

PARSA Postgraduate Representative Council (PRC) Meeting #4 Minutes

5:30pm
30 May 2018
PARSA Office, Melville Hall

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1.0 Meeting Open

1.1 Acknowledgement of Country

1.2 Attendance

Alyssa Shaw (President), Zyl Hovenga-Wauchope (Vice President), Julian Widdup (General Secretary), Michel Watson, Harish Chakravarthy, Brena Budiarti, Felicity Millar, Randa Akila, Emma Davies, Bethany Ellis, Chris Ross, Abdullah Youssuf Bashir, Naimah Talib, Usama Elahi, Ankita Gagrani, Patrick Halton, Rebecca Wardell (Skype), Peter Park, Varun Nair, Yong Yang and Zoe Tulip.

Apologies

Shaaf Khurram Danyal (Treasurer), Yuting Sun, Tholie Sithole, Darcy Jackman

1.3. Conflict of Interest

Members are asked to review the Register of Interests and notify the President if these need to be updated.

Members should declare conflicts of interest as they arise throughout the meeting.

1.4 Minutes from previous meeting

For decision

[Attachment 1 – PRC April meeting]

Motion: That the minutes from the April meetings of the PRC be endorsed as accurate.

Moved: Bethany

Second: Randa

Abstention: Michel

1.5 Action List

Activity	Meeting	Timeframe	Responsible	Progress
Make amendments to constitution to reflect PRC discussions	April 2018	ASAP	President	Complete
Audit clarifications	April 2018	Prior to AGM	Treasurer, President	Complete
Staffing position descriptions for communications and administration	April 2018	Next PRC – May 2018	President	Delayed Verbal under confidential business to be given
SSAF Alcohol	Raised Feb 2018	April 2018 New timeframe: June 2018	President	Delayed Item 4.4 PARSA lawyer drafting letter
Policy, advocacy and procedure writing	Raised Feb 2018	August 2018 (pre-handover)	President	On track Item 3.4
Vacancies of PRC members – Gen Sec and Communications	Raised Feb 2018	April 2018	President, Vice President	Complete
SSAF Agreement negotiation	Raised Feb 2018	August 2018	President	On track, some delays Preliminary discussions with PVC (UE), timeline being organised by PVC.
MSL project	Nov 2016	End 2018	Operations Manager	Delayed – revised deadline Update in agenda item 5.2
SEEF	2017	Relaunch O-week S2 – July 2018	Vice President	On track SEEF conferences review, community grants, policy rewrite, comms MSL set up Item 5.3
Strategic Planning	Nov 2016	March 2018 Revised timeframes: end of semester 1	Vice President, General Manager	See agenda item 3.3 Complete
Governance Review (see key action points in 3.1)	Nov 2016	Revised deadline: June 2018	President, General Manager	Delayed – on track for revised deadline June 2018 Included in agenda item 3.1



Long term investment options	November 2016	July 2018 PRC	Treasurer, Financial Controller	Delayed Treasurer submitting draft to Finance Committee Item 3.2
Presidents and Treasurers Reports be included in previous minutes	August 2017	August 2018	General Manager, President	In progress
Procurement Policy – to review	Nov 2017	Revised deadline – August 2018	Treasurer	Delayed, new deadline
Advocacy and Policy Platform documentation	Nov 2017	July 2018	President, Advocacy and Engagement Officer	On track

Completed actions:

Committee and Subcommittee memberships	Nov 2016	Ongoing	President, Advocacy and Engagement	Complete Audit of committees and subcommittees completed.
Disputes Committee – contact and confirm current members. PRC to submit nominations	November 2017	Disputes Committee passed Nov 2017, no nominations submitted by PRC	President, General Manager	Complete
MOU – ANUSA and PARSA	Nov 2016	Passed PRC November 2017	President	Complete
SSAF bid 2017	August 2017	Nov 2017	President	Complete

On hold:

Governance sub-committee: Standing orders review	November 2016	ASAP	General secretary	On hold given Constitutional Review
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Moved to 4.1 Appointment of Auditor

For decision

The PRC must appoint an auditor to undertake our audit for 2018. PKF has been providing these services for approximately 4 years since the Ernest Young review into Student Association Finances in 2014. As part of this review the ANU required that all student associations have the same auditor. Whilst best practice dictates that you should change auditors approximately every 5 years (which we are nearing) until clarity with the ANU is reached as to if they would consider this change, it would be a risk to change auditors.

Motion: that the board appoint PKF as the auditors for 2019, and that PARSA look to resolve its auditors can change for 2020.

Moved: Alyssa

Second: Michel

Passed unanimously.

4.2 Calling of Special General Meeting

For decision

Given the delays with the PARSA Constitution a Special General Meeting must be called to approve the new constitution, following the approval of the constitution by the PRC. There is a short window of time to ensure this happens as 21 days' notice must be given but agenda items for the July meeting of Council closes Monday, 25 July.

To meet these requirements it is proposed we hold a SGM at lunch time on 22 June, 2018 with the only item of business the constitution, and corresponding regulations, namely the electoral regulation.

Motion: that the PRC call a PARSA SGM for 22 June, 2018.

Moved: Michel

Second: Patrick

Moved Unanimously

4.3 Election schedule 2018

For information

In April the PRC approved the following timeframe for the elections. Due to the delays with the constitution there has been a slight shift to the election timeframes which are included below.

Originally agreed to timeframe

Dates	Election stage	Description	Actions
May 2018	Election awareness	To start generally awareness and provide opportunity for interested people to ask questions	Email in May newsletter Workshops and videos
16 – 23 July O-week semester 2	Election awareness	Generate awareness with new and returning students	Marketing material at events and onling
23 July – 3 August	Nominations period	No campaigning can take place before the close of nominations	Open nominations
6 – 12 August	Campaign week		
13 – 17 August	Voting week and announcement of results	Campaigning can still take place	
17 August (Friday)	Election results announced		

18 August - 28 September	6 week handover period between outgoing and incoming PRC	Outgoing PRC in power but active handover in place	
29 September (Saturday)	New PRC in place		

Revised timeframe

Dates	Election stage	Description	Actions
June 2018	Election awareness	To start generally awareness and provide opportunity for interested people to ask questions	Email in June newsletter, with further information going out post June 22 (anticipated constitution approval)
16 – 27 July O-week/Welcome Week semester 2	Election awareness	Generate awareness with new and returning students	Marketing material at events and online, event in July week 1
30 July – 9 August	Nominations period	No campaigning can take place before the close of nominations	Open nominations Close nominations
13 – 19 August	Campaign week	Candidates can campaign to the community	Monitoring candidate behaviour
20 - 23 August	Voting week and announcement of results. Voting Mon – Thursday	Campaigning can still take place	Monitoring candidate behaviour
24 August (Friday)	Election results announced	Processing by PARSA staff and RO	Announcement on website
25 August – 5 October	6 week handover period between outgoing and incoming PRC	Outgoing PRC in power but active handover in place	Retreat for new PRC, handover
6 October (Saturday)	New PRC takes power		

ANUSA elections are currently planned for week 5 (20 – 24 August) and as similar to last year, it is desirable to have PARSA elections before this time. I will need to talk to ANUSA regarding the amended timeframes.

The PRC are asked to note these changes

4.4 SSAF bid and alcohol prohibition

For information

Update: the PARSA lawyer is now preparing the letter to the ANU.

Background – April 2018

In February the PRC endorsed the immediate use of reserve funding for alcohol subsidies, noting ongoing negotiations with the ANU and ask that PARSA looks to raise sponsorship funding to support with this current issue.

Despite having a meeting with the Vice Chancellor little process has been made in securing support for alcohol from the ANU for this year, despite (in PARSA's view) violating the SSAF Agreement through not meeting consultation requirements in which to change the condition of the Agreement, leading to this current situation. The ANU is holding a strong line against alcohol expenditure for this or future years but also acknowledges that it would prefer PARSA to not seek external sponsorship support from alcohol companies.

In terms of resolving this, PARSA still has the option of raising a formal dispute but this will likely only yield a short term solution if any, and serve only to strain relationships and detract from our core advocacy work.

Given staffing changes PARSA is yet to start gaining expertise and knowledge in order to go and seek sponsorships in a strategic and meaningful way. Whilst there is potential to seek sponsorships for next year this year is unlikely to yield anything meaningful and could undermine long term efforts.

For the year, PARSA does have the ability to cover alcohol expenses through non-SSAF funds. Our events income for last year was approximately \$41,000 and alcohol expenditure for events would be roughly \$10,000 - \$15,000 for a year. As such it is possible for PARSA to determine to fund this from 2017 revenue whilst it looks to seek sponsorships from other sources in future.

Background – February 2018

Following from SSAF negotiations last year, the ANU advised PARSA that SSAF expenditure on alcohol was prohibited. As such PARSA can no longer spend SSAF money on alcohol without wilfully breaching its contract with the ANU, and therefore risking the removal of funding or other disciplinary action. The President has written a letter to the Vice Chancellor and Pro Vice Chancellor (University Experience) regarding the situation and PARSA's opposition to this, and has followed up with informal conversations. A solution regarding use of SSAF funds for alcohol subsidies looks unlikely.

As an interim solution the President has determined that money regarding alcohol subsidies should be drawn from PARSA's reserve funding. Whilst long term this is not sustainable, and there are other opportunities in place (such as sponsorships) to address this, in the short term PARSA must determine its course of action. Possible options, and assessment of their merits by the President are as follows:

- PARSA wilfully disregards this condition of the SSAF agreement –unadvisable due to possible repercussions
- PARSA brings a formal dispute to the ANU to contest this – possible, but possible unlikely to change the current outcome and could risk damaging our relationship with the ANU
- PARSA creates a campaign around this issue to apply pressure to the ANU – possible, but this would take considerable resourcing away from more pressing issues
- PARSA continues negotiations with the ANU regarding alternative funding – ANU representatives have indicated their might be short term funding that can be provided

- PARSA PRC unlocks reserve funding for 2018 with a view to gain sponsorship for alcohol subsidies for 2019

4.5 Public Officer and PARSA Administrator

For information and decision

As was the intention of the PRC, the new Operations Manager, Ayla Chorley, has now been made the Public Officer. Noting that the Administration and Projects Officer, Tina Nash, remains the Administrator.

Motion: that the PRC note and endorse Ayla Chorley as the Public Officer of PARSA

Moved: Rebecca

Second: Zoe

Moved unanimously

Background - February

In February the PRC appointed Tina Nash as interim PARSA's Public Officer and Administrator given the departure of the General Manager. The role of Public Officer (requirement under ACT law) and Administrator (requirement of the PARSA Constitution) need to be filled. To make this smooth transition it is proposed to move these role to the Administrator and Projects Officer, Tina Nash.

4.11 Appointment of a Returning Officer

For decision

PARSA has had some difficulty this year with finding a suitable Returning Officer. Thankfully we have secured the agreement of Harry Rolf to act in this role.

Harry is the Communication and Policy Officer for the Council of Australian University Librarians (CAUL), situation at the ANU. Harry is also a previous President of CAPA, and previous President of our equivalent organisation: Tasmania University Union (TUU). Harry also has a doctorate in computing and information systems. <https://www.linkedin.com/in/harryrolf/>

Given his past experience in TUU and CAPA, and commitment to student unionism, Harry would be ideal to take the Returning Officer role, particularly in light of the changes PARSA is making to the constitution and the possibility that this will require some diligence and patience during the election process. However it should be noted by the PRC that Harry has worked with, and run against, PARSA members before in CAPA, including previous PARSA Presidents.

Should the PRC not approve Harry's appointment we do have adequate time to contact the Australian Electoral Commission and secure election serves through this avenue, however this will require resourcing that the PRC would need to agree to.

Motion: that the PRC appoint Harry Rolf as the Returning Officer for the PARSA elections 2018.

Moved: Alyssa

Second: Michel

Moved Unanimously



2.0 Reports

2.1 President's Report

For information and discussion

To be provided at meeting

[Attachment 3 – Report for April]

[Attachment 4 – Report for May] to be provided at the meeting

2.2 Treasurer's Report

For information and discussion

To be provided at meeting

[Attachment 5 – Report for April]

[Attachment 6 – Report for May] to be provided at the meeting

2.3 Operation Manager's Report

For information and discussion

A report for this meeting will not be provided, but a verbal update may be given

2.4 Executive Reports

For information and discussion

No reports for this meeting will not be provided, but a verbal update may be given

Motion: that the PRC accept the reports of the President and Treasurer.

Moved: Alyssa

Second: Naimah

Moved Unanimously

3.0 Strategic business

3.1 Governance Review

For information and decision

[Attachment 7 – draft constitution]

May meeting

Following from the April meeting of the PRC the timelines for the passing of the Constitution were unfortunately moved back. This was partly due to ensure that the timeframes regarding the constitution changes could not be questioned, and to work within the timeframes of the ANU who have to approve of our constitution. The new PARSA constitution will now be going to the ANU Council for their July meeting.

These delays have been of benefit as the additional time has allowed opportunity for further comment, and refinement of the document.

While substantive decisions of the board have been reflected in the new constitution it is important the board have the opportunity to review the final draft and approve this to go to the membership.

Please note a draft constitution is attached however the President, Vice President, and PARSA lawyer will be doing a final review on Tuesday, to which an open invitation to the PRC has been extended. The final constitution will then be distributed before the PRC meeting, on Tuesday night.

Motion: that the PRC approve and endorse the PARSA constitution to be taken to the 2018 PARSA SGM.

Moved: Bethany

Second: Emma

Moved unanimously.

April meeting

The PRC had a lengthy discussion regarding the constitution and resolved many key aspects, agreeing to take it to AGM.

Background – March 2018 – Strategic PRC

Please see minutes for a comprehensive summary.

Conclusions regarding board composition:

- There was agreement that a reduced number of board members would be of benefit to the organisation. In general, no more than 11 (or fewer) was considered an appropriate number given advice and current best practice, as well as the experience of the current PRC
- In order to combat the issue of a loss of institutional memory, there was agreement that the members of the PARSA board should have the opportunity for a 2 year term and that half the board should be rotated every year
- At any point in time the majority of the board must be postgraduate students however the likelihood is that many board members will not be able to serve the full two year term given coursework lengths. As such there was agreement that so long as board members were elected as students they could serve out their term on the board.
- There needs to be term limits imposed
- There is a need to ensure diversity on the board, in particular gender, international student presence and indigeneity. Consideration for how to ensure this was asked to be further considered.

- There was concerns regarding the number of, and power of external members (non-postgraduates) on the board however this was generally overcome by ensuring that the majority of the board was postgraduate
- There was previous concerns raised regarding the need for Officers to also be part of the board, over and above the President being on the board. Generally this was considered possibly problematic in undermining the separation of governance and operations, however there was a genuine need to ensure the voices of marginalised groups, represented by officers, was heard. Further consideration for this was asked to be investigated. Some options raised were an elected Officer representative to the board although this also creates issues and further administrative processes.
- One of the issues discussed was how to ensure that politics did not play out at a board level. A suggestion was given that any postgraduates running as board members must do so individually, and therefore not be part of a ticket, in order to reduce the risk of politicisation and ensure a clear focus on governance versus operations.

Conclusions regarding President role (CEO and Chair):

The delineation and determination between the current President role, and what this role should be (and how it comes into being) is perhaps one of the most challenging questions raised as part of this review and was a large focus for this session.

There was majority agreement that the Presidents current dual roles of Chair and CEO should be divorced. The Chair, a governance role as leader of the board, should be elected within the board. This person could be the same as the President, but that was not necessarily the case.

The President name would be retained in the context of being the CEO of the organisation, this is necessary to ensure alignment with ANUSA who's CEO is also the President and ensure clarity in ANU as to who was the representative (operational) versus governance body of the organisation. By majority agreement, this person would be directly elected by the membership and be ex-officio (automatically elected onto the board) by way of being the CEO. The President, through vote of the board could also be the Chair of the board (as is currently the case) but this was not automatic and indeed, there was a general feeling that this is not an ideal case.

In an ideal situation the Chair and President would be held by 2 individuals that would work together to help achieve the strategic aims of the board, as is commonplace in many Not For Profit organisations.

The PRC members asked for further information on the role descriptions of the President and Chair.

Over the course of this review the question as to if PARSA should move the CEO to being a staff role, rather than a student rep role was raised. At this time it was deemed outside the scope of this review, but something the Association must consider in future given the growth of PARSA and the high work load associated with the President role, as well as the risks associated with a CEO that turns over annually.

To resolve:

- Circular motions
- Proxies
- Term limits
- Transitional clause

Action points:

- Consider how to ensure quotas on the board
- Consider how to ensure marginalised voices and officers were included in board deliberations
- Position descriptions for CEO and Chair
- Resolve election regulations
- Regulation for disciplining of President and Officers – misconduct and underperformance
- Propose new officer roles, resolve Executive role changes
- Consider how the changes will impact the day-to-day operations of PARSA

Background – February 2018

Governance training for PRC on February 24th and 25th introduced some of proposals and ideas for the new constitution. There was rigorous debate regarding several points:

- The established of a board, its size, composition, powers and interaction with PARSA operations. This included:
 - The necessity to decouple the current President role as both CEO and Chair of the board
 - A discussion on the connectivity between operations and governance i.e. should elected student representatives sit on the board, and if so, to what extent.
 - The need for the board to have the ability to discipline and manage the performance of student representatives, including the ability to end their tenure on reasonable grounds e.g. misconduct or underperformance
 - The inclusion of external members on the board, which could include past postgraduates
 - Utilising longer term periods, term limits, and rotating elections to the board to ensure a strong board
- How the CEO (i.e. President) should be elected/appointed i.e. through appointment by the elected PARSA board, or through direct election by the membership
- The role of the CEO – whether this should be a student representative (as is currently the case) or transition to staff, and if so, when this should occur
- What Officer roles should be transitioned to board roles, kept (or new roles created) at an operational level, and which should be abandoned

In this, and past meetings, there has been general consensus on the need to:

- More clearly delineate the operations and governance of the organisation
- Reduce the size of the board to make it more functional
- review current officer positions to ensure they are all fit for purpose and that there are no gaps in representation

Based on the complexity of the discussion it is proposed that the PRC form a sub-committee to workshop these issues, including how to present and test ideas with the membership.

The current project timeframes are:

- March – consultation with members
- March PRC – collect feedback from members, subcommittee to write position paper and recommendations to PRC, PRC to determine final constitution to take to membership
- April – socialise constitution and release draft constitution to membership
- May – constitution to be voted on in AGM

Motions passed in February to support the establishment of a constitutional sub-committee and to clarify the goals of the PRC, that being to: : that the PRC form a Constitutional sub-committee to seek member feedback and provide recommendations to the PRC on the new constitution.

Motion: that the PRC endorse the goals of this project: to reduce the number of board members, to more clearly delineate between governance and operations, to review elected student representative roles

Update – November 2017

Following discussions with Geoff, the complexity of reworking the Constitution, and the need to conduct governance training for PRC members, it is proposed to roll the initial PRC consultation in with the Governance training, which will be delivered by Geoff. Owing to PRC availability this will likely take place in early 2018.

Background – pre election of current 2017/2018 PRC

Geoff Carter has provided an Explanatory Memorandum regarding the many aspects of the PARSA constitution that need review. He presented this in person to the 2016/2017 PRC with the draft constitution.

The PRC is asked to consider the items raised, noting specific items that the PRC is for or against progressing for discussion to the PARSA membership. Noting that membership forums will be organised to discuss this Memorandum and changes to the constitution, however this may need to be done in stages e.g. planned OGM this year, and follow up in an AGM or OGM next year.

3.2 Diversification of revenue

For information and decision

[Attachment 8– sponsorships proposal]

Sponsorships

For immediate action – June 2018

PARSA has reached out to a Sponsorships expert for advice on readying PARSA to seek external sponsorship amount – please see proposal attached.

PARSA was granted \$8,000 in SSAF to support this, but the current proposal is \$23,000 plus GST. Whilst we can try to negotiate on price further, the proposal is comprehensive for PARSA's needs – having not undertaken this work before.

It is possible that PARSA can bring a mid-year SSAF bid for the remaining amount, however there is a risk that the ANU might not approve this, or that ANUSA might try and come on board with proposal which would not be advantageous for us, given the similar offerings of the organisations. The other option would be to fund this from our reserves, which amount to approximately \$700,000.

The PRC is asked to provide direction on this issue in order to determine how we should proceed with funding.

Motion – to unlock reserves immediately and go to SSAF.

Moved: Zoe

Second: Michel

Moved unanimously.

Background – April 2018

PARSA has taken several important steps recently regarding our strategic priority of diversifying our revenue. Chief against them is the alteration of the Communications, Marketing and Events Co-ordinator to the Communications and Marketing Director role. The events component of this role will be moved to a new staff member position who has carriage for supporting and carrying out PARSA events. The Communications and Marketing Director role will be dividing their time primarily to communications strategy and implementation, but also to fundraising primarily through sponsorships, merchandise sales and advertising with external stakeholders.

Investment policy

Timeline – for PRC endorsement July 2018

A draft investments policy has also been prepared by the (acting) Treasurer which will be reviewed by the Finance Committee and then transmitted to the PRC for endorsement.

PARSA Shop

Timeline – June 2018 for draft business case

PARSA is currently scoping the opportunity for a student run food business in the new Union Court Redevelopment (Kambri). Should such a venture be potentially profitable, this would be an ongoing source of revenue for the organisation and could alleviate some of the issues currently on campus regarding the high cost of food.

3.3 Strategic Planning

For decision

[Attachment 9 – draft Strategic Plan]

The Strategic Plan is currently being finalised and the latest draft has been provided to the PRC for guidance, with the final plan – both words and design – will be provided to the PRC for the meeting.

Motion: that the PRC endorse the PARSA Strategic Plan 2018 – 2021.

Moved: Zoe

Second: Michel

Passed unanimously

Background – April 2018

This project has been delayed, launch timeframe by end of semester 1. The Strategic Plan draft was circulated to the PRC at the April meeting.

Background – February 2018

Following consultation with staff and student representatives, namely by a workshop led by the consultant, we are in the final stages of drafting the Strategic Plan. This is currently sitting with the General Manager and Vice President. It is anticipated that we can launch this in March 2018.

Background - November 2017

Progress on the Strategic Plan has been made with the Vice President and General Manager spearheading this project. The next stage is a consultation with a small group of PARSA PRC members before socialising the draft Strategic Plan more broadly.

Project Background

PARSA 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.

Initial Environmental mapping and the survey has been complete. The survey had a reasonable response rate of just under 11%, close to other surveys of its type such as the Student Barometer at 12%. The survey results have informed some initial ideas for the Strategic Plan.

The timeline for this project has been extended to the end of 2017.

3.4 Policy and Procedures (incl. Advocacy Platform)

For information

The documents from the policy and procedure writing day have been collated in a google drive that can be accessed by staff and student reps. This also includes broader policies and procedures that have been identified as important for internal processes. All PRC members are welcome to make edit suggestions to expand these policies and procedures:

https://drive.google.com/drive/folders/1KmYTpwUitioFrWWelne87FnUz3_7BnG

I will be meeting with the Operations Manager soon to map timeframes in order to ensure these policy and process, including advocacy procedures can be completed. We will build timeframes with the PRC meeting in July and August in mind.

Background – April 2018

PARSA conducted a writing day for policies and procedures. This had low attendance but those who did come to support and write made some great progress. These drafts will be made available online and another writing day scheduled.

These documents need to be in place before election.

Background – February 2018

At the November 2017 meeting the PRC endorsed a list of key advocacy topics, PARSA's position in relation to these topics. The intention is to create a policy handbook to clearly articulate the values and position of the organisation. This is of strategic importance to ensure:

- organisational positions are clearly understood
- transparency and communication with our members regarding what we advocate and stand for
- to utilise an evidence base to inform our positions that aligns with the interests and needs of members. This is primarily through utilising feedback obtained through our 2017 postgraduate survey
- risk mitigation, through reducing the risk of future PRC members making decisions on PARSA's position that are not aligned with membership interests

This work is ongoing but it is anticipated that there will be an update on draft policy positions at the next PRC meeting, in April.

3.5 SSAF Agreement Negotiations

For information

The SSAF Agreement for PARSA is expiring at the end of 2018 and whilst this has the opportunity for extension there is an opportunity to use the Agreement process to resolve historical issues that face PARSA and create an agreement that is in the Associations best interest.

In particular resolving:

- historical SSAF money – what is discretionary versus non-discretionary
- SEEF reserves
- Baseline funding commitment
- Service support agreement for PARSA e.g. lease, IT etc.
- Future of the joint finance committee and auditors

The President will keep the PRC across any updates and inform the board of the key issues to resolve and make sure negotiations proceed with the PRC's approval.

3.6 Risk management

For information and decision

There have been a few occurrences lately that have created greater concern over the need to clearly articulate and manage the risks of the organisation. This has largely been uncovered thanks to the efforts and consideration of the new PARSA Lawyer and Operations Manager.

Whilst immediate steps have been taken to reduce risk to the Association, there is more substantial work that must be undertaken that PARSA is not equipped to deliver in house. Namely, a comprehensive analysis and identification of our areas of risk and a corresponding plan to identify ways to mitigate these risks.

As such the proposal is to take to the mid-year SSAF bid a costed figure (likely around \$10,000) for an external consultant to support this work. There is a high likelihood for success with this bid as ANUSA has also been consulted about the concerns we have, and have agreed that they would also benefit from a similar undertaking. As such, including such an item in the mid-year SSAF bid with the approval of both organisations is unlikely to fail.

However, as the mid-year SSAF bid is being help later this year, due to administrative delays with the ANU, this could delay approval of funds until August. As this matter is quite critical, I would ask the PRC to consider unlocking reserves to immediately commence this process of risk analysis.

Motion: that the PRC endorse reserve funding for a consultant to support a risk analysis and risk mitigation plan, up to the value of \$10,000.

4.0 Key business

No more quorum.

4.6 Student representative position scope and honoraria

For information and noting

In previous discussions regarding the Stipend and Honoraria regulation there has been unresolved issues regarding support for student representatives that work over and above their allocation of time. For Officers and College reps this can be resolved through honoraria but not so for Executive members.

The President is seeking support from the PRC to take leave for accumulated time work, as separate from leave as provisioned for in the Regulation.

4.7 Electoral Regulation amendments

For noting

With the anticipated change in constitution, it will be necessary to amend the PARSA election regulations. Given the timeframes the election regulations will, be revised and voted through with the constitution at the SGM. This process will be led by the Vice President and PARSA lawyer and will consider the previous reports of Returning and Probity Officers, new constitution and previous discussions at PRC re requirements for changes in the regulations.

It is important to note that these new electoral regulations will be applied to the upcoming election. Given the timeframe it will also be essential to put a transitional clause in the regulations in order to ensure we can meet the timeframes for elections we have set out. Whilst this is not ideal, it is necessary to ensure we can bring the new structure for PARSA into effect.

All members of the PRC are welcome to input into this process and are encouraged to contact the Vice President, Zyl, for inclusion in these discussions: parsa.vp@anu.edu.au

Motion: that the PRC endorse the revision of the electoral regulations, to be brought to the SGM for membership approval.

4.8 Student representative restructure – changes to Honoraria and Stipend regulation

For discussion and decision

As part of the constitution changes the Executive of the Association will be disbanded with the General Secretary position being removed and the Treasurer being moved as an optional board position. To ensure that there is a strong student leadership team, and to put in place a structure that will support PARSA's growth in regards to Officers, a proposal to amend the structure of the office core is proposed.

Whilst all Officers will still be directly responsible and supervised by the President this structure will change the Education and Equity Officers to take more senior roles, in terms of co-ordinating other officers and driving the agenda of the Association. To support this a stipend increase to both these roles, to the equivalent of 2 days a week (14 hours) is proposed.

Equity:

- Disability
- Queer
- Women's
- International
- Aboriginal and Torres Strait Islander

Education:

- Coursework
- HDR
- All college representatives

The Social and Environmental office do not clearly fall under either portfolio and as such will still report directly to the President individually.

The PRC are asked to endorse this proposal with amended job descriptions, and an amendment to the Stipend and Honoraria regulations to reflect this proposal, to be made.

Motion: the PRC endorse the officer structure change, to be reflected in role descriptions and the stipend and honoraria regulation for the incoming student representatives.

4.10 PRC vacant positions – outcomes of EOI process

For information and decision

The Vice President chaired the EOI process to fill the positions of General Secretary and Communications Officer. The selection committee comprised of the Vice President as Chair, Social Officer, Treasurer and International Student Officer. The selection committee was in agreement with the selections of both people and recommend them for appointment to the PRC.

General Secretary: Julian Widdup

Communications Officer: Brena Dwita Budiarti

Motion: that the PRC appoint Julian Widdup to the position of General Secretary, and Brena Dwita Budiarti to the position of Communications Officer.

4.12 PRC absences

For discussions and decision

As elected student representatives there are clear obligations on members to fulfil their roles and actively participate in PARSA. Of utmost importance is engagement with PRC meetings.

Section 13 "Vacancies" provides that

"(1) a vacancy in the office of a member of the PRC happens if the PRC member...

(e) is absent without the consent of the PRC from three consecutive meetings of the PRC."

Section 13 (1) (e) is clear then that a vacancy is created should a member not be present, with consent, for 3 consecutive meetings or more. Whilst it is often the case that members of the PRC cannot attend, they send apologies to the PRC.

Upon reviewing the attendance for the last 3 meetings of the PRC (November 2017, February 2018, April 2018, noting that the March meeting of the PRC was inquorate) there have been two members of the PRC that have not attended and not provided apologies in writing:

Patrick Halton, College of Health and Medicine

Usama Elahi, College of Engineering and Computer Science

The PRC is asked to discuss and address this issue.

Motion: to be determined

5.0 Standing Items

5.1 Staffing

For information

Verbal update to be given on how staffing is functioning, noting that all staffing positions are now filled.

Preliminary discussion is currently being had over restructuring the SUAW staff team to have one senior member.

5.2 MSL project update

For information

Operations Manager has been tasked with reviewing and increasing the functionality of MSL. A case management system for Student Assistance is expected to be online by the end of the year.

Background – up to April 2018

Staffing capacity to address the limitations, and make full use of MSL has been limited. Following the appointment of a SEEF Administrator and a change in the Communications Staff member position, there is expected to be further capacity to ensure MSL is fully utilised.

Background – August 2017

PARSA has experienced some limitations and issues with the software regarding events, in particular with the PARSA Ball bookings. Although PARSA has linked a Paypal account to this system we need to test the system before use. As such we have opted to use Trybooking for the short term and work with MSL on a solution.

Ensuring SEEF is set up in MSL is still in progress.

Background – February 2017

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.

5.3 SEEF project update

For information

Substantial work is taking place to revise SEEF including:

- Policy changes to make applications clearer and include a grant category that can be applied to over time
- Communications and relaunch
- Workshops to support knowledge and uptake of SEEF
- Revision of forms to make for easier applications
- Investigating moving SEEF to be on MSL or a more automated system to make processing easier

Background – up to April 2018

Following PARSA's successful bid for 2018 SSAF funding, PARSA has recruited a casual SEEF Administrator.

Following a SEEF working party the guidelines for SEEF application have been changed and SEEF itself has been rebranded. This has been a long term project this year with these 2 critical steps being successful. The remaining steps include reviewing the SEEF conferences guidelines and setting up SEEF on MSL for electronic applications.

6.0 Other business

PRC members are asked to foreshadow other items of business prior to the PRC meeting

The President would like everyone to note the Master planning session happening in June, and the Vision and Teaching and Learning to take place next semester (dates to be finalised). Please also note that the Student Barometer is out now and the University Feedback Service, which students can use, will be launched in August.

Feedback on the PRC retreat structure and contents is sought, and more broadly, information to be included in handover.



7.0 Confidential business

For confidential PRC business

President to raise an item of business regarding future staffing positions

8.0 Meeting close and next meeting

Meeting close at 7.50pm

Next meeting Wednesday, 25 July 2018