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**STUDENT REPRESENTATIVE COUNCIL**

**2022 Meeting 1 - January**

Friday January 21st – 3:30-5:00pm

**Meeting Minutes**

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

Meeting officially opened at 3:39 pm.

**Attendees:**

Alannah Hader

Sarah Cupitt

Danielle Albertine

Rosina Armstrong

Tiffany Sharpe

Cameron Chesters

Vicky-Rae Reed

Sharmin Saba

Romonda Eid

Bakar Mohammad

Razin Polara

Robert Reed

Simon Preuss-Kearney

Romit Saharan

Dharshini Sathyanarayanan

Sanjay Thapa

Jasmine Ricciarelli

Crystal Ram

Sara Mika (late – apologies not given)

**Apologies:**

Simon Preuss-Kearney (left early)

Razin Polara (late)

Richard Martino (late)

Grant Murray

**Student Observers/Staff:**

Richard Martino

Sze Chee Pui

Ferdos Rahmany

Rameez Parkar

* 1. Acknowledgement of Traditional Custodians of the Land

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

All items starred.

* 1. Order of Business

Sarah notes Hollie Hammond might not be attending this meeting to discuss the Student Community and Parents Union Discussion.

* 1. Confirmation of Previous Minutes

December minutes confirmed as a true and accurate record.

Seconded by Simon.

* 1. Confirmation of Member Reports

December reports confirmed as a true and accurate record.

Seconded by Tiffany.

* 1. Action Sheet from Previous Meeting

Sarah updated the action sheet to reflect ongoing action items from previous SRC meetings. Alannah skims over ongoing actions from December. Sarah will remove all completed items from last year.

Simon provides an update on Pride Football Working Group. Sydney Rangers and Flying Bats will now be running the event, and he hasn’t heard a response back from them. He’ll host a working group meeting in the next week on how we want to move forward; getting the team sorted would be a good start.

Action: Simon to provides updates of Pride Football Working Group in Feb meeting

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

Alannah doesn’t have much to report on besides welcoming everyone back for the new year and letting everyone know the following member reports are due 2nd of March. Sarah, Danielle and Simon correct that it’s meant to be the 2nd of February since the meeting is 11th of Feb. Alannah notes her mistakes and notes the 2nd is the same due date for the next two months of reports.

* 1. Report from Student Representation & Participation

Grant and Richard were not present.

* 1. Report from Collectives

Tiffany has had a meeting with Vicky, Rob and Reconciliation NSW to discuss planning events for Reconciliation Week and will also involve other reps like Crystal. Rob notes Mates Corner is starting again after orientation and is looking to have more collaborative collective events. Danielle says next month her collective will be putting in their usual 10k budget request to host workshops and the like, Sarah notes that this is included in the blanket budget proposal to be discussed and passed this meeting. So an additional agenda item isn’t necessary. Sarah also reminds all reps that if there are any budget items that weren’t brought to the Budget Committee meeting they need to be brought up when it comes to the budget agenda item in this meeting.

Vicky touches on Reconciliation Week and says how they got a lot of tips on events, toolkit, efforts and there's going to be an event at UTS on June 11, which some of our reps are going to help promote going forward. Vicky is currently working with Crystal on the Holocaust Memorial Seminar on the 27th of Jan 12-2pm, and event hasn’t yet been approved on Western Life. Vicky is also working on workshops for March and this semester regarding sexual education and waiting for Student Events to get back to us to see what we need to promote these sort of events.

Danielle will talk on behalf of Simon’s agenda items if he doesn’t have time for an overview and notes Simon is happy to vote yes for everything on the agenda.

* 1. Report on SRC Budget

So in terms of budget updates, Sarah notes we had 15 reps attend the quarterly budget committee on the 14th of January. Those in attendance have been added to Teams alongside the budget proposal agenda item for later discussion in this meeting. Overall the meeting had a great interest from reps to set up event and campaign planning for the year. We are currently about 7k over budget alongside additional SRC initiatives we can run pending negotiating more SSAF funding. So there will be no underspending this year, and hopefully, with all this planning, we'll also be able to avoid bottlenecking as most purchases have plans to be invoiced.

Sarah has also updated the SRC website's meet the team page, positions available and her member report template for the upcoming gen sec handover due to the following resignations of the Online Students Representative, International Students Representative, and Hawkesbury Campus Representative. Additionally, Sarah has invited board of trustees representatives Rayaca and Naomi to SRC meetings organised from January to April as suggested by Bakar. And lastly, she’s followed up with Tanya to get the 2021 SSAF survey results with the SRC team. Unfortunately, we only got 83 responses, but of course, better than nothing; Sarah will be sending the spreadsheet with the minutes of this meeting early next week.

Bakar asks Sarah about what the SSAF survey results are for to which Sarah briefly explains the survey shows where students want their SSAF funds allocated in 2022, to which we can as reps see if WSU reflected student feedback in their budget allocation for next year or if they chose to ignore students wishes since so few do the survey and instead decide they know what students want instead. E.g. spending over 300k on library services or actually giving more funding back to students e.g. additional funding for student media which currently is under 20k. Bakar then asks if we only got 83 responses, to which Sarah confirms and compares it to our 56,000 plus student cohort – emphasising the lack of student engagement.

* 1. Reports and Recommendations from SRC Committees

Romonda discusses Liverpool campus to which Vicky says she’ll help her out after the meeting since she used to do stuff for that campus.

1. **New Business of the Council**

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

|  |  |
| --- | --- |
| **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** | Danielle Albertine |

**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

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

Danielle says the agenda item is pretty self-explanatory to get groups of reps together to organise and clean for half a day to a day, even using Grants idea to get storage containers. Danielle also suggested campus reps to take photos of their current spaces so we can work out the amount of students and reps required to clean the spaces.

Bakar said it’s a great idea. Alannah adds that with her discussions with Grant last year that they started a tracking list of where items are. Danielle said an online asset register that everyone can edit would be best so everyone can edit when they take and return stuff.

Sarah briefly adds since we’ve had this discussion before, both agenda wise and tracking wise. She talks about Bakar’s upcoming agenda item to track working groups and actions items and so suggests having all tracking documents on Teams so that it’s better than shared googles docs and Grant and Richard can also monitor progress etc. on the Teams platform. Danielle agrees, considering the situation.

Vicky notes she’s had discussions with Rob and Tiffany about Campbelltown. Danielle notes the enviro collective has most of their stuff at Kingswood and so will work with Simon on that. Sarah quickly notes that we didn’t realise this was an old revised agenda item, so the costing of this item wasn’t brought up at the budget committee meeting this month. She suggested passing it without funding for now and later determining if we want to loop it under campaign or VPA budget depending on when students return to campus to help. In the time being it can be a working group for campus reps and anyone that wants to help out.

Bakar asks about getting access to SRC rooms, to which Sarah discusses the process of getting it activated through security on campus for each separate SRC office space. Sanjay expresses his interest to help out for Parra City campus, since either parra reps aren’t present. Sharmin expresses interest for both Parra campuses. Alannah says she’ll do a poll next week to see what campuses everyone wants to help, Danielle suggested before O week.

Action: Alannah to curate poll for SRC office clean up across campuses.

Danielle asks about Grant’s equipment registry and list of stuff to buy to which Sarah notes the 13k equipment list was added to the ‘other’ section of the budget agenda pending we get more SSAF funding. Danielle suggests possibly merging it with the student assistant idea.

Action: Sarah to send the 13k equipment list alongside SSAF survey and meeting minutes.

Sarah notes she doesn’t want this automatically put under other but we can discuss it later when the agenda item comes up. Bakar notes we can start working on this without funding.

**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.

**Revised Action:**

I proposed the SRC organises a time to clean up all student spaces across all campuses and create an asset registry with campus reps leading their designated campuses.

Motion passed unanimously.

**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** | Danielle Albertine |

**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:**

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

Danielle who is speaking on behalf of Simon’s agenda notes its importance, especially after the discussion in the budget committee meeting, questioning why we’re paying to affiliate with an organisation that seems to have so little information about what they’re doing. And that we want to pay for something worthwhile. Danielle notes how everything has been online for the past two years and that we really haven’t been involved since 2019.

Bakar asked what the budget would be spent on, to which Danielle clarifies it would be to interview and assess students on their knowledge of the NUS and what they want to achieve. Bakar thinks this agenda would be better reviewed after we hear Emma talk about the NUS at the end of the meeting to hear the presidents speech first. He also spoke to the head officer yesterday and had an extensive chat. Danielle checks that if there’s no relevance, we won't go ahead with speaking to students. Sarah suggests talking to reps from NUS first, and then based on those discussions, we decide if we want to approach a student survey.

**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.

**Revised Action:**

Motion retracted until discussions with the NUS take place.

Action: SRC to revise NUS agenda item in February or March meeting. And reps to spend time familiarising themselves with NUS and what they do.

**3.3 Polling system**

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| --- | --- |
| **Issue** | Polling idea – receiving a representative student opinion |
| **Date** | 03/01/2022 |
| **Mover** | Bakar Mohamad |
| **Seconder** | Sarah Cupitt & Cameron Chesters |

**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 |  |
|  |  |

Sarah notes she’s happy to second this since we’ve already included this item in the budget agenda item, Cameron seconds as well; the first official double second for an action item! Bakar discusses how survey samples would work and possible topics for surveys to proactively promote change to boards within the University. Bakar has a meeting next week with the student services hub where they're going to look into this.

Sanjay asks about the $7500, to which Bakar and Sarah said it’s now changed to accommodate various campaign projects the VPU will work on – see budget agenda. Sanjay further asks about 3rd party collection of students data and privacy issues; Bakar said he’s looking into that and various platforms we can use. Sanjay wishes him good luck.

Richard joins the meeting.

Rob brings up student issues in different collectives and how they’ll be approached in questions. Bakar says we’ll agree on the questions are decided upon as a board (the SRC) to decide which questions need to be addressed, which are fair questions to ask etc. Rob suggested a working group be formed for each survey, Tiffany agrees. Bakar notes the platform will be established and the questions will come out throughout the year. Vicky asks asks how we’re going to prioritise some questions over others, and groups of data. Bakar suggests we can designate an amount of questions for each sector in the SRC in a ratio basis. E.g. 25 questions, 5 to undergrad, 3 to post-grad, 3 to this collective, etc. Sanjay goes back to having the working group idea so that everyone agrees on the questions collectively.

Danielle adds we could even allocate some questions to be more reflective rather than being specific to a cohort and instead let students have the opportunity to reflect on actions that have happened in the University has done directly which impacts all students. E.g. they decide to cut funding to MATES. A question could then ask about how students feel about the cuts. A response to a university action rather than cohort specific issues alone. Sarah notes that since everyone is agreeing on the idea of a working group, she suggests we take this discussion offline so that we can finish the monthly meeting on time since some people have to leave at 5 pm sharp. Crystal notes she's happy to provide feedback as well.

**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.

Item not voted on since funding is to be passed in the budget agenda item later on.

Action: Bakar to work on student polls and create a working group for further discussions on this initiative as a team.

**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** | Vicky-Rae Reed |

**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

Alannah asks if this just needs a working group like the last agenda item, Vicky says yes and it’s been an ongoing issues for the past 4 years. Another thing that needs to be raised is that students on academic committees aren’t aware they can raise issues like this. Bakar notes he’s putting something together to train future academic reps and connecting them with the chair for an orientation before they start and focus on contrivuting. Current attendance rate is 30% which is likely because students have a lot going on and don’t know what to do.

**Proposed Action:**

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

Action: Bakar to start an action group for student rep collaboration and to update us in the February meeting.

Motion unamiously passed

Cam sends a few items to discuss in the agenda to the chat to which Sarah notes should’ve been sent during the call out for agenda items, or latest at the start of the meeting so it could’ve been added to other business. She asks if Cam wants her to copy and paste it to note for later or if Cam will send them in as Agenda items. Cam notes he’ll wait till the February meeting.

**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** | Razin, Tiffany, Sanjay & Danielle |

**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** |
| Incentivise students | Nil |

**Proposed Action:**

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

Sanjay suggested calling it a talent pool, and noting our duty of care as SRC. Bakar notes the nitty-gritty hasn’t been sorted yet. Danielle notes that the accountability is taken care of if the students will be managed with reps who take them on. Sanjay says we can still take note. Sarah asks if anyone has seconded this agenda yet – to which Sarah ends up shocked that four reps fought over seconding an agenda item. Bakar looks proud of Razin, and CO. Sarah reminds everyone that you can send in agenda items pre-seconded for future reference if reps really want to get super competitive with being the first to second a motion. Alannah further suggests messaging Sarah in advance after reading the agenda to second agenda 3.5 for e.g.

Motion unanimously passed.

Action: Bakar to work on student assistance for SRC

**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, Sanjay and Vicky |

**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.

|  |  |
| --- | --- |
| **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 |
| Campus Clean up (revised agenda item) | Up to $2500 |
| 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

Sarah notes she tried to keep the agenda sort to not outdo Rob’s longest agenda item. She then notes where we want to allocate the 2.5k for campus clean up. Vicky notes pantries may not be necessary to restock if we don’t return to campus, so we could have 3k to play around with. Sarah notes that we’ll leave the 3k for now until we hear about return to campus emails. From that discussion, the 2.5k for campus cleanup was suggested to be placed under ‘other’ pending a return to campus for student assistance but also to see how well reps can work together to clean their assigned campuses in the meantime. Vicky nods, and Bakar agrees.

Sanjay asks about affiliations if we want to pay later on but don’t have an assigned budget. Sarah checks her predicted costs for CAPA and NUS under ‘other’ and notes it would start as an exec discussion to reevaluate previously assigned allocations to see what can be reduced or removed. Sarah hypothetically uses Cam’s VPA budget as an example for a larger budget that could be knocked down to make room for CAPA etc. or other portfolios that haven’t got flushed out plans that will take place like merch and in-person events. There is room for changes to be reflected in future agenda items.

Bakar asks about funding for a specific event included in a large budget portfolio allocation. Sarah suggests bringing it forward to SRC for discussion if you're going to spend a bulk of your allocation. Bakar says updates should be conditional, to which Sarah notes reps with budget portfolios will be required to provide updates, or otherwise, they risk having their funds reduced or reallocated to more active initiatives. Sarah welcomes Emma for joining the meeting and asks if anyone else has any questions.

Action: SRC reps with budget portfolios assigned to provide updates in their member reports and/or mention them in the monthly SRC meetings.

1. **Other Business**
   1. Student Community and Parents Union Discussion – Hollie Hammond

(not present, to be moved to February SRC meeting)

* 1. NUS Discussion with NSW NUS official – Emma Hogan

Sarah passes the last 12 minutes of the meeting onto Emma who is also a WSU student at Kingswood campus. She is the state brand president for NUS in NSW for 2022, and will pass on her contact details later on in the call. She’s had a call with a few reps regarding why WSU SRC should reaffiliate with NUS this year. Emma gives a brief summary about how NUS is the peak campaigning body for students and lists university-specific examples. She notes the collective voice is louder than one voice and officers in NUS fight for these things, and are a good place for learning how to run a student union and assist SRC reps with WSU specific campaigns etc. and are very approachable.

Emma notes how the federal election is also important for students as NUS proposes our demands going forward for students. She notes she’s only been in her role for a few weeks and notes this year the president summit is going ahead in person now covid has eased. Her role for the next year is to help our SRC feel connected to other students and other unions, she plans to have monthly state branch meetings where presidents and gen secs can come together to update and help each other with campaigns and solidarity. She’s also hoping to be more directly engaged by popping into SRC meetings to provide updates. Emma starts taking questions that have built up in the zoom chat.

Vicky notes the NUS disability rep hasn’t reached out to our SRC or disability collective in the last five years and is disappointed in the lack of support – despite paying for affiliation. Emma notes she’ll discuss that with the current disability officer and endeavour to why that’s happened and will ensure we are looped into emails going forward.

Bakar introduces himself and asks how it is that NUS affiliation is going to benefit the campaigns SRC wants to run this year, e.g. marketing or getting NUS on board. Emma says the NUS does promote campaigns for further reach, and also access to campaign professionals within the national office of NUS, who have experience with student campaigns which is really valuable, e.g. a specific person for welfare campaigns etc.

Emma notes direct communication has been lacking, and this years team is keen to feel more connected and get involved with student unions.

Sanjay asks about campaigns happening with post-grad students at the moment and who would be best to contact regarding that. Emma notes that NUS mainly covers undergrad and so suggests getting in contact with CAPA and that there's no specific contact person.

Sarah asks about the possible increased affiliation fees for 2022 and asks what would be the fastest process to calculate our proposed cost for this year. Emma will chat with the gen sec of the NUS but believes there haven’t been any fee increases based on the student ratio, she also notes we can apply for fee waivers since not all unions are in the position to pay the full amount some invoices end up being. Will get an estimated cost ASAP.

Action: Emma to get back to the SRC with estimated affiliation cost and list of elected reps for 2022 (NUS website should be updated in February. However, all contact emails remain the same as last year)

1. **Next Meeting and Close**

The meeting officially closed at 5.03 pm.

Upcoming meetings and due dates:

February 11th - reports/agenda items due February 2nd

March 11th - reports/agenda items due March 2nd

April 8th before easter - reports/agenda items due March 30th

As usual, all meetings will occur from 3.30 pm to 5 pm.

1. **Additional Documents**
   1. July 2021 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 2021 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 Feb meeting)** |

* 1. September 2021 Action Sheet

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| **September Action Sheet** | | |
| **Action** | **Responsibility** | **Completion** |
| International Student Collective – working group and meeting | **Loore (needs to be allocated to new rep after April EOIs)** | **Ongoing** |

* 1. October 2021 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 2021 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** | **Ongoing** |
| Bakar to further work on collaborations for the school-wide campaign starting with the School of Psychology | **Bakar & campus reps** | **Ongoing** |
| 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** |

* 1. January 2022 Action Sheet

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| **January Action Sheet** | | |
| **Action** | **Responsibility** | **Completion** |
| Action: Simon to provides updates of Pride Football Working Group in Feb meeting | **Simon** |  |
| Sarah to send the 13k equipment list alongside SSAF survey and meeting minutes | **Sarah** | **Completed** |
| Sarah to follow up if Hollie will be present at Feb meeting (Student Community and Parents Union Discussion) | **Sarah** | **Ongoing (reached out and haven’t heard back)** |
| Alannah to curate poll for SRC office clean up across campuses | **Alannah** |  |
| SRC to revise NUS agenda item in February or March meeting. And reps to spend time familiarising themselves with NUS and what they do | **All reps** |  |
| Bakar to work on student polls and create a working group for further discussions on this initiative as a team | **Bakar** |  |
| Bakar to start an action group for student rep collaboration and to update us in the February meeting | **Bakar** |  |
| Bakar to work on student assistance for SRC | **Bakar** |  |
| SRC reps with budget portfolios assigned to provide updates in their member reports and/or mention them in the monthly SRC meetings | **All reps** |  |
| Emma to get back to the SRC with estimated affiliation cost and list of elected reps for 2022 | **Emma Hogan** |  |