



WUPA Council – Meeting Minutes - 10

Status: Confirmed (08/10/2026) **Last Update:**

First Draft: (06/10/2026)

1. Meeting Details

- **Meeting Location:** 11. 218
- **Time of Meeting:** 11:00 -12:00
- **Date of Meeting:** 02/10/2026
- **Notice Given (date & method):** N/A

2. Attendance

2.1 Council Members Present

- | | |
|--------------------------------|----------------------------|
| 1. Yuqian Wang | 5. Parisasadat Shojaei |
| 2. Azra Ghasemzadegan (online) | 6. Zhong Lyu |
| 3. Jipei Chen | 7. Ferdos Abbaspour |
| 4. Sanif Daniyal | 8. Maryam Adavoudi Jolfaei |

2.2 Council Members Absent

1. Thi Thu Thao Dang
2. Maddili Namith Phani
3. Riya Elza Philip

3. Chair and Minutes

- **Chair of Meeting:** Yuqian Wang
 - **Minute Taker:** Sanif Daniyal
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4. Meeting Summary

The WUPA Executive Council meeting addressed the PTE Workshop event, the End-Year Party budget, the ongoing constitution approval process, the "Finding Job in Australia" event budget, two 2027 SSAF pilot projects, a Free Printing reload, travel budgets for the ISC Expo and ISR Conference, honorarium and tax-exempt form issues, WUPA x WUSA orientation plans, and a formal warning issued over missed meeting apologies. All motions presented were carried unanimously.

- Approved \$1,500 AUD from the WUPA Operational Budget for the PTE Workshop event (Project Lead: Azra Ghazemsadegan), with date and time to be set by the Project Lead.
 - Approved \$4,500 AUD from the SSAF-allocated WUPA Projects fund for the End-Year Party (29 October 2026, 5pm onwards), with a further \$3,500 AUD from Operations Funds.
 - Noted ongoing progress on the WUPA Constitution review, now with the University's Legal Department for approval following consultation with Deborah and Melissa.
 - Approved \$1,500 AUD (plus a \$500 AUD buffer) from Operations Funds for the "Finding Job in Australia" panel event on 13 October 2026.
 - Approved \$2,500 AUD from Operations Funds for the Travel Reimbursement Pilot Project covering the Liverpool, Sydney CBD and Sutherland campuses, led by the Secretary-Treasurer.
 - Approved \$5,500 AUD from Operations Funds for the Graduation Reception Pilot Project, led by the Secretary-Treasurer.
 - Approved \$400 AUD from Operations Funds to reload the WUPA Free Printing Initiative card ahead of the end of Spring semester.
 - Approved \$500 AUD from Operations Funds to cover Council travel to the International Student Career Expo and the International Students Representatives Conference in Sydney.
 - Noted developments on Council honorarium payments, including the CFO's advice that executives complete Tax-Exempt Forms, with further process updates to follow.
 - Noted plans for a joint WUPA x WUSA orientation student reception, pending a project proposal to the Associate Director of Student Engagement.
 - Resolved to issue a formal warning to Maddili Namith and Thi Thu Thao Dang for failing to submit apologies for their absence from the 2 October Council meeting.
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5. Agenda Items

Agenda Item 1: Discussion on the PTE Event

Discussion:

- Explained to the executives about the upcoming event in the end of October, the event will be organized for students to provide them tips and understanding on how to appear for PTE Exam after studies. The Project lead will be Azra Ghazemsadegan. The initial budget approved by the council will be for 1,500 AUD. The date and Time are to be decided by the Project Lead.

Motion: *That WUPA Executive Council approves the expense associated with the Project, the expense will be paid through the WUPA Operational Budget.*

❖ Mover: Azra Ghazemsadegan

❖ Seconder: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 2: WUPA End-Year Party Budget Allocation

Discussion:

- Informed to the executives about the plans for End-Year Party. Council decided on the time for the Party will be 29th October 2026 from 5pm Onwards. The Project Lead will decide the Venue according to the availability of the venues.

Motion: *That WUPA Executive Council approves the expense associated with End-Year Party, the expense approved for End-Year Party will be 4500 AUD from the SSAF allocated WUPA Projects (Project ID: C1436-2). The rest of the amount of 3,500 AUD will be from the Operations Funds of WUPA.*

❖ Mover: Sanif Daniyal

❖ Seconder: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 3: Update on the ongoing WUPA Constitution Approval

- The WUPA Council was informed about the current updates about the changes being made the constitution and meetings that were done with Deborah Porter and Melissa Zaccaginni with regards to this. The Secretary-Treasurer has sent the constitution after reviewing details to the Legal Department for their Approval. The council will be kept updated about the progress on this.

Agenda Item 4: Finding Job in Australia Event Budget Allocation

Discussion:

- Explained the event “Finding Job in Australia” will be held for all students in the Postgraduate cohort. The event will have Panelists from different industry and people who are experts in the field to have a talk with the students. The event will be held on 13th October 2026 from 11 am to 2 pm. The Budget allocated for the event will be 1,500 AUD and 500 AUD buffer.

Motion: *That WUPA Executive Council approves the expense associated with this Project, the expense approved for the project will be 1,500 AUD from the Operations Funds of WUPA. There will be 500 AUD set aside as buffer if the number of participants increase.*

❖ Mover: Parisadat Shojaei

❖ Seconder: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 5: Travel Reimbursement Pilot Project

- The WUPA Council was informed about the new initiatives proposed as Pilot Project to quantify the feasibility of the 2027 SSAF Applications, The Pilot Projects will be planned and the campus that will be sent these initiatives will be the Liverpool, Sydney CBD and Sutherland campus of UoW. Adult Opal Cards will be issued with 30 AUD for students that are eligible. The Project Lead for this Project will be the Secretary-Treasurer of WUPA. Initial Budget will be 2,500 AUD. The date for this initiative will be from October 15th onwards till the end of month.

Motion: *That WUPA Executive Council approves the expense associated with this Initiative, The expense approved for the project will be 2,500 AUD from the Operations Funds of WUPA.*

❖ Mover: Sanif Daniyal

❖ Second: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 6: Graduation Reception Pilot Project

- The WUPA Council was informed about the new initiative proposed as Pilot Project to quantify the feasibility of the 2027 SSAF Application, The Pilot Project will be planned for a graduation Reception for graduating students and their guests. The reception will also include a trip across Wollongong for the family as well. Warrigal Charters will be supplying with the Bus and the touring for all the students joining with their guests. The Promotional emails and forms will be sent out by Oct 15th 2026. The initial Reception Venue is set for UniBar. The Project Lead for this Project will be the Secretary-Treasurer of WUPA. Initial Budget will be 5,500 AUD.

Motion: *That WUPA Executive Council approves the expense associated with this Initiative, the expense approved for the project will be 5,500 AUD from the Operations Funds of WUPA.*

❖ Mover: Sanif Daniyal

❖ Second: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 7: WUPA Free Printing Reload Expense Allocation

- The WUPA Council was informed about the current amount left in the WUPA Free Printing Initiative Card. The next set of amount approved by the council will be 400 AUD considering the End of Semester for Spring.

Motion: *That WUPA Executive Council approves the expense associated with this Initiative, the expense approved for the project will be 400 AUD from the Operations Funds of WUPA.*

❖ Mover: Sanif Daniyal

❖ Second: Yuqian Wang

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 8: ISC Expo and ISR Conference Travel Budget Allocation

- The WUPA Council was informed about the International Student Career Expo and being among the silent organizers of the Expo. The Council approves its members to attend the Expo and the Travel Cost will be borne by the Council. The upcoming International Students Representatives Conference which is scheduled for end of October will be held in Sydney. Executives will attend the Conference depending on their availability for either of the days or both the days. The registration and the travel cost will be borne by the Council.

Motion: *That WUPA Executive Council approves the expense associated with the conference and the expo, The expense approved for the project will be 500 AUD from the Operations Funds of WUPA.*

❖ Mover: Yuqian Wang

❖ Secunder: Sanif Daniyal

Outcome: ☒ Carried ☐ Lost ☐ Lapsed

Voting Record: 8 – For | 0- Against | 0- Abstained

Agenda Item 9: Honorarium Issues and Tax-Exempt Form

- The Council was informed about the major developments regarding the Honorarium Payments of Council Members. The Meeting was attended by President and Secretary-Treasurer with WUSA Executives, SRAA with the Dean of Students and Senior Manager of Student Relations. The meeting addressed the hiccups in payments issued by the council to their respective council executive members. The CFO advised to fill the Tax-Exempt Forms by the executive councils to receive the Honorarium for the year of 2026. Further updates on the process from upcoming year will be issued and informed at a later date.

Agenda Item 10: WUPA X WUSA Orientation Plans

- The Council was informed about the new plans for Student Receptions with WUPA in orientation, this will allow students to be more aware of Student Associations in the University of Wollongong. The plans of WUPA Execs are also to include the WUSA Execs and their council of next year. A project proposal will be sent to Assoc. Director of Student Engagement. The plans will then be worked out by both the councils if WUSA Execs accept the proposal and the Orientation Teams will be informed accordingly of the plans.

Agenda Item 11: Warning Issued to Maddili Namith and Thi Thu Thao Dang

- The Council was advised that apologies had not been received from Maddili Namith Phani and Thi Thu Thao Dang in respect of their absences from the Council meetings held on 2 October. The Council resolved to issue a formal warning to both members regarding their failure to submit apologies, and reminded them of the requirement to do so for any future absence.

6. Administrative Matters

- **All WUPA Execs will have their lunch reimbursed from WUPA Operational Funds**

7. Meeting Close

- **Time Meeting Closed: 12:00 pm**

Signed as a true and accurate record:

Yuqian Wang

Yuqian Wang
Presiding Chair
08/10/2026

Sanif

Sanif Daniyal
Minute Taker
08/10/2026