

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Monday 18 September 2017 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

PRESENT:

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|---------------------|------------------|--------------------|
| James Cummins | Milind Lokhande | Paul Russell |
| Aidan Galea | Timothy Mathew | Anthony Ryan |
| Alexander Hablutzel | Sarah McCabe | Zwe Paing Sett |
| Sam Hurrell | Mahyar Pourzand | Aditya Srivastava |
| Eliza Kitchener | Maddison Poynter | Isuru Weerasooriya |
| Kimberley La | Caitlin Rhodes | Dee Zegarac |

APOLOGIES:

| | | |
|--------------------|----------------|------------|
| Fiona Reed (Chair) | Kim Guerin | Cissy Shen |
| Stacey Broll | Megan Kemmis | |
| Grace Goddard | Suren Missaghi | |

IN ATTENDANCE: Nicole Saunders, Manager, Campus Engagement
Emily Sutton, Team Leader, Indigenous Support Services, Walanga Muru
Zoe Williams, Head of Governance Services

ABSENT: Timothy Mathew

SECRETARIAT: Air Sinthawalai, Governance Officer

1. ACKNOWLEDGEMENT OF COUNTRY

Mr Mahyar Pourzand provided an Acknowledgement of Country on behalf of the SRC.

ACTION:

Mr Milind Lokhande will acknowledge the traditional custodians at the next SRC meeting, 19 October 2017.

2. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Ms Kim Guerin and Ms Megan Kemmis.

The Chair noted that in addition to the members, the following were in attendance:

- Ms Emily Sutton - Team Leader, Indigenous Support Services, Walanga Muru
- Ms Nicole Saunders – Manager, Campus Engagement
- Ms Zoe Williams - Head of Governance Services

The Chair confirmed that a quorum was achieved.

3. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

4. ARRANGEMENT OF AGENDA

4.1 ADOPTION OF UNSTARRED ITEMS

The items not starred for discussion were noted, and where appropriate, adopted as recommended.

Ms Caitlin Rhodes arrived and joined the meeting at 5.42 pm.

5. PRESENTATIONS BY INVITED GUESTS

5.1 WALANGA MURU OFFICE

Ms Emily Sutton, Team Leader, Indigenous Support Services, Walanga Muru, provided an overview of the office and its support to Indigenous Australian students at Macquarie University.

The University Executives have endorsed the Indigenous Strategies to celebrate Aboriginal culture and encouraged students and staff to be involved. The office is located at W3A where all students are welcome to visit and gain more information about Aboriginal History.

Ms Sutton departed the meeting at 5.50 pm.

6. MINUTES OF THE PREVIOUS MEETING

6.1 MINUTES OF THE MEETING HELD 24 AUGUST 2017

RESOLUTION:

The SRC resolved to approve the minutes of the meeting held 24 August 2017 as a true and accurate record.

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

7.1 SUMMARY OF OUTSTANDING ACTION ITEMS

The Committee noted the completed action items and updates on other outstanding items:

- Improved Dialogue with Student Body –ongoing, a memorandum of understanding (MoU) has been drafted and will be consulted with University Bodies to ensure it is constitutionally valid. The document will be presented to the SRC for approval at the next meeting.
- Study Material Grants' budget allocation – the E&D Office advised that the budget will be utilised better if SRC can allocate the budget in early 2018.

8. UPDATE FROM SRC TREASURER

8.1 Expenditure Report

The Committee noted the September 2017 expenditure report and update from the Treasurer below:

- Grant application process - the SSAF, Budget, Finance sub-committee resolved at their meeting on 7 September 2017 to maintain the existing funding application guidelines as passed by the previous SRC with minor alterations to the application form. The Procedure/guidelines will be distributed as part of the sub-committee report and the new application form will be uploaded to the SRC Facebook group, Facebook page and send to Governance Services. SRC members are encouraged to direct any students groups to apply for funding via this form. All funding applications must be received via the src@mq.edu.au on the correct application form by the 1st of the month. Any funding applications made without going through the correct process will be deemed invalid and applicants will be redirected.
- 2017 Budget - the Committee noted that SRC has more remaining budget that has not been forecasted. Members are encouraged to approach student groups to submit funding applications for the remainder of the 2017 budget by 1 October to be considered by the SSAF, Budget, Finance sub-committee prior to being referred to the SRC for the October meeting.
- 2018 Budget - existing SRC Sub-Committees and Equity and Diversity (E&D) representatives are encouraged to send the Treasurer anticipated funding applications/ budgetary needs for 2018 as part of the budget forecasting for next year by October 2017.
- The SSAF, Budget, Finance Sub-committee resolved to allocate \$100 for the remainder of the year for purchasing tea, coffee, paper for the SRC office to be used during sub-committee and other SRC related meetings.

Since there is sufficient 2017 budget to be utilised, members agreed to revisit the resolution of SRC financial contribution to the 2017 Deadly Ball event.

RESOLUTION:

The SRC resolved to allocate an additional \$2,500 to support the Deadly Ball Event 2017. Moved by Ms Eliza Kitchener and seconded by Mr Paul Russell. Fifteen (15) votes in favour and one (1) abstention.

9. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that no meeting of University Council has been held since the last SRC meeting.

10. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The Committee noted a verbal report from SEC meetings of 7 September 2017 on the following items:

- The update on the development and implementation of the Academic Progression Policy and Procedure;
- The post implementation report on the Complaint Management Procedure for Students and Members of the Public (CMP);
- Presentation of 2017 International Student Barometer (ISB);
- Discussion of Respect. Now. Always. An overview of the project status will be presented at the next meeting; and
- Session 1 2017 Student Representative Committee Treasurer's report and budget reforecast.

11. AGENDA ITEMS FOR DISCUSSION

11.1 STUDENT AWARD NIGHT AFTER-PARTY

Paper submitted by Alexander Hablutzel, Undergraduate Student Representative from the Faculty of Science and Engineering.

Members noted the financial contribution by the previous SRC for the Student Group Awards Night 2017 after-party event which generated publicity and positive light for the SRC. This event is inclusive to all students and the approved funding will be utilised towards food, drinks and live entertainment.

RESOLUTION:

The SRC resolved to contribute \$10,000 to the Student Group Awards Night 2017 after-party event. Moved by Mr Hablutzel and seconded by Mr Sam Hurrell. All in favour.

12. UPDATE FROM SUB-COMMITTEES

12.1 INFRASTRUCTURE SUB-COMMITTEE

The Committee noted that the Sub-Committee meeting was held on 7 September 2017 and discussed the following matters:

- Mr Aditya Srivastava is now a permanent member of this Sub-Committee;
- The Gender Neutral Bathrooms working group have met with the Student Equity and Diversity manager and is currently in consultation with the Queer Collective.
- Mr Paul Russell and Mr Anthony Ryan are the point of contact should any members wish to be part of the Gender Neutral Bathrooms working group;
- Ubar hours extension;
- From 3 October 2017, MUSE will also open on weekends; and
- Sufficient contacts with University stakeholders have been made for E6A lab and library hours extension initiative and is progressing well.

12.2 MARKETING AND COMMUNICATION SUB-COMMITTEE

SRC Members confirmed their email addresses as method of communication to enquiries via src@mq.edu.au.

12.3 STUDENT ELECTIONS SUB-COMMITTEE

There was no report provided at this meeting. The next Sub-Committee meeting will be held on 27 September.

12.4 STUDENT SERVICES AND AMENITIES FEE (SSAF), SRC BUDGET AND FINANCE SUB-COMMITTEE

The Committee noted that the Sub-Committee meeting was held on 7 September 2017 and discussed the following matters:

- Trails for new catering options;
- Mini budget formulation in relation to administrative expenditure expected to be consumed by the SRC;

- Formulation of an asset register which includes all items purchased by the SRC since inception and that all material is stored in the SRC offices. This includes but is not limited to: banners, pens, marketing material, storage etc;
- Mini budget allocation for SRC office;
- Procedure and guidelines of E&D Grants;
- Grant application funding is strictly limited to the allocated amount in the budget for that year;
- The procedure adopted by the SRC in April 2016 in relation to the E+D grant pool is reaffirmed;
- Members are encouraged to revisit the Retreat discussions and submit 2018 initiatives for next year SRC budget forecast by 1 October.

13. QUESTION TIME

Ms Saunders and Ms Williams provided overviews of Student Engagement and Governance Services' operational information, responsibilities and range of supports for the SRC.

Members who need any sort of trainings should contact Ms Saunders for arrangement.

14. OTHER BUSINESS

14.1 MQ Sex Week

The Macquarie University Queer Collective and Macquarie Women's Collective are hosting the Sex Week event on 3 – 6 October 2017. The WANG Club and the Big Lift MQ will be doing a BBQ on 4 October.

Members who want to participate can contact them via [this link](#).

14.2 Mental Health Week – 10 October 2017

Campus Wellbeing, student groups and societies will collaborate this event with lots of activities throughout the week to raise awareness about mental health, with the support from Campus Engagement. SRC expressed its support on this initiative and all members are asked to participate in SRC activities during the Mental Health Week.

RESOLUTION:

The SRC unanimously resolved to support participation and presence during the Mental Health Week and allocate \$5,000 to SRC activities. Proposed by Ms Kitchener and seconded by Mr Pourzand.

14.3 Remuneration

Whilst members acknowledge that SRC membership is honorary, additional trainings for current members would assist the functionality of SRC.

14.4 Australian Marriage Law Postal Survey

Members were reminded to complete and return their Marriage Law Postal Survey.

14.5 SRC Membership

Ms Eliza Kitchener declared that she will be taken a full-time employment opportunity with Walanga Muru Office soon and therefore will get in contact with Governance to update her SRC membership.

15. MEETING CLOSE

There being no further business the meeting closed at 7:05 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Thursday 19 October 2017.

CONFIRMED as a true record.

MR JAMES CUMMINS

ASSISTANCE CHAIRPERSON