

Student Representative Committee

Terms of Reference

Date first approved:	12 July 2021
Date of effect:	12 July 2021
Date last amended:	8 December 2025
Date of next review:	8 December 2028
Approved by	Academic Board
Authorised Officer	Chair, Academic Board
Supporting documents, procedures and forms of this policy	
<ul style="list-style-type: none"> • Stanley College Quality Assurance Framework • Stanley College Governance Charter: Summary • Terms of Reference—Academic Board • Terms of Reference—Learning and Teaching Committee • Learning and Teaching Plan • Strategic Plan • Student Services Plan • Facilities Development Plan • ICT Development Plan 	<ul style="list-style-type: none"> • Academic Integrity Policy (and Procedure) • Learning Management System Policy • Learning Resources Policy (and Procedure) • Student Progress Policy (and Procedure) • Student Support Policy (and Procedure)
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PURPOSE

The Student Representative Committee (SRC) is established by the Dean of Higher Education and reports to the Academic Board in relation to student matters.

2. SCOPE

These Terms of Reference apply to all higher education courses, and the student experience related to Stanley College's higher education purpose.

3. PROVISIONS

Responsibilities and Functions

- 3.1 The SRC is responsible for representing the interests of all students of higher education at Stanley College with the goal of ensuring a quality student experience. The responsibilities include:
- a. Consulting with students on the student experience and topical issues which may include:
 - i. Student services
 - ii. Stanley College's policies and procedures pertaining to the student life cycle
 - iii. Stanley College's learning environment including campus facilities, cultural diversity and learning resources
 - b. Providing an avenue for students to provide feedback and recommendations regarding the student experience.
 - c. Facilitation of interactions and collaborations between all current and future students at Stanley College, academics, professional staff and graduates.
- 3.2 The functions of SRC are to:
- a. Consider recommendations with regards to the provision of student services made by its members, and if deemed appropriate, forward these recommendations to Stanley College management via the Dean and Academic Registrar.
 - b. Consider matters referred to it by the College management, Academic Board or other boards or committees in relation to the student experience.
 - c. Provide a forum for the Dean and Academic Registrar to consult with student representatives on developments and initiatives, and policy matters within Stanley College, that may affect students.
 - d. Provide a forum for student representatives to raise concerns and make suggestions about student-related matters, including:
 - i. Timetabling;
 - ii. Study load;
 - iii. The application of student-related policies and procedures; and
 - iv. Access to student services, facilities and resources, including ICT support.
 - e. Provide a forum for students to partner with Stanley College in the organisation of events (social and academic), e.g. graduation dinners, mini- inhouse conferences, future student recruitment events.

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Processes

3.3 Communications:

- a. Report to the Academic Board on its meetings.
- b. Consider student-related matters referred to it by the Academic Board.
- c. Provide advice to other committees of the College as required.
- d. Receive reports from its members as required.
- e. Posting comments to Social Media endorsed by Stanley College

3.4 Delegations:

- a. In addition to such tasks and activities as are specially referred to it by the Academic Board, the SRC may consider other matters it considers relevant and may generate reports and make recommendations to the Dean of Higher Education or the Academic Registrar.
- b. Perform functions delegated to it by the Academic Board.

Membership

3.5 The membership of the SRC consists of:

- a. Chair, Student Leader (or nominee)
- b. Student representatives, ideally from a range of academic program, year levels and Campuses

3.6 The Academic Registrar will call for nominations for student representatives at the beginning of each academic year.

3.7 Nominated members will serve for a term of one year, renewable at the discretion of the Chair. The intention is that there will be more student representatives than staff representatives to give students an opportunity to have a strong voice in the meetings. Student representatives should be drawn from a broad cross-section of the student body.

3.8 In addition to the membership as set out in 3.5 b., the Chair may invite other attendees as appropriate to address particular topics or provide expert advice as required. These attendees will not be voting members. These attendees may include Student Support staff from the College. The Chair may ask the College Vice President responsible for student engagement to delegate responsibility for attending SRC meetings at the request of the SRC and for engaging with representatives of the SRC.

3.9 Upon approval of the Chair where a member is unable to attend, a representative may be delegated and will be considered a voting member in the absent member's stead.

3.10 Students may contribute to the work of the SRC via video-recorded submissions, with the approval of the Chair.

3.11 Casual vacancies are filled by nominations being made from the SRC to the Academic Board for approval, ensuring that the expertise from the outgoing member is replaced where possible.

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Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor.

Code of Conduct

3.12 Members shall:

- a. Keep their comments to matters before the Committee;
- b. Attend meetings and be punctual;
- c. Respond to College correspondence in a timely fashion;
- d. Act in the best interests of Stanley College and not bring the College into disrepute;
- e. Exercise appropriate care and diligence;
- f. Not make false statements or falsify records;
- g. Act appropriately and not to gain advantage for themselves or others;
- h. Not make offensive statements or comments or behave improperly;
- i. Cease speaking when called to order by the Chair;
- j. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest;
- k. Not disclose any confidential matters to the general public, members of staff or other associates of Stanley College (except activities of the SRC that can be discussed and disseminated to other students).

Quorum

3.13 The quorum for a meeting is more than half the membership and must include at least one student representative. If a quorum has not been established after 15 minutes, then the Chair has the discretion to continue with the meeting or to cancel the meeting. Items of business at an inquorate meeting may be sent to members for approval out of session.

Meetings

3.14 The SRC shall meet at least four times a year; additional meetings can be called by students under exceptional circumstances or by the Chair.

3.15 Meetings shall be held according to the Schedule determined by the Chair of the SRC in accordance with guidelines provided by the Academic Board or at other times such as:

- a. When specifically requested by the Chair of SRC or the Academic Board. Not less than five working days' notice shall be given.
- b. The Secretary will circulate an agenda and meeting papers at least five working days before the meeting. The Chair may permit additional business to be added at the meeting if time permits.
- c. For out of session matters, a circular resolution may be circulated to members.

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- 3.16 Conduct of meetings:
- a. The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
 - b. The order of business shall follow the agenda unless agreed otherwise.
 - c. Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
 - d. Voting shall be by show of hands unless a secret ballot is requested.
 - e. Matters will be passed by a majority of members.
 - f. The Chair shall have the deciding vote if there is a tie.
 - g. A motion may be amended or withdrawn with the consent of the members.
 - h. When an amendment is before the Chair, discussion shall be confined to that amendment.
 - i. No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.
- 3.17 Adjournment: The Chair may adjourn the meeting from time to time with the consent of the SRC or if directed by the SRC. Business at the adjourned meeting shall be confined to business that was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than 10 working days, notice shall be given as for an ordinary meeting.

Secretariat

- 3.18 A Secretary will be appointed from within the College to distribute agendas and papers to members prior to meetings, and to record, prepare and distribute minutes and provide executive support. Agendas and papers for meetings will be distributed to members at least five (5) working days in advance of any meetings.
- 3.19 The Secretary shall accurately record the minutes of each meeting. Minutes of each meeting will be available for ratification by the Chair no later than five (5) working days after each meeting. Unconfirmed minutes will be distributed to members after approval by the Chair for approval at the next meeting.
- 3.20 The following details shall be recorded in the minutes:
- a. Date, time and venue of the meeting;
 - b. Names of members present and apologies and the name of the Chair;
 - c. An overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible;
 - d. Date, time and venue of next meeting.

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- 3.21 The minutes of the preceding meeting shall be circulated to members. The Chair will:
- a. Seek confirmation of the minutes in their current state; or
 - b. Seek confirmation of the minutes with amendments;
 - c. Sign the confirmed minutes

Dismissal of members

- 3.22 Members are required to adhere to the Code of Conduct listed in 3.11. Non-compliance with the Code of Conduct could result in the removal of the individual/s from the Committee. Such inappropriate conduct includes, but is not limited to:
- a. Not adhering to the Code of Conduct listed in 3.11
 - b. Not attending meetings; being unreliable; or not being punctual
 - c. Having a criminal record
 - d. Making commercial misrepresentations.
- 3.23 If a member's conduct is in question, and it appears to be a minor issue, then the Chair should contact the member and discuss the matter to determine if it can be resolved. If it cannot be resolved or the matter is deemed to be serious, then a formal notice should be sent by the Chair to the member outlining the issue. Evidence should be included where relevant, and/or details of a complaint if appropriate.
- 3.24 Members should be given an opportunity to respond to the notice. After the second written notice, the member is dismissed from the Committee. Members may appeal the proposed action and should be given the opportunity to meet with the Academic Board. Members may bring a representative to any appeal meetings. The outcome of the appeals meeting is final.
- 3.25 If the matter is considered extremely serious, then only one notice is necessary; such as having a criminal record that has not been disclosed. Other disciplinary action may include temporary dismissal for a period of time.

Review of Terms of Reference

- 3.26 These Terms of Reference may be reviewed from time to time by the Academic Board or as directed by the Board of Directors. Any amendments recommended by the Chair of the SRC will be presented to the Academic Board for discussion and approvals to be granted after discussion.

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