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GSA Stakeholder Engagement – Public Policy Engagement

Purpose

The purpose of this procedure is to explain how public policy positions of the GSA Students' Elected Representatives are to be developed and communicated to GSA stakeholders- Graduates and other bodies.

The procedure specifies the responsibilities and processes for:

1. Identifying the need for the policy position/or issues.
2. Researching and preparing the policy position/issues.
3. Authorising the policy position or recommendations to address the issues.
4. Communicating the policy position or submission.

Scope

This procedure covers positions on issues that affect graduate students at the University of Melbourne that may arise:

1. within the University of Melbourne's governance and operational structures;
2. in relation to statements, actions or policies made by local, state and federal governments;
3. in relation to statements or actions made by private companies or other not-for-profit organisations;
4. from the statements or actions of prominent individuals; or
5. from the values of GSA and the GSA Students' Elected Representatives (including GSA Board) in relation to matters of social justice and equity.

This procedure does not cover the development of policies and procedures that guide GSA's governance or operations, or the governance or operations of groups affiliated with GSA.

Procedure

Policy positions can be created either:

1. In response to statements, actions or policies of the University of Melbourne; local, state or federal governments; other private or not-for-profit organisations; or prominent individuals, or
2. As a proactive stance on ideological or practical issues.

GSA Board/ Representative Council Members or any relevant working group may identify the need for a policy position on a given issue and initiate the development and communication process. When the process is initiated by an individual representative council member/ GSA Board they must take reasonable steps to determine that the policy position is one that it is valid and appropriate for GSA as an

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organisation to adopt on behalf of the University of Melbourne's graduate students.

All GSA stakeholders may approach GSA Board or Representative Council with a request to develop a policy position. These stakeholders include, but are not limited to:

1. GSA staff members
2. GSA-nominated representative council members and other students nominated by the GSA Graduate Representative to fulfil representation roles
3. University of Melbourne graduate students

1. Research and prepare the policy position

Having determined the need for a new policy position, GSA Board will direct the Policy and Advocacy Team through the CEO and/or representative council to undertake research and preparation of the policy position, and present a draft to them for review and approval.

2. Authorise the policy position

The GSA Board will review the draft policy position and either authorise it or request the Policy and Advocacy Team and/or the representative council to make amendments to the position before authorising. The CEO will support the Policy and Advocacy team to undertake their work.

3. Communicate the policy position

3.1 Publishing on website. All authorised GSA public policy positions will be published in an accessible format on GSA's website

3.2 Communicating to stakeholders

Authorised GSA public policy positions may be communicated in mediums including, but not limited to:

1. In the body of a letter
2. Verbally by a recognised representative member or President of GSA
3. On GSA social media platforms
4. In student, University of Melbourne, or external media

Review and authorization

The policy is subject to GSA Board authorisation and its maintenance is the responsibility of the Policy and Advocacy Team or authorized to Representative Council Member. This policy should be reviewed and re-authorised at the completion of each strategic planning cycle.

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