



**src** activism  
advocacy  
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**Students' Representative Council,  
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**MINUTES** of the 9<sup>th</sup> meeting of the Executive Committee, 94<sup>th</sup> SRC, held on 28<sup>th</sup> Julia 2022 via Zoom.

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**PRESENT:** Lauren Lancaster (Chair), Mikaela Pappou\*, Emily Story\*, Alana Ramshaw^, Daniel Bowron.

Apologies: Grace Lagan^, Celestia Wang, , Nicole Yang, Tiger Perkins, Yunshu Chen.

Minutes: Julia Robins

In attendance: Amanda LeMay

Meeting Opened: 2:30

\*^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 Grace Lagan^, Celestia Wang, , Nicole Yang, Tiger Perkins, Yunshu Chen. The apologies were noted

### **3. Minutes**

Minutes of the meeting of the Executive held on the 7<sup>th</sup> July 2022 were distributed.

Motion: that the minutes of the 7<sup>th</sup> July 2022 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**

*There was nothing to report from the WHS Officer*

### **6. Correspondence**

*Lauren Lancaster resigned the chair to Alana Ramshaw*

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

- Costs of Ed. Con. Wen't slightly over budget
  - o We are working with NUS to sort out the expenditure

Motion to move the meeting in camera

Moved: Alana Ramshaw

Seconded: Lauren Lancaster

The motion was put and **CARREID.**

*Moved in camera at 2:36pm*

*Moved ex camera at 2:44pm*

- Welcome week updates
  - o Stalls – \$4,400 we got 2 clubs style stalls and a 6 meter tent for Welcome Week semester 2.
  - o Digital engagement will be a focus as students haven't not yet fully returned to campus
  - o Printing is underway
  - o Distributing left over supplies from semester 1
  - o Would be great to have assistance in setting up
- Elections
  - o Can use big pulse for absentee voting
  - o Other voting to be in person on paper ballots.
- Website development
  - o Proceeding with UKMSL, but not using all the features; We're not including elections or casework for now, but we can add them in later if need be.
- Major win
  - o Uni has withdrawn its proposal to remove the Business/Law from Academic board so that degree has been saved!

Motion: That the report of the President be accepted.

Moved: Alana Ramshaw

Seconded: Mikaela Pappou

The motion was put and **CARRIED.**

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

\_Over the break Emily has done some incredible work on reinstating the SRC Food Hub. We are very happy to announce that Food Hub will be back for Semester 2 2022, It will be run out of the office space across from the International Students Lounge and will be operating every Tuesday and Thursday from 10-4. This is due to begin next Tuesday the 02/08/2022. We are looking for volunteers to help man Food Hub and we hope that broad support for the initiative will be taken up. Please get in contact if you have any further questions or would like to be involved.

Education Conference was also over the break, from the 11th-13th of July. It was an incredibly hectic three days and it was good to see the most political engagement and energy on our campus since before Covid-19. On the administrative side of things we now have a complete total of conference costs on behalf of the SRC, and they are as follows: Room Bookings (\$7755), Catering (\$4907.04), and Conference Closing Party DJ (\$175). The total contributions of the SRC amount to \$12837.04, as this exceeds the original commitment of \$10000 made by the SRC, this will require further discussion amongst the executive.

Discussion:

Emily Storey spoke to the report saying that the Food Hub costs would be around \$150 a week and would be asking the different departments to contribute to that so a separate line item could be made to cover costs.

Mikaela Pappou said that the NUS Education Conference was exciting but as Lauren Lancaster mentioned there were a few funding things to be resolved still.

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

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**.

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

### **Rad Ed**

- Rad Ed is underway! We have exciting sessions in the works, including but not limited to a feminist walking tour by Gracie Mitchell, and a workshop on resiliency by ar Jahan. It's not too late to pitch and run a session!
- Come to our launch drinks! 7pm on 8/8 (so auspicious!) at Forest Lodge Hotel
  - **Funding Request - \$250 for a bar tab out of the Rad Ed/Rad Sex/Welfare Week budget**

### **EdCon**

- It was bad, we're glad it's over.

### **Welcome Week**

- Come help on collective stalls!
- Come man the SRC stall!
  - We will have Rad Ed flyers to hand out!

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

Moved: Lauren Lancaster

Seconded: Mikaela Pappou

The motion was put and **CARRIED**.

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

Dear Executive,

### **Re: Request to amend working hours**

As previously discussed with the President, I am requesting permission to amend my working hours for the period **1 September -16 September 2022**. During this time, I will be providing respite care to my 89-year-old father and propose my working hours to be an average of 5.5 hours a day: 9am-12:30pm and from 5:30-7:30pm. The additional 1.5 hours will be made up by either annual leave or TIL.

I do not foresee any issues in undertaking my responsibilities or communicating with my team while I work a split day. I will follow up on requests, task or issues that arise in the afternoons during my evening work session or the following morning.

I look forward to your positive response to my request.

Thank you

Yours sincerely,

Paula Klass

Discussion:

Mikaela Pappou asked if there as going to be issues with leave and covering front office is something goes down/someone gets sick.

Julia noted a concern with covering the front office and communication, as the admin team didn't even know this was being requested till it came to exec.

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

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

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. Reimbursements**

Lia Perkins (EAG):       \$77     1000 stickers for the EAG stall at welcome week in Semester 2.

Motion: that the reimbursement be approved.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**.

**14. Any Other Reports**

**14.1. Report of the Welfare Officers**

**Upcoming Initiatives for Welfare Action Group**

In the upcoming semester, we are in the process of planning several initiatives we will be running and organising throughout our fortnightly WAG meetings. Included within each initiative, we will engage students through mechanisms such as:

- Writing pieces for Honi
- Writing statements and posting them to our Facebook page and other social media
- Organising our own rallies for campus-specific issues or creating contingents to local
- Bringing motions forward at council
- Potentially engagement with broader media
- Open letters

Specific issues we are planning initiatives on at present are the following, but we may change/add:

1. Increasing the limit on CAPS sessions
2. Increasing affordable student housing/rejecting the sell-off of student housing recently (eg. in Forest Lodge)
3. Public housing
4. Potentially special considerations reform, especially if COVID absences remain a salient issue

### **Support for External Initiatives**

The Welfare Action group convenors are planning to send contingents to rallies and meetings held by groups taking action for Public Housing (eg. Hands off Glebe) as part of our initiative to support public housing.

We are also planning to support the re-establishment of FoodHub in Semester 2. At least one Welfare OBs has signed up to volunteer, and we will be encouraging members of WAG to attend, potentially through a volunteering contingent. We will also support the initiative through posters, flyering, etc.

We are in contact with the NUS Welfare Officer and will engage with/support their campaigns if any arise, especially with regards to organising the NUS is undertaking on the Age of Independence.

One of the Welfare OBs (Grace W) will be holding a workshop at Rad Ed focused on accessibility for disabled students in the interests of supporting this aspect of student welfare.

We will work with DisCo to support their initiatives as this is very related to Welfare and they have had many recent developments in the space that we want to support (eg. the ongoing project to create/design a disability room)

### **Welfare Action Group Momentum Building**

The Welfare OBs want to take action to grow and build momentum within the Welfare Action Group throughout semester 2. We are planning to do the following:

- Continue to hold regular fortnightly meetings, potentially with more of a social aspect to increase members' engagement
- Print posters and stickers to put around campus
- Improve the WAG Facebook page and group (they are both outdated) and post regularly
- Flyering on campus during the early weeks of semester and in the lead up to any major initiatives
- Form an active WAG group chat

Discussion:

Lauren Lancaster noted it would be good to ask the welfare department for assistance with the Food Hub as they have a large budget and is within their purview.

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

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**.

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

##### **Re: Additional Hours to work on the SRC site**

After completing the user interface Design course at RMIT that the SRC paid for me to attend, I embarked on a much-needed refresh and clean-up of the SRC site - mostly so it works better on a mobile device, but also to review a lot of outdated content with casework. In order to get this done before Semester 2, I worked additional hours Thursday 14th July, but also on two Fridays (8th and 15th July) my days off. I worked 6 hours on both Fridays from 9am to 3pm. I also did some work on a Saturday, but won't include that. As I did not get this pre-approved, and students were busy with Ed Con, I didn't enter the Fridays into my timesheet, as I thought it best to do and RTE. I diarised the work and I'd like to request this to be paid instead of TIL.

Work included:

- homepage update so that it works better on a mobile device
- Added new images
- Added an events section
- Fixed the Mailchimp SRC mailing list integration in the footer
- content review /update of content for casework section
- removal of outdated covid-related information
- Update of menus and navigation
- NOTE: Casework have also just sent through 13 additional updates, most of which require a complete replacement copy. This is still to do  
As our department is very busy from now and for the first half of semester 1, we may need some additional hours to get the 13 pages of updates done. Approx 1 day is my estimation.
- Since completing the updates all site stats are up significantly (Sessions 14%, session duration 15% and page views 18%)

NOTE from exec: get payroll to sent the total cost and approve via circular, approve in principal(?)

##### **Re: Honi Soit Writing competition**

All going well and entries close on Friday 29th July!

We will be inviting the SRC community, shortlist, Honi editors and their writer community, the prize donor Thomas Wenkart and guests. Please let me know if you'd like to invite anyone from the university or other SRC community members to the event at Verge Gallery on August 24<sup>th</sup>

Lauren: inviting Michael Kirby to the comp

##### **RE: Elections**

Mickie has worked with Riki to update and roll out the election communications, site updates, notices. This will be on-going through the first half of Sem 2 with Ballots and Election Honi as well as various posts and site updates scheduled

## Honi Sem 2

Production is underway for Semester 2 publishing

### Honi Soit site- budget for back-end updates

The Honi Soit site is currently running on a fairly old WordPress theme and an older version of PHP that no longer supports security patches. Because the theme has some customisation, changing it and updating PHP could cause some issues and will be best done carefully by a developer.

I recently did this for the SRC site, however, as the Honi site is so much larger and has a very large database of archival articles and content, i'd prefer to have a developer do it.

- I will get some quotes on this job, but expecting it to take 1-2 days of work, depending on if we encounter any issues with the upgrade.

### Post-Election planning and dates

I've been working with Julia on setting dates for the end of this year so that we initiate student onboarding, inductions and publications training in the small amounts of time available after the election and around exams, NUS etc. After mid-Dec, there is often few students and staff around. The dates for our department are in RED. Our intention is to bring forward some training if we can, as follows. Note: This is indicative, Julia will have the final master schedule:

- 5-7 Oct: Notice of Reps Elect Meeting
- 5-7 Oct: Honi Team details released
- 10 Oct: Induction Handbook reviewed and ready
- 10-25 Oct: Prepare communication to all new reps (onboarding form)
- 26 Oct: Reps Elect (tentative date)
- 26 Oct: Student onboarding process starts
- 2 Nov: Last Uni week + last Honi
- 7-11 Nov: STUVAC
- 7 or 8 Nov: **Suggestion to have Media Law training here**
- 7 or 11 Nov: **Suggestion to have 1st Honi Training here (early date) ???**
- 11-26 Nov: Exams
- 29 or 30 Nov: INDUCTION
- 1 Dec (Thur): **Handbooks Training (Amanda)**
- 2 Dec (Fri): **Alternative Honi Training Date (Mickie)**
- 5-12 Dec: NUS (TBC)

Best Regards  
Amanda LeMay

Motion: that the report of the Publication Managers be accepted, barring the extra hours, which are approved in principal pending a costing from payroll.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**

## 15. Other Business

### 15.1 Staff Leave

Breda Dee	TIL, 15/07/22, ¼ day, 2 hours
Julia Robins	AL, 08/08/22 – 12/08/22, 5 days, 25 hours
Laura Kitsos	AL, 05/08/22, ¼ day, 2 hours
	AL, 28/09/22 – 05/10/22 6 days, 42 hours
Micky Quick	AL, 26/08/22, 1 day, 5 hours
Melissa De Silva	AL, 12/09/22 – 13/09/22, 2 days, 14 hours

Motion: that the staff leave be approved en bloc.

Moved: Lauren Lancaster

Seconded: Alana Ramshaw

The motion was put and **CARRIED**.

## **15.2 Higher Duties Adjustment**

Request for compensation for extra hours to complete higher duties work.

Dear Executive,

Since Chitra Narayanan went on maternity leave I have been completing tasks that are normally the duty of the Administration Manager while Paula Klass becomes acquainted with the role. While I have not completed these duties in the past my experience working with Chitra means I was able to complete them, and as it was the end of financial year it was imperative the tasks be done within the set time frame. There were a number of tasks that I assisted with or completed which are not a part of my general duties as the payroll officer, these included prepared bank reconciliation, prepared BAS, IAS and finalised super for both SRC and Legal service.

During this time I had to work an extra 21 hours to complete those tasks, as well as my regular duties. I'm requesting that the Executive approve these 21 hours as paid, rather than time in lieu and at a rate commensurate with them being higher duties. I would also ask that if I'm going to continue to work on these tasks in the future that I be compensated accordingly till such as time as I can return to my regular duties as per my job description.

Thank you for your consideration

Hani Bawazir

Motion: that the Higher Duties adjustment approved in principal pending a costing from payroll.

Moved: Lauren Lancaster

Seconded: Daniel Bowron

The motion was put and **CARRIED**.

*The meeting was declared closed at 3:16pm*