

# THE SOUTHBANK STUDENTS DEPARTMENT

<b>Responsible Person:</b>	Coordinator, Student Representation
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## The Southbank Students Department

The Southbank Students Department represents students studying at the Southbank campus of the University of Melbourne. We host events such as a fortnightly free BBQ, social events, engaging conversations, and run campaigns to shed light on issues affecting students at our campus. You'll find this department also running initiatives to promote Southbank student creativity, provide performance opportunities, fund creative opportunities and more! The Southbank Students Department also publishes the *UMSU Southbank Guide to Student Life* which contains everything Southbank students need to know in order to survive studying at Southbank. The Southbank Office consists of 1-2 Coordinators, as well as an Activities and Education Officer. Together, this team tackles everything to do with improving the Southbank campus experience socially and academically for all students enrolled in courses at the Southbank campus.

### Composition of the Southbank Students Department

The Southbank Students Department is composed of the following voluntary positions:

- One or two elected Campus Coordinators;
- One elected Southbank Education Officer;
- One elected Southbank Activities Officer;
- One elected voting representative on the Students' Council;
- 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 Southbank Students Department

It is the responsibility of the Southbank Campus Coordinator(s), Activities Officer, and Education Officer to ensure that the aims and objectives of the Southbank Students Department are upheld, through the means of events, projects, and/or campaigns implemented throughout their term. The aims and objectives of the Southbank Students Department include:

- a) to provide a suitable cultural and social 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 Southbank Officers

### Roles and Accountability of the Southbank Campus Coordinator(s), the Southbank Activities Officer, and the Southbank Education Officer

The Southbank Campus Coordinator(s), Activities Officer, and Education Officer must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the Southbank Students Department and the decisions of the Southbank Students Committee. The Southbank Coordinator(s) and Officers are accountable to, and subject to the direction of, the Southbank Students Committee and Students' Council. The Coordinator(s) and Officers must provide support and resources for their Committee and the Students' Council over the course of their term. All 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 Southbank Campus Coordinator(s) and Officers 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 the Officers

The Southbank Campus Coordinator(s), Activities Officer, and Education Officer of UMSU each 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 Southbank 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 per Office being approximately 25 per week, where held solely by one Coordinator, or 15 hours per week per joint Coordinator, and 15 hours per Activities & Education Officer.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.

- Ensure any Southbank Students 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 Southbank Students Department web page with the actions and decisions made by the Southbank 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 Southbank 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 Southbank 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 Southbank Students Committee, including determination of meeting schedule, preparation and distribution of notice and papers, chairing of meetings, and the recording and publishing of minutes.
- Each 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.
- Each compile an annual report for the Students' Council and the Southbank 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 of will be made available.

## Implementation

The Southbank Campus Coordinator(s) and Officers are the heart of the Southbank Students Department, elected to be the executor of all things regarding improving the campus experience for Southbank Students. Collaborating with their Committee, Students' Council, other Departments, and external organisations, the Coordinator(s) and Officers will spend their term implementing the aims and objectives of the Southbank 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 Coordinators(s) and Officers 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 Coordinator(s) and Officers will also assist their Committee in fostering and resourcing any Collectives existing within the Department. Finally, the Coordinator(s) and Officers 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 Southbank Campus Coordinator(s), Activities Officer, and Education Officer are 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);
- Southbank 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 2023, the honorarium was set at **\$26 836** for an office held individually, such as the Office of Southbank Campus Coordinator, with Coordinators holding an Office jointly being remunerated 60% of the set honorarium each. The Southbank Activities Officer and the Southbank Education Officer are each remunerated 60% of the set honorarium. 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.

## Southbank Students Committee Members

### Composition of the Southbank Students Committee

- a) 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;
- b) The student or students holding the position of Creative Arts Officer as established by Rule 6.3(b) of the Constitution will be ex-officio and non-voting members of the Committee; and
- c) The Southbank Students Campus Coordinator(s), Southbank Activities Officer, and Southbank Education Officer as non-voting representatives.

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

### Roles and Accountabilities of Southbank Students Committee Members

The Southbank Students Department has a Committee, known by the name of its Department. The Southbank Students Committee must consist of the representatives elected, appointed, or co-opted to the Southbank Students Department. The Southbank Students Committee is responsible in the relevant area of activity to which the Committee relates for, in this case being improving the campus experience for Southbank Students. The role of the Southbank 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 Southbank Students Committee, whilst responsible for determining Policy and making decisions relevant to the Southbank 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 Southbank 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 Southbank 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 Southbank 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 Southbank 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 Southbank 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 Southbank 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 Southbank 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 Southbank Students Committee is the body of the Southbank Students Department, elected by the students, for the students to represent all things regarding students enrolled into a course at the Southbank 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 Southbank 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.

<b>Elected Representative's Signature</b>		<b>Name</b>	
		<b>Date</b>	