

2025 SRC & PGC Inductions | Day 1

THIS SESSION IS RECORDED





ACKNOWLEDGEMENT OF COUNTRY

*Artwork from Arc's Indigenous Strategy by Eden Slicer

Housekeeping



There will be Morning Tea, Lunch and Afternoon Tea.



We will stick to timings as best we can.

NOTE: PGC will be moving to Quadrangle G042 after lunch

NOTE: SRC will be moving to Lawrence East 2062 after lunch



Please turn your mobiles to DND. Slides will be shared afterwards.
Please limit laptop use.



Ask questions as we go. We'll defer them if it'll be covered later.



Exits & toilets

Agenda (Part 1)

Time	Who	Content
9:30 – 10:15AM	Shelley Valentine (CEO)	Introduction, Arc Overview & Strategy
10:15 – 10:45AM	Arc Team	Arc Departmental Introductions
10:45 – 11:15AM	Tiera Boogaard & Alex Scudder (Arc Marketing)	Marketing, Social Media & Comms
11:15 – 11:45AM	David Loonam (Arc Legal & Advocacy)	Arc Legal Presentation
11:45 – 11:55AM	Break	
11:55 – 12:45PM	Ashleigh Suoh (Administration Assistant) Ellie Kamateros (Executive Assistant) Hanna Jaireth (Governance Manager)	Administration & Budgets
		Event Planning & Risk Management
		Grievance Management
12:45 – 1:45PM	Lunch Break	
Reconvene by 2PM	PGC relocate to Quadrangle G042 SRC relocate to Lawrence East 2062	

Agenda (Part 2)

Time	Who	Content
2:00 – 2:15PM	Incoming President & General Secretary	Welcome
		Council Expectations
2:15 – 2:45PM	Incoming and Outgoing Presidents & General Secretaries	Charter Overview
2:45 – 3:00PM	Outgoing President & General Secretary	Council Background and Continuity
3:00 – 3:15PM	Break	
3:15 – 4:50PM	Incoming President & General Secretary + ALL COUNCIL	Overall Council Vision
		Office Presentations / Brainstorms
		Discussions
4:50 – 5PM	Incoming President & General Secretary	Closing & What's Next

ROUND THE ROOM

- YOUR NAME
- YOUR PRONOUNS
- YOUR POSITION
- FAVOURITE THING/PLACE/EVENT ON CAMPUS



Arc Overview & Introduction



Arc Overview

- Arc @ UNSW Limited
- Established 2007, amalgamation of 4 bodies
- Arc not ARC
- Company limited by guarantee
- Australian Charities and Not-for-profits Commission
- Relationship with UNSW
 - Separate entity to UNSW
 - Funding via UNSW & Arc Support Agreement
- Board of 15 Directors
- ~65 Permanent Staff
- 200+ Casual Staff (majority of which, are students)



Core Expectations

- Represent, engage and advocate for the entirety of the undergraduate and postgraduate student community, to the best of your ability:
 - Fulfill the responsibilities of your role;
 - Abide by relevant Policies & Procedures;
 - Never a personal agenda
- Treat all Arc & UNSW staff and students with respect;
- Represent Arc and your Council to the best of your abilities:
 - At events;
 - When communicating with UNSW staff and students; and
 - When advocating.
- If you're ever unsure, ask!



Arc Board



Arc Board

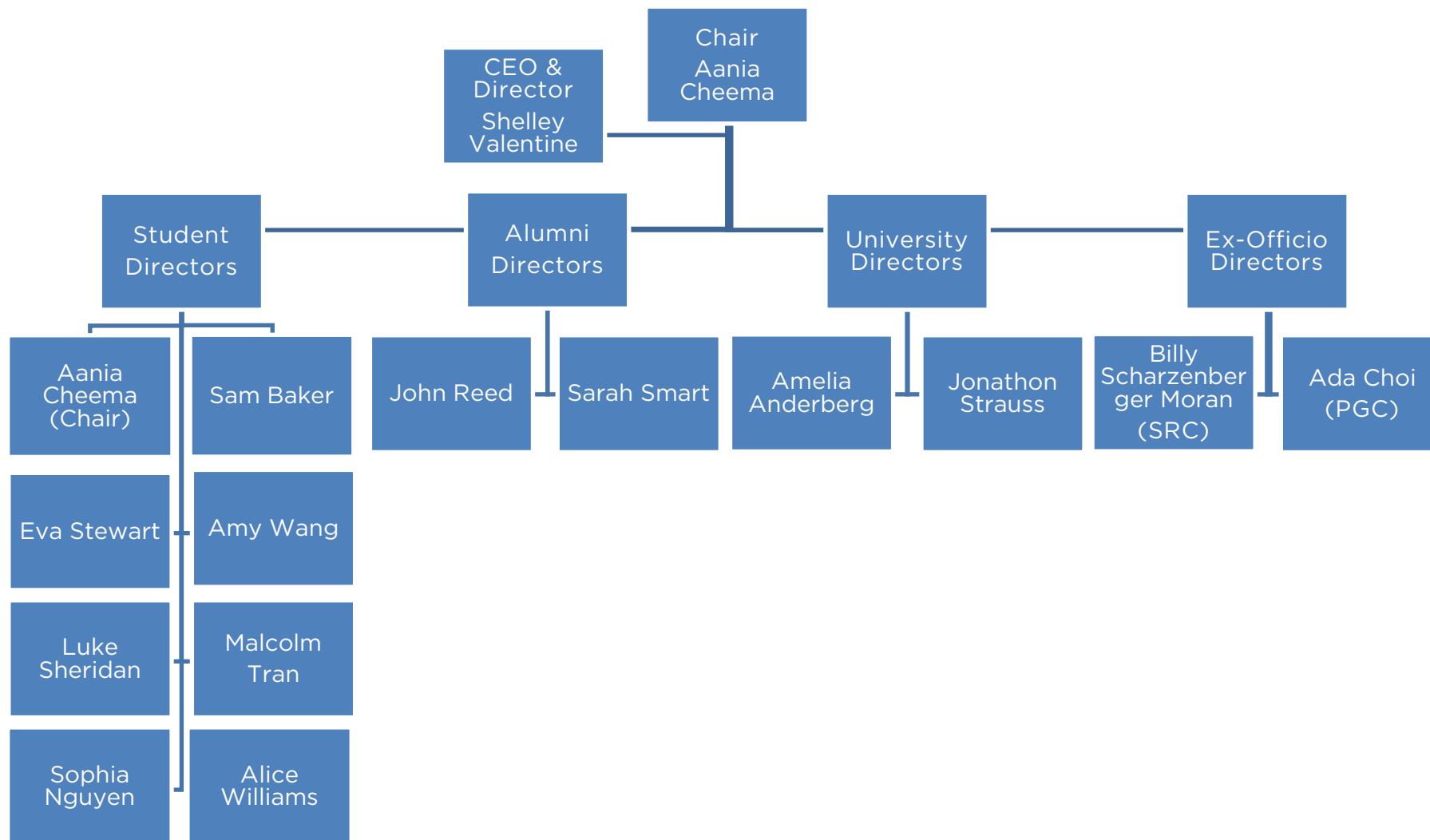
Focuses on the 'big picture' and ensures Arc adapts to the broad and changing needs of UNSW students.

15 x Directors

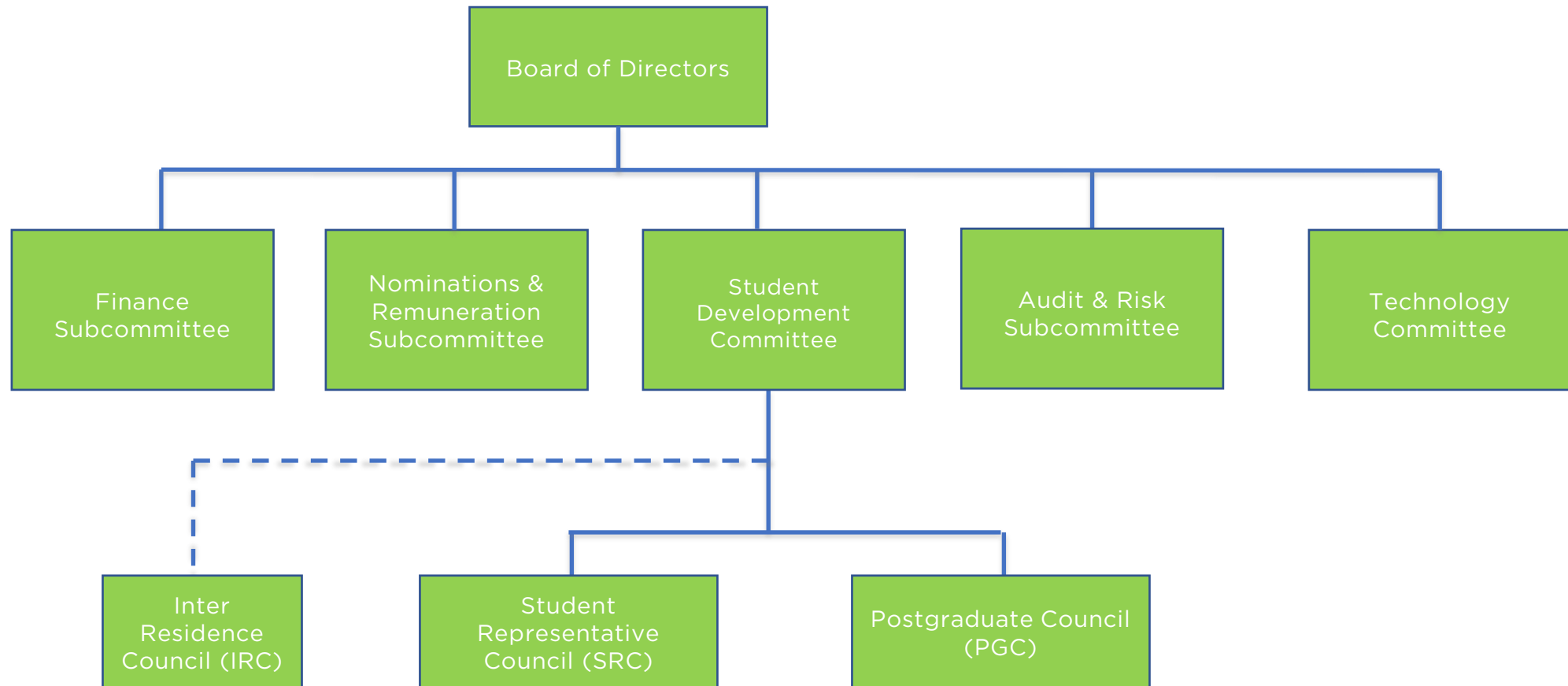
- 2 x UNSW Alumni
- 2 x UNSW Staff
- 8 x Students (elected by Arc Members)
- Student Representative Council President (ex-officio)
- Postgraduate Council President (ex-officio)
- CEO (ex-officio)



Arc Board | 2025-2026



Arc Board | Subcommittees & Councils



Arc Board | Contacts

- SRC & PGC members should contact their President as their first point of contact.
- Admin and/or Governance related issues:
 - Ash a.suoh@arc.unsw.edu.au (admin, general)
 - Hanna h.jaireth@arc.unsw.edu.au
 - Ellie e.kamateros@arc.unsw.edu.au
- Chair of the Board and/or CEO
 - chair@arc.unsw.edu.au (Aania)
 - s.valentine@arc.unsw.edu.au



Arc STRATEGIC PLAN

2026 - 2028



Arc Strategic Plan

- Arc's current Strategy concludes in 2025.
- Arc has spent the last 14 months building a new strategy informed by research, student feedback and organisation wide consultation.
- The new Strategy will set Arc's direction for the next three years.
- The strategy is pending Board's approval, expected next week.



Arc Strategic Plan

- MISSION
 - To create the best student experience.
- VALUES
 - Students at the Centre
 - Do Good Things
 - In It Together
 - Always Learning
 - Have Some Fun



Arc Strategic Plan

- DOMAINS
 - Get Everyone Connected
 - Support Every Student
 - Develop the Next Generation
 - Focus: Fulfil Everyone's Needs (Cost of Living)
- ENABLERS
 - Good Governance & Representation
 - Embed the Best People, Systems & Processes
 - Financial Growth & Stability
 - Branding & Partnerships



UNSW Introduction

- UNSW Org Chart & Leadership Team
- UNSW Strategy
- Student Code of Conduct
- UNSW Security
- Campus Policy



UNSW Leadership Chart



UNSW
SYDNEY



UNSW Strategy

- UNSW Strategy “Progress for All”
- 10 Year Strategy, Foundational Year, three trienniums.
- Nine Strategic Pillars made up of five Impact Pathways and four Impact Focus Areas
- Impact Pathways
 - Through accessible education, empower current and future generations
 - Through research, lead knowledge, creation, innovation and translation.
 - Convene across sectors and build networks locally and globally
 - Create a culture in which all people are united by purpose and can deliver their best work
 - Develop inspiring and cutting edge environments and simple, effective and trust based systems.



UNSW Strategy

- Impact Focus Areas (informed by the Societal Impact Framework)
 - Accelerate the transition to a sustainable society and planet
 - Advance economic and social prosperity
 - Enable healthy lives
 - Strengthen societal resilience, security and cohesion.



UNSW Leadership

- UNSW Council
 - Peak governing body, comprised of 15 members, including 2 elected student representatives: one undergraduate and one postgraduate.
- ULT
 - University Leadership Team led by the Vice Chancellor.
- Academic Board
 - Principal academic body of the University responsible for approving academic proposals, providing advice on academic policy, strategy, and academic standards



UNSW Requirements

- While Arc is an independent organisation, we operate under formal agreements with UNSW that require compliance with key University policies and procedures.
- All elected student leaders are also individually bound by these requirements as part of their appointment.
- These frameworks protect Arc and student leaders and ensure we can continue to operate safely and effectively on campus.



UNSW Requirements

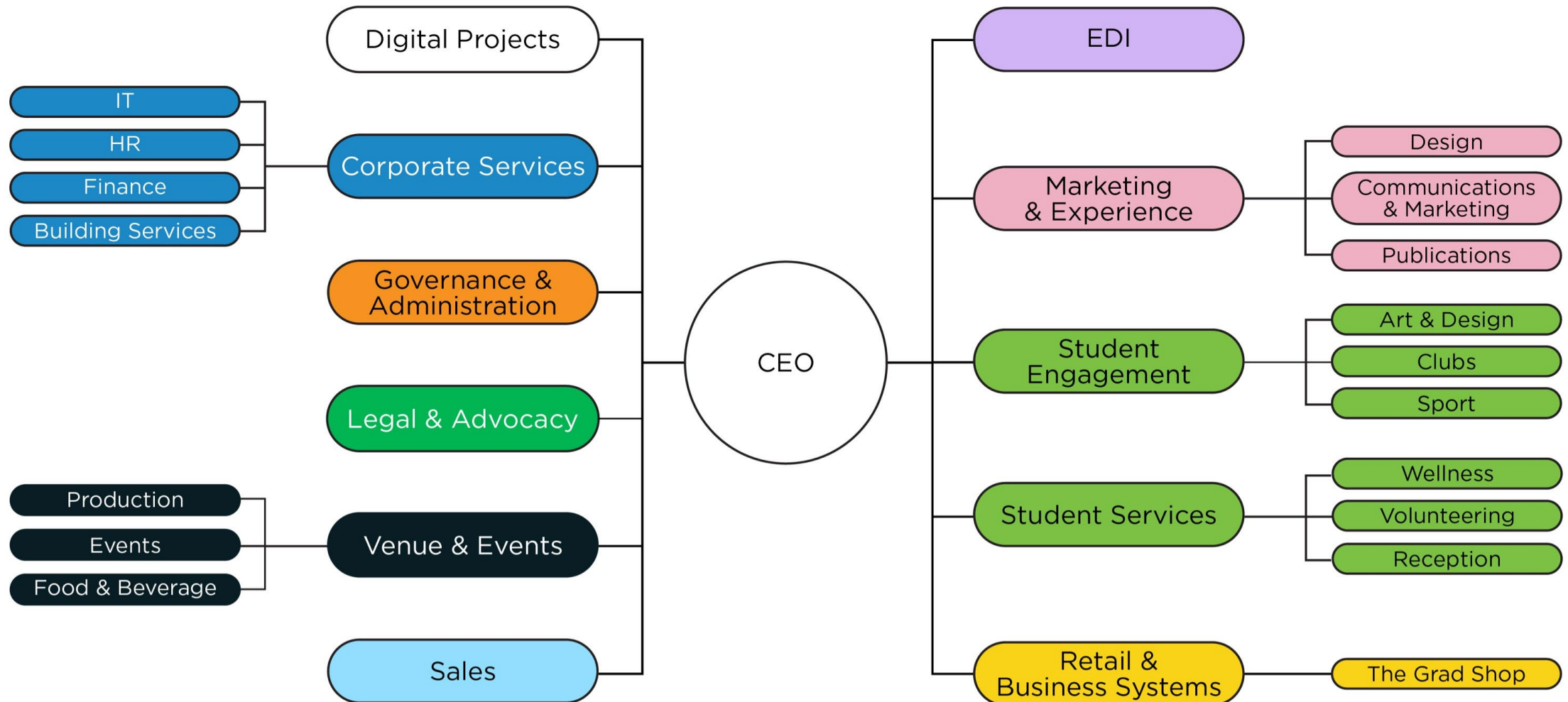
- Key areas of compliance include:
 - [UNSW Student Code of Conduct](#)
 - Adhering to the [UNSW Campus Policy](#)
 - Working with UNSW Security for events, activities and incident management
 - Completing the [Public Assembly Risk Management Form](#) for rallies, protests and large gatherings
 - Complying with the [Promotional and Advertising Guidelines](#) i.e. The postering rules



Arc Departmental Introductions



Arc Organisational Structure



Questions?

Arc Marketing & Social Media Presentation



HEY!



你好

HOLA!

SUB
BRANDS

SRC

TIER 3
BRAND
EXEMPTION

Brand Assets

- SRC branding uses a different typeface. It is another versatile typeface with a variety of weights.
- Don't use Gotham HTF for SRC.
- The SRC has a number of collectives. They all use the same branding only each collective has a key secondary colour. The collective logos are set out as displayed here.

Must Haves

- SRC brand colours
- SRC pattern elements
- SRC/collective logo
- URL

Logo



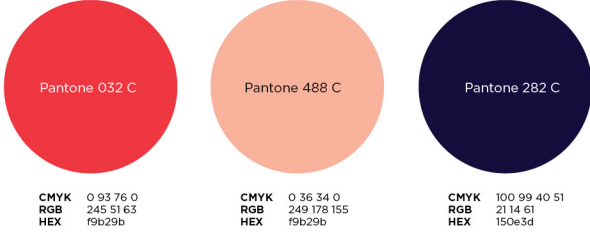
Font

**ITC Avant
Garde**

**BOLD!
CONDENSED!**
And other weights too!
So cool!

Colour

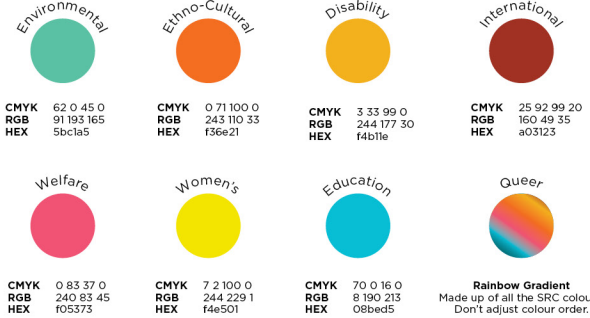
Primary



Collective logos



Collective colours



Templates



Pattern



SUB BRANDS

PGC

TIER 3 BRAND EXEMPTION

Brand Assets

- PGC branding uses a different typeface. It is another versatile typeface with a variety of weights.
- Don't use Gotham HTF for PGC.
- The PGC use a different colour palette and include assets like brand patterns, photo treatment and gradients
- The gradients are a mix of the primary and secondary colours, with the orange being the hero colour in the mix.

Must Haves

- PGC brand colours
- PGC pattern elements
- PGC logo
- URL

Logo



Font

ITC Avant Garde
BOLD!
CONDENSED!
Book

Photo treatment



Templates



Colour

Primary



CMYK 0 55 99 0
RGB 246 139 31
PMS 7413 C
HEX f68b1f

CMYK 86 67 61 74
RGB 8 29 35
PMS 532 C
HEX 081d23

Gradient



Secondary



CMYK 23 13 18 0
RGB 196 204 201
HEX c4ccc9

CMYK 13 90 0 0
RGB 212 61 150
HEX d43d96

CMYK 3 27 53 0
RGB 245 191 133
HEX f5b885

CMYK 66 51 71 42
RGB 69 77 61
HEX 454d3d

Illustration



Pattern





EXISTING ASSETS



SRC



Search folder

Type ▾

> Folders

▾ Items



SRC Instagram Post

Brand Template • SRC



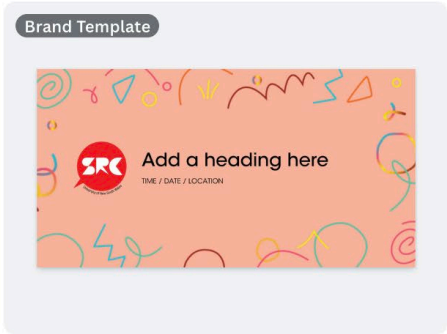
SRC Nominations - Instagram Story

Brand Template • SRC



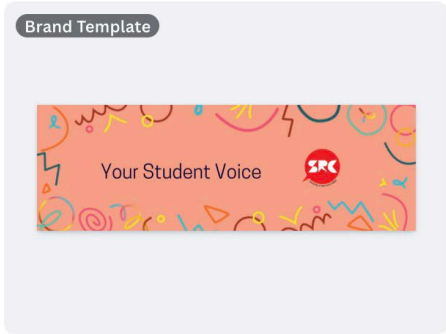
SRC Nominations - Instagram Tile

Brand Template • SRC



SRC FB Event

1920 x 1005 px • SRC



SRC Email Header

Brand Template • SRC

Projects > PGC > Print Templates

Print Templates ☆

Q Search folder

Type ▾



PGC brand A3 poster template

🔗 • Edited 19 days ago



PGC brand A6 template

🔗 • Edited 26 days ago

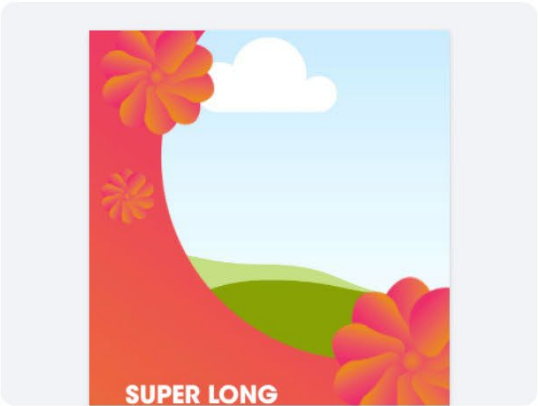


PGC brand A4 Poster template


🔗 • Edited 26 days ago

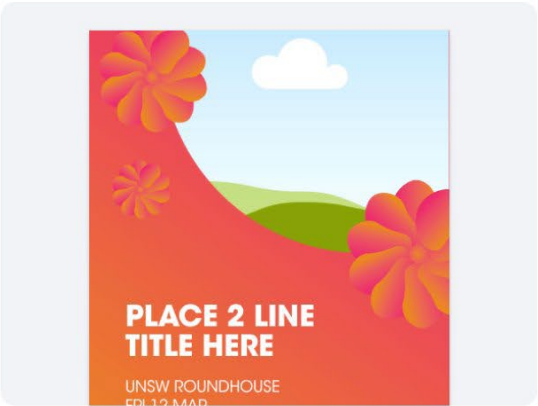
Digital Templates ☆

Type ▾




PGC IG story templates_Image frame

 • Edited 20 days ago



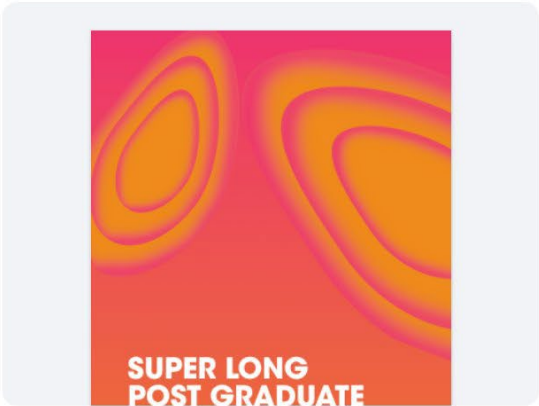
PGC IG post Templates_Image frame

 • Edited 20 days ago


























PGC IG post Templates

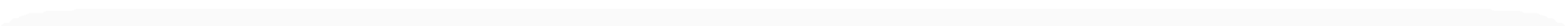
 • Edited 20 days ago














PGC IG story templates

 • Edited 25 days ago

 Name 	Modified 	Modified By 	File Size 	+ Add column
 Brand assets	6 August	Tiera Boogaard	1 item	
 PG236654 PGC 2025 Merch	4 November, 2024	Sandra Tu	1 item	
 PG236805 International Student Arrival Checklist	5 February	Izabella Hacinas	2 items	
 PG236806 PGC Welcome Event	30 January	Tiera Boogaard	2 items	
 PG236822 PGC brand guidelines & templates	22 July	Izabella Hacinas	5 items	
 PG236822 PGC brand guidelines& templates	30 June	Izabella Hacinas	3 items	
 PG236829 PGC Harmony Day	24 February	Izabella Hacinas	2 items	
 PG236918 PGC Coffee Catchup	26 March	Izabella Hacinas	2 items	
 PG236937 PGC Merch	8 April	Sandra Tu	3 items	
 PG236975 PGC Back of Stall	29 April	Izabella Hacinas	2 items	
 PG237043 PGC Vivid Sydney Event	12 May	Izabella Hacinas	3 items	
 PG237054 Arc PGC Research Awards (Nomination & Event Posters)	15 May	Christine Le	2 items	
 PG237055 PGC HDR Wine & Cheese Night	20 May	Jessica Scandurra	4 items	
 PG237056 PGC Consulting Career Panel Event	20 May	Izabella Hacinas	5 items	
 PG237214 PGC Walk, Talk and Tukka	12 August	Izabella Hacinas	4 items	
 PG237312 PGC Certificates	22 October	Sandra Tu	2 items	
 PG237356 PGC Annual Report	3 November	Sandra Tu	1 item	
 PGXXYYZZ 2026 PGC Announcement	23 October	Sandra Tu	5 items	



Documents > 1. Digital Assets - Transfer > 2025 > SRC

 Name ▾	Modified ▾	Modified By ▾	File Size ▾
 fonts	6 March	Tiera Boogaard	20 items
 RC235402 Queer Collective re-vamp & creation of 'Queer Guide to UNSW' resource	6 January	Jessica Scandurra	3 items
 RC236653 SRC 2025 Merch	4 November, 2024	Sandra Tu	2 items
 RC236794 SRC O-Week Flyers	22 January	Sandra Tu	3 items
 RC236859 SRC Clothing Hub	28 February	Sandra Tu	4 items
 RC236944 Disability Collective Poster for promoting collective 2025	1 April	Tiera Boogaard	1 item
 RC236962 SRC Marquee	17 April	Christine Le	1 item
 RC236974 SRC Mugs	8 April	Sandra Tu	1 item
 RC237084 SRC Clothing Hub	27 May	Izabella Hacinas	2 items
 RC237402 SRC Congrats Social Post	30 October	Izabella Hacinas	8 items

Home

+ New ▾

⬆ Upload ▾

📄 Edit in grid view

🔗 Add shortcut to OneDrive

📌 Pin to Quick access

🔗 Automate ▾

🔗 Integrate ▾

🔄 Sync

⋮

Documents

Archive

Pages

Edit

Documents



Name ▾

Content Type ▾

File Size ▾

Created ▾

Modified ▾

+ Add column



2007

Folder

9 items

8 May, 2008

29 August, 2008



2008

Folder

9 items

8 May, 2008

25 July, 2014



2009

Folder

13 items

16 December, 2009

6 July, 2011



2010

Folder

14 items

28 July, 2010

28 September, 2012



2011

Folder

31 items

9 March, 2011

18 June, 2014



2012

Folder

31 items

2 November, 2011

23 January, 2013



2013

Folder

38 items

27 November, 2012

11 February, 2016



2014

Folder

26 items

22 January, 2014

11 February, 2016



2015

Folder

16 items

6 January, 2015

13 January, 2016



2016

Folder

31 items

13 November, 2015

25 November, 2016



2017

Folder

23 items

18 November, 2016

10 June



2018

Folder

24 items

20 September, 2017

20 September, 2017



2019

Folder

21 items

8 November, 2018

8 November, 2018



2020

Folder

20 items

7 January, 2020

28 August



2021

Folder

16 items

12 January, 2021

12 January, 2021



2022

Folder

39 items

25 November, 2021

25 November, 2021



2023

Folder

23 items

4 January, 2023

4 January, 2023



2024

Folder

19 items

28 November, 2023

28 November, 2023



2025

Folder

19 items

9 December, 2024

9 December, 2024



Staff Headshots

Folder

6 items

25 February, 2022

25 February, 2022

Return to classic SharePoint



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Modified
16 April

Content Type
Document

File Size
2295.0244140625 KB



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Modified
16 April

Content Type
Document

File Size
1903.904296875 KB



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Modified
16 April

Content Type
Document

File Size
1994.2421875 KB



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Modified



Name
ClothesHub_005004A9919-Low Res.jpg

Modified



Name
ClothesHub_006004A9941-Low Res.jpg


Modified




SUBMIT A JOBFORM!



Arc
LEGENDS
-STAFF RECOGNITION PROGRAM-
NOMINATE HERE! →



Incident, hazard or near miss? Click on me to report



Anonymous feedback form



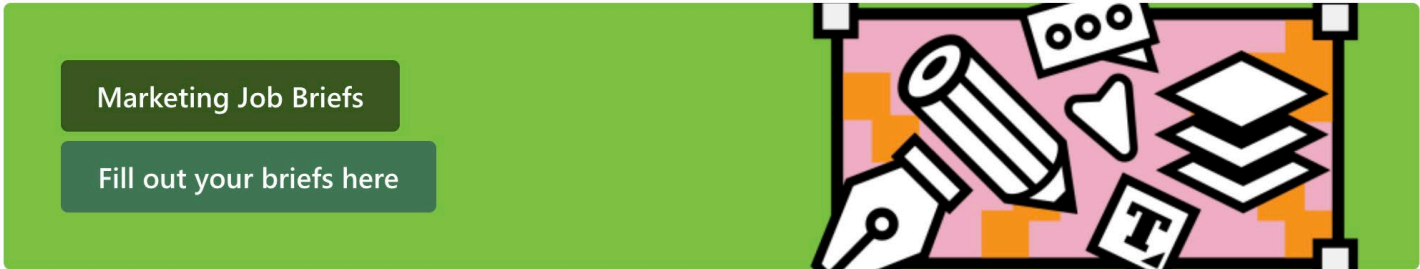
LastPass Resources

Want locate any Arc staff member?

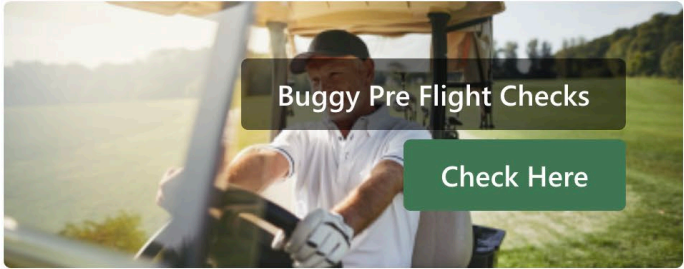
-  [Arc Emergency Contact Numbers](#)
-  [Arc Staff Directory](#)
-  [Arc Desk Phone Numbers](#)



Wellness Hub
[Check Here](#)



Marketing Job Briefs
[Fill out your briefs here](#)



Buggy Pre Flight Checks
[Check Here](#)

1. Fill out a Brief

Arc INTRANET SharePoint

Transfer Photographs Shared With Me Interns Marketing Reception Sports & Rec Venue Shared With Me Shared With Me Tharunka

Home Documents Pages Edit

Return to classic SharePoint

Transfer

+ New Upload Edit in grid view Add shortcut to OneDrive Pin to Quick access Automate Integrate

Documents

15

1. Digital Assets - Transfer
21 May, 2022

Name	Modified	Modified By	File Size
1. Digital Assets - Transfer	21 May, 2022	Mitchell McBurnie	15 items
2. Fonts, Logos and PowerPoint	1 August, 2022	Mitchell McBurnie	5 items
3. Safety Moment	28 February, 2024	Shelley Valentine	3 items
4. Marketing Jobform Briefs	6 January	Thomas Bell	7 items
Data Literacy Training 2022	27 October, 2022	Mitchell McBurnie	6 items
zz_Archive	21 May, 2022	Mitchell McBurnie	72 items
COST OF LIVING CRISIS.docx	12 May	Alex Scudder	29.6 KB

Documents > 4. Marketing Jobform Briefs

Name

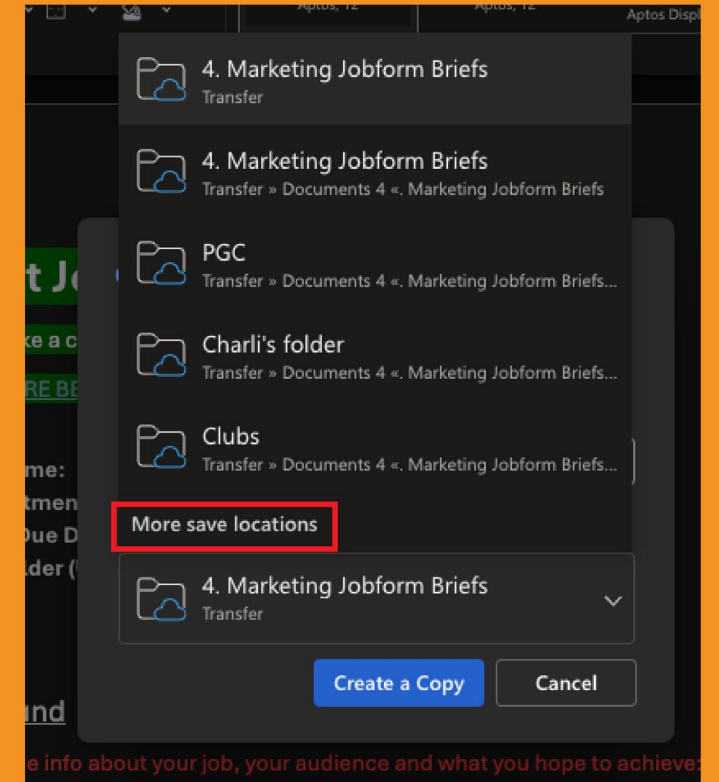
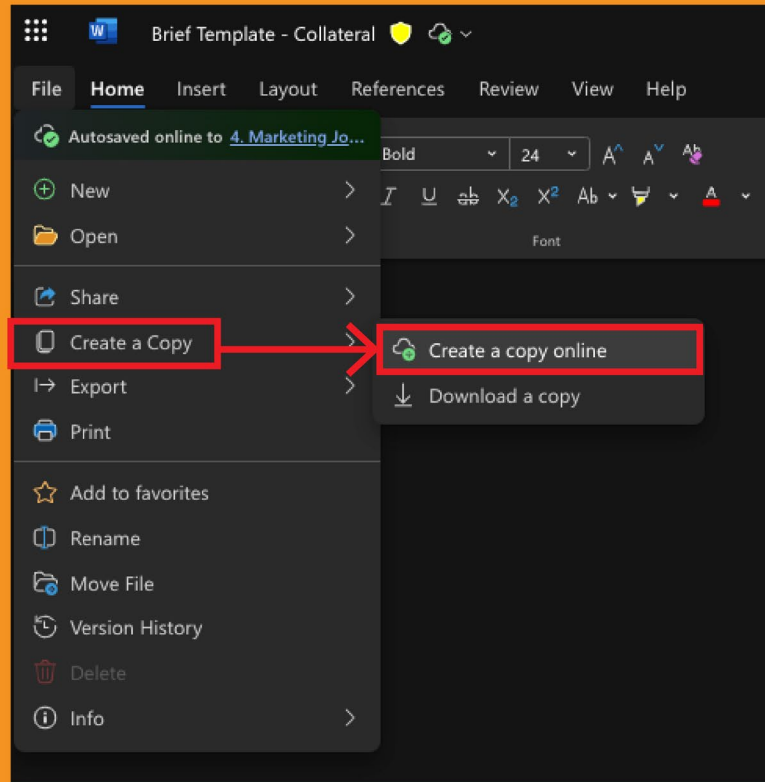
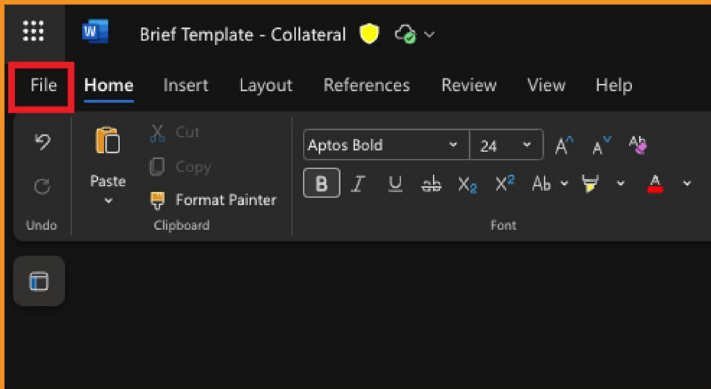
CANVA TEMPLATES

SAVE YOUR BRIEFS HERE

Brief Template - Collateral.docx

Brief Template - Events.docx

2. Save Your Brief on the Transfer



2. Save Your Brief on the Transfer

Create A Copy

My files

Shared

Favorites

Browse by

People

Meetings

Quick access

Transfer

Marketing

Arc Intranet - Business...

O-Week

Creative Scedule 2024

Photographs

2025 Office Refurb

Arc Intranet - Site Ass...

More places...

4. Marketing Jobform Briefs

Search in current library

New folder

Name	Modified
CANVA TEMPLATES 0 items	25 March
SAVE YOUR BRIEFS HERE 18 items	22 October, 2024
Brief Template - Collateral.docx 32.6 KB	4 minutes ago
Brief Template - Events.docx 45.0 KB	22 August

Save Here

Cancel

SAVE YOUR BRIEFS HERE

Search in current library

New folder

Name	Modified
Arc Creative 5 items	6 November, 2024
Blitz 0 items	6 November, 2024
Board of Directors 2 items	6 November, 2024
Campus Creative 15 items	6 November, 2024
Clubs 13 items	6 November, 2024
Finance, IT & HR 0 items	6 November, 2024
Grad Shop 4 items	6 November, 2024
Home Ground 5 items	6 November, 2024
Marketing 11 items	6 November, 2024

Save Here

Cancel












3. Fill out a Jobform and Link Your Brief

Things to Consider

1. Our review process is 2 rounds of feedback only – if you have multiple stakeholders, please make sure all of their feedback gets collected and sent together.
2. Feedback should be sent to Studio within 2-3 days after the artwork is sent. If you are late with your feedback, we can't guarantee that we will still make your deadline.
3. If you submit your brief within less than 2 weeks, we can't guarantee that you will get everything that you ask for.

Finished filling in your brief? You are now ready to lodge your Job form <https://mktjobs.arc.unsw.edu.au/>

Need to Request/Check Something?

 Change Password / Reset Account	 Marketing Camera/Gear Hire	 WHS Information	 Forms and Templates
 Uniwide-wireless Access (zID request)	 Check Arc Knowledgebase	 With Marketing (Jobform) - Username only for login	 Helpdesk for IT & Building Services
 With Reception (Formstack Request Form)	 Salary Sacrifice Application Form for Purchasing a Laptop	 Travel Allowance Application Form	

At least 1 needs to be selected - but only one of the campaigns can be selected for any job at any time.

Campaign / Event Type

Tier 1

Arc Core Brand.

This would sit within an Arc Branded template, and only by exception do we move down the tiers.

- Small event
- Last minute requests
- Up to 20 attendees
- Template-based artwork
- In-house printing.
- Less than 2-week lead time

☐ Campaign / Event Tier 1

Tier 2

Arc event/program/activation.

Everything in this tier sits within an Arc Department branded template. This is where most of Arc's offerings sit, especially all of Arc's core programs and evergreen events.

- 20-50 attendees
- External print production required
- 4-6 week planning lead time
- Digital Suite
- In-house Printing

☐ Campaign / Event Tier 2

Tier 3

Bespoke design. Large events/festivals with massive buy in, larger attendance, UNSW cobrand/cofunded.

- Large-scale (multi-day events/festivals (UNSW funded)
- Revenue-generating focus
- Full Digital Suite
- External print production required
- Minimum 8-week planning lead time

☐ Campaign / Event Tier 3

+

Individual/Additional Item

Just need 1 thing?

Not part of an existing Campaign? Need something extra special, something out of the ordinary?

☐ Individual/Additional Item

Project Overview

Give us as much info as you can about your job, your audience and what you hope to achieve.

Brief Link

Make sure you have saved your completed brief in SharePoint, then paste the brief document URL in the field above. Please make sure you have the permissions for your document set to 'People in Arc @UNSW '

SAVE

Why?

The brief template makes sure that Studio has all the information that we need!

It also works as a hot doc that we can edit as a job changes, or as we get more info.

I'm having troubles submitting a Jobform

Email/Teams Tiera or Sandra with your brief (filled out). We can help or tell you to lodge a ticket with IT!

I got an email that my job has been updated

Don't fret! This means that we have allocated your job to a designer and that it has entered our schedule. We will reach out if we need anything from you :)

Final Reminders

- Always **SAVE A COPY** of the brief document!
- Make sure to fill out a Jobform (not just a brief)
Brief Document but no JF = it does not reach us!
- If you update anything on the brief, please either email Tiera/Sandra or tag us in a comment!



An aerial photograph of a university campus during O-Week 2026. A large crowd of students is walking down a wide, tree-lined street. On the left, there are modern university buildings, including one with a distinctive orange and white striped facade. On the right, there are older brick buildings. The street is lined with trees, and a white car is parked on the left side. The overall atmosphere is busy and festive.

**HAVE IDEAS FOR
O-WEEK 2026?**
Submit a jobform asap :)

COMMS TEAM



Alexander
Scudder

Comms
Manager



Katie Vicary

Comms
Coordinator:
Arc, Arc
Creative



Charli-Rose Elis

Comms
Coordinator:
Arc Sport,
Roundhouse,
Homeground



Emma Keable

Comms
Coordinator:
Wellness

WEBSITE

- Source of truth
 - It's yours to run
- Website Areas:
 - Landing Page
 - SRC + PGC
 - Information Pages
 - Eg. Clothing Donation Pages
 - Event Pages



Social Media

*Follow the
Abundance Model*

Instagram Handles: unswsrc , unswpgc

Other channels:

- Facebook, Rednote, Discord, WhatsApp

Collab with Arc Accounts

just message me :)



OTHER CHANNELS

- EDM (Electronic Direct Mail)
 - Email Marketing
- Ticketing for Events
 - Humanitix

DATA AND PRIVACY

Three key points:

- Data *Consent*
- Data *Security*
- Data *Safety*



RESPONDING TO CONFLICT ONLINE

Steps to take:

1. Acknowledge the comment being made
 - Just be there to listen.
2. Prioritise de-escalation
 - Take the convo to email, DMs, etc.
3. Refer to the services and/or support they need

Arc Legal Presentation



Our roles

- Legal advice and representation
- Centrelink advice and appeals
- Financial counselling (coming soon)
- University advocacy
- University policy work
- Policy submissions to government
- Support/joint policy work with the councils
- Advice to Arc staff on key issues – club & society matters, insurance, copyright etc.



Legal service – key areas

- Housing and tenancy
- Centrelink advice and appeals
- Traffic offences
- Discrimination or harassment
- Employment and workplace matters,
- Consumer problems
- Copyright and intellectual property
- Visas and immigration
- Financial issues – loans, agreements, scams, debts
- JP functions
- Privacy and access to information/GIPA



University-related help

- Advice about administrative decisions and complaints
- Scholarship advice
- Advice regarding intellectual property, authorship, privacy, freedom of information and discrimination
- Advice regarding UNSW-affiliated bodies (colleges etc)
- Academic appeals – suspension or exclusion
- Special consideration and fee remission
- Student misconduct advice
- Policy review and submissions to UNSW when policies change
- HECS-HELP and FEE-HELP advice



How we can work with SRC and PGC

- Submissions and research support
- Joint projects
- Campaign advice
- Trends from casework relevant to specific office bearers
- Briefing on changes within UNSW or government
- Legal advice about issues relating to campaigns, protests, publications and projects



When to access our services

- We can assist any student seeking advice about a University of NSW or Centrelink matter
- Students need to be Arc members to receive advice and representation for other matters
- If a student requires ongoing individual advocacy and representation
- If a matter is complex or has legal ramifications
- Never hesitate to ask us



Contact details

- Location: TKC offices, Level 2 mezzanine and via Microsoft Teams
- Email: advice@arc.unsw.edu.au
- Staff: Linda Lombardi & David Loonam



Council Administration & Budgets



Council Admin & Budgets

AGENDA

- Role Administration
 - Accepting your role
 - Accessing Arc IT Accounts & Teams
 - SRC & PGC Insider Websites
- Council Meetings
 - Attendance
 - Reports
 - Motions
- Budget
 - Overview
 - Accruals
- Other
 - Spaces
 - Printing
 - Key Dates



Role Administration

ACCEPTING YOUR ROLE

- Letter of appointment is **12 December 2025**

*Allowance payments will only commence (and be back-paid to your commencement date) if you have successfully signed and completed all relevant paperwork, acknowledgements, and online training outlined in your Letter of Appointment by **12 December 2025**.*

Your Letter of Appointment includes:

- Role, Start date, End Date, Allowance
- The following policies:
 - Council Charter
 - Allowance Policy
 - Social & Digital Media Policy
 - Grievance Resolution Policy
 - Media & Communications Policy
 - UNSW policies
- Employment Form (Allowance Form/Volunteer Form)
- Online training (ELMO)



Role Administration

YOUR Arc ACCOUNTS

- Each Office Bearer has one Arc IT account (email/OneDrive)
- Credentials will be sent on 30 November 2025
- Access to SRC & PGC 'Teams' sites: 30 November 2025
- President & General Secretary will be given owner access to Teams Site
- All official comms = via Arc accounts
- Forwarding rule to personal emails
- Multi-factor Authentication
- IT issues?
 - Contact servicedesk@arc.unsw.edu.au
 - Search "IT & Building Services Helpdesk" in the Address book
 - Email Ashleigh



Role Administration

SRC & PGC INSIDER WEBPAGES

- Each Council has its own “Insider” Webpage
- Webpage acts as a catalogue of all information, forms, links and resources that you’ll need during your Terms.
- Make sure you ‘bookmark’ the webpage.
- Let us know if you’d like us to add anything!

[SRC INSIDER](#)

[PGC INSIDER](#)



Council Meetings

ATTENDANCE, REPORTS and MOTIONS

ATTENDANCE

- Expected to attend
- Submit Apologies > 48 hours prior
 - SRC to submit via Attendance Form, incl. nomination of proxy.
 - PGC to email the President & Gen Sec.
 - Absences for 2 meetings (per Regulations) shall result in vacancy of position.

REPORTS

- Required from each Member, for each meeting.
- Verbal Reports only by exception, discussed with the President in advance.
- Calendar reminders / due dates

MOTIONS

- Discussion
- Decision
- Noting
- Late Papers / Reports – circulated by Pres/Gen Sec



Budget Process

PROCESS and ACCRUALS

Note: Budget will be uploaded when approved by the Board.

1. Planning

- Distributed monthly.
- Charter states that plans should be submitted for approval.

2. Expenditure Form:

- Submit and await President approval prior to ANY spending
- Include evidence (quote, invoice, weblink etc.)
- Do not spend/incur/commit until approved by President.

3. After approval:

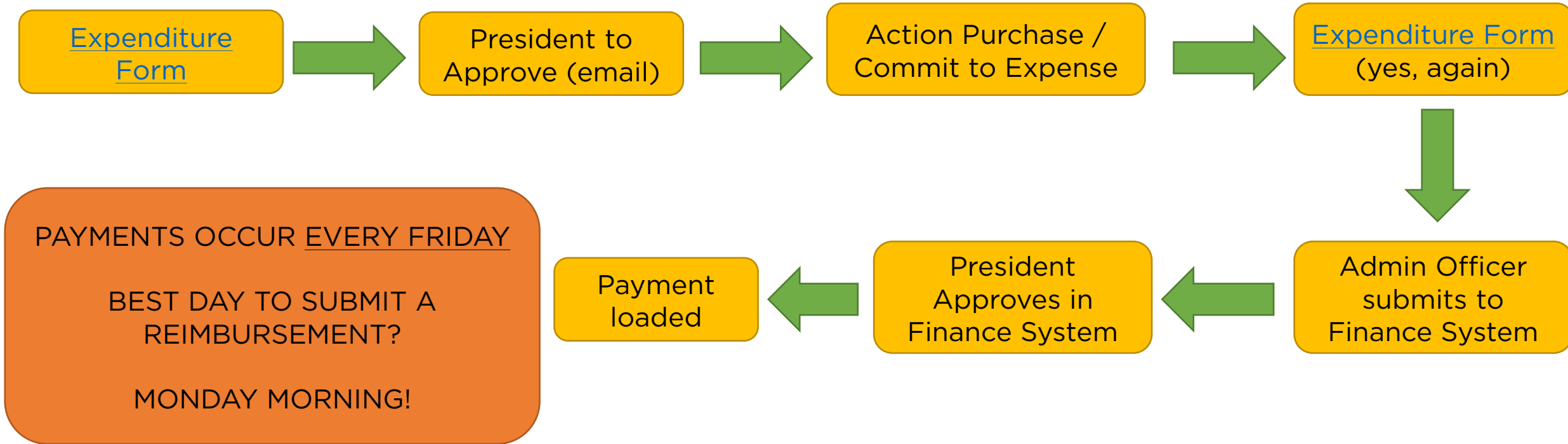
- If timely or small, make purchase, request reimbursement.
- If large or time allows, submit invoice for payment.
- If Arc-operated business, email Ashleigh.

4. Accruals:

- Accounting standards
- Monthly
- Plan/Description required
- Cross-year accruals (e.g. Dec 2025 → Feb 2026) MUST have payment obligation (e.g. invoice, quote) to be accrued
- Another reason planning is key



Budget Process



Budget Process

OTHER TID-BITS & REMINDERS

- Collaborate with other offices (and Councils!)
- Big expense? Don't pay yourself, reach out.
- Urgent expense? Reach out.
- Roundhouse/Home Ground cost? Reach out.
- Using Event Income? Include on the Expenditure Form.
- Grants are available ([SCDG](#), [EDI Activation Fund](#), Other adhoc).
- Make your plans early.
- No spending, or commitments to spend, without President approval.
- Remember intent of funds.
- Payments occur on Fridays
- Unsure about anything? Reach out.



Questions?

Event Planning & Risk Management



Event Planning

- Don't wing it, get organized
- [Use a checklist/template.](#)
- President to approve plans
- Budget, collaborate (including with Arc), ask for help
- There's no need to reinvent the wheel - talk to people (other OBs, Arc staff, UNSW, stakeholders, etc)
- Plan B (weather....eyeroll)
- Identify and mitigate risks early
- Make your to-do list and assign tasks
- Enter your marketing jobs ASAP
- Enter your Resource/Room/Space Bookings ASAP



Event waivers / T&C's

- Consider whether you need ticketing/registrations:
 - Capacity management
 - Catering numbers & dietaries
 - Contact Info
 - Resource Management
 - Data/Reporting/Metrics
 - Terms & Conditions / Waivers
 - Cost
- Submit Event Risk Form
 - To determine risk level
 - To determine whether a Risk Assessment required (required for large-scale outdoor bookings to EM)
 - To determine relevant Waiver / T&Cs
 - To obtain Public Liability Insurance
 - If you are unsure, reach out to Ashleigh early so what you need can be determined.
- Humanitix (President & General Secretary)
 - Central Account
 - Funds
 - Waivers/T&Cs
 - Low Barrier / Consider your Questions



Forms

ALL ON THE INSIDER WEBPAGE (SOME LINKS WILL CHANGE SOON
DUE TO PLATFORM MIGRATION - WILL SEND NEW LINKS)

- [Event Management Checklist/Template](#)
- [Event Risk Form](#)
- [Risk Assessment Template](#)
- [Outdoor Space Booking Form](#)
- [Indoor Space Booking Form](#)
- [Roundhouse Enquiry Form](#)
- [Arc Resources Booking Form](#)
- [Arc Music & Dance Rooms](#)
- [WHS Incident Form](#)
- [Marketing Job Form](#)
- Printing Request Form (in-house)



Contacts

ALWAYS SUBMIT THE FORM FIRST

Roundhouse Enquiries via Roundhouse Booking Form | [Tiarna Stahmer](#)

Arc Resource Bookings | [Arc Reception](#)

Space/Room Bookings | [Ashleigh Suoh](#)

In-house printing | [Ashleigh Suoh](#)

Budgets | Council President

Invoice Payments | [Ashleigh Suoh](#)

Insurance | Arc Legal

Marketing | [Mitchell McBurnie](#)

Design Studio via Marketing Job Form | [Tiera Boogaard](#)

EDI Projects | [Emma Keable](#)

Sport | [Dan Kwon](#)



Other

SPACES, PRINTING and KEY DATES

SRC Spaces

- Welfare, Disability, Women's & Ethnocultural (Basser Stairs)
 - Student access is per UNSW, 7am – 7pm
- SRC Space (Quad)
 - Elected Reps only (7am – 7pm)
 - Access granted upon completion of paperwork

PGC Space

- Next to Arc Reception
- All Arc PG Members (updated termly)
- Bookable meeting rooms
 - 2-hour slots
 - pgc.meetroom1@arc.unsw.edu.au & pgc.meetroom2@arc.unsw.edu.au

Printing

- Send email to President with content for approval
- Once approved, Submit Printing Request Form
 - Must be >2 working days prior via Insider Page for Arc to print
- Wait for Arc Reception to email re collection.
- REMEMBER TO COLLECT

Key Dates

- Thursday 20th November
 - Workshops
 - GV Awareness & Response
 - Wellbeing
- First Meeting
 - SRC Meeting: TBC, December
 - PGC Meeting: TBC, December
- Handovers: ASAP
- O-Week (9th Feb – 12th Feb)
- Discovery Fest (17th Feb – 19th Feb)
 - Stall Plans
 - Rostering
 - Merch/Collateral

Questions?

Grievance Processes



Grievances

- **Grievances** = disputes, incidents, disagreements, issues, etc.
- Elected members are responsible to [Arc's Policies & Procedures](#).
- The SRC Charter's and SRC Safer Spaces Procedures for handling grievances will be the basis of this session.
- Important to decipher whether the grievance is Council related, and the 'category' of the Grievance.
 - This guide applies to grievances arising between members of the Council (or collectives/committees), only if:
 - The grievance has occurred within a Council space
 - The grievance has occurred as a result of Council operations / roles / responsibilities
 - I.e. Bob and Sarah are both members of the PGC. One accuses the other of academic misconduct and reports this to the President. This does **not** fall within the remit of the President nor Arc to handle and should be referred to UNSW.
- This is a guide to follow, however some steps may be skipped based on severity of grievance.
- Do not create your own grievance resolution framework.
- ALWAYS ask for advice/help if you aren't sure.
 - President
 - Governance Manager / Arc Legal



Grievances

WITHIN THE COUNCIL / AMONGST COUNCIL REPRESENTATIVES

WHS / Safety

- Informal resolution (if appropriate);
- Report to WHS Committee or Arc HR for resolution (email);
- Escalated to Arc CEO for appeals

Procedural / Operational

- Informal resolution (if appropriate)
- Reported (in writing) to Council President
(or Gen Sec if President is involved or complainant uncomfortable)
 - Informal Resolution (if appropriate)
 - Provide recommendation or make determination (if within scope) i.e.:
 - Request action/deliverable from Representative / setting deadlines
 - Training
 - Issuing Warnings
 - Escalation
- Escalated to Arc Governance Manager/Governance Manager to determine next steps, they may seek advice from:
 - Arc Legal
 - Arc HR
 - Other appropriate body
- Appeals to Arc Chair of the Board



Grievances

WITHIN THE COUNCIL / AMONGST COUNCIL REPRESENTATIVES

Bullying, Harassment, Discrimination or Other Misconduct

- Informal resolution (if appropriate)
- Reported (in writing) to Council President
(or Gen Sec if President is involved or complainant uncomfortable)
 - Informal Resolution (if appropriate)
 - Provide recommendation or make determination (if within scope of their role)
- Escalated (in writing) to Arc Governance Manager/Executive Officer to determine next steps, they may seek advice from:
 - Arc Legal
 - Arc HR
 - Other appropriate body
- Appeals to Arc Chair of the Board
- NOTE: Permanently excluding or removing a member from a Collective can only occur after the issue has been escalated to Arc, an investigation has been conducted and the decision to do so has been ratified by Arc Legal.



Grievances

WITHIN THE COUNCIL / AMONGST COUNCIL REPRESENTATIVES

Outcomes

- Based on severity of grievance (includes but is not limited to):
 - Official warning
 - Further training requirement
 - Referral to mediation
 - Suspension of allowance and/or removal from the Council following the DRP.
 - Reporting to UNSW Misconduct (if appropriate)
 - Reporting to other bodies as appropriate.
- Note: In no circumstance will a member of the Council other than the President formally receive or adjudicate a dispute between Council members, with the exception of when the report is to the General Secretary.
- The President has the authority to request the removal of a Council member, if:
 - Following the relevant dispute resolution process, the Council member continues to not fulfil their duties;
 - Following the relevant dispute resolution process, the Council member has continued to breach the relevant Safer Spaces Policy and/or Charter;
- Arc may remove a Council member if:
 - If found by Arc to have acted contrary to the Arc Code of Conduct, Arc Policies and/or Procedures
 - Following an Arc investigation into serious misconduct, if proven;
 - Otherwise deemed necessary after relevant consultation with Arc Legal and/or Arc Board.



Grievances

WITHIN A COUNCIL SPACE / BROADER COUNCIL CONTEXT

SRC SAFER SPACES POLICY (principles apply to the PGC)

The SRC & PGC and all students who engage with these Councils are obligated to create and maintain a safe and comfortable environment, and endeavour to ensure that all participants in these spaces are aware of this obligation.

Any individual or group engaging with Council Spaces (virtual or physical) must abide by the conduct standards set out for Arc Members in the Arc Membership Terms & Conditions, Arc Code of Conduct, and/or UNSW Student Code of Conduct and Campus Policy.

- Any breaches and/or grievances will be taken seriously and shall be resolved in conjunction with the relevant Charter.
- If an individual is in breach of the above in a live situation, the relevant Officer may:
 - Give a verbal warning (except in extreme circumstances such as violence and abuse)
 - Instruct the individual(s) to leave the Space and contact UNSW Security or NSW Police if relevant;
 - **SRC ONLY** Request a temporary 30-day suspension of the individual's Membership of the relevant Collective, under the following parameters:
 1. Submit a report of the incident and request for temporary suspension, in writing, to the SRC President for both approval and escalation for investigation.
 2. An Officer will be notified of the decision, if necessary or appropriate to enacting the above.
 3. Some determinations may be withheld should it risk unnecessary harm to the individuals involved or the safety of others.



Questions?

