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**STUDENT REPRESENTATIVE COUNCIL**

**DATE: 21 January 2022**

**TIME: 3:30 PM – 5 PM**

**January Agenda**

1. **Procedural Matters**
	1. Welcome, Introduction, and Apologies
	2. Acknowledgement of Traditional Custodians of the Land
	3. Declarations of Interest
	4. Starring of Items
	5. Order of Business
	6. Confirmation of Previous Minutes
	7. Confirmation of Member Reports
	8. Action Sheet from Previous Meeting
2. **General Business of the Council**
	1. Report from the Chair
	2. Report from Student Community
	3. Report from Collectives
	4. Report on SRC Budget
	5. Reports and Recommendations from SRC Committees
3. **New Business of the Council**

**3.1 [Revised] Clean Up Our Campus SRC & Student Spaces**

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| **Issue** | Most SRC and Student Rooms Across Campuses Have Old and Expired Stock in them and require Substantial Clean & Revamp  |
| **Date** | 02/01/2022 |
| **Mover** | Simon Preuss-Kearney |
| **Seconder** |  |

**Issue Description:**

After having a look at many of the SRC campus rooms, it has become quite clear that many SRC rooms are in need of a significant clean and refresh. This includes disposing of old handouts with outdated information, out of date food, rooms full of items – which have no order to them or are unclear what needs to be done with the remaining items which just appear to be rubbish in them.

**Portfolios/Students Impacted:**

All SRC and student rooms on Campus.

**Recommendation:**

I suggest that the SRC organises days to go to each campus representatives' offices and tidy the room and amenities in them (throw away out-of-date stock & unnecessary old documents, etc). If we choose, we could additionally provide prizes (to the value of) to students for helping tidy the common areas and even offices. I also feel that having food provided for anyone in attendance might be a nice gesture to attract more helpers, while also making the experience more pleasant for ourselves. Furthermore, creating a list for each campus of items to be repaired and replaced, such as items that should be provided in those spaces (particularly if there is a need for them), and replacing things items as we disposed of currently unusable versions of them (like off milk).

**Justification/Reason for Recommendation:**

There are a few clear benefits in tidying up these rooms and encouraging students to assist in this through food and possibly incentives. Firstly, the main reason we should assist each other in the cleaning process, is that all SRC rooms and student rooms require a small to large clean up in them – so getting more people on board will speed up the job of cleaning everything. Additionally, it is our responsibilities as reps to take care of our spaces, so we might as well make it more enjoyable and quicker to complete while we get it up to a decent standard. Lastly, we could offer student prizes to help make our lives easier, while returning the favour for their contribution to the cause. This interaction will likely offer an additional benefit of a unique opportunity to improve the SRC’s visibility and create new ideas to be organised in the future (by the SRC), while cleaning up to a decent standard that we should expect of ourselves to achieve.

**Budget Impact:** For students assisting as well as food for everyone in attendance

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| **Items**  | **Quotes/Cost**  |
| Vouchers for helping (divided into $10-$25 vouchers covering all campuses)  | $500   |
| Catering fees for each campus  | $2000  |
|   | $2500 Total  |

**Proposed Action:**

I proposed the SRC organises a time to clean up all student spaces across all campus (one campus at a time). Additionally, I propose a budget of $2500 be allocated to this project in order to encourage student support, and to foster a good student community through shared food.

**3.2 Increased NUS Presence and Involvement**

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| **Issue** | Lack of General Awareness and Support of NUS at WSU |
| **Date** | 01/01/2022 |
| **Mover** | Simon Preuss-Kearney |
| **Seconder** |  |

**Issue Description:**

There is a general lack of awareness and interest of the National Union of Students (NUS) at WSU. If you were to take random samples of student’s general awareness of what the NUS is, or what it does – you are likely to find most students on campus have little to no idea of what you are asking them. This could be considered unfortunate, as this is the peak student representative body to support and fight for students – yet our diverse demographic is not aware that they are entitled to some support from the union (should they contact them). Additionally, many of our students are the first of their families to attend University, with many others also being lower socioeconomic in status. The NUS should be a perfect body to support and advocate alongside the SRC and the students for better support and change for these students, who oftentimes manage precarious study/working lives. Therefore, it seems that getting more actively involved with the NUS is long overdue.

**Portfolios/Students Impacted:**

Any students, especially the politically motivated/interested.

**Recommendation:**

I believe we should conduct the following actions:
Organising interviews and gather information from each of the factions (in partnership with WSUP) to profile and objectively present each faction and their beliefs to the student cohorts.

Discuss and suggest future induction practices for the NUS (Like information packages that can be sent out to the school each year and disrupted to the NUS Delegates – this really should be sent to all Universities, but for ours this would be particularly helpful).

Put these into action through a working group to best decide the outcomes and goals for introducing the NUS to the student body, as well as discover what the Western student body wants from NUS.

**Justification/Reason for Recommendation:**

We are a paying member/supporter of the NUS with 7 delegates which attend conferences, yet many students of Western aren’t even aware of the NUS’s existence, or the benefits and opportunities tied to student lobbing and activism. By organising a working group, we can go about changing that, and better connecting our University with the NUS, for the benefit of our students.

**Budget Impact:**

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| **Items** | **Quotes/Cost** |
| Covering any possible rewards for participation in surveys and/or promotional material | $1000 |

**Proposed Action:**

I propose that the SRC create a working group to organise possible NUS involvement, gather information from the NUS, and make information about them available to the cohort, supported with a budget of $1000 to support this initiative.

**3.3 Polling system**

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| **Issue** | Polling idea – receiving a representative student opinion |
| **Date** | 03/01/2022 |
| **Mover** | Bakar Mohamad |
| **Seconder** |  |

**Issue Description:**

There have been issues raised in academic committees that have been dismissed due to insufficient data from the body of students. As a result, complaints that may be impacting a group of students are not addressed by the university.

**Portfolios/Students Impacted:**

The entire body of students.

**Recommendation:**

To address this gap and discover whether a problem is existent within the student body, I propose a polling system be devised by which we can attain data from a representative sample of students. The polls will be pertaining to matters that some students may raise + matters that student reps believe is of worth knowing.

**Justification/Reason for Recommendation:**

To better represent and understand student issues to address them.

**Budget Impact:** $7500

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| **Items** | **Quotes/Cost** |
| Polling platform |  |
| Reimburse poll respondents |  |
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**Proposed Action:**

* Devise a system by which a representative sample of students are chosen to respond to polls.
* Devise a working group to discuss possible ways of obtaining this data.
	+ 200 chosen students – a reward each poll they answer
		- something like 25 polls a year – each poll sent, they each get reimbursed OR a big reward for 2-3 students each poll?
	+ Email the board of students – whoever responds, responds.

**3.4 Student rep collaboration**

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| **Issue** | A lack of collaboration between student reps + standardised complaint form |
| **Date** | 03/01/2022 |
| **Mover** | Bakar Mohamad |
| **Seconder** |  |

**Issue Description:**

Student representation occurs across two broad categories: academic committees and the SRC. The divide between the two is quite apparent, and a lack of communication between the two bodies is also noted. Furthermore, a lack of communication between academic committee reps (ACR’s) is also noted. ACR’s seem quite oblivious of one another and lack understanding of the other existing boards, generally speaking. There is also a lack of attendance within academic committees, leading to a lack of student representation. This may be due to a number of factors, including definicient guidance, no orientation and even the fear associated with a board of academics.

**Portfolios/Students Impacted:**

The entire body of students.

**Recommendation:**

To address the gap between the SRC and ACR’s + the ACR’s themselves, the following is recommended:

* Starter packs for each committee
* A tab including all the list of ACR’s + their contact details
* Connecting ACR’s with the chair of their particular committee
* Enforcing the rule of attendance – missing x2 without apology = follow up 🡪 possible replacement
* A standard complaint form for students which is then delegated to the appropriate student rep; currently in discussion whether this ought to be part of student services hub OR a potential role in the SRC.
	+ Current ways include posting on FB, having conversations or email complaints.
	+ Oversight of both the SRC + ACR’s will allow appropriate delegation of complaints
		- This includes SRC having oversight of academic committees to refer matters accordingly.

**Justification/Reason for Recommendation:**

To facilitate communication between ACR’s themselves + the SRC. Furthermore, to standardise a complaint platform for students which is then delegated to the appropriate student rep

**Budget Impact:** Nil at present

**Proposed Action:**

* For noting
* Bakar to update in the next meeting after meeting with Shubha and Student services Hub.

**3.5 Standby list SRC work groups**

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| **Issue** | A lack of opportunity for those wanting involvement in the SRC + a heavy load on SRC members |
| **Date** | 11/1/2022 |
| **Mover** | Bakar Mohamad |
| **Seconder** |  |

**Issue Description:**

Students that have applied for SRC positions and not received a role can be a great source of contribution towards student advocacy. There remains passion in some students that can be channelled productively. Furthermore, SRC members may require assistance on projects that surpass the capacity of the SRC.

**Portfolios/Students Impacted:**

Students wanting to be involved in the SRC + the SRC

**Recommendation:**

* Develop a standby list for students passionate about student advocacy to list their details. When an opportunity presents that requires others’ involvements, this list can be resorted to for assistance.
* A portion of the budget be allocated to incentivise these students for their involvement.

**Justification/Reason for Recommendation:**

To capitalise on active students’ potential contributions + lessen the load on the SRC to focus on more issues.

**Budget Impact:**Included in Agenda item 3.6 Blanket Budget Proposal

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| **Items** | **Quotes/Cost** |
| Incentivize students | Nil |

**Proposed Action:**

* Develop platform (google forms, SRC website, Western Life etc.)
* Market this opportunity

**3.6 SRC Budget Proposal for 2022**

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| **Issue** | Focus on strategic planning and avoid historical bottlenecking |
| **Date** | 14/01/2022 |
| **Mover** | Sarah Cupitt |
| **Seconder** | Alannah Hader |

**Issue Description:**

Historically the SRC budget is never entirely spent. On top of that, most SRC agenda items are requests for funding events and initiatives that usually result in meetings running overtime. Therefore, having a budget proposal for the rest of the year’s expenditure would provide SRC and students with information on how much we assign to student initiatives, events, affiliation with NUS and CAPA, and so forth. This structure follows the agenda item I put forward last August for the remainder of the 2021 budget, with improvements to ensure reps plan to spend their allocated bdugets, alongside the focus of working groups to spread the wordload.

My proposed blanket proposal is as follows, after several discussions with SRC reps dating back to early December before the last meeting in 2021, and the budget committee held on the 14th of Jan (see table below for a breakdown of the budget impact)

**Portfolios/Students Impacted:**

All portfolios.

**Recommendation:**

To have a final discussion about how the 120k SSAF budget for the year should be allocated and then vote on a motion to assign those funds to their relevant portfolios. Note: funds can be reallocated at a later time if they suddenly lose their purpose or relevant representative. Reps that did not choose to attend the budget committee meeting or send proposals before this monthly SRC meeting can not ask for a piece since discussions have been ongoing since last December.

**Justification/Reason for Recommendation:**

This proposal intends to prevent any confusion regarding how much funding we have for the year and provide transparency for students about how our budget will be spent. It will also save time in future meetings by removing the need to submit agenda items for ongoing funding purposes, especially in need of last-minute events or student initiatives.

**Budget Impact (items to be passed):**

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| **Items** | **Quotes/Cost** |
| State Hub cost 2021 natcon  | $330 |
| Need something for miscellenaous budget for emergency potential problems – could title addressing student problems – cam suggested 10k for future ideas, issues | Up to $10,000 |
| Enviro Collective workshops (replacing 10k for care packs retracted by Vicky as we can access other funds) | Up to $10,000 |
| 15k student campaigns, student volunteers, 2k dec agenda for school wide campaign with school of governance (Bakar’s Portfolio) & Free after-hours on-campus parking uniwide campaign (Cam’s Portfolio) | Up to $15000 |
| Bakar wants 10k to incentivise students to volunteer with src (has agenda item to help with working groups) | Up to $10000 |
| Jasmine 5k – student mug chats/ possible movie night | Up to $5000 |
| Collective events – tiff, Vicky, crystal (see below table) | Up to $33,800 |
| Womens Collective panels + merch | Up to $2000 |
| Cam’s VPA budget – general events plus other TBA | Up to $38,000 |
| Inclusive Football Tournament (insurance, jerseys TBA cost) – Simon organising with syd rangers & flying bats | $2000 based on 2021 cost per. team |
| NOWSA Conference | $1000 based on 2021 cost |

**Total:** 125,130 **($7,130 over)**

**Over budget items to revisit later on if our SSAF allocated is re-negotiated** (Grant and Richard to explain process for additional funds, or if it’s after we spend 70k before July)

These items below were deemed important but not essential for this year’s budget, it was also discussed that the team will post-pone any affiliation payments until we find out if students benefit from these, e.g. not reaffiliating with CISA because of structural changes & inactivity.

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| **Items** | **Quotes/Cost** |
| CAPA Affiliation to be organised by VPP - funding estimate based on 2020 receipts. (Not reaffiliating with CISA) | $ 4,125.00 (based on former invoice 29 may 2020) |
| Equipment list from grant + items from cam: Megabooms x2 ($600) - SRC Signage ($2,000) | Up to $15,600 |
| Catering and additional event budget + Secret Santa Event + Collective events and campus rep forums | Up to $15,000 |
| Loore’s data packs for students (to be taken over by Vicky, reduced by ½ of previous budget impact) | Up to $10,000 |
| NUS Affiliation 2022 | $5000 (based on 2021 cost) |
| Personal development – TEQSA, ANZSSA conferencesm, Women’s Leadership Symposium and student leadership opportunities, mental health, rep training, etc. – can take these through provost pending availability | $5000 to $10,000 pending in-person or hybrid situation |

VPA Notes from Cameron: Taste Tours (Taste of Afghanisatan and Syria) - Merrylands ($13,000 for 130 students) for March - $25,000 for VPA budget for other initiatives yet to be fully finalised. General (now to be incl. in 25k plan) - Pay back Sara who used her own money for her event ($150) - O-Week: Free food, laser tag competition with the Kingswood prizes and other prizes we want ($5,000). Need a meeting with Larissa to fully understand what we need for O-Week but we should put aside $5,000 for it to be safe just because we don’t know what will be there already or whats happening.

Notes on collective events from Vicky:

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| **task** | **Proposed budget**  | **driver** | **notes** |
| ‘Voice of Our People’ Forums | $800 | Vicky-Rae Reed in collaboration with the Cross Campus Equity Network | 4 forums over 4 days creating space for discussion and growth in knowledge across the equities |
| Disability Inclusion Events Including Disability Awareness Training and Mates Corner | $5,000 | Vicky-Rae & Robert Reed | There has been no official word from Clubs as to whether collectives will have a starter budget of 3k in 2022 |
| National Reconcilation Week including Indigenous Cultural Awareness Training, Arts and Performance Workshops | $10,000 | Vicky-Rae Reed & Tiffany Sharpe | Currently in planning stages with Reconciliation NSW |
| Little Free Pantries at Bankstown & Liverpool | $3,000 | Vicky-Rae Reed | Pending on student return to campus – this could come from the care packages budget |
| Ethnocultural Inclusion Events including Holi & Cultural Competency Training | $10,000 | Vicky-Rae Reed & Crystal Ram | Expenditure may be lower in the virtual environment, additionally there has been no official word as to a 3k starter budget for collectives from Clubs in 2022 |
| ANZAC Commemorations including Wreaths for Memorials on behalf of the SRC and Online Seminar from NZ Veterans in Australia | $5,000 | Vicky-Rae Reed in collaboration with Western Student Veterans Association |  |

**Proposed Action:** For the SRC to vote on the budget proposal to lock in expenditure till Dec 2022, to use our allocated funds to assist the roles of reps in supporting WSU students. Reps will report updates on their portfolios to Sarah upon submission of monthly reports.

1. **Other Business**
	1. Student Community and Parents Union Discussion – Hollie Hammond
	2. NUS Discussion with NSW NUS official – Emma Hogan
2. **Next Meeting and Close**
3. **Additional Documents (2021)**
	1. July Action Sheet

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| **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** |
| Crystal to initiate a plan to advocate for Nirimba and Bankstown Campuses. | **Crystal** | **Ongoing** |
| Start an action group to enquire about residential student issues. | **Alannah** | **Ongoing** |
| Alannah to start a working group with all reps for the 'Happy Hour' initiative | **Alannah** | **Ongoing** |

* 1. August Action Sheet

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| **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** | **Ongoing (readdress at Dec meeting)** |

* 1. September Action Sheet

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| **September Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| International Student Collective – working group and meeting | **Loore** | **Ongoing** |

* 1. October Action Sheet

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| **October Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| SRC newsletter – Alannah to discuss with Grant and Sarah | **Alannah** | **Ongoing**  |
| Muhammad is happy to pick up Anushka's action items. (Have not heard from Anushka so is working with Grant on this matter) | **Muhammad** | **Ongoing**  |
| Host ongoing discussions with international students and SRC reps. First meeting 25th Oct – brief updates on data packs for 2022 and SRC working group discussions | **Loore** | **Ongoing** |

* 1. December Action Sheet

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| **December Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Sarah to include 2k for Sharmin's agenda item under campaign allocation in the budget committee meeting for January | **Sarah** | **Completed** |
| Bakar to further work on collaborations for the school-wide campaign starting with the School of Psychology | **Bakar & campus reps** | **Ongoing** |
| Sarah to move Hollie's item across to the January SRC agenda re: Student Community and Parents Union Discussion | **Sarah** | **Completed** |
| Sarah to send calendar invites for SRC meetings Jan-Apr 2022 | **Sarah** | **Completed** |
| Simon to form a working group to organise future events with Pride Football Australia and SRC related soccer events for 2022. | **Simon (EOIs from Tiffany, Sarah, Sanjay & Jasmine)** | **Ongoing** |