2015-16 PRC Meeting #10
Meeting Agenda
Tuesday 29th March, 2016 5.30pm - PARSA Boardroom
This meeting was cancelled due to a lack of quorum

Agenda:
1. * Welcome & Acknowledgement of Indigenous Australians
2. * Confirmation of Minutes
3. President’s Report
   - University Update
   - March Update
   - Policies
   - Other
4. *Treasurer’s Report
   - Tabling of Expenses
   - Treasurer’s Update
     i. New spending requests
   - Budget update
5. Tabling of Executive Reports
   - Vice President
   - * General Secretary
     i. Election
     ii. Public Officer
     iii. Disputes Committee
   - Education Officer
   - International Officer
   - Social Officer
   - Equity Officer
   - Communications Officer
   - Environmental Officer
   - Women’s Officer
   - Indigenous Australian Officer
6. Other Business
   - Advocacy Issues
   - General Manager's Report
   - Budget requests
     i. CSSA (Crawford) Events
     ii. ANU Chinese Mentoring Program
     iii. * Filling vacancy of Comms Officer
   - * Vacancy of General Rep
President’s Report

1. University Update
   • Meetings
     i. Library – $6 daily with still no limit (advocacy continuing)
     ii. CHL – Change m’ment document released. PG students still unhappy (advocacy continues)
     iii. DVC Academic Hughes-Warrington – Fenner Hall discussions. PARSA structural discussions
     iv. DD(E) Science Cowan – Inherent requirements
     v. Student remuneration – ongoing discussions with HR expert
     vi. Registrar Student Life – Fenner, Inherent Requirements, online platform for PARSA/ANUSA, ANU Pride
     vii. Dean of Students – CHL students update
     viii. Student research conference – initial planning. Admin Assist to assist
     ix. Leave – 22 Feb – 14 March inclusive

2. March Update (Attached overleaf)

3. Policies to be approved at next PRC (Attached overleaf)
   • Comments by COB 15 April to parsa.president@
     i. Bullying
     ii. Discrimination
     iii. Sexual Harassment and Harassment
March Update

Internal Update

Executive
Bishal has stepped back from the Executive to concentrate on the Education portfolio (lots of work in this space so be on the lookout!).

The Executive as it current stands is Chris Wilson (President), Alyssa Shaw (Acting Vice-President and Women's Officer), Chris Orchard (Gen Sec), Defu Wan (Treasurer), and Dominic Nadvillaveetil (International Officer).

Officer changes
Binota has been in the Environmental Officer role since the last PRC meeting and has already organised 3 events and is going a great job!

Tha Liyanage has been filling in as acting Communications Officer since the resignation of Miranda from the role. Already there has been a buzz of activity with the pending release of College Rep posters to make sure everyone knows who our college reps are.

Resignation
We are saddened to hear the resignation of Gemma Killen as one of our 2 CASS reps so she can focus on other activities. We will attempt to replace her at the earliest possible time.

Log Books
As released by Defu, there are still some outstanding log books awaiting submission. Please get those to me as quickly as possible so we can assess them and distribute honoraria as timely as possible.

Professional Development
Cat and Elaine have arranged for Mental Health First Aid sessions for us on Tues 12 and Thus 14 April (2 full days) and Wed 13 and Fri 15 April (2 full days) to allow you to really cement the knowledge. I’ve done this course and it is a huge advantage to identify not only at risk students but to increase your awareness of yourself.

Next PRC Meeting
Our next PRC Meeting is scheduled for Tuesday 26 April at 5.30pm in the PARSA Boardroom.
ANU Chinese Mentorship Program

PARSA Funding Summary

Neil Thomas

Issue and Context

China will have a major influence on the future of Australia. Close engagement by Australians with the Chinese-speaking world is essential to advancing the national interest. Yet there are far too few Australians truly conversant with China, or who speak a Chinese language. A full 94 per cent of standard Chinese learners in Australian schools quit before they reach Year 12 — more choose Latin than Chinese. There is also far too little mobilisation of the Australians who are already investing in ‘China-literacy’ and far too little engagement with the over 150,000 Chinese students studying in Australia.

Program Outline

The ‘ANU Chinese Mentorship Program’ aims to improve this situation by providing ACT high school students with role models and mentors who can support their Chinese learning. ANU students can become involved through: giving a motivational talk about their China experiences and the personal enjoyments and career advantages of learning Chinese; presenting their research to enhance Chinese language, culture or history curriculums; or forming ongoing mentorship and teaching relationships with a particular high school Chinese program. The objective of these efforts is to improve ‘China-literacy’ in Australia by identifying, mentoring and supporting the next generation of Australian students of China in the ACT. The Program aims at increasing retention in ACT high school Chinese classes, and increasing enrolment in Chinese at ANU. It is envisaged that this model will be rolled out for other languages in the future.

Benefits for ANU Postgraduate Students

The Program was developed under the auspices of the inaugural postgraduate stream of the Vice-Chancellor’s Leadership Program, and is as much aimed at benefiting ANU students — and especially postgraduate students — as it is at benefiting ACT high school students and the broader institution of the ANU. Mentoring high school students is an excellent opportunity for ANU students and emerging researchers to develop the teaching skills necessary for academic and other careers, to improve their leadership capabilities in new environments and with different groups, and to use their existing talents to make a meaningful contribution to the local community. Furthermore, the
Program particularly aims to involve Chinese students from the ANU postgraduate cohort — a significant group that can struggle to find avenues for effective engagement with the local community, damaging their career prospects in Australia.

**Institutional Support**

The Program has formed partnerships with and is leveraging the institutional backing of the George E Morrison Foundation of the ANU’s Australian Centre on China in the World (CIW), the Association for Learning Mandarin in Australia (ALMA), and the Mandarin Blueprint of the ACT Government’s Department of Education and Training. The ACT Government is providing A$3500 in seed funding under its Mandarin Culture and Language Grants Program, through the CIW and ALMA, to support the institutional costs of venue hire, campus tours at ANU, and any associated costs incurred by the high schools involved. Funding from PARSA will be critical to establishing a cohort of mentors and supporting the recruitment and continuing involvement of large numbers of postgraduate students and researchers.

With the support of these partners, the Program has reached out to ACT high schools and has secured interest from Canberra Grammar, Canberra College, Narrabundah College, Melrose High, Burgmann Anglican School, the ACT Association of Independent Schools, and the ACT Catholic Education Office. Working with CIW and the ANU Chapter of the national Australia-China Youth Association (ACYA), the Program has recruited over two-dozen postgraduate and undergraduate mentors. A key next step is to leverage the networks of PARSA to promote the Program to the broader postgraduate and research community at the ANU.

**Funding Requirements**

Students, and particularly postgraduate students, often struggle with finances and it is crucial to ensure that potential mentors are not discouraged or disadvantaged by the monetary costs necessarily associated with such community outreach. Therefore, the Program requires funding because it needs to reimburse mentors for the costs of transportation to schools, teaching materials, and any associated food and drink. Additionally, the Program aims to ideally form ongoing relationships between individual student mentors and particular classes at ACT high schools, and it would be fairer to committed postgraduate students if the Program was able to provide a modest stipend to recognise the time that is being invested in preparing for and attending sessions at these schools. The Program requests an A$5000 grant from PARSA to meet these immediate needs and also to provide a longer-term security of funding to ensure that these needs can be met over a one-year time frame. This will guarantee the medium-term viability of the initiative and attract support from other actors.
Projected Expenditures

Requested amount: $5000

Projected postgraduate mentors: 50
  Longer-term postgraduate mentors: 10
  Shorter-term/one-off postgraduate presenters: 40

Average expenditure per mentor per year: $100
  Longer-term postgraduate mentors (stipend): $400
  Shorter-term/one-off postgraduate presenters (reimbursements): $25

SSAF Categories:

  H – Helping students obtain employment or advice on careers
  O – Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
  S – Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment

SSAF Category H applies because the mentorship program develops teaching, leadership and presentation skills and provides community service experience that are increasingly necessary for postgraduate and research students to find employment upon graduation in competitive marketplaces. SSAF Category S applies for international mentors under ‘employment’ for these reasons. SSAF Category O applies because these aforementioned skills are important in the delivery of oral assignments and research workshops that are a necessary part of many postgraduate and research degrees. These are conservative estimates. Funding for additional mentors may come from CIW.
Women in Leadership Funding Proposal
28 March 2016

Background
In June 2015, the ANUSA Treasurer approached the PARSA Women’s Officer to collaborate on the Women in Leadership Program. The original strategic plan outlined a focus on support and empowerment of women at ANU with the following objectives for the program:

1. To empower women students and staff at the ANU
2. To create a support network for women at the university that connects women leaders in ANU, the wider Australian, and international communities
3. To highlight prominent women leaders at the ANU, in Canberra, and within Australia
4. To address and challenge gender inequality at the ANU and in our wider communities.

The target audience: students and staff at ANU who are in leadership positions, or aiming to become leaders in the communities.

The Women in Leadership program is inclusive of all self-identifying women, including trans-women and people with lived experience as a woman.

Program deliverables and outcomes
The key deliverables for the program are based on events and mentoring programs to build and strengthen connections among women on campus.
In particular, the following events were proposed:

- Keynote address featuring a prominent Australian women, with a chance to network post the event. This event would be open to all.
- Panel discussions focusing on aspects of gender inequality and featuring a diversity of panellists. These events would be open to all. Panel topic ideas included:
  - Intersectionality
  - Bullying in the workplace
- Mentoring program that connected young women with later-year students, academics or women in leadership positions. Noting the CECS has a funded mentoring program through the College and the ANU Women’s Department has since begun a STEM specific program. In part mentoring programs for both undergraduate and postgraduates are also catered for by the Vice Chancellor Student Leadership Program, however this only accommodates a small number of students each year
- Database of resources, to allow future organising committees to build upon the work of Women in Leadership and continue events and programs into the future

During the latter half of 2015, the organising committee was able to organise one panel discussion, however this had to be cancelled last minute as the majority of the panel members pulled out last minute. A keynote event was also planned but no high profile women were able to be confirmed for a suitable time within the term.

Part of the issues identified in not meeting these targets was the large workload associated with contacting and co-ordinating with speakers and coordinating event logistics.
Proposal – 2016
Since the 2015 ANUSA Treasurer is no longer in position, the ANUSA Women’s Officer has taken over as the primary contact for the program. After meeting with the ANUSA Women’s Officer in January 2016, there is a clear want to continue this program as a combined PARSA/ANUSA effort.

The intention for 2016 is to:
- Recruit a Women in Leadership Director, to the value of $2000 that will be in charge of co-ordinating events and ensuring information is available and accessible for a future database of resources
- Carry out 1 – 2 events per semester (averaging one per term) under the Women In Leadership banner. Including a high profile keynote/networking event and at least one panel discussion event.

Funding request
In order for PARSA to contribute to the continuation of this program $5,000 is requested to partially fund the Director position and for events expenses. This money would be under the remit of the PARSA Women’s Officer, but spending would be co-ordinated and decided with the ANUSA Women’s Officer. It is proposed that this money would be drawn from the $19,000 underspend from 2015.

Please direct any questions to Alyssa Shaw, PARSA Women’s Officer.
Bullying

Overview
The Associations take a no tolerance stance in relation to bullying in our workplace. Bullying is an unacceptable form of behavior which will not be tolerated under any circumstances.

This document covers the principles that apply to all employees, elected officials, club and society representatives and individuals who enter into a relationship with the Associations.

Scope
This Policy applies to all Association employees, elected officials and representatives of clubs and societies and to all individuals who enter into particular relationships with the Associations for a specified time period or time periods, for example visitors and volunteers (referred to as 'employees' for the purposes of this Policy).

"Associations" refers to ANUSA, PARSA & Woroni.

Policy Statement
Bullying is repeated unreasonable and inappropriate behaviour in relation to Association activities, which comprises of behaviour that intimidates, offends, degrades, insults or humiliates a representative, employee or member or another person while carrying out Association activities. This can be physical or psychological behaviour and may include one or a combination of the following:

- Abusive, insulting or offensive language by one or more persons to another or others;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with any yelling and screaming;
- Inappropriate comments about a person’s appearance, lifestyle, or their family;
- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Isolation of employees, representatives or students from others;
- Interfering with a person’s personal effects or work equipment;
- Physical assault or threats; or
- Organisational behaviour that undermines treats less favourably or disempowers others. For example, overloading a person with work and setting timelines that are difficult to achieve, setting tasks that are beyond a person’s skill level, deliberately denying access to information, consultation or resources, or unfair treatment in relation to accessing workplace entitlements such as leave or training.

Where bullying involves assault or threat of assault it may become a police matter. Bullying in must not be confused with legitimate comment, criticism and advice, including relevant negative comment or feedback, from supervisors on the work, performance or behaviour of an individual or group.
Policy and Procedure
The Associations are committed to providing all a healthy and safe environment free from bullying. The Associations expect all employees, representatives and members of the Association to behave in a professional manner and to treat each other with dignity and respect in relation to Association activities.

The Associations have a responsibility to:

- Monitor the Association environment to ensure that acceptable standards of conduct are observed at all times;
- Promote this policy and the relevant grievance procedure or policy within their area of responsibility;
- Treat all complaints seriously and confidentially and take immediate action to refer the employee to the relevant policy and procedures.

All employees, representatives and members of the Association have a responsibility to:

- Comply with this policy;
- Offer support to anyone who claims that they are experiencing bullying and let them know where they can get help and advice; and

If you believe that you are being bullied you should:

- Report the behaviour or incident to the President/Editor in Chief, or elected official, or representative, or Association Office Manager and
- Keep your complaint confidential - this will avoid idle gossip and the possibility of defamation proceedings against you or the Association

Guidelines/Legislative compliance
Work Health and Safety Act 2011 (ACT)
Work Health and Safety Regulations 2011 (ACT)
Human Rights and Equal Opportunity Commission Act 1986
Discrimination Act 1991
Discrimination

Overview
The Associations take a no tolerance stance in relation to discrimination in our workplace. Discrimination is an unacceptable form of behavior, which will not be tolerated under any circumstances. The aim of this policy is to prevent discrimination in any Association related activity and to comply with discrimination and human rights law obligations.

Scope
This Policy applies to all Association employees, elected officials and representatives of clubs and societies to all individuals who enter into particular relationships with the Associations for a specified time period or time periods, for example visitors and volunteers (referred to as ‘employees’ for the purposes of this Policy).

"Associations" refers to ANUSA, PARSA & Woroni.
This document covers the principles that apply to all employees, elected officials, club and society representatives and individuals who enter into a relationship with the Associations.

Policy Statement
Discrimination occurs when a person or group of people is treated less favourably because of a particular characteristic than another person or group of people would be treated in the same or similar circumstances.

The types of discrimination that can occur are those based on the grounds of sex, marital status, relationship status, status as a parent or carer, sexual preference, gender identity, pregnancy, breastfeeding, race (including nationality), social origin, colour, nationality, national extraction, age, political opinion, religion, impairment, mental disability, physical disability, psychiatric disability, intellectual disability, profession, trade or calling, criminal record, spent conviction, medical record, trade union activity.

Discrimination can be direct i.e. any action which specifically excludes a person, or group of people from a benefit or opportunity based on an irrelevant consideration e.g. paying a female bar attendant less than a male bar attendant.

Discrimination can also be indirect i.e. when a particular policy or practice has a discriminatory effect on a particular employee or group of employees, even though this may not be intentional e.g. requiring a certain length of service to obtain promotion, rather than being merit based, or unreasonably requiring a position to be full-time rather than allowing it to be worked on a part-time basis.

Discrimination is unlawful in employment, access to premises, in the provision of goods and services, in the operation of clubs and associations.

Guidelines/Legislative Compliance

- Race Discrimination Act
- Sex Discrimination Act
- Disability Discrimination Act Discrimination Act 1991 (ACT)
- Fair Work Act 2009 (s. 351 Discrimination)
**Sexual Harassment and Harassment**

**Introduction**

ANUSA is committed to proving a safe work environment which is free from harassment and sexual harassment, where all members are treated with dignity, courtesy and respect.

This document covers the principles that apply to all employees, elected officials, and individuals who enter into a relationship with the Associations.

We have developed a policy on harassment and sexual harassment. We provide periodic staff training on harassment and sexual harassment, and have procedures for complaints outlined in our Employee Grievance Resolution Policy.

**Scope and Application of this policy**

This Policy applies to all Association employees, elected officials and to all individuals who enter into particular relationships with the Associations for a specified time period or time periods, for example contractors and volunteers participating in association activities (referred to as ‘employees’ for the purposes of this Policy).

This Policy applies to staff in all their work-related interactions with each other, and with customers, contacts or clients.

It applies in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

“Associations” refers to ANUSA, PARSA & ANUSM.

**Harassment**

Harassment is any unwelcome actions, threats or demands against one party or group of
people which embarrasses, offends, humiliates, intimidates or scares the person or group being harassed.

Harassment may be physical, verbal or written.

Workplace harassment can take place off site. This includes unwanted phone calls to an employee's or representative's home, following an employee or representative home from work, harassment in online social media or through use of information technology.

Harassment on the following grounds is illegal under anti-discrimination law:

- race (including colour, descent, ancestry, national or ethnic origin);
- age;
- impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological or psychiatric impairment);
- religious belief or activity;
- sex or gender identity;
- sexual orientation;
- relationship status (including being in a same sex relationship);
- pregnancy, breastfeeding, parental status;
- family responsibilities;
- lawful sexual activity as a sex worker;
- trade union activity;
- political belief or activity;
- association with someone else who is identified because of one of these attributes.

Other behaviour that is against the law includes:

- seeking unnecessary information which is not work-related, on grounds which harassment might be based;
- victimisation because a person made a complaint, agreed to be a witness or has had a complaint made against them;
- harassment on the basis of criminal or medical record.

Sexual Harassment

Sexual harassment is a specific and serious form of harassment. The Associations will not tolerate sexual harassment in the workplace, at work-related events, between people sharing the same workplace, or between colleagues outside of work or through the use of social media.

Sexual harassment includes, but is not limited to, unwelcome sexual behaviour, which can make a person feel uncomfortable, offended, humiliated or intimidated.

Sexual harassment can be physical, spoken or written.

A single incident is enough to constitute sexual harassment – it does not have to be repeated.

Release Date: 25 November 2015  Version 1
The person being harassed does not need to say that the behaviour is unwelcome. Even if they do not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Many people find it difficult to speak up. All employees are responsible for their own behaviour. If you think the behaviour may offend, then do not do it.

Sexual harassment can include:

- unwelcome comments, such as comments about someone’s private life or appearance
- sexually suggestive or explicit comments, conversation, insults or jokes
- implying promises or threats in return for sexual favours
- displaying sexually graphic material, including offensive screen savers, photos, calendars or objects left on common areas
- sexually offensive communication, like explicit emails, calls, texts or posts on social media sites
- sexually suggestive behaviour, such as leering or staring
- repeated requests to go out
- uninvited touching, like brushing up against someone, fondling, hugging, massaging without invitation, kissing or physical molestation
- indecent exposure or sexual gestures
- implied or direct requests for sex
- stalking
- victimisation

Responsibility of staff

The Associations expect all employees, elected officials, representatives, volunteers, members of the Association engaged in Association related activities to create a harassment-free workplace and an inclusive workplace culture. All staff are expected to comply with this policy; to behave in a professional manner, to not participate in harassing behaviour and to treat each other with dignity and respect when they are at work and off-site.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

The Associations recognise that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people’s limits.

A complaint of sexual harassment can be made using the Associations’ Employee Grievance resolution policy and procedure.

Breach of the policy

Release Date: 25 November 2015

Version 1
Where harassment or sexual harassment takes place, the Associations will implement their disciplinary policy. Disciplinary action will be taken by the Associations against any member found to have breached this policy. The action to take will be assessed in consultation with the complainant and will be appropriate to the breach. It may include:

- an official warning and note on the person’s personnel file;
- a formal apology;
- counselling, including further education;
- transfer;
- suspension;
- dismissal for very serious matters;
- referral to the police for potentially criminal matters.

Resolving issues

ANUSA strongly encourages any staff/member who believes they have been harassed or sexually harassed to take appropriate action (see Employee Grievance Resolution procedure).

Please do not suffer in silence. Choose the action you feel most comfortable with.

Staff or members have the option to address the matter themselves, and discussing it with the perpetrator of harassment or sexual harassment.

Staff also have the option to seek assistance from the Office Manager, President or Editor-in-Chief for advice, support or action on their behalf.

Staff who make a complaint of discrimination or sexual harassment will not suffer any victimisation by the Associations for making the complaint. This also applies to staff who agree to be a witness in a complaint or have a complaint made against them.

Informal Personal Resolution

If you want to deal with the situation yourself, you may do so. However, it is not necessary that you try to resolve the complaint this way.

This option involves approaching the person responsible for the harassing or sexually harassing behaviour yourself. You could tell the person what you are unhappy about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

Other useful resources include:

Canberra Rape Crisis Centre: 02 6247 2525

Release Date: 25 November 2015
Version 1
Contact officers

Contact officers are staff members who have been trained to provide confidential and impartial information and support to help staff make an informed decision about how to try to resolve an issue.

Contact officers will not solve the problem for you, but they can be a very useful sounding board for you to go through this procedure, help you understand the options that are available to you.

The contact officers at ANUSA are Eleanor Boyle and Ben Gill.

Make an internal complaint

ANUSA has an obligation to treat all complaints of harassment and sexual harassment seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

1. The starting point to resolving a complaint is to talk with someone. This can be your manager/contact officer (or member of an Association Executive if more appropriate). Tell them what your concerns are; explain what has happened and how it has affected you.

2. The person you approach may take immediate action (e.g. removing offensive graffiti or posters).

3. The person you approach may provide a range of options. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved informally.

4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another manager if appropriate) may handle your complaint, or refer it to specialist human resource staff or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by the Associations. The following people are available to discuss these options:

Name: Eleanor Boyle
Position: Office Manager
Location: ANUSA offices
Contact Details: Eleanor.boyle@anu.edu.au or phone 6125 2444

Release Date: 25 November 2015

Version 1
Employee assistance program

ANUSA & PARSA staff and Executive are entitled to free, professional counselling from our employee assistance program.

You can access the service by visiting www.eapdirect.com.au and registering using our organisational details:

<table>
<thead>
<tr>
<th>Organisation Name:</th>
<th>ANU PARSA</th>
</tr>
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<tbody>
<tr>
<td>Organisation Token:</td>
<td>PARSA</td>
</tr>
<tr>
<td>Organisation Password:</td>
<td>usrkey</td>
</tr>
</tbody>
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Once these have been entered, each person can create their own confidential account.

If you would like to book an appointment or get some more information, please call the toll free number:

1300 360 364

Make an external complaint

All Associations staff and Executive are able to make an external complaint of harassment to the Human Rights Commission at https://www.humanrights.gov.au/complaint-information

Other relevant ANUSA policies

Staff are encouraged to read this policy in conjunction with other relevant Association policies, including:

- Workplace equal opportunity policy
- Flexible work arrangements policy
- Pregnancy and work procedure and policy
- Occupational health and safety policy
- Workplace complaint resolution policy and procedure
- Discipline procedure
- Mission, vision and values statements
- Enterprise bargaining agreements

Release Date: 25 November 2015

Version 1
More information

If you have a query about this policy or need more information please contact your Office Manager, President or Editor-in-Chief.

Review details

All policies will be reviewed every year, and distributed to staff.

This policy adopted by ANUSA on 25th November 2015
This policy last updated: 25th November 2015