

Western Sydney University Student Union (WSUSU)

Student Representation Committee Procedures

(Governance Procedure made under clause 10.4 of the WSUSU Constitution)

Document Status

This Procedure is a governance instrument of the WSUSU Board.

It operates under the authority of clause 10.1 of the WSUSU Constitution and is subordinate to the WSUSU Constitution and WSUSU Regulations.

If any inconsistency arises, the Constitution prevails, followed by the Regulations.

1. Purpose

- 1.1. The Student Representation Committee (SRC) is established under clause 5.2 of the WSUSU Constitution as a standing committee of the Board.
- 1.2. This Procedure outlines the composition, role and operation of the SRC to ensure its work is inclusive, transparent and accountable.
- 1.3. The SRC serves as the principal forum for grass-roots student representation and engagement.
- 1.4. The SRC is an advisory body. Its resolutions are recommendations to the WSUSU Board and are not binding.
- 1.5. This Procedure provides operational guidance and does not replace or override any requirement contained in the Constitution or Regulations.

2. References

- 2.1. WSUSU Constitution (2025) – clause 5.2 (Committees) and clause 10.4 (Regulations/Board power to make regulations)
- 2.2. WSUSU Regulations (2025) – Part B (Student Representation), Part C (Committees), Part D (Meetings), Part E (Elections), Part F (Discipline), Part G (Training and Induction), Part H (Allowances)

3. Definitions

- 3.1. Unless otherwise stated, terms in this Procedure have the meaning given in the WSUSU Regulations.
- 3.2. Additional terms:
 - a. **SRC Executive Officers** – the President, Vice-President, General Secretary and Welfare Officer elected at the General Election.
 - b. **Identified Positions** – equity or demographic representative roles determined by the Board, including (but not limited to) Women, Parents, Queer, Gender Diverse,

International, Refugee, First Nations, Pasifika, Disabilities, Carer, Ethno-cultural, Anti-Racism, Environment, and Mature age/Non-school leaver representatives.

c. **Representative Members** – student members of the SRC who are not Executive Officers.

d. **Good Standing** – a student not under suspension, exclusion, or major disciplinary sanction from the University.

4. **Role of the SRC**

- 4.1. Serve as the primary forum for student consultation and representation across all campuses and study modes
- 4.2. Advise and make recommendations to the Board on issues affecting students
- 4.3. Support and coordinate student collectives, campaigns and advocacy initiatives
- 4.4. Promote and strengthen student participation in University committees and consultations
- 4.5. Facilitate two-way communication between the WSUSU Board and the student body.

5. **Membership**

- 5.1. The SRC comprises:
 - **Executive Officers** – President, Vice-President, General Secretary, Welfare Officer
 - **Identified Position Holders** – specific equity or demographic representatives whose number and categories are determined by the Board and are appointed or elected to lead the Inclusion, Diversity, Equity and Accessibility (IDEA) Sub-committee. (e.g., IDEA Rep x 2)
 - **Campus Representatives** – one per major campus
 - **General Representatives** – up to six students elected at the General Election
- 5.2. All members must be enrolled students in Good Standing
- 5.3. Exact numbers and categories of positions are determined by Board resolution and published in the Election Notice under Part E of the Regulations.

6. **Term of Office and Vacancies**

- 6.1. Members serve a one-year term from 1 January to 31 December
- 6.2. Members may re-nominate or re-stand for election, subject to eligibility limits set by the Regulations
- 6.3. Casual Vacancies are managed in accordance with Part E of the Regulations
- 6.4. Failure to attend three consecutive meetings without approved leave may constitute grounds for disciplinary action under Part F of the Regulations.

7. **Executive Officer Duties**

- 7.1. **President** – chairs SRC meetings, represents the SRC to the Board and student body, and ensures SRC reports are prepared
- 7.2. **Vice-President** – supports the President, acts as Chair in their absence, and coordinates campus engagement
- 7.3. **General Secretary** – oversees agendas, minutes and communication in coordination with WSUSU staff

7.4. **Welfare Officer** – leads advocacy on student welfare, housing, food security and wellbeing initiatives.

8. Meetings

8.1. The SRC meets at least six times each calendar year

8.2. The President, the Board, or one-third of SRC members may call special meetings

8.3. Notice of meetings must be given at least seven days in advance

8.4. Quorum is a majority of current members

8.5. Meetings must be conducted in accordance with the Standing Orders contained in Part D of the Regulations

8.6. Minutes must be circulated within seven days and approved at the next meeting

9. Decision-Making

9.1. The SRC seeks to reach consensus where possible

9.2. If a vote is required, decisions are made by a simple majority of members present

9.3. The Chair has a casting vote where votes are tied

9.4. SRC decisions are recommendations to the Board

10. Member Responsibilities

10.1. Engage with students to gather feedback and raise issues

10.2. Communicate SRC outcomes back to students and collectives

10.3. Participate in training and induction as required under Part G of the Regulations

10.4. Support campaigns, advocacy and equity initiatives

10.5. Maintain respectful and inclusive conduct

10.6. Members are encouraged to hold at least one consultation activity each semester as good practice

11. Conduct and Discipline

11.1. Members must comply with the WSUSU Code of Conduct, Constitution and Regulations

11.2. Conflicts of interest must be declared in accordance with Part D cl. 23 of the Regulations

11.3. Disciplinary and dispute processes are managed under Part F of the Regulations

12. Reporting and Accountability

12.1. The SRC must provide written reports to each ordinary meeting of the Board

12.2. The SRC must publish a Semesterly Report to students summarising activities and outcomes

12.3. The SRC must prepare an Annual Report by 31 December each year for presentation to the student body and Board

12.4. Executive Officers may be requested to present SRC updates directly to the Board or committees.

13. Support and Resourcing

13.1. The SRC is supported by the Student Representative Officer and other WSUSU staff

13.2. Training and professional development will be provided in accordance with Part G of the Regulations

13.3. Service allowances are administered under Part H of the Regulations

13.4. The SRC may recommend an annual operational budget to the Board for approval.

14. Grievances and Disputes

14.1. Members should attempt to resolve issues informally with the support of WSUSU staff

14.2. Where unresolved, matters must be handled under Part F of the Regulations (Discipline and Dispute Resolution)

14.3. Serious misconduct may be referred to the University under the Student Misconduct Rule.

15. Relationship with the Board and University

15.1. The SRC is accountable to the WSUSU Board

15.2. The SRC operates independently of University management while maintaining constructive engagement with University committees and staff

15.3. The Board retains ultimate authority for all decisions; SRC recommendations are advisory only

16. Sub-Committees of the SRC

16.1. The SRC may establish sub-committees to support specific areas of representation and engagement, consistent with clause 5.2 of the Constitution and Part C clause 11 of the Regulations.

16.2. Sub-committees operate under the SRC’s authority and report to the SRC.

16.3. Membership of each sub-committee may include WSUSU staff, students, and invited participants as appropriate.

16.4. The standing SRC sub-committees and their convenors are:

| Sub-Committee | Convenor / Chair | Purpose / Focus | Indicative Membership |
|--|---------------------------------------|---|--|
| Programs and Advocacy Sub-Committee | Welfare Officer | Coordinate student welfare programs, advocacy initiatives, and systemic issue identification. | Student Advocates, WSUSU staff, interested students (open invites). |
| Campus Life and Services Sub-Committee | Campuses Representative | Strengthen campus-based representation and feedback on services and student life. | Student Life staff, campus/region reps, ad-hoc student participants. |
| Education Action Sub-Committee | Education Representatives (UG and PG) | Engage students on learning, teaching, and academic policy issues. | Faculty Reps (UG/PG), online and college reps, staff as required. |
| Inclusion, Diversity, Equity and Accessibility (IDEA) Sub-Committee | IDEA Representatives × 2 | Advance inclusion, diversity, equity, and accessibility across WSUSU and University activities. | Relevant collectives/society leaders, equity practitioners, interested students. |

16.5. The SRC President and Chair provides oversight and coordination of sub-committee activity and ensures reporting to the SRC

- 16.6. Sub-committees are advisory and may not make decisions binding on the SRC or the Board
- 16.7. Membership, meeting frequency, and standing invitations for each sub-committee may be amended by the SRC by resolution, provided changes are reported to the Board

17. Review and Approval

- 17.1. This Procedure was approved by the WSUSU Board under **clause 10.4** of the Constitution
- 17.2. reviewed every two years by the Board in consultation with the SRC and relevant WSUSU staff designated by the CEO
- 17.3. Earlier review may occur at the discretion of the Board

