Minutes
Postgraduate Representative Council (PRC)
Tuesday 4 December, 2012

Present: Julie Melrose (Chair), Elias Shoniyin, Arjuna Mohottala, Eva K. Pillai, Imogen Mathew, Anne Rees, Tjanara Goreng Goreng, Mpaphi Tsholofelo, Alessandro Antonello, Kimberly Doyle, Henry Shilla

Apologies: Steven Lyon, Alexandre Dayant, Peter Agoth, Nur Gueneli, Natasha Purvis, Moran Diment, Laura Baines, Basarat Ali Syed

In attendance: Rivka Barratt, Wayne Joseph, Gaea Cornelius

Acknowledgment of Indigenous Australians

The Chair acknowledged and celebrated the First Australians on whose traditional lands we meet, and whose cultures are among the oldest continuing cultures in human history.

Julie Melrose made special mention at this point that generous funding has been made available to support Indigenous activities at ANU throughout next year and to especially thank Tjanara for the contribution she has made to PARSA in generating a range of activities for that purpose.

Tjanara Goreng Goreng thanked Julie Melrose for her support and tabled some of the activities being planned, including a women’s day, future leaders event with the VC, NADOC week Community Day, Arts competition for NADOC week and VC Postgraduate Award for an Indigenous Postgraduate.

Resignations:

Julie advised that Luke Kemp who is our Environment Officer and COMBE Representative has resigned. He is currently in Doha attending UN talks and will be working on his PhD for the first half of next year but will be back with us the second half of next year. Julie expressed our special thanks to Luke Kemp.

It was also announced that Basarat Ali Syed will be resigning. Julie took the opportunity to thank him and his involvement in PARSA.
Julie then announced that **Elias Shoniyin** has formally given his resignation as Vice President and CAP representative. Julie made special mention that it has been great to have had Elias on our team and acknowledged all the work he has done on CAP with Arjuna. Julie also passed her congratulations on to Elias who is giving the end of year speech.

Elias thanked everyone, adding it has been an enriching experience working with the brightest people. He advised the PRC he is now preparing a three page document on the key important issues to talk to if you are to succeed in the role as VP.

It was noted at this meeting that **Laura Baines** has also formally resigned as PARSA Representative on the ANU Sport and Recreation Council and is replaced by Imogen Mathew.

**Elections:**

The positions of Vice President and Environment Officer were declared vacant along with COMBE, CAP and CECS Representative positions. (*Please note that Arjuna Mohottala is still currently a Representative for CAP and Eva Pillai the Representative for COMBE*)

It was decided that any opportunities that are not filled at the meeting are to be announced in PARSA news, sent to the all postgraduates list, and invitations given to people to come along to our next meeting.

**ACTION:** PRC vacant position opportunities are to be announced in PARSA news, sent to postgraduates list and invitations given to people to come along to the next PRC meeting.

**Nominations for VP:**

**Imogen Mathew** nominated by Anne Rees and seconded by Alessandro Antonello  
**Tjanara Goreng Goreng** nominated by Imogen Mathew and seconded by Kimberly Doyle  
**Arjuna Mohottala** nominated by himself and seconded by Tjanara Goreng Goreng

Congratulations went to Imogen Mathew who was elected PARSA’s new Vice President.

Julie expressed her thanks to everyone, acknowledging how well we all work together.

**Expressions of Interest:**

No expressions of interest were received for the Equity Officer and Environment Officer opportunities.

As there is no pressure to fill these positions straight away, it was agreed to have a handover situation - where working with people over the summer period could generate interest and lead to an election at our next meeting in January.

**Confirmation of the Minutes:**  
The PRC decided that in future draft minutes will be distributed in the first instance, asking for comments, then to wait 5 days for comments before minutes are to be finalised.

Moved: Alessandro Antonello  
Accepted: Arjuna Mohottala
Business arising from the minutes:

Eva Pillai requested the PRC be consulted on major issues such as student accommodation to avoid statements being made that can be taken to represent PARSA’s position.

President’s Report:

Julie reported on a number of issues including:

**SAFF:**
- meetings with Marnie Hughes-Warrington, DVC (Academic) and Paul Compston, Acting DVC (Student Experience) went very well
- Our first meeting with Marnie Hughes Warrington was about testing the waters on what she has in mind. The DVC (Academic) has specifically asked us to work more collaboratively with ANUSA next year.
- Luke’s idea of Student Extracurricular Engagement will come under SEEF, the body that deals with students grants but is administered by PARSA
- ANUSA and PARSA would like to have SEEF amalgamate with the Grants and Affiliations Committee (GAC) – Winnon Brunson Jnr helped do a comprehensive review of GAC; in the future GAC will represent both ANUSA and PARSA’s interests equally
- GAC meets weekly if people are more interested in getting involved
- We might need several reps that rotates - or one rep to deal with GAC applications and one to deal with SEEF
- A discussion took place on SSAF and who has prerogative over this money. It was generally agreed that the University Executive needs to realise that it is student money that should go back to students. Julie noted the importance of handing over information between Executives – for instance, the fact that money was expected from SSAF funds to help get the Pauline Griffin building up and running that should not come out of PARSA funds, is knowledge that needs to be passed along - and how in this instance ANUSA and PARSA argue from a united front. Alesandro Antonello commented that we need to ensure institutional knowledge is passed on.

**New Office Space:**
- Julie noted how this issue keeps going back and forth – and that we are currently back talking about the option of co-locating with ANUSA in the offices currently located by Chaplaincy in the Concessions Building, incorporating greater collaboration on staffing re welfare officers and admin staff.
- There is currently a push for the office to be relocated by Orientation Week 2013.

**Treasurer’s Report:**
- Arjuna Mohottala reported that we overspent slightly during October due to Diane Hutchens’ retirement. However, it had been realised that those expenses can be spread over other years.
- He also reported the uncertainty surrounding when SSAF negotiations will finish.
- It was noted that because we received our SSAF in May in 2012 an amount of interest was lost.
Credit Card Application:

Arjuna explained how it is necessary to obtain a credit card (from ServiceOne) and for that decision to be formally ratified in the current set of minutes. He also advised that due to administration constraints, the card can only be assigned to one person. It has therefore been decided to issue the credit card under the name of Monica Fernandes. With a limit of $2,000, the bank statement is to be vetted by the Treasurer and an Executive Officer and a direct debit payment made to replenish the card in full is to be carried out each month.

This item was ratified as follows:

Moved: Arjuna Mohottala
Seconded: Eva K. Pillai

African Students Association:

It was also reported that the African Students Association came to the PRC at the end of August requesting funding of $1,000 and as it was more than $500, it would normally have been necessary for it to have been ratified at a PRC meeting beforehand. However, as that wasn’t possible in this instance due to time constraints, the Treasurer requested it be ratified at this meeting.

This item was ratified as follows:

Moved: Arjuna Mohottala
Seconded: Alessandro Antonello

Purchase of three office chairs:

A final request was made to have approval in retrospect for three (3) office chairs, the request for the purchase having come from PARSA staff for OHS reasons.

This item was ratified as follows:

Moved: Arjuna Mohottala
Seconded: Alessandro Antonello

Imogen Mathew’s Report:

- Imogen reported that she and Wayne Joseph went to the childcare committee the day prior where childcare providers from around the campus were brought together
- She has also met with two representatives from SRA where they are looking into doing more fitness classes - still women only, but extending the program to ensure better attendance.
- Imogen and Rivka also attended the International Day for People with a Disability at the National Film and Sound Archives where they spoke with a gentleman named Huy who has been working on a project called Enable Canberra, which assesses the accessibility options of different venues in Canberra. It was noted he may be a guest speaker in the future.
- Imogen then reported on the CAPA meeting held in Melbourne. She commented that it was useful for gathering information – to find out what’s happening on a broader level with other universities around Australia. It was discussed how little
communication there has been from CAPA but how this also represents an opportunity for PARSA to take a more active role. For this reason, Imogen stood for election as CAPA’s President but after several rounds of tied results, was not elected. However, as there is enthusiasm for there to be a PARSA person within CAPA, Julie will be sending positions vacant opportunities within CAPA to PARSA members.

**ACTION:** Julie Melrose to distribute positions vacant opportunities within CAPA.

- On another note, the meeting discussed whether PARSA is actually getting value for money from the $11,000 annual contribution. Julie noted that Melbourne University contributed approximately $30,000 to CAPA and yet received little if anything in return. For these reasons, it was agreed to prepare a PARSA position paper and to ask for a call of interest in CAPA.

**ACTION:** Julie Melrose to ask for a call of interest in CAPA and for the Executive to prepare a position paper.

**Indigenous Report:**

Tjanara reported there had been a review of indigenous higher education undertaken by the Government.

**International Students Report:**

Mpaphi reported that he had met with Luce Andrews and Aleks Sladojevic on Friday about accommodation issues. He noted it was found that only 4 students utilised accommodation bursaries and that an officer to assist students find accommodation is to be appointed.

A discussion was held around the issue of international student accommodation, with Julie pointing out the need for more discussion within the PRC.

Specifically, Eva commented that we should have made it very clear we are advocating security for postgraduate students so they will get accommodation in the first year but we are not saying undergraduates stay should be limited – since saying that would damage our relationship with ANUSA who we should be working with hand in hand. It was generally agreed that once the initial difficult discussions have taken place, PARSA needs to come up with a position paper. To do this, it was suggested we have a separate meeting where we can develop our general statement of the problem, our position and issues to be addressed.

**ACTION:** Mpaphi Tsholofelo to arrange a meeting between interested people and provide a draft position paper on student accommodation for circulation by the end of January.

**College Reports:**

**SELT Feedback:**

Arjuna noted that CAP received over 50% SELT feedback – whereas CAS was 37% and Law 31%.
**HDR Sub-Committee:**

Eva advised that while the HDR sub-committee wanted us to discuss the issue of bullying, noting that a report is out there, they were told specifically not to talk about it at the PRC – however, they would like to know how to make our services available with regards to supervisor bullying and to put something on the PARSA website.

**Campus Advisory Sub-Committee:**

Alessandro who sat on the committee reported that ANU will become its own authority on campus, being in a rare position to make its own planning decisions. He also reported that the new campus master plan is in the process of being approved and commented that PARSA should find out how we can be represented. Given his input, Julie requested an expression of interest for the PARSA Representative role on the Campus Planning and Development Committee (CPDC).

**ACTION:** Expressions of interest to be a Representative on the CPDC are to be sent to Julie Melrose.

**Wayne Joseph’s Report:**

Wayne Joseph noted that supervisory issues are more likely to come up at this time of year and at any time. He also reported he is working towards the next health fair, involving a lot of consultation to make it a viable long term proposition.

Orientation Week was also discussed, noting that greater effort is being made towards having everyone on the same page this year - to engage with new students with a formal welcome, Facebook page, drinks, BBQ, and events for international students.

**ACTION:** Ideas for Orientation Week are to be sent to Julie Melrose, Wayne Joseph or Imogen Mathew.

**Social Report:**

It was noted in Monica’s absence that plans are underway for a surf trip in summer.

**There being no further business, the meeting finished at 2.30pm**

**The next PRC meeting is to be held on Wednesday, 30 January 2013, 12.30-2pm**
Minutes
Postgraduate Representative Council (PRC)
Monday 29 October, 2012
PARSA Office suite, Level 5, W.K. Hancock Building
12.30pm – 2pm

Present: Julie Melrose (Chair), Arjuna Mohottala, Eva K. Pillai, Mike Jollands, Laura Baines, Steven Lyon, Imogen Mathew, Anne Rees, Luke Kemp, Alexandre Dayant, Tjanara Goreng Goreng, Mpaphi Tsholofelo, Kayjal S. Dasan

Apologies: Winnon Brunson Jr, Peter Agoth, Nur Gueneli, Alessandro Antonello, Natasha Purvis

In attendance: Monica Fernandes, Wayne Joseph, Gaea Cornelius

Acknowledgment of Indigenous Australians
The Chair acknowledged and celebrated the First Australians on whose traditional lands we meet, and whose cultures are among the oldest continuing cultures in human history.

Acknowledgement of Diane Hutchens’ contribution to PARSA
Julie requested a formal note be recorded to thank Diane for the significant contribution she has made to PARSA and to confirm the naming of an award to be introduced under her name.

Membership Matters: Members noted there were no resignations reported. However, Laura Baines advised her plan to leave in the near future. Julie thanked her for the advance notice and for her work on the fitness program.

Confirmation of Minutes:
It was moved and confirmed that the Minutes of 27 August 2012 be amended to specifically state that Estelle Ihász, Postgraduate research student in Visual Arts in the School of Arts and Social Science at ANU is the winner of the new PARSA logo design competition. All other items in the Minutes were taken as read and confirmed.

Moved: Luke Kemp
Seconded: Arjuna Mohottala

Business Arising from Minutes:
Nil
President's Report:

Budget report: Julie advised the Executive has been busy preparing the budget report.

New Committee on Student Experience: The committee met last Friday, 26 October, to discuss orientation week where PARSA gave a holistic perspective on the student experience. The PRC will also be kept updated on what's happening on that committee. Julie advised that if anyone is particularly interested in this committee, to please let us know, since having more students gives PARSA a much stronger say. It was noted the new PVC will be selected mid-November and will start next year.

Budget Negotiations: Julie noted that Arjuna will update the PRC in more detail in his treasury report. However, and basically, we have been working with ANUSA, focussing on health, fitness and welfare.

PARSA Office Move: While it was expected PARSA office was originally to be moved to the Arts Centre, ANUSA approached us with the suggestion it would be good to be situated close to them and so we are continuing negotiations on this. It was emphasised the move does not represent an amalgamation, but that it is a good opportunity to be working closer with ANUSA on health and welfare. An idea currently in stream is for the establishment of a welfare office to be staffed by Wayne and Bronwyn, along with a part time research person to support them. It was noted that either the Chaplaincy or Disability Services will be moved to another part of the University.

Meeting with Tjabal Centre: A meeting with the Tjabal Centre confirmed they do not do anything separately for postgraduate students, as they don't distinguish between undergraduate and postgraduate students. As NAIDOC is the biggest event in Australia for the indigenous community, we are seeking to raise cultural awareness through organising forums and speakers during NIDOC.

Project Officer & Communications Officer for PARSA: We are currently seeking to create a new Project Officer position and a new Communications Officer position within PARSA to help with running projects and to assist Monica. We are confident both these positions will be approved. It was noted that ANUSA also wants to appoint a communications person.

Additional Executive Positions: We are currently considering the creation of two new Executive positions – an Education Officer and Communications Officer. While it will depend on what priorities we have at any time, there is definitely a need for a communications and media executive as this is an area we haven't done a lot of work in so far. It may also lead to the possibility of creating our own publication and give us an overview of different aims and activities of committees across the ANU. While there was a proposal for a Disability Officer, it was seen to be problematic, as it would be difficult to appoint a Disability Officer without appointing a Queer and Women’s and officer.

This led to a discussion as to why specifically a Disability Officer? Imogen commented that it has been at the forefront of her mind and believes there is scope for the equity officer role. Julie acknowledged there is room to create further specific roles under the Equity Officer position. Imogen also suggested it could work, but would be a lot of work for someone to take on if it is not an executive position. It was then noted that as it doesn’t require money to try, we could give a portion of the equity budget to each area to give them scope rather than remuneration. Julie confirmed it is something we could pursue but we would have to look into the budget. Luke added that the stipend isn't the motivating factor, saying that having a title has a psychological effect on
people. It was generally agreed to be a good idea to be explored further during a planning day.

Treasurer's Report

Cheque (notes):

- 426765 – this is payment for a guest at the Fellows Dinner.
  Arjuna noted that we usually receive an invitation for the Executive representative to attend along with a friend or partner, but that in this case it didn’t happen.
- 426769 – actual total is $106.80
- 426771 – this cheque was cancelled as a different total amount is to be reinvoiced
  - 426739 – since we moved to this building, the ANU has been charging us for cleaning each month. This payment is for several months cleaning services.

Monica requested the PARSA address given on the Cheques Report be updated.

Moved: Luke Kemp
Seconded: Eva K. Pillai

Budget: Arjuna reported that PARSA has been allocated a budget of $368,600 from SSAF for 2013, representing a 56% increase above the 2012 budget. Also noted is that SSAF funds will be coming from domestic and international students. Given this increase, we have been asked for ideas that should be larger in scope than usual.

ANU Engage Project: For instance, $15,000 is being earmarked for the ANU Engage Project, to allow for research student delegations to attend international conferences, as part of the research student experience. This will involve sending various delegations to conferences in Australia and overseas, to perform a range of roles such as conducting research and seminars, acting as a media contact, and writing articles. This represents an opportunity to bridge the gap between what is happening at large multi international conferences and what happens at the local level. There is the additional benefit that with G8 involvement, the G8 can pay for airfares for students conducting research in the area of law or climate change, for instance, and on their return to work within the Vice Chancellor’s office on a group project. This project will give ANU research students experience in negotiating and will lift the international profile of the ANU. It has enthusiastic support from lecturers.

Climate Change Project: There is to be $10,000 available to resurrect the climate change project.

Indigenous Affairs: Arjuna advised we are currently considering $20,000 to be allocated for NAIDOC celebrations. Tjanara also suggested an outback excursion and an aboriginal arts competition.

Social Activities: Arjuna advised we are hoping to budget $25,000 for social activities that will include a proposal for a global café with a budget of $4,000. In summary, the figures for the budget are looking very optimistic, but will require around 4-5 meetings of further negotiations.

Julie noted the Executive team will not be able to run all these projects, so we will need to develop more capacity.

Environmental Report: Luke reported that the Climate Change Project is technically part of the ANU-Engage Project, hence the funding for the overall project is $25,000. He also suggested a new position be created to support the newly established ANU Environmental group that is to be an umbrella for all active environmental groups within the ANU. He then advised that a new
environment publication that looks into sustainable development called “Ambiente” is to be launched 5 November – free food and drinks will be provided at the launch. The second gardening day is also scheduled for 2 November, and documentary screening on 31 November.

**Equity Report:** Imogen reported the ANU’s childcare liaison unit will meet in a few weeks and that there is a lot of advocacy PARSA can do in this area, such as organising a family fun day. She noted there are ways we can work within the university structure to provide more support to students with families.

**Social Report:** Alex advised the Broulee trip was a huge success – everybody was happy and asked for more. The only slight setback is that it might not have been good timing because of exams, but everyone loved it, he said, and it would be great to have a trip planned for Broulee every one or two months.

Monica updated the committee on the multicultural day to be held this Wednesday, 31 October (volunteers are welcome), along with the postgrad ball, new logo, and career forum next week. It was noted the logo will be rolled out slowly and that we are ordering t-shirts with the logo on the front and back. It is expected the new website will be launched before the end of the year.

Julie mentioned she will be running a PARSA desk at the multicultural festival, so if anyone wants to help with that, that would be great. Julie also mentioned it would be great if we can promote the PARSA ball. It was confirmed that PRC members will have free entry (partners need to pay) while the cost for non-students is $69. The PRC was asked to please let Monica know if you are attending. Julie would also like to make acknowledgements on the night, so asked if PRC members could please nominate someone or give us some ideas. Julie also supports the idea of running trips to Broulee over the summer break.

**International Students Report:** Mpaphi indicated that after meeting with Luce, Director UAS, a position paper was to be written to advocate for students limited period of stay in University Halls. However, in a meeting with ANUSA, they did not support the idea at all as many of the undergraduates will be affected. As such, there has since been a shift in focus to advocate for the university to consider first year guaranteed accommodation to international postgraduates, of which ANUSA committed to support us. The Director of UAS Student Experience Committee report further indicates they are likely to increase the number of international postgraduates they will be accommodating in university halls in 2013. We have also submitted a few ideas for SSAF: student cooperative, accommodation scholarships and accommodation conference, which will bring in all relevant stakeholders, including members of the wider Canberra community.

Mpaphi further reported he is in contact with Ben, the Managing Director of Raising Hope Education Foundation, on how international postgraduates could contribute to the organisation, as a way of integrating the international postgraduates in the wider Canberra community. He is also in contact with CISA Education Officer with regard to a workshop CISA intends to hold for international students on topics such as immigration, accommodation and others of interest to international students.

**Indigenous Report:** Tjanara talked about the BBQ that was held at the Tjabal Centre – however, she advised that most postgraduate students couldn’t attend because of work commitments. She has also had a chance to talk to the postgraduate support officer at the Tjabal Centre who is the first port of call for her work. Tjanara explained that as Tjabal is funded, this raises political implications for PARSA that may take a few months for her to smooth out, but as this is the portfolio of her job, she will help make that relationship happen. Tjanara has also invited all PRC members to attend the residential for two days – and advised she will also be running a business workshop for women in
summer and, later on, a general one for men and women. Tjanara advised she is active on a few committees, including the RAP committee and higher degree research and student experience committee.

To elaborate on the politically sensitive relationship with the Tjabal Centre, Tjanara commented that there is a general feeling and opinion that PARSA should do things for both undergraduate and postgraduate indigenous students, rather than separating them. She also mentioned the fact the Tjabal Centre is not able to provide her with student email contact details due to privacy issues – however, on this front, she will ask Mick Dodson if he thinks we should be able to do that. She further commented that contacting aboriginal students is quite different and that aboriginals generally don’t want anything to do with the dominant culture group. To help develop a relationship with PARSA, Tjanara is bringing two elder men from UC and a young woman well known around town to talk at the Multicultural Festival this Wednesday. Creating a PARSA award for an indigenous postgraduate student would also be good, she suggested. Tjanara summarised by saying it will take time to develop a relationship, but so far we are doing well.

Julie thanked Tjanara for offering her insight that is really valuable for us.

Public Officer:

Julie proposed the PARSA Administrator, Gaea Cornelius, be appointed the Public Officer.  

Moved: Julie Melrose  
Seconded: Steven Lyon and Anne Rees

Reports from College Reps

Arjuna commented that the ANU is looking at all programs to see if they are AQF compliant – as such, SELT evaluations need to be done. He advised that CAP is looking at having an orientation for postgraduate (HDR) students and once it is sorted, he will pass the details on to other College Reps.

Luke commented that he and Eva are the COMBE Reps, COMBE being the largest college and most fragmented. He advised they have managed to get themselves on most of the committees. For orientation, it was decided to have supervisors present at the PARSA event for students to be able to hang out with them.

Kayjal advised a couple of things we’re happening, including a SELT review and looking into entry requirements for the GDLP. It was noted the College has recently appointed a reconciliation program officer and that we are trying get a response from her on what we should be doing to be more involved. It was noted there is a lot of division between JD and HRD students and that they hope to address this issue with social activities such as a meet and greet and BBQ.

Mike Jollands has taken complaints that everything closes down over summer – as such, they want to run with a picnic with a jumping castle in the summer break and to organise other events.

Imogen advised that a lot of people who signed up for the fitness class didn’t show up that has made her rethink how to do it next year, including making it available for men and women. She noted that ANU Sport is very supportive.

Steven advised he is meeting with DOI next week to discuss any issues we have – Arjuna noted there have been a few complaints from a few colleges that towards the end of semester when
assignments are due, a lot of printers are jamming and that the lead time for someone fixing it takes a long time. Steven confirmed he will raise this at the meeting.

**Staff Reports:**

Wayne reported that an emergency grant is rolling out this week, and the Health Fair Report is to also be made available. He also advised he met with Dr Inger Mewburn about different ways of presenting information to research students and that he will be working towards an improved online system for information - to do with candidature and milestones, etc.

**Other Business:**

Wayne proposed a credit card be made available that is to be issued to Monica, as she has most need for using a card.

Julie asked that if anyone has any comments about the new Executive positions to start at the beginning of next year, to please let her know.

Arjuna requested some really good pictures for the ball to be emailed to him by 10 November so they can start working on the presentation.

**There being no further business, the meeting closed at 2pm**
Minutes
Postgraduate Representative Council (PRC)
Friday, 15 March 2013

Attendees: Julie Melrose (Chair), Imogen Mathew, Arjuna Mohottala, Eva K. Pillai, Andrew Halliday, George Carter, Alireza Khosravian, Shaun Hume, Peter Agoth, Henry Elibarikih, Troy Cruickshank, Tjanara Goreng Goreng

In Attendance: Gaea Cornelius

Via Skype: Laura Parker

Apologies: Mpaphi Tsholofelo, Nur Gueneli, Alessandro Antonello, Mike Jollands, Karemah Francois, Natasha Purvis, Kimberley Doyle

Guests: Nicholas West-Foy, Yingjie Liu, Ran Gao, Matthew Satterthwaite, Ben Niles, Scofield (Kaiyang) Wang, Narjess Afzaly

Acknowledgment of Indigenous Australians

The Chair acknowledged and celebrated the First Australians on whose traditional lands we meet, and whose cultures are among the oldest continuing cultures in human history.

Resignations:

Resignations have been received from Moran Diment and Anne Rees.

ELECTIONS

Following the President’s explanation of the election process, elections for the CBE Representative, three General Representatives and Social Officer position began, the results of which follow:

CBE Representative:

Ran Gao nominated herself, seconded by Andrew Halliday

Scofield (Kaiyang) Wang nominated himself, seconded by Shaun Hume

Yingjie Liu nominated himself, seconded by Arjuna Mohottala

Following a ballot, Scofield Wang was elected into the position of CBE Representative and congratulated.
**General Representative:**

Yingjie Liu nominated himself, seconded by George Carter

Nicholas West-Foy nominated himself, seconded by Andrew Halliday

Narjess Afzaly nominated herself, seconded by Andrew Halliday

Matthew Satterthwaite nominated himself, seconded by Troy Cruikshank

Ran Gao nominated herself, seconded by Alireza Khosravian

Ben Niles nominated himself, seconded Andrew Halliday

Following a ballot, Ben Niles, Narjeez Afzaly and Matthew Satterthwaite were elected General Representatives and congratulated.

**Social Officer:**

Laura Parker nominated herself, seconded by Imogen Mathew

Narjess Afzaly nominated herself, seconded by Andrew Halliday

Natasha Purvis was nominated by Imogen Mathew, seconded by Arjuna Mohottala

Alireza Muhereza nominated himself, seconded by Arjuna Mohottala

Following a ballot, Narjess Afzaly was elected into the position of Social Officer and congratulated.

**Confirmation of the Minutes:**

Minutes of the last meeting are to be amended to show that Alex Muhereza was not in attendance at the meeting as he is currently on an overseas fieldtrip. Therefore, where it is stated that he nominated Karemah Francois for the position of General Representative, this is to be corrected to read Alireza Khosravian. A motion was put forward to accept the changes to the previous minutes.

 Accepted: George Carter Seconded: Shaun Hume

**Business Arising from the Minutes:**

Nil

**PRESIDENT'S REPORT:**

**OGM on 12 April:** The President noted this to be the last PRC meeting prior to the OGM on 12 April at which amendment s to the Constitution are to be proposed to allow for online voting. To ensure a quorum is accurately observed, Gaea was asked to check on quorum requirements for an OGM.

Action: Gaea to determine exact quorum requirements for the OGM.
**Planning Day 1 March 2013:** The President reported on a successful Planning Day held at the Botanic Gardens on 1 March. The main item of discussion had to do with amendments to the Constitution to allow for online voting. Thanks were given to Imogen Mathew, Troy Cruickshank and Alessandro Antonello for their hard work in writing up a position paper. Following discussions, an OGM has been called for 12 April whereupon a change to the Constitution is to be proposed and if ratified, is to be sent to the next ANU Council meeting for approval. Thereafter, PARSA will have a process in place for carrying out online voting for the AGM.

The President summarised an update given by the Welfare Officer on the day, Wayne Joseph, who is currently on leave. Under the health and welfare program, it was noted Eva Pillai is organising fitness classes and there will continue to be cooking classes, along with Global Café that is to be organised on Wayne’s return.

It was also decided that Andrew Halliday would work on creating induction packs for newly appointed PRC members that are to become available immediately following the next OGM. It was also stressed that PARSA needs to invest in professional training, as it should not be assumed that people should know how to organise projects when they arrive on the PRC.

It was also noted that Laurin Milsom was recently employed as a Welfare Assistant for PARSA and ANUSA.

**Woroni articles:** The President requested that people get in touch with Shaun Hume who is currently working on writing articles for Woroni.

**Council Meeting Fri 22 March 2013:** It was noted the next University Council meeting is to be held on Friday 22 March.

**VICE PRESIDENT’S REPORT:**

**Online Voting:** The Vice President expressed appreciation towards Troy Cruickshank, Arjuna Mohottala and Andrew Halliday, who have been working closely to formulate amendments to the Constitution to allow for the introduction of online voting. Discussion on electoral procedures and regulations is to continue to ensure they are written up using order and logic. It was noted that draft regulations are still silent on how co-opting will work.

Discussion took place on how soon PARSA should begin marketing the changes to the Constitution, with the suggestion made that we should not wait for changes to be ratified at a Council Meeting as it may allow too little time for adequate discussion and debate to take place amongst students. As such, the Vice President requested the word be spread and that we keep students informed of the OGM on 12 April to discuss Constitutional changes.

**Action:** Monica to work on a marketing plan aimed at informing students

**Action:** Monica to send an email to all postgraduates about the OGM with links to documents

**TREASURER’S REPORT:**

**February/March Financial Transactions:** The Treasurer tabled at the PRC that in February when Alex Muhereza was about to leave for a field trip he requested financial assistance through the Postgraduate Student Loan Fund to carry him over until his return in late March. However, because Service One Members Banking loan processing times could not guarantee him the cash would be
available prior to his departure, the Executive Committee unanimously agreed to provide him with $1,000 cash, out of PARSA funds, to be repaid in full within two weeks of his return to Australia. The Treasurer requested the decision of the Executive Committee in this regard be ratified by the PRC retrospectively.

Moved: Eva Pillai  Seconded: Andrew Halliday

All financial transactions made over the February/March period to date were tabled and approved.

Moved: Eva Pillai  Seconded: Matthew Satterthwaite

CAPA Fee $12,380.38: It was noted the CAPA fee has increased from last year – moreover, given a number of controversies, discussion took place as to whether or not PARSA should renew its membership with CAPA. Following this discussion, the following motion was put forward by the President:

Following concerns about the effectiveness of CAPA and value of their representation to PARSA, it was agreed by the PRC to defer payment of the CAPA invoice until the next PRC Meeting. It was also agreed to formally communicate PARSA’s concerns to CAPA.

Moved: Julie Melrose  Seconded: Mathew Satterthwaite

Audit: The Treasurer advised the PRC that the audit was not yet finalised due to incorrect information having been given to ANU Finance by the ATO last year that led to wrong advise also having been given to PARSA to not to pay the GST component directly to the ATO from SSAF funds. Through the process of finalising the Audit, we have subsequently learned that PARSA is liable to pay GST, as indicated in the agreement signed in 2012. PARSA has requested ANU Finance credit the undisbursed GST component to PARSA, who will in turn pay the ATO. ANU Finance is to communicate this to Price Waterhouse, enabling them to conclude the 2012 Audit.

Commonwealth Bank Saving Account & Credit Card Application: The Treasurer has obtained savings account and credit card account application forms from the Commonwealth Bank. However, the process has been put on hold due to the ongoing audit.

2013 SSAF: The Treasurer reported that we are currently waiting on a draft contract from ANU and that unfortunately means that PARSA will not receive the SSAF funds until the agreement is finalised, that could be around May 2013. As a result, this will have a negative impact on our cash flow as we have encashed our term deposits to meet the day to day expenditure of PARSA, thereby foregoing substantial interest income that could have otherwise been earned during this time.

Approval for PARSA Contribution towards combined CMBE/CPMS event: Eva Pillai informed the PRC of a picnic organised for CMBE and CPMS and requested the semester one allocation in the PARSA budget for both the Colleges that amounts to $1,000 be used for this purpose. She informed the Committee that the two Colleges have also jointly agreed to provide $3,000 for the event. Eva then requested PARSA provide the full amount of $4,000 in advance of the $3,000 being made available from the Colleges, so that provisions for the picnic can be purchased in time. It was agreed by the PRC to provide the $3,000 that will be subsequently be reimbursed to PARSA as soon as funds from the Colleges become available.

Moved: Arjuna Mohottala  Seconded: Andrew Halliday
EXECUTIVE OFFICER REPORTS:

Andrew Halliday, Environmental Officer: Andrew Halliday reported how it is disappointing that after three attempts, other environmental officers around campus have not yet responded to an invitation to meet. He therefore requested General Reps to come forward if they can offer some assistance in this regard.

Andrew reminded the PRC that a screening of a documentary is planned for Earth Day, along with a walk around campus to show students how to grow their own food. He advised he is also working on an idea for a camping trip, most likely to be held in second semester, as well as putting together Induction Packs for new PRC members. He will also look for and report on gaps in the governance of PARSA that is to be tabled at the AGM.

Eva Pillai, Equity Officer: Eva Pillai reported that the luncheon hosted by PARSA at the International Women’s Day the previous Friday was successful – noting that Narjess Afzaly attended the luncheon as guest and is now the newly appointed Social Officer. She also reported that fitness classes will resume the following Wednesday and advised that when Wayne Joseph returns from leave, they will look into increasing the emergency grant. Also, following the University Equity Access meeting next week, an update will be distributed.

Tjanara Goreng Goreng, Indigenous Officer: Tjanara Goreng Goreng reported that she is currently working on a series of womens business forums – a retreat for women to learn about women culture and business. Tjanara requested assistance on the NIDOC festival, specifically the arts competition.

Shaun Hume, Woroni: Shaun Hume encouraged PRC Members to write articles for the 10 April, 24 April, and 8 May editions of Woroni and to let others know of the Facebook page for Woroni contributors.

George Carter suggested collecting essays from the International Women’s Day event – or to do a report on the Women’s Day.

COLLEGE REPORTS:

CAP:

Arjuna and George informed that CAP will be setting up a student space next to the Coombs lecture theatre that will occupy two wings on the ground floor. Arjuna advised that PARSA and ANUSA will be allocated a dedicated space in this area and that structural work will commence by June 2013 that is expected to be completed by March 2014. It was noted the existing student spaces in the College are to be centralised by August 2013.

College of Law: Peter Agoth reported that $500 was received from the college finance committee.

COMMITTEES REPORT:

Andrew Halliday reported that he attended a Signage Committee to address the problem of so many people becoming lost on campus – he noted that a consultant will be hired to help speed up the process of solving this problem. He also reported that he was on the Campus Planning and Development Committee two weeks ago where plans are underway to relocate Fenner School.
Arjuna Mohottala reported the Graduate Coursework Working Party Committee (GCWPC) is reviewing all postgraduate coursework programs, primarily the Graduate Certificate and Graduate Diploma courses at the ANU. Arjuna requested PRC members provide him with feedback from postgraduate students on how this could impact on their graduate coursework courses.

Action: Arjuna was asked to send out an email to the PRC detailing the ongoing efforts of the Committee.

OTHER BUSINESS:

Office Move: Julie reported that following a critical incident in the Disability Unit service lift recently, the Disability Unit will be moving and that as a result, PARSA has been offered their office space as soon as they vacate the premises. Facilities and Services subsequently organised a walk-through of the office space involving PARSA Executive members and staff along with architects. The architects consulted with PARSA on how we would like the space to be arranged to meet our needs and will submit drawings to PARSA for approval based on those consultations. Lisa Brown from Facilities and Services has subsequently scheduled fortnightly meetings between PARSA, the architect and herself so that everyone can stay on top of what will be involved in relocating to a new office space.

The President noted that the proposed new office space is much bigger and better than Chaplaincy.

Shared Legal Officer: The President advised that interviews for the Legal Officer position were held the previous day and that an offer will be made the following week.

Congratulations to Julie Melrose: The Vice President congratulated Julie Melrose on being a finalist for the Student of the Year.

Appreciation to Arjuna Mohottala: The President acknowledged and thanked the Treasurer for all the hard work he is doing on the Audit.

There being no further business, the meeting closed at 5pm.

The next PRC Meeting is to be held on Wednesday, 24 April 2013
MINUTES
PRC Meeting
24 April, 2013

Attendees: Julie Melrose (Chair), Imogen Mathew, Arjuna Mohottala, Narjess Afzaly, Mpaphi Tsholofelo, Eva Pillai, Alessandro Antonello, Karemah Francois, Alex Muhereza, Ben Niles, Mathew Satterthwaite, Peter Agoth, George Carter, Shaun Hume, Kayjal Dasan, Troy Cruickshank, Wayne Joseph, Gaea Cornelius

Apologies: Kimberly Doyle, Ali Khosravian, Laura Parker, Henri Elibariki, Natasha Purvis

Resignations: Andrew Halliday, Nur Gueneli, Michael Jollands

Guest: Luke Griffiths

CONFIRMATION OF MINUTES

The minutes of the PRC meeting of 15 March were tabled and approved.

Move: Arjuna Mohottala  Seconded: Ben Niles

PRESIDENT’S REPORT

Julie Melrose advised the PRC that online voting received unanimous approval at the OGM. The PRC was also advised that new PVC Student Experience has started and will be met with on a fortnightly basis to discuss PARSA matters.

Funding Cuts to Uni Sector

Julie opened discussions to say that little is actually known at the moment as to how cuts to university funding will affect postgraduate students. However, from what is known, she could let the PRC know:

- Savings announced to be made from higher education include:
  - Efficiency dividend of 2 per cent for 2014 and 1.25 per cent for 2015 ($900 m)
  - Conversion of student start-up scholarship to HECS loan ($1.2 b)
  - Removal of 10 per cent up-front payment HECS discount ($228.5 m)
- There are presently 30% of starting students who qualify for a scholarship.
- The conversion of start-up scholarship into a HECS loan, makes it less attractive to do postgraduate study.
- While the 10% discount for upfront payments will be removed, as only 2% of students pay their fees up front, there has not been any disagreement to this proposal.

A major concern is that consultation will be very last minute, making it difficult to form an argument about details that are still unknown. As we need to show we are keeping track of things, Julie made a commitment that the PRC Executive will actively follow through. Another issue to be kept in mind is that the Coalition has announced that it won’t continue with SSADF funding next year, representing a big cut in PARSA’s budget.

Julie announced details of a rally and strike being organized in protest of the cuts to funding:

- A rally against cuts to university funding and to support staff is being organized for 1 May. John Passant wrote to PARSA to request a motion be passed for PARSA to join ANUSA on the rally. Julie asked that those who are interested to please contact either Imogen or ANUSA.
- A strike is also being organized by the Australian Education Union on 14 May when the federal budget is to be announced.

Julie requested comments or thoughts from the PRC on the funding cuts. These included:

- We are on the same side as the university but it indicates a worrying trend if SSADF is taken away, if grants are turned into loans and we are more and more part of a user pays system.
- The 1.5 efficiency dividend adds pressure on the University to make cuts and gives justification to do this. We have to be careful of what they are cutting for their own budget and for this change that’s happening. We need to keep track.
- The question was asked how many postgraduates will be affected but as there are no details at this stage, no-one can say.
- There are two parts to the story: one is opposing the government on the cuts and the second is to keep track of how it will affect postgraduate students at the ANU i.e. teaching opportunities, class sizes.
- Mpaphi advised the PRC the University is moving towards abolishing the International Students Office
- It was noted that since Labor came into office, they have increased University funding by 50% so relative to that, there is room to move.
- CAPA notes were acknowledged.

Following discussions, it was proposed the PRC:

1. Condemns the mindless cuts to university funding by the Federal Government
2. Expresses its solidarity with all ANU staff at this time, some of whom are postgraduate students
3. Calls on the Federal Government to realise that universities are central to Australia’s future
4. Asks the University to put teaching and research first
5. Calls on the University to keep in mind all student services
6. Supports Universities Australia and the Council of Australian Postgraduate
Associations (CAPA) in their efforts
7. Resolves to participate fully with the ANU Students’ Association (ANUSA) in working against these cuts.

Moved: Alessandro Antonello Seconded: Mathew Satterthwaite

ONLINE VOTING:

Julie Melrose expressed gratitude for Imogen Mathew’s work.

Imogen addressed the Committee, advising that electoral regulation documents were distributed on Monday on how we will conduct our election that need to be ratified today. She also discussed the need to appoint a Returning Officer and delegate other administrative tasks to Gaea Cornelius and others from ANUSA where necessary.

Imogen also updated the Committee to explain that following her meeting with ITS and Student Services, it was realised that we will need to change how we conduct the voting. This is because although it was initially thought to run a ballot for each college and General Representatives, as some students are legitimately enrolled in two colleges, we needed to modify the model to eliminate the possibility of a student voting twice. As such, we have put together eight (8) Apollo ballots to include seven (7) college ballots with a link to an additional General Representative ballot. When we send an email to all students we will let them know that they have to vote for their College Representative on one ballot and will then be redirected to the General Representatives ballot.

Discussion included reference to the following:

- (1.1.9) Following consultation, it was determined that we need to take a census of our electorate, to find who is eligible to vote. A census will therefore be taken on the day nominations close. Although it is highly unlikely to happen, in the event that students enroll after nominations, they will be able to vote by email.
- (1.3) It was confirmed that we will adopt a preferential system.
- Candidates will appear in randomised order to ensure no candidate receives more than their fair share of votes due to some students automatically voting for the first candidate that appears on their ballot.
- Nominations will open on 3 May. This will be advertised by email.
- Candidates cannot nominate themselves
- Nomination forms can be scanned and sent by email
- We will make provision for three emails to constitute a valid nomination
- Ballots will open on 23 May and close on 29 May, giving us three or four days to enter nominations into Apollo and count votes.
- For reasons of accountability, the Returning Officer will circulate a list of all nominees
- (2.5) refers to the polling procedures
- 2.5 – 2.7 refers to candidates supporting statements

Imogen advised that she will invite Dale Brosnahan to take on the role of Returning Officer. If Dale is not able to do this, she will then talk with David Berriman from ITS to request he recommend someone from ITS who has experience with Apollo. For expediency:
Motion: The PRC moves to delegate the appointment of the Returning Officer to the PRC Executive

Moved: Mathew Braithwaite Seconded: George Carter

In light of further discussions, it was decided to also add a section called 2.7.4 as a disclaimer to reserve the right for the Returning Officer to amend or refuse a nomination or his or her delegate if the content is deemed to be inappropriate.

At the completion of discussions, the following motion was put to the PRC for approval:

Motion: The PRC adopts the draft regulations subject to the following amendments:

- a) eliminate redundancy of census
- b) amend sub-clause 2.3.5 (v) to reference 2.3.8 rather than 2.3.7
- c) add sub clause 2.7.4 and 2.7.4/5 become 5/6
- d) change wording from 7 College ballots to 8 College ballots

Moved: Imogen Mathew Seconded: Troy Cruickshank

The PRC officially thanked and acknowledged the excellent work carried out by the electoral reform committee that was made up of Imogen Mathew, Troy Cruickshank, Alessandro Antonello.

OFFICE MOVE:

Imogen tabled the newest plan for the PARSA office space to be located in the current Disability Centre space, next to ANUSA. She went on to inform the Committee that we have had meetings with Melinda Dodson Architects and Lisa Brown who is the Space Manager at Facilities and Services and have come up with something to suit our needs. There is an area to talk informally, and an open plan staff working area with a view to the entrance so that all staff can see who comes and goes, allowing any staff member to deal with enquiries. There is a large conference room to seat 10 people that will incorporate new technology and a glass whiteboard. We will also have a private meeting room for one or two people, a separate office for the President and another area for intermittent use by students and visitors, such as CAPA staff.

It was proposed the PRC pass this plan so that we can advise the architects who will proceed to costing the refurbishment

Motion: The PRC agrees to approve the design of Option B and proceed to costing.

Moved: Arjuna Mohottala Seconded: Alessandro Antonello
TREASURER’S REPORT

Arjuna Mohottala tabled the expenses for March, noting that:

- the cancellation fee of $250 for the Ice Cream King was due to the combined College BBQ having been moved from outside to the top floor of the Hancock building due to rain.
- a refund from the $3,500 advanced for the BBQ will be requested to be passed on to PARSA.
- Pleased to inform the PRC that Alex Muhezera has refunded the $1,000 advanced to him on 15 March to cover his field work expenses.
- It was discovered that Luke Kemp was overpaid by $500 so we have written to Luke

Following discussion, the PRC approved the expenses.

Moved: Eva Pillai       Seconded: Narjess Afzaly

Auditor’s Statement

It was noted that the first page has already been corrected. Discussions included the following:

- Page 4: Arjuna explained the loss as interest was factored in by the previous Treasurer but didn’t eventuate as SSAF funds were received late.
- Page 5: $20,987 represents GST on SSAF funds that still need to be paid to the ATO. Background to this payment: ANU Finance originally advised that PARSA did not need to pay GST on the SSAF funds. During the process of conducting the Audit, it was discovered they were given incorrect advice from the ATO, and in fact GST was payable. We have written to ANU Finance to request in writing their agreement to pay the GST component charged to PARSA.
- Page 15: Increase in leave provisions – due to Wayne being made permanent.
- Page 17: Employees benefits came down to $11,000 as Diane Hutchens resigned.
- Page 15: Honorariums – Presidential honoraria went up and Vice President Honoraria went down, while Executive payments went up by $1,000 each.

Motion: PRC approves the audited statement subject to the following amendments – changing the address and committee list on page 1 & 2 and that we check the Exec Honorarium.

Moved: Ben Niles       Seconded: Narjess Afzaly

Credit Card Status

Arjuna advised he will open a credit card account in the following week.

Action: Arjuna to open a credit card account
REPORTS

Social Officer’s Report
Narjess advised the Committee that herself, Gaea and Monica are working on offering salsa dance classes and that at the moment there are two options we are seeking more information about before a decision can be made. There is a possibility of obtaining a free venue for the classes.

Narjess and Monica are also working on a laser tag night, a trip to the Blue Mountains, board game nights, and a night under the stars at Stromlo where we have been offered a free venue, and will be searching for a new venue for the PARSA Network Drinks. At the moment, it could possibly be Ivy Café or Tetro Café. Further information on these events will be at hand next week.

Narjess asked for ideas for an entertaining 2 minute youtube PARSA events advertisement.

Equity Officer’s Report:

Eva Pillai reported that she attended the University Access and Equity Committee where it came to light that as we did not submit a paper, guaranteed accommodation for postgraduate students is not confirmed.

JCSMR Review:

Eva reported that she and Andrew Halliday carried out a survey in response to the VCs request for input from PARSA for the JCSMR Review. As the request was made on 27 March and asked to be available by 4 April over the Easter weekend, they had to send the survey out the next day and collate responses the day before the report was due. Their report stated that most students wanted a Student Representative on the Review, more notice of any Review taking place and to make terms of reference available to all students.

Eva also advised the need to circulate to students that we need an advisory group made up of two students from every college and 2 PARSA representatives for the HDR Student Advisory Group.

She also tabled that a meeting is to be held on 27 May to discuss the changing nature of PhD studies. Julie requested PRC members let her know if they have an interest in being part of this discussion.

OTHER BUSINESS

Open Access:

Alessandro Antonello advised that the Academic Board will be discussing open access i.e., to make research open for the public. He informed the Committee that objections centered on the education part of the policy. He encouraged PRC Members to read through the proposals and
to offer proposed revisions that he will collate. He also expressed an agreement with the Deans to slow down the process – that it should not be rushed through in 3 months to allow for adequate discussions to take place on issues such as mistakes and political flashpoints being recorded in lectures and aired to the public for scrutiny.

Julie agreed to follow this through with Alessandro.

**Mathew Satterthwaite:**

Mathew informed the Committee that the Director of the Research School of Astronomy recently announced their College will no longer pay for students to publish in APJAY. As students are judged by their articles in this publication, he would like PARSA write a letter supporting students who would like the College to continue funding the publication of their articles in APJAY.

*ACTION: Julie to write a letter from PARSA*

**Committee List**

Julie agreed to email PRC Members requesting expressions of interest for attendance on Committees so that the Committee List can be updated and distributed.

**Wayne Joseph**

Wayne advised the Committee that Global Café is on this week. He also advised that he is preparing a work plan for the rest of the year to be distributed to the PRC for feedback.

There being no further business, the meeting closed at 4.30pm

**The AGM will be held on Friday, 31 May, 2013 (time and venue tba)**
Minutes
Postgraduate Representative Council (PRC)
Friday, 15 March 2013

Attendees: Julie Melrose (Chair), Imogen Mathew, Arjuna Mohottala, Eva K. Pillai, Andrew Halliday, George Carter, Alireza Muhereza, Shaun Hume, Peter Agoth, Henry Elibariki, Troy Cruickshank, Tjanara Goreng Goreng

In Attendance: Gaea Cornelius

Via Skype: Laura Parker

Apologies: Mpaphi Tsholofelo, Nur Gueneli, Alessandro Antonello, Mike Jollands, Karemah Francois, Natasha Purvis, Kimberley Doyle

Guests: Nicholas West-Foy, Yingjie Liu, Ran Gao, Matthew Satterthwaite, Ben Niles, Scofield (Kaiyang) Wang, Narjess Afzaly

Acknowledgment of Indigenous Australians

The Chair acknowledged and celebrated the First Australians on whose traditional lands we meet, and whose cultures are among the oldest continuing cultures in human history.

Resignations:

Resignations have been received from Moran Diment and Anne Rees.

ELECTIONS

Following the President’s explanation of the election process, elections for the CBE Representative, three General Representatives and Social Officer position began, the results of which follow:

CBE Representative:

Ran Gao nominated herself, seconded by Andrew Halliday

Scofield (Kaiyang) Wang nominated himself, seconded by Shaun Hume

Yingjie Liu nominated himself, seconded by Arjuna Mohottala

Following a ballot, Scofield Wang was elected into the position of CBE Representative and congratulated.
General Representative:

Yingjie Liu nominated himself, seconded by George Carter
Nicholas West-Foy nominated himself, seconded by Andrew Halliday
Narjess Afzaly nominated herself, seconded by Andrew Halliday
Matthew Satterthwaite nominated himself, seconded by Troy Cruikshank
Ran Gao nominated herself, seconded by Alireza Muhereza
Ben Niles nominated himself, seconded Andrew Halliday

Following a ballot, Ben Niles, Narjeez Afzaly and Matthew Satterthwaite were elected General Representatives and congratulated.

Social Officer:

Laura Parker nominated herself, seconded by Imogen Mathew
Narjess Afzaly nominated herself, seconded by Andrew Halliday
Natasha Purvis was nominated by Imogen Mathew, seconded by Arjuna Mohottala
Alireza Muhereza nominated himself, seconded by Arjuna Mohottala

Following a ballot, Narjess Afzaly was elected into the position of Social Officer and congratulated.

Confirmation of the Minutes:

Minutes of the last meeting are to be amended to show that Alex Muhereza was not in attendance at the meeting as he is currently on an overseas fieldtrip. Therefore, where it is stated that he nominated Karemah Francois for the position of General Representative, this is to be corrected to read Alireza Khosravian. A motion was put forward to accept the changes to the previous minutes.

Accepted: George Carter    Seconded: Shaun Hume

Business Arising from the Minutes:

Nil

PRESIDENT'S REPORT:

OGM on 12 April: The President noted this to be the last PRC meeting prior to the OGM on 12 April at which amendment s to the Constitution are to be proposed to allow for online voting. To ensure a quorum is accurately observed, Gaea was asked to check on quorum requirements for an OGM.

Action: Gaea to determine exact quorum requirements for the OGM.
Planning Day 1 March 2013: The President reported on a successful Planning Day held at the Botanic Gardens on 1 March. The main item of discussion had to do with amendments to the Constitution to allow for online voting. Thanks were given to Imogen Mathew, Troy Cruickshank and Alessandro Antonello for their hard work in writing up a position paper. Following discussions, an OGM has been called for 12 April whereupon a change to the Constitution is to be proposed and if ratified, is to be sent to the next ANU Council meeting for approval. Thereafter, PARSA will have a process in place for carrying out online voting for the AGM.

The President summarised an update given by the Welfare Officer on the day, Wayne Joseph, who is currently on leave. Under the health and welfare program, it was noted Eva Pillai is organising fitness classes and there will continue to be cooking classes, along with Global Café that is to be organised on Wayne’s return.

It was also decided that Andrew Halliday would work on creating induction packs for newly appointed PRC members that are to become available immediately following the next OGM. It was also stressed that PARSA needs to invest in professional training, as it should not be assumed that people should know how to organise projects when they arrive on the PRC.

It was also noted that Laurin Milsom was recently employed as a Welfare Assistant for PARSA and ANUSA.

Woroni articles: The President requested that people get in touch with Shaun Hume who is currently working on writing articles for Woroni.

Council Meeting Fri 22 March 2013: It was noted the next University Council meeting is to be held on Friday 22 March.

VICE PRESIDENT’S REPORT:

Online Voting: The Vice President expressed appreciation towards Troy Cruickshank, Arjuna Mohottala and Andrew Halliday, who have been working closely to formulate amendments to the Constitution to allow for the introduction of online voting. Discussion on electoral procedures and regulations is to continue to ensure they are written up using order and logic. It was noted that draft regulations are still silent on how co-opting will work.

Discussion took place on how soon PARSA should begin marketing the changes to the Constitution, with the suggestion made that we should not wait for changes to be ratified at a Council Meeting as it may allow too little time for adequate discussion and debate to take place amongst students. As such, the Vice President requested the word be spread and that we keep students informed of the OGM on 12 April to discuss Constitutional changes.

Action: Monica to work on a marketing plan aimed at informing students

Action: Monica to send an email to all postgraduates about the OGM with links to documents

TREASURER’S REPORT:

February/March Financial Transactions: The Treasurer tabled at the PRC that in February when Alex Muhereza was about to leave for a field trip he requested financial assistance through the Postgraduate Student Loan Fund to carry him over until his return in late March. However, because Service One Members Banking loan processing times could not guarantee him the cash would be
available prior to his departure, the Executive Committee unanimously agreed to provide him with $1,000 cash, out of PARSA funds, to be repaid in full within two weeks of his return to Australia. The Treasurer requested the decision of the Executive Committee in this regard be ratified by the PRC retrospectively.

  Moved: Eva Pillai      Seconded: Andrew Halliday

All financial transactions made over the February/March period to date were tabled and approved.

  Moved: Eva Pillai      Seconded: Matthew Satterthwaite

**CAPA Fee $12,380.38:** It was noted the CAPA fee has increased from last year – moreover, given a number of controversies, discussion took place as to whether or not PARSA should renew its membership with CAPA. Following this discussion, the following motion was put forward by the President:

*Following concerns about the effectiveness of CAPA and value of their representation to PARSA, it was agreed by the PRC to defer payment of the CAPA invoice until the next PRC Meeting. It was also agreed to formally communicate PARSA’s concerns to CAPA.*

  Moved: Julie Melrose      Seconded: Mathew Satterthwaite

**Audit:** The Treasurer advised the PRC that the audit was not yet finalised due to incorrect information having been given to ANU Finance by the ATO last year that led to wrong advise also having been given to PARSA to not to pay the GST component directly to the ATO from SSaF funds. Through the process of finalising the Audit, we have subsequently learned that PARSA is liable to pay GST, as indicated in the agreement signed in 2012. PARSA has requested ANU Finance credit the undisbursed GST component to PARSA, who will in turn pay the ATO. ANU Finance is to communicate this to Price Waterhouse, enabling them to conclude the 2012 Audit.

**Commonwealth Bank Saving Account & Credit Card Application:** The Treasurer has obtained savings account and credit card account application forms from the Commonwealth Bank. However, the process has been put on hold due to the ongoing audit.

**2013 SSaF:** The Treasurer reported that we are currently waiting on a draft contract from ANU and that unfortunately means that PARSA will not receive the SSaF funds until the agreement is finalised, that could be around May 2013. As a result, this will have a negative impact on our cash flow as we have encashed our term deposits to meet the day to day expenditure of PARSA, thereby foregoing substantial interest income that could have otherwise been earned during this time.

**Approval for PARSA Contribution towards combined CMBE/CPMS event:** Eva Pillai informed the PRC of a picnic organised for CMBE and CPMS and requested the semester one allocation in the PARSA budget for both the Colleges that amounts to $1,000 be used for this purpose. She informed the Committee that the two Colleges have also jointly agreed to provide $3,000 for the event. Eva then requested PARSA provide the full amount of $4,000 in advance of the $3,000 being made available from the Colleges, so that provisions for the picnic can be purchased in time. It was agreed by the PRC to provide the $3,000 that will be subsequently be reimbursed to PARSA as soon as funds from the Colleges become available.

  Moved: Arjuna Mohottala      Seconded : Andrew Halliday
EXECUTIVE OFFICER REPORTS:

Andrew Halliday, Environmental Officer: Andrew Halliday reported how it is disappointing that after three attempts, other environmental officers around campus have not yet responded to an invitation to meet. He therefore requested General Reps to come forward if they can offer some assistance in this regard.

Andrew reminded the PRC that a screening of a documentary is planned for Earth Day, along with a walk around campus to show students how to grow their own food. He advised he is also working on an idea for a camping trip, most likely to be held in second semester, as well as putting together Induction Packs for new PRC members. He will also look for and report on gaps in the governance of PARSA that is to be tabled at the AGM.

Eva Pillai, Equity Officer: Eva Pillai reported that the luncheon hosted by PARSA at the International Women’s Day the previous Friday was successful – noting that Narjess Afzaly attended the luncheon as guest and is now the newly appointed Social Officer. She also reported that fitness classes will resume the following Wednesday and advised that when Wayne Joseph returns from leave, they will look into increasing the emergency grant. Also, following the University Equity Access meeting next week, an update will be distributed.

Tjanara Goreng Goreng, Indigenous Officer: Tjanara Goreng Goreng reported that she is currently working on a series of womens business forums – a retreat for women to learn about women culture and business. Tjanara requested assistance on the NIDOC festival, specifically the arts competition.

Shaun Hume, Woroni: Shaun Hume encouraged PRC Members to write articles for the 10 April, 24 April, and 8 May editions of Woroni and to let others know of the Facebook page for Woroni contributors.

George Carter suggested collecting essays from the International Women’s Day event – or to do a report on the Women’s Day.

COLLEGE REPORTS:

CAP:

Arjuna and George informed that CAP will be setting up a student space next to the Coombs lecture theatre that will occupy two wings on the ground floor. Arjuna advised that PARSA and ANUSA will be allocated a dedicated space in this area and that structural work will commence by June 2013 that is expected to be completed by March 2014. It was noted the existing student spaces in the College are to be centralised by August 2013.

College of Law: Peter Agoth reported that $500 was received from the college finance committee.

COMMITTEES REPORT:

Andrew Halliday reported that he attended a Signage Committee to address the problem of so many people becoming lost on campus – he noted that a consultant will be hired to help speed up the process of solving this problem. He also reported that he was on the Campus Planning and Development Committee two weeks ago where plans are underway to relocate Fenner School.
Arjuna Mohottala reported that the Graduate Coursework Working Party Committee (GCWPC) is reviewing all postgraduate coursework programs, primarily the Graduate Certificate and Graduate Diploma courses at the ANU. Arjuna requested PRC members provide him with feedback from postgraduate students on how this could impact on their graduate coursework courses.

**Action:** Arjuna was asked to send out an email to the PRC detailing the ongoing efforts of the Committee.

**OTHER BUSINESS:**

**Office Move:** Julie reported that following a critical incident in the Disability Unit service lift recently, the Disability Unit will be moving and that as a result, PARSA has been offered their office space as soon as they vacate the premises. Facilities and Services subsequently organised a walk-through of the office space involving PARSA Executive members and staff along with architects. The architects consulted with PARSA on how we would like the space to be arranged to meet our needs and will submit drawings to PARSA for approval based on those consultations. Lisa Brown from Facilities and Services has subsequently scheduled fortnightly meetings between PARSA, the architect and herself so that everyone can stay on top of what will be involved in relocating to a new office space.

The President noted that the proposed new office space is much bigger and better than Chaplaincy.

**Shared Legal Officer:** The President advised that interviews for the Legal Officer position were held the previous day and that an offer will be made the following week.

**Congratulations to Julie Melrose:** The Vice President congratulated Julie Melrose on being a finalist for the Student of the Year.

**Appreciation to Arjuna Mohottala:** The President acknowledged and thanked the Treasurer for all the hard work he is doing on the Audit.

There being no further business, the meeting closed at 5pm.

The next PRC Meeting is to be held on Wednesday, 24 April 2013.