

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 and the peak student representative body for the university.
- 1.4. The SRC is intended to be an independent body, and the WSUSU Board shall not interfere with its decision making unless its actions are unlawful or in breach of WSUSU policies or procedures.
- 1.5. Any SRC's resolutions relating to WSUSU outside of the scope of the SRC are only recommendations to the WSUSU Board and are not binding.
- 1.6. 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.
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

members of the Executive.

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. Promote grass roots student engagement with the SRC, WSUSU and the university more broadly.
- 4.3. Advise and make recommendations to the WSUSU Board and the University on issues affecting students
- 4.4. Support and coordinate student collectives, campaigns and advocacy initiatives
- 4.5. Promote and strengthen student participation in University committees and consultations
- 4.6. Facilitate two-way communication between the WSUSU Board and the student body.

5. **Membership**

- 1.1. The SRC comprises:

Executive Officers

- President
- Vice-President
- General Secretary
- Welfare Officer

Non-Executive Officers

- Education Officer (Postgraduate)
- Education Officer (Undergraduate)
- IDEA (Inclusion, Diversity, Equity and Access) Officers X 2
- Campus Experience Officer

- 1.2. All members must be enrolled students

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/nomination, subject to eligibility limits set by the Regulations
- 6.3. Casual Vacancies for Executive Officer positions are managed in accordance with Part E of the Regulations
- 6.4. Non-Executive Officers are elected by the student membership of the relevant SRC standing sub-committee as outlined in 17.4 of this Procedure, via a simple election facilitated by WSUSU platform such as WesternLife.
- 6.5. Any casual vacancies for Non-Executive Officers will be filled via the process outlined in 6.5 of this Procedure.
- 6.6. Failure to attend two 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. Non-Executive Member Duties

- 8.1 Education Officer - convenes student education action campaigns, promotes academic macro advocacy, and coordinates identification and action on faculty and school based systemic issues.
- 8.2 IDEA Officer - advocates for student inclusion, diversity, equity and accessibility and leads and advances related initiatives and campaigns.
- 8.3 Campus Experience Officer - provides student representation around student services, student life and campus facilities.

9. Meetings

- 9.1. The SRC meets at least six times each calendar year
- 9.2. The President, the Board, or one-third of SRC members may call special meetings
- 9.3. Notice of meetings must be given at least seven days in advance
- 9.4. Quorum is a majority of current members
- 9.5. Meetings must be conducted in accordance with the Standing Orders contained in Part D of the Regulations
- 9.6. Minutes must be circulated within seven days and approved at the next meeting

10. Decision-Making

- 10.1. The SRC seeks to reach consensus where possible
- 10.2. If a vote is required, decisions are made by a simple majority of members present
- 10.3. The Chair has a casting vote where votes are tied

11. Member Responsibilities

- 11.1. Engage with students to gather feedback and raise issues
- 11.2. Communicate SRC outcomes back to students and collectives
- 11.3. Participate in training and induction as required under Part G of the Regulations
- 11.4. Support campaigns, advocacy and equity initiatives
- 11.5. Maintain respectful and inclusive conduct
- 11.6. Members are encouraged to hold at least one consultation activity each semester as good practice

12. Conduct and Discipline

- 12.1. Members must comply with the WSUSU Code of Conduct, Constitution and Regulations
- 12.2. Conflicts of interest must be declared in accordance with Part D cl. 23 of the Regulations
- 12.3. Disciplinary and dispute processes are managed under Part F of the Regulations

13. Reporting and Accountability

- 13.1. The SRC must provide written reports to each ordinary meeting of the Board
- 13.2. The SRC must publish a Semesterly Report to students summarising activities and outcomes
- 13.3. The SRC must prepare an Annual Report by 31 December each year for presentation to the student body and Board
- 13.4. Executive Officers may be requested to present SRC updates directly to the Board or committees.

14. Support and Resourcing

- 14.1. The SRC is supported by the Student Representative Officer and other designated WSUSU staff
- 14.2. Training and professional development will be provided in accordance with Part G of the Regulations

- 14.3. Service allowances are administered under Part H of the Regulations
- 14.4. The SRC may recommend an annual operational budget to the Board for approval.

15. Grievances and Disputes

- 15.1. Members should attempt to resolve issues informally with the support of WSUSU staff
- 15.2. Where unresolved, matters must be handled under Part F of the Regulations (Discipline and Dispute Resolution)
- 15.3. Serious misconduct may be referred to the University under the Student Misconduct Rule.

16. Relationship with the Board and University

- 16.1. The SRC is accountable to the WSUSU Board
- 16.2. The SRC operates independently of University management while maintaining constructive engagement with University committees and staff
- 16.3. The Board retains ultimate authority for all decisions; SRC recommendations are advisory only

17. Sub-Committees of the SRC

- 17.1. 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.
- 17.2. Sub-committees operate under the SRC's authority and report to the SRC.
- 17.3. Membership of each sub-committee may include WSUSU staff, students, and invited participants as appropriate.
- 17.4. 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 x 2	Advance inclusion, diversity, equity, and accessibility across WSUSU and University activities.	Relevant collectives/society leaders, equity practitioners, interested students.

- 17.5. The SRC President and Chair provides oversight and coordination of sub-committee activity and ensures reporting to the SRC
- 17.6. Sub-committees are advisory and may not make decisions binding on the SRC or the Board

- 17.7. 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

18. Review and Approval

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

Document Control					
Accountable Delegates					
Responsible Officer		Student Voice Officer Head of Advocacy			
Contact		e.g. <i>studentrep@westernsydney.edu.au</i>			
Supporting Information					
Supporting Documents		WSUSU Constitution WSUSU Regulations (TBA) Position descriptions – xxxxx, xxxxx, xxxxx Student Code of Conduct (Western Sydney University)			
Related Documents					
Definitions and Acronyms					
Student		Western Sydney University Student			
SRC		Student Representative Committee (WSUSU)			
WSU or Western Sydney Uni		Western Sydney University			
Document History					
Version	Approved by	Approval date	Author	Sections modified	Amendment details
1.0.0		25/01/25			WIP
1.1.0	WSUSU Board	18/03/26			
1.1.1	WSUSU Board	18/03/26	GM	Updated to correct errors	