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**Student Representative Council Meeting #9 Agenda**

Friday the 6th of September 2019, 15:00 –17:00

Parramatta City: 8.12 - Bankstown: 03.G.54 - Zoom 608112129

1. Welcome, Introduction, and Apologies

2. Acknowledgement of traditional custodians of the land

3. Order of Business

Standing orders

4. Confirmation and acceptance of previous Meeting Minutes, and Member Reports

5. Follow up on previous meetings Action Items

6. Report from Student Representation & Participation

New business of the Council

7. Improving the Coordination of SRC Initiatives- Bojanic, Matthew

8. Pitch Day - Bojanic, Matthew

9. Course-based Club Development Strategy - Bojanic, Matthew

10. Budget committee recommendations – Bekker, Frederick W.

11. Communications Strategy Working Group Update - Bojanic, Matthew

12. Purchasing of Text books – Carr, Mandii

13. HEC Humanitarium Engineering Conference run by Engineers without

14. Annual Conference registration CAPA – Bonatti, Daniel

15. TEQSE Conference Registration – Bonatti, Daniel

16. General business

17. Next Meeting and Close

**1. Welcome, Introduction, and Apologies**

The Chair officially opens the meeting, acknowledging Country, and welcomed members and guests. The following members have provided their apologies for this meeting;

**2. Acknowledgement of traditional custodians of the land**

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

**3. Order of Business**

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

**4. 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.

**5. Follow up on previous meetings Action Items**

A follow up on the previous meetings action items is conducted to determine their progress to completion referring to Action Item sheet list attached.

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

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

**NEW BUSINESS OF THE COUNCIL**

**7. Improving the Coordination of SRC Initiatives - Bojanic, Matthew**

Background

The Western SRC has a great track record of producing numerous great ideas for initiatives to improve the lives of our students, however we have struggled in the past to ensure their efficient delivery. To ensure the SRC Executive are able to better support all members in their work, as well as coordinate the spread of activities happening across all of our campuses, I believe we would benefit from adopting a more formal system to map out all of our projects and their progress.

Proposal

Nil proposals at this stage – I feel it important we discuss a number of options surrounding this issue during the SRC meeting.

**8. Pitch Day - Bojanic, Matthew**

Background

Throughout the time I have been involved with student representation and participation, students have repeatedly brought up the issue of finding internships and graduate employment however, little has been done to address their concerns at an SRC level. Over the past 5 months, a number of initiatives have been in development within this space, including Pitch Day, to be held on 10th October at Parramatta South Campus. The event itself serves four purposes, that is:

* Providing an opportunity for students to network with business and gain internships and employment
* Delivering professional development outside the academic curriculum to students
* Promoting new clubs and socities to students to encourage engagement
* Reaffirm the SRCs commitment to improving academic and employment outcomes of our students

The event itself is being project managed by Western SRC, with university partners including Launch Pad, and the Office of Employability and Graduate Success, and student partners including the Western Business Society, Western Association of Computing and Mathematics, Western Sydney Engineering Association and the Western Sydney University chapter of 180 Degree Consulting. The project is being funded by SRC from the VPU budget, as well as with funding from the Schools of Business and Computing, Engineering and Mathematics, and will include guest speakers, communication workshops, and a student pitching competition, as well as a networking dinner.

Proposal

Whilst planning is well underway, with a number of members of the SRC actively involved, it would be greatly appreciated for as many members to be in attendance at the event as possible, especially those involved in the Business and STEM areas. Furthermore, promotion is essential for the success of this event, and as such, when the collateral is finalised, the team would greatly appreciate you distributing it through your networks.

Finally, in the unlikely event that current funding proves inadequate for the event, I would like to propose the motion that: “*In the event of their being insufficient funds from the Vice President Education Undergraduate budget, Western SRC will allocate up to $1500 of the Activities Budget to supplement the delivery of Pitch Day 2019”.*

I will once again stress that this is a highly unlikely outcome however, I feel it important to have this level of redundancy in place as the event approaches.

**9. Course-based Club Development Strategy - Bojanic, Matthew**

Background

Course-based clubs play an incredibly important role in enhancing the student experience at a University. Course-based clubs at other institutions offer not only social events, but also academic support, professional development and internship opportunities, as well as directly advocating for their members on school specific issues. Western has a number of course-based clubs, which vary in their size, and level of activity, with the Medical Society and Law Students Association the longest standing organisations.

As part of my education and employability program, I have been working with a number of students within SCEM to assist in the development of two new clubs, Western Association of Computing and Mathematics (WACM), and the Western Sydney Engineering Association. These two organisations, along with the Business Society, are partnering with us for Pitch Day, which will be discussed in a separate briefing paper. The reality is however, that many students are studying disciplines that are yet to have course-based clubs, and contrary to the opinions of some on social media, they are unlikely to develop organically.

Proposal

No motion is to be proposed with this briefing paper however, I feel it important to bring to the council’s attention that it is my intention, now that the SCEM clubs are becoming more self-sufficient, to begin fostering development of course-based clubs in other schools. My priorities are:

* Supporting the fledgling Nursing and Midwifery Society
* Support the recently founded Built Environment Society (CAPS)
* Developing societies within the new Schools of Science and Health Science
* Begin investigating the establishment of an Arts Society

Not only does this fit in with the wider education agenda, and in line with the wishes of many students, but it will also support the delivery of my ‘Welcome Back Western’ program, which is currently in development with the hope of presenting it at our next meeting.

For this to be successful however, I need SRC members involved with these schools to assist me in establishing the student working groups for these areas, especially for Science and Health Science. If you are interested, or have friends that may be interested, please let me know ASAP.

**10. Budget committee recommendations – Bekker, Frederick W.**

Following the findings of the First Budget committee review, a discussion is to be held concerning the following recommendations made, with a motion to be formulated during wider reflection.

*-De-allocation of defunct/doubled over funding;*

*-A call for members adhering to general practise of competitive quote tendering process*

*-A Price Per Student Engaged (PPSE) cap be utilised*

*-Increased engagement with Student clubs for partnerships to be sought after*

**11. Communications Strategy Working Group Update - Bojanic, Matthew**

Background

As all members are aware, the Communications Strategy Working Group (CSWG) has been meeting to improve our engagement with students. Topics to be discussed at the upcoming CSWG meeting include:

* Adoption of a Social Media Management Platform
* Finalisation of Role Descriptions for the new Comms Team
* Activities to be conducted at the Leadership Retreat

Dependent on the outcome of these discussions, a number of proposals and/or actions may be brought forward to the SRC meeting.

Proposal

A proposal will be distributed to SRC members closer to the meeting date after the CSWG meeting scheduled for Monday 2 September.

**12. Purchasing of Text books – Carr, Mandii**

I've been approached by a student who is seeking an agenda item about the library purchasing texts for students (previously not knowned by WSU) for the students.

The student has stated that if a student wants a text, they need to contact a senior lecturer to seek this purchase and justify the purchase.

**13. HEC Humanitarian Engineering Conference run by Engineers without Borders 27th to 29th September – Bonatti, Daniel**

Inter university organised 4 universities UTS, UNSW, USYD and WSU all chip in and pay $2000. I am seeking to use $2000 out of my allocation for the conference and help advertising to sell tickets. About the conference;

Do YOU want to find out how you can apply your engineering skills in a Humanitarian sense? Do YOU want to build a network with like minded humanitarians and professionals in the field? Do YOU want to find out what career paths you could follow after graduating? If you answered yes to these questions, then the Humanitarian Engineering Conference is for you! 🌏🌏

Now that we’ve got your attention, you may be asking: ‘What is the Humanitarian Engineering Conference (HEC)?’

The HEC is an inter-university conference in collaboration of the EWB Chapters of UTS, USYD and UNSW. It is a 3 day and 2 night conference which will encompass guest speakers, opportunities to network as well as great opportunities for you to socialise and get to know some like-minded people.

**14. Annual Conference registration CAPA – Bonatti, Daniel**

I want to use $1000 of my allocation of funds to go 3 to 6 December $250 return flights, $400 fee below, $400 accommodation

Information is from Council of Australian Postgraduate Associations News Bulletin Edition #16, 2019

The CAPA Annual Conference will be held on 4th to the 6th of December, jointly sponsored by the Victoria University Postgraduate Association, Monash Postgraduate Association, and Graduate Student Association (University of Melbourne). The conference will be held at Victoria University City Flinders Campus.

You can now register for the conference on our website. We are charging for catering and conference dinner attendance to recover some of our costs in running the conference. The three-day catering and gala dinner package costs $380 per person for financial affiliates, and $400 for unfinancial affiliates and observers.

**15. TEQSA Conference Registration – Bonatti, Daniel**

Registration is now open for TEQSA Conference 2019 with substantially reduced registration costs when compared with 2018 registration prices. Early bird discounts are available. Early Bird Registrations close at AEST 5pm, Friday 30 August (or when full venue capacity is reached). Early registration is suggested to avoid disappointment.

TESQA CONFERENCE FEES, PAYMENTS AND TERMS

Wednesday 27, Thursday 28 & Friday 29 November 2019

Full registration - Student\*          $ 490.00               $ 490.00

All fees are quoted in Australian dollars and are inclusive of 10 per cent Goods and Services Tax (GST).

\*Student registration is available to Full-Time students and must upload a copy of their student card as part of registration

CONFERENCE REGISTRATION ENTITLEMENTS

Full registration includes:

entry to all conference sessions – Wednesday 27, Thursday 28 & Friday 29 November daily welcome refreshments, morning and afternoon tea and lunch one ticket to attend the Welcome Reception on Wednesday 27 November Day registration includes: entry to all conference sessions – Wednesday 27, Thursday 28 or Friday 29 November welcome refreshments, morning and afternoon tea and lunch on chosen day.

SOCIAL FUNCTIONS

The Welcome Reception will be held in Sofi’s Lounge at the Sofitel Melbourne on Collins, immediately following the final session at 5:30pm on Wednesday 27 November. This will be a great opportunity to network and catch up with old friends. Substantial Canapes and beverages will be served between 5:30pm-7:30pm. The Welcome Reception is included for all full conference delegate registrations as well as day registrations.

**16. General business**

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

* FOMO x Student Union
* Blackmores 21k race – Bekker, Frederick W.

*Hi Frederick*

*I am running in the 21km blackmores marathon race. I think it would be mutually beneficial if we sponsor each other in terms of marketing and promotion. If you would like for me to sponsor you than I can do so all I would like is a sports shirt to wear at the event.*

*Kind regards,*

*Craig Delvin Dmell*

* Model United Nations | UN Youth Australia – Bekker, Frederick W.
* WBSOC x WSSBS Business Ball – Bekker, Frederick W.

*Hi Frederick*

*I hope you are well.*

*I would like to thank you and the SRC again for all of your help with the Hampton’s Cruise last year. The event proved to be a very successful first event!*

*As you may be aware, Western Business Society and Western Sydney Sports Business Society are hosting the first Business Ball the University has seen. The big night will be on 13 September 2019. We are currently running this event at a personal loss to many of the executive members from both societies due to not receiving enough ticket sales. The venue has not allowed us to change the date and we cannot afford to cancel the event. Cancelling the event will result in us forking out a large amount of money and both societies will be at a massive personal loss.*

*Please find****attached****financial statement and budget for both societies. We have currently sold 35 tickets for the ball, which is an incredibly low number.*

*I am writing this email to request the help from the SRC. Similar to the cruise last year, we ask that you purchase some tickets to giveaway to students, and help promote the ball through your various marketing channels. This will help cover some costs and help us pay for our final deposit, to be paid on Wednesday 4 September.*

*Any assistance that the SRC can grant us will be greatly appreciated.*

*If you require any additional information, please do not hesitate to contact me.*

*I look forward to hearing from you soon!*

*Warm regards,*

*Allyssa Khoupongsy |****President***

**17. Next Meeting and Close**

The next scheduled meeting of the SRC is to be on the 4th of October 3-5pm

***Close of proceedings***

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| **Student Representative Council Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| **Future events to be sent to VP (Activities) for calendar co-ordination**  | **SRC** | **Ongoing** |
| **Grant, Murray to reach out to and welcome Baker, Leahanne Elected as incoming Nirimba Representative to the team.** | **SR&P** | **Completed** |
| **A working group co-chaired by the General Secretary and the President, shall be organised in order to facilitate the review of procedures and provide a proposal for amendments**  | **Bekker, Frederick W.** | **Completed** |
| **Propose for the General Secretary to organise special meeting in order for the creation of a SRC Code of Ethics and Vision Statement, taking into account member availability and with consultation with Kezia, Dunn.** | **Bekker, Frederick W.** | **Completed** |
| **Updated procedures will be given to Richard for his approval.** | **Feng, Allen** | **Pending** |
| **Feng, Allen to establish working group regarding Equity Collective officers’ procedures and honorariums** | **Feng, Allen** | **Pending** |
| **Bojanic, Matthew to circulate email to inform members, in order to elect delegates for ANZSSA** | **Bojanic, Matthew** | **Pending** |
| **Find the best social media management strategy, find costs, and find an overall update by the next SRC meeting within Vageesh, Jha,** | **Vageesh, Jha,** | **Pending** |
| **SR&P to provide access to the website for updating** | **SR&P** | **Pending** |
| **Cupitt, Sarah and Dunn, Kezia to co-ordinate website** | **Cupitt, Sarah and Dunn, Kezia** | **Pending** |