

**Student Representative Council  
Meeting #2 Minutes  
April 2021**

A meeting of the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC) was held at 5:30pm on Thursday 22<sup>nd</sup> April 2021 in room SC-408 on Callaghan Campus and via Zoom.

In Attendance:	<ul style="list-style-type: none"> <li>• President- Luka Harrison</li> <li>• Vice-President Education (VPED)- Chloe Jones</li> <li>• Vice President Experience &amp; Engagement (VPEX)- Georgie Cooper</li> <li>• Vice-President Welfare &amp; Wellbeing (VPW)- Jessica Philbrook</li> <li>• Postgraduate Students' Senate Convenor (PSSC) – Feisal Masmali (Apology)</li> <li>• International Students' Senate Convenor (ISSC)- Shuang Zhang</li> <li>• Newcastle Campuses Committee Convenor (NCCC)– Harry O'Brien Smith (not present)</li> <li>• Central Coast Campus Committee Convenor (CCCCC)– VACANT</li> <li>• Cloud Campus Committee Convenor (CLCCC)- Rachel McGuinness</li> </ul>	<ul style="list-style-type: none"> <li>• Sydney Campus Committee Convenor (SCCC)- Benjamin Goy</li> <li>• Port Macquarie Campus Committee Convenor (PMCCC)- Stephen Bennett (not present)</li> <li>• Disability Collective Convenor (DCC)- VACANT</li> <li>• Indigenous Collective Convenor (INCC)- VACANT</li> <li>• Queer Collective Convenor (QCC)- VACANT</li> <li>• Women's Collective Convenor (WCC)- VACANT</li> <li>• Student Accommodation Representative (SAR)- Miriam Woof</li> <li>• University Council Student Representative (UCSR)- Lucas Dowling</li> <li>• Academic Senate Student Representative (ASR)- Evan Gibbs</li> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>• UNSA Student Representative Support Officer (SRSO)- Jen Hanson</li> </ul>	
By Invitation:	<ul style="list-style-type: none"> <li>• UNSA General Manager (GM)- Georgia Killick</li> </ul>	

**Meeting opens:** 5:31pm

**1. WELCOME AND APOLOGIES**

**1.1. ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge 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**

Apology received from PSSC. SCCC will be arriving late. PMCCC and NCCC are not in attendance and did not send apologies.

**1.3. QUORUM**

Chair confirms that quorum is established.

**1.4. RIGHTS OF AUDIENCE AND DEBATE**

Rights of audience and debate are given to UNSA GM.

**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 declared.

### **3. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

See Dropbox Folder 3.

Motion: To confirm the previous minutes.

Moved by: VPW

Seconded: VPEx

In favour: 9

Opposed: 0

Abstain: 0

Motion Carried.

### **4. REPORTS (located in Dropbox folder 4)**

**4.1. President** folder 4.1

**4.2. VP Education** folder 4.2

**4.3. VP Experience and Engagement** folder 4.3

**4.4. VP Welfare and Wellbeing** folder 4.4

**4.5. Postgraduate Students' Senate Convenor** n/a

**4.6. International Students' Senate Convenor** folder 4.6

**4.7. Newcastle Campuses Convenor** folder 4.7

**4.8. Central Coast Campus Convenor** n/a

**4.9. Port Macquarie Campus Convenor** not received

**4.10. Sydney Campus Convenor** not received

**4.11. Cloud Campus Convenor** n/a

**4.12. Equity Collective Convenor** n/a

**4.13. Indigenous Collective Convenor** n/a

**4.14. Queer Collective Convenor** n/a

**4.15. Women's Collective Convenor** n/a

**4.16. Student Accommodation Representative** folder 4.16

**4.17. University Council Student Representative** folder 4.17

**4.18. Academic Senate Student Representative** n/a

Motion: To accept SRC reports received.

Moved by: VPED

Seconded: SAR

In favour: 9

Opposed: 0

Abstain: 0

Motion Carried.

Motion: SRSO to follow up with two missing reports from SCCC & PMCCC.

Moved by: President

Seconded: VPW

In favour: 9

Opposed:

Abstain:

Motion Carried

### **5. GENERAL BUSINESS & FUNDING REQUESTS**

#### **5.1. CHANGES TO SRC FUNDING PROPOSAL PROCESS**

UNSA Board has approved the SRC to submit funding proposals for up to \$2000 for events, activities and initiatives that fall under direct service provision for students.

#### **5.2. UNSA ELECTION WORKING GROUP RECOMMENDATIONS (see Dropbox folder 5.2)**

This working group was initially formed to mitigate issues and address hurdles experienced by students in previous UNSA elections. This group spent quite a few weeks going over the process to streamline elections for equity and inclusivity of all students.

VPW and VPEx speak on the recommendations arising from the working group:

- A policy suite was created with Manager, Student Representation to capture the necessary broad and specific requirements around engaging with student elections e.g., candidate statements, safe spaces, etc.
- There shall be no endorsement of candidates from clubs.
- Printing budget should be allocated equally to each candidate so that no one has an unfair advantage.

SRC members discuss additional considerations around UNSA elections:

- Opportunity for all candidates to create badges (using the UNSA badge maker).
- Designated campaign zones: so that students are not harassed. (GM states that IFS would need to be consulted with to identify campaign zones at each campus).
- CLCCC asks about flyer distribution and other election resources for cloud students. VPW answers that like all other candidates, cloud candidates must follow strict social media election policy.
- OPUS/student media will be used again to promote all candidates.

Motion: For the UNSA SRC to endorse the two recommendations proposed in the election working group, to be passed onto the UNSA Board of Directors for final approval.

Recommendation 1: To approve UNSA Election Complaints and Appeals Procedure and Election Assessment Panel Terms of Reference.

Recommendation 2: To approve a printing budget of \$50 to be allocated to each candidate and provided by UNSA.

Moved by: VPW

Seconded: VPEx

In favour: 9

Opposed: 0

Abstain: 0

Motion Carried

### **5.3. UNSA BUILDING RENOVATIONS**

VC never responded to the letter sent by the UNSA Board regarding UNSA building not put on the schedule of capital works for the year. Project manager has visited the UNSA building with engineers to begin planning renovations, which will include commercial kitchen, large TV screen, air conditioning and heat, flooring etc.

#### **5.3.1. WOMEN'S ROOM**

The Women's Collective (WOCO) has outgrown the women's room space, and it has only been used twice by students in the past year. GM states that it could be beneficial for the room to be used as a more general safe/equity space open for everyone to use, especially the neurodiverse. Members discuss how the room is not really being used to its full potential, and given its proximity to student services (counselling, health etc.) it could be very beneficial as a mental health space. VPW will reach out to WOCO regarding the proposed change, if they are unopposed or have not heard by Thursday next week, go ahead with the proposed change (as the matter is quite time sensitive re: building renovation plans).

Motion: of in principle support: To convert the women's room to a mental health space, pending support from WOCO.

Moved by: VPEx

Seconded: SAR

In favour: 9

Opposed:

Abstain:

Motion Carried.

#### **5.4. GM UPDATE**

##### **5.4.1. STUDENT PAYMENTS**

GM has a meeting next week with counsel to discuss a student payment plan that mitigates risk and does not interfere with financial situation of students re: scholarships and Centrelink.

##### **5.4.2. AGM DATE**

GM met with auditor and has submitted everything needed to be able to set the AGM date and give members adequate notice by next week (week of 26<sup>th</sup> April).

6:09pm SCCC enters the meeting.

#### **5.5. COLLECTIVES FRAMEWORK UPDATE**

Collectives framework governance document has been drafted by Manager, Student Representation (MSR). GM has been working with VPW and MSR to make edits to the framework, such as adding a provision for meeting minutes to being shared with UNSA to ensure robust governance. GM proposes that section 5.5. should be amended to add that meeting minutes should be sent to [Unsa-office@newcastle.edu.au](mailto:Unsa-office@newcastle.edu.au).

It is noted that collectives did not exist within all previous associations (NUPSA and Yourimbah), but only within NUSA. Due to the restructure and pandemic, the collectives fell apart last year; it is very important that UNSA get proper governance structures in place as soon as possible to ensure collectives can thrive again. VPW briefs members on context around collectives and issues that have arisen related to the word 'autonomy' and what it means. GM explains that 'autonomy' means that membership of the group is reserved to members who identify as part of that particular group; not 'autonomous' in the sense that these groups are separate to UNSA as an organisation. UNSA shall ensure the collectives work as collaborative partnerships, not as mutually exclusive groups.

Motion: To amend point 5.5 to include a provision for meeting minutes to be sent to [Unsa-office@newcastle.edu.au](mailto:Unsa-office@newcastle.edu.au) and accept the rest of the proposed Collectives Framework.

Moved by: President

Seconded: VPW

In favour: 10

Opposed: 0

Abstain: 0

Motion Carried

#### **5.6. PARENTS COLLECTIVE (see Dropbox folder 5.6)**

VPW and GM have had quite a few conversations with students and members of the university community to gauge interest in establishing a new Parents Collective. This is an identified equity group, and it would be very valuable to those students to have UNSA support in their journey as a student and parent. UNSA could be a leader in this space if this collective is established. Parents have stated how they feel unsupported while studying at this university, which is especially common in the postgraduate community. There is a potential for strong representation of parents from undergraduate and postgraduate students across campuses. Members discuss adding "carers" to the collective to cover all

Motion: To approve and actively support the establishment of an UNSA Parents Collective, with an amendment to add the words "and carers" to the name.

Moved by: VPW

Seconded: President

In favour: 10

Opposed: 0

Abstain: 0

Motion Carried

#### **5.7. STUDENTS SPACES WORKING GROUP UPDATE (see draft framework in Dropbox folder 5.7)**

The Student Spaces working group was established earlier this year to address lack of, and loss of, student spaces across campuses. This has been exacerbated by the closure of the Hunter Building, which includes a loss of study spaces, the Huxley library, hangout spaces and safe spaces for students to just exist. The working group has put together a draft framework to be brought to the university and implemented in all future building renovations and new construction on campuses. Most importantly, the framework will include a clear, comprehensive consultation strategy for gathering student input and incorporating student feedback into decision making.

Members discuss additions and edits to the draft framework including:

- Addition of clubs spaces into the framework
- Provisions for informing cloud students on how to access bookable student spaces on campuses.

GM updates members on new Shortland clubs space after meeting with the Designer from IFS. GM has raised the need for a ramp to be installed, instead of stairs, to ensure accessibility. Storage for clubs will also be included in the space. Additionally, there will also be opportunities for collaborative artwork and design competitions for the space in the future.

#### **5.8. POTENTIAL CHANGES TO SRC TERMS OF REFERENCE** (see draft TOR in Dropbox folder 5.8)

SRSO explains context around potential changes to the SRC Terms of Reference and asks members to voice any edits or additions to be made. Members discuss potential additions including minimum meeting frequency. At least 6x per year would be the minimum.

Further feedback on potential changes to TOR must be sent to SRSO by Wednesday 12<sup>th</sup> May, before the next UNSA BOD meeting.

#### **5.9. SHAG WEEK EVENT PROPOSAL**

<https://www.shape.com/lifestyle/sex-and-love/shibari-japanese-rope-bondage>

SHAG week will be held this year from 17<sup>th</sup>-21<sup>st</sup> May. In the interest of Sex positivity for SHAG week, and due to covid restrictions, GM proposes that UNSA hire Studio Kink in Sydney to do a Shibari demonstration (Japanese rope tying). This has been done in the past at other universities to engage students in a fun, interesting, sex-positive way. The demonstration would include a half hour demo out in the broader festival (open to everyone to watch) as well as a 1.5-hour workshop on consent, safe sex, and safe kink practices (for up to 30 students who register) held in the Clubhouse under BOTH. It will cost \$1700 total. If the event is successful, UNSA could expand to other campuses.

Motion: To approve the SHAG week event proposal.

Moved by: VPW

Seconded: VPEx

In favour: 10

Opposed: 0

Abstain: 0

Motion Carried

### **6. MATTERS FOR NOTING & GENERAL QUESTIONS**

#### **6.1. UNSA Festival of Frights Halloween Spectacular Working Group!**

The first meeting of the Halloween Working Group is to be held on Monday 3<sup>rd</sup> May 2:30-3:30pm. Attendees will include IFS, Student Central, Student Living, Security, University Corporate Events and Activities team. If this is something you want to be part of, reach out to SRSO.

#### **6.2. FREEZIES INITIATIVE** (poster in folder 6.2)

VPW gives an overview of the \$4 Freezies Initiative to provide affordable, relatively healthy meals to students (consists of a frozen meal and a serving of frozen vegetables on the side). The goal is to get students into the UNSA building and fill their belly (quickly and affordably). There are limited vegan Freezie options for now, but it will be expanding in future. Aldi was chosen as the vendor due to its range

of options, price, sustainability, and less wage scandals. This idea arose partly due to Bar on The Hill being the only food available to students on the Hunter side of campus.

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

Members discuss activity ideas for a bonding session. Members agree that a Paint and Sip would be preferable to be held sometime after the AGM, potentially on a Wednesday.

**6.4. INDIVIDUAL AND COLLECTIVE SRC GOALS**

Members share their goals for the year.

UCSR: increasing student participation in governance.

VPEd: supporting students academically after covid.

VPEX: engaging with students to explore ways to increase engagement, driven by clubs.

ISSC: provide positivity and safety for international students, including offshore international students, to ensure everyone feels connected and welcome. Establish networks and build confidence.

SAR: make sure those who live on campus are supported, ensuring their concerns are heard and followed up with properly.

ASR: help the university define where HDR students fit, (currently somewhere between staff and student but it is not clear where).

CLCCC: encourage cloud students to connect and collaborate both online and in campus areas with groups.

VPW: champion student welfare, increase student focus, student mental health voice and representation to empower students.

President: help UNSA become not just the biggest and best student association formed at the University of Newcastle, but the biggest and best in all of Australia.

**6.5. HOUSEKEEPING/EXPECTATIONS OF THE SRC**

**6.5.1. ETIQUETTE: EMAILS, EVENTS, ETC.**

SRSO goes over expected etiquette for SRC including emails, events, and attendance.

**6.5.2. UNSA MERCHANDISE**

SRSO asks new SRC members to please send sizing requests for UNSA hoodie (unisex sizes) and t-shirt (male or female sizing).

**6.5.3. SEMESTER BBQS**

SRSO asks new SRC members to please sign up for BBQ shifts according to the shared google doc.

\*Going forward, each committee/senate will be responsible for serving at a weekly BBQ as well.

<https://docs.google.com/spreadsheets/d/1h-ykb727wk8wnls2ycunr8kalzfqphjfuqbg4sv3c2i/edit?usp=sharing>

**6.5.4. UNSA WEBSITE AND SOCIAL MEDIA UPDATE**

SRSO asks members to send bio and photo to UNSA office if they have not already. (Refer to UNSA website for examples).

**6.5.5. MEET THE UNSA SRC SOCIAL MEDIA SERIES**

SRSO speaks on a new social media campaign to introduce each SRC member and their role to be posted on UNSA Facebook, Instagram, and LinkedIn channels.

Date (Week Of)	SRC Member	Tagged? (Yes/No)
3 <sup>rd</sup> May 2021	President	Yes
10 <sup>th</sup> May 2021	VPW	Yes
17 <sup>th</sup> May 2021	International Students' Senate Convenor	
24 <sup>th</sup> May 2021	Student Accommodation Representative	
31 <sup>st</sup> May 2021	VPEd	
7 <sup>th</sup> June 2021	VPEX	
14 <sup>th</sup> June 2021	Cloud Campus Committee Convenor	
21 <sup>st</sup> June 2021	Student Member on University Council	
28 <sup>th</sup> June 2021	Academic Senate Representative	
5 <sup>th</sup> July 2021	Postgraduate Students' Senate Convenor?	

12 <sup>th</sup> July 2021	Newcastle Campuses Committee Convenor?	
19 <sup>th</sup> July 2021	Central Coast Campus Committee Convenor?	
26 <sup>th</sup> July 2021	Port Macquarie Campus Convenor?	
2 <sup>nd</sup> August 2021	Sydney Campus Committee Convenor?	

## 7. MEETING FINALISATION

### 7.1. Review actions to be taken

ACTION	ASSIGNED TO	STATUS
Follow up with two missing reports from SCCC & PMCCC.	SRSO	
Send out Funding proposal template. Think of a potential project and funding proposal over the next two months before SRC meeting #3 on June 2 <sup>nd</sup> . <b>SRC funding proposals will be due Tuesday 25<sup>th</sup> May by COB</b>	SRSO All	
Bring election working group recommendations to the UNSA Board for approval.	SRSO	
Contact IFS Operations Officer to identify potential campaign zones for future UNSA elections.	GM	
Reach out to WOCO to explore possibility of converting the women's room to a mental health space. Pending WOCO approval, liaise with project manager to renovate the space.	VPW VPW, GM	Complete
Connect CLCCC with Online Experience & Engagement Officer re: UNSA online clubhouse. Discuss/explore ideas for online engagement.	SRSO, OE&EO	Complete
Update members on status of student payments and AGM date.	GM	
Enact the Collectives Framework with discussed amendment.	VPW, GM	
Draft Terms of Reference for the Parents and Carers Collective. (POCO?)	VPW, SRSO, Manager, Student Representation	
Send feedback on TOR to SRSO <b>due Tuesday 18<sup>th</sup> May by COB</b> to be brought to UNSA BOD meeting #3.	All	
Enact SHAG week Shibari demonstration event proposal	GM	In progress
Invite SRC members to join Halloween Festival of Frights Working group to be held on <b>Monday 3<sup>rd</sup> May 2:30-3:30pm.</b>	SRSO	Complete
Plan and execute UNSA Staff and SRC paint and sip bonding session to be held after AGM.	SRSO	
Send merchandise sizes to SRSO	ASR CLCCC PSSC	Complete Complete
Sign up to serve at remaining UNSA BBQs <a href="https://docs.google.com/spreadsheets/d/1H-Ykb727Wk8wNLS2YcuNr8KaLzfQpHJfuQBG4sV3c2I/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1H-Ykb727Wk8wNLS2YcuNr8KaLzfQpHJfuQBG4sV3c2I/edit?usp=sharing</a>	ASR CLCCC PSSC	
Work towards individual goals and report on progress in next SRC meeting report <b>due Tuesday 25<sup>th</sup> May by COB.</b>	All	

**7.2. Next meeting** Wednesday 2<sup>nd</sup> June 2021 5:30-7:30pm

**Meeting closes: 7:13pm.**