**.

14. Any Other Reports

14.1. Report of the Publications Managers

Otter Subscription request for Honi Soit editors

Honi editors would like to purchase an Otter subscription which enables them to automatically transcribe interviews and other recordings. This can be charged on their discretionary budget.

<https://otter.ai/pricing>

\$8.33 /mo (USD)

\$11.50 /mo (AUD) billed annually (\$138 /year)

SRC Website Redesign Quotes

A [SRC Website Project Brief](#) was given to each designer as a guide or submitting a project outline and quotation. Each agency have also attended a Zoom interview. We now have two quotes that have been submitted to consider. Out of the two quoted we have we only really have one choice that is within budget (Studio99), and they are relatively inexperienced. With a 25K spend on the SRC core communication asset, I would personally suggest taking another week to get one more quote. However, from discussions with Swapnik he feels starting the project asap. I will leave the decision to the SRC Exec and am happy to source another quote based on the above brief if required.

Last week I also contacted an agency Code360 (<https://www.code360.com.au/>) who designed the Curtin University SA site and a number of other relevant sites, however they have not yet replied. There are some others I could follow up.

Please see important notes below about the contract review.

The two quotes are:

BigFish: Full stack design agency with most experience and highly relevant portfolio including being the designer for the UTSSA website and new Vertigo website and other large organisations. They use a custom CMS called “Tank”. After a long conversation with the Communications Manager at UTS SA, she was very happy with their website and has since used BigFish for their new Vertigo site.

- A custom CMS has some downside in that it ties you to the developer
- Design, development, implementation and training and support outlined in the quote
- The quote submitted was highly professional, but **out of budget range at \$50K**

BigFish	Quote & Portfolio submission
Platform	TANK Custom CMS
Experience / Portfolio	High level experience, full-stack (25+ years) with extensive portfolio (UTSSA, Student unions, banks etc). See:

	https://www.teamgage.com/ https://utsstudentsassociation.org.au/ https://www.arc.unsw.edu.au/ https://bigfish.tv/work/suncorp-group
Design / Development process	Well outlined process and timeline
Implementation / Training	Training included / well outlined
Design / Development Cost	\$50K
Hosting / ongoing costs (Annual)	\$2.5K

Studio99: Student design agency, referred by Swapnik with some experience but much less than BigFish and not as relevant portfolio items. Their agency site (<https://www.studionine-nine.com/>) is also a bit confusing and i'm unable to directly link to their work. See links below two sites I have found. They prefer to use a platform called Webflow, which requires proprietary hosting (similar to a Wix site). Webflow does have a CMS option. They have also said that they can use Wordpress if after assessment that is considered the better option.

- Design, development, implementation and training and support outlined in the quote
- Webflow CMS has quite good reviews, but requires proprietary hosting
- The quote submitted was much less at **\$25K**

Studio 99	Quote & Portfolio submission
Platform	Webflow CMS
Experience / Portfolio	Student agency with relatively limited experience / portfolio. I've not found any solid examples of relevant or similar work: https://www.studionine-nine.com/ (their site seems incomplete) https://www.elsewhereparfumeri.com/about-us https://relaypay.io/
Design / Development process	Well outlined process and timeline
Implementation / Training	Training Included / well outlined
Design / Development Cost	\$25K
Hosting / ongoing costs (annual)	\$432 USD (\$36 USD per month) https://webflow.com/pricing \$586.22 AUD (12/8/21)

IMPORTANT Regarding the contract: Suggest we meet on Tuesday 17th, 10am

Both Jahan and Chitra should read the contract prior to signing and provide feedback and possible adjustments. Chitra has initially raised a few things that should be checked, including:

1. Payment terms - no more than 50% up-front payment

2. Client (SRC) Responsibilities in the contract clarification - practical staff time and Exec contact person allocated
3. Other Definitions T&C's - For example:

Agreement expiry:

"The terms of this Agreement expires 5 days after being submitted to Client. If this Agreement expires, Designer may modify the Agreement and resubmit it to Client."

cost of changes:

"If Client requests are not Major Changes, Client will be billed on a time and materials basis at Designers hourly rate of \$125 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price or final price identified."

Sincerely,
Amanda LeMay

Amanda LeMay spoke to the report.

Swapnik noted for the record again that he is friends with Connie Ou of Studio 99.

Cole Scott-Curwood noted that he was against a custom CMS as it ties you to the developer and increases the operating costs, adding however that they may provide more ongoing support, but probably not worth the cost. Adding that this is why the initial development is also higher and it may be logical for larger organisations but not with the SRC budget. Adding that there are concerns with the other offer as they don't have a public portfolio to see the work quality, however a regular CMS has lower ongoing running costs.

Swapnik Sanagavarapu asked if Cole was asking for a third quote.

Cole confirmed this would be the ideal.

Swapnik Sanagavarapu said the Exec should discuss how high the SRC is able to go in terms of cost.

Victor Liang wanted to echo Cole's point of ongoing costs and also the experience of the company but thought that fixing it would cost more so spending more upfront may be a better option if the long-term cost can be lower.

Lauren Lancaster echoed Cole Scott-Curwood's sentiments adding that Studio 99's layout is concerning compared to the other options, but neither option seemed particularly promising.

Anne Zhao left the meeting at 1:57pm

Oscar Chaffey noted that no matter what, as we want something professional it's going to be a similar cost. But asked what the likelihood of finding someone's who can meet all the requirements?

Cole Scott-Curwood agreed it could be hard to find such a third quote but noted that we can always go back to the two we've approached so far and ask for them cover some of our concerns such as

provide a clear portfolio and also lower the ongoing costs or breaking it down to see where it's going/coming from.

Swapnik Sanagavarapu agreed that the third quote that's perfect is going to be hard to find. Adding that the experience working with a student union is going to be that important, it might make them easier to work with as they will be away of the internal processes and quirks of student unions but generally any company should be following our briefs.

Victor Liang asked about the possibility of negotiating the quote with Big Fish further.

Swapnik Sanagavarapu said that there is some room but don't think there will be a drastic reduction on price, as we've given them a list of the things we were after, and this is the quote they gave.

Victor Liang asked about getting a breakdown of the costs and see what goes into them. As big fish is a reputable company to work with the up-front costs are ok.

Swapnik Sanagavarapu noted that \$50 000 was going to be a challenge funding wise and would put pressure on Officer budgets and that \$25 000 was already going to be a challenge without dipping into reserves.

Cole Scott-Curwood recommended we look for a third quote and ask Studio 99 for a portfolio of past works and Big Fish about a reduction in potentially both the upfront and ongoing costs.

Swapnik Sanagavarapu noted that waiting for the third quote may prevent anything from happening and was hoping to get this moving by at least the end of the year, so the next exec doesn't have to pick it up and start from scratch.

Motion: that the report of the Request for Otter be accepted, and the rest of the report be noted.

Moved: Swapnik Sanagavarapu

Seconded: Priya Gupta

The motion was put and **CARRIED**

15. Other Business

15.1 Staff Leave

<i>Lemay</i>	<i>Amanda</i>	17.5	3	14/9/21	16/9/21	AL
<i>Dee</i>	<i>Breda</i>	7	1	27/7/21	27/7/21	TIL
<i>Dee</i>	<i>Breda</i>	14	2	10/8/21	11/8/21	TIL
<i>Narayanan</i>	<i>Chitra</i>	35	5	20/9/21	24/9/21	AL
<i>Narayanan</i>	<i>Chitra</i>	35	5	5/10/21	11/10/21	AL
<i>Bawazir</i>	<i>Hani</i>	1	1	6/7/21	6/7/21	TIL
<i>Bawazir</i>	<i>Hani</i>	4.5	1	28/7/21	28/7/21	Carer
<i>Bawazir</i>	<i>Hani</i>	7.5	1	10/8/21	10/8/21	SL
<i>Kalantar</i>	<i>Jahan</i>	7	1	20/7/21	20/7/21	TIL
<i>Kalantar</i>	<i>Jahan</i>	14	2	27/7/21	28/7/21	SL
<i>Kitsos</i>	<i>Laura</i>	2	1	19/7/21	19/7/21	SL
<i>Kitsos</i>	<i>Laura</i>	44		20/7/21	6/8/21	SL

<i>Kitsos</i>	<i>Laura</i>	<i>35</i>	<i>15</i>	<i>9/8/21</i>	<i>27/8/21</i>	<i>Carer</i>
<i>Pringle</i>	<i>Lorna</i>	<i>7</i>	<i>1</i>	<i>30/7/21</i>	<i>30/7/21</i>	<i>TIL</i>
<i>Schintler</i>	<i>Max</i>	<i>2.5</i>	<i>1</i>	<i>29/6/21</i>	<i>29/6/21</i>	<i>SL</i>
<i>Schintler</i>	<i>Max</i>	<i>1.5</i>	<i>1</i>	<i>5/7/21</i>	<i>5/7/21</i>	<i>SL</i>
<i>Schintler</i>	<i>Max</i>	<i>3.5</i>	<i>1</i>	<i>15/7/21</i>	<i>15/7/21</i>	<i>TIL</i>
<i>Schintler</i>	<i>Max</i>	<i>7</i>	<i>1</i>	<i>4/8/21</i>	<i>4/8/21</i>	<i>SL</i>
<i>Schintler</i>	<i>Max</i>	<i>7</i>	<i>1</i>	<i>6/8/21</i>	<i>6/8/21</i>	<i>TIL</i>
<i>De Silva</i>	<i>Melissa</i>	<i>21</i>	<i>3</i>	<i>29/6/21</i>	<i>1/7/21</i>	<i>AL and TIL</i>
<i>De Silva</i>	<i>Melissa</i>	<i>4</i>	<i>1</i>	<i>26/7/21</i>	<i>26/7/21</i>	<i>AL</i>
<i>De Silva</i>	<i>Melissa</i>	<i>7</i>	<i>1</i>	<i>29/7/21</i>	<i>29/7/21</i>	<i>AL</i>
<i>De Silva</i>	<i>Melissa</i>	<i>2.5</i>	<i>1</i>	<i>9/8/21</i>	<i>9/8/21</i>	<i>SL</i>
<i>Maher</i>	<i>Sharon</i>	<i>3</i>	<i>1</i>	<i>22/7/21</i>	<i>22/7/21</i>	<i>TIL</i>
<i>Maher</i>	<i>Sharon</i>	<i>1.25</i>		<i>27/7/21</i>	<i>27/7/21</i>	<i>SL</i>
<i>Maher</i>	<i>Sharon</i>	<i>3</i>	<i>1</i>	<i>12/8/21</i>	<i>12/8/21</i>	<i>TIL</i>
<i>Maher</i>	<i>Sharon</i>	<i>56</i>	<i>8</i>	<i>15/9/21</i>	<i>24/9/21</i>	<i>AL</i>
<i>Maher</i>	<i>Sharon</i>	<i>7</i>	<i>1</i>	<i>27/9/21</i>	<i>27/9/21</i>	<i>AL</i>

Motion: that the staff leave be approved en bloc.

Moved: Swapnik Sanagavarapu

Seconded: Lauren Lancaster

The motion was put and **CARRIED.**

The meeting was declared closed at 2:10pm