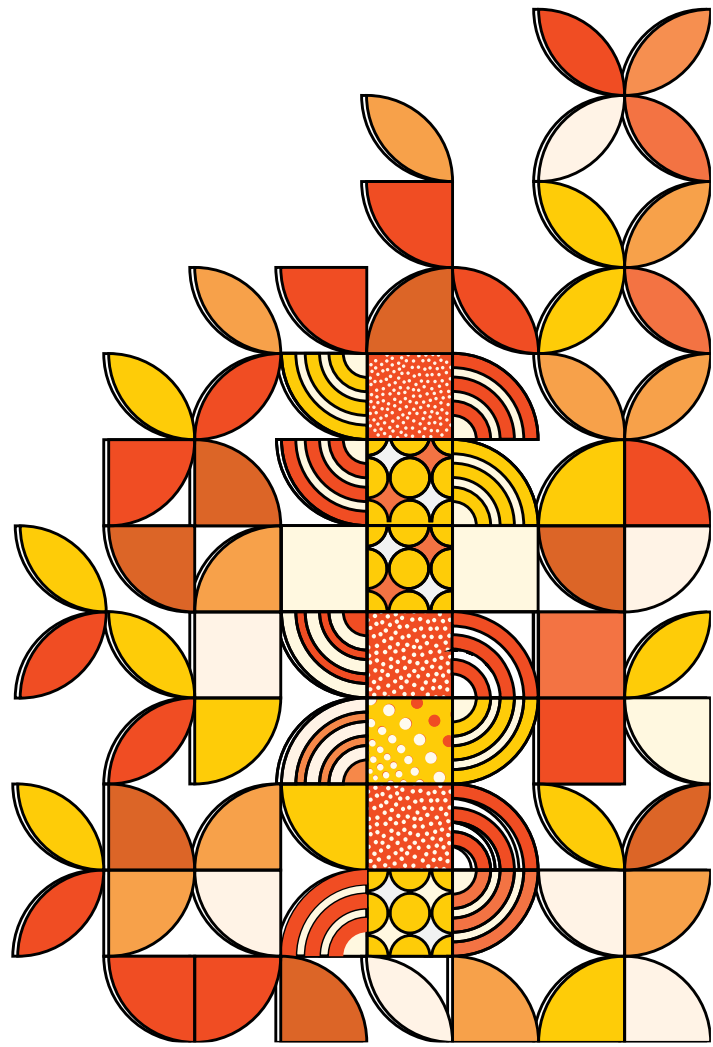


Student Representative Council

Terms of Reference



SECTION 1

1. Establishment

- 1.1. The Student Representative Council (SRC) is hereby established at the Institute of Health and Management (IHM) to provide representation for all students and to empower them in academic governance through participation.
- 1.2. As a collective body, the SRC is considered an unincorporated association, subject to regulation by internal policies, guidelines, and frameworks of IHM.

2. Objectives and Purposes

The objectives and purposes of the SRC are:

- 2.1. To provide all IHM students with an opportunity to participate in academic governance and other relevant activities with a view to fostering a student-centered academic environment.
- 2.2. To advance the welfare of all students by helping them access mental health and academic support and by facilitating their engagement in social activities.
- 2.3. To promote and sustain an equitable and accessible education system at IHM.
- 2.4. To provide a democratic and transparent forum in which students' affairs and interests can be governed in an accountable manner based on the principles of equality and non-discrimination.
- 2.5. To educate and raise awareness among students and IHM staff on matters relating to these objectives.
- 2.6. To deliberate on teaching, learning, and student welfare matters across all courses and modes of delivery at IHM.
- 2.7. To make recommendations to the Learning and Teaching Committee (LTC) on matters noted in these Terms of Reference.

3. Roles and Responsibility

In addition to the other roles and responsibilities hereinafter provided in these Terms or Reference, the SRC will:

- 3.1 Establish effective communication between the student body and the SRC through activities, including publishing newsletters or briefs, to inform and educate the students on matters under these Terms of Reference.
- 3.2 Consult the student body on diverse perspectives on matters of general relevance to IHM regarding teaching, learning, student welfare and other support.
- 3.3 Conduct surveys or online forums, including social media polls, to gather feedback on matters under these Terms of References to establish active engagement with the student body and inform SRC's decision-making.
- 3.4 Conduct workshops or other deliberative forums on solutions to priority matters identified by the student body.
- 3.5 Undertake various projects and develop initiatives and a plan of action to effectively carry out SRC responsibilities and enhance the student experience at IHM.

3.6 Refer appropriate matters to the LTC for consideration in the context of IHM’s strategic development and for the overarching objective of improved student well-being, safety, and learning experience.

3.7 Provide an annual report to the Academic Board by March of every calendar year, detailing its activities, initiatives, projects, expenditures and balances of accounts for the previous year.

4. Financial Responsibilities

4.1 The SRC may draw up an annual budget and seek appropriate financial allocations from the IHM.

4.2 In preparing the budget, the SRC will consult with the Chief Financial Officer of IHM.

4.3 In consultation with the Chief Financial Officer of IHM, the SRC will develop procedures for managing the accounts and financial records, including outlining delegations and approvals for expenses and outgoings and provisioning regular audits.

4.4 The SRC must manage expenditures responsibly and ethically based on transparent financial management guidelines.

SECTION 2

1. Composition

1.1 The SRC shall be composed of twelve (12) members as follows:

elected positions:

- a. One (1) student enrolled in a postgraduate course of study, who will be elected by all students as the Chair of the SRC;
- b. Three (3) students enrolled in an undergraduate course of study;
- c. Three (3) students enrolled in a postgraduate course of study, of whom one shall be from among those undertaking an online course;
- d. one (1) enrolled international student studying either an undergraduate or postgraduate course of study who will be the International Students Welfare Officer; and

selected positions:

- e. one (1) student enrolled in a course of study to act as the Aboriginal and Torres Strait Islander Students Welfare Officer, who will be a student from any Indigenous community in Australia; and
- f. one (1) student enrolled in a course of study to act as the Student Disability Welfare Officer;
- g. one (1) student enrolled in a course of study to act as the Diversity, Inclusion, and Women’s Affairs Officer; and
- h. one (1) student enrolled in a course of study to act as the Sports and Wellness Officer.

2. Officers of SRC

The SRC shall have the following officers:

2.1 *Chair:* who will be elected under Section 2, clause 1.1.a (a postgraduate student).

2.2 *Deputy Chair*: who will be selected as Deputy Chair by the SRC from among the members elected under Section 2, clause 1.1.b. (an undergraduate student).

2.3 *Treasurer*: who will be selected as Treasurer by the SRC from among the members elected under Section 2, clause 1.1.a. (a postgraduate student).

2.4 *Secretary*: who will be selected as Secretary by the SRC from among the members elected under Section 2, clause 1.1.b. (an undergraduate student).

2.5 *International Students Welfare Officer*: who will be elected under Section 2, clause 1.1.d.

2.6 *Aboriginal and Torres Strait Islander Students Welfare Officer*, who will be elected under Section 2, clause 1.1.e.

2.7 *Students Disability Welfare Officer*, who will be elected under Section 2, clause 1.1.f.

2.8 *Diversity, Inclusion, and Women’s Affairs Officer*; who will be elected under Section 2, clause 1.1.g.

2.9 *Sports and Wellness Officer*, who will be elected under Section 2, clause 1.1.h.

3. Electoral Board

3.1 There shall be an electoral board composed of the following members:

- a) Academic Dean of IHM, who will be the Chair of the Electoral Board;
- b) Heads of Schools at IHM; and
- c) Registrar of IHM.

3.2 The Electoral Board will oversee the process of election and selection of members of the SRC in accordance with these Terms of Reference.

4. Term and Election

4.1 Members shall be elected or selected in accordance with these Terms of Reference for a term of two years commencing from the date of the first meeting after their selection or election.

4.2 Members of the SRC under Section 2, clause 1.1.a. to 1.1.d. will be elected by students from across campuses via an electronic voting system.

4.3 Members of the SRC under Section 2, clause 1.1.e. to 1.1.h. will be selected via an electronic expression of interest (EOI) system, and if there are more EOIs than one, the Electoral Board will select one candidate.

4.4 While conducting election or selection of members of the SRC, emphasis shall be given to the wider representation of students across all IHM campuses and modes of delivery (online or face-to-face courses), especially on gender equality and inclusion of students from diverse communities.

5. Eligibility

5.1 The criteria for election or selection of members of the SRC shall be as follows:

- a) desirable personal attributes and behaviour;
- b) satisfactory academic progression;
- c) working knowledge about the governance and IHM missions and values;
- d) experience in supporting others and working in a team or conducting social activities;
- e) strong interpersonal skills;
- f) respect for others and diversity and equity; and
- g) competencies in building relationships with stakeholders and promoting equitable learning environment.
- h) environment.

5.2 A student will be disqualified to be, or to continue as, a member of the SRC if they:

- a) have graduated from IHM;
- b) have been charged with a crime or found guilty of committing a crime;
- c) have been found to have breached the Student [Code of Conduct](#) or an IHM policy; and
- d) do not have, in the Electoral Board's view, satisfactory academic progression.

5.3 Every member elected or selected for the SRC must submit a [Fit and Proper Person Declaration](#) and a Declaration of Duty of Confidentiality.

6. Vacancy

6.1 If any vacancy occurs, the SRC will advise the Electoral Board of the vacancy in membership.

6.2 The Electoral Board will take measures in accordance with these Terms of References in consultation with the IHM management to fill the vacancies.

7. Academic Board Endorsement

The Academic Board shall endorse any election or selection of members of the SRC.

8. Quorum and Attendance by Invitation

8.1 The Quorum for a meeting shall be 50% of the SRC members, excluding a position that remains vacant.

8.2 The Chair of the SRC shall have the power to invite any person, including a member of the IHM staff, to a meeting.

8.3 An invited participant does not have voting rights.

9. Member Responsibility

Each member of the SRC is responsible for:

9.1 Supporting open discussion and debate, and encouraging other members to share their insights.

9.2 Actively participating in meetings through attendance, discussion, and review of discussion notes.

9.3 Understanding and advocating for student needs and interests respectfully, consistent with these Terms of Reference and IHM policies.

9.4 Undertaking assigned actions as agreed in meetings and reporting back to the Chair as necessary.

10. Meetings

10.1 The SRC will meet bi-monthly, but additional meetings can be held if required.

10.2 The Chair or any four (4) members of the SRC can request an extraordinary meeting.

10.3 The Chief Executive Officer of IHM can request an extraordinary meeting.

11. Decision-making and the Chair

11.1 Decisions will usually be made by consensus by those present or, in the absence of a consensus, by majority vote.

11.2 A decision of the SRC will be known and expressed as a 'resolution'.

11.3 Where there is a tied vote on a resolution, the Chair has the deciding vote.

11.4 If requested by a dissenting member, the Chair will record a note of dissent and the reasons if appropriate.

11.5 In a meeting where the Chair is absent, the Deputy Chair will be the Chair of that meeting.

11.6 In the absence of the Chair and Deputy Chair, the Treasurer shall be the Chair of the meeting.

11.7 If there is a quorum, but neither the Chair, nor the Deputy Chair, nor the Treasurer are present, the quorum can elect a Chair to preside over the meeting.

11.8 A member of the IHM staff shall attend all meetings to provide secretarial services and to note minutes in consultation with the Secretary and the Chair of the SRC.

12 Training and Development

12.1 The SRC will organise training and development programs for its members to enhance their governance and leadership skills and knowledge.

12.2 The training and development programs may include but are not limited to, workshops, seminars, or mentoring programs.

12.3 The SRC may seek financial and administrative assistance from the IHM for training and development.

13 Independent Advisor

13.1 The Student Representative Council shall have the power to appoint, by decision, an Independent Advisor.

13.2 The Independent Advisor shall have a right of attendance at SRC meetings but will not have voting right.

13.3 The role of the Independent Advisor shall be to provide the following services to the SRC:

- a) **Mentorship:** by offering guidance and support to SRC members, helping them develop their leadership skills and confidence.
- b) **Advice:** by providing expert advice on various aspects of student life, such as academic matters, welfare issues, and career development.
- c) **Facilitation:** by facilitating discussions and decision-making processes within the SRC.
- d) **Networking:** by connecting the SRC with relevant external organizations and individuals.
- e) **Evaluation of performance:** by providing feedback on the SRC’s performance and initiatives.
- f) **Support:** by offering support and encouragement to SRC members.

14 Conflict Resolution

14.1 The SRC will draw up a dispute resolution process to resolve any dispute within the SRC or between the SRC and other stakeholders.

14.2 The dispute resolution process may offer the means of mediation, negotiation, or arbitration to resolve issues in a fair and equitable manner.

14.3 The Independent Advisor may provide assistance and guidance to the SRC in resolving any disputes under this clause.

15 Review and Evaluation

15.1 The SRC will, on a yearly basis, undertake a review of the effectiveness of its activities and processes as well as the impact of the SRC on students’ welfare and learning experience.

15.2 External assistance or assistance from the IHM may be sought for the annual review under this clause.

15.3 The SRC may conduct surveys and gather feedback from students, faculty, and staff for the purposes of the review and evaluation under this clause.

SECTION 3

16 Associated Information

<p>Related Internal Documents</p>	<ul style="list-style-type: none"> • Student Handbook • Student Code of Conduct • Student Support Framework • Student Support Services Policy • Student Support Services Procedure
<p>Related Legislation, Standards, and Codes</p>	<ul style="list-style-type: none"> • Higher Education Standard Framework (HESF) 2021, Domain 6 (Governance and Accountability) • <i>Tertiary Education and Quality Standards Agency Act 2011</i> • TEQSA Guidance Notes: Academic Governance (November 2023) • <i>Education Services for Overseas Students Act 2000</i>

	<ul style="list-style-type: none"> • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • <i>Disability Discrimination Act 1992</i> (Cth) • Disability Standards for Education 2005
Date Approved	21/11/2024
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Responsibility for implementation	Registrar
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17 Change History

Version Control		Version 3.0
Change Summary	Date	Amendment Details (brief description)
Version 1.1	23/11/2013	Approval by the Board of Governors.
Version 2.0	24/11/2023	Approval by the Academic Board. Updated the TOR template and structure to align with the IHM Governance Framework, enhancing clarity and adherence to governance standards.
Version 3.0	21/11/2024	Approval by the Academic Board. Updated to provide rules relating to election and selection of SRC members, create certain specific offices within the SRC and provide training and professional development to SRC members.