****

**Student Representative Council Meeting #1 2020 Agenda Item List**

Friday the 31st of January 2020, 15:00 –17:00

Parramatta City: 8.10 - Kingswood: G.26 - Bankstown: 1.060 - Zoom: 548542494

Opening and procedural matters

1. Welcome

2. Acknowledgement of Country

3. Apologies

4. Declarations of material interests

5. Confirmation and acceptance of Minutes and Member Reports

6. Action sheet from previous meetings

7. Starring of items

8. Arrangement of Business

9. Report from Student Representation & Participation

10. Report from the President of the SRC

New business of the Council

11. Communications Strategy – Vageesh Jha

12. Community Research funding*-*Vlad Focas

13. Disability Awareness Training - Vicky-Rae Renier-Clark

14. Election of the Small and Regional Campus Representative, and Women’s representative – Frederick Bekker

15. Environmentally sustainable merchandise order – Frederick Bekker

16. Planning for 2020 - Clare Da Silva, and Sarah Cupitt

17. SRC Member Budgets – Frederick Bekker

18. SRC + Collectives combined merchandise – Allan Feng

19. Student Rep office – Storage solutions – Allan Feng

20. General business

21. Next meeting and closure

**1. Welcome**

The Chair officially opens the meeting, and welcomes members and those in attendance.

**2. Acknowledgement of Country**

The cultural protocol of the acknowledgment of the traditional custodians of the land on which this meeting is held on.

**3. Apologies**

Any Apologies received are noted by the Committee

**4. Declarations of Material Interests**

The Chair invited Board members to declare any new material interests in relation to any matters on the agenda or their role on the Board more generally.

**5. Confirmation of Previous Meetings Minutes and member reports**

The minutes from the previous meeting and member reports are required to be confirmed as a true and accurate record.

**6. Action Sheets from Previous Meetings**

The Committee noted the actions taken on items listed.

**7. Starring of items**

The Starring of items for discussion is to take place, with all unstarred items as having been considered and noted, and their respective recommendations as adopted.

**8. Arrangement of Business**

Discussion whether a change to the arrangement of business is required.

**9. Report from Student Representation & Participation**

The Student Representation & Participation provides their report and allows for queries

**10. Report from the President of the SRC**

The President of the SRC provides their report and allows for queries

**NEW BUSINESS OF THE COUNCIL**

**11. Communications Strategy – Vageesh Jha**

Refer to attached Agenda Item Document

As all members are aware, the Communications Strategy Working Group (CSWG) has been meeting to improve our engagement with students. Pursuant to the working groups conceived outcomes, a number of proposals and actions are brought forward.

Motion Moved:

The SRC shall seek the formation of a Communications team to co-ordinate and do online social outreach for the Council

The SRC shall purchase a monthly subscription to ‘Hootsuite’ to aid in the delivery of online content for $39 per month

The SRC shall purchase a monthly subscription to ‘Canva Pro’ to aid in the delivery of online content for $17.99 per month

**12. Community Research funding - Vlad Focas**

To increase the efficacy of the council in response to constituent voices and needs, I'd like to present this motion. I wish to work with a team selected by the SRC to research the needs and demands of students. The aim of this project is to allow us as a council to reflect on the voices of the students, and tailor our actions and efforts towards serving the student voice. The communication team, would be utilised alongside an academic supervisor. Students will be told that 3 participants will be randomly selected to win a $50 gift-card.

*Motion Moved:*

The SRC would like to initiate a taskforce to investigate, via scientific methods, the major concerns of students and formulate targeted initiatives and campaigns. A budget of $150 is requested is requested as part of this motion.

**13. Disability Awareness Training - Vicky-Rae Renier-Clark**

The Disability Collective with the support of Disability Services is looking at running Disability Awareness Workshops on Campbelltown, Bankstown and Parramatta Campuses in 2020 facilitated by Enhance Health Services and Disability Support Australia to assist in a more holistic approach to the University's goal in the last three Disability Access Plans of making the University more "disability aware". These workshops will have room for up to 20pax each and we hope to have these sessions encompass student representatives, club leaders, students in general and interested staff who may wish to attend.

The Disability Collective have surveyed students and currently 80% of the surveyed cohort have stated that they would attend if such opportunities were made available.

As these are proposed to be full day events, the Disability Collective are requesting in addition to the costings of workshop facilitation that a small amount also be put forward to cover catering costs for these events.

This workshop, when facilitated in 2018, by the BSCC came to a costing of approximately $3000 for the full day.

*Motion Moved:*

As such the Disability Collective would like to humbly request a total of up to $9000 to facilitate these three sessions on the Bankstown, Campbelltown and Parramatta Campuses.

**14. Election of the Small and Regional Campus Representative and Women’s representative – Frederick Bekker**

*Refer to attached Agenda Item Document*

As per the received EOI’s attached, I move that a vote is held in order to elect the incoming Small and Regional Campus Representative and Women’s representative.

**15. Environmentally sustainable merchandise order – Frederick Bekker**

*Refer to attached Agenda Item Document*

The purpose of this purchase is to provide the students of WSU with environmental sustainable re-usable items that will assist them in their university journey. Particularly aimed at first year students entering at O-week, and additionally furthering the word of the SRC out there as a platform for students to have a voice and encourage more students to get involved. The merchandise chosen has been as per the democratic poll conducted in late 2019 by students and advertised on the WSU SRC Facebook Page. This merchandise shall be distributed to all campuses equitably for fair distribution to all students.

After spending a really long time looking at prices online, and have eventually found prices which are comparatively affordable due to the bulk nature of the purchase, and shall have tangible ongoing benefits the students that shall benefit. I have attached the three cheapest price quotes I have found for each item within the agenda item document.

*Motion moved:*

The SRC shall make the purchase of $23.58 per student that gets a merchandise kit containing a Bamboo keep-cup, Wooden USB, Metal Straw + cleaning kit, metal bottle, and condom. This shall be distributed to students at events such as O-Week. The total purchase of 2000 units each is $47,160 in total.

**16. Planning for 2020 - Clare Da Silva, and Sarah Cupitt**

As it is the beginning of the year, we want to make sure we leave enough of the budget for the incoming SRC, however, we need to keep in mind that we have been consistently under budget throughout our term. Having a rough schedule of different events and projects that each member will run next semester presented at the beginning of the year, allows us to spend smarter and allow for the incoming SRC to be left with a reasonable budget. This can also create continuity for the incoming SRC, as they can see what projects have already been done throughout the year for that role. This information can then be utilised in the Budget meetings, to better plan how much a campus/role may need and to allow for easier access to funds for projects. It also allows all members to see what initiatives other roles are persuing and to allow better collaboration before projects rather than after.

*Motion moved:*

For each SRC Representative to set up a rough schedule of projects for the semester that are relevant to their position and fit within their procedural guidelines.

**17. SRC Member Budgets – Frederick Bekker**

In order for SRC members and representative best to fulfil their elected role it would be prudent to allocate $2,000 to each to allow for spending to benefit students such as events, etc. This allocation can later be increased if needed to later in the year or by future elected SRC representatives.

*Motion moved:*

The SRC allocates an initial $2000.00 per campus representative, collective representative, and vice-president, in order to be utilised to fulfil their role and help assist students. The total cost of this funding is $44,000

**18. SRC + Collectives combined merchandise – Allan Feng**

The Equity Collective Working Group is interested in purchasing some “SRC + Collectives” combined merchandise. Both the Environment and Ethno-cultural collectives both report that they do not have much merchandise to give out at events such as the first Western Fair of 2020. The combined branded merchandise could be a “backup” for the collectives to give out merchandise at events if they find themselves lacking. In addition, this merchandise could also be given out at events by SRC members. We would like to ask how much the SRC has to spare in their budget. In addition, we would like input and feedback regarding this idea as well as any suggestions.

This merchandise should be procured with equity in mind. Danielle and the Environment collective have offered to source the merchandise as they have conducted extensive research on sustainable sources.

**19. Student Rep office – Storage solutions – Allan Feng**

After visiting various Student Representative Offices across various campuses, I have notices that there are a few which get cluttered very easily and very quickly. The key example is the Campbelltown campus office which was cluttered with boxes and various things for a majority portion of last year. This, along with the need for the office to be used as a “storage space” by some representatives and collectives, mean that this office may become an unwelcoming space for students. The Campbelltown Reps have been in discussion regarding this and we have concluded that the best solution for this matter is to invest in some storage shelving units which would allow for more efficient storage.

The following is one shelf that we have identified which would be suitable for our purposes. We intend to purchase this and have it installed by early 2020. However, I would like to invite other campus reps who are experiencing this issue to also consider investing in these storage shelves for your respective offices. <https://www.bunnings.com.au/pinnacle-1830-x-1200-x-540mm-5-tier-adjustable-shelving-unit_p2581012>

**20. General business**

Any General Business of the Council is to be discussed here;

**21. Next meeting and closure**

The next scheduled meeting of the SRC is to be discussed

|  |  |  |
| --- | --- | --- |
| **Student Representative Council Action Sheet** | | |
| **Action** | **Responsibility** | **Completion** |
| **Hammond, Hollie to provide the apologies that have been sent to her for SRC meeting #12** | **Hollie Hammond** | **N/A** |
| **Jha, Vageesh will further work with the working group in order to best implement the Communications strategy, and present and formulate an implementing process in the January meeting** | **Vageesh Jha** | **Pending** |
| **The Ethic’s strategy is to be read be all members and any feedback or recommendation is to be sent via email** | **SRC** | **Completed** |
| **The Communications strategy is to be included in the SRC 2020 meeting #1** | **Frederick Bekker** | **Completed** |
| **Raise the issue in the upcoming VC meeting surrounding the lack of student consultation in major projects such as the change of management with the Kingswood gym** | **SRC** | **Pending** |
| **A flying minute is to be sent out regarding the confirmation of meeting minutes 10 and 11** | **SRC** | **Pending** |