

STUDENT REPRESENTATION AND PARTICIPATION: PROCEDURES

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Section 1 – Definitions

1. For the purposes of these procedures:
 - a. *Election* means an election conducted under these procedures.
 - b. *Ballot*, in relation to an election, means the official declaration of a vote by an eligible student using any form of voting as determined by the Returning Officer for that election.
 - c. *Campus* means the nominated ‘home’ campus of an enrolled student.
 - d. *Casual Vacancy*, in relation to an office-bearer or Student Editor elected or appointed under these procedures, means a vacancy that occurs in that office other than because of the expiration of the term of office of the person holding the office.
 - e. *Close of Nominations*, in relation to an election, means the date and time determined by the Returning Officer by which nominations must be received by the Returning Officer for the election.
 - f. *Close of the Ballot*, in relation to an election, means the date and time determined by the Returning Officer by which ballot papers must be received by the Returning Officer for the election.
 - g. *Distance education student* means a student whose study is conducted by mail, email, and/or the internet with course materials supplied by this method.
 - h. *Equity* means the ethos of inclusivity promoted by ensuring equal representation.
 - i. *Flying minutes* means a resolution of the SRC which is conducted electronically when an urgent decision is needed before a physical meeting can take place.
 - j. *Honorarium* means an amount to be paid to student representatives holding an official voting membership of a representative body under these procedures.
 - k. *Identified positions* means the International, Residential, Queer, Women’s, Disability, First Nations, Ethno-Cultural, Undergraduate and Postgraduate Representatives on the council.
 - l. *Inappropriate behaviour* is any behaviour that contravenes any code of conduct, rule or policy of the University relating to behaviour.
 - m. *International student* means any student of Western Sydney University who is not an Australian Citizen, New Zealand Citizen, holder of Australian Permanent Resident Visa, or holder of Humanitarian Visa (Refugee).
 - n. *The Manager* refers to the Manager, Student Representation and Participation or nominee.

- o. Postgraduate student* refers to any Postgraduate Coursework Student or Research or Higher Degree Student at Western Sydney University, as defined in the University's Enrolment Policy.
- p. Publish* means the communication of relevant information either in electronic format and/or in hard- copy.
- q. Returning Officer* means a person appointed by Manager, Student Representation and Participation to the position of Returning Officer under these procedures from time to time and these procedures.
- r. Student* means any student currently enrolled in a course at Western Sydney University or Western Sydney University College.
- s. Student Representative Council (SRC)* means the Student Representative Council established under these procedures.
- t. The University* means Western Sydney University.
- u. Working days or days* means any day on which the University is open and conducts business.
- v. Woman* means any person who identifies as a non cis-male.

Section 2 – Interpretation

2. For the purpose of these Procedures unless the contrary indication appears:
 - a. a reference to a function includes a reference to a power, authority and duty;
 - b. the singular includes the plural and vice versa;
 - c. other grammatical forms of defined words and expressions have corresponding meanings;
 - d. a reference to a clause, paragraph or Schedule is a reference to a clause or paragraph of, or schedule to, these Procedures and a reference to these Procedures includes its schedules;
 - e. a reference to a person includes that person’s executors, administrators, successors, substitutes and assigns;
 - f. headings are for ease of reference only and do not affect the interpretation of these Procedures;
 - g. anything after the words, “includes”, “including”, “for example” or other similar expressions does not limit what else is included;
 - h. a reference to a business day means Mondays to Fridays inclusive, except public holidays gazetted in New South Wales, Australia;
 - i. a reference to a time or date in connection with the performance of an obligation by a party is a reference to the time and date in Sydney, Australia even if the obligation is to be performed elsewhere.

Section 3 – Policy Statement

3. Refer to the *Student Representation and Participation Policy*.

Section 4 – Procedures

Part A – Student Representative Council (SRC)

Terms of Reference

4. The principal functions of the SRC are to:
 - a. identify, advance and promote the interests and welfare of all students,
 - b. promote the participation of students across the University in, and the consideration of, matters affecting their interests,
 - c. consult with, and make representations to the Academic Senate, senior executive of the University and other senior staff on matters of interest or concern to the student body,
 - d. support the effective operation of the campus forums, networks and equity collectives,
 - e. promote a safe and non-discriminatory environment at the University;
 - f. promote equitable access to services of the University;
 - g. promote the intellectual, cultural and social development of students
 - h. encourage environmentally sustainable practices within the University wherever possible;
 - i. publish, from time to time, electronically or in hard- copy, a journal, newsletter, newspaper or other publications to communicate to the students of the University,
 - j. ensure equity and fairness to all students of the University in decision making regardless of the category of student, mode of study or study location within the University,
 - k. consult with the University on the development of rules, policies and procedures; and procedures relevant to the administration of funds and conduct of student activities, and
 - l. liaise with the student representatives of University committees and bodies as required.

Membership

5. The Student Representative Council (SRC) will consist of the following members who shall be elected in line with these Procedures:
 - a. President;
 - b. Vice-President Education (Undergraduate);
 - c. Vice-President Education (Postgraduate);
 - d. Vice-President Activities;
 - e. General Secretary;
 - f. Residential Students Representative;

- g. International Students Representative;
- h. Women's Representative;
- i. Queer Representative;
- j. First Nations Representative;
- k. Disability Representative;
- l. Ethno-Cultural Representative;
- m. Environment Representative;
- n. Online Students Representative, and
- o. One Campus Representative for each campus (or campus region) identified in *Schedule 2- Student Representative Bodies*

Executive Members

- 6. The Executive of the Student Representative Council (SRC) shall consist of;
 - a. the President,
 - b. Vice-President Education (Undergraduate),
 - c. Vice-President Education (Postgraduate),
 - d. Vice-President Activities, and
 - e. the General Secretary.
- 7. The SRC Executive shall, in addition to complying to the general guidelines herein described in these Procedures:
 - a. Meet at least once prior to each SRC meeting to consider, co-ordinate and recommend policies at the next sitting of the SRC;
 - b. Ensure that all members of the Executive are performing their respective duties and responsibilities as laid out in these Procedures;
 - c. Ensure that all SRC directives, policies and motions are adhered to, that all the provisions of the Procedures are complied with and cause remedial action where warranted;
 - d. Shall make recommendations to the SRC and may in cases of extreme urgency act on policy, providing that any such act of the Executive shall be reported to the SRC meeting immediately following any such act;
 - e. Shall perform any other duties that the SRC may from time to time direct.

Eligibility for Membership

- 8. The President must, at the time of close of nominations, be a student
- 9. The Vice-President Education (Postgraduate) Representative must, at the time of close of nominations, be a postgraduate student
- 10. The Vice-President Education (Undergraduate) Representative must, at the time of close of nominations, be an undergraduate student
- 11. The Vice-President Activities must, at the time of close of nominations, be a student

12. The General Secretary must, at the time of close of nominations, be a student
13. The Online Students Representative must, at the time of close of nominations, be an online student
14. The Residential Student Representative must, at the time of close of nominations, be a campus student and living on any campus
15. The Campus Representative must, at the time of close of nominations be a campus student at the campus for which the student is nominating.
16. The following positions will be elected by the relevant Collectives across all campuses:
 - a. Women's Representative
 - b. International Representative
 - c. Queer Representative
 - d. First Nations Representative;
 - e. Disability Representative;
 - f. Ethno-Cultural Representative;
17. Where no Collective or authoritative group exists, the relevant position will be filled via an EOI process.
18. No student may nominate for any position on any Student Representative Body if they have been previously removed from a position as a Student Representative for any reason related to their enrolment, including pursuant to these Procedures.
19. Unless specifically authorised by the Manager, all student representatives must;
 - a. attend a compulsory induction hosted by the University;
 - b. successfully complete any required training as identified by the Manager within 3 months of commencing their role

Vacation of Office – SRC

20. The office of a member of the SRC, becomes vacant if the member:
 - a. resigns the office by writing to the General Secretary, or in the case of the General Secretary resigning to the President;
 - b. is removed from office under these Procedures;
 - c. is absent without an apology from two consecutive scheduled meetings of the SRC; or
 - d. ceases to be eligible for election in accordance with these Procedures.
21. In the event of a casual vacancy of an office of an SRC member, a replacement member shall be appointed to fill that vacancy for the remainder of the term of the outgoing member in accordance with these Procedures.

Leave of SRC Members

22. On application in writing to the Director, Student Administration, and pursuant to University policy, the following members may be granted leave of absence from a course for which he or she is enrolled to undertake their roles and duties:
 - a. SRC President;
 - b. SRC Vice-President Undergraduate;
 - c. SRC Vice-President Postgraduate;
 - d. SRC Vice-President Activities;
 - e. SRC General Secretary;
 - f. Campus Representatives; and
 - g. Director, Student Publications

Part B – Student Publications Committee

23. There shall be a Student Publications Committee which shall consist of:
 - a. The Director of Student Publications (who shall chair),
 - b. The Editors of the Student Newspaper,
 - c. The Editors of any other publications published by the Student Publications Committee,
 - d. The Publications Staff Member (who shall act as secretary), and
 - e. The Manager, Student Representation and Participation or nominee.
24. The aims of the Student Publications Committee shall be:
 - a. to promote greater Student participation in all forms of media,
 - b. to provide opportunities for Students to gain skills in publishing, writing, editing and design, and
 - c. to inform students about news, events, activities, and matters of importance within the Western Sydney University community.
25. The role of the Student Publications Committee shall be to:
 - a. To act as Publisher of all publications of the Student Publications Committee;
 - b. exercise editorial and content control over all publications of the Committee including the student newspaper, provided that such control shall be reasonable and restricted to matters which in the Committee's opinion:
 - i. May expose the Committee to any civil or criminal liability, including for defamation, contempt, infringement of copyright, unlawful discrimination or indecency, or
 - ii. Are discriminatory on the basis of sex, sexuality, race and ethnicity or disability, or
 - iii. Promote a candidate running in any student election at Western Sydney University.
 - c. To perform such other duties as may be determined from time to time by the Student Publications Committee.
26. The Student Publications Committee may conduct its business in any format agreed to by its members, including but not limited to, face-to-face or online meetings, over email.
27. The Manager, Student Representation & Participation shall make available funding for the provision of any independent legal advice required by the Student Publications Committee.
28. All members of the Student Publications Committee are required to complete appropriate training within three months of beginning of their term of office, as identified by the Manager, Student Representation & Participation.

Director of Student Publications

29. The Director of Student Publications shall act as managing publisher for all publications of the Student Publications Committee.
30. The Director of Student Publications shall be a currently enrolled student, appointed by the outgoing team of Student Editors to coordinate student publications across the subsequent term.
31. The role of the Director of Student Publications shall be to:
 - a. Chair the Student Publications Committee,
 - b. Develop relationships between the Student Editors of various publications, and stakeholders including:
 - i. University leadership and the Media Unit,
 - ii. Student Groups, such as the SRC and Student Collectives,
 - iii. staff organisations, and
 - iv. external stakeholders.
 - c. Provide support to Student Editors, and
 - d. Increase the profile of the publications.

Student Newspaper

32. The Student Publications Committee shall publish at least twice per semester, a Student Newspaper which shall be the official publication of the Student Publications Committee.
33. The Student Newspaper may be published in print and/or online.
34. The SRC President shall have an opportunity to provide a report for each addition of the Student Newspaper. This report shall be published as received, with no changes unless agreed to by the SRC President, and pending approval by the Student Publications Committee.
35. The Editor(s) shall be solely responsible for the production of the Student Newspaper, subject to any decision of the Publications Committee.

Student Editors

36. There shall be six (6) student editors of the Student Newspaper who shall be elected in line with these procedures.

37. To be eligible to nominate as a student editor, a student must, at the time of close of nominations, be an enrolled student.
38. The office of a student editor becomes vacant if the member:
 - a. resigns the office by writing to the Director of Student Publications;
 - b. is removed from office under these Procedures; or
 - c. ceases to be eligible for election under these Procedures.
39. In the event of a casual vacancy of an office of a Student Editor, a replacement member shall be appointed to fill that vacancy for the remainder of the term of the outgoing member in accordance with these Procedures

Other Publications

40. In addition to the above, the Publications Committee may establish and manage media platforms in the name of the Committee. These media platforms may be in print, digital, audio or video format.
41. Additional publications will be edited either by
 - a. a separate editorial team appointed by the Student Publications Committee,
 - b. a separate editorial team elected as per 36 - 39 of these procedures, or
 - c. autonomous student collectives.
42. The Student Publications Committee will retain final publications approval, in line with these procedures, over all other publications created under this section.

Student Publications Staff Member

43. The Manager, Student Representation and Participation will be responsible for the employment of a staff member who shall provide Student Publications support no less than three (3) days per week.
44. The duties of the Student Publications Officer shall be to arrange and conduct the business of publications, subject to decisions of the Student Publications Committee, the Director of Student Publications and the Manager, Student Representation and Participation, including:
 - a. facilitating training for Student Editors and contributors to publications of the Committee
 - b. arrangements for the printing of publications,
 - c. obtaining and invoicing advertising in publications,
 - d. delivery of publications, and
 - e. recording and despatching subscriptions to publications.

Part C – Standing Orders

Scheduled Meetings

45. The SRC shall hold at least one ordinary meeting per month. The date and time of meetings shall be arranged by the General Secretary, taking into account members availability as well as accessibility by other students.
46. All SRC meetings must take place between 9am and 9pm Monday to Friday, unless approval has been given by the Manager, Student Representation & Participation.
47. All SRC meeting must take place on a Western Sydney University campus unless approval has been given by the Manager, Student Representation & Participation.

Chairing of SRC Meetings

48. All SRC meeting shall be Chaired by the SRC President, however in their absence will be Chaired by one of the three SRC Vice-President's at the discretion of the SRC.

Quorum

49. At any meeting of the SRC a quorum is constituted by 50% plus one of the total number of current voting members of the SRC.

Adjournment of Meetings

50. The SRC may, by resolution, adjourn a meeting to a later time or date or to the same or another place.

Inquorate meetings

51. If, at a meeting of the SRC, a quorum is not present in either of the following specified times, all business that should have been transacted at the meeting is to be stood over until the next ordinary meeting, and is to take precedence at that meeting, unless a special meeting is convened in the meantime for the transaction of that business within half an hour after the time fixed for the meeting.

Special Meetings of the SRC

52. The General Secretary must convene a special meeting of the Council for the consideration of urgent business on receipt of a written request to do so from:

- a. the SRC President; or
 - b. at least three members of the SRC; or
 - c. a petition of more than 50 (fifty) students; or
 - d. the Manager, Student Representation and Participation.
53. A request for a special meeting is to specify the purpose of the meeting, the items to be considered and any business papers to be considered at the meeting (if any).
54. The date of the special meeting is to be a date as soon as reasonably practicable after the request to hold the meeting is made.

Notice of Ordinary Meetings

55. The General Secretary must call for agenda items from members of the SRC, and such persons with a right to audience and debate, at least ten days prior to the scheduled meeting.
56. The General Secretary must send a notice of the date, time and place of each scheduled meeting to each member of the SRC, and the Manager, Student Representation and Participation, at least five working days before the meeting in the form of an agenda, except with the approval of the Manager, Student Representation & Participation.
57. A notice of a meeting and call for agenda items must be sent to the Western Sydney University student email addresses of all council members.
58. Notice of any meeting must be publicly distributed to university students via a prescribed method approved by the Manager, Student Representation & Participation.
59. The agenda is to be accompanied by a copy of the business papers for the meeting and any relevant supporting documents.
60. Notice of any meeting is not required to be given to a member where that member has been given leave of absence by the SRC President.

SRC and SCC Resolution by Flying Minute

61. If the President forms the view that a matter requires the urgent consideration of the SRC, and there is no meeting imminent, or it is impracticable to convene a special meeting, members may be consulted in writing via email by flying minute or by a poll using appropriate technology approved by the Manager, Student Representation and Participation.
62. A draft motion put before SRC members in writing by way of a flying minute shall become a resolution of the SRC effective on the date specified in the notice for return of responses. The resolution is carried if at least 75% of members vote in

favour of the motion.

Right of Audience and Debate

63. The following positions shall have the right to attend and be heard at any meeting of the SRC, and a standing agenda item should be placed on the agenda for each meeting for them to address the SRC:
 - a. Manager, Student Representation and Participation (or nominee); and
 - b. Student Members of the Board of Trustees and Student Academic Representatives.
64. With the exception of the Manager, Student Representation and Participation, should any of the above listed persons wish to attend a meeting of the SRC, they should notify the General Secretary of their intention to attend no later than 48 hours prior to the scheduled meeting.

Student Observers

65. Any Western Sydney University student may attend open sessions of SRC meetings as observers only and may not participate in any discussions about matters before the SRC, except in accordance with subclause a and b.
 - a. Observers may address the SRC only with the prior approval of the Chair
 - b. Addresses are limited to five minutes only, unless the Chair decides that a longer period of time is justified in the circumstances.

Form of Meeting

66. The SRC will ordinarily meet together for the dispatch of its business.
67. The SRC may pass additional processes in relation to the conduct of their meetings provided they are consistent with these procedures.

Use of Technology in Meetings

68. The General Secretary will be responsible for ensuring that meetings are accessible remotely using appropriate technology.
69. Any member shall have a right to attend meetings using appropriate technology and the President shall not decline a reasonable request in these cases.
70. The linking together of members sufficient to constitute a quorum using technology constitutes a meeting of the members and the procedures relating to meetings of members apply, so far as they are able to, to that meeting. A member participating in a meeting using the relevant technology is to be considered present in person at

the meeting.

71. A meeting using the relevant technology is to be taken to be held at the place determined by the President provided that at least one member was present at that place for the duration of the meeting.
72. A member may not leave a meeting using the relevant technology by disconnecting his or her link to the meeting unless that member has previously notified the Chair.
73. A member is conclusively presumed to have been present and to have formed part of a quorum at all times during a meeting using technology unless that member has previously obtained the express consent of the President to leave the meeting.

Motions to be put to the Meeting

74. A motion submitted by a member of the SRC and seconded by another member of the SRC will be put to the meeting by the Chair.
75. Wherever possible, proposed resolutions should be included alongside the relevant agenda item on that meeting's Agenda
76. Except as otherwise provided in these procedures, a resolution supported by a simple majority of the votes cast at a meeting of Council at which a quorum is present is the decision of the Council.

SRC Member Reports

77. All SRC members will be required to provide a written report of at least 200 words to the General Secretary at least 6 business days prior to each scheduled SRC meeting, who shall include the reports along with the agenda and other papers.
78. Each meeting of the SRC shall include an agenda item for the discussion and acceptance of members written reports.
79. A full document of all SRC member's reports will be published on both the SRC website, and any other relevant student platform, along with the publishing of SRC meeting minutes

Voting Procedures

80. At any meeting of the SRC a motion put to the vote of the meeting will be decided on the voices unless a member requests a vote by show of hands prior to, or immediately after, the taking of the vote.
81. Where such a vote is requested by show of hands, the Chair shall put the proposed resolution to a vote by show of hands.

82. The Chair will declare whether a vote is carried or lost.
83. A motion carried by a majority of the SRC members present and eligible to vote shall become a resolution of the SRC.
84. Members who vote against the motion, or abstain from voting, must bring their vote to the attention of the General Secretary at the time the vote is taken to ensure that their vote is recorded accurately into the official minutes.
85. An entry into the official minutes as to the vote cast by members will be sufficient evidence of that fact without a requirement for further proof.
86. No objection may be made to the validity of any vote except at the meeting at which the vote is tendered, and every vote not disallowed at that meeting is valid for all purposes.

Casting Vote

87. If on any motion an equal number of votes are cast for and against a motion, the President has a casting vote in addition to any vote cast by the Chair as a member.
88. Where only two members are present and form a quorum or when only two members present are able to vote on the question at issue, the President does not have a casting vote and the proposal must be set aside until the next scheduled meeting of that respective Council.
89. A motion lapses if the President declines to exercise a casting vote when the votes for and against the motion are equal.

Extension of Meeting

90. Should the Chair determine that it would be in the best interests of the SRC that an SRC meeting be extended beyond its scheduled finishing time, the Chair shall seek majority approval from the members present at that meeting, and such extension shall be limited to 30 minutes.

SRC Official Minutes

91. The General Secretary will keep the official minutes of each meeting of the SRC as conclusive evidence of the business of the meeting.
92. The official minutes shall record:
 - a. attendance at the meeting;
 - b. each motion;

- c. whether the motion was carried or lost;
 - d. any member who voted against the motion;
 - e. any member who abstained from voting; and
 - f. a concise summary of the deliberations of the Council on relevant issues.
93. A member will be deemed to have abstained from voting on a motion if the member was in attendance at the meeting but was granted express approval from the President to be absent during that part of the meeting at which the vote was taken.
94. The General Secretary, will prepare the draft official minutes of the meeting for approval by the President within seven (7) days from the meeting date.
95. The unconfirmed minutes will be included on the agenda of the next meeting of the SRC for confirmation by the members.
96. A copy of the final agenda and confirmed minutes of the SRC will be received by the Manager, Student Representation & Participation.
97. The General Secretary will post confirmed minutes and agendas on relevant student body communications platforms such as the SRC website.

Disclosure of Material Interests

98. SRC members are required to disclose any material interests in a matter being considered, or about to be considered, at a meeting of the SRC.
99. The General Secretary will maintain a Declarations Register for the SRC
100. The General Secretary will include a standing item on all SRC Agendas regarding the requirement for SRC members to disclose any material interests.

Private and Confidential Matters

101. The SRC and its members must comply with the requirements of the Privacy and Personal Information Act 1988, the Health Records and Information Privacy Act 2002, all other Commonwealth and State legislation, their common law obligations of confidentiality and all University rules, policies, procedures and guidelines relating to the management of personal and confidential information.
102. The General Secretary shall ensure that personal and confidential matters (such as references to individual named persons, student IDs) are recorded in separate confidential agenda and minutes, are not published, and are stored securely.

Meetings Held in Closed Session

103. The President shall move that a meeting be held in closed session at the request of any two members supported by a majority of members for the discussion of matters

pertaining to the private and personal information of an individual.

104. Persons who are not members of the SRC shall not remain for discussions held in closed session except at the invitation of the President.
105. The General Secretary must not record matters discussed in closed session unless approved by the majority of members present and entitled to vote at that meeting.

Attendance at Meetings

106. Attendance at meetings by persons, other than members and the other persons allowed by these procedures, shall be restricted to Western Sydney University students. All other attendees shall be at the discretion of the President.
107. The President shall close a meeting to persons other than members for the discussion of matters listed by the General Secretary as to be dealt with in closed session.
108. Apologies must be made prior to the scheduled meeting by notifying the General Secretary. Absences from meetings must be recorded by the General Secretary and form part of the minutes as apologies.

Part D – Elections

109. These procedures will apply to all student elections of student representatives for the SRC, and Student Editors of the Student Newspaper, with the exception of any Campus Representative positions where the campus cohort is wholly or primarily constituted of Western Sydney University College students.
110. For Campus Representative positions identified under Part D clause 102, the Returning Officer may make a ruling to conduct an Expression of Interest (EOI) process to fill such positions in place of an election under these procedures, if it is the belief of the Returning Officer that it is more practical to do so.
111. The Returning Officer shall set the times and dates for Elections.
112. The elections for the SRC and Student Editors will be conducted using the Optional Preferential Voting (OPV) system.
113. In determining the eligibility of a student to stand for elections, and for the purposes of voting and electoral rolls, the Director Student Administration shall have authority in this regard.
114. Should a situation arise where a student meets the requirements to nominate for more than one position on the SRC, the student may nominate for a maximum of 6 positions.
115. A student may only hold one SRC position as indicated by their preference.
116. A student may nominate for both a position on the SRC as well as a position as a Student Editor but may only hold one position as indicated by their preference.
117. Ballot material may be distributed by requiring eligible voters to attend a specified place or places managed or controlled by the University, at a specified date and time, in order to receive a ballot paper and vote in the election.
118. Generally, elections will be held electronically, and the Returning Officer or their nominee(s) shall provide to students validating information to enable the students to vote electronically.
119. In order to vote by electronic means, students may access the University computers or their own computers for the purposes of casting a vote.
120. The names of candidates for all ballots will appear in random order selected by lot by the Returning Officer or nominee.

Returning Officer

121. The Manager, Student Representation & Participation, or nominee, shall act as Returning Officer for all student elections contained within these procedures.
122. The Returning Officer cannot be a candidate for election or a person who has nominated a candidate for any election, under these procedures.
123. The Returning Officer may authorise another person to exercise any function of the Returning Officer under these procedures. Any such authorised person cannot be a candidate for election or a person that has nominated a candidate for election. Any function exercised by that person is taken to have been exercised by the Returning Officer.
124. The Returning Officer:
 - a. is to take all reasonable steps to ensure the fairness and integrity of an election process; and
 - b. shall decide all matters related to the conduct and procedure of elections, and his or her decision shall be final, subject to these procedures.
 - c. shall notify all students of an election by posting a notice of election on the designated web site and by email notice to students of the University, which will include:
 - i. number and category of position(s) to be filled and number of vacancies for each position;
 - ii. category or categories of persons eligible for election;
 - iii. term of office for each category;
 - iv. invite nominations for election;
 - v. the form of the nomination, how these forms can be obtained and how and where they should be lodged with the Returning Officer;
 - vi. who is eligible to nominate;
 - vii. the date and time by which the nominations must be received by the Returning Officer, and who is eligible to vote in the election;
 - viii. the method of election (that is, by electronic or other means);
 - ix. the closing date of the ballot;
 - x. any other information about the election that the Returning Officer decides is appropriate to include in the notice;
 - xi. invite candidates to submit a photograph and candidate statement by the close of nominations of no more than 150 words for circulation to students. The candidate statement must include the name of the candidate and the award course in which they are enrolled. The photographs supplied by candidates must be in the format and size stipulated by the Returning Officer.
 - xii. The Returning Officer may arrange an event/s and/or electronic means for students to ask questions of election candidates.

Nominee Statements

125. The Returning Officer will post a copy of each candidate's provided information such as a photograph and candidate statement, on the election's web site. Statements will be published exactly as they are submitted including any spelling mistakes, punctuation errors, grammatical errors and capitalisations, except where deemed offensive, discriminatory or defamatory or otherwise inappropriate for publishing by the Returning Officer. Candidates must submit their candidate statements and photographs electronically in the required format.

Nominations

126. The Returning Officer shall only accept a nomination if:
 - a. the nomination is in writing in the form specified in the notice of election;
 - b. the nomination indicates the position for which the student being nominated will seek election;
 - c. the student nominated has consented in writing to stand for election on the nomination form; and
 - d. the student nominated is eligible to stand for election to the position indicated.
127. Unless otherwise specified by the Returning Officer, completed nomination forms may be posted, faxed or emailed to the Returning Officer or handed directly to the Returning Officer, before the close of nominations.
128. The nomination must be under the candidate's full legal name, however, the candidate must specify their preferred name that is to appear on the ballot.
129. A student may nominate for a maximum of six (6) positions.
130. Nominations shall not be withdrawn after the close of nominations.

Grouped Candidates

131. Candidates may promote themselves as belonging to a particular group for the purpose of campaigning during an election, and may opt to be identified on any ballot or voting material.
132. Where a dispute arises due to more than one group of candidates wishing to use the same name to promote themselves during an election, the Returning Officer will make a determination as to which group may use the name. In reaching their decision, the Returning Officer will take into account any information regarding when the candidates first started to use the name to promote themselves. The

Returning Officer will make their determination within two working days after receiving a complaint from a candidate.

Candidate Conduct During Elections

133. Equipment of the University must not be used to produce campaign material for an election on Campus. University funds must not be used to promote or support any candidate or group of candidates.
134. No campaign material, except that approved by the Returning Officer may be displayed in University or associated entities facilities, noticeboards, outlets or other assets, for an election.
135. Failure, following the close of voting, to immediately remove candidate election information such as posters, stickers, chalking, etc., which results in any cost incurred by the University in removing such information, may result in the candidate deemed responsible for the campaign information being charged for the cost.
136. The following shall constitute forbidden practices during the ballot of an election:
 - a. the canvassing of votes within six metres of the entrance to a polling place/facility to be marked by the Returning Officer, Deputy or his/her nominee, in the case of attendance-style voting;
 - b. in the case of electronic voting, candidates and campaigners should be alert to the fact that many electronic devices such as laptops, computers and smart phones are potential places of polling, and should make every effort not to canvass votes within such areas. For example, a student using a laptop computer should not be approached by a candidate or person working for a Candidate for the purpose of canvassing votes;
 - c. interfering in any way with electronic voting. For example, asking a student to log on to the voting website and casting a vote for that student, standing near or directing a student how to vote whilst they are voting electronically, or providing a student with an electronic device for voting purposes;
 - d. Candidates, or persons campaigning for a candidate, offering the use of a laptop or other electronic device to students for the purpose of casting a vote;
 - e. the canvassing of votes in buildings and rooms on university grounds designated as libraries and computer labs by the University;
 - f. the recording of a vote to which a person is not entitled;
 - g. voting more than once in an election;
 - h. distributing any publication (includes posters, stickers & chalking) which in any way comments on the election and which does not carry on it the name of the candidate and the student number or some other form of identification of the candidate;
 - i. a candidate or group affixing more than a certain amount of their posters, on any particular noticeboard of the University, allowed by the Returning Officer;

- j. intentionally making any statement which is materially false in relation to any candidate or member;
 - k. causing damage or defacement to any public or private property inside or outside the University;
 - l. expenditure exceeding more than \$500 for any purpose in connection with the election, including donations, contributions and gifts (except labour). The Returning Officer may require any candidate to provide evidence regarding expenditure.
Expenditure will be valued in accordance with receipts produced by the person except in the event of the Returning Officer's opinion that the receipt costs are unreasonable;
 - m. a person shall not engage in any dishonest or unlawful practice in relation to an election;
 - n. a person shall not, in relation to an election, print, publish, distribute or, cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:
 - i. that is untrue;
 - ii. that is, or is likely to be, misleading or deceptive; or
 - iii. that is unlawful.
 - o. offering any sort of bribe, incentive, inducement or other reward (including the holding of B.B.Qs/social drinks etc.) in an attempt to solicit, reward or promote voting for any particular candidate or group;
 - p. No alcohol or an illegal substance is to be consumed by a candidate, scrutineer or campaign assistant whilst distributing campaign material or canvassing for votes during election hours;
 - q. unauthorised destruction or defacing any election paper or notice; and
 - r. impeding in any way the conduct of elections, including impeding the electronic voting technology, facilities or systems.
137. The Returning Officer, may of his/her own volition, or on receipt of a complaint, require any student to come before them to submit to questioning within reasonable limits and only to investigate possible or actual misconduct with regards to the election.
138. Where the Returning Officer is of the opinion that, on the balance of probabilities, a forbidden practice has occurred, they may take all or any of the following remedies:
- a. remedy the matter;
 - b. dismiss the matter;
 - c. exclude any candidate or candidates from the election;
 - d. disqualify any candidate or candidates irrespective of whether the election has been held or the votes already counted, and
 - e. depending on the nature of the matter the Returning Officer may refer the matter to be dealt with under the Misconduct – Student Non-Academic Misconduct Policy or the misconduct provisions of the relevant staff agreements.
139. If a candidate has any complaint, they shall refer the matter to the Returning

Officer.

140. The Returning Officer rulings on any dispute arising concerning any election shall be final.
141. Such rulings by the Returning Officer shall be consistent with these procedures.
142. The Returning Officer will provide information outlining the rights and responsibilities of candidates, and the Elections procedures.

Only Students to Campaign

143. Only Western Sydney University students may participate in any election campaign, including assisting a candidate with an election.
144. The Returning Officer will disqualify any candidate or group who breach 143.

Counting of Votes

145. The count system applied to all SRC and Student Editor positions is optional preferential.
146. The counting of ballots shall be undertaken electronically.
147. Candidates are entitled to receive information about the way the electronic voting system works and to receive copies of the reports of ballot outcomes.
148. The ballot materials including records of electronic voting in all elections shall be kept in safe custody by the Returning Officer or their nominee in accordance with the State Records Act.
149. If, two (or more) candidates have an equal number of votes, and one of them must be excluded:
 - a. if there has been an earlier count, the candidate who had the fewest votes at the last count at which the candidates did not have an equal number of votes must be excluded; or
 - b. if there has not been an earlier count, or the candidates had an equal number of votes at all earlier counts, then the candidate whose name is drawn by lot by the Returning Officer, must be excluded.
150. If after a count at which the candidate with the fewest votes must be excluded, two candidates have an equal number of votes and are the only candidates not excluded, the candidate whose name is drawn by lot by the Returning Officer is elected.
151. For any position/s where candidates are not eligible to be elected counting shall

proceed as if that candidate's name did not appear on the ballot. All votes cast in favour of the candidate shall immediately be allocated to the candidate next in the order of the voter's preference.

Declaration of Outcome of Election

152. If, following the close of nominations, there is only one accepted nomination for any one position, then the Returning Officer shall declare the student nominated for that position, to be elected.
153. The Returning Officer is then to declare the result of the election to students through official communication channels and any other means deemed necessary.

Terms of Office

154. Members of the SRC and Student Editors shall be elected every year for a term of one year, with start and finishing dates to be determined by the Manager in consultation with the SRC, and generally to allow for alignment with the dates set for elections.
155. Where a member is elected or appointed to fill a casual vacancy in the office of a member of the SRC or a Student Editor, the term of office shall be the balance of the term of office of the outgoing member.

Filling Casual Vacancies- SRC and Student Editors

156. The General Secretary shall inform the Returning Officer of any casual vacancy on the SRC as soon as practicable.
157. The Director Student Publications shall inform the Returning Officer of any casual vacancy for Student Editors as soon as practicable.
158. The Returning Officer shall contact the eligible candidate with the next highest number of votes, if not already a member of the SRC or a Student Editor, to invite them to serve the remainder of the term of office for the vacant position.
159. If the vacancy cannot be filled by the above means, the Returning Officer or delegate shall arrange for an expressions of interest (EOI) process to be conducted to fill the vacancy.

Part E – Discipline of Members

Complaints

160. All complaints relating to or arising out of the activities or conduct of any of the following students, shall be made in the first instance to the SRC Executive:
 - a. Student Representative Council (SRC) Members;
 - b. Student Editors;
 - c. Any other student representative or member of a formal or informal student body deemed relevant to be dealt with under this section by the Manager.
161. A complaint may be made by any person that a Western Sydney University Student Representative has:
 - a. been found guilty of general misconduct, or is otherwise suspended under any Western Sydney University policy;
 - b. engaged in conduct which brings an the SRC, the Student Newspaper, the Student Body or an associated student body into disrepute, whether at a meeting of the SRC, Student Newspaper or any University function;
 - c. breached, refused or neglected to comply with these Procedures or other relevant University Rules, policies, procedures or guidelines;
 - d. engaged in dishonest or unethical conduct in relation to their role as a Western Sydney University Student Representative; and/or
 - e. wilfully acted in a manner prejudicial to the interests of the Western Sydney University community, including the Student Body.
162. The SRC Executive shall refer all complaints to the Manager, Student Representation and Participation within seven (7) days of receipt.
163. On receiving a complaint, the Manager may:
 - a. consult with the relevant Student Representatives and/or the President of the SRC, where it is appropriate to do so;
 - b. investigate and deal with the complaint;
 - c. refer the complaint to the Grievance Resolution Panel;
 - d. refer the complaint to an appropriate body of the University, such as the Complaints Resolution Unit;
 - e. in the case of a serious complaint relating to the SRC as a whole, give notice of the complaint to the Vice-Chancellor;
 - f. refer the parties in question to mediation, if it is appropriate to do so; or

- g. decline the complaint.
164. The Manager may decline a complaint at any time where he or she forms the view that the complaint:
- a. is lodged more than six months after the matters subject of complaint;
 - b. is principally concerned with matters of student policy or politics;
 - c. the matter has been dealt with by the SRC;
 - d. can more appropriately be dealt with by an external agency; or
 - e. Is frivolous or vexatious in nature or lacking in substance.
165. If the Manager decides to deal with the complaint, the Manager:
- a. must cause notice of the complaint to be served on the Student Representative(s) concerned, and
 - b. must give the Student Representative(s) at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c. must take into consideration any submissions made by the Student Representative(s) in connection with the complaint when making a decision.
 - d. The Manager shall do all things necessary to investigate the complaint and for the purpose of that investigation, must:
 - i. cause notice of the complaint to be served on the Western Sydney University Student Representative concerned; and
 - ii. give the Western Sydney University Student Representative at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - iii. take into consideration any submissions made by the Western Sydney University Student Representative in connection with the complaint.
 - e. Following the completion of the investigation, the Manager will provide his or her report to the SRC Executive, which shall contain recommendations as to any action to be taken by the Grievance Resolution Panel.

Grievance Resolution Panel

166. The Grievance Resolution Panel shall convene as soon as practicable after referral of a complaint from the SRC Executive.
167. The Grievance Resolution Panel will comprise:
- a. The Director, Student Engagement or their nominee, who shall Chair
 - b. The Manager, Student Representation & Participation,

- c. The SRC President, and
 - d. Two (2) student representatives of academic bodies or other student leaders identified by the Chair, of the University.
168. Where a complaint referred to the Grievance Resolution Panel involves the SRC President, the SRC Executive shall nominate one of the three (3) Vice-President's to assume the functions and duties of the SRC President pursuant to 167 c.
169. The Grievance Resolution Panel may, by resolution, expel or suspend the Western Sydney University Student Representative from membership of the Student Representative Body if, after considering the complaint and any submissions made in connection with the complaint including from the person(s) the subject of the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
170. If the Grievance Resolution Panel expels or suspends a Western Sydney University Student Representative, the General Secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the Western Sydney University Student Representative's right of appeal under 172.
171. The expulsion or suspension does not take effect:
- a. until the expiration of the period within which the Western Sydney University Student Representative is entitled to appeal against the resolution concerned, or
 - b. if within that period the Western Sydney University Student Representative exercises the right of appeal, unless and until the Appeals Panel confirms the resolution under 172, whichever is the later.

Right of Appeal of Disciplined Member

172. A Student Representative(s) may appeal against a resolution of the Grievance Resolution Panel, within 7 days after notice of the resolution is served on the Student Representative(s), by lodging with the General Secretary of the SRC a notice to that effect.
173. The notice may, but need not, be accompanied by a statement of the grounds on which the Student Representative(s) intends to rely for the purposes of the appeal.
174. On receipt of a notice from a Student Representative(s) under subclause (1), the General Secretary must notify the Director, Student Engagement, whom is to convene a meeting of the Appeals Panel within 28 days after the date on which the Secretary received the notice.
175. The Appeals Panel shall comprise:
- a. A senior staff member (other than the Director, Student Engagement) appointed by the Chief Student Experience Officer (who shall Chair);

- b. Two (2) student representatives selected from academic governance bodies of the University, and who must not be persons involved in the decision of the Grievance Resolution Panel.
176. At the meeting of the Appeals Panel, the Appeals Panel and the Student Representative(s) must be given the opportunity to state their respective cases orally or in writing, or both.
177. The appeal is to be determined by a majority of the Appeals Panel within seven (7) days of the meeting described in 172 above.
178. The Appeals Panel need not provide written reasons for its decision unless requested by the aggrieved Student Representative(s).

Dissolution of the Student Representative Council (SRC)

179. The Vice-Chancellor of the University of Western Sydney may dissolve the SRC in the following circumstances:
- a. Where the SRC resolves by special resolution to dissolve itself;
 - b. Where the Vice-Chancellor forms the view following consultation with the relevant constituents, that an SRC no longer has the confidence of its constituents or is no longer functioning;
 - c. Where the SRC has acted in breach of these Procedures or any agreement between the University and the SRC with respect to financial or other support; and/or
 - d. Where the SRC is found to have engaged in any fraudulent or dishonest conduct.
180. Where the Vice-Chancellor is of the view that conduct of the kind set out in 179. a. to d. has occurred, he or she shall direct an investigation to be conducted by a panel of his or her choosing, such panel to comprise:
- a. The Vice-Chancellor, whom shall be the Chair of the Dissolution Panel;
 - b. The Vice-President People and Advancement or nominee; and
 - c. Both the Undergraduate and Postgraduate student representatives to the Universities Board of Trustees
181. Where the Undergraduate and/or Postgraduate student representatives to the Universities Board of Trustees have a conflict of interest in relation to being part of the panel described in 180, such as being members of the SRC, the Vice-Chancellor shall appoint two other elected student representatives from other academic governance bodies of the University to serve on the panel.
182. The Dissolution Panel shall do all things necessary to investigate the complaint and for the purpose of that investigation, must:

- a. cause notice of the complaint to be served on the Student Representative Body concerned; and
 - b. give the Student Representative Body at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - c. take into consideration any submissions made by the Student Representative Body in connection with the complaint.
183. Following the completion of the investigation, the Dissolution Panel will provide a report to the Vice-Chancellor with recommendations for any action to be taken in respect of the Student Representative Body.
184. Following consideration of the Dissolution Panel's report, the Vice-Chancellor may make any finding he or she deems appropriate taking into account the nature and seriousness of the complaint and shall determine what, if any, action should be taken on the relevant Student Representative Body. Action can include:
- a. suspension of financial or other support for a specified period;
 - b. dissolution of the SRC;
 - c. a direction that new elections be held.
185. The decision of the Vice-Chancellor shall be final and binding on the relevant Student Representative Body council and each of its members.
186. The decision to dissolve any Student Representative Body will be effective from a date to the specified by the Vice-Chancellor.

Part F – Role of the Manager, Student Representation & Participation

187. In supporting the operation of the SRC, the Manager, Student Representation & Participation shall:
- a. provide advice and recommendations with respect to the governance, financial arrangements and administration of the SRC;
 - b. provide advice on the interpretation of these procedures;
 - c. obtain information from the University that is necessary for the decision making of the SRC (subject to any privacy or confidentiality obligations of the University);
 - d. provide strategic advice to the SRC;
 - e. act as Returning Officer for all student elections contained within these procedures; and
 - f. provide guidance on the duties and responsibilities of members.

Part G – Honorariums for SRC Members and Student Editors

188. The University understands the commitment that students make, and the time they give in order to fulfil their role as a Student Representative, as well as the reduced capacity to engage in paid part-time or casual employment.
189. The University believes that Student Representatives should have access to resources which in some way assists them in carrying out their official duties as a Student Representative.
190. The University will pay an honorarium to student representatives based on *Schedule 3*. The fees outlined in the schedule will be reviewed from time to time and will be approved by the Manager, Student Representation & Participation.
191. The honorarium paid to student representatives will be assessed against their relevant duties as listed in *Schedule 1*. This assessment will be made by the Student Representative Remuneration Committee.

Student Representative Remuneration Committee

192. The Student Representative Remuneration Committee shall consist of
 - a. The Manager of Student Representation and Participation, or nominee (who shall Chair);
 - b. The SRC Vice-President Education Postgraduate;
 - c. Another University staff member nominated by the Manager, Student Representation and Participation.
193. The Student Representative Remuneration Committee will convene as necessary to assess student representative honorariums.
194. The Student Representative Remuneration Committee may request any information from student representatives to assist in the assessment of honorariums

Part H – Request to Amend these Procedures by the SRC

195. These procedures may be amended after a request approved by a majority of the SRC.
196. Where a request is made by the SRC to amend these procedures, the SRC shall prepare a draft of the proposed amendments accompanied by an explanation as to the purpose of such changes.
197. Such a request will be submitted by the SRC in the first instance to the Manager, Student Representation & Participation where it will initially be assessed as to the impact of any suggested changes.
198. The Manager Student Representation & Participation will then forward the SRC proposal along with any recommendations to the Vice-President, People and Advancement for a final determination.
199. The Vice-President, People and Advancement may consult with the SRC and the Manager, Student Representation & Participation on the terms, purpose and any potential impact of the amendment/s.
200. The decision by the Vice-President, People and Advancement shall be final.
201. From time to time, these procedures will be reviewed by the University in consultation with stakeholders, including the SRC.
202. Any amendments to any schedules associated with these procedures, can be made by a request from the SRC, and approval by the Manager, Student Representation and Participation.

Part I – Use of University Logo or Name

203. Any use by the SRC of the name of the University, its logos or trademarks must be authorised by the Vice-President, People and Advancement (or nominee), from time to time. Refer to the Brand and Visual Identity Management Policy.

Part J – Public Comment

204. The SRC and Student Editors, or any member thereof, shall not make any public comment for, or on behalf of, the University under any circumstances. Refer to the Media Policy.
205. The SRC President (or delegate) may make public comment on behalf of the SRC and its constituents.

Part K – Rules Against Commercial Activities

206. The SRC will not:
- a. open any banking account;
 - b. invest any monies of the body;
 - c. borrow any money;
 - d. employ any person;
 - e. enter into any agreement, contract or legal undertaking;
 - f. buy, sell, lease, rent or deal in any manner with land or property; or
 - g. engage in any commercial activity (either in its own right or through a third party) including without limitation, any charitable fundraising activity or activity involving the sale for a fee of good or service without the prior approval of the Vice-President, People and Advancement.
207. The SRC may expend any prior approved funding within their annual budgets for campaigns, and campus activities and events, provided that in the opinion of the Manager, Student Representation & Participation, the proposed activities meets the aims and objectives of those allocated funds.

Part L – Liability of Members

208. Except as provided otherwise in these procedures, no matter or thing done or omitted to be done by the SRC shall, if the matter or thing was done or omitted to

be done in good faith for the purpose of executing these procedures, subject a member of the SRC personally to any action, liability, claim or demand.

Part M – Rule Against Requiring Membership of Student Organisation or Payment of Certain Amounts

209. In accordance with section 19-37 of the Higher Education Support Act 2003, nothing in these procedures shall require any person to:
- a. be or become a member of an organisation of students, or of students and other persons; or
 - b. pay to the University or any other entity an amount in respect of an organisation of students, or of students and other persons.

Schedule 1- Student Representation Positions

1. This schedule may be amended from time to time by the Student Representative Council (SRC), with the approval of the Manager, Student Representation and Participation.

Role of President – SRC

2. The President is responsible for representing and promoting the interests of students to the University and the wider community.
3. The President will also act as the spokesperson for the SRC.
4. The President is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. providing leadership to the SRC;
 - c. planning and conducting SRC meetings effectively, and in accordance with these procedures;
 - d. following up on actions or resolutions of the SRC;
 - e. encouraging all members to be involved in the SRC's work;
 - f. Encouraging all members to treat fellow members with respect;
 - g. engaging the SRC in assessing and improving its performance;
 - h. carrying forward the views of the SRC, recognising that the SRC is the motivating force behind decision making;
 - i. liaising with the Chief Student Experience Officer, Chair of Academic Senate, members of the executive, or other senior staff on material matters arising from the deliberations of the SRC. This includes issuing invitations to relevant members of the University to attend meetings of the SRC, and invitations to the University executive members to attend meetings of the SRC as needed;
 - j. Liaising with the peak student representative bodies;
 - k. consulting with the University on the annual budget for student representation and participation;
 - l. consulting with the professional staff responsible for day to day operation of the Annual Budget;
 - m. approving the agenda and draft minutes of the Student Representative Council;
 - n. providing a report to the Student Representative Council and the student campus committees on their activities;
 - o. organising and attending regular meetings with the Vice-Presidents and General Secretary of the SRC to ensure the proper functioning of the SRC, and
 - p. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Vice-President Education Undergraduate – SRC

5. The Vice-President Undergraduate shall assume the responsibility of the President of the SRC in the event of absence of the President and Vice-President Postgraduate.
6. The Vice-President Undergraduate is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. supporting the functions of the President of the Student Representative Council;
 - c. organising and attending regular meetings with the President, Vice-President Postgraduate and General Secretary of the SRC to ensure the proper functioning of the SRC, in accordance with these procedures;
 - d. providing leadership to the SRC;
 - e. Engaging students and student leaders in discussion around issues with education at the university;
 - f. liaising with the Chief Student Experience Officer, Chair of Academic Senate, members of the senior executive, or other senior staff, in conjunction with the President, on material matters arising from the deliberations of the SRC;
 - g. Liaising with the peak student representative bodies relevant to their portfolio;
 - h.
 - i. providing a report to the Student Representative Council and the relevant sub-committees on their activities, and
 - j. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Vice-President Education Postgraduate – SRC

7. The Vice-President Postgraduate shall assume the responsibility of the President of the SRC in the event of absence of the President and Vice-President Undergraduate.
8. The Vice-President Postgraduate is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. supporting the functions of the President of the Student Representative Council;
 - c. organising and attending regular meetings with the President, Vice-President Undergraduate and General Secretary of the SRC to ensure the proper functioning of the SRC, in accordance with these procedures;
 - d. providing leadership to the SRC;
 - e. Engaging students and student leaders in discussion around issues with education at the university;
 - f. liaising with the Chief Student Experience Officer, Chair of Academic Senate,

- members of the senior executive, or other senior staff, in conjunction with the President, on material matters arising from the deliberations of the SRC;
- g. Liaising with the peak student representative bodies relevant to their portfolio;
 - h. consulting with the University on the annual budget for student representation and participation;
 - i. consulting with the professional staff responsible for day to day operation of the Annual budget;
 - j. providing a report to the Student Representative Council and the student campus committees on their activities, and
 - k. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of General Secretary – SRC

- 9. The Secretary is responsible for the efficient and effective communication within the SRC and between the SRC and the SCCs.
- 10. The Secretary is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. supporting the SRC in accordance with the requirements of these procedures;
 - c. giving notice of scheduled meetings to the appropriate invitees as required within these procedures in the form of an agenda;
 - d. giving notice of scheduled meetings to the Western Sydney University student body by approved methods;
 - e. calling for agenda items from members of the SRC as required within these procedures;
 - f. providing invitees with copies of relevant business papers and supporting documents;
 - g. keeping official minutes of each meeting of the SRC, using a form to be determined by the SRC, from time to time;
 - h. Keeping a register of each relevant action or resolution of the SRC for follow-up;
 - i. preparing a draft of the official minutes to be approved by the President;
 - j. including the unconfirmed minutes, after approval by the President, on the agenda of the next scheduled meeting for confirmation by the members;
 - k. listing private, confidential, or in-camera matters on the official agenda for the attention of the President;
 - l. receiving apologies prior to meetings and recording absences at meetings; and
 - m. forwarding official agendas and confirmed official minutes to the Manager, Student Representation & Participation for digital archiving.
 - n. convene the Budget Committee of the SRC, and engage members of the SRC to provide input into the budget process
 - o. providing a report to each SRC meeting on the SRC's budget
 - p. ensure the administration of all relevant SRC budgets and budget requests

Role of Vice-President Activities – SRC

11. The Vice-President Activities is responsible for the efficient and effective communication between the SRC, the Campus Life Forum's and the SR&P unit in regards to scheduled events and activities, as well as matters related to clubs & societies.
12. The Vice-President Activities shall assume the responsibility of the President of the SRC in the event of absence of the President, Vice-President Undergraduate and the Vice-President Postgraduate.
13. The Vice-President Activities is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. chairing the Clubs & Activities Committee of the SRC
 - c. engaging SRC members, club leaders and other relevant students around matters relating to student activities and events, and clubs and societies.
 - d. arranging a briefing from the outgoing Vice-President Activities detailing any spending commitment trends and transfer of previous budget documents and any other relevant documents relating to vendors and event services;
 - e. maintaining a calendar of events informed by actions and resolutions of the SRC and the Campus Life Forums;
 - f. regularly distributing information of these events to the students of Western Sydney University by print and online media;
 - g. providing invitees with copies of relevant budget papers, schedules, rosters and supporting documents;
 - h. presenting a budget statement at each meeting of the SRC, using a form to be determined by the SRC, from time to time;
 - i. preparing a timeline of upcoming payments and dates when invoices are due;
 - j. advising the SRC on financial strategy;
 - k. Liaising with the Campus Life and Student Engagement staff of the university to maintain an open channel of communication of all planned events with the purpose of student engagement.
 - l. maintaining all relevant financial administration as per all actions and resolutions of the SRC that require budget requests and event requests; and
 - m. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of International Representative – SRC

14. The International Representative is responsible for representing International student voices.

15. The International Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. gathering and compiling International student feedback to better understand student opinions;
 - d. presenting International students' issues at meetings of the SRC and being the voice of the International student population at Western Sydney University;
 - e. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - f. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Women's Representative – SRC

16. The Women's Representative is responsible for the representing Women's student voices.
17. The Women's Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. Engaging students and student leaders in discussion around relevant issues at the university;
 - d. gathering and compiling Women student feedback to better understand student opinions;
 - e. presenting Women students' issues at meetings of the SRC and being the voice of the Women student population at Western Sydney University;
 - f. Organise and facilitate representation and Western Sydney University participation at NOWSA
 - g. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - h. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Queer Representative – SRC

18. The Queer Representative is responsible for representing Queer student voices.
19. The Queer Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;

- c. Engaging students and student leaders in discussion around relevant issues at the university;
- d. gathering and compiling Queer student feedback to better understand student opinions;
- e. presenting Queer students' issues at meetings of the SRC and being the voice of the Queer student population at Western Sydney University;
- f. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
- g. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of First Nations Representative – SRC

- 20. The First Nations Representative is responsible for representing Indigenous student voices.
- 21. The Indigenous Student Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. Engaging students and student leaders in discussion around relevant issues at the university;
 - d. gathering and compiling Indigenous student feedback to better understand student opinions;
 - e. presenting Indigenous students' issues at meetings of the SRC and being the voice of the Indigenous student population at Western Sydney University;
 - f. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - g. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Disability Representative – SRC

- 22. The Disability Representative is responsible for representing the students with disabilities voices.
- 23. The Disability Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. Engaging students and student leaders in discussion around relevant issues at the university;
 - d. gathering and compiling Disabled student feedback to better understand

- student opinions;
- e. presenting Disabled students' issues at meetings of the SRC and being the voice of the Disabled student population at Western Sydney University;
 - f. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - g. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Ethno-Cultural Representative – SRC

- 24. The Ethno-cultural Representative is responsible for representing ethnically, culturally and linguistically diverse student voices.
- 25. The Ethno-cultural Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. gathering and compiling Ethno-cultural student feedback to better understand student opinions;
 - d. Engaging students and student leaders in discussion around relevant issues at the university;
 - e. presenting Ethno-cultural students' issues at meetings of the SRC and being the voice of the Ethno-cultural student population at Western Sydney University;
 - f. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - g. chairing various sub-committees of the SRC as per the *Schedule of Student Representative Bodies* and the actions and resolutions of the SRC.

Role of Residential Representative – SRC

- 26. The Residential Representative is responsible for representing the residential student voices.
- 27. The Residential Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - c. Engaging students and student leaders in discussion around relevant issues at the university;
 - d. gathering and compiling Residential student feedback to better understand student opinions;
 - e. presenting Residential students' issues at meetings of the SRC and being the

- voice of the Residential student population at Western Sydney University;
- f. Liaising with the peak student representative bodies or representative relevant to their portfolio; and
 - g. Being a present and active member of the Facilities and Services Forum.

Role of Environment Representative – SRC

- 28. The Environment Representative is responsible for representing the residential student voices.
- 29. The Environment Representative is also responsible for:
 - a. Undertake training to fulfill their role;
 - b. all environmental education and awareness campaigns on campus.
 - c. liaisons with NUS environmental groups, and for increasing student participation within these groups.
 - d. awareness campaigns on environmental issues affecting the broader community.
 - e. lobbying for recycling programs within the broader campus, and the maintenance and introduction of recycling programs for all University facilities.
 - f. implementing SRC policy relating to environmental issues.
 - g. convening a collective to be known as the Environment Collective
 - h. providing regular reports to the SRC, and articles to the Student Newspaper regarding environmental issues both on campus, and in the broader community.
 - i. Shall be responsible for ensuring that all actions of the SRC, do not contradict its stance on environmental issues, as stipulated in its policy documents.
 - j. Shall perform any other duties that the SRC may from time to time direct.

Role of the Campus Representative – SRC

- 30. The Campus Representatives are responsible for representing and promoting the interests of their respective campus students to the University, and to the wider community.
- 31. The Campus Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. providing leadership to their campus Education Action Group;
 - c. Providing leadership to their campus Facilities and Services Forum;
 - d. planning and conducting forums effectively, and in accordance with these procedures;
 - e. following up on actions or resolutions of the Education Action Group and Facilities and Services Forum;
 - f. undertaking tasks assigned to them as per actions and resolutions of the SRC;

- g. Engaging students and student leaders in discussion around appropriate facilities and services on campus;
- h. gathering and actioning student feedback on their relevant campus;
- i. acting as the spokesperson for the Education Action Group and Facilities and Services Forum;
- j. carrying forward the views of the student voice of their campus, recognising that the student voice is the motivating force behind decision making; and
- k. Being a present and active member of the Facilities and Services Network and the Education Action Network.

Role of the Online Representative – SRC

- 32. The Online Representative is responsible for representing and promoting the interests of distance education students to the University, and to the wider community.
- 33. The Online Representative is also responsible for:
 - a. undertaking training to fulfil their role;
 - b. providing leadership to the Facilities and Services Forum;
 - c. planning and conducting forums effectively, and in accordance with these procedures;
 - d. following up on actions or resolutions of the Facilities and Services Forum;
 - e. undertaking tasks assigned to them as per actions and resolutions of the SRC;
 - f. gathering and actioning distance education student feedback;
 - g. acting as the spokesperson for the Education Action Group and Facilities and Services Forum;
 - h. carrying forward the views of the student voice of their campus, recognising that the student voice is the motivating force behind decision making;
 - i. liaising with the Online program coordination team, other relevant University staff, or executive members of the SRC on matters arising from the deliberations of the Facilities and Services Forum, including issuing invitations to relevant members of the University to attend either forums as needed;

Schedule 2- Student Representative Bodies

1. This schedule may be amended from time to time by the Student Representative Council (SRC), with the approval of the Manager, Student Representation and Participation.
2. The Student Representative Council (SRC), with the approval of the Manager, Student Representation & Participation, may make any rules or policies governing the student representative bodies listed in this Schedule, provided such rules or policies do not contravene these procedures.

Student Representative Council (SRC)- Campus Representatives

3. The Student Representative Council (SRC) shall have the following Campus Representatives:
 - a. Bankstown Campus Representative;
 - b. Campbelltown Campus Representative;
 - c. Hawkesbury Campus Representative;
 - d. Liverpool Campus Representative;
 - e. Parramatta Campus Representative;
 - f. Parramatta City Campus Representative;
 - g. Penrith Campus Representative;
 - h. Nirimba Campus Representative; and
 - i. Small and Regional Campus Representative; who shall represent students from:
 - i. Sydney CBD
 - ii. Westmead
 - iii. Lithgow
 - iv. Homebush

Campus Student Representative Bodies

4. Each Campus Representative will have responsibility for facilitating the following bodies for their respective campus/es:
 - a. Campus Life Forum;
 - b. Education Action Group; and
 - c. Facilities and Services Forum
5. There will be an Online Students Facilities and Services Forum convened by the SRC Online Representative, using appropriate technology, to advance the interests and issues of online students of the university in relation University facilities and services impacting online students.

6. There will be the following Student Collective's on each University campus as listed in 3 a. to i.;
 - a. Women;
 - b. Queer;
 - c. First Nations,
 - d. Disability;
 - e. Ethno-Cultural;
 - f. Environment; and
 - g. International.

Student Representative Council (SRC) Cross-Campus Networks

7. There will be a Cross-Campus Facilities and Services Network, convened by the SRC President.
8. There will be a Cross-Campus Education Action Network convened by the SRC Vice-President Education Undergraduate and SRC Vice-President Education Postgraduate.
9. There will be a Cross-Campus Equity Network for each student equity group listed in Part 6., convened by the respective SRC Collective Representative.

Student Representative Council (SRC) Budget Committee

10. There will be a Budget Committee of the SRC, who's role will be to discuss and make recommendations to the SRC on its budget.
11. The Budget Committee will be Chaired by the SRC General Secretary and will meet at least quarterly.
12. Membership of the Budget Committee will be at the discretion of the SRC

Student Representative Council (SRC) Clubs & Activities Committee

13. There will be a Clubs & Activities Committee of the SRC, who's role will be to discuss and make recommendations to the SRC on any matters relating to student activities and events, and clubs and societies.
14. The Clubs & Activities Committee will be Chaired by the SRC Vice President Activities and will meet at least quarterly.
15. Membership of the Clubs & Activities Committee will be at the discretion of the SRC

Schedule 3- Student Representative Honorariums

1. This schedule may be amended from time to time by Manager, Student Representation and Participation.

Position:	Annual Amount:	Approx. hours per week:
SRC President	\$15,000	21
SRC General Secretary	\$10,000	14
SRC Vice-President's x 3	\$7,500	10.5
Director, Student Publications	\$7,500	10.5
SRC Campus Representative's x 9	\$7,500	10.5
Student Editors x 6	\$5,000	7
All other SRC Representatives (except for the Online Students Representative) x 8	\$5,000	7
SRC Online Students Representative	\$2,500	3.5