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**STUDENT REPRESENTATIVE COUNCIL**

**2020 Meeting 8 - August**

Tuesday August 25th – 3:00-5:00pm

Meeting ID:

**Unconfirmed Minutes**

**Members Present:**

Mary-Pearl Chung – President (Chair)

Vageesh Jha - Vice President Education - Postgraduate

Griffen Burgess - Vice President Education - Undergraduate

Nikodin Matic - Vice President - Activities

Tyler Wilson - General Secretary

Simon Preuss-Kearney – Kingswood Representative

Tracey Tran – Campbelltown Representative

Manika Sahni – International Student Representative

Rosina Armstrong-Mensah – Women’s Representative

Danielle Wolf – Environmental Representative

Josh Newton – Hawkesbury Representative

Adeem Jiwani - Parramatta City Representative

Clare Da Silva – Queer Representative

Sean Vierik – Residential Representative

Rameez Parkar – Ethnocultural Representative

Samira Huqe - Small and Regional Campus Representative

Robert Reed – Disabilities Representative

**Observers/Additional:**

Grant Murray – Student Representation and Participation

Mandii Carr – Student Observer

Richard Martino – Student Representation and Participation

Paulin Tan – Disability Collective/Student Observer

Sarah Cupitt – NUS Delegate

**Apologies:**

Leanne Markovic – Online Representative

Razin Polara – Parramatta South Representative

Crystal R Ram – Nirimba Representative

Luke Hodge – First Nations Representative

Kiara Osborne – Bankstown Representative

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

The Chair officially opens the meeting at 3:05pm, acknowledging Country, and welcomed members and guests. The following members have provided their apologies for this meeting; Leanne Markovic, Razin Polara

* 1. **Acknowledgement of Traditional Custodians of the Land**

The Chair acknowledges the Council is meeting remotely on the lands of the Darug, Eora, Dharawal, Gandangarra, Wiradjuri and Bundjalung peoples. The Chair pays respect to campus and community Elders, past present and future and acknowledges any First Nations peoples present.

* 1. **Declarations of Interest**

The Chair invites the committee to declare any new conflict of interests in relation to any matters on the agenda or their role on the committee more generally. No members declare any conflict of interest.

* 1. **Starring of Item**

Nikodin Matic moves the following motion, seconded by Mary-Chung Pearl and passed unanimously:

*“That all items are to be starred for discussion.”*

* 1. **Order of Business**

Order of Business is to be conducted as per the agenda.

* 1. **Confirmation of Previous Minutes**

July minutes are seconded by Danielle Wolf. Nikodin advised there are further amendments to be made to the July Minutes.

**Action**: Nikodin to provide amendment of July Minutes to Tyler.

* 1. **Confirmation of Member Reports**

Pearl reminds reps of the importance of submitting their member reports for transparency and tracking progress of reps.

*Can we confirm who seconded the member reports?*

* 1. **Action Sheet from Previous Meeting**

The committee notes the actions taken on the items listed.

Mary-Pearl Chung acknowledges action items addressed to Hollie likely weren’t completed and they will be followed up on with Tyler Wilson. Mary-Pearl Chung address grant and asks if it is required to address each action item. Grant Murray advises it is good practice to briefly address each item as to alert the committee of any outstanding action items.

1. **General Business of the Council**
	1. **Report from the Chair**

SRC President to provide her report at each monthly meeting of the SRC.

Mary-Pearl Chung advises she has been unwell and handling personal issues as well as personal commitments. She apologies for her absence from the special meetings however expresses her appreciation that the meeting went well. Meeting with the VC and executive team to discuss strategy for office support to students who do not want to use proctor u for exams. She stresses the need to support and inform Students as there is often the misconception that we have the power to make decisions, she stresses the need to properly inform students how to apply for deferred exams as we cannot influence the situation entirely. She has a meeting with director of library services to discuss ways library can better offer services to students during COVID and with the influence remote learning on resource accessibility. Meetings with Daniel from Chaplaincy and devising project for DIY facemasks. There will hopefully be an agenda item by the September meeting for this item. Pearl also reminds representatives for member profiles for social media. Requiring photo and paragraph. She will post individual photo and little paragraph in the bottom. She will follow up individually if you haven’t submitted one yet.

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

Staff report and update provided by SR&P at each monthly meeting of the SRC.

00:20:00 – 00:32:00

Grant mentions the roundtable events. He advises he has annual leave on Friday this week and Monday next week. There is also mandated staff annual leave week during STUVAC for all staff and the following Monday is labour day public holiday. He has diarised in the next couple of weeks to get the executive procedures amendment. He thanks the reps who had input into that process. He addresses the Liverpool representative has resigned and the EOI process is now up for reps to share via social media to try and fill the position. He will notify if the position is contested as the EOI is currently in its second week.

WesternLife appointment booking system. Log in and find a suitable time to have a chat about student rep. Book an appointment with Grant to pick his brain about certain issues.

In regards to the budget request functionality – hasn’t gotten it up and running as it is taking longer than expected. Feedback from Nicole who heads up WesternLife that it should be working. Notes when he was looking with Tyler it is closed off and not working correctly and that requires admin level muscle to correct. He is booking in appointment with WesternLife to get the situation moving. He is also keeping log of requesting and what we are spending. Adeem and Nikodin sent a list of things to purchase advises other reps to take notes and follow suit.

Emily will also be using connector program once she has her email and calendar linked to it and we can book with her as well to chat about expenditure or ideas about what we can purchase with SRC funding. She can provide coaching or mentoring on events or activities.

Grant sent an email about the issues paper from VCs office about next few years’ recovery plan for University regarding finances and budget. He notes SRC expenditure and suggest things for next meeting as to how we can make savings and take more ownership of spending where the University may be looking to cut back such as website domains.

* 1. **Report from Collectives**

Report from the Collectives to be provided at each monthly meeting of the SRC.

Queer Collective (Clare Da Silva) – There has been conversation with NUS delegates as something going on with the new bills brought to light. Action items have been finished and will be sent through. Clare advises they are in the process of formulating a response to a bill regarding trans health in physical education classes. Queer Prom is also now taking place online.

Disabilities Collective (Robert Reed) – There was a meeting with Sally and Natalie in assistive technology for students. There has been an invitation to appear in conference commercial video informing students of this. On the 11th there is a meeting with people from IT to discuss holistic plan going forward for students with disabilities. Disability Collective is conductive a survey around COVID and overall satisfaction and is hoping to have more information to report back to the team as there have been few respondents so far. One issue in the DC is some officers are currently not engaging and non-respondent to email requirements. Asks Grant what he should do in regards to that. Grant advises separate chat but addresses all equity reps and notes that it is sometimes difficult with disengagement with equity collectives. Suggests things to explore to sustain engagement. Advises equity reps they can have offline chat with Grant to discuss these issues.

Environment Collective (Danielle Wolf) - Danielle advises her collective report was in her monthly member report and updates on the initiatives of the Environment Collective. She also addresses the requirement of representatives to submit a member report and how consecutive failures to provide a report results in the vacancy of the position.

* 1. **Report on SRC Budget**

Report on SRC Budget to be provided by the General Secretary at each monthly meeting of the SRC.

Tyler Wilson advises that there has not yet been a formal budget committee meeting since the Gen Sec handover and that it is currently being organised. Hollie Hammond provided a budget report from the July meeting and Tyler reiterates Grant’s advice that there is considerable money still left in the budget which if unused, will be returned to the University. There is reportedly $124,000 left in the budget not inclusive of items to be discussed in the August meeting. Tyler will work with the Executive Committee and Grant Murray to formulate a new budget process.

Nikodin Matic advises that $24,284 was allocated in the July meeting leaving $99,716 for the remainder of the calendar year.

1. **Reports and Recommendations from SRC Committees**
	1. **SRC Clubs & Activities Committee**

Report and recommendations from Vice President Activities following the SRC Clubs & Activities Committee meeting.

Nikodin Matic advises he will have updated report at the next meeting.

1. **New Business of the Council**
	1. **Council of Australian Postgraduate Association Affiliation – Vageesh Jha**

*Item 4.1 was starred for discussion.*

Rameez Parkar asked if this was already approved at the last meeting however it was discussed that this is a different affiliation.

Mary-Pearl Chung expressed her unfamiliarity with the organisation and questioned their services for post-graduate students. Vageesh informed the committee that CAPA looks after research and postgrad students and issues they have been facing. Of late they have been conducting workshops with one seminar today to discuss impact of COVID situation on education sector specifically and how employability has been affected over the last 6 months. They are hoping to have a workshop with us but it didn’t go through due to COVID.

Nikodin Matic suggests a working committee to establish KPIs for a cost cost-benefit analysis. Josh Newton agrees we should not pay for affiliation without representation. Vageesh Jha advises there is representation.

The following motion proposed by Vageesh Jha and seconded by Danielle Wolf is taken as passed unanimously:

*“I move that the Western Sydney University SRC allocate $4125 towards CAPA Affiliation fees and to establish KPIs for their membership.”*

**Action:** Vageesh to coordinate budget proposal?

* 1. **Kind Project – Tracey Tran**

Tracey advises on the September 10th a number of items will be happening on campus. She says that there will hopefully be a high tea event on three main campuses and requires a few SRC members to host this event and give out food and drink. She suggested Campbelltown, Parramatta and Kingswood.

Robert Reed asks about implications for COVID safe plan given the events are located in COVID hotspots. Tracey Tran advises she is in the process of liaising with individuals to address these points and that she was advised the events are okay to go ahead. She also suggests a virtual event if the campus locations are not viable. Robert Reed then asks if the virtual events could cater for hearing and visually impaired students.

Claire Da Silva abstains.

Nikodin Matic abstains.

Robert Reed abstains.

The following motion proposed by Tracey Tran and seconded by Manika Sahni is passed:

*“I Tracey move that several interested SRC members join me in the planning and actions required for the Kind Campaign, and that the SRC also commit up to $1000 for the food required to incentivise participation.”*

**Action:** Tracey to organise planning committee.

* 1. **Funding within the portfolio of Vice President - Activities – Nikodin Matic**

Rameez Parkar asks who would be approving the purchases and spending made within the portfolio. Nikodin advises the budget committee would approve it and notes that Grant approves things at the end of the day. Grant asks to speak and advises that money cannot be spent on anything unconditionally and expenditure must be requested.

Rameez Parkar asks if there’s a plan to engage with other SRC members to decide on expenditure.

Danielle Wolf says that Mandii did not have to ask as for permission for expenditure as it was her job and that she supports Nikodin in not having to ask for permission regarding events and expenditure. Danielle recommends Nikodin provides plan for events to use $50,000 by next event and give provisional amount before being allocated the $50,000.

Danielle also notes that the $45,000 was when we had longer time and was on-campus. She thinks $50,000 might be too much at this stage until there’s a more specific budgeting list.

Mary-Pearl Chung agrees with Danielle to pre-approve the funding on the condition that a rough budget is provided.

Nikodin Matic amends motion to request $45,000 instead.

Rameez Parkar points out it’s not the quantity of funding but what it will be spent on. Nikodin Matic advises he doesn’t have a rough budget just yet and then he can provide a budget.

Josh Newton asks about ethically/sustainably sourced items being purchased with the funding. Nikodin Matic is happy to take this into consideration.

Rameez Parkar abstains.

The following motion proposed by Nikodin Matic and seconded by Simon Preuss-Kearney is passed:

*“I move that the Western Sydney University SRC allocates a sum of $50,000 out of the SRC budget to the portfolio of the VPA for events, activities and infrastructure projects. I do this conditionally that the events, activities and infrastructure projects will be distributed amongst the WSU campuses to reach as many students as possible. Furthermore, oversight would be provided by the budget committee chaired by the General Secretary and overseen overall by Grant as the Civic Engagement Officer for full transparency and oversight.”*

* 1. **Activities at Parramatta South – Nikodin**

Danielle Wolf asks about approved 45,000 and that this should fall under that budget. Nikodin Matic agrees and is happy to withdraw the motion.

*Motion Withdrawn.*

**4.6.** **Enviro Collective funding request for prizes in upcoming competition**

Pearl expresses her approval of the idea. She asks about the specifics of the DIY aspect of the initiative to which Danielle clarifies that participants are required to develop a sustainable ‘hack’.

Nikodin suggests it is a great idea and asks how the prizes are to be allocated. Danielle responds that first prize is $300, people’s choice and second prize is $100. Prizes are gift cards towards sustainable organisations or activities.

The following motion proposed by Danielle Wolf and seconded by Simon Preuss-Kearney is passed unanimously:

*“I propose that the SRC allocates a budget of $600 to fund the Environment Collective’s upcoming DIY Hacks competition.*”

* 1. **Incidentals Budget for Collectives – Danielle Wolf**

Danielle explains the incidentals budget is for ad hoc items so that collectives don’t have to clog up agenda items or using flying minutes in order to make small everyday purchases.

Rameez questions the relevance of the incidentals budget to campus representatives. Danielle clarifies that it is to minimise the need for continuous agenda items for minor purchases that may crop up.

Nikodin, Leanne and Clare agree that it is a good idea.

Nikodin suggests that by October representatives can advise what they’ve spent and leftovers can be utilised elsewhere so that funding does not get rolled back into the university. This has relevance for all budgets not just this motion. Danielle agrees.

The following motion proposed by Danielle Wolf and seconded by Simon Preuss-Kearney is passed unanimously:

 “I move that the SRC allocates a budget of $1,000 to each Collective campus and cohort-specific representative to facilitate the day to day running of the Council, particularly where unexpected or minor expenses crop up.”

1. **Other Business**
	1. Josh points out that Oxford Union in Britain, a debating society in connection with the University have been holding virtual speaking events and suggests organising some sort of event where a different expert in a different field and come and speak to the students. Medical students complained that they weren’t getting the attention and Josh thinks access to leaders in the field could potentially inspire and better support them. Rameez questions whether this is part of the debating team. Josh responds that is simply getting experts in the field to speak to students. Rameez suggests clubs already do this however if the SRC wishes to take a front foot with it, he does see the advantage. Josh suggests SRC has a greater capacity to do due to having a bigger budge than most clubs. Simon likes the idea and suggests that virtual is the most viable way to go where as on-campus wouldn’t attract the numbers. He also asks about the potential line up of lecturers in the field and Josh suggests a different faculty each week and having the events online with potential transition to on-campus in the future. Simon suggest a themed event that isn’t applicable to only one school. Josh points out that it demonstrates to students that we care about them and want to provide them access to experts in the field.
	2. Simon acknowledges that many people do not have access to the shared drive in reference to the ProctorU document and the statement to be submitted in regards to the proctored exams. He explains how it has been structured as a document with background moving forward as well as objectives and a statement with a response from Disability Collective and the Online Representative. He also asks whether it should be constructed to inform SRC’s position or make it into a 2-page document backing up the statement we put out after/the same time. Pearl suggests an infographic that is easy to understand and Simon agrees it is a great idea. Pearl offers to create this infographic. Pearl says she will work with Simon on this project. Simon thanks those who were involved in the construction of the document including Tracey, Clare, Robert, Vicky and Leanne. Robert speaks on the Disability Collective survey and how the data can be used to back up the arguments on the statement by the Disability Collective. Simon suggests the survey end date is after census however Robert suggests preliminary figures can be utilised if necessary. Pearl thanks everyone’s efforts in regards to the ProctorU issue.
	3. Rameez addresses the education cuts introduced by the Federal Government and has said that through the Labour Club and UTS Labour Club have organised Tanya Plibersek to do a zoom meeting to answer questions students may have. This is happening on the 1st September. A shadow minister is also coming along but with more relevance to communications students. Josh asks if questions are restricted to education. Rameez advises to just submit all questions and if they run out of questions they will cover other questions as well.
	4. Nikodin touches base on the WesternLife Newsletter. He asks reps if they have any forums where they need students to provide input they can schedule that in similar week so when he sends email he can include links to events. If any other members have information they want published via the newsletter they can contact him and he can include it. Rameez asks if external surveys could be included. Nikodin responds that it may result in students unsubscribing from the newsletter if it is perceived as spam. He suggests that it would be better suited through social media channels instead. Grant requests to speak and he suggests rameez’s sentiment was good but Nikodin had a good point.
	5. Pearl addresses the scheduling of the next meeting and that she is aware of timetable clashes in regards to scheduling the meeting at this particular time. She will discuss with Tyler a better solution going forward to maximise attendance. She also brings to light the procedures regarding representatives who have not attended meetings and also have not provided apologies for their absence. Danielle recalls the policy that the position becomes vacant if reps fail to provide apologies for two consecutive meetings. Grant advises that in this instance we give the members notice when this has occurred. Danielle reiterates that consecutive absences without apologies are grounds for dismissal, although consistent explain absences are also a concern.
	6. Tyler discusses the scheduling of meetings and particularly RSVP’s from reps regarding meeting attendance and that going forward she will be scheduling the meetings and requests that reps indicate via the email invitation their attendance of the meeting as separate email chains can become lost or missed. Alternatively, reps can indicate their attendance via the SRC email to ensure that it is not missed accidentally. She also suggests the idea of a spreadsheet to track member report submissions. She also asks reps, when uploading member reports, to make the title of the document simply their name and SRC position for consistency with the documents. She asks if anyone has any suggestions or improvements to the process for agenda items and member reports. Simon stresses the importance that reps upload the documents to the correct folder and when naming the agenda items, he uses his name and then the agenda item. Pearl welcomes Tyler into the SRC in the role of General Secretary and thanks her for her efforts in the swift handover of the role.
	7. Pearl opens the idea of live streaming the SRC meetings up for discussion, acknowledging concerns by reps in regards to privacy as the Facebook page is open to the public. Josh acknowledges that some meetings have sensitive content and that it could be considered on a case-by-case basis. Leanne suggests a private event that students can register for and be provided the link. Pearl apologises for providing the link on the public page and suggests further discussion in the informal meeting.
	8. Josh raises a question in regards to the recently passed motion for the VPA portfolio and whether or not requests reps may have for campus purchases would go through Nikodin or become their own agenda item. Nikodin responds saying it can be a case-by-case basis as consistent requests may diminish his budget.

*Pearl extends meeting to 5:10pm*

*Griffen Burgess left the meeting at 5pm.*

* 1. Grant talked about spending and that there is 4 months left to spend roughly $29,000. Grant addresses the line of thinking that fears reckless spending by the SRC but due to the circumstances, challenges the SRC to be creative with ideas to utilise budget. Draws attention to SSAF legislation for confirming what SSAF funding can and cannot be spent on.
	2. Josh asked people to respond to flying minute. Pearl advised the flying minute has to be sent by her. Pearl asked what the money is for considering it’s a virtual event. Josh advised they would like an MC in a trivia event and goodie bags including paraphernalia. He suggests Clare may have a bit more information. Simon confirms that money was for an MC and prizes and that the budget was to account for any unforeseen expenses giving the budget a little bit more freedom. Pearl questioned how the functionality of the virtual event to which Josh acknowledges the unappealing aspect of the event but that it is still being discussed and the format of the event will be confirmed in due course.
1. **Next Meeting and Close**

Pearl thanked everyone and closed the meeting. The next meeting will be discussed in time once availability of reps is noted.

**Additional Documentation for August SRC Meeting**

August Meeting Action Sheet

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| **Student Representative Council Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| Upload July Member Reports to SRC webpageRedelegate | Hollie | Pending |
| Submit budget request for CISA Affiliation | Vageesh | Pending |
| Liaise with NUS and NUS delegates to determine affiliation fees; ensure budget request is entered in Western LifeRedelegate | Hollie | Pending |
| Confirm who will be responsible for organising these meetingsLiaising with Tyler | Simon | Pending |
| Liaise with staff from Campus Life/SR&P to organise budget request and procurement of gaming items for Parramatta City campus | Adeem | Completed |
| Complete budget request and progress with purchase of sports flooringOrdered samples, waiting for final confirmation OEC | Nikodin | N/A |
| Seek clarification on point 8 within the document on Transgender people; bring the final document to the Council when completeClare to send email out with final document | Clare | Completed |
| Enquire about on-campus space for SRC to hold meetings and capacity including social distancingVageesh spoke to security who are looking into it | Vageesh | Pending |
| Investigate what risk assessments may be required to allow clubs to use sporting facilities on campus and begin negotiations with WSU on this issueDone by campus life/sporting team | Nikodin | Completed |
| Organise recording of future monthly meetings with Jenny Page | Hollie | Completed |
| Draft statement regarding the availability of Learning Guides two weeks prior to semester | All, led by Nik | Completed |
| Create budget request for LinkedIn prizes and form working group to manage LinkedInIn progress, budget request not formally completed yet due to issues which Grant is working to solve with Manika | Manika | Pending |
| Commence discussion with relevant WSU department regarding security costs | Nikodin | Pending |
| Make contact with the Library team to discuss issues with printing on campusAdeem advised library not working to full capacity | Adeem | Pending |
| Create a budget request for SRC Clubs Grant and undertake work to establish the scheme | Nikodin | Completed |
| Circulate Doodle Poll to gauge best time for monthly meetings throughout 2020, move a flying minute pending resultsRedelegate | Hollie | Pending |
| Follow up with staff about managing WesternLife membership | Nikodin | Completed |
| Establish a working group for the International Student CollectiveWorking group established | Vageesh/Manika | Pending |

**Action Sheet**

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| **Student Representative Council Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
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