



2016-17 PRC Meeting #4

Tuesday 28th February 2017 6:00PM

Student Hub

Attendance: Novie Leman, Hansika Chopra, Phoebe (Jie) Pan, Wellington Barchue, Akeel Feroz, Nathalie Blakely, Kim-Marie Spence, Xavier Fitzgerald, Ceridwen Suiter, Bethany Ellis, Rajan Gyanchandani, Lydia Nenai, Lauren Sadow, Storm Viall

Administrator (Minute taker): Mike Heffron (General Manager)

Chair: Alyssa Shaw (President)

1.0 Meeting Open

1.1 Acknowledgement of Country

1.2 Attendance and apologies

1.3. Conflict of Interest

Members are asked to review the Register of Interests and notify the President if these need to be updated. [\[Attachment 1\]](#) Members should declare conflicts of interest as they arise throughout the meeting.

2.0 Key Business

2.1 Resignations

The PRC has multiple vacancies, owing to the graduation of students and resignations:

Graduations:

- Jasmine (Juemin) Shi – Treasurer
- Tanuj Parakh – Communications
- Binota Dhamai – Environment
- Reeba Nasim – CAP

Resignations:

- James (Jae-Yung) Shin – CoL
- Novie Lehman – Equity
- Jessa Rogers – Indigenous

In regards to the Equity position, this resignation came after the announcement of the by-election and was not included in the vacant positions.

Under the Constitution 13) 2) b) the vacancy can be filled by decision of the PRC.

Comment from Novie: *Originally, I sent the resignation sent before the February Planning Day, however no decision made at that time, so it was re-submitted and accepted by Executive after the*

by-election was announced. I don't want to continue with role, and take honoraria, if don't have time to put into it that it deserves, but I still want to contribute as a General Representative.

Having discussed this with the Executive, and the outgoing Equity Officer, the President proposes the following motions:

Motion: That Sahar Latheef be appointed Equity Officer for PARSA

Moved: Alyssa; Seconded: Nathalie

Passes unanimously

Motion: That Novie Leman be appointed to the now vacant position of General Representative for PARSA

Moved: Alyssa; Seconded Lauren

Passes with one abstention

Motion: That PARSA thanks Novie for her hard work as Equity Officer

Moved: Wendy; Seconded Alyssa

Passes unanimously

2.2 PRC term

For decision

At the previous PRC meeting there was general consensus around the need for a handover period to support the transition between teams. There however was no clear timeframe on this, somewhere between 1 – 3 months was suggested.

There was no conclusion as to if this current PRC should amend their term, which is currently due to end in August 2017. Strong consideration was given to the timing and workload of the SSAF bid and ANUSA's handover period.

Background – from November 2016 meeting

The 2015/2016 PRC's term was extended an additional 3 months, to be a total of 15 months – which is provided for under the PARSA Electoral Regulations 6 (b).

The decision to extend the term occupied the PRC for several months, with the PRC establishing a sub-committee to produce a paper which would explore its pros and cons. Given the complexity of the decision, many options for and against were presented.

The original intention behind this change was to align PARSA with ANUSA's term, which was seen to offer benefits over the May – to May PARSA term. The PRC ultimately agreed with this premise and as such a shift from the May – May term, to an August – August term (what we current have) was made, with the intention to change this to a December – December term (or similar) to align with ANUSA.

Aside from the question of the PRC term timing, the President wishes the PRC consider the need to provide for a handover period, such as that provided for by ANUSA. Currently PARSA's election changes are instantaneous and therefore the new team has limited opportunity to learn from the outgoing team about their duties and there is a huge loss of organisational knowledge, as well as a large disruption to the operations of PARSA.

One suggestion to remedy this would be to adopt a handover period, similar to that of ANUSA's. The new handover period would see that the elected team assume their roles 2 – 3 months after they are elected. In order to make this feasible, the PRC would need to consider:

- Changing the time of the election, to allow for an election followed by a handover period
- Consider the appropriate length of time for a handover period
- Consider when a handover period would best be completed, and what a good starting time for the new team would be

In response to this, the President asks to PRC to consider the following:

- A 2 – 3 month handover period, similar to ANUSA
- That an appropriate handover period would be over the mid-semester break, or commence before the SSAF period.
- Given the above, two possible options could be considered:
 - That elections would take place in May, with a handover period over the mid-semester break, and the new team commencing O-week Semester 2
 - OR that elections take place in July/August, allowing for a handover period over the SSAF negotiation period, and the new team commencing Nov/Dec (this is ANUSA's current timeline).

This PRC needs to make a decision as to the length of its current term, and the future terms of the PRC. Options are as follows:

- a) No change, or limited change, to current August – August term. Therefore no or very minimal handover period
- b) Change to a May election, with a Semester 2 start
- c) Change to a July/August election with a Nov/Dec start
- d) Another option

Given the complexity of the decision, the PRC are asked to consider this over the summer break and, if possible, indicate what options they think might be suitable. This item will come back for the PRC's decision at the next PRC meeting, in February 2017.

Motion: that the PRC amend the electoral regulations, and present Constitutional change recommendations to the membership at the next AGM or OGM, to create a handover period of six weeks following the election of a new team. In the handover period the current (outgoing) PRC retains governance and operational control of PARSA until the end of the six weeks. The six week period is calculated from the declaration of polls for annual elections of all PRC members, or the declaration of polls for the new President, whichever is earliest.

*Moved: Alyssa, Xavier seconds
Passes unanimously*

Further PRC discussion to determine the term of the current PRC, taking into consideration the handover period.

Alyssa: *This is a model that is sustainable and best to interest in the organisation, and also take practical considerations*

PRC member: *Will two people get honoraria?*

Hansi: *No, newly elected officers don't officially take on the role until after the handover period.*

PRC member: *Why not two month handover?*

Kim: *Postgrad incentive mechanism – was impracticable to expect current reps to do an additional two months of their term. An additional month wouldn't be helpful. SSAF aspect- handover would be happening on the beginning of the process. They need some kind of guidance, but ultimately they can make own decision*

PRC member: *tentative date for elections*

Alyssa: *mid-August*

PRC member: *Do we have to be physically present during handover?*

Alyssa: *Yes. People do graduate ahead of election but that happens either way. If no one in position already, the newly elected person would essentially take over the role; potentially they could be given honoraria.*

PRC member: *What are the timeframes involved:*

Lauren: *If nominations open week one of Semester two, and close after two weeks, with voting in third week, elections would begin week of August 7th. Newly elected team would start week beginning September 25th.*

PRC member: *We should go to elections at the end of May, that way we can do handover after end of semester 1*

PRC member: *handover immediately before SSAF bid would be most helpful to the new team*

Motion: Elections will be held in August

Moved: Alyssa, Hansika seconds

Passes unanimously

2.3 By-election update

For information and decision

For health reasons, our Returning Officer Dale Brosnahan has had to withdraw from the role. As such we are currently sourcing another Returning Officer which Dale can delegate to.

Based on discussions with the Returning Officer the Executive has investigated creating a document that would provide guidance on outcomes of electoral offences, and investigated forming a probity officer group to ensure the smooth conduct of the election. However, on advice from our legal counsel, we have decided not to pursue this until it can be discussed with the new Returning Officer.

Due to a technicality PARSA's legal counsel also raised some concerns that the Returning Officer was not expressly named when it was discussed at the last PRC meeting. To clarify this, the following motion is proposed:

PRC Member: *Who would be the replacement Returning Officer*

Alyssa: *Roxanne Missingham, who conducts ANUSA elections. Also reaching out to ACT Electoral Commission and NTEU if Roxanne can't do it.*

Motion: *That Dale Brosnahan be appointed the Returning Officer for the PARSA by-election.*

Moved: Alyssa, Seconded: Akeel

Motion passes with two abstentions

2.3.1 By-Election conduct

A note on PRC conduct during elections. PRC members as representatives of PARSA need to remain removed from the process of elections. Please do not discuss elections with staff or take any part in the administration of the election process.

Please also be weary that your conduct during elections, including support for certain candidates, can draw into question the objectivity of the election which can reflect poorly on PARSA.

2.4 Disputes Committee

Background

PARSA currently has 3 Disputes Committee members: George Carter, Diana Anderson, and Allan Harkins.

The Disputes Committee is guided by Section 34 of the PARSA constitution, which specifies that the PRC must establish a Committee:

34 (2): No sooner than 3 months and no later than 6 months after the election of the PRC, the PRC must appoint a Disputes Committee.

34 (5): The Disputes Committee must consists of not less than 3 and not more than 5 individuals.

The President has reached out to current committee members and has confirmed the interest of one member to stay on, one member who wishes not to continue, and is currently awaiting advice from the final member.

Given this, the President is asking for nominations or suggestions for Disputes Committee members, of which one must not be a member of the Association i.e. an enrolled postgraduate (34 6 i).

Membership to the Disputes Committee will be brought to the PRC for a decision at the next meeting, in February 2017.

The President has consulted with George Carter, Diana Anderson and Allan Harkins. Allan (external representative) has stepped down, both George and Diana have confirmed they wish to continue on with the Disputes Committee. No other recommendations were made to the President.

An external Disputes Committee member is still being sourced, and should someone be suggested a recommendation will be circulated to the PRC out-of-session.

Motion: That the PRC endorse George Carter and Diana Anderson as Disputes Committee members

Moved: Alyssa; Seconded: Akeel

Passes unanimously

2.4 Investments Term deposit

Following the PRC decision in November 2016, it was determined that \$700,000 be invested into a 3-month term deposit in December with a view of reporting back to the PRC in February regarding over investment options.

Given the loss of Treasurer, and other factors, this money was not invested in a 3-month deposit during this time. Also given the constraints of the Financial Controller, particularly with audit approaching (due to end in April) there is little time to assess investment options before the next PRC meeting.

Given these factors, the following motion is proposed:

Motion: that the PRC endorse putting \$700,000 into a 3-month term deposit with Commonwealth Bank.

Moved: Alyssa, Seconded: Hansika

Passed unanimously

Meeting close

As of 6:45pm the meeting was no longer quorate. The following is for information only. Note that Minutes from PRC Meeting #3, reports, and the Motion (6.10) to note the 2017 Planning Day Report were not approved and will need to be approved at Meeting #5.

For information only

3.0 Minutes from previous meeting

[Attachment 2]

Motion: That the minutes from the November 2016 meeting of the PRC be endorsed as accurate.

4.0 Action List

Activity	Meeting	Timeframe	Responsible	Progress
Honoraria review including logbook review	Aug 2016	Summer project – for PRC February	President	In Progress Discussed at 2017 Planning Day & by Executive Info to be sent to Officers this week
Electoral regulation and standing orders review	Aug 2016	For 2017 Ideally: February/March PRC meeting	General Secretary	In Progress Transfer to be part of sub-committee membership item
Walker review – constitution and electoral regulation changes	Aug 2016/ Nov 2016	By 1 January 2017	President, General Manager	Complete Approved at Council, lodged with ACT Government
SSAF	Aug 2016/ Nov 2016	By end of 2017	President	Complete SSAF finalised
MSL project	Nov 2016	Key milestone by O-week completed	President, General Manager	In progress
MOU – ANUSA and PARSA	Nov 2016	2017	President	In Progress Due to staffing delays - moved to April PRC
By – election	Nov 2016	As soon as possible in 2017	General Secretary, General Manager	In progress Included at agenda item 3.2
PRC term	Nov 2016	PRC February Meeting 2017	PRC	For decision Feb 2017
Surplus spend for 2016	Nov 2016	By end of 2016	President, Treasurer	Included in treasurer report
Strategic Planning	Nov 2016	By end of PRC term (estimated Aug 2017)	President, General Manager	In Progress Included in agenda item 3.5

Governance Review	Nov 2016	Before AGM	President, General Secretary	In Progress Included in agenda item 3.6
Engagement and advocacy officer	Nov 2016	ASAP	President, General Manager	In Progress Included in agenda item 3.7
Term deposit	Nov 2016	December 2016	Treasurer	Incomplete Included in agenda item 3.10
Disputes committee	Nov 2016	PRC February Meeting	President	In Progress Included in agenda item 3.11
Subcommittee memberships	Nov 2016	Early 2017	PRC	In progress Included in agenda item 3.13
Governance training	Nov 2016	Early 2017	President	Scheduled Included in agenda item 4.1
Retreat availability	Nov 2016	Before O-week	President	Complete Included in agenda item 3.15
OGM minutes	Nov 2016			

5.0 Reports

5.1 President's Report

For information and discussion

To be provided at PRC meeting

[Attachment 3]

5.2 Treasurer's Report

For information and discussion

This item is confidential.

To be provided at PRC meeting

[Attachment 4]

5.3 General Manager's Report

For information and discussion

To be provided at PRC meeting

[Attachment 5]

6.0 Other Key business

6.1 MSL project update

For information and discussion.

PARSA employed a casual contractor, one of our formal administration assistants, in order to deliver this project by O-week. Because of this we were able to changeover the PARSA website has been changed over to MSL and have made progress in areas that need further work.

Systems still to come online include:

- Paypal system for booking trips and other event charges
- SEEF
- Emailing to students

Background – November 2016 meeting:

PARSA and ANUSA currently use a program called OrgSync to process SEEF and GAC (Clubs and Societies) grants, refunds, administration etc. This is an opt-in system, with students registering to use the system in order to access these administrative processes. This, in large part, has been a failing of OrgSync, which was intended to act as a hub of information for students – but which currently, few student engage with.

As the OrgSync 3-year contract is due to expire in January 2017, ANUSA and PARSA commenced searching for an alternative product that would deliver some key functions, including:

- An opt-out system with greater accessibility for students
- A program that could continue to run SEEF and GAC administrative processes
- A system that could run elections, for ANUSA/PARSA as well as Clubs and Societies
- A system that can be better integrated into ANUSA/PARSA's work and has the potential for greater functionality, such as case management for Student Assistance Officers

This project has been led by ANUSA President, Ben Gill, and resulted in recommending Membership Solutions Limited (MSL) as one of the only viable options for ANUSA/PARSA based on our requirements. As such, negotiations for MSL have been conducted for some time.

At this stage, ANUSA and PARSA are currently reviewing and negotiating the contract with MSL, which is complicated by the role of ANU as being the key contract holder with MSL – necessary in order for the University to make available student data for ANUSA/PARSA to effectively use the system.

All going well, this contract should be completed before the OrgSync contract expires, allowing for PARSA to have a new system in place for SEEF rounds and O-week next year.

Website

As part of the MSL package PARSA will be given a website with a basic template that can be customised (to a degree) that will integrate with MSL systems. In PARSA's case, SEEF.

PARSA will work with MSL to design this website and MSL staff will do an initial loading of content to the new site.

This means a change to our current website.

There is a risk that the new website options offered will not be suitable to PARSA's needs, in which case we could consider a website built for us, however this could cost closer to \$10,000.

In order to mitigate this, PARSA is starting discussions with MSL regarding options. A further solution is also proposed for the PRC to consider under 3.7.1 of this agenda.

SEEF – change over systems

There is some risk that should the contract not be signed before the expiration of OrgSync then there will be no system for SEEF.

In order to mitigate this risk, the General Manager is planning a manual system that could be used in the intervening period. This would likely use an online form (google forms, for example) that is embedded in the PARSA website, and rely on the new PARSA Administrative Assistant for additional correspondence. Whilst there might be additional administrative burden due to a larger emphasis on emailing etc. and therefore the overall time commitment to SEEF might increase, this is manageable.

6.2 Strategic Planning

For information

PARSA has engaged 'For Purpose' to undertake the Strategic Planning for PARSA. The General Manager will have primary responsibility for this project, with support from the President.

Delivery date is May, this may extend to July 2017.

[\[Attachment 6\]](#)

6.3 Governance Review

For information

PARSA has engaged Geoff Carter to undertake the Governance Review for PARSA. The General Secretary will have primary responsibility for this project, with support from the President.

Ideal delivery date is by the AGM in May.

[\[Attachment 7\]](#)

6.4 Staffing

This item is confidential

For information

Verbal update to be given regarding:

- Recruitment for Student Assistance Officer
- Recruitment for Engagement and Advocacy Officer
- Legal advice sought for human resources questions

6.5 Historical SSAF funding

For information

The Pro Vice Chancellor (University Experience) has developed guidelines regarding historical SSAF, largely with ANUSA. The PARSA President has commented on these guidelines.

[\[Attachment 8\]](#)

6.6 PARSA advocacy and policy direction

For discussion

There have been several political and ANU decision lately that raise the question of PARSA's advocacy and policy direction.

Examples include:

- President Trump's Executive Order
- Fairwork Commission's decision to cut penalty rates on Sunday
- ANU proposal regarding exams on Sundays

The President wishes to discuss with the PRC the advocacy and policy direction of PARSA, given there are no guiding documents in place and there is a need to respond quickly to the external environment, but also accurately reflect PARSA's role.

6.7 ANU Appeals Committee

For information

The ANU Governance and Risk office asked PARSA to supply recommendations for two postgraduate members of the ANU Appeals Committee.

After consultation with the Executive, the President advertised these positions on the PARSA Facebook page and of the 10 applicants that applied, selected 2. PARSA was also notified that one of the current members also planned to step down, and after recommendations, recommended an additional postgraduate member. As such PARSA has recommended the following 3 postgraduate students to the ANU Appeals Committee for a period of 2 years:

- Moses Stefan Emasu
- Jane Wakeford
- Kirrily Apthrop

6.8 Subcommittee Membership

For information

Members of the PRC are asked to nominate or suggest PARSA members for the following sub-committees of the PRC, and PARSA working groups:

- Finance sub-committee – including looking at: future investment of PARSA reserves
- Governance sub-committee - including looking at: Constitution, Electoral Regulations and Standing orders
- Advocacy working group

The Education sub-committee will also be formed that will involve membership of all college representatives, President, Vice President, Education Officer (chair) and meet every 4 – 6 weeks.

6.9 Opportunities

For information

PARSA has either been requested, or the President asks, for PRC members to nominate themselves or other postgraduate students to the following projects:

- Academic Board Working Group – Academic Integrity
- Mental Health Symposium
- Internships working group
- Sporting representative
- Non-residential halls working group

6.10 Planning Day

For information and noting

PARSA staff and Officers meet in early February to lay out a plan of work for the year.

It is asked that the PRC note this document in its current format, noting it will be further refined and more input sought.

[Attachment 9]

Motion: that the PRC note the 2017 Planning Day draft report

7.0 Other Business

7.1 Governance training

For information

2-hour abridged training has been scheduled for the 3rd of April at 5.30pm, PARSA Student Hub.

Background – November 2016 meeting

Principles of Governance training coming up on the 3rd and 4th of December
This is highly recommended and PARSA has approx. 12 spaces available.

PARSA has allocation for this training in 2017, the PRC are asked to indicate when another session of training might be convenient for early 2017.

7.2 Higher Degree by Research (HDR) Officer

Bethany Ellis has asked this be added to the agenda, and will speak to the item.

7.3 Electoral regulations

Wendy Suiter has asked this be added to the agenda, and will speak to the .0 Meeting Close