



**src** activism  
advocacy  
representation

**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

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**MINUTES** of the 2<sup>nd</sup> meeting of the Executive Committee, 94<sup>th</sup> SRC, held on 21<sup>st</sup> January 2022 in the via Zoom.

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**PRESENT:** Lauren Lancaster (Chair), Mikaela Pappou\*, Emily Story\*, Alana Ramshaw^, Grace Lagan^, Zimeng (Celestia) Wang, Daniel Bowron, Nicole Yang, Tiger Perkins, Yunshu Chen.

Apologies: Zimeng Wang

Absent:

Minutes: Julia Robins

In attendance: Jahan Kalantar, Chitra Narayanan

Meeting Opened: 11:02

\*^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 Zimeng Wang

The apologies were accepted.

*Lauren Lancaster moved from the Chair to move to agenda Item 12*

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

### Service reopens with a bang

We have had a number of people contact us over the holidays for advice on a variety of matters. Ehsan and I are triaging the matters with a view of resolving as much as possible before we get slammed in the opening weeks.

### Paralegals on deck

We have now recruited two new paralegals, Marcello and Ellie. Both are thoughtful and now properly inducted into the SRC ethos and the way that we do things. I will be training them over the next few weeks and will be getting them involved with a number of projects including summarizing key pieces of legislation and helping our clients

### Ehsan completes his probation period

Ehsan has now completed his probation period and is doing really well in relation to the workload. We would like to request an increase to his hours from 21 hours (as it is currently) to 35 hours per week. This costing has already been accounted for in the SSAF budget.

Welcome week resources and attendance

As we move towards welcome week, we are working on a number of different matters including meaningful materials for the handout and our SRC informs series. I want to make sure that I understand what is going on to tailor the material that we are providing

Induction sessions for new SRC

We have now attended the SRC induction sessions, explaining our role to the new SRC and our role. Hopefully the SRC feel that they can contact us and liase with us freely.

I think that covers most of the relevant areas and looking forward to a successful year together!

Discussion:

Jahan Kalantar spoke to his report

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

Moved from the Chair by Lauren Lancaster

The motion was put and **CARRIED.**

**3. Minutes**

Minutes of the meeting of the Executive held on the 8<sup>th</sup> December 2021 were distributed.

Motion: that the minutes of the 8<sup>th</sup> December 2021 be accepted.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

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**

*Mickie Quick gave a verbal report*

- Nothing new happening just following the government changes around covid.

Motion: that WHS Officer's report be accepted.

Moved: Lauren Lancaster

Seconded: Grace Lagan

The motion was put and **CARRIED.**

**6. Correspondence**

*There was no correspondence.*

*Grace Lagan took the Chair.*

**7. Report of the President**

- Hear back about SSAF, everything was approved except for the Honi stipend increase and the publications wage increase. But we can go ahead and do more on a number of events including radical education and in person elections.

Motion to move the meeting in camera

Moved: Grave Lagan

Seconded: Lauren Lancaster

Motion was put and **CARRIED.**

Meeting moved in camera at 11:15am

Meeting moved ex camera at 11:19am

- Welcome week will be back in person, the Uni is planning a big in person presence. Been working with collective and OBs to make sure things are provided for and we are covid safe
- Honi, Environment and a cross collective grant have been approved so there some extra funding for event, excited of these as they won't just be for parties but engaging student in our work
- We've got stalls and main stage presences at a couple of times, as well as faculty introductions. We've have Xander assisting with creating a new intro vid for free which is very exciting.
- Had a meeting with the USU and SUPRA about putting together a joint weekly newsletter sounding up all the events for the week across all student events, I've suggested the name Studentlife which was liked by USU President Prue, but not sure how the Uni will respond at this point.
- Will be doing an SRC what's up round up on our own socials but the newsletter would be bigger.
- Meetings with NUS education officer Luke looking at SAFF campaign and how student orgs are funded and compulsory student unionism, we don't have democratic control over how we get money since VSU so we are looking to push for a democratic push for funding we don't know what that's going to look like yet but we are looking into it.
- NUS president's summit happening on the 3<sup>rd</sup> and 4<sup>th</sup> of Feb, it's \$350 pp for registration and a \$400 for a travel allowance, would like to send the general secretaries as well as myself, while it's a cost we've not been going down for a couple of years

Discussion:

Tiger Perkins do we have a breakdown of collective budgets yet

Alana Ramshaw responded saying we have a rough draft, but it's not yet set.

Grace Lagan, we will put out more formal budget request to OBs in the coming weeks

Tiger Perkins, I'm assuming the unilife magazine will not be printed

Lauren Lancaster yes it will be digital

Tiger Perkins would be keen to get involved in the SSAF campaign and where is the money for NUS coming from

Lauren Lancaster said she didn't have the breakdowns and wanted to check with Chitra before confirming what budget it would come from.

Chitra confirmed that the funding would be coming from the NUS line item budget, we have about \$18 000 for conferences as well as the affiliation fee and generally a \$250 travel allowance for individuals, to cover all conferences.

Lauren Lancaster requested \$2250 for her and the general secretaries to attend the President's summit and that would cover travel and accommodation and registration.

Motion: That the report of the President be accepted including NUS President Summit funding of \$2250

Moved: Grace Lagan

Seconded: Tiger Perkins

The motion was put and **CARRIED.**

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

- Helping plan welcome like events and began initial planning the federal election campaign, and student. Life campaign.
- Attended student grants panels secured grants Honi, Enviro and SRC Welcome Week
  - o Lauren Lancaster: as a personal note, we pushed very hard for that, so thank you VPs
- Contacted Indigenous student groups at the uni working together to learn how we can best use our platform to increase visibility for them. Including smoke ceremony on campus
- We met with the Faculty Society Presidents at the beginning of the year and began planning and identifying areas and student concerned that we can help with, will be meeting again with him in early February

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

Moved: Lauren Lancaster

Seconded: Tiger Perkins

The motion was put and **CARRIED.**

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

This past month has been particularly busy for me and Alana in the lead up to Welcome Week. Recently, we have:

- Written and commissioned several articles for the 2022 Orientation Handbook, including an updated list of important contacts, updated/new articles from the caseworkers and the SRC Legal Service, and introductions to each of the collectives from the respective collective convenors.
- Successfully applied for a Welcome Week grant from the university. We have received \$1500 in funding to hold a Welcome to SRC party where new students will have the opportunity to meet their student representatives. We hope to hold this either in Welcome Week or the first few weeks of semester. Proceeds will go to RPA, pls come aha x
- Attended meetings with the special cons working group (consisting of the President, us, VPs, DisCo convenors, WAG convenors, Ed Officers, and *Honi*) and relevant management contacts to reform special cons. We took concerns and suggestions raised in meetings with OBs (namely the need for reasonable adjustment guidelines and multilingual resources) to the Director of Student Administration Services (Melissa Roughley), who seemed relatively receptive.

Looking ahead,

- We'll be putting out a callout for volunteers to pack tote bags in the days before O-week. There will be pizza please come <3

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

Moved: Lauren Lancaster

Seconded: Daniel Bowron

The motion was put and **CARRIED.**

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

1. As part of our audit every year we write off some bad debts that we are unable to recover. Over the last 2 years we have tried our best to recover these funds to no avail. The NUS invoice was us helping them run EdCon a few years ago, we used in kind support to book all the rooms so we didn't actually spend any money for this. Please see attached the write off memorandum along with the report of all the invoices outstanding. Please note that this is an accounting journal and does not affect any cash we currently have (Appendix 1)
2. Request for extra TIL accrued to be paid out, over the last week and over the coming week I am covering Laura and most of Julia's role as such I am accruing a fair amount of TIL. In the interest of keeping that amount low I request that any TIL accrued in the last week and next week be paid out.

Discussion:

Tiger Perkins asked if this was money, we gave NUS or money they haven't given us back.

Chitra Narayanan clarified it was for room bookings and photocopying that we made on their behalf for the Education Conference a few years ago, but we don't pay for room bookings so not money we've spent, so it's just money we thought we could get back from them for helping them do this. AS we've not spent the money it just looked like a liability that we should get rid of them, so they are no longer on the books.

Chitra Narayanan also went into more detail on the leave conversion request and spoke about planning for Welcome Week including sending out a form to Officers to gather what they will need as well as suggesting that each department be given a set amount for external printing to make it simpler when they need to get printing done as due to covid and leave, hours people will be in the office are still unclear, this would make processing faster and make sure printing gets done easily. We can do some printing remotely, but we can't refill the printer remotely and World of Print Broadway is responsive and does good deals, I would suggest a base line of \$300 for each collective and that will make it easier to book and organise pick up. We're trying to make this as easy for OBs as possible.

Lauren Lancaster asked where that money would be from?

Chitra Narayanan said that would be up to the Exec, the money allocated for Welcome Week by the University was \$26 000 and the stalls cost around \$12 100, we've also paid for the planner on these and I'm sure there will be some other ones as well. We should enough from it all to come from welcome week if we offer \$250-\$300 per collective but alternatively you can have it come out of their yearly budgets, like we do for in house printing too.

Lauren Lancaster expressed a preference for ti to come out of ordinary budgets

Chitra Narayanan noted it could also be done via circular so you can decide based on the circumstances

Lauren Lancaster expressed an interest in a circular based model

There was consensus for circulars.

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

Moved: Lauren Lancaster

Seconded: Alana Ramshow

The motion was put and **CARRIED.**

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

1. The workload is high during this period of the year. We are managing it by not taking appointments, but offering a call back (phone or zoom) service or advice through emails. This will help us in case any staff needs unexpected time off. (I don't want to say that C word just in case I jinx us)
2. We are going to get some training in the ESOS Act, the legislation that governs the way international students are treated. This will cost \$100 through ISANA (international students network). Legal will also help us with this. Could you please approve \$100 to be spent on completing the ISANA training?
3. The uni released results a day and a half before closing for the year, giving students very little time to get support for some very stressful issues. We worked through the break (an hour or so every couple of days) to give quick answers and reassurance through our help email. This seems to have helped with the workload when we re-opened, although things seem to be ramping up now, with the first show cause deadline for this year being 28th Jan.
4. Outcomes have started coming in from the very large misconduct series we had last year. It's been many many weeks, and based on the length of the outcome reports it's going to be many many months before they all get done. The Registrar has used a strange set of analogies in the report. Holidays needed for everyone perhaps.
5. We are a part of a community practice network for the prevention of suicide in LGBTQI students. That community is at a higher risk of self harm. The principles are certainly transferable to any community.
6. The Uni had a very involved process for reviewing their fees processes. We were invited to contribute. We're still waiting to see what comes from it.
7. We promoted a series of online events for the 16 Days of Activism Against Gendered Violence.
8. We're still getting information on the impact of the Job Ready Graduate package, and how the uni will administer the changes.
9. Special Considerations continues to be a nightmare for students, with a very very poor response from the Uni staff. We have tried all sorts of things to get them to talk to us, but we are going to have to go to very senior folk to get some sort of response.
10. Wall planners are at the printer. I am very excited about these. The theme is 4 seasons. We have a small budget for posting them to students who are not coming onto campus, but will probably limit this to within Australia.
11. Caseworkers are not having face to face appointments in sem 1. We will see how things pan out from there. Caseworkers will not be attending face to face events for Welcome Week either.
12. We're working with pubs to have a smoother process of articles and social media posts.
13. Working with the general secretaries to do the welcome week handbook.

Discussion:

Melissa de Silva spoke to her report and went through its points adding that there are 7000 wall planners being printed.

Motion: that the report of the Casework and Policy Manager be accepted including the \$100 expenditure for ESOS act training .

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED.**

## **13. Approval of Payments**

### **13.1. Invoices**

Education: 100 Welcome week stickers, \$38

Welcome week: Stalls, \$12,320

### **13.2 Reimbursements**

Amelia A Koen (Honi):                      \$398.15                      Formal t-shirt for the editorial team to wear

### **13.3 Funding Requests**

Womens:

1. Cover art: \$100 - We'd like to pay the artist who is designing our front cover for Growing Strong. The art will take hours to complete and is a crucial element of the magazine.
2. T- shirts: \$2000 - We'd like to order t-shirts from Mabuzi. The design is almost finalised.
3. Tote bags: \$1000 - We will be using the same design as the t- shirts.

Honi:

1. Black 'Honi Soit' t-shirts for the Editorial team: these have already been purchased and a reimbursement form has been filled-out. Please see attached a PDF of the shirt design. They cost \$398.15 (*already in reimbursements*)
2. Burgundy 'Honi Soit' t-shirts
  - a. These are for general sale to students and reporters. As shirts are expensive and we don't know how many would realistically sell, we are going to do these on a pre-order basis. At Welcome Week students will be able to select their size and pre-pay for their shirt which we will order immediately after Welcome Week, to arrive within 5-10 business days. Once they've arrived students can collect them from us at the SRC.
  - b. To show students what they would be ordering, we would like to request funding to order 2 sample shirts to pin-up at our welcome week stall. This would cost \$66 from The Print Bar (as it is not the bulk price). Please see attached the 'Burgundy Shirt Design' PDF. This company does not do invoices, so if approved, we will purchase them and fill-in a reimbursement form.
    - i. NB: The 2 spare sample shirts can later be used as prizes for the writing competition or at other reporter-events.
    - ii.
  - c. The bulk price for these shirts is 26.40 per shirt and we would like to sell them for \$30.
3. Tote Bags
  - a. 150 calico high-quality tote bags, front design is from the Honi Soit archives, \$631.40 from Good Things.
  - b. These will be given out to students and reporters at the Welcome Week stall for free, with stickers, flyers, and the Welcome Week edition inside.
  - c. Please see attached design PDF.
4. Stickers
  - a. Square logo sticker: 200 units, 5x5cm size, \$98 from Stickeroo.
  - b. Round graphic sticker: 200 units, 5x5cm size, \$113 from Stickeroo.
  - c. The stickers will go inside the tote bags, as well as prizes at welcome week events and other events throughout the year.
  - d. Please see attached design PDF for both stickers.

Total merch cost is estimated to be \$1306.55 and if approved we will send through the invoices ASAP (for the companies that offer them) or fill-in the reimbursement form.

Grace Lagan asked about the Honi Soit T-Shirt requests, with a concern with the cost and the lack of invoices available, as other collectives have been able to get them cheaper with an invoice.

Lauren Lancaster agreed and said it would also be better for accounting and auditing to have an invoice.

Grace Lagan added that she didn't want someone to be out of pocket but would like more information as to how 10 t-shirts cost nearly \$40 dollars each.

Lauren Lancaster agreed and added that in future things should not be purchased without prior approval to prevent situations like this and that the t-shirts that had not yet been purchased should not be approved until further information was provided.

Tiger Perkins asked how many T-Shirts are the women's collectives order is for?

It was unclear but Grace Lagan said looking at the company's prices it would be a significant number and that Mabuzi has been used before.

Lauren Lancaster asked the women's officers to clarify how many t-shirts were being purchased. It was a bit over 125.

Alana Ramshaw noted that it was also \$631.40 for 150 tote bags which seems a lot.

Lauren Lancaster noted that the quote seemed off from in the past.

Motion: that the invoices, reimbursements and requests be approved en bloc excluding Honi the requests 2 and 3, pending more information.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**.

## **14. Any Other Reports**

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

#### **Save SSG**

Earlier in January we ran an online campaign out of the EAG's social media to try to save a beloved philosophy lecturer. The open letter we were promoting reached over 600 new signatures.

#### **Invasion Day**

We are holding a second building session for Invasion Day tomorrow. I'd like to request to use the Education Budget for the printing and reimbursement of sticky tape.

#### **Welcome Week**

The EAG is preparing for welcome week by working on Countercourse and ensuring we have enough materials – many of which were purchased at the end of last year. I would also like to request \$38 to get stickers printed of the EAG logo.

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

Moved: Lauren Lancaster

Seconded: Grace Lagan

The motion was put and **CARRIED.**

#### **14.2. Report of the Publications Manager**

##### **Additional paid hours to cover leave**

At present, there is only one of the two Communications staff working due to annual leave followed by Mickie now having Covid and on sick leave. As we have a very short time frame before Welcome Week, and are very busy, I'd like for any additional hours I work to be paid instead of TIL. Since the start of 2022, I've worked an additional day (7.5 hours) to get a head start and cover some annual leave and I think I will also need to cover all or most of this leave this week.

Motion to move the meeting in camera

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED.**

Meeting moved in camera at 12:14pm

Meeting moved ex camera at 12:18pm

The report of the publications manager was noted, and more information requested.

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

Through the holidays the Women's Collective has been busy planning for the beginning of the semester. We've had two meetings and will continue to have weekly meetings leading up to Welcome Week. We are organising a reading group which will begin early next week. This will be on the book "Beyond Survival" and we will share around who runs each session. We've also organised a leafleting and postering session to build for Invasion Day on Saturday. This is in preparation for the student contingent we'll be joining on Wednesday. We'll also be painting a banner on Monday for the protest. We've also been organising Growing Strong. We've got an editor team and have had weekly meetings to prepare for that. We are beginning to lay up this weekend so will hopefully have the finished product by the end of next week. We've had meetings with other conveners and are organising a protest for the 16th of February, which is the first day of O'Week stalls. This protest will focus on ending sexual violence on campus and will also tie in other issues of sexism such as casualisation and the lack of protection on placement. We've also been talking with unionists from the nurses and midwives union to organise a community protest in solidarity with our health workers. We are having a meeting with them this Friday to discuss further steps. We are also organising volunteers from the collective to be on our stall for Welcome Week and are also organising merchandise to hand out.

In our meetings we've discussed our hopes and plans for the year and we are excited for all the ways we can organise to fight throughout 2022.

Motion: that the report of the Women’s Officers be accepted.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**

**15. Other Business**

**15.1 Staff Leave**

Maher	Sharon	14	2	10/1/22-11/1/22	AL
Robins	Julia	25	5	10/1/22-14/1/22	AL
Bawazir	Hani	2.5	1	13/1/22	SL
Narayanan	Chitra	3	1	14/1/22	SL
Schintler	Max	7	1	24/1/22	SL
Maher	Sharon	35	5	24/1/22-30/1/22	AL
Kitsos	Laura	3	1	24/2/22	Carer
Kitsos	Laura	2	1	7/3/22	SL
Bawazir	Hani	22	3	19/4/22-21/4/22	AL

Motion: that the staff leave be approved en bloc.

Moved: Lauren Lancaster

Seconded: Daniel Bowron

The motion was put and **CARRIED.**

**15.1 Swipe access**

Olivia Mangholi            Councillor

Motion to move the meeting in camera

Moved: Lauren Lancaster

Seconded: Grace Lagan

The motion was put and **CARRIED.**

Meeting moved in camera at 12:23pm

Meeting moved ex camera at 12:25pm

Motion: That all non-OB swipe access requests must come with an explanation as to why it’s needed, this is to limit the number of people in the office during covid.  
from the chair.

Tiger Perkins noted that his swipe application was not on the agenda, and he needed access.

Daniel Bowron noted that once the training and forms had been filled out he should be automatically approved from the motion at the at meeting.

Lauren Lancaster moved to accept Tiger Perkins swipe applications in case there was an error.

Motion: To give Tiger Perkins swipe access to the SRC

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED.**

*The meeting was declared closed at 12:26pm.*

**Appendix 1.**

**MEMORANDUM**

**TO** : SRC Executive  
**DATE** : 12/01/2021  
**FROM** : Chitra Narayanan  
**SUBJECT** : Bad Debt write-offs

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I hereby submit a report to executive regarding the provision for doubtful debts and the proposed write-offs of bad debt for the financial year ended 30/11/2021. If approved, these journal entries will be recorded in the accounts of the 94th Council.

I am requesting the executive to approve the write off of \$26,004.02 for bad debts, which is made up of unpaid invoices sent to Black door investments (Honi Ad Invoice), ASEN, NUS and Supra. They have all been for events which we have helped to run, we used in kind support to run these events and as such we did not spend any actual money to help with this.

All the before-mentioned invoices were made between 2015 and 2019 have been categorised as delinquent due to the organisations not paying, these have been chased up every year over the last few years, we have had no luck in getting them paid.

Please see attached for the details.

# Sales Reconciliation Report

30/11/2021

SRC Community

Level 1 Wentworth Building G01

University of Sydney NSW 2006

Australia

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<b>Name</b>	<b>Total Due</b>	<b>Current</b>	<b>1 - 30</b>	<b>31-60</b>	<b>61+</b>
ASEN	\$1,046.00	\$0.00	\$0.00	\$0.00	\$1,046.00
Commander NSW Sales Pty Ltd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NUS	\$24,623.36	\$0.00	\$0.00	\$0.00	\$24,623.36
Sarah Vandeppeer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supra	\$57.46	\$0.00	\$0.00	\$0.00	\$57.46
The University of Sydney	\$0.00	\$0.00	\$526,712.38	-\$526,712.38	\$0.00
Thomas McLoughlin Solicitor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United States Studies Centre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$25,726.82	\$0.00	\$526,712.38	-\$526,712.38	\$25,726.82

**Receivables Account**                    **\$25,726.82**

**Out of Balance Amount**            **\$0.00**

## Receivables with tax report

30 Nov 2021

Name	Amount outstanding (\$)	Tax outstanding (\$)
Black Door Investments	277.20	25.20
<b>Total</b>	<b>277.20</b>	<b>25.20</b>
<b>Receivables account</b>	<b>277.20</b>	
<b>Out of balance amount</b>	<b>0.00</b>	