

THE BURNLEY STUDENTS DEPARTMENT

Responsible Person:	Coordinator, Student Representation
Approval Date:	07/12/2022
Version:	2.0

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The Burnley Students Department

With a global focus on climate ever-increasing, UoM's Burnley Campus is at the forefront of hands-on sustainable environmental education, delivered with the tertiary excellence of one of the world's leading universities. The Burnley Students Department, also known as the Burnley Students Association (BSA) operate at this (not so) little botanical Garden of Eden. Throughout the year we hold events about growing green, eating green, living green, not to mention boosting Burnley Campus life. You'll see us running BBQs, collectives, workshops, Yoga, creative classes, and more! Once you visit our campus, you'll be green with envy, about how impressive our diverse urban sanctuary is.

Composition of the Burnley Students Department

The Burnley Students Department is composed of the following voluntary roles:

- One elected Campus Coordinator;
- Up to seven elected Committee Members; and
- At least one Collective, open to any students, as facilitated by the Committee.

The Aims and Objectives of the Burnley Students Department

It is the responsibility of the Burnley Campus Coordinator and Committee to ensure that the aims and objectives of the Burnley Students Department are upheld, through the means of events, projects, and/or campaigns implemented throughout their term. The aims and objectives of the Burnley Students Department include:

- a) to provide a suitable cultural, social, and sporting climate on campus and create opportunities for, and encourage, the development of social interaction between Students.
- b) to provide for, protect and develop the interests of Students with regard to financial, social, educational, professional and welfare matters and encourage interest groups and clubs and societies on campus.
- c) to represent Students' interests in any matters as deemed necessary or desirable by the Department.
- d) to provide, or ensure the provision of, facilities and services for the academic support, professional education, refreshment, entertainment, recreation and convenience of Students.
- e) to occupy and operate premises, which will be a common meeting place and social centre for Students.

- f) to assume other such responsibilities and organise and direct such activities as may be deemed appropriate for giving expression to the interests of the Department, or for carrying out any of the objects aforesaid.
- g) to be represented within UMSU and to cooperate with the Departments of UMSU and contribute to the specified aims and objectives of UMSU.
- h) to afford a recognised means of communication between students and the authorities of the campus, University, the community at large and other organisations of students.

The Burnley Campus Coordinator

Roles and Accountability of the Burnley Campus Coordinator

The Burnley Campus Coordinator must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the Burnley Students Department and the decisions of the Burnley Students Committee. The Burnley Campus Coordinator is accountable to, and subject to the direction of, the Burnley Students Committee and Students' Council. The Coordinator must provide support and resources for their Committee and the Students' Council over the course of their term. All Officers must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* (AIR Act) and the requirements of the Australian Charities and Not-for-profit Commission (ACNC), including the ACNC Governance Standards. The Burnley Campus Coordinator must exercise reasonable care and diligence in carrying out their duties as a member of Council as well as all additional duties arising from their Office.

Duties of Officer

The Burnley Campus Coordinator has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing training throughout their term.
- In conjunction with the Burnley Students Committee, prepare and implement the departmental budget for their year in office.
- Engage in a courteous and respectful manner with members of Council, their Committee, and UMSU staff.
- Ensure they are accessible to students for a reasonable proportion of hours each week, with availability indicated on their office door and the UMSU website.
 - A reasonable proportion of hours being approximately 12.5 hours per week
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Ensure any Burnley Department publications are compliant with the standards set out in the *Publishing Regulations, Student Media Policy, and Social Media Publishing Policy and Procedure*.
- Liaise with other UMSU Departments and student organisations to further the interests of students and the betterment of UMSU activities.
- Maintain the Burnley Students Department web page with the actions and decisions made by the Burnley Students Committee
- Liaise with grant applicants and recipients at the direction of the Committee.

- Attend and prepare appropriately for all Students' Council and Committee meetings, including taking the time to read and consider all papers in advance.
 - Students' Council and the Burnley Students Committee both meet fortnightly within Semester and monthly during summer and winter breaks.
- Attend and prepare appropriately for all Office Bearer meetings scheduled by the General Secretary.
- Attend and prepare appropriately for meetings of any Student Advisory Groups (SAG) in which the Officer is a member, including reporting back to the Burnley Students Committee on any actions made.
 - See *Advisory Groups Policy* for list of SAGs, membership, and Terms of Reference.
- Attend, prepare appropriately, and facilitate where necessary, all Working Groups in which the Officer has either voluntarily committed, been directed by Committee or Students' Council, or is required by Regulation to participate.
- Facilitate the meetings of the Burnley Students Committee, including determination of meeting schedule, preparation and distribution of notice and papers, chairing of meetings, and the recording and publishing of minutes.
- Report in writing to each ordinary Students' Council and Committee meeting an accurate summary of their actions and achievements, a record of monies approved for expenditure, funds expended, and reporting on any conferences attended in their capacity as an Officer, since the previous report.
- Compile an annual report for the Students' Council and the Burnley Students Committee at the end of their term, summarising their actions and achievements throughout the year and relevance to the Department, an evaluation of the success or otherwise of events, projects and campaigns undertaken throughout the year, and any recommended Department actions to be considering for implementation by future Officers.
- At the end of their term, complete all handover duties reasonably required by the General Secretary.
- Act in accordance with the Council Charter at all times while in office.

If an Officer is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments will be made available.

Implementation

The Burnley Campus Coordinator is the heart of the Burnley Students Department, elected to be the executor of all things promoting the campus experience for Burnley

Students. Collaborating with their Committee, Students' Council, other Departments, and external organisations, the Burnley Campus Coordinator will spend their term implementing the aims and objectives of the Burnley Students Department through means of events, projects, and/or campaigns. They will fulfil their fiduciary duties as an elected representative by acting honestly, in good faith, and through acting in the best interests of UMSU to the best of their abilities. The Coordinator will also uphold their obligations to the UMSU Constitution and good governance practices through facilitating regularly scheduled committee meetings, responsibly managing their department budget, and reporting back on their activities to the Committee and Students' Council meetings. The Burnley Campus Coordinator will also assist their Committee in fostering and resourcing any Collectives existing within the Department. Finally, the Burnley Campus Coordinator above all will be, to their best capacity, accessible and available to students, and act in good faith as their elected representative.

Time Commitment & Recognition of Services

The Burnley Campus Coordinator is expected to be accessible to students for a reasonable proportion of their weekly hours, as well as making themselves available for their commitments during semester times, including:

- Students' Council Meetings (fortnightly);
- Burnley Students Department Committee Meetings (fortnightly);
- Officer Bearer Meetings (fortnightly);
- All scheduled training;
- All scheduled meetings of any Working Groups of which they are a member;
- All scheduled meetings of University committees of which they are a member;
- All events, campaigns, collectives, and/or projects in which they are coordinating;
- and
- General administration work in maintaining the Department.

In recognition of these services and activities, Officers are awarded an honorarium, as set by Students' Council. The honorarium is an *ex-gratia* payment, i.e., an honorary reward for voluntary services. For 2024, the honorarium was set at **\$26 836** for an Office held individually, with the Burnley Campus Coordinator receiving 50% of the set honorarium for their part-time position. Students' Council is responsible for reviewing honoraria as part of its annual budget process. Upon completion of their term, all UMSU elected representatives are also eligible for a Melbourne Plus digital credential.

[Melbourne Plus](#) is the University's program for recognising your participation in co-curricular activities and the capabilities you develop through them. Serving as an elected

student representative is eligible for recognition through Melbourne Plus as it helps students develop their capability in *People Leadership*. When students have completed their terms, they will have the opportunity to reflect on how their time at UMSU helped develop this capability; and will receive a digital credential that is verified by the University of Melbourne. This credential can be shared across networks and students may use it, along with the reflection piece, to demonstrate and articulate their capabilities in the future.

Burnley Students Committee Members

Composition of the Burnley Students Committee

- a) There is a Burnley Student Department, which consists of the Burnley Campus Coordinator and Committee.
- b) The Burnley Student Committee must have the following voting members:
 - i. Campus Coordinator; and
 - ii. Seven general representatives, of whom at least half, rounded up must be Women. If at least this number of candidates are not Women, those places not filled by Women may be filled by other candidates.

The Burnley Students Committee must comprise of Members of UMSU who are enrolled in a higher education course at the Burnley Campus. The Committee is elected by all enrolled Students who are enrolled in a higher education course at the Burnley Campus.

Roles and Accountabilities of Burnley Students Committee Members

The Burnley Students Department has a Committee, known by the name of its Department. The Burnley Students Committee must consist of the representatives elected, appointed, or co-opted to the Burnley Students Department. The Burnley Students Committee is responsible in the relevant area of activity to which the Committee relates for, in this case being promoting the campus experience for Burnley Students. The role of the Burnley Students Committee includes:

- i. Setting the direction of the Department
- ii. Developing Department Policy
- iii. Developing and administering the Committee's budget and finances
- iv. Overseeing grants to Students
- v. Encouraging Student discussion of, and participation in, activities relating to the Department
- vi. Fostering, resourcing, and consulting a Collective corresponding to the Department which, unless restricted elsewhere, is open to all Students
- vii. Direction of the relevant Officer
- viii. Implementing the purposes of UMSU, and
- ix. Implementing the aims and objectives of the Department.

The Burnley Students Committee, whilst responsible for determining Policy and making decisions relevant to the Burnley Students Department, is subject to Students' Council. The Students' Council has overall responsibility for UMSU and ultimate decision-making

power, however, may, to the extent consistent with the Purposes of UMSU, have due regard to the decisions and/or recommendations of the Burnley Students Committee regarding relevant determinations. All Committee Members must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* and the requirements of the ACNC, including the ACNC Governance Standards. The Burnley Students Committee must exercise reasonable care and diligence in carrying out their duties.

Duties of Committee Members

In addition to upholding the aforementioned responsibilities, each member of the Burnley Students Committee has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- In conjunction with the Burnley Campus Coordinator, prepare and implement the departmental budget for their year in office, ensuring that the financial affairs of the Department are managed responsibly.
- Engage in a courteous and respectful manner with members of the Committee.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Provide direction to their Officer towards the fulfilment of the Department's area of activity.
- Hold the Burnley Campus Coordinator accountable to their obligations as Office Bearer.
- Attend and prepare appropriately for all Committee meetings, including taking the time to read and consider all papers in advance.
 - The Burnley Students Committee meets fortnightly within Semester and monthly during summer and winter breaks. Preparation and attendance of these committee meetings can range from 2-5 hours per fortnight.
- Elect representative(s) from the Committee to attend any Student Advisory Group (SAG) meetings in which the Burnley Students Department requires representation, as outlined in the *Advisory Group Policy*.
- Act in accordance with the Council Charter at all times while in office.

If any Committee Member is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments will be made available.

Implementation

The Burnley Students Committee is the body of the Burnley Students Department, elected by the students, for the students to represent all things regarding students enrolled into a course at the Burnley Campus. Committee members will find themselves meeting regularly throughout the year with the Department Officer to make decisions around what events, projects, and/or campaigns the Department will run. Committee members should be familiar with the UMSU Regulations & Policies when making any decisions or actions, and act in UMSU and the Department's best interests at all times. The Committee will also foster and resource any Collectives existing within the Department. Finally, it is up to the Committee to ensure that the direction and activities of the Burnley Students Department fulfil the Department's aims and objectives, to ensure that students on-campus get the fullest benefit the Department has to offer.

Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Statement Enacted		07/12/2022
Language amended	2, 5, 6, 9, 16	11/10/2023

Declaration

I acknowledge that I have read, understand, and agree to the role and responsibilities of my position as outlined in this document, and consent to act in the capacity of an elected representative of UMSU with effect from the date of my appointment or election.

I have read and agree to comply with the UMSU Constitution.

I have read and agree to comply with the UMSU Council Charter.

I have read and agree to comply with the Policies and Regulations of UMSU.

Elected Representative's Signature		Name	
		Date	