Arc UNSW Student Life

arc.unsw.edu.au

2024 SRC & PGC Inductions | Day 1

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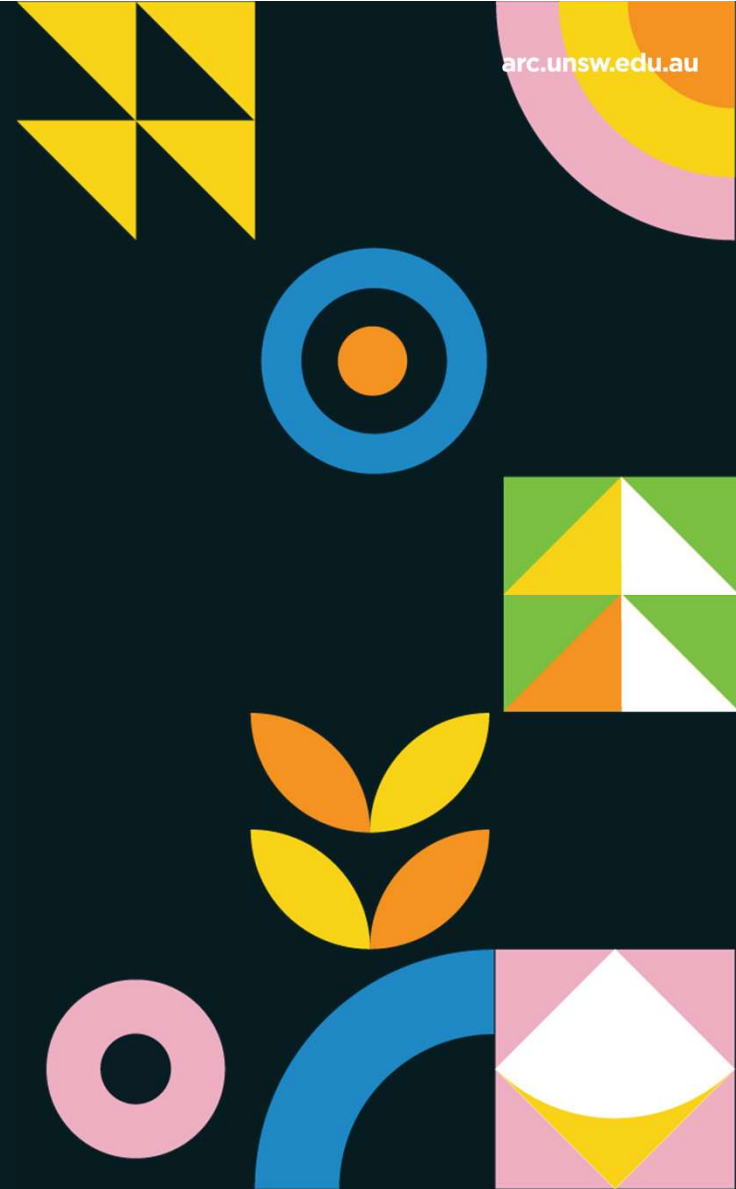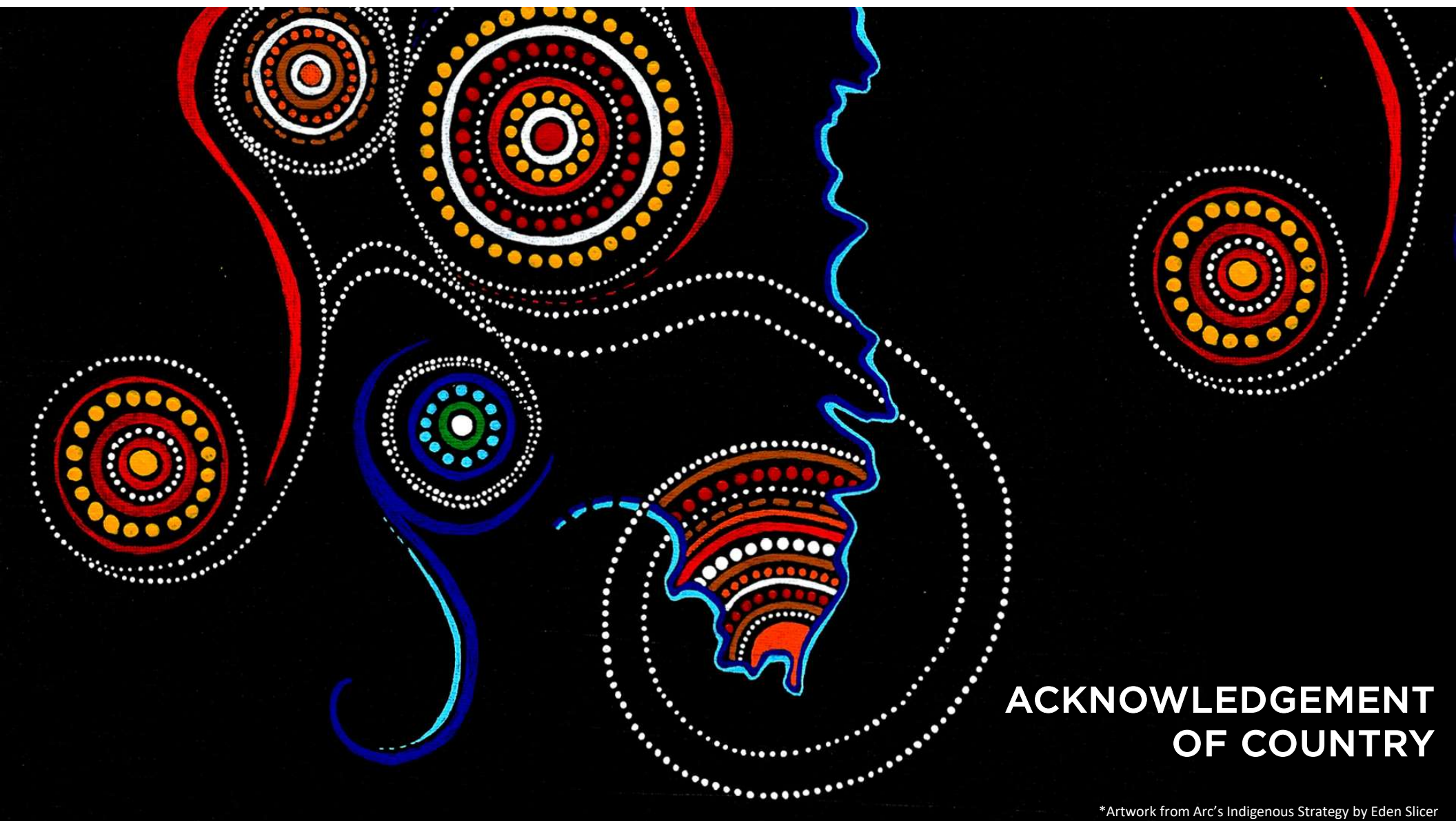
ACKNOWLEDGEMENT
OF COUNTRY

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 Goldstein G07 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 – 10:10AM	Oscar Iredale (Chair of the Board) Mitchell McBurnie (General Manager Strategy & Experience)	Introduction, Arc Overview & Strategy
		UNSW Overview
10:10 – 10:30AM	Arc Executive Team	Arc Departmental Introductions
10:30 – 10:45AM	Mitch McBurnie (Arc Marketing)	Marketing & Social Media
10:45 – 11:15AM	David Loonam (Arc Lawyer)	Arc Legal Presentation
11:15 – 11:30AM	Break	
11:30 – 12:30PM	Joelle Barallon (Executive Officer)	Administration & Budgets
		Event Planning & Risk Management
		Grievance Management
12:30 – 1PM	Lunch Break (PGC to reconvene in Goldstein G07 by 1.15PM)	

Agenda (Part 2)

Time	Who	Content
1:15 – 1:30PM	Incoming President & General Secretary	Welcome
		Council Expectations
1:30 – 2PM	Incoming and Outgoing Presidents & General Secretaries	Charter Overview
2 – 2:30PM	Outgoing President & General Secretary	Council Background and Continuity
2:30 – 2:45PM	Break	
2:45 – 4:45PM	Incoming President & General Secretary + ALL COUNCIL	Overall Council Vision
		Office Presentations / Brainstorms
		Discussions
4:45 – 5PM	Incoming President & General Secretary	Closing & What's Next

ROUND THE ROOM

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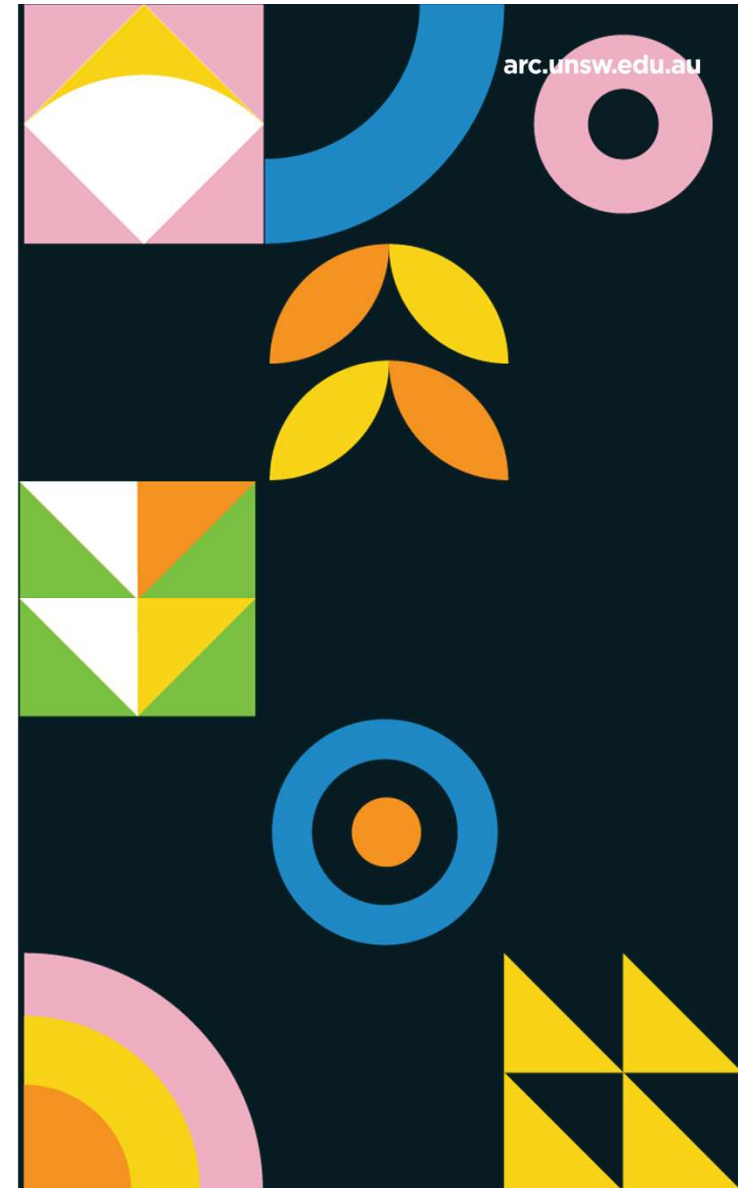- FAVOURITE THING/PLACE/EVENT ON CAMPUS

Arc Overview & Introduction

OSCAR IREDALE | CHAIR OF THE BOARD

Arc Overview & Introduction

- Arc @ UNSW Limited
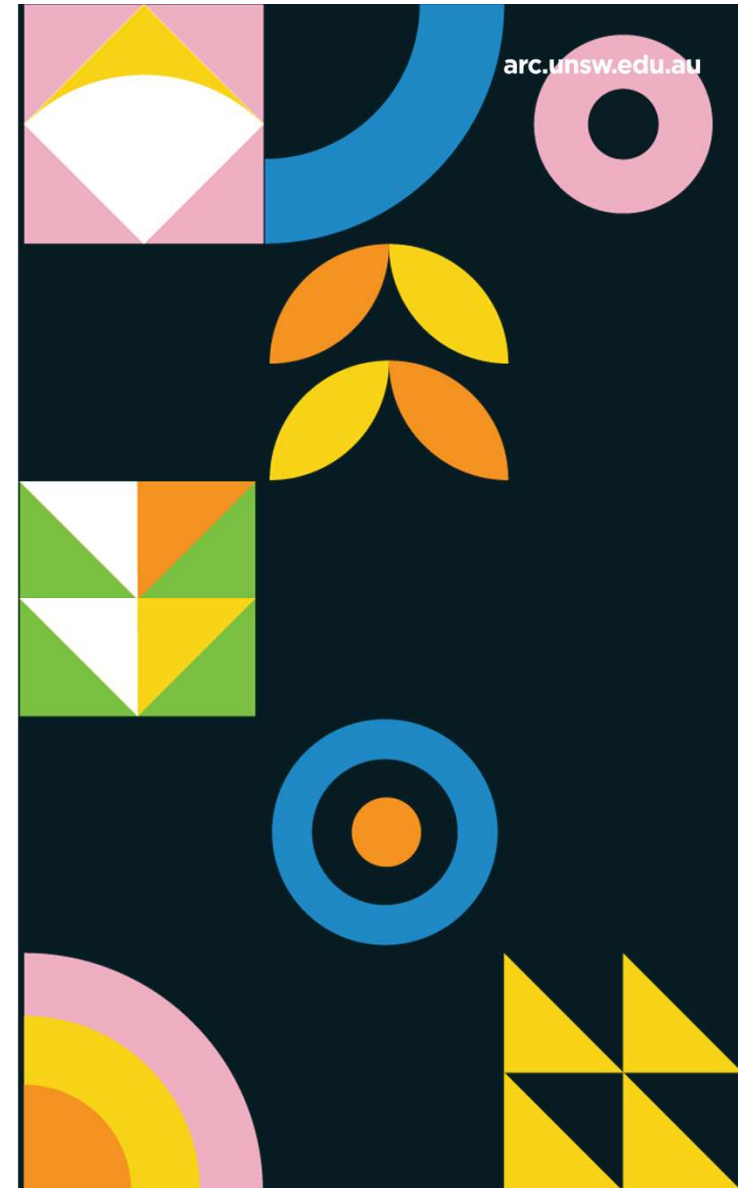
- Established 2007, amalgamation of 4 bodies

- Arc <u>not</u> ARC

- Public Company limited by guarantee

- Australian Charities and Not-for-profits Commission

- Relationship with UNSW
  - Separate entity to UNSW
  - Funding via UNSW & Arc Support Agreement
  - Student Services & Amenities Fee

- Board of 15 Directors
- ~55 Permanent Staff
- 200+ Casual Staff (many of which, are students)

Arc Overview & Introduction
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 to the best of your abilities:
    - At events;
    - When communicating with UNSW staff and students; and
    - When advocating.
- If you're ever unsure, ask! Chair@arc.unsw.edu.au

Arc Board

Arc Board

OVERVIEW

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

<u>15 x Directors</u>

- CEO (ex-officio)
- 2 x UNSW Alumni Directors (appointed by a Board selected panel)
- 2 x UNSW Staff Directors (recommended by the Office of the VC)
- 8 x Student Directors (elected by Arc Members)
- Student Representative Council President (ex-officio, voting)
- Postgraduate Council President (ex-officio, voting)

Arc Board | 2024-2025

CEO & Director
Shelley Valentine

Chair
Oscar Iredale

Student Directors

Alumni Directors

University Directors

Ex-Officio Directors

Oscar Iredale (Chair)

Mariam Reza

John Reed

Sarah Smart

Amelia Anderberg

Jonathon Strauss

Diya Sengupta **(SRC)**

Ada Choi **(PGC)**

Ella Davidson

Oliver Pike

Aania Cheema

Sam Baker

Eva Stewart

Amy Wang

Arc Board | Subcommittees & Councils

Board of Directors

- Finance Subcommittee
- Nominations & Remuneration Subcommittee
- Student Development Committee
- Audit & Risk Subcommittee
- Technology Committee (Established 2022)

Under Student Development Committee:
- Inter Residence Council (IRC)
- Student Representative Council (SRC)
- Postgraduate Council (PGC)
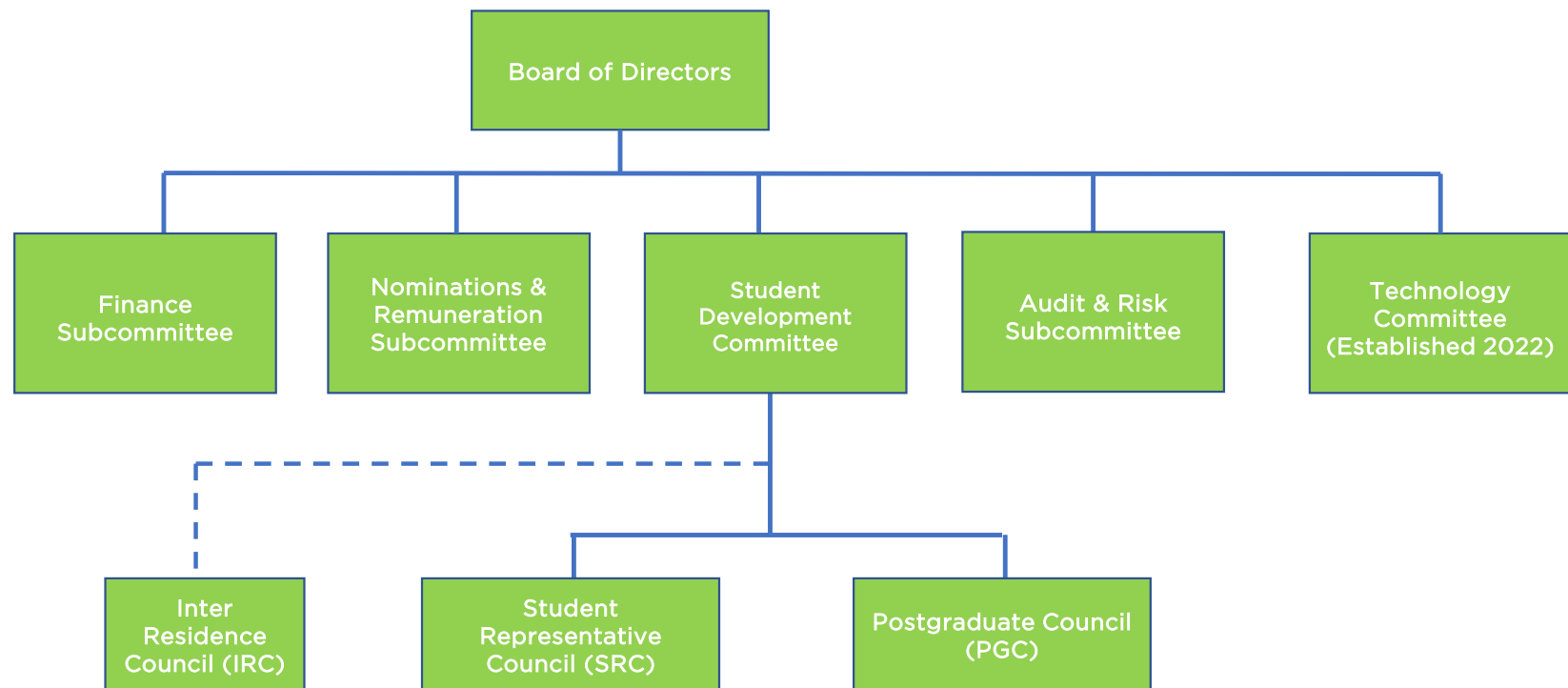
arc.unsw.edu.au
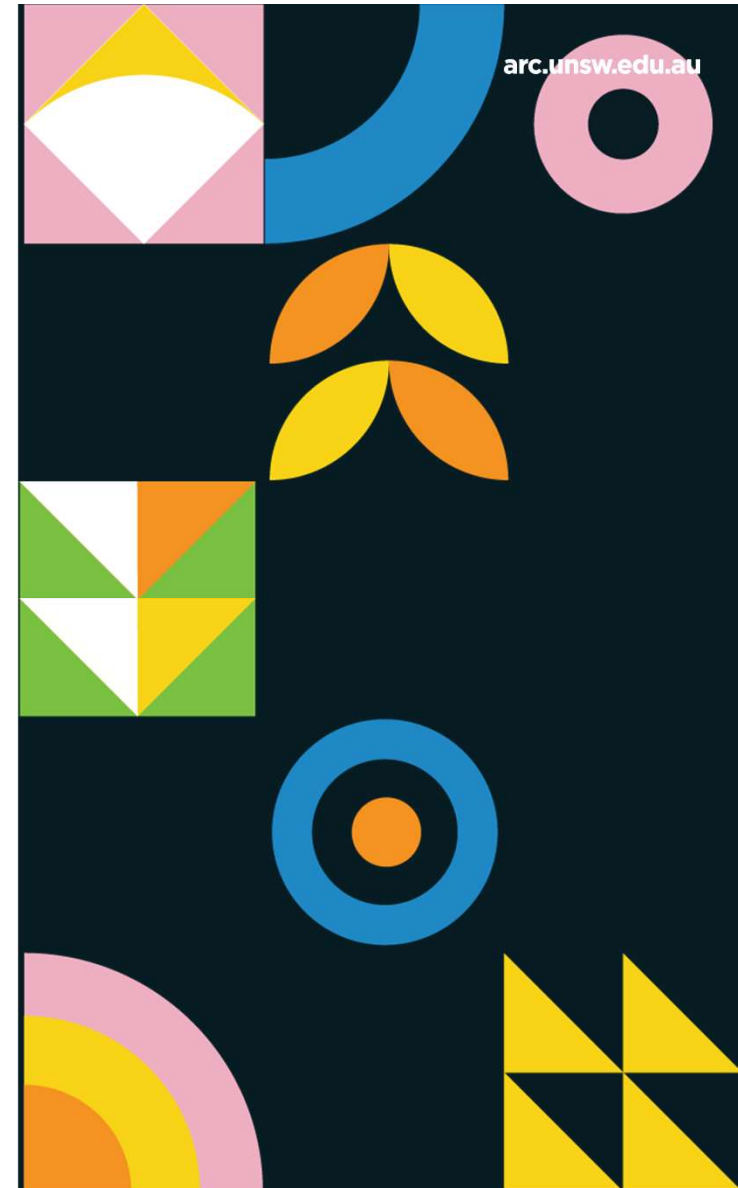
Arc Board

CONTACTS

- SRC & PGC members should contact their President as their first point of contact.

- Admin and/or Governance related issues: Joelle & Ashleigh

- Chair of the Board and/or CEO
  - Chair@arc.unsw.edu.au
  - S.Valentine@arc.unsw.edu.au

arc.unsw.edu.au

Arc UNSW Student Life

STRATEGIC PLAN

MITCHELL MCBURNIE | GENERAL MANAGER STRATEGY & EXPERIENCE

MISSION

CREATE THE BEST STUDENT EXPERIENCE.

VALUES

STUDENTS AT THE CENTRE

DO GOOD THINGS

IN IT TOGETHER

ALWAYS LEARNING

HAVE SOME FUN

PARTNERSHIP WITH UNSW

STRATEGIC PILLAR 1

LOVE STUDENT LIFE TOGETHER

NURTURE VIBRANT CLUBS & COMMUNITIES

SET YOU UP FOR SUCCESS

CELEBRATE DIVERSITY IN ALL FORMS

CREATE SPACES FOR STUDENTS TO THRIVE

DELIVER ENGAGING EVENTS & ACTIVITIES

STRATEGIC PILLAR 2

BE THERE
FOR YOU

BE CHAMPIONS OF WELLNESS

GET EVERYONE MOVING

HELP YOU CARE FOR OTHERS

BE HERE WHEN YOU NEED

STRATEGIC PILLAR 3

COMMITTED TO OUR FUTURE

EMBED THE STUDENT VOICE

GROW OUR OPPORTUNITIES

GREAT PEOPLE DOING GREAT THINGS

HAVE THE RIGHT TOOLS

SUPPORTING PILLAR 1

BE THE SPRING IN YOUR NEXT STEPS

BUILD CLASSROOM CONFIDENCE

TRANSLATE EXPERIENCES TO SKILLS

MORE PROFESSIONAL OPPORTUNITIES

SUPPORTING PILLAR 2

ENABLE OUR DIGITAL EVOLUTION

ALIGN PLATFORMS & SYSTEMS

ENGAGE & ENRICH ONLINE

STAY SECURE

SUPPORTING PILLAR 3

MAXIMISE SOCIAL IMPACT

MAKE CHANGE ON CAMPUS

SUPPORT OUR COMMUNITY

ADAPT & EVOLVE

UNSW Introduction

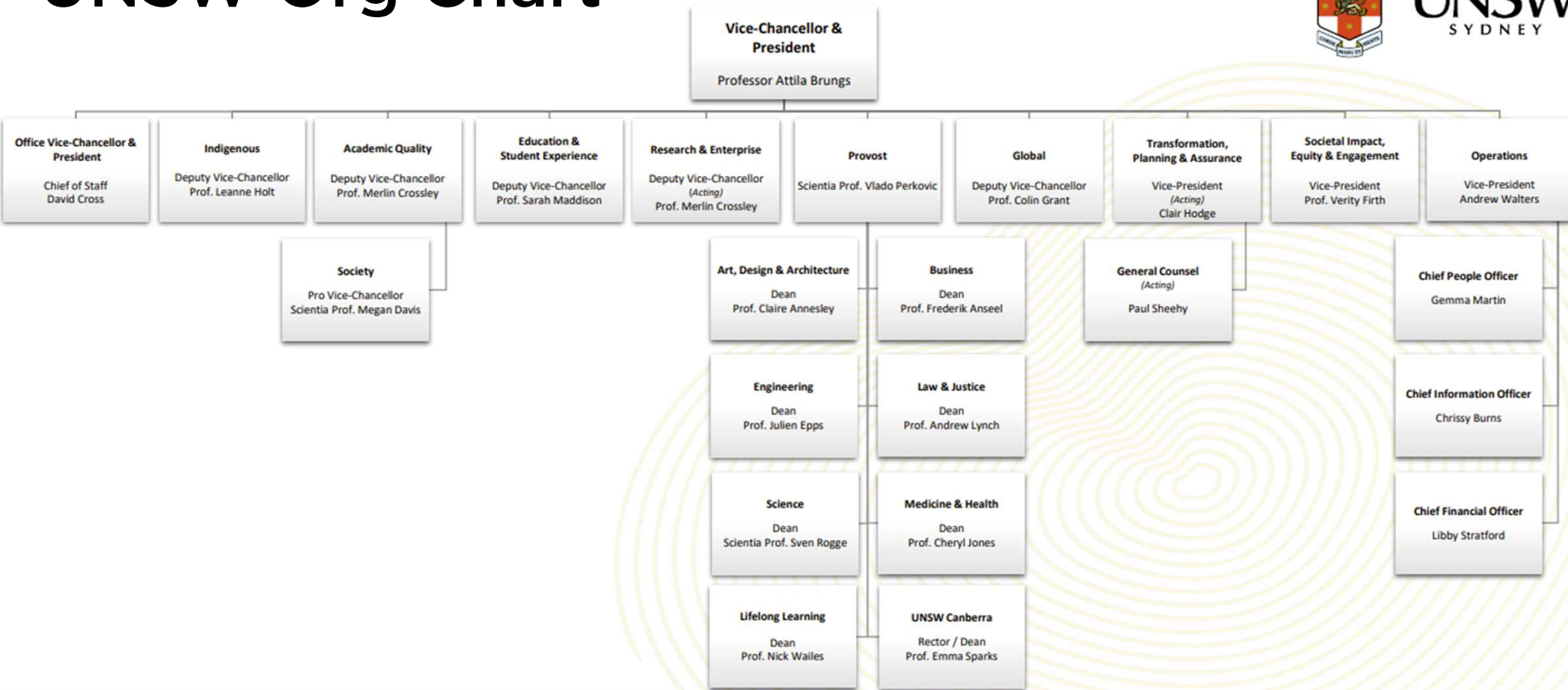**MITCHELL MCBURNIE | GENERAL MANAGER STRATEGY & EXPERIENCE**

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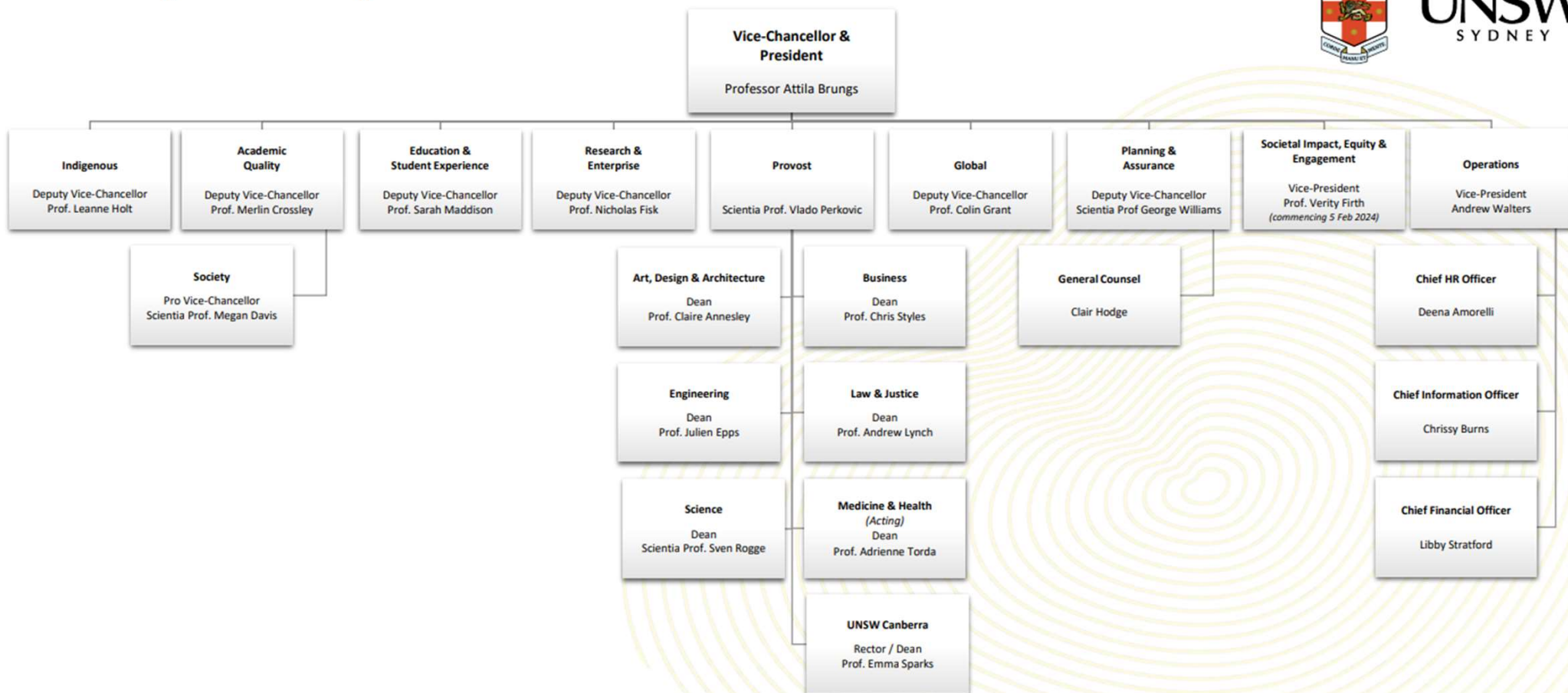- UNSW Security
- Estate Management
- Campus Policy

arc.u... ...u

UNSW Org Chart

UNSW SYDNEY

Vice-Chancellor & President

Professor Attila Brungs

Office Vice-Chancellor & President	Indigenous	Academic Quality	Education & Student Experience	Research & Enterprise	Provost	Global	Transformation, Planning & Assurance	Societal Impact, Equity & Engagement	Operations
Chief of Staff David Cross	Deputy Vice-Chancellor Prof. Leanne Holt	Deputy Vice-Chancellor Prof. Merlin Crossley	Deputy Vice-Chancellor Prof. Sarah Maddison	Deputy Vice-Chancellor *(Acting)* Prof. Merlin Crossley	Scientia Prof. Vlado Perkovic	Deputy Vice-Chancellor Prof. Colin Grant	Vice-President *(Acting)* Clair Hodge	Vice-President Prof. Verity Firth	Vice-President Andrew Walters

Society
Pro Vice-Chancellor
Scientia Prof. Megan Davis

Art, Design & Architecture
Dean
Prof. Claire Annesley

Business
Dean
Prof. Frederik Anseel

General Counsel
(Acting)
Paul Sheehy

Chief People Officer
Gemma Martin

Engineering
Dean
Prof. Julien Epps

Law & Justice
Dean
Prof. Andrew Lynch

Chief Information Officer
Chrissy Burns

Science
Dean
Scientia Prof. Sven Rogge

Medicine & Health
Dean
Prof. Cheryl Jones

Chief Financial Officer
Libby Stratford

Lifelong Learning
Dean
Prof. Nick Wailes

UNSW Canberra
Rector / Dean
Prof. Emma Sparks

UNSW Leadership Team

Vice-Chancellor & President
Professor Attila Brungs

Indigenous	**Academic Quality**	**Education & Student Experience**	**Research & Enterprise**	**Provost**	**Global**	**Planning & Assurance**	**Societal Impact, Equity & Engagement**	**Operations**
Deputy Vice-Chancellor Prof. Leanne Holt	Deputy Vice-Chancellor Prof. Merlin Crossley	Deputy Vice-Chancellor Prof. Sarah Maddison	Deputy Vice-Chancellor Prof. Nicholas Fisk	Scientia Prof. Vlado Perkovic	Deputy Vice-Chancellor Prof. Colin Grant	Deputy Vice-Chancellor Scientia Prof George Williams	Vice-President Prof. Verity Firth *(commencing 5 Feb 2024)*	Vice-President Andrew Walters

Society
Pro Vice-Chancellor
Scientia Prof. Megan Davis

Art, Design & Architecture
Dean
Prof. Claire Annesley

Business
Dean
Prof. Chris Styles

General Counsel
Clair Hodge

Chief HR Officer
Deena Amorelli

Engineering
Dean
Prof. Julien Epps

Law & Justice
Dean
Prof. Andrew Lynch

Chief Information Officer
Chrissy Burns

Science
Dean
Scientia Prof. Sven Rogge

Medicine & Health
(Acting)
Dean
Prof. Adrienne Torda

Chief Financial Officer
Libby Stratford

UNSW Canberra
Rector / Dean
Prof. Emma Sparks

UNSW Student Code of Conduct

UNSW Estate Management

UNSW Security

UNSW Campus Policy

Arc Departmental Introductions

MITCHELL MCBURNIE, JASON LYONS, JAMES YAU, STEPHANIE BARIS, LUKE GILBERT, NATHAN SHIPP

Arc Organisational Structure

arc.unsw.edu.au

Arc Legal Presentation

Arc Legal and Advocacy

Presentation to 2025 SRC and PGC

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

When to access our services

- 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 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 13 December 2024

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 13 December 2024.

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
- Employment Form (Allowance Form/Volunteer Form)
- Online training (ELMO)
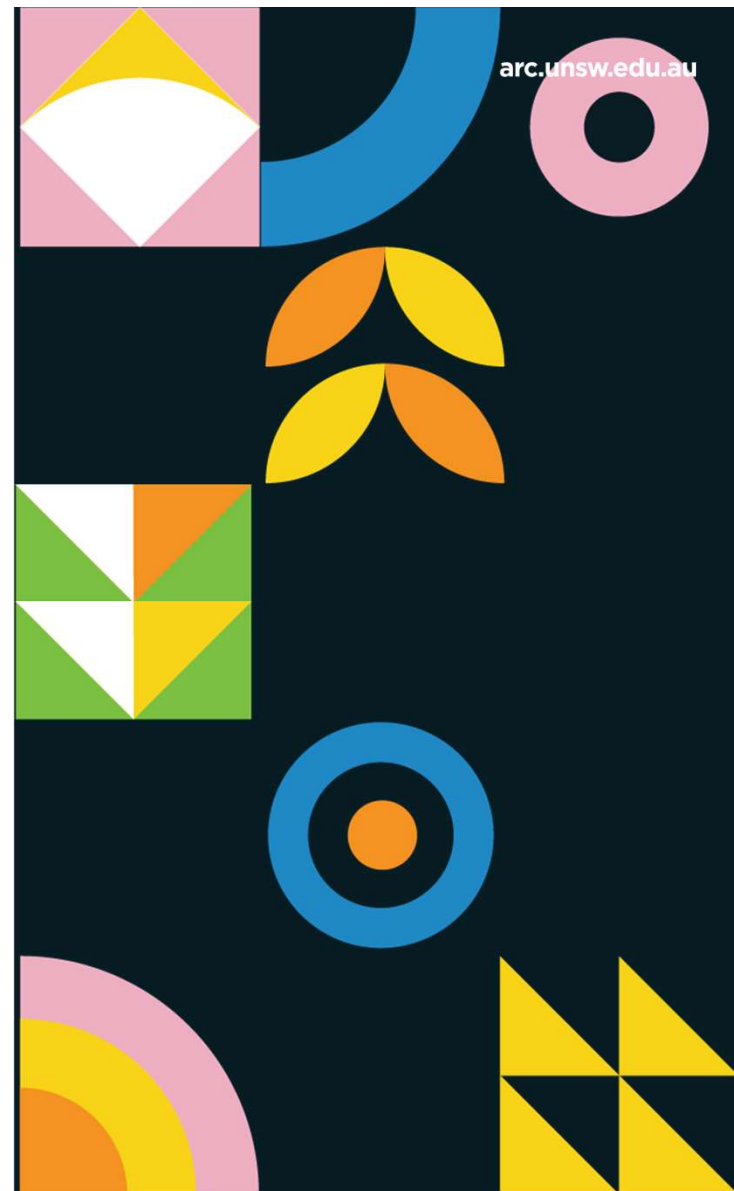
Role Administration

YOUR Arc ACCOUNTS

- Each Office Bearer has one Arc IT account (email/OneDrive)

- Credentials will be sent on 30 November 2024

- Access to SRC & PGC 'Teams' sites: 30 November 2024

- 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

arc.unsw.edu.au
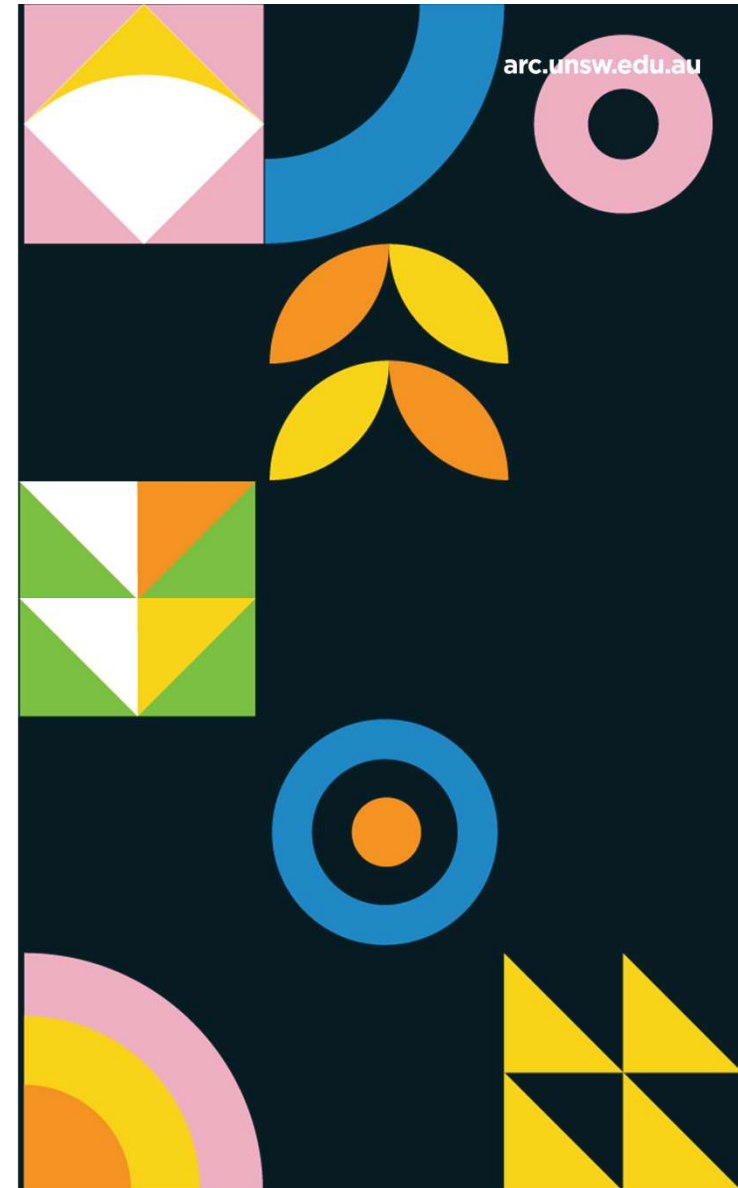
Role Administration

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](#)
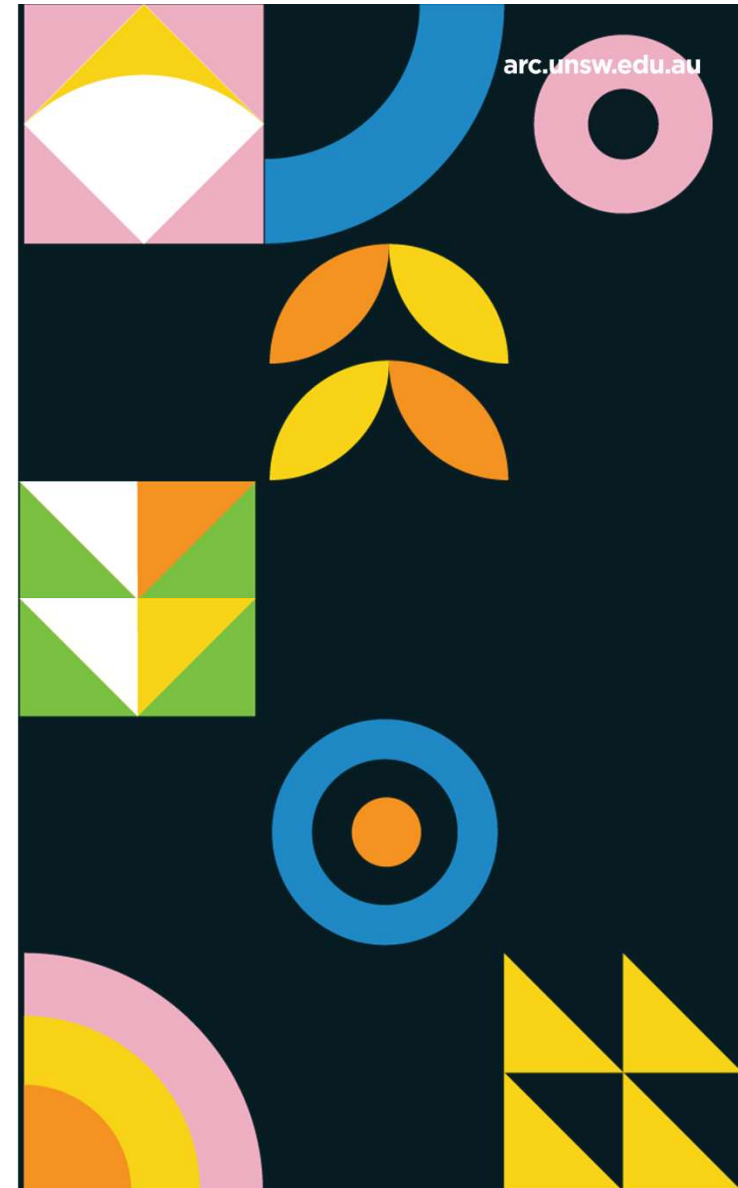
# Council Meetings

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
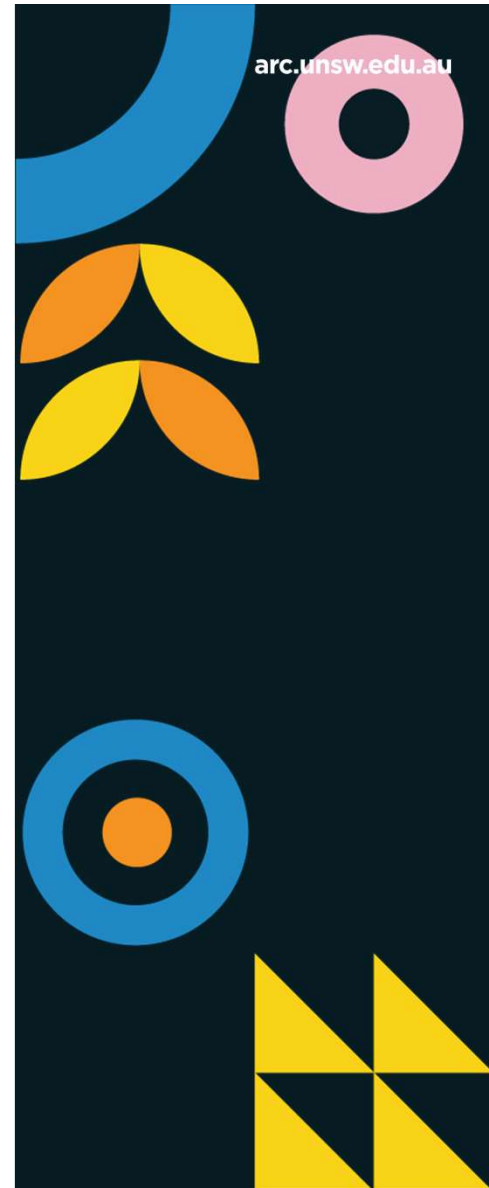
Budget Process

PROCESS and ACCRUALS

Note: Budget will be uploaded when approved (next week).

1. Planning

- Distributed monthly.

- Charter states that plans should be submitted for approval.
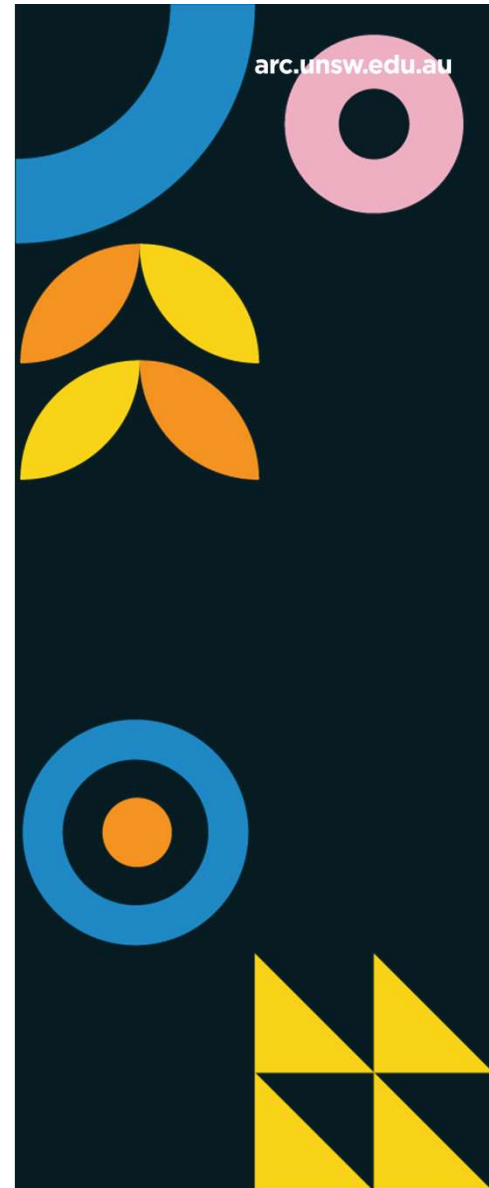
2. Expenditure Form:

- Submit and await President approval prior to ANY spending

- Include evidence (quote, invoice, weblink etc.)

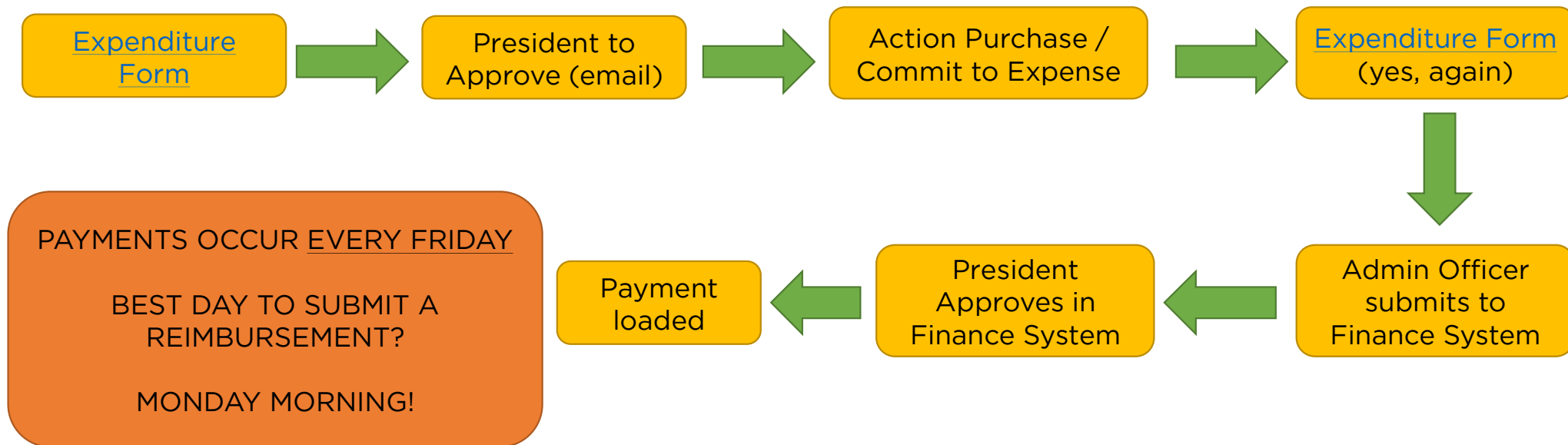- Do not spend/incur/commit until approved by President.

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

- Another reason planning is key

arc.unsw.edu.au

Budget Process

```
Expenditure Form  →  President to Approve (email)  →  Action Purchase / Commit to Expense  →  Expenditure Form (yes, again)
                                                                                                        ↓
PAYMENTS OCCUR EVERY FRIDAY         Payment loaded  ←  President Approves in Finance System  ←  Admin Officer submits to Finance System

BEST DAY TO SUBMIT A REIMBURSEMENT?

MONDAY MORNING!
```

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.

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
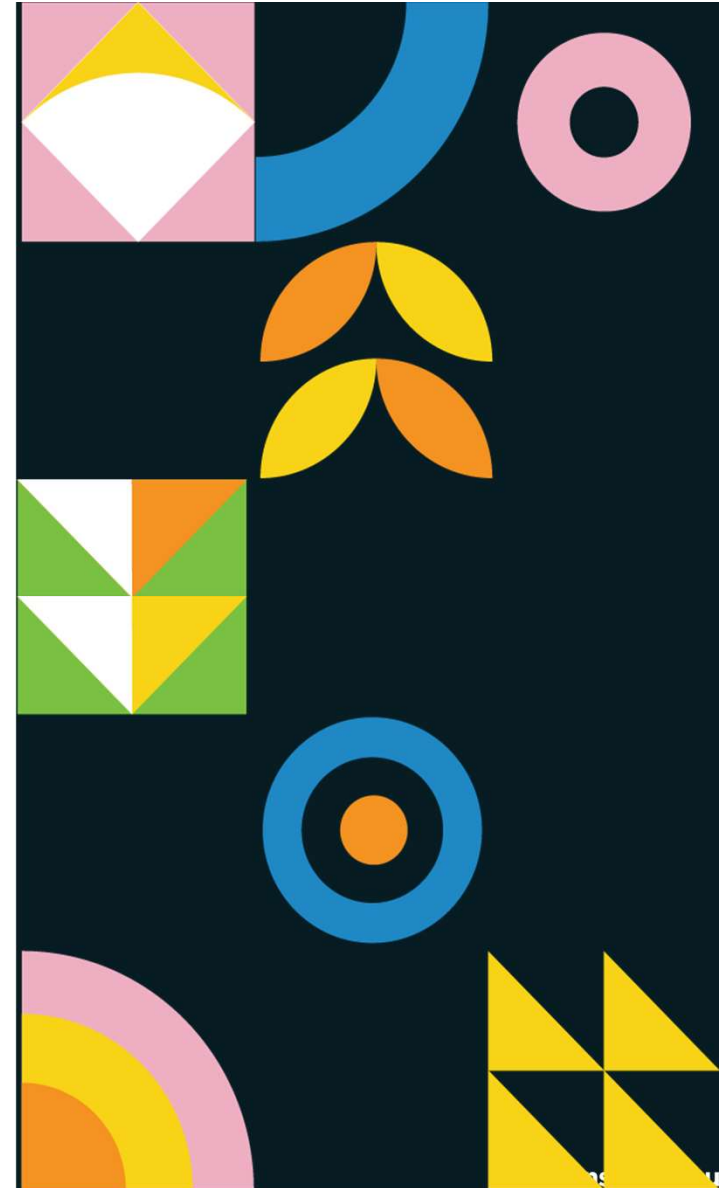
Event waivers / T&C's

- 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 space bookings anyway)
    - To determine relevant Waiver / T&Cs
    - To obtain Public Liability Insurance
- Eventbrite (President & General Secretary)
    - Central Account
    - Funds
    - Waivers/T&Cs
    - Low Barrier / Consider your Questions
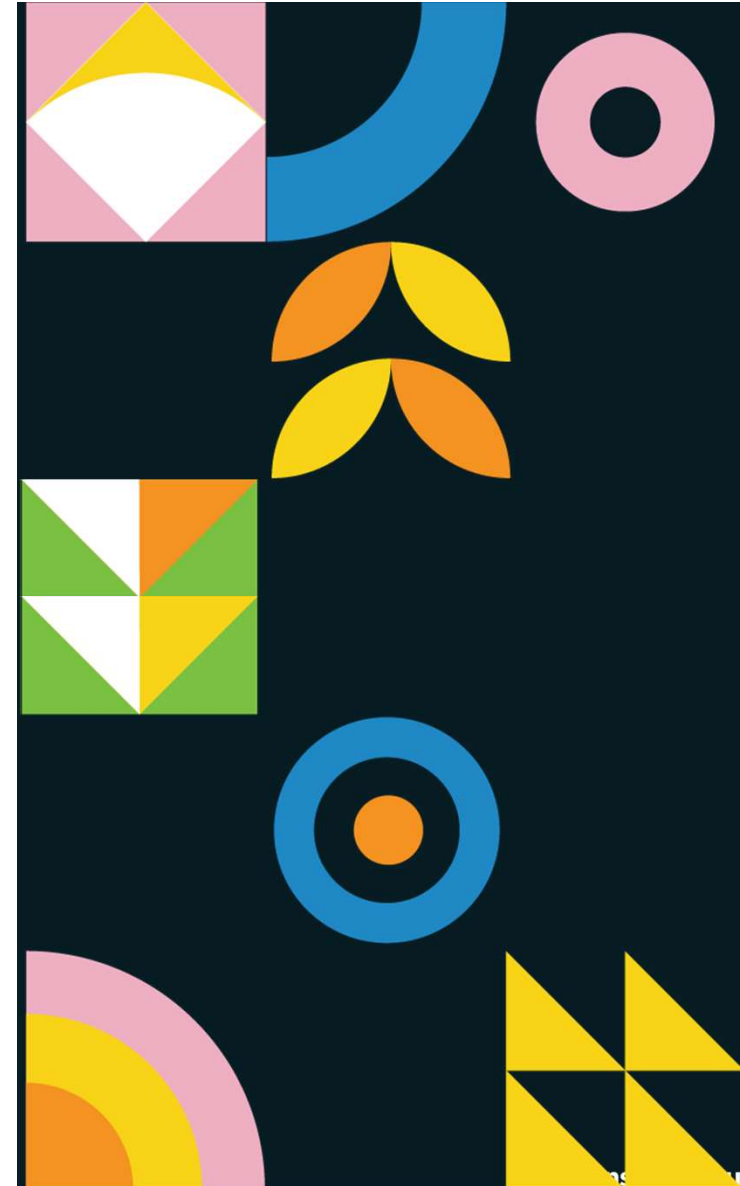
Forms
ALL ON THE INSIDER WEBPAGE

- 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)
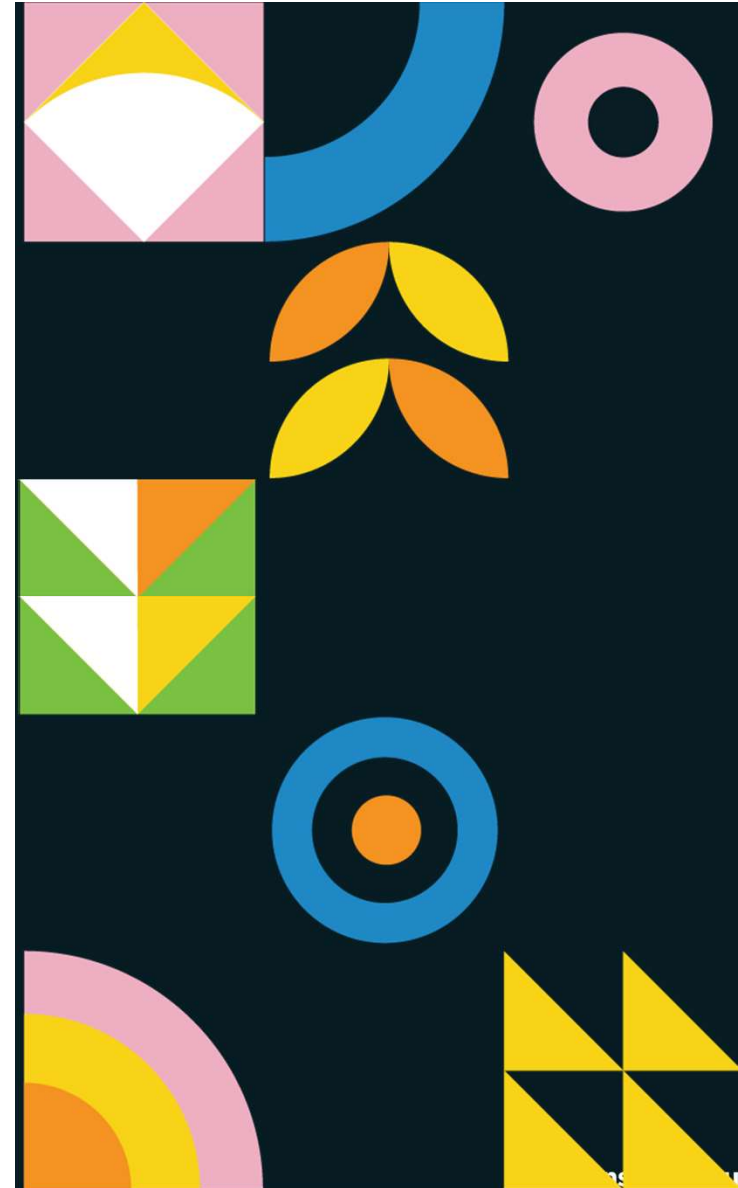
Contacts

ALWAYS SUBMIT THE FORM FIRST

Roundhouse Enquiries | Tiarna Stahmer

Arc Resource Bookings | Arc Reception

Space/Room Bookings | Ashleigh Suoh

In-house printing | Ashleigh Suoh

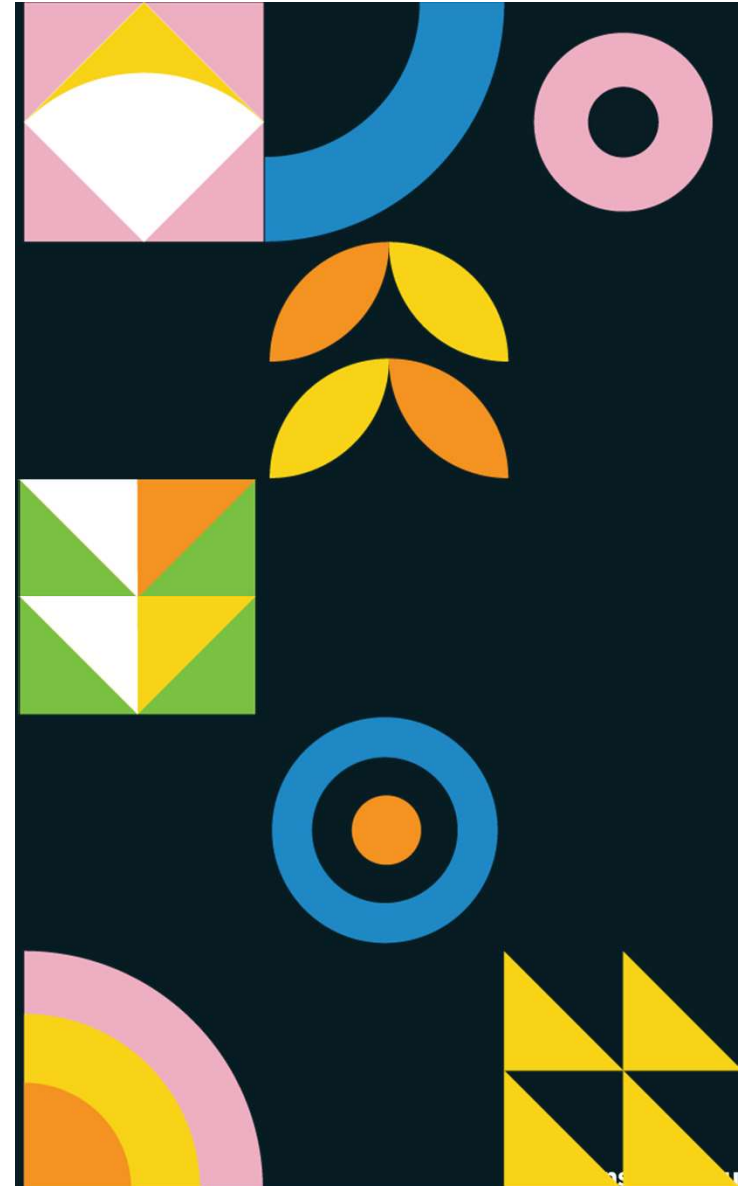Budgets | Council President

Invoice Payments | Joelle Barallon

Insurance | Joelle Barallon

Marketing | Mitchell McBurnie

Design Studio | 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
  - Printer available (200 b&w, 200 col/month)

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.
  - SRC option to print themselves.
- Once approved, Submit Printing Request Form
  - Must be >2 working days prior via Insider Page for Arc to print
- President to approve expense.
- Wait for Arc Reception to email re collection.
- REMEMBER TO COLLECT

Key Dates

- Thursday 14th November
  - Workshops
  - GV Awareness & Response
  - Wellbeing
- First Meeting
  - SRC Meeting: TBC, December
  - PGC Meeting: TBC, December
- Handovers: ASAP
- O-Week & Launch Week (w/c 10th and 17th Feb)
  - Stall Plans
  - Rostering
  - Merch/Collateral

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

    - Executive Officer
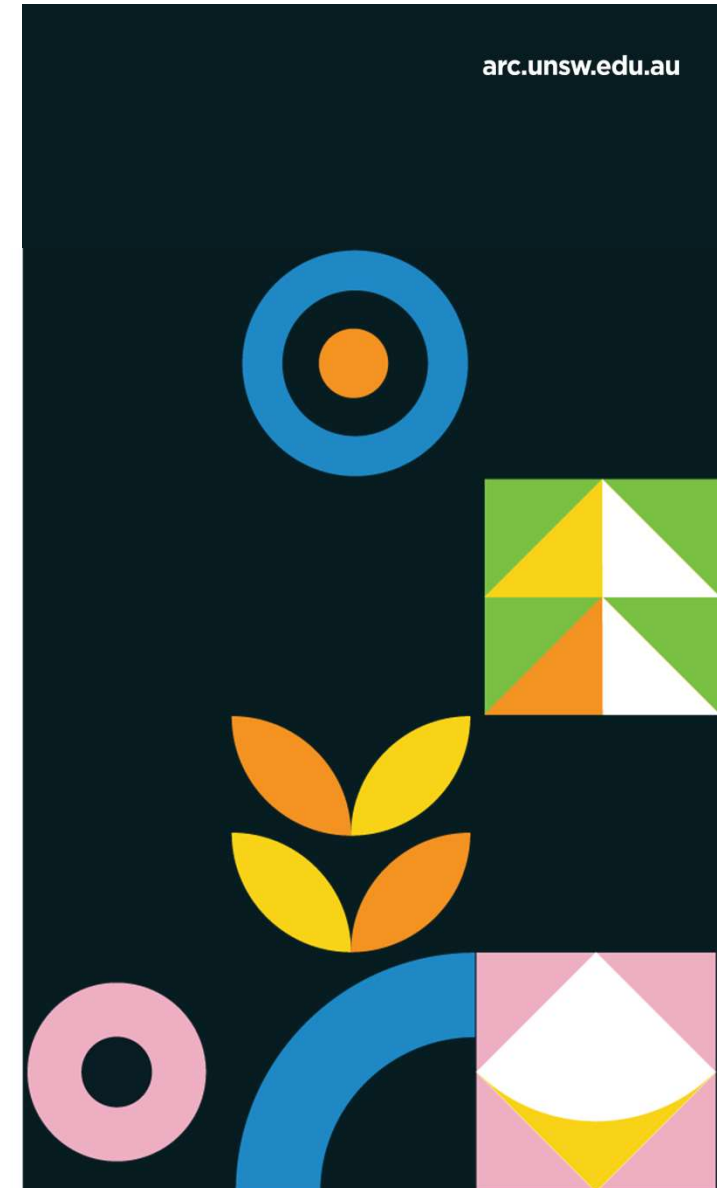
Grievances

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 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

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 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.

arc.unsw.edu.au

Grievances

WITHIN A COUNCIL SPACE / BROADER COUNCIL CONTEXT

SRC AFER 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.

- 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.
    - Some determinations may be withheld should it risk unnecessary harm to the individuals involved or the safety of others.