

**Student Representative Council
Meeting #3 Minutes
June 2021**

A meeting of the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC) was held at 5:30pm on Wednesday 9th June 2021 in room SC-408 on Callaghan Campus and via Zoom.

In Attendance:	<ul style="list-style-type: none"> • President- Luka Harrison • Vice-President Education (VPED)- Chloe Jones • Vice President Experience & Engagement (VPEX)- Georgie Cooper • Vice-President Welfare & Wellbeing (VPW)- Jessica Philbrook • Postgraduate Students' Senate Convenor (PSSC) – Feisal Masmali • International Students' Senate Convenor (ISSC)- Shuang Zhang (Apology) • Newcastle Campuses Committee Convenor (NCC)– Harry O'Brien Smith • Central Coast Campus Committee Convenor (CCCC)– Mandip Kour • Cloud Campus Committee Convenor (CLCC)- Rachel McGuinness • Sydney Campus Committee Convenor (SCC)- VACANT 	<ul style="list-style-type: none"> • Port Macquarie Campus Committee Convenor (PMCC)- Stephen Bennett • Student Accommodation Representative (SAR)- Miriam Woof • University Council Student Representative (UCSR)- Lucas Dowling • Academic Senate Student Representative (ASR)- Evan Gibbs • AccessAbility and Equity Collective Convenor (A&EC)- VACANT • Indigenous Collective Convenor (INCC)- VACANT • Queer Collective Representative (QCR)- Max Tran (Apology) • Women's Collective Convenor (WCC)- VACANT
Minute Taker:	<ul style="list-style-type: none"> • UNSA Student Representative Support Officer (SRSO)- Jen Hanson 	
By Invitation:	<ul style="list-style-type: none"> • UNSA General Manager (GM)- Georgia Killick • University of Newcastle Manager, Student Representation (MSR)- Fiona Mundie 	

Meeting opens: 5:31PM

1. WELCOME AND APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

Chair acknowledges the traditional custodians of this land, the Pambalong clan of the Awabakal people, on whose traditional land this Callaghan Campus of the University of Newcastle is situated.

1.2. APOLOGIES

Apologies received from ISSC and QCR. (PSSC and CLCC will be arriving later).

1.3. QUORUM

Chair determines that quorum is established with 7 voting members.

1.4. RIGHTS OF AUDIENCE AND DEBATE

Rights of audience and debate granted to UNSA GM and SRSO.

2. CONFLICTS OF INTEREST

The chair calls on the Student Representative Council (SRC) to declare any previously undisclosed conflicts of interest relevant to today's agenda.

None are declared.

3. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

Motion: To confirm minutes from the previous meeting.

Moved by: VPEx

Seconded: SAR

In Favour: 6

Opposed: 0

Abstained: 0

Motion carried.

4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTION	ASSIGNED TO	STATUS
Follow up with two missing reports from SCCC & PMCCC.	SRSO	In Progress
Send out Funding proposal template.	SRSO	Complete
Think of a potential project and funding proposal over the next two months before SRC meeting #3 on June 2 nd .	All	
Bring election working group recommendations to the UNSA Board for approval.	SRSO	In Progress.
Contact IFS Operations Officer to identify potential campaign zones for future UNSA elections.	GM	
Update members on status of student payments and AGM date.	GM	Agenda item 7.1
Enact the Collectives Framework with discussed amendment.	VPW, GM	Complete
Draft Terms of Reference for the Parents and Carers Collective. (POCO?)	VPW, SRSO, Manager, Student Representation	In Progress
Send feedback on TOR to SRSO.	All	Complete
Plan and execute UNSA Staff and SRC paint and sip bonding session to be held after AGM.	SRSO	Agenda item 7.1.1., pending AGM date
Work towards individual goals and report on progress in next SRC meeting report.	All	Agenda item 7.4

5. REPORTS (located in Dropbox folder 4)

5.1. President

5.2. VP Education

5.3. VP Experience and Engagement

5.4. VP Welfare and Wellbeing

Disability collective is now going to be called AccessAbility and Equity Collective (A&E Collective), as approved in the last board meeting.

5.5. Postgraduate Students' Senate Convenor

5.6. International Students' Senate Convenor

5.7. Newcastle Campuses Committee Convenor

5.8. Central Coast Campus Committee Convenor

5.9. Port Macquarie Campus Committee Convenor

PMCCC gives a verbal update on the situation at Port Macquarie Campus. Currently the campus is losing services and amenities. Very limited resources especially evident in the library. There are only 2 computers and gates are often locked. What would be most helpful for students would be to explore reinstatement of library hours for the remainder of the year. However, the library is run by TAFE and not the University of Newcastle.

- 5.10. Sydney Campus Committee Convenor** n/a
- 5.11. Cloud Campus Committee Convenor**
- 5.12. Student Accommodation Representative**
- 5.13. University Council Student Representative**
- 5.14. Academic Senate Student Representative**
- 5.15. Accessibility and Equity Collective Convenor** n/a
- 5.16. Indigenous Collective Convenor** n/a
- 5.17. Queer Collective Convenor**
- 5.18. Women's Collective Convenor** n/a

Motion: to accept the SRC reports.

Moved by: President

Seconded: SAR

In favour: 6

Opposed: 0

Abstained: 0

Motion carried.

6. GENERAL BUSINESS & FUNDING REQUESTS

6.1. UPDATE FROM MANAGER, STUDENT REPRESENTATION 6PM

6.1.1. KEY CONTACTS FOR EACH SRC POSITION

MSR has identified key university stakeholders for each SRC member to meet with periodically throughout the year. Best practice would be to organise a series of regular meetings with students and senior managers to facilitate relationship building between UNSA student reps and university staff. Sometimes 1-on-1 meetings are suitable; other times it is best to attend with a buddy relevant to the issue at hand. Senior management appreciate the chance to speak to students because they don't get it often.

MSR suggests some tips for meeting with key university stakeholders:

- Get meetings locked in as soon as possible.
- Always be prepared:
 - Let the person know in advance what the meeting will be about by preparing an agenda or dot points/talking points.
 - This goes both ways, if someone asks to meet with you without a clear objective, ask.
 - If the meeting is to cover something controversial, let the person know in advance.
- Do your research:
 - Talk to other students, don't just demonstrate your opinion. Be a collective voice for the cohort of students your position is representing. (Each SRC member represents a particular cohort, aside from VPED and two ex-officio members: UCSR and ASR).

- If you are going to a meeting with senior executives of the university, it can be helpful to use benchmarking according to other universities.
- If something is going well (initiatives, services, projects etc.), let them know.
- If there is something specific you would like to raise to the university, ask GM or MSR and they can direct to the best person to contact.
- Tone: it doesn't have to be incredibly formal; these meetings can be professional yet also informal.
- These meetings are strategic! It is a great for student reps to work on professional development and networking.
 - Even when student reps end term and new rep begins, the relationship has been established already and can carry on.
- Don't waste time or opportunity; it will help each cohort greatly if the meetings are constructive.
- Keep in mind that these relationships may be in flux for a while as the university undergoes the restructuring process.

This document is only a starting point for now and will be added to throughout the year. At the end of the year, these key contacts will be incorporated into the SRC handover.

6.2. SRC ELECTION RULE AMENDMENT

This amendment resulted from the election working group meetings facilitated by MSR. The amendment increases word count in candidate statements (although the word count is still limited by the online voting platform).

Motion: To accept the Election Rule Amendment.

Moved by: VPEx

Seconded: SAR

In Favour: 6

Opposed: 0

Abstained: 0

Motion Carried.

6.3. AMENDMENTS TO SRC TERMS OF REFERENCE

6.3.1. STUDENT ACCOMMODATION REPRESENTATIVE POSITION DESCRIPTION

5:40pm SAR and GM leave room.

Members discuss the PD and related changes to SRC TOR. Members agree that the PD may need to be adjusted slightly again to accommodate for whichever committees SAR will sit on. Once this is decided, PD will also need to be edited to adjust the time commitment and responsibilities accordingly.

Motion: To accept the SAR PD draft and changes to the SRC TOR.

Moved by: VPED

Seconded: VPEx

In Favour: 5

Opposed: 0

Abstained: 0

Motion Carried

5:46 SAR and GM re-enter room.

Motion: Amendments to the SRC TOR should be edited to match PD with A&E collective amendment.

Moved by: President

Seconded: VPED

In favour: 5

Motion Carried.

6.3.2. SRC CIRCULAR RESOLUTIONS/FLYING MINUTES.

VPW explains what circular resolutions are and how they are used. Circular Resolutions provide the opportunity for items that are non-contentious to be passed via email. The voting must be unanimous to pass. GM explains that this will be called '*flying minutes*' instead of '*circular resolutions*' (which reserved for boards).

Members discuss possibilities for flying minutes such as funding proposals. GM explains that yes this would be possible after UNSA draws up the policy.

6.4. UNSA CLUBS MERCHANDISE

Lots of UNSA clubs are wanting to purchase merchandise/apparel. UNSA has some funding left over and could potentially allocate \$500 per club. UNSA website has just been updated for the sale of merchandise.

5:51pm PSSC enters room.

Members ask questions regarding what vendors and pricing and are being employed. GM answers that UNSA has a range of providers that students can choose (vetted by UNSA) to order from. This initiative could help build awareness and generate uptake in clubs membership on campus. Members ask how UNSA can ensure equitability with clubs of different sizes and membership fees. GM answers that merchandise can be given to each club equally and saved for future years.

5:54 CLCC enters room.

GM explains that merchandise requests will have to be approved by UNSA from a branding and cost perspective.

Motion in principle can be passed via flying minutes (once the flying minutes policy is written) to accept the clubs merchandise proposal for up to \$500 per club on request for branded apparel. (Pending a guidelines document).

6.5. YOGA MATS PROPOSAL

VPW and VPEx speak to the proposal for UNSA to purchase YOGA mats to be used for weekly yoga sessions. GM asks can they be cleaned to prevent infection. Members answer yes, they can be disinfected easily, however BYO mat is always going to be encouraged. The UNSA mats could be used for other events as well. There are two options for yoga mats in the proposal. The first option is for 6 higher quality yoga mats with free shipping for a total of \$299.94. Alternatively, the second option is a lower cost, lower quality option of 6 mats for a total of

\$150. Members discuss and are in support of the motion for 12 higher quality mats at a cost of \$600.

Motion: to approve the proposal and purchase 12 higher quality mats at a cost of \$600.

Moved by VPEx

Seconded by VPW.

In Favour: 7

Opposed: 0

Abstained: 0

Motion Carried.

6.6. SENSORY OBJECTS PROPOSAL

VPW speaks to the proposal to add sensory objects to the mental health sensory space. CLCC adds that a wobble chair could be an additional item for consideration to provide to students who have ADHD, sensory conditions and/or are neurodiverse. Members discuss the proposal and agree that a second set would be beneficial to have at the Ourimbah campus.

Motion: To approve the proposal, with the amendment to double the amount ordered to allocate a set to the Ourimbah campus.

Moved by: VPW

Seconded: SAR

In Favour: 8

Opposed: 0

Abstained: 0

Motion Carried.

6.7. PICNIC RUGS PROPOSAL

VPW speaks to the proposal to add picnic rugs to UNSA's bank of items that clubs, and students can use. Could be used for the scheduled semester 2 teddy bear picnic (which will include trauma teddys and blood drive). At present UNSA has approx. 20 picnic blankets stored at Ourimbah and Callaghan. However, members agree regarding the need for additional picnic rugs. GM suggests reaching out to a bulk supplier to order around 50 large, round picnic rugs.

6:22pm NCC leaves room.

Members would like to add picnic blankets to Port Macquarie campus.

6:25pm NCC re-enters room.

This item to be tabled for now while SRC/VPW research (potentially) indigenous artist-designed, sustainable, high-quality picnic rugs for bulk order. To be considered in the next SRC meeting.

6.8. APPOINTMENT OF CHANCELLOR

President and University Council Student Representative speak on the appointment of the new University of Newcastle Chancellor.

UCSR is seeking feedback from UNSA and individual students on the appointment to bring to council meeting on Friday. Chancellor's experience in the private sector does not align with the university strategic plan and university commitment to sustainability. In addition, it does not

align with UON's recent ranking as #1 university in Australia for progress towards the UN Sustainable Development Goals.

Members discuss concerns around the impact of this decision on the university's international standing and its impact on various university degrees, such as environmental science. Members bring up concerns regarding the Chancellor's background in politics, as the university and UNSA are apolitical organisations. Members discuss the process for filling the chancellor position listed on the University website. Members express concern with the lack of student consultation and would like to know more about the selection criteria, justification, and/or reasoning behind the appointment of the Chancellor.

Motion: for UNSA President to write a statement to university council on behalf of UNSA requesting University Council to reconsider the appointment. And that UNSA will not endorse the appointment unless certain conditions are met.

Moved by: President

Seconded: SAR.

In favour: 8.

Opposed:

Abstained: NCCC

Motion carried.

Motion 1: for UNSA conduct a survey/organise a meeting with students regarding the appointment to obtain student feedback.

Motion 2: Coordinate student consultation sessions if the appointment moves ahead.

Moved by President

Seconded by: NCCC

In favour: 7

Abstained: 0

Opposed: 0

Motion Carried.

6.9. UNIVERSITY RESTRUCTURE.

GM explains to students that the university restructure is moving ahead. Latest divisional papers have been released and, likely clubs management will be coming under UNSA as well as a lot of functions in the events and activities space. The academic paper is set to be released tomorrow (10th of June).

Members discuss feedback on the latest papers, specifically in the student welfare and wellbeing team and the impact on student clubs not affiliated with UNSA. Members ask questions regarding key university staff members whom UNSA relies heavily on. Most importantly, the current Deputy Returning Officer will not be continuing and a new one will need to be appointed.

7. MATTERS FOR NOTING & GENERAL QUESTIONS

7.1. UPDATE ON STATUS OF STUDENT PAYMENTS AND AGM DATE.

7.1.1. PROPOSED DATE FOR TEAM BONDING SESSION (SRC AND UNSA STAFF)

Members discuss tentative AGM date for Midday/Midmorning on Thursday 12th August (Week 4) at Local Connections.

Motion: to tentatively set the AGM for Thursday 12th August (midday) at Local Connections.

Moved By: President

Seconded: VPED

In Favour: 7

Opposed: 0

Abstained: 0

GM explains the status of student payments: semester 1 will be paid as an honorarium via deed of release. The UNSA Board has voted that Semester 2 payments will be carried out using an employment contract. (SAR and VPEx will receive pro rata payments for 2020 roles on the SRC). Members ask for Timeline: deeds of release available on approximately Friday 11th June. GM will reach out to each SRC member regarding their payment.

Regarding team bonding session, SRSO will send out a doodle poll with proposed dates and times.

7.2. SRC RESOURCES

7.2.1. GUIDE TO COMPLETING SRC FUNDING PROPOSALS

- Funding proposal expenditure must fall under **direct service provision**.
 - This means catering/food, workshops, events/activities. Think: art, sports, music, dance etc. (UNSA merchandise is typically reserved for special occasions such as O-Week).
 - E.g., a picnic, a BBQ, a painting workshop, a yoga workshop, a dance class, etc.
- Funding should be aimed at **servicing students** (either broadly or specific to your portfolio).
- You can collaborate with other SRC Representatives if you choose, especially if the funding proposal idea overlaps two or more portfolio areas or campuses.
- Risk assessments will be done by staff.
- Minimum 3 weeks lead time.
- Reach out to UNSA staff for guidance on scheduling.

7.3. SELF-DEFENCE WORKSHOPS

VPW speaks to her self-defence workshops proposals. VPW wants to advocate for after-hours programs, access to key resources, and promotion of fitness, safety, security, and empowerment. VPW is still in process of getting quotes from vendors at approximately \$250-300 per session. Approximately 10 sessions, 1 per week. Variety of martial arts instructors (female, male). Could also run women-only classes, 15-20 students per session.

Members are in support of this initiative. To be discussed in the next SRC meeting.

7.4. SRC GOALS AND PROGRESS UPDATE

7.4.1. Collective SRC goal(s)

7.4.2. Individual SRC goal(s)

In the interests of time, SRSO will email members regarding SMART goals for semester 2 and progress plan.

8. MEETING FINALISATION

8.1. Review actions to be taken

ACTION	ASSIGNED TO	STATUS
Think of a potential project and funding proposal over the next two months before SRC meeting #3 on June 2 nd .	All	Carried over from last meeting. Currently in progress
Contact IFS Operations Officer to identify potential campaign zones for future UNSA elections.	GM	Carried over from last meeting. Currently in progress
Reach out to Dean of Regional Campuses to explore possibility of extending library hours for Port Macquarie students.	GM.	
Coordinate an UNSA trip to Port Macquarie for semester 2. Picnic.	GM, SRSO, PMCCC	
Incorporate SRC Key Contacts into SRC handover documents at the end of each year.	SRSO, All	
Adjust SAR PD slightly to accommodate for whichever committees SAR will sit on. Also adjust the time commitment and responsibilities accordingly.	GM, SRSO.	
Amendments to the SRC TOR should be edited to match PD with A&E collective amendment.	SRSO, VPW	
Draft SRC Flying Minutes Policy and bring to the next SRC meeting.	GM, SRSO.	
Clubs Merchandise Proposal to be sent out to SRC via flying minutes (once the flying minutes policy is written) to allocate up to \$500 per club on request for branded apparel (pending clubs merchandise guidelines document). <ul style="list-style-type: none"> Draft Clubs Merchandise guidelines document. 	SRSO SRSO, Clubs Support Officer	
Purchase 12 higher quality mats at a cost of \$600, as outlined in the UNSA Yoga Mats Proposal.	VPW, VPEx, GM.	
To approve the Sensory Objects Proposal, with the amendment to double the amount ordered to allocate a set to the Ourimbah campus.	VPW, GM	
Send information on wobble chairs to SRSO. Bring wobble chair information to the next SRC meeting to be considered as additional sensory resources for students.	CLCC SRSO	
Research (potentially) indigenous artist-designed, sustainable, high quality picnic rugs for bulk order. To be considered in the next SRC meeting. (With provision to add some picnic rugs to Port Macquarie campus while it is still open) <ul style="list-style-type: none"> Send information re: indigenous-designed, sustainable picnic rugs to VPW. 	VPW GM	
Coordinate date/time for UNSA picnic to Port Macquarie Campus	SRSO, PMCC	
Write a statement to University Council on behalf of UNSA requesting reconsideration regarding the Chancellor appointment. Including that UNSA will not endorse the appointment unless certain conditions are met.	President	
To obtain student feedback regarding the Chancellor appointment: <ul style="list-style-type: none"> Conduct a survey regarding the Chancellor appointment Organise a meeting with students Coordinate student consultation sessions, if the appointment moves ahead, 	Online Experience and Engagement Officer President UNSA staff, President.	

Write to DVC-A to appoint a Deputy Returning Officer to oversee and execute UNSA elections.	GM, President	
Reach out to each SRC member regarding their payment.	GM	
Send out doodle poll to set up date/time for SRC/staff bonding session.	SRSO	
Create risk assessments procedure for SRC funding proposal events.	GM, SRSO	
Continue researching self-defence class quotes to bring to the next SRC meeting.	VPW	
Reach out to SRC members via email regarding SMART goals for semester 2 and progress plan.	SRSO	

8.2. Next meeting: Wednesday 4th August 2021 5:30-7:30pm

Meeting closes: 7:29pm.