

MINUTES OF THE MEETING OF THE COUNCIL OF THE
SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION
6PM, TUESDAY 16th JANUARY 2007 AT THE SUPRA OFFICES

Chair: Roozbeh Araghi, Acting President

Minutes: Rosemary Whitecross, Secretary

Present: Roozbeh Araghi, Richard Bailey, Katherine Barnsley, Mike Beggs, Jodie Coleman, Anthony Kachenko, Katy O'Connor, Sacha van Albada, Rosemary Whitecross

1. Acknowledgement of Country

2. Apologies and proxies: Fleur Beaupert (Leave of absence, proxy to Roozbeh Araghi), Jack Clegg (Leave of Absence), Adrienne Jerram, Lian Jenvey, Jenny Leong (Leave of absence), Rita Lin, Hai Nguyen (Leave of absence), Estelle Noonan, Leona Oliver, Emily Stewart, Nelson Yin

3. Minutes of the Meetings of Council held on 13th December 2006

Motion: *THAT the Minutes of the Meetings of Council held on 13th December 2006 be accepted.* Moved: Rosemary Whitecross. Carried.

4. Office Bearer Reports

a) Acting President

- The Acting President advised the meeting that he would be resigning from the position on 2 February, 2007, to take up an external position. The Secretary conveyed a formal vote of thanks from the President, Jenny Leong, to Roozbeh Araghi for being Acting President in her absence, for being a committed and dedicated Vice President before that, and for being one of the original SUPRA 5.
Motion: *THAT the Acting President's resignation be accepted.* Moved: Katherine Barnsley. Carried, with acclamation and applause for his work for SUPRA.
- The terms of reference for the Working Party to discuss opportunities for cooperation (as per our funding agreement) between The University of Sydney Union, the SRC and SUPRA was tabled.
- A letter from the Finance Manager concerning the lodgement of staff entitlements money with the National Entitlement Security Trust (NEST) was tabled.
- Recommendation 1: That Council appoint Katherine Barnsley to the WCC until the March council meeting.
- Recommendation 2: That Council approve the transfer of staff entitlement monies (as recalculated) into an account with the National Entitlement Security Trust (NEST). That this happen as soon as possible after 31 January (when our present term deposit ends) with the balance of the entitlement money for the most recent staff member, Anne Coates, to be transferred after 31 March (when the second term deposit ends).
- Recommendation 3: That Council acknowledge that people who were enrolled (including second semester enrolments) in 2006 are to be treated as SUPRA Subscribers until the end of February, in keeping with the March-February approach to membership in previous years.

- Recommendation 4: That Council empower SAAOs to continue to provide casework assistance to previously enrolled postgraduate students with issues relating to their previous enrolment or efforts to re-enrol and prospective University of Sydney postgraduates. That the President be empowered to agree to the provision of assistance in other exceptional cases as and when they arrive, as long as such instances are reported (with student confidentiality maintained) to the next meeting of Council or Management Committee.
- Recommendation 4 will be put to the next Annual General Meeting for consideration for amendment to the Constitution.

Motion: *THAT the Acting President's Report and the recommendations contained therein, as amended, be accepted.* Moved Jodie Coleman. Carried.

Motion: THAT the stipend of President be extended to 2 February 2007 at 35 hours per week. Moved: Katherine Barnsley. Carried.

b) Acting Vice President

A roster for people to help with handing out materials to summer school classes was circulated.

O-Week

It would be good to soon have a meeting for all councillors interested in assisting with O-week.

- We will prepare showbags. We have ordered highlighters with a SUPRA logo. The Publications officer is designing an introductory leaflet, stickers and bookmarks. We hope to have a raffle, possibly for Co-op Bookshop vouchers. We will also get information from the Union to promote them as well.
- The Acting Vice President is meeting this week with the Union's O-week convenors, and also talking to the SRC. The Union is requesting a \$2200 donation for O-week suggesting it is what we paid last year although we have no record of any payment. We will probably have a stall in the SRC tent next to their membership table and we will work out something financially with the SRC as we do not get the same kind of advantages out of O-week as undergraduate organizations do.
- We are planning to have 3 events in O-week – a barbecue – a joint event with Equity Officers and possibly a Policy event.
- Enrolments – we can have a booth and we are looking at the possibilities of this.
- Recommendation: That the Acting Vice President's stipend be maintained at 21 hours per week.

Motion: *THAT the Vice President's report and recommendations contained therein be accepted.* Moved: Katherine Barnsley. Carried

c) Secretary

- Recommendation: THAT the Acting Vice-President and Policy Committee Convenor, Jodie Coleman, be added as a signatory to the SUPRA account with the National Australia Bank.
- Recommendation: THAT the Secretary's maximum stipended hours per week be maintained at 14.

Motion: *THAT the Secretary's report and recommendations contained therein be accepted.* Moved: Katherine Barnsley. Carried

d) Treasurer

- In relation to the GST liability question in relation to the funding from the University the University may decide what the amount that is GST eligible is – wages do not attract GST – so it may be only one-fifth of our operational costs that are affected.
- Recommendation: That the council maintains the Treasurer's stipend at the maximum of seven hours per week

Motion: *THAT the Treasurer's report and recommendation contained therein be accepted.* Moved: Richard Bailey. Carried

5. Equity Officer Reports and Updates

a) Women's Officer

- Parents handbook – responses to the Entitlements Survey show parents on campus have no idea about the few services that are provided by the university. The Women's Officer will be preparing a brochure with links, maps of baby change rooms, help with consideration for postgrads with caring responsibilities, whether children can be on campus etc. to be completed by O-week. Currently no records kept by university about how many postgraduates are parents, but they did say that they would consider keeping these records in the future. About 10% of respondents to our Entitlements Survey were parents. Putting something in e-grad asking for a response if the person is a parent may give us a good idea of the numbers. We can use e-grad to get parents to have a look at the draft of the handbook.
- It may be a good idea to set up a parents discussion list.
- Recommendation: That the Women's Officer's stipend be maintained at a maximum of 7 hours per week.

Motion: *THAT the Women's Officer's report and recommendation be accepted.*

Moved: Jodie Coleman. Carried.

b) Queer Officer

- Terry Hicks not making any commitments for next 6 months as may have to go to a tribunal, so he would not be available for a forum.
- Roozbeh Araghi will be assisting with the Queer International Students booklet after he has gone to Canberra.
- Recommendation: That the Queer officer stipend be set at the maximum (7 hours per week) until the next council meeting.

Motion: *THAT the Queer officer's Report and recommendation be accepted.* Moved: Katherine Barnsley. Carried.

c) International Officer

[Note: the report was not received in time for meeting because of e-mail problems and will be discussed at the next Management Committee meeting.]

6. Publications Officer's Report

- We will need an alternative version of the introductory leaflet for black and white printing.
- The Management Committee will deal with printing quotes.
- Recommendation that my stipend be approved at the maximum (17 hours a week) for the coming month.

Motion: THAT the Publications Officer's report and recommendations be accepted.
Moved: Katherine Barnsley. Carried.

7. Council vacancies

Motion: *That, in accordance with Section 5.18 (b) of the SUPRA Constitution:*

- *Nominations for 3 Council vacancies be declared opened.*
- *That the Secretary be appointed as the Returning Officer for the conduct of these elections and that the Council meeting appoint an assistant Returning Officer to assist with the ballot count.*
- *Nominations be received by the Secretary in writing from a Councillor, citing the nominee's name and student number, which is seconded in writing by another Councillor and accepted in writing by the nominee by 5pm, Tuesday 6th February 2007.*
- *That the election for these vacancies be conducted by secret ballot at the next SUPRA Council meeting and counted in accordance with Schedule 1 of the SUPRA Constitution.*

Moved: Rosemary Whitecross. Carried.

8. Office Bearers for February 2007

Recommendations from the Acting President (which have been discussed with the President, Jenny Leong):

1. That Jodie Coleman be appointed Acting President of SUPRA between 2 February and 5 March 2007, with her maximum stipend set at 28 hours a week.
2. That Katherine Barnsley be delegated to assist the Acting President in her role as Women's Officer, with an extra stipend of up to 14 hours a week (21 hours a week total maximum).
3. That Lian Jenvey and Nelson Yin be appointed O-Week Organisers and their stipend be set at a maximum of 14 hours a week between them (split to be determined in consultation with the Acting President, or else 7 hours each) from this Council meeting until the end of Orientation week. These stipend hours are additional to their stipend hours as Queer Officer and Activities Committee Convenor.
4. That Policy Committee be empowered to appoint and stipend an Acting Convenor for the relevant period, but that Jodie be able to claim the stipend otherwise.
5. That Katherine Barnsley and Jodie Coleman be able to share the stipend for Vice President (maximum 21 hrs) in the period between Jenny Leong's return and the next Council meeting, and that Management Committee be empowered to decide upon the details of this.
6. That Management Committee be empowered to make any other decisions it feels necessary to allow for the absence of the President and Vice President during February.

Motion: *THAT the recommendations for Office Bearers for February 2007 proposed by the Acting President be accepted.* Moved: Anthony Kachenko. Carried.

9. Staff matters

- A document with SUPRA's responses to further questions from the NTEU was tabled. The Policy Adviser is now back from leave and we have requested a meeting with the NTEU to discuss the proposed restructure.

- We have hired a casual SAAO for 4 days a week for 6 weeks in January and February to assist with casework as the current SAAOs had a heavy caseload and other tasks also. This replicates what would normally happen in January with 3 combined SAAO/researchers – no committees and lots of casework.

11. Office Bearers' reports and stipends

A Draft Office Bearer report was tabled – written with equity officers particularly in mind. An old report of the Women's Officer was rewritten with the information put under those headings as a sample. There was discussion on the subject of stipend monitoring, as University Policy will require us to show how we monitor stipends – the SRC was asked to provide information on how they would do this.

Motion: THAT SUPRA adopt this draft, with an addition of hours claimed in the last period, as a basis for office bearer reports, to be amended as necessary. Moved: Katy O'Connor. Carried.

12. SUPRA Committees

(a) Motion: *THAT Councillors allocation to committees be confirmed in line with the revised Constitution as follows:*

<u>NAME</u>	-	<u>Office</u>	<u>Committees</u>
Araghi	Roozbeh	Vice-President	All
Bailey	Richard	Publications Officer/ Publications Convenor	All
Barnsley	Katherine	Women's Officer	Management, Policy
Beaupert	Fleur		Policy
Beggs	Mike		Policy
Clegg	Jack		Management, Policy
Coleman	Jodie	Policy Convenor	Management, Policy
Demirbag	Roni		Management
Doyle	Brian	Co-Indigenous Officer	
Jenvey	Lian	Queer Officer	Activities, Management
Jerram	Adrienne		Activities, Publications
Kachenko	Anthony	Treasurer	Management
Leong	Jenny	President	All
Lin	Rita (Bao Jun)	International Officer	Activities
Kelly	Nick		Activities
Nguyen	Hai		Activities
Noonan	Estelle		Publications
O'Connor	Kate		Policy
Oliver	Leona	Co-Indigenous Officer	Activities

Stewart	Emily		Policy
van Albada	Sacha		Activities
Whitecross	Rosemary	Secretary	All
Yin	Nelson (Yue)	Activities Convenor	Activities, Management

(b) Motion: *THAT Council accept the minutes of the Management Committee Meetings held on 19 December 2006, 3rd January and 9th January 2007.*

(c) Motion: *THAT Council accept the minutes of the Policy Committee Meeting held on 10th January 2007 with amendment (that Kirsten Harley was in attendance).*

Moved (en bloc): Katherine Barnsley. Carried.

13. Council and Committee Meeting Times

Motion: *THAT Publications and Activities Committees be encouraged to call a meeting in the next two weeks as suits the members of the committees and that the Secretary confirms that allocation of councillors to Committees is correct.* Moved: Roozbeh Araghi. Carried.

Next Meeting: Thursday 15th February at 6.00 pm

The meeting closed at 8.45 pm.