

Student Representative Council Meeting #6 Agenda November 2022

A meeting of the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC) was held via zoom and in person at the UNSA Building (AE Building) on 17th November 2022.

In attendance	<ul style="list-style-type: none"> • President- Jessica Philbrook • Vice-President Education (VPED)- Summer Harrison • Vice President Experience & Engagement (VPEX)- Georgie Cooper • Vice-President Welfare & Wellbeing (VPW)- Ruby Walker • Postgraduate Students' Senate Convenor (PSSC) – Tegan Stettaford 	<ul style="list-style-type: none"> • Indigenous Collective Convenor (INCC)- Matthew Craig • Women's Collective Convenor (WCC)-Tyler Bridges • Parents and Carers Collective Convenor (PACCC)- Kate McAlpine • Newcastle Campuses Committee Convenor (NCCC)- Sam Cox
Apologies	<ul style="list-style-type: none"> • International Students' Senate Convenor (ISSC)- Sarthak Birani • Sydney Campus Committee Convenor (SCC)- Zhangxue Zhong • Academic Senate Representative (ASR)- Dylan Shoemith • Port Macquarie Campus Committee Convenor (PMCC)- VACANT • Cloud Campus Committee Convenor (CLCC)- VACANT 	<ul style="list-style-type: none"> • Queer Collective Convenor (AQC)- Frey Hewitt • University Council Student Representative (UCSR)- Lucas Dowling • Accessibility and Equity Collective Convenor (A&EC)- Jennifer Lowe • Central Coast Campus Committee Convenor (CCCC)- VACANT • Student Accommodation Representative (SAR)- VACANT
Minute Taker:	<ul style="list-style-type: none"> • Women's Collective Convenor (WCC)-Tyler Bridges 	
By invitation:	<ul style="list-style-type: none"> • UNSA General Manager- Jennifer Hanson 	

Meeting opens: 1:08pm

1. WELCOME AND APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

Chair acknowledges the traditional custodians of the land, the Worimi and Awabakal people, and lands that everyone is uniquely zooming in from. Extends heartfelt respects to the traditional custodians of the lands and acknowledges that sovereignty was never ceded nor was it terra nullius.

1.2. APOLOGIES

1.3. QUORUM

Chair confirms that quorum is established.

1.4. RIGHTS OF AUDIENCE AND DEBATE

Granted to UNSA General Manager.

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 approve minutes from the previous meeting held September 2022.

Moved by: Chair

Seconded: ICC

In favour: 8

Abstain: 1

Motion carried.

4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTIONS JUNE 2021 SRC MEETING	ASSIGNED TO	STATUS
Draft SRC Flying Minutes Policy.	GM, Chair.	On hold.
Create risk assessments procedure for SRC funding proposal events.	GM, Chair	Complete.
Continue researching self-defence class quotes to bring to the next SRC meeting.	VPW	On hold- revisiting in 2023.

ACTIONS FROM DECEMBER 2021 MEETING	ASSIGNED TO	STATUS
Purchase 3 wobble chairs.	GM	On hold until UNSA Sensory Room is complete.
Rosella Street Buy/Swap/Sell platform Reach out to the University IT department to unblock Rosella Street from the firewall settings so students can access the platform while on campus.	NCCC	Complete.

ACTIONS FROM FEBRUARY MEETING	ASSIGNED TO	STATUS
VPEX and UCSR to meet with GM to discuss preparation for second campus activation meeting of the year.	VPEX, UCSR, GM	Complete
Change action item to in progress	SRSM	
Forward any information from 2021 Welfare and Wellbeing action items: picnic rugs, self-defence classes etc. to VPW	Chair	Complete.
Student Musician Directory on the UNSA Website Speak to UNSA GM about the viability of this idea. Then reach out to clubs about what support could be provided by UNSA or the university. Bring feedback to next SRC meeting.	UCSR and VPEX	Complete.

ACTIONS FROM MARCH MEETING	ASSIGNED TO	STATUS
International Students Meet Up Event Edit the funding proposal and event approval form to invite all international students to attend, add the incorporation of an activity e.g., trivia or bingo and amend date to week 8 or 9 to allow more time for planning.	ISSC	Complete.
UNSA TikTok Account:	VPEd	On hold for next year.

Form TikTok Committee/working group consisting of VPED, WCC, SRSM, VPEx, and Opus Editor. Chair to help review policy and approvals. Ask Opus Editor if they would be interested in sitting on the committee/working group.	GM	
Student Feedback Channels: 1. Flesh out an online feedback form for UNSA website. 2. Explore ideas/avenues for contacting Colleges to facilitate student feedback sessions (if desired). 3. Prepare a proposal to the SRC regarding drop-in student feedback sessions.	VPEx & Chair	Complete. Further review for 2023.
Tertiary Blood Drive: Look into the courtesy bus and/or mobile blood drive bus and incentive options. Contact AD Student Wellbeing Stephanie Brookman to ask who would have organised the mobile bus.	VPEx VPEx	Complete.

ACTIONS FROM MAY MEETING	ASSIGNED TO	STATUS
Mental Health Week/R U OK? Reach out to Paula for Mental Health Week/R U OK? Day plans and collective involvement.	VPW	Complete.
Availability of software and hot desking <ul style="list-style-type: none"> Explore potential hot desking availability at Callaghan and if there is suitability for other campuses. Discuss general need of hotdesking in next ed committee meeting. 	NCCC VPED & Committee, Campus Convenors	Complete.
Volunteers for ALS presentation Email ALS with list of volunteers for UNSA presentation (ISSC, VPW, A&ECC).	GM	Complete.
SRC Merchandise Send desired size for hoodie and t-shirt to UNSA-Office for ordering	All SRC	Complete.

Discussion of Action Items

Attendees take some time reviewing outstanding Actions arising from the year in an effort to consolidate work and ensure that the 2023 SRC have an up-to-date awareness of what projects and actions are currently in progress. Those shaded purple are tasks deemed complete by Attendees, and those shaded red were marked on hold for the 2023 SRC to consider and decide whether they would like to continue the initiative.

With respect to the Rosella Street action item, NCCC notes that they have been chasing up IT regarding this and are fairly confident that the website should be widely accessible on all campuses. NCCC notes that if this is not the case and any SRC members encounter an issue, they should notify them and they will follow up again with IT.

With respect to the Flying Minutes Policy, attendees and Chair discuss this item and agree that it should be placed on hold due to time constraints and the comprehensive policy and procedure internal review in progress at UNSA. However, attendees note that it would be a great policy to implement and should be revisited in 2023 by the new SRSM. Chair notes that any revisiting of the policy will likely be done on an Executive and Board level but more information will be passed along in 2023 to the SRC.

NCCC queries as to whether the NTEU Staff Strike decision was decided on a flying minute basis and whether this contradicts the former conversation. Attendees note that the NTEU Industrial Action endorsement motion was a canvas sent to SRC to make a collective decision and gain consensus as to the direction the Chair should take with respect to the situation. Chair notes that there was not a specific instance where Flying Minutes should have or were used with respect to that, or any other decision made throughout 2022 within the SRC.

NCCC asks whether this decision is so significant that it should be Minuted? Attendees agree that UNSA's governance and processes hold that it does not need to be reflected in the Minutes as no actual decision was made or required to be made by the SRC. However, the creation of a register of SRC decisions which could be used moving forward may be a good idea. UNSA will look to revisit this in the future.

In rounding off the conversation, the Chair notes that a lot of activities have been completed this year and extends their thanks to the SRC for their efforts and contributions throughout the year.

5. GENERAL BUSINESS & FUNDING REQUESTS

5.1. UNSA Pack Project.

WCC begins by discussing the current UNSA service provision in the welfare space and notes that their proposal for the UNSA Pack Project is a welfare initiative modelled off the existing keep cup register and engagement tracking system already in place.

WCC describes the proposed initiative as being packs for varying factors and aspects of welfare and wellbeing among students. For example, there would be a number of different packs for different purposes such as one for general hygiene, sun safety, period packs, safe-sex packs etc. It was noted that these are the areas UNSA are seeing significant gaps in with respect to student wellbeing. This is especially so with respect to the rising cost of living.

WCC confirms they have consulted with Chair, VPW, Crew Team Leader regarding the feasibility and logistics of the initiative. All those who WCC consulted with were supportive of the initiative and believed it could be a great addition to UNSA's service provision with minimal management required by the UNSA Crew.

In response to a question from attendees regarding the cost of the initiative, it was identified that sponsors could assist with the overall cost of this initiative by way of partnerships and donations.

Attendees note that the initiative is fantastic but will require further consultation and planning with respect to promotion and logistics in order to launch the initiative with as much impact and benefit to students. WCC also notes that their Collective have resolved to donate their extra supply of period packs and resources to be used in 2023.

Motion: The SRC endorse and agree to implement the UNSA Pack Project as a flagship UNSA service in 2023, and support further exploration to determine operational expenditure and logistical requirements.

Moved by: WCC

Seconded by: VPEX

In favour: 9

Motion Carried.

5.2. UNSA Awards Category Review.

VPEX explains that the current awards have been adapted from previous iterations of Award Ceremonies from NUPSA and Student Central. As such, they are seeking SRC feedback via email regarding the categories and whether they are fit for purpose for the 2022 Awards.

Some suggestions from attendees during the meeting included;

- Assess awards and criteria against UNSA values
- Possibility of implementing advocacy and community garden-based awards
- Exploration of sponsors for prize money to award winners
- Annual Shield Award to be housed in UNSA Building
- Blind selection process for awards
- Clarifying parameters around whether SRC and staff are eligible to win awards
- Clarifying parameters around whether people can self-nominate
- Work to be done on the Matrix and Awards Panel generally

Notably, attendees discussed the matter of SRC and UNSA Staff being able to nominate or be nominated for any UNSA Awards, and the possible implications to either decision. Attendees agree that allowing SRC and Staff to receive awards presents a conflict of interest. However, attendees note that if the individual has been nominated for something separate and sufficiently different to their normal role within UNSA, they may be eligible to win and/or be nominated.

Furthermore, in order to combat any conflicts of interest, bias or ethics issues, UNSA could cast a wider net with respect to their judging panels for the awards, including bringing in other University staff, Independent Board Directors and possibly community members. If it has anything to do with the SRC role, shouldn't be able to win an award.

Attendees agree that this is a matter to be deferred to the SRC in 2023 in preparation for their awards night.

5.3. 2023 Handover.

Chair notes that 2022 SRC may use the handover template emailed to them by Chair and contained in the Dropbox if they wish. However, they are able to do their own handover document if preferred. *Documents are due by 9am on Thursday 24th November 2022.* Once documents are received, Chair will endeavour to provide them to their successors.

Chair also notes that SRC will only be paid for a maximum two hours of work as these documents have been allocated a maximum of two hours to be completed. If you elect to meet with your successor, this will be in your own time.

President-Elect and VPEX thanks everyone for their work this year and notes their appreciation and excitement in working with those SRC who will be continuing into 2023.

5.4. Year In Review.

Chair leads attendees in a discussion of the year that was, reflecting on highs and lows, as well as learning points for each member.

6. REPORTS

- 6.1. **President**
- 6.2. **VP Education**
- 6.3. **VP Experience and Engagement**
- 6.4. **VP Welfare and Wellbeing**
- 6.5. **Postgraduate Students' Senate Convenor**
- 6.6. **International Students' Senate Convenor Not Received.**
- 6.7. **Newcastle Campuses Committee Convenor**
- 6.8. **Port Macquarie Campus Committee Convenor VACANT**
- 6.9. **Sydney Campus Committee Convenor Not Received.**
- 6.10. **Cloud Campus Committee Convenor VACANT**
- 6.11. **Central Coast Committee Convenor VACANT**
- 6.12. **Queer Collective Convenor**
- 6.13. **Women's Collective Convenor**
- 6.14. **Parents & Carers Collective Convenor Not received.**
- 6.15. **Accessibility & Equity Collective Convenor Not Received.**
- 6.16. **Indigenous Collective Convenor**
- 6.17. **Student Accommodation Representative VACANT**
- 6.18. **University Council Student Representative Not received.**
- 6.19. **Academic Senate Student Representative**

7. MATTERS FOR NOTING

7.1. HR Policy Manual Acknowledgment Form Due

Chair notes that this is due by 18 November 2022 and notes that this is a mandatory component of an SRC members role. Emphasises that those who have yet to complete, should do so as a priority.

7.2. Update on NUServices Board

VPEX notes that it has been great to have student voice on this board with senior university stakeholders and external directors. Have been receptive to student feedback. There are some really exciting projects coming around food and beverage options at Callaghan campus. Hopefully this opportunity will continue into the future.

7.3. O-Week Planning Meeting

SRC to advise of dates they are available to meet with Laura (Events Manager). A Doodle poll was resent to all SRC in light of issues with access.

7.4. SRC Merchandise Available for Pickup

It was noted that merchandise is still sitting in the UNSA building for NCC, ICC and ASSR. Chair asks that merchandise is collected by 25th November 2022, that being the last day the building is open for the year. GM will bring ICC's merchandise to them at the UNSA Ball for convenience.

7.5. UNSA Christmas Party

To be held on 15th December 2022. SRC who indicated their attendance, will be emailed in due course. Chair notes that if SRC members have yet to RSVP and really want to go please contact UNSA-Office and it will be assessed and determined by the People and Culture team if there are any work arounds but there is no guarantee.

7.6. UNSA Wind Up

7.6.1. Final SRC Work Date

Chair notes that all SRC are finishing up new work by COB this week to ensure that handover is completed swiftly. Any outstanding work can be finished but it is expected that this will be completed quickly and with approval from GM and Chair. If applicable, members should contact Chair by 2pm Friday 18th November 2022.

This decision was based on operational factors as well as the nature of wind up. There is no new work for SRC to engage in aside from Handover. Chair notes however that if there are any outstanding items that SRC members believe will require additional hours, they should email the GM and Chair by tomorrow to have a look at the budget and see what can be done to accommodate this.

In response to a question regarding elections for Collective Convenors, the GM notes that the Collective Convenor elections will be in the works for the end of the year, or start of 2023 pending consultation with the Board and general resources. However, it is likely that this will be postponed until 2023.

7.6.2. UNSA Closure Date

GM and Chair explain that UNSA will cease all operations by C.O.B Wednesday 14th December 2022. As such, SRC should ensure they have returned any UNSA property by then, at the latest. After this, the building will be closed and no access will be permitted after that time until we re-open next year in Jan/Feb.

Chair agrees to send out an email outlining paid shifts for SRC until University shutdown on 14th December 2022.

8. MEETING FINALISATION

8.1. Review actions to be taken

ACTION	ASSIGNED TO	STATUS
Email SRC outlining paid shifts for remainder of year.	Chair	Complete

8.2. Next meeting: No more for this year! Well done 2022 SRC!!

Chair thanks the SRC for their passion and commitment to their roles and wishes them all the best.

Meeting closes: 2:25pm