



**STUDENT REPRESENTATIVE COUNCIL
[MEETING DETAILS]**

DATE: 8 July 2022

TIME: 3:30 Pm

LOCATION/LINK: **please insert**

Agenda

1. Procedural Matters

1.1. Welcome, Introduction, and Apologies

Attendees:

1. Rameez Parkar
2. Bakar Mohamad
3. Sanjay Thapa
4. Cameron Chesters
5. Sabrina Young
6. Jasmine Ricciarelli
7. Ellyn Joyce Tortal
8. Caitlyn Marlor
9. Julian Gonzalez
10. Robert Reed
11. Crystal Ram
12. Danielle Albertine
13. Tiffany Sharpe
14. Ankanksha Ankanksha
15. Jordan Brett
16. Jemma Cook
17. Emilee Jacob Mein

Apologies:

Dharshini Sathyanarayanan

Romonda Eid

Vicky-Rae Reed

Sara Mihka

Student Observers/Staff:

1. Laura Betty (WOCO)
2. Grant Murray
3. Hassan Khalil
4. Jen Alford
5. Josh Cotter

6. Md. Akhter Hossain
7. Paige Spilstead
8. Teisha Picton
9. Vlad Focas

Absent:

Razin Polara

- 1.2. Acknowledgement of Traditional Custodians of the Land
 - 1.2.1. Tiffany acknowledges the Traditional Custodians of the Land and pays respects to Elders past, present and emerging
 - 1.2.2. Tiffany extends that respect to the Aboriginal and Torres Strait Islander people here today from Western Sydney University
 - 1.2.3. Tiffany acknowledges that at Western Sydney University the teaching learning and research that occurs across our campuses has transpired across these lands for tens of thousands of years and recognises that the campuses inhabit the traditional lands and the university thanks them for their support of its work in the lands of Greater Western Sydney and beyond.
- 1.3. Declarations of Interest
 - 1.3.1. Rameez calls for declarations of interest and concludes no interests have been declared
- 1.4. Starring of Items
 - 1.4.1. Rameez calls for the starring of items
 - 1.4.2. Danielle stars motions 3.2 and 3.3
- 1.5. Order of Business
- 1.6. Confirmation of Previous Minutes
 - 1.6.1. Rameez calls for the confirmation of previous minutes and whether they are a true record of the minutes and concludes that the previous minutes are a true record
- 1.7. Confirmation of Member Reports
 - 1.7.1. Rameez calls for confirmation of member reports
 - 1.7.2. Sabrina states that there have been concerns in regards to the submission of reports on time or by the agreed extension date and that moving forward reports not submitted by the agreed dates will be dismissed in adherence to policy
 - 1.7.3. Danielle notes that their monthly report was not in the document
 - 1.7.4. Sabrina confirms the error and will amend the monthly reporting document accordingly
 - 1.7.5. Jordan reiterates the importance of meeting reporting deadlines
 - 1.7.6. Sabrina advises members to email her to amend the monthly report and agenda items before the General meeting if there are any issues with the reports or documents sent out
- 1.8. Action Sheet from Previous Meeting

2. General Business of the Council

- 2.1. Report from the Chair
 - 2.1.1. Rameez declares that he has gained access to their President's email account and noticed it was last opened in 2019 with 800-900 unanswered emails and recommends that all inboxes should be checked consistently
 - 2.1.2. Bakar states that all meetings moving forward will be in-person unless provided a valid reason in which attendance will be mandatory via online means
 - 2.1.3. Bakar welcomes the new representatives to office
 - 2.1.4. Rameez suggests that representatives on certain campuses should consider having the ability to log in from the respective SRC rooms on their home campus
- 2.2. Report from Student Community
 - 2.2.1. Grant discusses election planning are in full swing looking to have nomination period and notices to start soon
 - 2.2.2. Grant highlights involvement for Diversity Fest and need for students to assist with the committee for DF at end of September
 - 2.2.3. Grant highlights the end of terms on 31st December with new representative handovers to occur
 - 2.2.4. Josh declares that they will be finishing up next Friday and Richard will return from Tuesday 19 July
 - 2.2.5. Natalie thanks Josh for his leadership over the Student Community team
 - 2.2.6. Natalie advises that members should take a look at budget planning for the remainder of the year
 - 2.2.7. Bakar asks Natalie for their input on the convenience store
 - 2.2.8. Natalie advises that they can set up a meeting with OEC and advise in this space in support of Sabrina's motion to set up convenience stores across campuses
- 2.3. Report from Collectives
 - 2.3.1. Disability Representative: Robert Reed discusses collaboration with Queer Representative on World Aids Day or renamed as Remove the Stigma Day for social aspects as well as ability aspects of aids
 - 2.3.2. Robert informs that Mates Corner has reached 40 weeks since its inception with a focus on gender roles and International Men's Day with focus on those behind men and not a male-centric event such as partners, family, and friends
 - 2.3.3. Equity Collective: Crystal Ram acknowledges the Traditional Custodians of the Land and thanks all the new representatives for taking the initiative
 - 2.3.3.1. Crystal states that there is a surplus of popcorn and fairy floss from the ethno-cultural events in conjunction with Inclusive Communities at Campbelltown campus in the SRC room
- 2.4. Conflicts of interest
 - 2.4.1. Crystal reminds that conflicts of interest must be declared as per policy and procedure
- 2.5. Effective function of Council Meetings

- 2.5.1. Crystal notes that meetings held at the same time and same place which is not feasible for some members and that a poll should be sent out to reelect more suitable times
- 2.6. Ethnocultural Budget(s) and Representative Budgets
 - 2.6.1. Crystal informs that their budget is at \$5600 from \$10000 and advises that it is inappropriate for their funds to be used by other members without their knowledge
 - 2.6.2. Danielle suggests that this conversation should be continued in an additional meeting
- 2.7. Quotes
 - 2.7.1. Crystal states that it is a mismanagement of funding for budget requests to be approved without more than 3 quotes for items above \$100 and alludes to the example of the purchase of wreaths for ANZAC day reaching \$500 per wreath and should be reviewed
 - 2.7.2. Danielle suggests that the balance between sustainability and affordability is precarious and there will be times where obtaining multiple quotes with regard to sustainability does not sit within the expectations of their role or are ineffective
 - 2.7.3. Danielle also advises that sometimes there are suppliers that the SRC wish to have a continuing relationship with for various reasons and proposes a solution to put in a few points in the procedure that allows for situations where 3 quotes are not feasible
 - 2.7.4. Sabrina highlights a conflict of interest with choosing only one specific vendor
 - 2.7.5. Sabrina also highlights that sustainability can be commented in the budget processing application as to why members are not able to obtain the 3 quotes
 - 2.7.6. Crystal agrees with the purchase of sustainable products but do not believe in the conflict of interest
 - 2.7.7. Crystal states that the 3 quotes allows us to reflect back on the reasoning as to why certain products were selected
 - 2.7.8. Crystal states with meetings that they were a Campus representative before and affirms that polls were working in respects to arranging on-campus meetings
- 2.8. Report on SRC Budget
 - 2.8.1. Sabrina Young
 - 2.8.1.1. Budgeting training with Jenny
 - 2.8.1.1.1. Sabrina discussed on behalf of Bakar with Jenny on their attendance at the next meeting in August to host a presentation on budget training to run through the budgeting process and to ensure that every member is on board with the policies and procedures
 - 2.8.1.2. Thoughts on reallocating budget
 - 2.8.1.2.1. Sabrina states that she is organising a budget committee to assist with spending the budget before November, misconduct and

misuse of other people's budget, and appropriate disciplinary action to be raised by the committee

2.9. Reports and Recommendations from SRC Committees

- 2.9.1. Rameez notes that there are a number of working groups that has been started and interprets that working groups and committees are of the same definition
- 2.9.2. Rameez expects every working group and committee to provide information on who are chairing those groups and to provide a separate monthly report to every SRC meeting that is separate to each representative's report for the month
- 2.9.3. Jordan asks to clarify if working groups and committees are identical with the same rights and responsibilities
- 2.9.4. Rameez affirms Jordan's clarification
- 2.9.5. Bakar suggests to Rameez to send out an email with the above clarification
- 2.9.6. Rameez agrees and highlights the importance of keeping track of activities
- 2.9.7. Tiffany asks if this is separate reporting from normal monthly members
- 2.9.8. Rameez affirms Tiffany's query and states that it can be included in the monthly reporting but if members can also provide a separate 200 word report on the working groups and their activities
- 2.9.9. Danielle asks if this reporting is only to be done in regards to the budget
- 2.9.10. Rameez states that this should be general practice to know what is happening with each working group
- 2.9.11. Rameez states that they will discuss this with the Executives to create some guidelines but affirms that this is something to be looked at

3.

4. New Business of the Council

3.1 Working with Children Checks for the SRC

Issue	Implementing WWCC's across the SRC
Date	23.06.2022
Mover	Caitlin Marlor
Secunder	Jordan Brett

Issue Description:

The Working with Children Check (WWCC) is required in NSW for all roles which are employed to face children and young people who are under the age of 18, under the *Child Protection (Working with Children) Act 2012 (NSW)*.

Western Sydney University's [WORKING WITH CHILDREN \(WORKERS AND STUDENTS\) POLICY](#) outlines that any work within the University (paid or unpaid) that involves physical or face to face contact with children, "including clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) providing programs or services for Children".

The SRC is responsible for representing and being a voice for the student body – and a significant aspect of this role includes face-to-face interaction for multiple representatives. At WSU there are a range of students, aged as young as 17 when they commence their studies at the University, and The College could accept students as young as 16. During Open Days (which the SRC may attend), high schoolers as young as 14 may attend.

The role of an SRC representative is certainly a child-facing role, which holds a large responsibility for doing the best for our students and keeping them safe. Another aspect to be considered is that while the WWCC's purpose is to verify individual capacity to work with children, this may also be extended to vulnerable people, who are also represented across the student body, and their safety should be prioritised.

Portfolios/Students Impacted:

All SRC Representatives

Proposed Action:

The SRC allocate a time period of ninety (90) days in which each representative must successfully clear a 'Volunteer' Working with Children Check. The verification and tracking of these probity checks will stand as the delegate responsibility of the Manager, Student Community.

Justification/Reason for Recommendation:

In order to ensure the safety of students at the University, and ensure that the SRC are taking every measure possible to make that happen.

3.1.1.Rameez states that the starring of items at the beginning of the meeting means that any item that is unstarred will be a motion passed unanimously

3.1.2.Rameez asks again after clarification whether anyone wishes to star item 3.1

3.1.3.Motion 3.1 has been passed unanimously

3.1.4.ACTION: Caitlyn to discuss with Grant about the implementation of WWCC

3.2. Title - Representative Term

Issue	Term limits for SRC members
Date	06/07/2022
Mover	Crystal Ram
Seconder	Jordan Brett

Issue Description: By putting term limits in place we:

Share the opportunity – Our goals should be to continually involve more and more people in the SRC, get them to know what you do, turn them into advocates, and increase support. And turnover on the board helps you accomplish this.

Build leadership – It is part of the SRC’s mission to help people develop their leadership skills. If executed appropriately, we will be able to develop leaders who can continue to have impact throughout the WSU community.

Benefit from fresh perspectives– We should be looking for a continual flow of new ideas, different perspectives, and innovative solutions to the problems we face. The approaches we have taken in the past are not always the same ones that we will need in the future.

Increase your opportunities – New people mean new contacts, new relationships, new connections, and new opportunities.

Motion: The SRC calls for the Student Representative Procedures to be changed to introduce term limits for Councillors.

Portfolios/Students Impacted: SRC, entire student cohort, staff, etc this is due to representation of WSU students.

Recommendation: Introduction of term limits for Councillors on the SRC

Justification/Reason for Recommendation: A term of office is the length of time a person serves in a particular elected office. In many jurisdictions there is a defined limit on how long terms of office are.

Budget Impact: This does not affect the SRC budget as it would impact procedures and policy

Proposed Action:

Review with relevant staff and follow up with procedures amendment committee

- 3.2.1. Danielle questions the term limits with concern where there are situations when no nominations occur for vacant positions that remain vacant until the position is able to be taken by a student
- 3.2.2. Danielle suggests a clause to account for the above issue
- 3.2.3. Danielle notes that many other universities have an autonomous SRC independent to the university comparative to WSU’s SRC which still has dependency on the university
- 3.2.4. Rameez advises Danielle to raise that concern during the procedure review meeting

- 3.2.5.Rameez affirms that the current motion is whether a review will be passed on term limits for members and representatives of the SRC
- 3.2.6.Jordan agrees with Rameez that the motion is to see whether there is support for te general concept
- 3.2.7.Crystal reflects that it is about expertise rather than just filling in a position
- 3.2.8.Danielle states that it is more about having someone who can represent that part of the student cohort in that position
- 3.2.9.Rameez moves to call on members to vote
- 3.2.10. At 4:57pm, the motion passed with 3 no votes, 1 abstain recorded against a number of 15 attendees
- 3.2.10.1. 16:56:06 From Tiffany to Everyone: No
- 3.2.10.2. 16:56:14 From Danielle (Environment Rep) to Everyone: No
- 3.2.10.3. 16:56:27 From Sanjay Thapa to Everyone: Abstain
- 3.2.10.4. 16:57:06 From Ellyn Joyce to Everyone: No for me
- 3.2.11. Action: The SRC procedural amendment committee to look into term limits

3.3. Space allocation for Student Clubs

Issue	Student clubs do not have storage spaces on campus – Taurai has been chasing this
Date	24/6/2022
Mover	Sabrina Young
Seconder	Bakar Mohamad

Issue Description: Student clubs do not have storage spaces on campus and this is an issue as clubs cannot properly conduct their activities on campus without equipment hire or storage of their equipment elsewhere. When student clubs and the events team was under the umbrella of Campus Groups, this was not an issue. However, now as separate entities, it is hard for existing clubs to apply for storage of equipment/assets.

Portfolios/Students Impacted:
All students involved in club activities and potentially the wider student body

Recommendation:
Taurai has been chasing this up for a while however, I wanted to get student clubs leaders to sign a petition to get space on every campus to store equipment for student club activities and events.

Once we have a petition, I would like to contact Janet Canlas from OEC to further assist with this action

Justification/Reason for Recommendation:
If we have consensus that it is an issue, it would place pressure on the university and in particular the OEC to do something about it.

Budget Impact: No budget impact for the SRC

Proposed Action:

Sabrina to get student club leaders to sign a petition for equipment storage on all campuses. Sabrina to then contact OEC to further assist with this action.

3.3.1. Natalie affirms that Janet can assist with space allocation

3.3.2. Bakar waived his right to speak as seconder

3.3.3. Danielle notes most collectives do not have spaces for storage on campus and recommends ensuring lockable storage across campuses for collectives as well as clubs

3.3.4. Danielle moves the motion to amend this to include collectives

3.3.5. Sabrina seconds Danielle's amendment

3.3.6. At 5:00pm, the motion passed with a number of 15 attendees

3.3.7. Action: Sabrina to contact Janet and Natalie to facilitate discussion around space allocation for clubs and collectives

Board of trustees, academic senate, wsup to meetings (shayma polatif – president)

5. Other Business

- 5.1. General Secretary to discuss reporting policies – extensions
 - 5.1.1. Addressed in item 1.7
- 5.2. Jordan requests to extend the meeting to 5:05pm and with further extension as needed by vote
 - 5.2.1. Caitlyn seconded the motion to extend
 - 5.2.2. Rameez grants a 15 minute extension ending at 5:15pm
- 5.3. Robert apologises for their early leave of absence at 4:48pm due to personal reasons
- 5.4. Aakanksha apologises for their early leave of absence at 4:55pm due to attendance at another meeting

6. Next Meeting and Close

- 6.1. Executive decision on meetings moving forward
 - 6.1.1. Bakar considers organising a new time every quarter instead of a yearly agreed time of 3:30-5:00pm
- 6.2. General Secretary to confirm next meeting
 - 6.2.1. Sabrina confirms the day of the next meeting on August 18 and that they will send a poll out to determine what the next best time for an SRC monthly meeting would be for the next quarter
- 6.3. Crystal states that they will send a follow up, staff monitored email on those who have voted no or abstain to their motion to understand and apply feedback as appropriate

7. Additional Documents

- 7.1. July 2021 Action Sheet

July Action Sheet		
Action	Responsibility	Completion
Razin to follow up on Intersession Day Out after COVID-19 and get more info from Rameez.	Razin	Planning for post COVID

Rameez states they have no knowledge of this action and will follow up with Razin to confirm details

- 6.2 August 2021 Action Sheet

August Action Sheet		
Action	Responsibility	Completion
Collective Officer Honorariums - Danielle to send a blanket email and organise a zoom meeting to discuss further.	Danielle, Richard, Simon, Sarah	Complete

6.3 January 2022 Action Sheet

January Action Sheet		
Action	Responsibility	Completion
Emma to get back to the SRC with estimated affiliation cost and list of elected reps for 2022	Emma Hogan	Unconfirmed

Jordan reiterates that Emma has not relayed to the SRC regarding the estimated affiliated costs and list of elected reps for 2022

Bakar states that Emma was invited to a meeting in January/February and one of the action items discussed

Rameez states that they will follow up on that to see how it is tracking

6.4 February 2022 Action Sheet

February Action Sheet		
Action	Responsibility	Completion
Richard to report back to SRC on more frequent EOI opportunities	Richard (on leave)	Ongoing
Danielle to follow up Daniel Jantos and inclusive communities re: collectives	Danielle	Complete
Bakar to work on campus stall initiative	Bakar and campus reps	Complete

6.5 March 2022 Action sheet

March Action Sheet		
Action	Responsibility	Completion
Cameron organise VC meetings - (suggestion by Grant - follow up with Rose --> Aw response. If no response, just send a calendar invite for them to attend --> If that doesn't work --> threaten school wide petition about the issues we've been wanting to bring up)	Cameron	Ongoing
Cameron to launch petition for Parking campaign	Cameron	Ongoing
Alannah to finalise newsletter template for monthly SRC updates	Bakar + interns	Ongoing
Put agenda for VC meeting together	Sabrina + all reps raise items	Ongoing

6.6 May 2022 Action sheet

May Action Sheet		
Action	Responsibility	Completion
Bakar to email Jenny and set up suitable time at one of our meetings to run through the budgeting process.	Bakar	Complete
Dharshini to recruit a team of five to assist in organisation, event hosting online, marketing, etc, and discuss details and budgeting with event officers.	Dharshini, Jemma, Sara	Ongoing
Romonda to set up working group and start planning and moving towards implementation of the Winterfete.	Romonda	Ongoing
Sabrina to seek discussion with the Office of Estate and Commercial to see how to expedite the process of a convenience store	Sabrina	Completeness

Grant states that approaches should be discussed with Natalie on the OEC

6.7 June 2022 Action sheet

June Action Sheet		
Action	Responsibility	Completion
Simon to form a working group to discuss idea and plan conference for future execution	Julian	Ongoing
Simon to form a working group for the prospect of getting involved in the Penrith showcase event	Julian	Ongoing
Simon to start a working group to highlight the area's which the library can improve the Kingswood and Hawksbury spaces to be child friendly for student parents. Vicky-rae to continue this agenda at end of Simon's term	Julian/Vicky	Ongoing
Dharshini to form a working group to discuss and plan a hacklathon to change online program for the shuttle bus tracker in collaboration with IT team	Dharshini	Ongoing
Bakar seeking funds from Psychology board and will provide evidence of failure or success, upon failure to obtain funds, will request for up to \$3000 from the SRC	Bakar	Ongoing

Jordan suggests that Simon's tasks be moved onto the new Penrith Campus representative Julian

6.8 July Action Sheet

July Action Sheet		
Action	Responsibility	Completion
3.1.1. Caitlyn to discuss with Grant about the implementation of WWCC	Caitlyn	
3.2.11 The SRC procedural amendment committee to look into term limits	Crystal+Student Community	
3.3.7. Sabrina to contact Janet and Natalie to facilitate discussion around space allocation for clubs and collectives	Sabrina	
2.9 Rameez to send out an email with the clarification of working groups and committees	Rameez	