AGENDA

STUDENT REPRESENTATIVE COUNCIL

Notice is hereby given of a meeting of the Student Representative Council

Date:	Tuesday, 16 July 2019
Time:	1.00 pm QLD, NSW & VIC | 12.30 pm SA | 11.00 am WA
Venue:	Council Room, Bruce Hiskens Building, CQUniversity Rockhampton North
Conference ID:	Internal: 3038; External: 3038@cqu.edu.au

1*	Opening of Meeting	*Ms Wood*
	Recording of those Present and Apologies	*Ms Connor*
2*	Declarations of Conflict of Interest	*Ms Wood*
3*	Starring of Additional Items Items starred are for consideration. Unstarred items will be approved/noted en bloc	*Ms Wood*
4*	Confirmation of Minutes and any Business Arising from the previous meeting held on Wednesday, 22 May 2019	*Ms Wood*
5*	Review of Action Sheet	*Ms Wood*

FOCUS ITEM

6*	Black Bullion Online Money Management	*Ms Vonthien*

MATTERS FOR DECISION/APPROVAL

7*	Student Association Constitution	*Ms Connor*
8*	Student Representative Council Terms of Reference	*Ms Connor*

MATTERS FOR DISCUSSION

9*	Ban of Plastic Water Bottle Sales and Campus Sustainability	*Mr Neville*
10*	MOODLE Access Suspension	*Dr Delamoir*
11*	Festival of Change	*Ms Cheel*
12*	Queensland Indigenous Youth Leadership Program 2019	*Ms Cheel*
13*	Chronic and Ongoing Medical Conditions Student Support	*Ms Cheel*

MATTERS FOR NOTING AND INFORMATION

14	Other business	*Ms Wood*

Next Meeting

The next meeting of the Student Representative Council will be held on Tuesday, 27 August 2019 on the CQUniversity Brisbane Campus and by videoconference.

Agenda items for this meeting are to be submitted no later than 9.00 am on Tuesday, 20 August 2019.

15   Closure

Ms Wood
Chair

 Denotes documentation attached

MINUTES

STUDENT REPRESENTATIVE COUNCIL

Unconfirmed minutes of the meeting of the Student Representative Council

Date: Wednesday, 22 May 2019
Time: 1.00pm, Australian Eastern Standard Time (AEST)
Venue: Council Room, Bruce Hiskens Building, CQUniversity Rockhampton North

PRESENT:	Ms R Wood *(Chair)*	Mr A Kondreddi *(Postgraduate International)*
	Ms S Battula *(Victoria Region)*	Ms M Mattingley *(Gladstone Region)*
	Ms E Bryson *(Deputy Chair)*	Ms J Mitchell *(Vocational Education and Training Representative)*
	Ms B Cheel *(Indigenous)*	
	Mr H Clarkson (*Skills for Tertiary Education Preparatory Studies)*	Ms M Negovetic *(Western Australia Region)*
	Mr M Clarkson *(Postgraduate Online International)*	Mr D Neville *(Rockhampton Region)*
		Mr V Pokharel *(University Council Member)*
	Mr M Dela Luna *(Cairns & Far North Queensland Region)*	Ms S Sarangi *(Undergraduate International)*
	Mr K Dulal *(South East Queensland Region)*	

IN ATTENDANCE:	Mr M Burt	Professor N Klomp
	Ms S Connor	Ms M Misztal
	Professor L Di Milia	Professor J Pienaar
	Ms J Holmes	Ms T Rutherford
	Ms S Jensen	Ms K Seary
	Ms A Kalczynska	Ms L Stafford *(Secretary)*
	Ms D Kelly	Mr C Veraa

APOLOGIES:	Mr S Gurung *(New South Wales Region)*
	Mr D Hicks *(Wide Bay Burnett Region)*
	Mr D James *(Alumni)*

1   OPENING OF MEETING

The Chair declared the meeting open at 1.00pm, acknowledging the Traditional Owners of the lands, past, present, and future on which the Student Representative Council (SRC) meeting took place.

The Chair introduced new SRC members and welcomed them to their first meeting, and congratulated Ms Brittany Cheel, Indigenous Representative, on her selection to attend the Queensland Indigenous Youth Leadership Program (QIYLP) from 29 June to 3 July 2019.

2   DECLARATIONS OF CONFLICT OF INTEREST

The Chair asked for declarations of conflict of interest. No declarations were received.

3   STARRING OF ADDITIONAL ITEMS AND ADOPTION OF UNSTARRED ITEMS

The Chair invited members of Council to 'star' any additional items of business that they wished to discuss. 'Unstarred' items would then be accepted en bloc.

Resolution:
The Student Representative Council resolved as recommended with respect to all unstarred items.

4   CONFIRMATION OF MINUTES AND ANY BUSINESS ARISING
The Student Representative Council considered the minutes of the meeting held on Tuesday, 16 April 2019.

Resolution:
The Student Representative Council confirmed the minutes of the meeting held on Tuesday, 16 April 2019 as a true and accurate record of that meeting.

5   REVIEW OF ACTION SHEET

Item 1: Student Mental Health
The Chair declared this item closed.

Item 2: Academic Integrity Report
Professor Josua Pienaar, Pro Vice-Chancellor, Learning and Teaching acknowledged the report submitted to VCAC regarding academic integrity. He went on to define Academic Integrity and emphasised the importance of ensuring student awareness about the consequences of cheating, which could include expulsion from the University. He also noted the increase of contract cheating cases within the University, some cases involving students who had already graduated. These included:
- in March 2019 a whistle-blower informed the University that students had accessed and paid third-party services to complete their assignments
- in May 2019 an entire cohort of students (393) in the School of Engineering and Technology was investigated as a result of contract cheating allegations made by a student.

Professor Pienaar advised that the University is seeking to address contract cheating by creating new policies and procedures and implementing new processes to investigate allegations, including monitoring document properties and simultaneous Moodle access from different geographic locations.

Professor Pienaar discussed the ongoing role of the SRC in the prevention of academic misconduct, emphasising the importance of clear communication to students about the importance of academic integrity and the consequences of non-compliance with University policy. Professor Pienaar encouraged the SRC to work alongside ITD to devise strategies to encourage the student body to act with academic integrity.

Points raised in the following discussion included the transparency of current academic misconduct processes, students feeling disadvantaged by others' access to contract cheating websites such as Chegg and the importance of students completing their own work rather than submitting the work of others as their own. Further, suggestions were received as to the feasibility of creating a Whistle-blower website where students could anonymously report suspected contract cheating.

Professor Pienaar affirmed that he would consider and respond to feedback and suggestions provided during discussion and would work alongside the SRC to address academic misconduct issues.

Item 3: Student Representative Council Terms of Reference
Item carried over to next meeting. New members to review Terms of Reference and note changes and comments for discussion.

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**Part A: Reports and recommendations to
the University Council and/or University Management**

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Nil.

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Part B: Matters finalised or remaining for discussion

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6   FOCUS ITEM – CQUNI CAREERS TEAM

Ms Julie Holmes, CQUni Careers Team Leader, spoke to this item and shared a PowerPoint presentation introducing the Careers Team and discussing services the Team provides to students. Ms Holmes was interested in who on the SRC had engaged with CQUni Careers and asked members to complete a quick survey. Ms Holmes presented a snapshot of 2019 events and gave an overview of the Career Hub platform, advising that it offers opportunities for ongoing collaboration between the Careers Team and the SRC. The Careers Team is seeking feedback from students and suggested that the SRC could open the communication lines and receive feedback from students on what they want and how CQUni Career can be improved. Ms Holmes advised that student feedback or suggestions regarding ways to improve CQUni Career may be reported to her.

In response to a question from Mr Mark Clarkson, Postgraduate Online Representative, regarding the availability of data around the Team's success in placing students in employment, Ms Holmes advised that since CQUni Careers is an upskilling service rather than a placement service there is limited information around tracking of employment outcomes. It was noted that that this data would be beneficial, and the Team will investigate ways to capture this data.

Mr Dale Neville, Rockhampton Region Representative, noted that Engineering students regularly use the Resume and Cover letter doctor and asked whether the Team could provide a service to enhance LinkedIn profiles. Ms Holmes advised that this is in progress as employers are looking to use this platform as a key recruitment space.

In response to a question from Ms Brittany Cheel, Indigenous Representative, Ms Holmes advised that CQUni Careers are collaborating with Heads of Course and Schools to offer more course specific seminars to target specific industries and is also collaborating with the scholarship and alumni teams to determine what can be offered further to students.

Resolution:
The Student Representative Council discussed the CQUni Careers Team and their role.

7.   RESPECT NOW ALWAYS ACTION PLAN WORKING GROUP

Ms Su Jensen, Senior Executive Officer, Student Experience and Governance Division, spoke to this item on behalf of Ms Joanne Perry, Deputy Vice-Chancellor, Student Experience and Governance and asked SRC members to consider representing students on the Respect Now Always Action Plan Working Group which meets monthly and provides involved students with a voice and opportunities for engagement.

Mr Clarkson and Mr Neville verbally nominated, and Ms Jensen asked that members provide Ms Sharon Connor, SRC Coordinator with an email expressing their interest.

Ms Connor will coordinate nominations and report to Ms Perry on interested participants.

Resolution:
The Student Representative Council discussed the Respect.Now.Always.Action Plan Working Group and are to send their expression of interest by email to Ms Connor, Coordinator Student Representative Council.

8. STUDENT LEADERSHIP CONFERENCE 2019

Ms Tanya Rutherford, Student Mentor Program Officer, spoke to this item and advised that the conference will be held in Rockhampton on 5 – 7 November 2019 and will expand on the immersive and interactive social change leadership theme from previous years. It will be framed around the essential skills of storytelling and conversational intelligence. Guest speakers will be Dr Emilia Dauway and Alumnus Josh Worley. Dr Emilia Dauway is a Breast and General surgeon based in Gladstone whose unique holistic approach to supporting women in regional areas recover from breast cancer led to her being named Inspirational Woman of the Year for 2019 by the Regional Women's network in CQ.

Ms Rutherford asked SRC Members to encourage students in their region to apply and sign up for the conference.

Ms Connor recommended that all members attend the conference and will investigate the availability of SRC funding to support this.

The Chair recommended that each member attend and to encourage students to apply as it is a great way for students to connect to the University.

Further conference information will be provided to students closer to the date.

Resolution:
The Student Representative Council discussed the Student Leadership Conference and will promote the conference competition to students.

9. 8 WEEKS TO UNI

Mr Malcolm Burt, Lecturer, Educational Developer, spoke to this item and advised that he was seeking the participation of the SRC to arrange for students (and possibly student ambassadors) to be made available for interviews about their experience of entering university. Interviews will take place mid-2019 with locations to be advised. Mr Burt noted that this is to be a student-driven project with a strong student voice, and direct consultation with students will see a CQU student-cohort-specific data set, which can be used specifically to assist new students. Ethics approval will be sought for the project.

Mr Burt advised that current services and online preparation units do not sufficiently prepare students to enter university or provide answers to what researchers' state are the most commonly asked questions, and that the University's current focus on academic integrity and social innovation should be expanded to consider implementing a service which considers the educational diversity of our students. Mr Burt noted that the *8 Weeks to Uni* program would include elements found by researchers to be most valuable, such as access to student opinions and advice, virtual classroom tours, access to Moodle and easily accessible information on course details and teaching styles.

The following discussion included challenges faced by rural students, retention and the importance of course advice and student support. Ms Cheel advised that she will encourage the Indigenous cohort to get involved and Mr Burt advised the program will also collaborate with the Indigenous Team and Social Innovation Team to ensure it appeals to students.

Resolution:
The Student Representative Council discussed the 8 Weeks to Uni project and agreed to support the project with Members bringing the project to students' attention.

10. DRAFT 2019-2023 CQUNIVERSITY STRATEGIC PLAN – OUR FUTURE IS YOU

Vice Chancellor and President, Professor Nick Klomp, spoke to this item and introduced the draft 2019-2023 CQUniversity Strategic Plan to Members.

Professor Klomp summarised the plan and advised of debate about incorporating sustainability into the plan. He discussed the plan's positives and negatives and stated that the plan will have more depth and incorporate KPI's to measure performance. Professor Klomp also discussed the draft plan's cover and the consensus was that it could be improved.

Discussion included:
- the possibilities presented by cross-sector collaboration
- sustainability (stand-alone pillar, or to leave it as it is, incorporated into everything we do?)
- the importance of widening the University's reputation in attracting students and maintaining standards
- Earn While You Learn project and importance of jobs for students.

Ms Cheel thanked Professor Klomp for the indigenous engagement he is creating and the incorporation of culture into the plan.

The Chair asked the Vice-Chancellor and President where he saw the SRC fitting into the plan, Professor Klomp responded by affirming the importance of the SRC being the University's student voice.

Professor Klomp thanked students for the feedback he has received to date and advised students still had a few more days to submit any feedback after today's discussion but asked that it could be done asap as the plan is due to council in the next couple of weeks.

Resolution:
The Student Representative Council discussed the draft Strategic Plan 2019-2023 and will provide individual responses to the draft Strategic Plan.

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11.   OTHER BUSINESS

11.1   UniSport Nationals

Ms Connor discussed UniSport Nationals and advised she is currently recruiting for Division 2, to be held in July. Ms Connor advised of CQU's increased participation from 2018, when a total of 45 students in 4 teams attended, to 2019, with 138 students expressing an interest in participating. Ms Connor also advised that Indigenous Nationals will be held in Perth in the coming weeks and it is hoped a team will be confirmed shortly.

11.2   Student Communication and Engagement

Professor Lee Di Milia, Dean to School of Business and Law, spoke about the difficulty in finding an effective means of communication that will encourage student responses. Professor Di Milia spoke of his frustration at trying various means in trying to engage student responses and hopes the SRC might like to take on a project that may identify a means of encouraging student engagement.

11.3   Queensland Indigenous Youth Leadership Program

Ms Cheel discussed her selection for the Queensland Indigenous Youth Leadership Program (QIYLP) in Brisbane and spoke on the conference, what it entails, and what will be gained from attending. Ms Cheel advised that she would like to implement a program that will encourage students to apply for opportunities like the QIYLP and will report back to the SRC after the conference.

11.4   SRC Facebook Page

Ms Emily Bryson, Deputy Chair, acknowledged Ms Lucy Stafford, SRC Administration Officer, for the posts on the SRC Facebook page.
Ms Stafford advised that she will provide updates to Members regarding Facebook posts.

11.5   SRC Terms of Reference

Mr Vindhya Pokharel, University Council Nominee, enquired about the SRC Terms of Reference and the status of the review. The Chair advised that the Terms of Reference will be an item at the next meeting.

12.   NEXT MEETING

The next meeting of the Student Representative Council will be held on Tuesday, 16 July, from 1.00 pm (QLD) via Video Conference.

Agenda items for this meeting are to be submitted no later than 9.00am on Tuesday, 9 July 2019.

13.   CLOSURE

The Chair declared the meeting closed at 3.37 pm.

MS RHIANNA WOOD
CHAIR

STUDENT REPRESENTATIVE COUNCIL
Action Sheet – for 16 July meeting

Item	Date	Reference	Action By	Action Required	Status
1	30/11/18	Student Representative Council Terms of Reference	Sharon Connor	Changes for the SRC Terms of Reference were to be tabled at the November SRC meeting, it was agreed to put the forward to the March 2019 meeting.	Ongoing
	16/4/2019		Anna Towan	With the March meeting adjourned and new members being elected, it was recommended to hold over the discussions for recommended changes to the May meeting.	
	22/5/2019		Rhianna Wood	To allow new members to familiarise themselves with suggested changes to the SRC Terms of Reference, this item will held over to the July meeting.	

STUDENT REPRESENTATIVE COUNCIL

BLACK BULLION ONLINE INTERACTIVE MONEY MANAGEMENT			
Meeting Date:	Tuesday, 16 July 2019	**Submitted by:**	Natalie Vonthien Coordinator, Inclusion & Accessibility
Action required:	For discussion		

Strategic Plan Alignment:	Providing a Great Student Experience

Recommendation:
That Student Representative Council discuss ways to share information about new online interactive money management supports and provide recommendation to the Scholarships and Financial Assistance team how to engage with students to access the online platform and engage with resources.

Issue:
The Scholarships and Financial assistance team is about to launch access to an online interactive platform to support students to improve financial literacy skills through the delivery of interactive money management lessons and quizzes. This is a HEPPP funded pilot for 2019 with a view to expand in 2020 if well received by students. Students receiving HEPPP scholarships in 2019 will be asked to participate in the pilot roll out.

The team welcome advice from SRC on the following:
1. What are the best ways to share information with students about improving financial literacy skills?
2. How can the team best distribute this information to students? Where best can it be located for easy access?
3. How can the team engage students with money management skills?
4. Would students benefit from having other opportunities to improve their money management skills e.g. F2F workshops, 1:1 consultation etc?

Background:
The Scholarships and Financial Assistance team is responsible for delivering over $5m every year in financial assistance to students (scholarships, emergency grants and student loan applications from both internal and external funding sources). In response to an increase in demand for scholarships and emergency grants and perceptions of student money management skills, the team have been undertaking further training, connecting with external organisations and researching financial assistance supports that compliment cash benefits with the aim to improve overall financial literacy and wellbeing. Black Bullion has been selected as a contracted partner to deliver access to an online platform with self paced learning modules about money management to help students build their knowledge and financial literacy skills.

Rationale:
Black Bullion is an established e-platform aimed at students to develop financial literacy skills and has already partnered with Universities in the UK, New Zealand and Australia and has been rated highly by other partners. The advantage of using an e-platform provides a scalable approach for any CQUni student to access at no personal cost. The Scholarships and Financial Assistance team are based in Rockhampton and budget has been allocated to support 'Pop Up' scholarship sessions at various CQU locations during 2019.

From their experience, the team consider that students would benefit from proactive engagement to improve money management skills and increase awareness of access to supports available from CQU and external organisations. However, this topic can be difficult to engage with due to personal privacy and diverse values regarding money and challenges to manage on a low income as a student. The Scholarships and Financial Assistance team welcomes input from SRC to contribute to the rollout of this new initiative.

Consultation:
- Student Life and Wellbeing Centre
- University partners attending ANZSSA Conference 2018

Conclusion:
Guidance from SRC will assist with communication strategy to roll out delivery of financial literacy resources to students.

Attachment:
- Black Bullion Brochure – Australia & New Zealand

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VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

THE UNIVERSITY OF SYDNEY

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VICTORIA
UNIVERSITY OF WELLINGTON

Edinburgh Napier
UNIVERSITY

BIRMINGHAM CITY
University

Anglia Ruskin
University

PRIFYSGOL
ABERYSTWYTH
UNIVERSITY

Birkbeck
UNIVERSITY OF LONDON

University of Essex

Goldsmiths
UNIVERSITY OF LONDON

University of
Hertfordshire UH

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London

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England

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University

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of Suffolk

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SURREY

Keele
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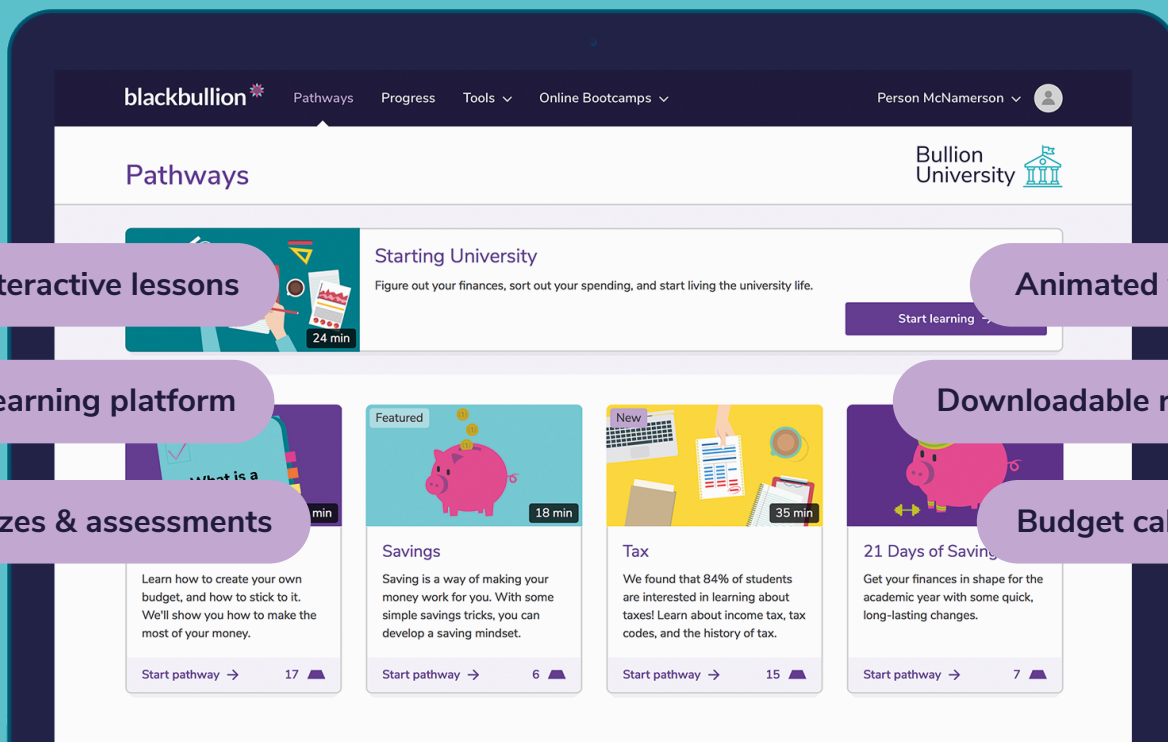Nottingham
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University

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— Lynne Condell MBE, Manager, Student Money Advice, Liverpool John Moores University

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Animated videos

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Pathways   Progress   Tools ⌄   Online Bootcamps ⌄   Person McNamerson ⌄

Pathways

Bullion University

Starting University
Figure out your finances, sort out your spending, and start living the university life.

24 min   Start learning →

What is a ...min

Featured
Savings
18 min
Saving is a way of making your money work for you. With some simple savings tricks, you can develop a saving mindset.
Start pathway →   6 ◣

New
Tax
35 min
We found that 84% of students are interested in learning about taxes! Learn about income tax, tax codes, and the history of tax.
Start pathway →   15 ◣

21 Days of Saving
Get your finances in shape for the academic year with some quick, long-lasting changes.
Start pathway →   7 ◣

Learn how to create your own budget, and how to stick to it. We'll show you how to make the most of your money.
Start pathway →   17 ◣

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We utilise a number of instructional design strategies, including the interleaving of assessments and scaffolded sequences of learning, to grow our students' understanding.

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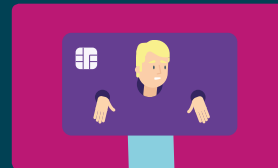
Starting University

Budgeting

Saving

Risk

Debt

Tax

Investments

Networking

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> **Blackbullion has helped me thoroughly, far beyond just understanding definitions and concepts.**
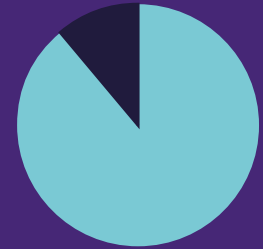>
> — MA student at King's College, UK

> **I use Blackbullion because there is no other website similar to it here in New Zealand. The content sounds and looks really nice, it's modern and attractive.**
>
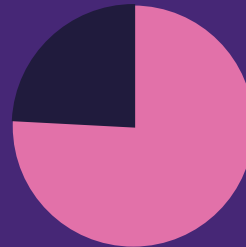> — First year student at Victoria University of Wellington, NZ
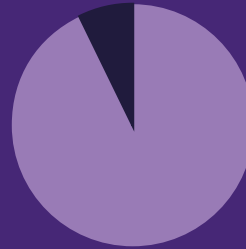
93%
Found the platform easy to use

89%
Felt more confident about their finances

76%
Found the lessons engaging

63%
Improved their budgeting skills

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— Amanda Fraser, Senior Student Finance Advisor, Victoria University of Wellington

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STUDENT REPRESENTATIVE COUNCIL TERMS OF REFERENCE			
Meeting Date:	Tuesday, 16 July 2019	**Submitted by:**	Sharon Connor Coordinator, Student Representative Council
Action required:	For decision		

Strategic Plan Alignment:	Providing a Great Student Experience

Recommendation:
That the Student Representative Council recommend the Vice-Chancellor approve the amended Student Representative Council Terms of Reference, effective immediately

Issue:
The Student Representative Council Terms of Reference has been amended to reflect the evolving nature of the Council and support Council operations. The amended Terms of Reference are to be submitted to the Vice-Chancellor's Advisory Committee for approval by the Vice-Chancellor and President.

Background:
Revisions to the Student Representative Council's Terms of Reference were last approved in July 2017, and Terms of Reference are required to be reviewed every two years.

These proposed changes allow the Student Representative Council to operate more effectively; Changes include:
- The removal of stand-alone positions for the Chair and Deputy Chair
- Meeting etiquette
- Conduct of a member
- Amendments to various sections to expand further on the Student Representative Council's operational requirements.

Amendments have also been made to bring the Student Representative Council Terms of Reference in alignment with the amended Student Association Constitution, also on this meeting's agenda for recommendation to Council.

Rationale:
These amendments reflect the evolving nature of the Student Representative Council, and ensure compliance with the Student Association Constitution.

Consultation:
- Student Representative Council, through this item

Conclusion:
On endorsement, the revised Terms of Reference will be submitted to the Vice-Chancellor's Advisory Committee for approval by the Vice-Chancellor and President.

Attachment:
- Amended Student Representative Council Terms of Reference

STUDENT REPRESENTATIVE COUNCIL
TERMS OF REFERENCE

Contents

1   ESTABLISHMENT

The Student Representative Council was established by the Vice-Chancellor and President on 21 October 2014. The Student Representative Council will provide reports to the University Council and advice to the University's management team in relation to student issues.

2   FUNCTIONS AND RESPONSIBILITIES

The Student Representative Council will be concerned with the improvement of the student experience for all CQUniversity students studying at all campuses and locations of the University and by distance education.

The student experience includes:

- student amenities and services
- CQUniversity's policies and procedures regarding in regards to student life
- student life for students based on campus or studying by distance education, and
- CQUniversity's physical, cultural and technological learning environments.

The Student Representative Council's functions are to:

2.1 Consider matters referred to it by University management, the University Council or other university body including partner provider institutions in relation to the provision of student services and amenities as per *The Higher Education Support Act 2003* and the Student Services, Amenities, Representation and Advocacy Guidelines ('the Representation Guidelines').

2.2 Consider recommendations in regards to provision of student services and amenities made by its members, and if deemed appropriate, forward these recommendations to University management.

2.3 Consider matters referred to it by University management, the University Council or other University body including partner provider institutions in regards to the student experience.

The Student Representative Council's responsibilities are to:

2.4 Consult with students on the student experience and topical issues.

2.5 Provide an avenue for students to provide feedback and recommendations regarding in regards to the student experience.

3 REFERRAL OF MATTERS

Theis Student Representative Council may refer any item to University management for discussion, consideration and/or action.

4 COMMITTEES

Theis Student Representative Council may establish such committees of a standing or ad hoc nature as it deems appropriate. A sub-committee is defined as a committee composed of some members of a larger committee, board, or other body. The Terms of Reference of each sub-committee shall be approved by this Student Representative Council, and shall be constructed to ensure consistency and coordination between the functions of all sub-committees.

Theis Student Representative Council shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

Theis Student Representative Council may establish working parties which is a group appointed to study and report on a particular question and make recommendations based on its findings.

Theis Student Representative Council shall receive reports as required from such working parties and have responsibility to monitor and evaluate activities in respect of each working parties' functional responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The membership shall comprise of:

Appointed members:

- One member of University Council, or nominee

Nominated members:

- One member of Alumni, nominated by the Director, Development and Alumni Relations.

Elected members:

- One higher education student from each CQUniversity region, elected by and from the students enrolled at each region (i.e. the Gladstone region representative will be elected by and from students enrolled from that region)
- One research higher degree student, elected by and from enrolled research higher degree students
- One postgraduate distance online education student, elected by and from enrolled postgraduate distance online education students
- One undergraduate distance online education student, elected by and from enrolled undergraduate distance online education students

- One postgraduate international student, elected by and from enrolled postgraduate international students
- One undergraduate international student, elected by and from enrolled undergraduate international students
- One Indigenous student, elected by and from enrolled Indigenous students
- One Skills for Tertiary Education Preparatory Studies (STEPS) student, elected by and from enrolled STEPS students
- Two Vocational and Education Training (VET) students, elected by and from enrolled VET students, and
- One Tertiary Entry Program (TEP) student, elected by and from enrolled TEP students.

Co-opted members:

- Up to two co-opted members may be appointed, to provide theis Student Representative Council with any relevant specialist expertise required and to ensure representation consistent with theis Student Representative Council's responsibilities.

6   TERM OF OFFICE

Appointed, nominated, elected and co-opted members shall serve for a term of office of two years. With the exception of VET students who shall serve a term of office of six months and enabling students who shall serve a term of office of one year.

The term of office for appointed, nominated, elected and co-opted members shall commence in March each year.

The term of office for elected members shall commence at the next scheduled meeting after elections are declared.

Expressions of interest received for position vacancies outside of an election period will be considered.

Appointed, Nnominated, co-opted and elected and appointed members may serve for no more than two terms of office.

67   RIGHTS OF AUDIENCE AND DEBATE

Theis Committee Student Representative Council may extend rights of audience and debate on either a standing or ad hoc basis.

The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Vice-Chancellor and President
- Deputy Vice-Chancellors.

78   CHAIR AND DEPUTY CHAIR

The Chair and Deputy Chair shall be elected from within the Student Representative Council by way of a preferential voting system, and will be elected by Student Representative Council members. The elected Chair shall be the official spokesperson for the Student Representative Council. The Chair shall serve for a term of office of one year.

The Student Representative Council will also elect a Deputy Chair from within the student membership of the Student Representative Council. In the absence of the Chair, the Deputy Chair shall preside. The Deputy Chair shall serve for a term of office of one year.

The Chair and Deputy Chair are standalone positions, and members appointed to these positions vacate their substantive position on the Student Representative Council. The vacated positions shall then be filled by an election, in accordance with requirements for the vacated positions.

89   SECRETARY

The Student Representative Council Secretary will be appointed by the University to assist the Student Representative Council with advice and secretariat support.

910 CASUAL VACANCIES

A casual vacancy on theis Student Representative Council shall occur if a member is deemed to have vacated his/her position. A position of theis Student Representative Council shall be deemed to have been vacated if the member:

a) Dies, or

b) resigns from the office in writing, addressed to the Student Representative Council Secretary. Such resignation will take effect on the date stated in the resignation, or in the case of no stipulated date, at the expiration of 14 days of the service of notice to the Student Representative Council Secretary, or

c) is absent from two consecutive meetings of the Student Representative Council without accepted apology or leave of the Student Representative Council or

d) ceases to be a current enrolled student of the University or retain enrolment in the membership category that was the basis for membership to the Student Representative Council.

The term of office for any member to fill a casual vacancy for an elected position shall be for the remaining duration of the vacated position's term of office.to 1 March of the following year.

The Student Representative Council may continue to act notwithstanding any vacancy in its membership.

11 MEETING ETTIQUETTE

Student Representative Council members are to be professional and respectful at meetings, and not use inflammatory language or engage in bullying, inappropriate or intimidating behaviour.

12 CONDUCT OF A MEMBER

Members of the Student Representative Council are bound by the University's Code of Conduct which is intended to promote the highest ethical and professional standards and to provide guidance to members to assist them in carrying out their duties and responsibilities.

Members of the Student Representative Council must:

• act honestly and with integrity

• act at all times in the interests of the University

• exercise due care, skill and diligence in their duties

• be independent in judgement and action

• maintain the confidentiality of information obtained in the course of their duties as a member. Members are to use such information only for the purposes for which it was provided

• attend Student Representative Council meetings

• conscientiously seek to understand enough about the role and function of Student Representative Council to carry out their duties as members in an appropriate way

• conscientiously seek to sufficiently understand the proposals before the Student Representative Council to be able to make appropriately informed decisions, and

• participate, as far as they reasonably find themselves able to do so, in functions of the Student Representative Council which are held from time-to-time and also in functions of the University where the attendance of members of the Student Representative Council is appropriate.

1013 REMOVAL OF A MEMBER FROM OFFICE

Theis Student Representative Council may recommend to members that an elected, or appointed, nominated or co-opted member shall be removed from office if a majority of Student Representative Council members are satisfied the member:

- fails to comply with the provisions of these Terms of Reference or

- conducts themselves~~himself or herself~~ in a manner considered to be injurious or prejudicial to the character or interests of the Student Representative Council.

e)   is absent from two consecutive meetings of the Student Representative Council without accepted apology or leave of the Student Representative Council .

-

If the Student Representative Council resolves to recommend that a member is to be removed from office under this section, the Student Representative Council must as soon as practicable:

- give the member notice and the reasons for it, and

- call a Student Representative Council meeting to allow the member the opportunity to present fully their~~his/her~~ case and the Student Representative Council shall have the opportunity of presenting its case. The resolution to remove the elected member shall be determined by the vote of the members present.

Appeals

If a member removed from office by the Student Representative Council believes their removal to be unfair, or not in accordance with the terms of reference, the removed member may access the University's official grievance processes.

~~11~~14 QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one. When 50% of Student Representative Council members is not a whole number, the next highest number plus one shall form quorum. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

~~12~~15 CONFLICT OF INTEREST

Members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the agenda and the Student Representative Council shall determine if a conflict exists.

If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, ~~he/she~~they will be excused from discussions and deliberations on the issue where a conflict of interest exists.

~~13~~16 MEETINGS

Meetings may be held face-to face, by telephone, videoconference, or other electronic means.

The Student Representative Council shall meet at least every second month during the academic terms.

Members shall be entitled to vote only at meetings at which they are present.

Members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Student Representative Council may be made at a duly called and constituted meeting,~~;~~ or, by a resolution in writing to all members of the Student Representative Council and physically or electronically signed by at least a quorum of the members of the Student Representative Council who are entitled to vote on the resolution other than those on an approved leave of absence.

17   ELECTIONS TO STUDENT REPRESENTATIVE COUNCIL

Election to the Student Representative Council is open to all enrolled students and whose academic progress is deemed as satisfactory.

Elections for positions on the Student Representative Council will be conducted after Term 1 census date of the same year the student members are to serve.

All elections for the Student Representative Council shall be conducted as voluntary secret electronic ballots of eligible students. All eligible students shall be entitled to vote.

The roll of persons eligible to vote in any election shall be that list of students verified by the Returning Officer.

Students employed by the University at 0.5 or higher are ineligible to nominate for elected Student Representative Council positions.

Election procedures, including nomination, voting procedures and appointment of the Returning Officer will be governed by CQUniversity Policy and Procedures.

~~14~~18 ACCESS TO RESOURCES

Members will be provided with access to the websites and any other resources reasonably required to fulfil their duties as a Student Representative Council member.

~~15~~19 OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

~~16~~20 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three working days prior to the meeting, via the Student Portal. Members will be notified by email of the location and availability of material.

Only ~~Except~~ with the ~~express permission of the~~ Chair's permission will ~~,~~ late papers ~~will not~~ be accepted.~~, nor will the tabling of papers.~~ All papers must be submitted to the Secretary by the specified submission deadline~~no later than eight working days working days prior to the forthcoming meeting~~.

Members are encouraged to ~~bring laptops, iPads or similar to the meetings and~~ view the agenda electronically~~online~~ during the meeting. ~~If this is not an option, the agenda documentation is easily printed from the website.~~

Committee records are subject to the Queensland *Public Records Act 2002* ~~Qld~~ and ~~therefore~~ must be retained by the Secretary in accordance with the University's R~~r~~ecords M~~m~~anagement P~~p~~olicy and Procedure. ~~Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the Chair of the committee. All committee documentation shall be retained in the University's primary electronic records management system.~~

Minutes are to be prepared from~~for~~ each ~~committee~~ meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will the documents to all members and include them in the agenda papers for the next meeting. ~~are to be reviewed by the Chair and circulated to all committee members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.~~

~~17~~21 EVALUATION AND REVIEW

To ensure that th~~e~~is Student Representative Council ~~Committee~~ is fulfilling its duties, it will undertake an annual self-assessment of its performance against its Terms of Reference and provide any information the Vice-Chancellor and President ~~University Council~~ may request to facilitate their~~its~~ review of the Student Representative Council's performance and its membership.

Th~~e~~ Student Representative Council~~is Committee~~ shall review its Terms of Reference every two years and provide a report, including any recommendations, to the Vice-Chancellor and President~~University Council~~.

~~18~~22 REPORTING

This Committee advises University management and the University Council on specific matters.

~~19~~23 INDEMNITY

Every member of the Student Representative Council will have indemnity insurance which will cover any liability arising from any act or omission by a member which the Student Representative Council member knew was a breach of duty or which was committed or omitted in reckless disregard of whether it was a breach of duty or not.

~~20~~24 FEEDBACK

~~University staff and students may provide~~ Ffeedback about this document can be ~~by~~ email~~ing~~ to policy@cqu.edu.au.

~~21~~25 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	13/09//2018

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 21/10/2014
Amendment Authority and Date	Minor amendments Deputy Vice-Chancellor (Student Experience and Governance) 17/04/2015; Minor amendments Deputy Vice-Chancellor (Student Experience and Governance) 01/03/2016; Vice-Chancellor and President 12/10/2016; Vice-Chancellor and President 13/09/2017.
Notes	

STUDENT REPRESENTATIVE COUNCIL

STUDENT ASSOCIATION CONSTITUTION		
Meeting Date: Tuesday, 16 July 2019	**Submitted by:**	Sharon Connor Coordinator, Student Representative Council
Action required: For decision		

Strategic Plan Alignment: Growing our Engagement and Reputation

Recommendation: **That the Student Representative Council recommend the University Council approve the amended Student Association Constitution, effective immediately.**

Issue: The Student Association Constitution is the instrument which allows for the establishment of the Student Representative Council. Amendments have been made to the Constitution to improve readability, provide clarity through further definitions, include a section on member conduct, and other amendments to support Student Representative Council operations. Council approval of the amended Constitution is sought.

Background: The Student Association Constitution was approved by the University Council on 12 May 2014, effective 1 January 2015. The Student Association Constitution provides for the establishment of the Student Representative Council. The following amendments have been made to the Student Association Constitution: • Formatting and numbering edits to improve readability • Inclusion of additional definitions • Inclusion of a new section 'Conduct of a Student Representative Council Member', and • Amendments to various sections to expand further on the Student Representative Council's operational requirements.

Rationale: These amendments improve the currency, relevancy and readability of the Student Association Constitution. These amendments are reflected in the amended Student Representative Council Terms of Reference on this meeting's agenda.

Consultation: • Student Representative Council, through this item

Conclusion: The Student Representative Council is to recommend to the University Council the approval of the amended Student Association Constitution.

Attachment: • Student Association Constitution

CONSTITUTION
of the
CENTRAL QUEENSLAND UNIVERSITY STUDENT ASSOCIATION

1   Preliminary

1.1   The Central Queensland University Student Association established by and under the *Central Queensland University Act 1998* is herein after referred to as the Association.

1.2   This Constitution shall take effect on the date of 1 January 2015 following approval by the Council of Central Queensland University.

2   Definitions

2.1   In this Constitution, unless the contrary intention appears:

2.1.1   "Academic Year" means the length of time in each calendar year as set out in the University's calendar during which the University conducts formal tuition, revision and examination periods, as defined by the University.

2.1.2   "Association" means the Central Queensland University Student Association.

2.1.3   "CQUni" means Central Queensland University.

2.1.4   "Member" means those persons who are members of the Association pursuant to Part 5 of this Constitution.

2.1.5   "Returning Officer" means any person employed by the University appointed ~~annually~~ to conduct the Association's Annual Elections.

2.1.6   "Secret Ballot" means a method of voting that allows a vote to be recorded but which does not disclose how any particular person voted.

2.1.7   "Student" means a person recognised as such by Central Queensland University.

2.1.8   "Enrolled" means an enrolled student who has a current enrolment in a unit or course and is studying in a unit and who has paid any fees or charges required by the University.

2.1.9   'Vocational Education and Training" means vocational education and training that provides students with skills and knowledge for work, enhances employability and assists learning throughout life.

2.1.10   "Enabling" means a non-award course that prepares a student for general and/or discipline-specific university study.

2.1.11~~8~~ ~~"SRC""~~"Student Representative Council" means the Student Representative Council elected by members pursuant to Part 5 of this Constitution.

2.1.12~~9~~ "University" means the Central Queensland University established by the *Central Queensland University Act 1998*.

2.1.13~~0~~ "Vice-Chancellor and President" means the Vice-Chancellor and President of Central Queensland University.

3   Interpretation

3.1   This Constitution is in all respects subject to the provisions of the *Central Queensland University Act* and the Statutes made there under.

3.2   Except to the extent that such interpretation shall be excluded by or be repugnant to the context, in this Constitution words imputing the singular or plural shall be deemed to include the plural or singular number respectively.

4   The objects of this Association are:

4.1   The CQUni Student Association will be concerned with the improvement of the student experience for all CQUni students across all campuses of the University and ancillary locations (within Australia) and students studying via distance education. This will involve consulting with, and providing an avenue for, students to provide feedback and recommendations in regards to:

    4.1.1   Student amenities and services.

    4.1.2   CQUni's policies and procedures in regards to students.

    4.1.3   Student life for students based on campus or via distance education.

    4.1.4   CQUni's physical, cultural and technological learning environments.

4.2   The Student Association will make recommendations to the Deputy Vice-Chancellor (International and Services) or Student Services Amenities Fee Committee as the University contact regarding the use and proposed use of proceeds from the student services and amenities fee as per the *Higher Education Support Act 2003 Cwth* and the Student Services, Amenities, Representative and Advocacy Guidelines ('the Representative Guidelines') for the provision and improvement of student services and amenities.

4.3   To be independent of religious or political organisations and affiliations to those organisations.

5   Membership

5.1   The Association is a voluntary membership organisation to which all enrolled students of the University are entitled to membership.

5.2   There shall be the following class of membership of the Association.

Ordinary Membership

    5.2.1   Any person who is enrolled as a student in any award or enabling~~non-award~~ course of the University, shall upon acceptance be an Ordinary member of the Association. The period of Ordinary membership will be the term of enrolment at CQUni.

    5.2.2   Ordinary members shall have the following rights and privileges:

        (a)   stand and vote in elections to the Student Representative Council in the relevant categories (5.3) of the Student Representative Council open to Ordinary members.

5.3   The Student Representative Council shall consist of Association Members elected in the categories outlined in its Terms of Reference.

5.4   Membership on the Student Representative Council may include appointed, nominated and co-opted members as prescribed in the Student Representative Council Terms of Reference.

6   Term of Office

6.1   Ordinary members elected to the Student Representative Council shall serve for a term of office of two years. ~~hold office commencing in March of the current year for a period of one (1) year,~~ .With the exception of Vocational and Educational Training (VET) Ordinary members who shall serve a term of office of six months and Enabling Ordinary members who shall serve a term of office of one year.

6.2   The term of office for Ordinary elected members shall commence at the next scheduled meeting after elections are declared.~~The maximum term/s that Elected or Appointed Student Representative Council members may hold office is 2 years.~~

6.3   Appointed, nominated and co-opted members term of office will be as prescribed in the Student Representative Council Terms of Reference.

7   Election of Chairperson and Deputy Chairperson

7.1   The inaugural meeting of the incoming Student Representative Council shall be convened to elect the chairperson.

7.2   The Student Representative Council will also elect a deputy chairperson from within the membership of the Student Representative Council.

7.3   The elected chairperson and deputy chairperson will retain their elected membership for the duration of their term of office as chairperson and deputy chairperson.

7.4   The elected chairperson and deputy chairperson shall serve for a term of office of one year.

7.52   The elected chairperson shall be the official spokesperson for the Association.

8   Casual Vacancy

8.1   A casual vacancy on the Student Representative Council shall occur if a member is deemed to have vacated their position. A position of the Student Representative Council shall be deemed to have been vacated if the member:

(a)   dies; or

(b)   resigns from the office in writing, addressed to the Student Representative Council Secretary. Such resignation will take effect on the date stated in the resignation, or in the case of no stipulated date, at the expiration of fourteen (14) days of the service of notice to the Student Representative Council Secretary; or

(c)   is absent from two consecutive meetings of the Student Representative Council without accepted apology or is on approved leave of the Student Representative Council; or

(d)   ceases to be an Ordinary member of the Association or to retain Ordinary membership of that constituency which was the basis for membership of the Association.

8.2   The term of office for any member to fill a casual vacancy for an elected position shall be for the remaining duration of the vacated position's term of office. to 1st March of the following year.

8.3   The Student Representative Council may continue to act notwithstanding any vacancy in its membership.

9   Meetings

9.1   The Student Representative Council shall meet at least bi-monthly during the academic terms.

9.2   Student Representative Council members' participation at Student Representative Council meetings may be in person, or by teleconference, videoconference, or other electronic means as prescribed in the RegulationsStudent Representative Council Terms of Reference.

9.3   Fifty percent (50%) of members of the Student Representative Council plus one member shall form a quorum of the Student Representative Council. When 50% of Student Representative Council members are not a whole number, the next highest number plus one shall form quorum.

9.4   At any meeting of the Student Representative Council which the Chairperson is not present, the Deputy Chairperson shall preside. a member elected by and from the members present shall preside.

9.5   Student Representative Council members shall be entitled to vote only at meetings at which they are present.

10   Student Representative Committee Secretary

10.1   The Student Representative Council Secretary will be appointed by the University to assist the Student Representative Council with advice and secretariat support.

11   Conduct of a Student Representative Council member

11.1   Members of the Student Representative Council are bound by the University's Code of Conduct, which is intended to promotes the highest ethical and professional standards and to provides guidance to members to assist them in carrying out their duties and responsibilities.

11.2   Members of the Student Representative Council must:

11.2.1 act honestly and with integrity

> 11.2.2   act at all times in the interest of the University

> 11.2.3   exercise due care, skill and diligence in their duties

> 11.2.4   be independent in judgement and action

> 11.2.5   maintain the confidentiality of information obtained in the course of their duties as a member. Members are to use such information only for the purposes for which it was provided

> 11.2.6   attend Student Representative Council meetings

> 11.2.7   conscientiously seek to understand enough about the role and function of Student Representative Council to carry out their duties as members in an appropriate way

> 11.2.8   conscientiously seek to sufficiently understand the proposals before the Student Representative Council to be able to make appropriately informed decisions, and

> 11.2.9   participate, as far as they reasonably find themselves able to do so, in functions of the Student Representative Council which are held from time-to-time and also in functions of the University where the attendance of members of the Student Representative Council is appropriate.

12   Removal of an elected or appointed Student Representative Council member

12.1 The Student Representative Council may recommend to members that an elected, or appointed, nominated or co-opted member shall be removed from office if a majority of Student Representative Council members are satisfied the member:

(1)   Fails to comply with the provisions of this Constitution or RegulationsStudent Representative Council Terms of Reference made pursuant to it; or

(2)   Conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association.; or

(3)   is absent from two consecutive meetings of the Student Representative Council or is on approved leave of the Student Representative CouncilFails to attend two consecutive meetings.

12.2 If the Student Representative Council resolves to recommend that a member is removed from office under this section, the Student Representative Council must as soon as practicable:

(1)   Give the member notice and the reasons for it; and

(2)   Call an Student Representative Council meeting to allow the member the opportunity to present fully their case and the Student Representative Council shall have the opportunity of presenting its case. The resolution to remove the elected, appointed, nominated or co-opted member shall be determined by the vote of the members present.

13   Appeals

13.1 If a member removed from office by the Student Representative Council believes their removal to be unfair, or not in accordance with the constitution, the removed member may have access to the University's official grievance processes.

14   Elections to Student Representative Council

14.1 Open to all students enrolled at CQUni who have accepted Association membership and whose academic progress is deemed as satisfactory.

14.2 Elections for positions on the Student Representative Council will be held duringafter Term 1 census date of the same year the student members are to serve. In the first year of establishment of the newly constituted CQU Student Association, elections will be held in Term 1, 2015.

14.3 Elections to the Student Representative Council shall be conducted as required annually in the manner prescribed by this Constitution.

14.4 All elections for the Student Representative Council shall be conducted as voluntary secret electronic ballots of eligible Ordinary members of the Association. All Ordinary members of the Association shall be

entitled to vote.

1~~4~~<u>3</u>.5 The roll of persons eligible to vote in any election or referendum shall be that list of Ordinary members verified by the Returning Officer.

1~~4~~<u>3</u>.6 Students employed by the University at 0.5 or higher are ineligible to nominate for elected Student Representative Council positions.

1~~4~~<u>3</u>.7 Election procedures, including ~~N~~<u>n</u>omination, ~~V~~<u>v</u>oting procedures and appointment of the Returning Officer will be governed by CQUni Policy and Procedures.

1<u>5</u>~~4~~ Indemnity

1<u>5</u>~~4~~.1 Every member of the Student Representative Council will have indemnity insurance which will cover any liability arising from any act or omission by a member which the Student Representative Council member knew was a breach of duty or which was committed or omitted in reckless disregard of whether it was a breach of duty or not.

1<u>6</u>~~5~~ Alteration to the Constitution

1<u>6</u>~~5~~.1 This Constitution may be amended, rescinded or added to from time to time provided that no such amendment, rescission or addition shall be valid nor of any effect until same shall have been approved by the Association and by the Council of Central Queensland University.

1<u>7</u>~~6~~ Property of the Student Association

1<u>7</u>~~6~~.1 Subject to the *Central Queensland University Act*, the Association in accordance with the general intent and schemes of this Constitution shall not hold any funds, property or chattels whatsoever.

1<u>8</u>~~7~~ Approval

17.1 This Constitution was approved by the Council of Central Queensland University on 12 May 2014, effective 1 January 2015.

PLASTIC BOTTLE BAN AND SUSTAINABLE CAMPUS STRATEGY	
Meeting Date: Tuesday, 16 July 2019	**Submitted by:** Dale Neville Rockhampton and Yeppoon Regional Representative
Action required: For discussion	

Strategic Plan Alignment: Sustainability

Recommendation: **That Student Representative Council discuss the Plastic Bottle Ban and Sustainable Campus Strategy and Survey results.**

Issue: The result of a 4 month survey into the potential ban of plastic bottled water on CQUniversity campuses has been published by the Engineering Undergraduate Society for review and consideration of how to move forward with further action.

Background:

The contribution of plastic products to pollution and environmental waste is of particular concern to CQUniversity given the proximity of many of its campuses to the Great Barrier Reef Marine Park, which is significantly impacted by this issue. At a social innovation event earlier this year students discussing sustainability and the Vice-Chancellor suggested the idea of a plastic water bottle ban to reduce the impact of university's sustainability footprint.

The Engineering Undergraduate Society commissioned a survey to investigate the matter. This survey was advertised by the SRC and was allowed to run until recent close on 04/07/2019. A summary of the findings of the survey included:

- 19 Respondents
- 58% support ban of water bottles.

Other questions were also asked to determine how frequently respondents used plastic water bottles, how they would plan to access hydration without the sale of bottled water and their opinion on the accessibility and quality of current fountains on campuses.

Students were also given the opportunity to add a personalised response or comment at the end of survey. There were several comments reaffirming support for the ban, but also some constructive comments that detailed what the respondents believed to be issues with the current plan. These issues included:

- Medical requirements – One student stated that they were required to maintain high levels of hydration as part of ongoing management of a medical condition and that they were concerned that banning the sale of bottled water would impede their ability to maintain their health.
- Recycling focus – Some comments identified concern over the lack of recycling bins and similar facilities on many campuses and how this would work as an alternate or simultaneous solution.
- Single-use plastics – One suggested that single use plastics, such as those that are commonly used in a variety of university activities ranging from packaging to catering should be considered more closely in a sustainability plan. An argument was made that PET plastic water bottles are at least capable of being recycled, whereas single use plastics are often not.

The results of the survey indicate that more consideration and more research need to occur. 19 students is not a huge number of respondents and on reflection, I feel that we could have asked some extra questions to better determine the attitudes of the respondents. For instance, from some of the direct responses it is clear that some survey respondents may have voted no on the ban, but still held attitudes and beliefs that were pro-sustainability.

Further actions proposed to expand upon the survey results are as follows:

- Poll a greater number of students, perhaps by taking advantage of OMG week or similar activities.
- Liaise with accessibility and disability to determine what our responsibilities are to students and staff with medical conditions and what actions the sustainability plan might need to take to meet their needs.
- Rework the survey with additional questions to gain a better picture of attitudes and beliefs toward sustainable practice.
- Investigate recycling policy on various campuses and what policies the university currently has regarding recycling.
- Investigate the role of single use plastics in university activities and attempt to quantify their impact.

Rationale:
Sustainability is one of the key pillars of the university's new development goals. With the SRC's close relationship to social innovation, we are in a strong position to advocate for positive policy change when it comes to reducing the environmental impact of the day to day functioning of our institution. However, to produce this change we need to propose a plan with a clear backing of evidence that has strong support from the student body.

Consultation:
- Student body via online survey
- Vice-Chancellor

Conclusion:
A big part of promoting sustainability at CQUniversity is generating a discussion in our community. Even in the results of this small survey, we see that there are a number of different opinions and priorities concerning the proposed ban of bottled water. This conversation should continue to reach more members of our communities and as the team facilitating this conversation, our members should be prepared to consider how our sustainability plan needs to adapt.
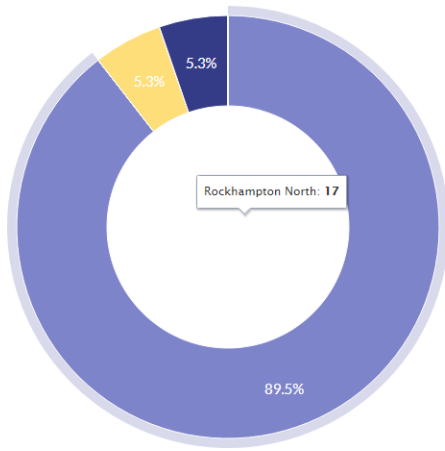
Attachment:
- Attachment 1 – Summary of survey responses

Q1 Which CQUni campus do you spend most time at?
Multiple Choice

Rockhampton North: 17

5.3%
5.3%

89.5%

● Mackay	1
● Townsville	0
● Cairns	0
● Gladstone	1
● Brisbane	0
● Yeppoon	0
● Sydney	0
● Adelaide	0
● Melbourne	0
● Noosa	0
● Emerald	0
● Other	0

Unanswered	Answered	Question Details >
0	19	

Q2 How often do you use single use water bottles?(Use and immediately discard)
Multiple Choice

10.5%

Never: 5

26.3%

36.8%
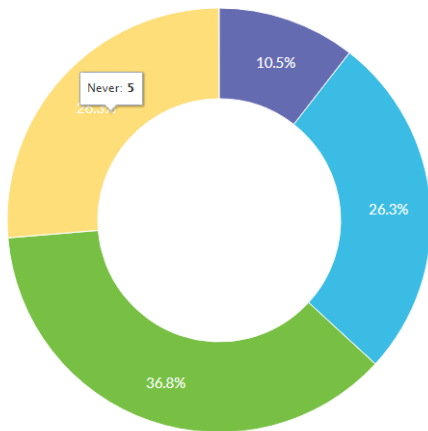
Choices	Totals
● Daily	2
● Once per week	5
● Occasionally	7
● Never	5

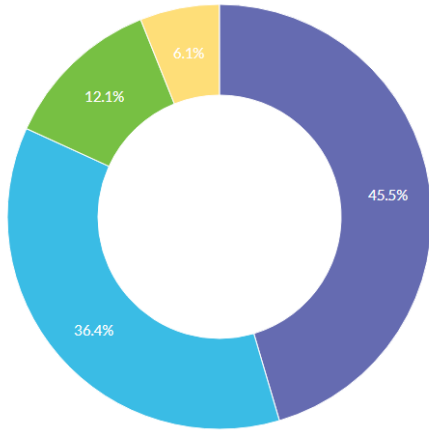| Unanswered	Answered	Question Details >
0	19	

Q3 If the sale of bottled water was banned on campus, where would you get your water from?(Tick all that apply)
Multiple Choice

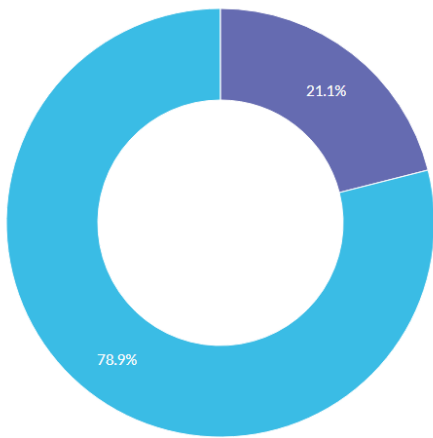| Choices	Totals
Bring from home	15
Water fountain	12
Student kitchen (library or other)	4
Ask for refill from shops	2

Unanswered
0

Answered
19

Question Details >

Q4 Do you have any concerns about the quality of filtered tap water on campus?
Multiple Choice
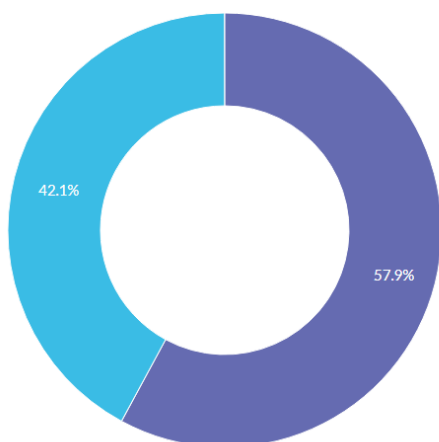

Choices	Totals
Yes	4
No	15

Unanswered
0

Answered
19

Question Details >

Q5 Would you support a decision to ban the sale of single use water bottles?
Multiple Choice

Choices	Totals
● Yes	11
● No	8

42.1%

57.9%

Unanswered	Answered	Question Details ›
0	**19**	

Q6 Feel free to leave a comment about anything related to this survey. Your feedback will be relayed directly to Vice Chancellor Nick Klomp.
Essay

Latest Responses	Date
How about better recycling options on campus	3 days ago
Great initiative. Nothing too surprising as most people already bring their own water bottle. A few more well placed filling stations would be good including somewhere near the engineering courtyard More...	3 days ago
I have a medical condition that requires high hydration levels. Banning the sale of any form of water would impede my ability to maintain hydration in certain situations.	3 days ago
Ban plastic!!!	3 days ago
Ban the bottle! We gone change things y'all 😊	3 days ago

Unanswered	Answered	Question Details ›
14	**5**	

STUDENT REPRESENTATIVE
COUNCIL

SUSPENSION OF MOODLE ACCESS

Meeting Date:	Tuesday, 16 July 2019	**Submitted by:**	Dr Jeannette Delamoir
			Student Ombudsman
Action required:	For discussion		

Strategic Plan Alignment:	Providing a Great Student Experience

Recommendation:
That Student Representative Council discuss the impact on students when MOODLE access is suspended.

Issue:
The impact on students when Moodle access is suspended, and whether an alternative approach is desirable and/or possible.

Background:
CQUniversity uses the suspension of students' Moodle access as a mechanism to mandate compliance with certain desired actions from students. There are three situations when Moodle access is denied to students:

a. Until students successfully complete the Foundations of Academic Integrity (FAI) unit at the beginning of first term of first year, and annually thereafter (no relevant policy);
b. When students fail to pay their university fees by the deadline set by the University, as set out in Table A of the **Collections Policy and Procedure FMPM** (from six days after census date, until the debt is paid in full or a payment plan is established);
c. Following a finding of minor plagiarism or academic misconduct, Moodle access will be restricted as set out in Section 10.3 of the **Student Academic Integrity Policy and Procedure**:
> Students will not be able to access course/unit material on the Moodle system for future terms until they successfully complete the required learning program or training. This will not restrict access to Moodle in the term to which the academic misconduct decision applies.

Where policies are in place regarding Moodle suspension, they nevertheless do not provide guidelines for the conditions of Moodle denial, such as setting maximum periods for the suspension, or limitations of the effects. Consequently, withdrawal of Moodle impacts students in multiple ways. While it's in place, they:

- can't access course content
- can't submit assignments
- can't receive feedback on their assignments (since the assignments can't be submitted)
- can't submit assessment requests—and withdrawal of Moodle access is not considered a reason for an extension
- can't contribute to on-line forums (as frequently required for assessment)
- can't appeal the rejection of the denial of extension
- can't upload mandatory documents in Sonia
- can't apply for Review of Grade or Withdrawal without Academic or Financial Penalty relating to the period during which they could not access their Moodle accounts.

Even after students pay their complete fee amount, they cannot retrospectively apply for extensions and do not regain the right to appeal or apply for a Review of Grade, or Withdrawal without Penalty. It concerns me that, even after students pay full fees, they does not regain all their rights, and are almost guaranteed to fail.

But not only are students academically disadvantaged, they often experience great distress.

There is no doubt that the University needs to meet external requirements mandating that students are aware of academic integrity. Similarly, the University needs to receive student fees. However, I believe that a wide cross-section of staff feel uncomfortable about addressing these necessary outcomes by suspending Moodle.

I am keen to know your perspectives and would like to ask for a University-wide conversation about alternative ways of achieving the crucial internal and external goals.

Rationale:
Set out the advantages and disadvantages of a particular course of action or options available to the University. Provide statistics and financial data as required. State your preferred option and why.

It's important to note that students are usually not allowed to enrol after Week 2 of term, because it's considered that they will be disadvantaged by missing those two weeks. However, the suspension of Moodle often lasts more than two weeks.

Term 1 2019

FAI Completion: By the end of Week 2, 94 percent of relevant students had completed the FAI.

This means that **864 students still did not have access to Moodle**, and were thus already at the same level of disadvantage that usually disqualifies a student from enrolling. Of these, 57 percent were domestic, and 43 percent were international students.

By April 1 (Monday, Week 4, and the day before Census date), 98 percent had completed the FAI.

This sounds good, but means that **254 students hadn't been able to access to Moodle for the first FOUR weeks of term**, and were thus further disadvantaged (79 percent domestic; 21 percent international).

Non-Payment of Fees: Census date was April 2. Students who did not pay their fees had their Moodle suspended on April 8.

April 8, Week 5: 563 students lost access to Moodle; two weeks later, **151 still did not have access to Moodle.** In the end, 79 had their enrolment cancelled, which means **72 had their Moodle suspended beyond the two-week period.**

Thus in Term 1, the suspension of Moodle alone means **1,015 students were unable to access their course content for the crucial two weeks, and 326 were unable to access their course content for more than four weeks.**

My presentation will briefly explain the possible impact on the University, including areas such as retention, reputation, resources and policy.

I'm not sure what the solution is. One suggestion is that the fees issue could be avoided by having students pay upfront. My goal is to generate discussion to both assess the impact, and—if appropriate—find alternative ways to address the issues that Moodle suspension is intended to address.

Consultation:
- Professor Josua Pienaar, PVC Learning and Teaching Services
- Chris Veraa, Director, Student Experience
- Shazhi Yagi, Student Services Coordinator (Metro)
- Lachlan Muller and Judith Morgan, Student Advocacy Officers
- Vanessa Roworth, Counsellor
- Glenn Ross, Coordinator, International Student Health Promotion
- Associate Professor Celeste Lawson, Chair of Academic Board

- Sharon Connor, Coordinator, Student Representative Council
- Janice Marrinan, Coordinator, Student Advice, Student Admissions and Advice Centre
- Marie Foreman, Associate Lecturer, Educational Developer

Conclusion:

I believe the suspension of Moodle seriously disadvantages individual students as well as causing great distress, and also impacts on the University as a whole. I would like to hear student perspectives on this, and possibly to forward these concerns to the Vice-Chancellor with the suggestion for further discussion on alternative, effective approaches to replace Moodle suspension.

Attachment:

- No attachments

FESTIVAL OF CHANGE 2019		
Meeting Date: Tuesday, 16 July 2019	**Submitted by:**	Ms Ashley Clarke Program Manager - Social Innovation
Action required: For discussion		

Strategic Plan Alignment: Providing a Great Student Experience

Recommendation: **That Student Representative Council discuss the upcoming Festival of Change week and actively promote and participate in local activities in partaking regions.**

Issue: The Festival of Change (FOC), being held from the 6th to 8th August 2019 is a multi-campus event designed to celebrate and bring to life changemaking within the CQUniversity community. It is an opportunity to acknowledge the positive impact CQUni students, staff, academics, alumni and stakeholders are having on the world while also promoting opportunities for engagement, learning & collaboration.

Background: In late 2017, the Office of Social Innovation Change Champion team began engaging with students, staff and stakeholders across the CQUni footprint to understand how people were engaging with social innovation. The inaugural Festival of Change ran from Monday 30 July until Friday 3 August 2018. Hosted by the Office of Social Innovation, the event began with a free keynote presentation showcasing global and local social innovations and continued through the week with a series of online and campus-based activities designed to prompt creativity and empower students to actively pursue positive social change.

Rationale: CQUniversity is well regarded as Australia's most inclusive and engaged university, with our award-winning academic and research staff making a real impact on the communities and industries we serve. Social Innovation (SI) has been identified as a driving, operating value and ethos by CQUniversity, and this commitment is solidified by its Graduate Attributes, which includes a 'Social Innovation Mindset'. To support this, the University is embedding SI in; the curriculum; its extracurricular activities; research; and its community engagement. The University has established an Office of Social Innovation to inspire and lead these activities.

Consultation: • Change Champion Ambassadors • Associate Vice-Chancellors

Conclusion: With attendance and promotion from Student Representative Council members, we are hoping to grow the attendance on both staff and students who want to be changemakers in their respected communities.

Attachment: • FOC Report - 2018

CONTEXT: WHY?

In late 2017, the Change Champion team began engaging with students, staff and stakeholders across the CQUni footprint through surveys and conversations to understand the impact people were having on the world and how individuals were engaging with social innovation.

These engagements highlighted the following insights:

1. Great work is happening across the CQUni footprint but often in silos

2. There is still a gap in understanding the concept of social innovation and how to engage in it, amongst staff and students

3. There is a need for multiple types of activity, for different levels of understanding, to educate and inspire the CQUni community to actively engage in social innovation

4. There is an opportunity (and importance) for celebration, acknowledgement and promotion, beyond email.

Celebration naturally elicits excitement and enthusiasm and thus we believe a Festival of Change is an opportunity to excite and encourage further engagement in social innovation.

CQUniversity
AUSTRALIA

A MULTI-CAMPUS EVENT CELEBRATING CHANGEMAKERS, SOCIAL INNOVATORS, MOVERS AND SHAKERS

	Monday 30 July			Tuesday 31 July			Wednesday 1 Aug			Thursday 2 Aug			Friday 3 Aug		
	Morning	Lunch	Evening	Morning	Lunch	Evening	Morning	Lunch	Evening	Morning	Lunch	Evening	Morning	Lunch	Evening
BRISBANE		Opening event 12:45pm - 2pm (Zoom) Room 6.10						Orange Sky 12:15 - 1:15pm (Zoom) Room 6.10					#Thinkaboutit w/shop 8 - 10am Room 6.10	iChange W/Shop 12 - 1pm Room 6.10 — Changemaker marketplace 11am - 3pm Room 6.10/11	
BUNDABERG		Opening event 12:45pm - 2pm (Zoom) Room 1/G.15						Orange Sky 12:15 - 1:15pm (Zoom) Room 8/G02						Finding Purpose W/Shop 12 - 2pm Room 5/G22	
MACKAY	iChange Morning Tea 10 - 11am MKY City Breezeway	Opening event 12:45pm - 2pm (Zoom) MKY CITY 2/G01	iChange Afternoon Tea 2 - 2:30pm Ooralea Library		#Thinkaboutit w/shop & guest 12 - 1:30pm MKY City 3/1.04			Orange Sky 12:15 - 1:15pm (Zoom) Ooralea 24/G03 — Changemaker marketplace 11am - 3pm Ooralea Grass Area BLDG 19			Finding Purpose W/Shop 12 - 2pm Ooralea 6/G03			Closing BBQ 12:30 - 1:30pm MKY City BLDG 3 Ground Floor — Changemaker marketplace 11am - 3pm MKY City BLDG 3 Ground Floor	
MELBOURNE		Opening event 12:45pm - 2pm Room 1.12	Finding Purpose W/Shop 5:30 - 7:30pm Room 1.12		#Thinkaboutit w/shop 12 - 1pm Room 1.12			Orange Sky 12:15 - 1:15pm (Zoom) Room 1.12			iChange W/Shop 12 - 1pm Room 1.12			Big Idea Open Mic 12:30 - 1:30pm Room 1.12 — Changemaker marketplace 11am - 3pm Room 1.12	
NOOSA							#Thinkaboutit w/shop 10 - 11am Room C1.21	Orange Sky 12:15 - 1:15pm (Zoom) Room C1.21 — iChange self-paced 10am-3pm Room C1.21							
ROCKHAMPTON		Opening event 12:45pm - 2pm (Zoom) BLDG 10/1.23 — Changemaker marketplace 11am - 3pm BLDG 12/1.23					Loneliness Community Forum 12 - 2pm BLDG 10/1.23	#Thinkaboutit w/shop 2 - 3pm BLDG 10/1.23						iChange W/Shop 12 - 2pm BLDG 10/1.23	
SYDNEY		Opening event 12:45pm - 2pm (Zoom) Room 6.08			Finding Purpose W/Shop 12 - 2pm Room 5.04 — Changemaker marketplace 11am - 3pm Level 5		#Thinkaboutit w/shop 11 - 12pm Room 10.12	Orange Sky 12:15 - 1:15pm (Zoom) Room 10.12 — Changemaker marketplace 11am - 3pm Level 5						iChange W/Shop 12 - 2pm Room 2.05	
TOWNSVILLE							Orange Sky 12:15 - 1:15pm Room TBL 2.13/14 — Changemaker stalls 11am - 11:45am Foyer BLDG 2	Finding Purpose W/Shop 2 - 4pm Room TBL 2.18							

A MULTI-CAMPUS EVENT CELEBRATING CHANGEMAKERS, SOCIAL INNOVATORS, MOVERS AND SHAKERS

8
REGIONS

5
CHANGE CHAMPIONS

29
EVENTS / ACTIVITIES

550+
INSTANCES OF PARTICIPATION

17
COMMUNITY ORGANISATIONS

ACTIVITIES: HOW?

WORKSHOPS

GUEST SPEAKERS

COMMUNITY FORUMS

STALLS

STUDENT LED ACTIVITY

PARTNERSHIPS

LOOPING VIDEO

FESTIVAL OUTCOMES:

AIM: TO ACKNOWLEDGE THE POSITIVE IMPACT THE CQUNI COMMUNITY CONTRIBUTE TO THE WORLD WHILE ALSO PROMOTING OPPORTUNITIES FOR ENGAGEMENT, LEARNING AND COLLABORATION.

- MEANINGFUL STUDENT EXPERIENCE ACROSS FOOTPRINT

- PEER TO PEER ENGAGEMENT (STUDENT LED)

- EMPOWERED REGIONS TO DRIVE LOCAL SI AGENDA

- STAFF PARTICIPATION ALONGSIDE STUDENTS

- FOSTERED COMMUNITY RELATIONSHIPS

- CQUNI BRAND STRENGTHENED

- GREATER INTERNAL UNDERSTANDING OF SOCIAL INNOVATION

- FOSTERED EMERGING PARTNERSHIPS

- COLLABORATION ACROSS REGIONS, SCHOOLS & DIVISIONS

- CAPACITY BUILDING CHANGE CHAMPION TEAM

IMPACT: WORKSHOPS

100% of participants said they would recommend the workshop to others

How did you find the workshop?

#THINKABOUTIT

100% of participants said the workshop encouraged meaningful dialogue between participants

85% of participants said the workshop challenged them to adopt a Changemaker mindset

The highest ranked motivation for attending the workshop was to understand the concept of social innovation (86%)

"That was interesting experience that help us to have better understanding about social issues in the world"

FINDING YOUR PURPOSE

79% of participants said they have a better understanding of their individual purpose

The highest ranked motivations for attending the workshop were personal development (73%) and gaining skills to become a Changemaker (64%).

"Extremely worthwhile for those keen on their future outlook"

GENERAL FEEDBACK

STUDENT

- *Such a great initiative by the university- Bundaberg Student*
- *It helped in understanding the journey and the process involved in becoming a social entrepreneur –Melbourne Student*
- *I am passionate about my community and this workshop has kick started my Changemaker mindset, thankyou! - Mackay Student*
- *It was a great session and looking forward to working on my social enterprise ideas - Melbourne Student*
- *Changing one simple step we take everyday, would change the world – Sydney Student*
- *So Interesting to hear what Jay does with Seven women at the marketplace – Brisbane Student*
- *Nkosana from YLab was awesome – Bundaberg Student*
- *The workshop was engaging and insightful, it encouraged me to make a positive change! – Townsville Student*

STAFF

- *You have really helped understanding what social innovation is – Rockhampton Staff Member*
- *I wasn't sure whether to take the hour away from work to go initially but that was awesome, I feel really inspired - Townsville Staff Member*
- *Social Innovation seems to be the buzz word at the moment- Bundaberg Staff Member*
- *We want Secondbite in Mackay! - Mackay Staff Member*
- *Technology is a gift, great setup. - Melbourne Staff Member*
- *I had no idea what YGAP did! – Melbourne Staff Member*
- *I learned that we need to make change valuable to people to create importance - Rockhampton Staff Member*
- *One thing that stood out: How big is the bigger picture? All wicked problems are interlaced. Pull one thread and the others will twitch. Where to start? Thank you - was very informative and thought provoking! – Rockhampton Staff Member*

cquniversity

FOC
FESTIVAL OF CHANGE

30 JULY - 03 AUGUST

SOCIAL INNOVATION
ENGAGING WITH OUR COMMUNITIES TO
ADDRESS ENTRENCHED SOCIAL ISSUES

#CQUniSocialInnovation
#FestivalofChange
#CQUni

71 likes

STUDENT REPRESENTATIVE COUNCIL

QUEENSLAND INDIGENOUS YOUTH LEADERSHIP PROGRAM 2019			
Meeting Date:	Tuesday, 16 July 2019	**Submitted by:**	Ms Brittany Cheel Indigenous Student Representative
Action required:	For discussion		

Strategic Plan Alignment: Providing a Great Student Experience

Recommendation: **That Student Representative Council discuss the Queensland Indigenous Youth Leadership Program 2019.**

Issue:
The Queensland Indigenous Youth Leadership Program (QIYLP) is the primary initiative of the Queensland Indigenous Youth Leadership Strategy and is regarded as one of the country's most prestigious and impactful Aboriginal and Torres Strait Islander youth leadership programs. This program is an exciting opportunity for Aboriginal and Torres Strait Islander Queenslanders 18 to 25 years of age to develop their leadership skills and be introduced to Queensland's democratic processes. Secondary initiatives of the QIYLS provide further mentoring and professional development opportunities for past QIYLP participants.

Background:
2019 marks 15 years of the Office for Youth delivering QIYLP. The program has been attended by over 500 Aboriginal and Torres Strait Islander young people. The Office for Youth maintains a register of all past participants, sharing information about further professional and leadership opportunities and to support networking. The program will culminate in the one-day Eric Deeral Indigenous Youth Parliament delivered by Queensland Parliamentary Services, providing participants with a first-hand experience of democratic processes.

Rationale:
The program provides a safe and supportive environment where participants can openly share their stories and work together to identify community projects addressing current community issues and discuss how to work together with other organisations to influence positive change in the Indigenous communities.

Consultation:
- Ms Kirsten Walpole Sinnamon, Executive Officer, Office of Indigenous Engagement
- Mr Marc Barnbaum, Media Relations Officer

Conclusion:
With the continued support from CQUniversity, Aboriginal and Torres Strait Islander students will be able to continue to represent our communities through this impactful and positive program.

Attachment:
- N/A

CHRONIC AND ONGOING MEDICAL CONDITIONS STUDENT SUPPORT		
Meeting Date: Tuesday, 16 July 2019	**Submitted by:**	Ms Brittany Cheel Indigenous Student Representative
Action required: For discussion		

Strategic Plan Alignment: Providing a Great Student Experience

Recommendation:
That Student Representative Council discuss new ideas on how CQUniversity can further support students further who suffer from chronic and ongoing medical conditions.

Issue:
With the growing recognition within Australia for the need for improved awareness, education, diagnosis, treatment and research of chronic and ongoing medical conditions, there has been an identified gap of acknowledgement and support from both educational institutes and workplaces.

Background:
Approximately 10% of students have some sort of chronic illness which can add extra challenge to studying. Although these conditions are gradually being recognised and gaining support from the Australia Government, students are continued to feel isolated and misunderstood when having to address these conditions.

Rationale:
By stating a conversation about these conditions, both Student Representative Council members and professional staff will look at new ideas how CQUniversity can bridge the gap in supporting students who are suffering from chronic and ongoing medical conditions, aligning with existing Inclusion and Accessibility support offered to existing students.

Consultation:
• N/A

Conclusion:
CQUniversity has the opportunity to further support its students suffering from such conditions, including increasing awareness to staff students and other stakeholders.

Attachment:
• National Strategic Framework for Chronic Conditions