

# Submission

to

Senate Employment, Workplace Relations and Education  
Legislation Committee

## **Inquiry into the provisions of the Higher Education Support Amendment (Abolition of Compulsory Up-front Union Fees) Bill 2005**

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# **Inquiry Into the Provisions of the Higher Education Support Amendment (Abolition of Compulsory Up-front Student Union Fees) Bill 2005**

## **Preamble**

This submission will address the two questions that the committee has adopted as its terms of reference. A simple, but accurate, answer to the question about the likely effect of the proposed legislation on the provision of student services is that all the services currently provided by UMPA will disappear as of 1<sup>st</sup> January 2006. We believe it is important, however, that the committee is aware of the detail and complexity of these services, and the contribution they make to the university experience of postgraduate students at the University of Melbourne, and indeed to the institution itself. This is particularly pertinent when much of the so-called debate around the current bill has been a deliberately puerile one about the price of sausage rolls and whether single mothers benefit from the abseiling club.

For that reason, there follows a detailed account of what UMPA, the largest postgraduate student organisation in the country, actually does with the money that is collected from postgraduate students and (in part) passed on annually to UMPA.

## **Introduction to UMPA**

UMPA is the student union for postgraduates at the University of Melbourne. On 7th February 1994, UMPA became an incorporated association and at the same time was formally recognised by the University as an autonomous representative student organisation in University statute 15.3. (see Appendix 1)

This marked UMPA's transformation from an essentially voluntary organisation (with minimal paid part-time support, begrudgingly provided by Melbourne University Student Union) to a recognised legal entity with its own annual funding agreement, lease agreements and a mandate to be a provider of a range of academic, representative and support services for postgraduates.

UMPA made these achievements with the support of the then Vice Chancellor, Professor David Pennington. Professor Pennington was of the view that the Student Union was:

*"...undergraduate in its culture and its interests, whereas graduate students have different interests and needs. There were neither the people nor the focus to help students reach across the disciplines to share ideas and explore things at the graduate level. It seemed to me that a collegial environment would be a big plus for graduate students and the University."*

Professor Pennington's vision for a collegial environment included the establishment of the Graduate Centre. He had been *"concerned to improve the quality of the university*

*experience for graduate students”* and not only redress the lack of social facilities inhibiting cross-disciplinary interaction, but also the paucity of resources and facilities for research students to study, store their books, write up and subsequently, print their work. UMPA co-manages the Graduate Centre with the School of Graduate Studies.

As is the common practice at universities throughout Australia, all postgraduate students at the University of Melbourne are members of UMPA, unless they indicate at enrolment that they do not wish to be members. In 2004, there were 12,160 postgraduate students at the University (7,760.6 EFT). (Source: University Planning Office) Again as is common practice, the University collects an “Amenities and Services fee” from all students, and they are required to pay this irrespective of whether or not they have indicated their wish not to be members.

**This is an important point in the context of the expressed aims of the proposed legislation. The University of Melbourne, in common with all Australian and indeed overseas universities, sees a distinction between a general fee that all students are required to pay for the provision of services to all in their university community, and the membership of an organisation of students which should be, and indeed is, voluntary. Postgraduate students at Melbourne who do not wish to take part in the democratic representative processes of UMPA do not have to. But they are provided with access to all the services by virtue of paying their fee.**

The University projects that the 2005 income from the Amenities and Services fee will be \$12,683,826. The distribution in 2005, with the UMPA figure highlighted, is as follows:

<b>Service Area</b>	<b>Amount \$</b>
Childcare contribution	202,140
Administration charge	82,414
Student Personal Accident Insurance	135,655
Distribution to MUSUL [undergraduate student union] (includes approx. \$2m for the Interim Student Representation Committee)	7,588,011
Distribution to the Institute of Land and Food Resources campuses	286,712
<b><i>Distribution to UMPA (includes Graduate Centre allocation of \$38,510)</i></b>	<b><i>1,446,779</i></b>
Distribution to Melbourne University Sport	2,942,115
<b>Total Distribution of Amenities and Services fee income</b>	<b>12,683,826</b>

(Source: University of Melbourne Council Resolution on VSU 11-4-05)

In the rhetoric surrounding the various state and federal VSU bills and legislation over the years much has been made of the alleged use of students’ money to fund extreme political causes. There will be more on this matter later in the submission, but the UMPA

budget (Appendix 2) is an indication of the transparent and stringent budgeting and financial accountability process that student associations such as UMPA are required to go through in order to get access to the roughly 9% of the university's ASF income that comes to them.

The budget indicates how the \$1.44m annual budget goes to fund various services for members. As a subsection of a single line item in the "Secretariat" budget can be found the item "\$2,000: Voluntary Student Unionism Campaign". This is hardly surprising in a year when the whole future of the independently incorporated association is under threat, and it could not be reasonably argued by anyone that this represents squandering money on an extreme political campaign. As the budget shows, the vast majority of UMPA's income is returned to students by way of the provision of facilities and services. These are described in more detail in direct response to the Committee's first term of reference below.

## **The Likely Effect of the Legislation on the Provision of Student Services, and Related Consequences**

As has been noted, the key thrust of the proposed legislation is the outlawing of compulsory non-academic fees rather than the fictitious compulsory membership of student organisations. As funding from the Amenities and Services fee represents just over 90% of the UMPA budget, virtually all of UMPA's services would disappear were the bill to be passed. Below is the detail of the services and facilities currently provided to postgraduate students.

### **4. UMPA Organisation Structure**

There are four organisational units in UMPA – the Secretariat Group, the Advocacy Group, the Communications Group and the Facilities Group. Each of these groups reports on operational and organisational matters through a manager to the General Manager, who in turn is accountable to the elected Executive and to Council. Council Office Bearers are also assigned to each of these groups to work with staff to provide assistance, strategic direction and an evaluation of activities for consideration and review by Council. More will be said about the implications of the bill for democracy and representation later in the submission.

#### **4.1 Secretariat Group**

The Secretariat comprises the General Manager, the Administration Officer and the Financial Administration Officer. The Group is responsible for the financial administration, legislative and statutory compliance by UMPA, and provides the interface with and administrative support to Council. The Group manages the electoral processes for the Association, as well as funding, budget and lease negotiations.

#### **Postgraduate Groups Scheme**

In addition, the Administration Officer compiles and publishes UMPA News, the fortnightly email subscription newsletter and manages UMPA's Postgraduate Groups Scheme. The Postgraduate Groups Scheme provides on-going funding for groups of students organised around a department, faculty, centre, campus or other academic location. There are currently 49 groups affiliated to UMPA. Groups are eligible for \$900 to \$1200 per year and are granted funding for events or activities that are permitted within the terms of the Tertiary Education Act (Victoria). UMPA provided more than \$20,000 in total to postgraduate groups throughout 2004.

## **Student Initiatives Scheme**

The Administration Officer also administers the Student Initiatives Scheme which provides funds for students in academic locations where a postgraduate group does not yet exist. This scheme has funded postgraduate retreats, seminars, conferences and the publication of some postgraduate journals.

The Secretariat is also responsible for the provision of funds back to the University for Postgraduate Bursaries. UMPA has allocated \$12,000 for this purpose in the 2005 Budget.

## **Council Projects**

It should be noted that the first item of business to be addressed by the Council-Elect, before taking office on 1 January the following year, is the development of the strategic plan and the refinement and approval of the budget. This occurs in a relatively short period to meet the University's reporting requirements and consequently, only small incremental adjustments usually occur. However, it has become UMPA practice to allocate a substantive amount to the budgetary line item *Council Projects* to enable Council to resource new initiatives or Council activities not included in the budget. This year that amount is \$20,000.

## **4.2 Advocacy Group**

The Advocacy Group comprises the Advocacy Manager, full-time and part-time Research and Advisory Officers, and a part-time Advocacy Resources Organiser. The Advocacy Group also engages casual project staff on an occasional basis.

### **Casework**

UMPA's team of staff advisers provides independent advice and support to postgraduates, as well as researching issues affecting postgraduates. Casework includes support and advocacy at student disciplinary and appeals hearings. Common issues on which students seek advice include academic rights, administrative issues, assessment appeals, grievances, discrimination, sexual harassment issues, women's issues, international student issues, casual academic employment issues and academic supervision issues. Seeing so many postgraduates enables UMPA's advisers to identify trends and to inform, negotiate with, and lobby the University on necessary systemic changes. Further comment on this aspect of UMPA's work can be found in the discussion of related consequences following this outline of UMPA services.

## University Committee Representation and Research

According to the UMPA Inc. Constitution (see Appendix 3) Section 17 Clause (4):

*“The council determines who the postgraduate representatives on University committees shall be.”*

In order to fulfil this crucial role in maximising postgraduate student involvement in the decision making processes of the University, UMPA has established a Postgraduate Representatives Network (PRN). The extent of this network, and the vital role it plays in the governance of the University can be seen from the following table indicating the status of the postgraduate representatives on central University committees.

<b>University Committee</b>	<b>Postgraduate Representative Status</b>
Academic Board	President of UMPA
Academic Board Cultural Diversity Working Group	Mandarin speaking representative and Indigenous student representative
Academic Programs Committee	President of UMPA Nominee of UMPA President
Academic Programs Committee (Assessment and Students with Disabilities Working Group)	UMPA nominee
Academic Programs Committee (Indigenous Studies Subcommittee)	Centre for Indigenous Education nominee
Access and Equity Committee	Nominee of President of UMPA
Admissions Committee	UMPA nominee
Animal Welfare Committee	A postgraduate student appointed by the Chair of the Research Sub-Committee of the Planning and budget Committee on the recommendation of the President of UMPA
Australia and New Zealand School of Governance Committee	President of UMPA
Building and Estates Committee	Nominee of president of UMPA
Child Care Advisory Committee	Nominee of president of UMPA



Council	Postgraduate student elected annually by all postgraduate students
Cultural and Community Relations Committee	Nominee of president of UMPA
Environment Advisory Committee	Observer nominated by UMPA
Executive Committee	Student representative on council
Finance Committee	One member nominated by the Chairperson, in consultation with the President of UMPA
Human Research Ethics Committee	A postgraduate student appointed by the Chair of the Research & Graduate Studies Committee on the recommendation of the President of UMPA
Information Technology Users Committee	One postgraduate student representative of UMPA
International Students Consultative Committee	President of UMPA & two postgraduate student nominees of the president
Landscape Advisory Committee	UMPA nominee
Leadership Program Advisory Board	One postgraduate student
Legislation Committee	UMPA President or nominee
Libraries Committee	One postgraduate student
Lorna Stirling Estate Committee	One student who is a representative of UMPA appointed annually by council
Melbourne Scholarships Policy Committee	Nominee of President of UMPA
Melbourne University Private Committee	Nominee of President of UMPA
Occupational Health and Safety Committee	One student nominated by UMPA
Planning and Budgets Committee	President of UMPA
Postgraduate Programs Coursework Sub-Committee of Academic Programs Committee	Two representatives of UMPA nominated by the President of UMPA, preferable one from the Humanities and one from the Sciences

Quality Assurance and Accountability Committee	Nominee of UMPA president
Research and Graduate Studies Committee	Two representatives of UMPA nominated by the President of UMPA, preferable one from the Humanities and one from the Sciences
Research Higher Degrees Committee	Three students enrolled for a research higher degree of which at least one should be from a science based discipline, and at least one from a humanities or social science based discipline, nominated by UMPA
Research and Research Training Committee	Two students
Selection Procedures Committee	President of UMPA or nominee
Sports and Physical Recreation Committee	President of UMPA or nominee
Student Loans Fund and Bursaries Committee	Nominee of president of UMPA
Student Support Committee	President of UMPA & nominee of president
Teaching and Learning Quality Assurance (TALQAC )	President of UMPA & nominee of president
Teaching and Learning Quality Assurance Committee (Plagiarism Software Working Group)	UMPA nominee
Teaching and Learning Multimedia and Educational Technologies Committee (TELMET )	President of UMPA or nominee

Advocacy staff and office bearers work with the PRN to ensure that these positions, along with an even more extensive list of Faculty and Department committees, are filled.

UMPA also lobbies both state and federal governments on higher education issues, often with the national postgraduate peak body, the Council of Australian Postgraduate Associations (CAPA). In 2004, Advocacy staff made a significant contribution to three major UMPA submissions to government enquiries, on Adult Learning, on Unmet Demand for University Places, and on Student Income Support. This adds to the already substantive body of research papers and government submissions prepared by UMPA. Twenty-seven such papers are available to download at the UMPA web site ([www.umpa.unimelb.edu.au](http://www.umpa.unimelb.edu.au))

## **Seminar and Orientation Programs**

Advocacy also provides academic seminars “on demand”. In 2004 most of these were delivered away from the Parkville campus. A new orientation program for postgraduates was implemented in 2004 with the School of Graduate Studies and was attended by several hundred students in Semesters One and Two.

Although Advocacy staff members are not directly involved in revenue raising activities, they contribute indirectly through the development of content for “The Thesis Writing Guide” and the provision of postgraduate casework support for the VCA Student Union.

## **4.3 Communications Group**

The Communications Group is led by the Communications Manager and has staff and office bearers in three distinct student engagement areas – social, cultural and academic events; publications; and outreach services. The Communications Manager is supported by a part-time Communications Officer, a part-time Graphic Designer, a part-time Editor, a part-time Journal Editor, an Outreach Officer and a part-time Web Support Officer.

### **Events and Activities**

Events for the year begin with the welcome dinner for AusAID students and the orientation BBQ lunch on the lawns of the Graduate Centre and have included trivia nights, family events (Cinema on the Lawn), art exhibitions, and the annual Postgraduate Ball, daytrips around Victoria (including the Victorian Parliament and AFL football matches), and food and music nights.

Many of these events are provided free of charge to postgraduates or subsidised in part by the Communications Group budget. Where a fee is charged, there is frequently a distinction between members and non members. This year and in Semester Two of 2004, the Communications Group began experimenting with cost recovery charges with some interesting results. There is evidence to suggest that postgraduates were price sensitive on particular events and certain price points were a disincentive for participation. Many events are designed to attract participation by Postgraduate Groups. Apart from promoting cross-disciplinary interaction, part of the Postgraduate Group funding granted by UMPA is paid back to UMPA through the group members’ participation in UMPA events.

## **Publications**

UMPA publications include:

- The quarterly magazine *Postgraduate Review (PGR)*, mailed out to all postgraduate student members;
- *360 Degrees*, an all-round guide for postgraduates at the University of Melbourne. Available from UMPA Reception and via the UMPA web site;
- UMPA's *Thesis Writing Guide* which can be purchased at UMPA for \$2;
- *Traffic*, a refereed interdisciplinary postgraduate journal, available by subscription or from UMPA Reception for \$12.

(Copies of these publications are included in Appendix 4 of the hard copy submission)

Publications staff are also responsible for updating, reviewing and publishing web content, as well as supporting the design and editing of all UMPA publications, including the annual report, information brochures and campaign material.

## **Outreach**

The Outreach program provides services to postgraduates studying at non-Parkville locations. The program is delivered by the Outreach Officer who, together with UMPA Council members, attended and made presentations at 60 faculty and departmental inductions in 2004. Services included the delivery of UMPA's seminar program to non-Parkville locations and regular visits to campuses and locations across Victoria. In 2004, more than 30 visits were also made to metropolitan outstations, including the Peter MacCallum Cancer Institute, and the Royal Melbourne, Royal Children's, Austin Repatriation, St. Vincent's, the Alfred and the Northern Hospitals. The Outreach Officer meets with individuals and groups of students to discuss issues of concern regarding postgraduate study, and to relay information about the services and facilities available to students.

## **4.4 Facilities Group**

UMPA co-manages the Graduate Centre with the School of Graduate Studies. Through its ASF Capital Fund allocation, UMPA contributes to the improvement of the amenity, with furniture and equipment, refurbishment costs and to improvements in the Centre's infrastructure. With the ASF Recurrent Funding allocation, UMPA finances salary costs associated with the facilities management of the Centre.

The Facilities Group comprises the Facilities Manager, the Facilities Officer, the Reception and Administrative Assistant, the Building Services Officer, a part-time Publishing Centre Officer, and full-time and part-time IT Officers.

UMPA Reception provides thousands of students with assistance, information and referral, ranging from detailed information about University facilities to coordinating bookings for postgraduate events. Reception also processes applications for 24-hour

access cards to the Graduate Centre. There are now over 2,500 after-hours access swipe card holders.

The Graduate Centre has 70 carrel spaces, which can be used on a shared basis and which provide postgraduates with a computer and a room to study. The Facilities Officer administers the carrel allocation processes and ongoing liaison with carrel users. There were 179 such users last year. The Facilities Officer also administers the allocation of the 220 lockers in UMPA's care.

There are six meeting rooms of varying sizes in the Graduate Centre that postgraduates can book and use free of charge. In 2004, there were 1167 postgraduate bookings made with the Building Services Officer for such purposes as study groups, music recitals, meetings and seminars. Additional bookings were made by external users who were charged a fee. Such revenue is forwarded to SGS and contributes to the salary costs of the UMPA Building Services Officer. The SGS ASF allocation of \$38,510 is also earmarked for this Officer's salary costs. With incremental salary creep over the past few years, UMPA also contributes to the salary costs of this employee.

### **Graduate Publishing and Printing Centre**

UMPA's Graduate Publishing Centre computer lab provides postgraduates with round-the-clock access to Macs and PCs, along with scanners and graphics software. UMPA staff members are available to assist students in the use of these resources during office hours. UMPA's print room offers many services, including printing and binding students' documents on a cost recovery basis.

### **IT Initiatives**

With the assistance of SGS, UMPA IT staff members have also established a program of reformatting and selling used roll-out computers from the Graduate Centre to postgraduates. With the strong postgraduate interest shown, UMPA is intending to expand this program with the inclusion of faculty PCs. UMPA has also developed and floated a business proposal for a one-stop sales, leasing and repairs centre for student laptop needs. This service is currently not provided elsewhere in the University. UMPA is currently considering a partnership proposal with a service provider. IT staff members are also attempting to broker a business support partnership and service level agreement with the Graduate Union for its IT support.

### **Conclusion**

As we pointed out in the preamble, the simple but accurate answer to the question about the effects of the proposed VSU legislation is that all the services and facilities outlined above will cease to exist, along with the employment of the 19 staff who provide them. The withdrawal of funds from student associations will also mean, for example, that the funds can no longer be distributed to clubs and societies that are acknowledged by universities themselves to be an essential part of the campus experience. This will have a

particular impact on international students and on groups such as Queer students for whom it is essential that there are groups and spaces dedicated to their interests and needs.

It might well be argued that if the services are seen as an essential component of students' university experience, then the University will continue to provide them. There is the obvious question of where the University will find the \$12.68 million to replace the Amenities and Services fee revenue. The most obvious answer, in a context where the proportion of university income from student fees continues to rise, is that universities will increase course fees to make up the shortfall. This will be acutely felt by postgraduate students who have borne the brunt of a deregulated fee regime for the past seven years. An analysis of postgraduate coursework fees at the University of Melbourne shows an average fee rise of 61% from 2001 to 2005, with some course fees rising by over 100% in that time. All that is likely to happen for most postgraduates is that what they save in an Amenities and Services fee they will lose in an increased course fee.

The equity issues related to this are also important. As was shown in UMPA's recent submission to the Senate Inquiry into Student Income Support (see: <http://www.umpa.unimelb.edu.au/publications/umpareports.html> Paper No. 27) the living costs for student at the University of Melbourne are such that few students have much disposable income. The situation is particularly acute for APA scholarship holders who are expected to act as the equivalent of a full-time worker on just \$18,837. This illustrates just how risible is the notion that students will gladly pay for all the services they use, and will gladly fund the clubs, societies and activities they see as important. Those students who have independent sources of income, or who can be subsidised by wealthy parents may well be in a position to do so. But the majority of students, particularly postgraduate students who have passed the age of asking mummy or daddy for help, will not be in a position to pay anything other than their course fees and living expenses, and the moderate amount required in the Amenities and Services fee so that less well-off students are not discriminated against in service provision because of their inability to pay.

But more importantly, there is the question of independence and student control. While it may seem irrelevant who organises the subsidised social events and so on, the fact that it is done by students themselves (or professional staff implementing the decisions and directions of elected students) is the key point. From the practical point of view, student direction of student services leads to more appropriate service delivery. A perfect example is the position of Outreach Officer created at UMPA in 2003 following an extensive survey of the whole of UMPA's membership (see: <http://www.umpa.unimelb.edu.au/publications/umpareports.html> Paper No. 15). No such equivalent position exists at the University providing services to students who are based away from the main campus. The establishment of the Women's and Queer officer positions on UMPA council is also a result of student lobbying.

Only with fundamental student control over the spending of their money is there any chance of a truly democratic program of events and services that truly represent student interests as opposed to a patronising provision to students on whom are imposed the

responsibilities of adults but from whom are expected the choices of children.

## Discussion of Related Consequences

If the VSU bill is passed in its current form, all of the services and facilities detailed above are at risk. In addition, there are significant consequences for students and for the institutions themselves.

### Awareness of Rights

In 2004, the Victorian Ombudsman initiated an investigation into how student complaints were handled at Victorian Universities. In May 2005 the findings were published in the report “Review of Complaint Handling in Victorian Universities”. Page numbers for the quotations in the following discussion refer to page numbers in the report (available at: <http://www.ombudsman.vic.gov.au/welcome.htm>)

The investigation found that although there was knowledge of appropriate complaints handling procedures, and an understanding of the need for fairness and equity among senior staff at Victorian universities, this level of knowledge and understanding was not shared by staff lower down the university hierarchy – at the level where the actual decisions affecting students are typically made. As the report makes clear:

*“[It was clear that] many staff were not aware of students’ rights to appeal decisions. Staff had limited knowledge of the requirements of procedural fairness and students were rarely advised of their rights.”* (p. 13)

One of the key services provided by the Advocacy staff at UMPA is to advise students of their rights. This is done by the production of leaflets on topics such as Supervision and Intellectual Property and by the inclusion on UMPA’s website of advice on:

- [Supervision](#)
- [Appealing a Mark](#)
- [Taking Leave](#)
- [Unsatisfactory Progress](#)
- [Sessional Tutoring](#)
- [What is Academic Misconduct? \(Plagiarism\)](#)
- [Links to other Services](#)
- [Bullying Advice](#)

More frequently, this kind of advice forms part of most of the consultations Advocacy staff have with individual students.

If the VSU bill is passed, then there will be no Advocacy staff to provide this advice. In the context where complaints to the Victorian Ombudsman’s office have doubled in the



last 3 years, one outcome of the destruction of UMPA's Advocacy service might be that more and more complaints are taken directly to external agencies such as the Ombudsman or the state Equal Opportunity Commission.

## **Assistance with Complaint Resolution**

Alternatively, students may well simply give up and develop a resigned acceptance of wrong decisions and unfair treatment. The Ombudsman's investigation found that "*Postgraduate students appear more reluctant to complain than undergraduate students.*" (p 12)

Evidence given by some universities to the investigation suggested that very few complaints reach the highest levels of formal complaint resolution. This would be UMPA Advocacy staff's experience also. But it is questionable as to the reasons for this. As the report points out:

*"This is a desirable outcome if the informal resolution is genuinely accepted by all parties. It is not desirable if the complaint is withdrawn because of fatigue, frustration or stress."* (p 11)

It is rarely acknowledged that Advocacy staff (and staff with similar "students' rights" roles at other student organisations) play a significant role in ensuring that complaints are dealt with appropriately and that they are, whenever possible, resolved at low and informal levels. On occasion, UMPA Advocacy staff actually protect University decision makers from direct action by angry and frustrated students and channel their anger and frustration into the appropriate "procedures".

## **International Students**

The Ombudsman's report notes that "*International students appear reluctant to make complaints.*" (p 12) There may be many reasons, including cultural factors, for this. Again, Advocacy staff play a vital role in advising students of their rights and guiding them through the labyrinthine procedures to ensure that their rights are maintained. This is particularly pertinent in the context of the Educational Services for Overseas Students Act 2000 (the ESOS Act). The "National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students" (the "National Code") requires, under Section C Clause 45:

*"The registered provider must have in place appropriate support services and be able to demonstrate the advice provided to intending overseas students on these services. These must include appropriate arrangements for **independent** grievance handling/dispute resolution, which are inexpensive and include a nominee of the student if the student so chooses."* (The National Code p 12; our emphasis)

It is arguable that the provisions of the latest VSU bill would be in direct conflict with the ESOS legislation and the requirements of the National Code.

**There is a fundamental point to be made here about the independence of advice and advocacy – an independence that will cease to exist from January 2006 if the current VSU bill is passed. As with all other student services, it is not possible by definition for there to be an independent advice, information or, most importantly, advocacy service provided by a member of staff employed by the institution against which the student has a grievance. If the current VSU bill is passed, all independent advice and advocacy services at Australian universities will cease to exist. In the propaganda promoting the bill, it has been argued, on a simplistic user-pays philosophy, that students will gladly pay for the services they need. This is preposterous in the case of independent advice and advocacy, as the following case study shows.**

### **Case Study**

An international postgraduate student lodged a grievance with the Victorian College of the Arts (affiliated with the University of Melbourne and provided with advocacy services by UMPA). Staff at the VCA student union assisted the student with the stages of the grievance procedure up to the final “review panel” at the VCA. As the student was not satisfied with the outcome, their final avenue of appeal using internal university procedures was to the Academic Board. For this they were referred to the Advocacy Manager at UMPA. The Advocacy Manager assisted the student with the preparation of the case, with the lodging of the appeal and with the presentation of the case at the Academic Board hearing.

The Advocacy Manager’s summary of his involvement in the case shows that it involved:

- Analysis of 152 pages of relevant documentation, including federal legislation and ministerial guidelines as well as the internal procedures of the VCA and the University
- 12 separate e-mail exchanges
- 4 telephone calls
- 3 face-to-face meetings
- An Academic Board hearing lasting an hour

The Manager estimates that the commercial costs (based on a common professional rate of \$140 per hour) for this degree and extent of assistance from someone with the commensurate level of professional qualifications and experience would have cost the student in the range of \$1,800 to \$2,000: almost 5 years’ worth of so-called “student union fees”. That would cover the work involved in taking the case to the Academic Board and would not cover the earlier work done in assisting the student to take their issue through the various stages of the VCA grievance procedures. The Manager points out, however, that this is based on the assumption that such advocacy services would exist in the absence of student union advocacy staff. None exist at the moment. The only comparable assistance currently available would be provided by legal firms. On the one hand, they would charge considerably more (approximately \$3,500 for the above case, based on the Advocacy Manager’s enquiries); on the other hand, the University of

Melbourne internal procedures explicitly exclude professional legal representatives from assisting and advocating for students.

## **Systemic Issues**

The Victorian Ombudsman's report noted that:

*“Our common experience is that universities often fail to recognise the value of complaints to management as part of system improvement.”* (p 2)

The University of Melbourne has a general student grievance procedure as well as a separate grievance procedure for PhD students. In addition, the Victorian College of the Arts, for which UMPA also provides advice and advocacy services, has its own student grievance procedure. For each of these three sets of procedures, the final option for internal appeal is to the Academic Board of the University. In its description of the Academic Board hearing process, the University's student grievance procedure states:

*“The Academic Board appeals committee may endorse the Stage 2 findings in relation to the grievance or determine an alternative resolution. **It may also initiate an internal review of procedures relating to the academic or administrative subject of the grievance.**”*

(Student Grievance Procedures clause 5.17; our emphasis)

It is often the case that a student grievance centres on a particular decision made by academic or administrative staff but also highlights a systemic failure in the area of department policy or procedure, as is illustrated by the following case study provided by one of UMPA's Advisers.

### **Case study**

Recently an Academic Board panel directed a Faculty to change policy within their department due to a student complaint. It was deemed that the policy was grossly disadvantaging postgraduate students, in particular a group of students who had excellent proven research ability and had completed degrees to a very high standard at other institutions. As a consequence of this disadvantage both the students who had issue with the policy were so upset they were planning to leave the University and apply to study elsewhere.

The two students whom this policy affected spoke to a range of University staff employed at different levels of responsibility. While staff were sympathetic to the plight of the students and disagreed with the policy, they were unable to assist the students other than providing them with information.

Due to the lack of formal support from the university both students came to UMPA for advice. The independent advice and support they received enabled them to further their complaints in a timely and effective manner using the Universities grievance procedure. Both the students were successful in their complaints, and in one case the Academic Board has directed the Faculty to change its policy completely.

Had these students not had the support and advice of an UMPA employee they would almost certainly have left the University in outrage. Although many people employed by the University were in support of the students they were powerless to assist them. Therefore an independent advisory service is essential for keeping the University system fair and just and for highlighting areas where improvements can be made.

Not only does UMPA provide an essential service in ensuring that individual students' rights are upheld, it provides an equally valuable service to the University and all potentially affected students in highlighting systemic weaknesses and ensuring that steps are taken to rectify them.

**This illustrates a fundamental weakness in the current VSU bill and in the rhetoric and ideology that are used to support it. It is simplistic to look at services as applying only to individuals and from that to argue that those “interested” individuals will gladly pay for appropriate services. If UMPA assists a student to lodge and pursue a grievance, that grievance is upheld, and change is also made to the policy that led to the initial grievance, then the whole community of postgraduate students has benefited. They have all paid their Amenities and Services fee, and although they have no knowledge of or personal interest in the particular grievance, they have derived a benefit. They have made a small individual contribution for the good of the group. This basic principle of living in a society is further illustrated in the following example.**

The University of Melbourne has for some time had a policy on infrastructure support for research students (<http://www.research.unimelb.edu.au/postgraduate/infrastructure.html>). It became clear from the casework of UMPA Advisers in 2003 that there was some general concern about the lack of infrastructure support for postgraduate coursework students. The issue was taken to UMPA's Policy and Research committee which requested UMPA staff to carry out some research in this area. The research revealed a patchy and at times inadequate pattern of infrastructure support. The research report was presented to the University and the result was the development, in 2004, of a policy on infrastructure support for postgraduate coursework students akin to that for research students (see the above url). The University also allocated significant funds in the 2004 budget for the improvement of such infrastructure.

## Record Keeping

Another way in which UMPA benefits the University and assists it to address systemic weakness is by its detailed record keeping. It may seem that an obvious way to develop awareness of general issues is for an institution to keep records of complaints and grievances and to identify trends, patterns and areas of general concern. Statutory bodies such as the Equal Opportunity Commission Victoria, for example, publish annual statistics on the types of complaints lodged. The Victorian Ombudsman, however, found that Victorian universities: “...*lack comprehensive centralised record keeping.*” (p 2)

UMPA, on the other hand, does maintain casework statistics. These show, for example, that over the period 1996 to 2004, UMPA Advocacy staff saw 2860 students and 31.8% of students who sought advice from UMPA had some concern about “supervision”. This is not to say, of course, that there were over 900 *complaints* about supervision. It does illustrate, however, that supervision is central to the university and academic experience of many UMPA members. This detailed record keeping allows UMPA to identify any particular trends or patterns within the questions, concerns and so on that students have, and that means that systemic as well as individual issues can be addressed.

## The Matter of Representation and Democracy

As an independent incorporated association, UMPA has a written constitution approved by both the relevant state body and by the University. In common with almost all student union organisations in Australia and overseas, it conducts annual elections. In UMPA's case, the returning officer is always from the Australian Electoral Commission. In September each year, elections are held for 17 of UMPA's 19 councillors. At the same time, the election is held for the postgraduate representative on University Council. At the Annual General Meeting (the details and conduct of which are governed by relevant state legislation) a further 2 councillors are elected. From the elected councillors, 9 Office Bearers are elected. Immediately following the elections for Office Bearers, there are elections for 4 Executive members who, along with the President, Vice-president and General Secretary form the UMPA Executive. Council establishes a Strategic Plan (see Appendix 5) and approves UMPA policy. More detailed work for the implementation of the Strategic Plan comes from the initiatives of Office Bearers and from several key committees whose only voting members are postgraduate students.

The above detail is important to illustrate the essentially democratic and representative nature of this particular student organisation. In the promotion of so-called Voluntary Student Unionism and associated past legislation and bills, much has been made of the argument that a minority of "extreme" political students abuse the funds contributed by the moderate or disinterested many. It is a feature of representative democracy, of which UMPA is but one small example, that electors entrust their elected representatives with the spending of their money. If the disinterested find particular spending items objectionable, their solution is to get interested and to lodge their objection at the ballot box. Alternatively, at UMPA at least, they can become involved in the committee structure and have a direct say in the spending of student money allocated to that committee's area of interest. At least with student organisations, the opportunity to express views at elections happens more frequently than it does at federal, state or local elections. Moreover, as has already been shown (see the UMPA budget in Appendix 2), the funding relationship with the University, and the stringent budget and accounting processes that are required in order to secure funding from year to year, mean that it is virtually impossible for student money to be siphoned off to support "minority" or "extreme" causes.

Contrary to the supporting rhetoric, the current VSU bill is actually anti-choice and anti-democratic. It is often argued that "voluntary student unionism" is an expression of the freedom of association provisions of various international instruments. This is deliberate sophistry and the deliberate co-option of internationally supported principles to bolster a piece of legislation that is irrelevant in its ostensible objectives and sinister in its real ones. Amendment 19-37 (1) (a) of the bill (a higher education provider must not require a person to be or become a member of an organisation of students) is nothing to do with freedom of association. It is simply another way of expressing the freedom of **disassociation** that already applies in most Australian universities. The actual system that ensures freedom of association is the one currently in place.

Freedom means nothing if people do not have the resources or capacity to exercise that freedom.

The collection of a general fee from all students that is pooled and distributed to ensure a variety of clubs, societies, facilities and amenities means that there is actually something at Australian universities that students are free to associate with. This is because each member of the university community contributes a small amount so that a variety of choices can be made available to all. They can all withdraw from membership of the general students' association, and cede their democratic and representative rights, now. If the bill is passed in its current form, the freedom of association that its supporters so loudly boast as one of their principles will be a meaningless concept for all Australian students.

## Experience of Universities and Students Where Legislation Has Been Adopted to Regulate Student Unions

UMPA assumes that other student associations and peak bodies such as the National Union of Students (NUS) and the Council of Australian Postgraduate Associations (CAPA) will contribute to a comprehensive account of what happened in Victoria and Western Australia following the introduction of their version of “voluntary student union” legislation in the 90s. It is worth quoting from an NUS paper, however, to indicate how the push to an extreme form of VSU is such a recent phenomenon and reflects an ideology and rush to draconian legislation that is not evidenced anywhere else in the western world with similar higher education systems and organisations of students. The opening paragraph of the NUS paper “A History of Anti-Student Organisation Legislation in Australia” (NUS December 2004) reads as follows:

*“In 1906 the University of Melbourne became the first Australian university to charge an annual compulsory levy on students for campus activities other than tuition. This became general across Australian universities by the 1920s. Typically it was the students themselves who banded together to push the universities into levying a small fee to create a student life on campuses beyond lectures and laboratories. Soon they also wanted to have a voice on faculty and university bodies which led to the creation of Student Representative Councils. For five decades there was bi-partisan support (ALP and Conservative) for the principle of automatic membership to student organisations. Governments were quite happy to leave the operation of student organisations up to the universities. Like their counterparts at other good international universities such as Oxford, Cambridge, Princeton and Columbia the universal levy was seen as part of getting a well rounded education.”*

During the 70s and 80s there were several legal challenges by individuals to the charging of the compulsory non-academic fee on various grounds. None of these had any success in either exempting any individual student from paying the fee or in changing the system that sees universities charging the fee as a condition of enrolment.

In 1994 the West Australian Liberal government enacted its version of VSU legislation which prevented the collection of a general fee. The impacts of this will no doubt be dealt with in detail in submissions by relevant organisations.

In Victoria, the Liberal government of Jeff Kennett introduced the Tertiary Education Amendment Act 1994. Its three main provisions were:

- It allowed the collection of a “compulsory non-academic fee”
- It prohibited **automatic** membership of student organisations
- It listed those “services” that the fees could be spent on

This may seem a more pragmatic option than the one pursued in Western Australia (and indeed the even more punitive version in the latest federal bill), although the political



intent is evident in the prescribed list of activities which was designed to prevent any political activity hostile to the government.

The regulations required universities to negotiate funding agreements with student organisations, and to provide an annual report to the state government on how the money had been spent, to ensure compliance with the Act. The list of prescribed activities was later expanded slightly by the Kennett government.

The Labor government of Steve Bracks elected in 1999 did not repeal the Act but amended it (and finally replaced it with the Tertiary Education Act 2000) which had two main provisions:

- It allowed the charging of a compulsory non-academic fee providing it was used to fund services or activities “of direct benefit to the institution or students at the institution” (ie the prescribed list was replaced by this directive)
- It required universities to provide a mechanism to students at enrolment by which they could opt out of membership of the student organisation

This is the legal framework under which UMPA now operates. In order to secure the roughly 48% of Amenities and Services fee income collected from postgraduate students, there are stringent and transparent budgeting processes required of the elected council of UMPA. Funds are transferred only when the University is satisfied with the details of the budget. In essence, since 1994, Victorian universities have been turned into the watchdogs of the state government in order to protect the state government from political dissent.

Although the Victorian model of Voluntary Student Unionism might seem relatively benign, it fails the key test of principle that underpins UMPA’s objection to the latest federal bill and to any VSU legislation proposed or enacted anywhere in Australia. That principle is the principle of independence. Legislation such as that in Victorian represents appallingly pusillanimous and patronising behaviour towards people who in other contexts governments are happy to portray as future commercial, civic and political leaders of their country. Any democratic country worth the name should welcome dissent as a legitimate challenge to prevailing ideology. It should have a system of education that encourages political and social enquiry and that provides the financial and support framework where such enquiry can be carried out.

UMPA, therefore, does not support the so-called “compromise model” represented by VSU legislation like the Victorian Tertiary Education Act, or by the various compromises that would see fees being allowed for sport, for “services” and the like but being disallowed for “political” activity. UMPA supports a democratic representative model of student unions funded by a small contribution from each for the benefit of the many where the students who provide the funding have direct control over the distribution and spending of their money.



# Appendix 1: University of Melbourne Statute 15.3

## STATUTE 15.3 - UNIVERSITY OF MELBOURNE POSTGRADUATE ASSOCIATION INCORPORATED

### Recitals

1. Statute 15.1 recognises Melbourne University Student Union Incorporated ("The Student Union") as a student organisation of the University subject to the provisions of Statute 15.1
2. University of Melbourne Postgraduate Association ("UMPA") was an unincorporated association which was the representative body of the University's postgraduate students affiliated to the Student Union under the provisions of the Student Union constitution.
3. By Heads of Agreement dated 26 October 1993 the University, the Student Union and University of Melbourne Postgraduate Association agreed that upon the incorporation of UMPA under the Association Incorporations Act 1981 the University would amend its statutes to take into account and recognise the separate existence of UMPA for the limited purposes set out in the Heads of Agreement.
4. University of Melbourne Postgraduate Association Incorporated ("UMPA") was incorporated under the Associations Incorporations Act 1981 on 7 February 1994.

### Recognition of UMPA

15.3.1 (1) For the purposes of this statute-

"**postgraduate student**" means a student undertaking a masters degree, a doctoral thesis, a postgraduate diploma, a graduate diploma or a graduate certificate;

"**academic postgraduate matters**" means any matter of policy and practice relating to degrees, certificates and diplomas undertaken by postgraduate students at the University including, but not limited to, enrolment, assessment and student progress.

- (2) The Council hereby recognises **UMPA** as a postgraduate student organisation of the University and, for so long as the Council, after considering **UMPA's** constitution and the role of other student organisations it recognises, is of the opinion that **UMPA** remains capable of representing the postgraduate student body of the University and is satisfactorily carrying out all of the obligations imposed on it by any agreement with the University, this statute or by any Act, the Council will continue to recognise UMPA.

### Termination of recognition

15.3.2 Where the Council forms the opinion for whatever reason that UMPA should cease to be recognised, the privileges provided by this statute are terminated.



APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>RECEIPTS</b>						
301 300	1,249,665	937,249	1,318,442		1,318,442	UMPA receives a set percentage of the Amenities & Services Fee paid by all students.
301 302	38,510	28,883	38,510		38,510	A flat amount from the ASF pool for Graduate Centre expenses. Jointly administered by UMPA and SGS. Mainly pays for Building Services Assistant.
301 303	89,986	67,490	89,827		89,827	ASF income that can only be spent on capital items (e.g. furniture, computers).
	<b>1,378,161</b>	<b>1,033,622</b>	<b>1,446,779</b>		<b>1,446,779</b>	
<b>Grants &amp; Sponsorships</b>						
302 306	25,000	25,000	25,000		25,000	Grant from University of Melbourne for production of Traffic journal, not guaranteed for 2005
302 308	3,000	3,000		3,000	3,000	Agreement with VCA to provide services to VCA postgrads.
<b>Other Receipts</b>						
304 322	200	43		200	200	UMPA receives a percentage of income from vending machine in Graduate Centre.
304 324	13,000	11,877	13,000		13,000	Bank interest from UMPA's accounts with National Australia Bank and the University.
304 326		70				
304 328		227				
<b>Deep Dish Cafe &amp; Bar</b>						
370 701	66,000	3,909		66,000	66,000	UMPA receives a percentage of gross sales as one component of Deep Dish rent (on top of fixed component below). The result of the two rent components is that UMPA receives 13% of Deep Dish sales.
370 710	64,000	49,500		64,000	64,000	Fixed component of Whities rent, as above.
370 715						
						*Awaiting sales advice for last two quarters
<b>TOTAL RECURRENT RECEIPTS</b>	<b>1,459,375</b>	<b>1,059,758</b>	<b>1,394,952</b>	<b>133,200</b>	<b>1,528,152</b>	
<b>TOTAL CAPITAL RECEIPTS</b>	<b>89,986</b>	<b>67,490</b>	<b>89,827</b>		<b>89,827</b>	
<b>TOTAL RECEIPTS</b>	<b>1,549,361</b>	<b>1,127,248</b>	<b>1,484,779</b>	<b>133,200</b>	<b>1,617,979</b>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>EXPENDITURE</b>						
<b>SECRETARIAT</b>						
<b>Salaries &amp; Honoraria</b>						
410 001	166,005	130,750	179,185		179,185	General Manager, Administration Officer and Financial Administration Officer salaries.
410 011	1,282	2,703	8,345		8,345	Casual staff support for Financial Admin Officer at peak times; 20 hours per week for 3 weeks.
410 021	45,308	37,944	47,025		47,025	Based on Australian Postgraduate Award (Industry) APA(I) plus tax; President full-time, Gen Sec 0.6.
<b>Total Salaries &amp; Honoraria</b>	<b>212,595</b>	<b>171,397</b>	<b>234,555</b>		<b>234,555</b>	
<b>Operations</b>						
<b>Council Support</b>						
410 101	51,000	52,173	53,000		53,000	Annual fee UMPA pays for membership of CAPA (Council of Australian Postgraduate Associations)
410 103	1,920	569	1,100		1,100	Registration costs for two students to attend the two annual CAPA Council meetings in December and April/May.
410 104	25,000	5,644		20,000	20,000	Money available for Council during 2005 to decide how to spend.
410 105	6,230	10,192		6,150	6,150	\$2,000 Voluntary Student Unionism Campaign, \$1,000 General Campaigning funds -- badge parts etc, \$4,100 annual report printing
410 107	14,000	900	16,000		16,000	\$13,750 Returning Officer fee for annual UMPA Council election (Sept), includes printing and mailout costs; \$1250 for printing election nomination form (10500 copies mailed out with PGR 3).
410 109	3,750		4,100		4,100	Cost of facilitator, venue, catering for strategic planning process.
410 110	20,000			20,000	20,000	Spare money for unexpected emergencies.
<b>Total Council Support</b>	<b>121,900</b>	<b>69,478</b>	<b>74,200</b>	<b>46,150</b>	<b>120,350</b>	
<b>Student Support</b>						
413 112	12,000		12,000		12,000	UMPA's contribution to the postgrad bursaries scheme, which provides need-based grants to low income postgrads. University also contributes, \$30,500 in 2002.
413 114	27,200	14,573	26,000		26,000	Funding pool for the Postgraduate Groups scheme, which allocates grants to affiliated groups in departments, outstations, etc. In 2004 additional funds were set aside for seeding groups - this has been covered in the baseline allocation
413 116						
413 118	6,000	2,170	4,000		4,000	Students can apply for grants for postgrad activities. Administered by Executive, four \$1000 rounds per year.
<b>Total Student Support</b>	<b>45,200</b>	<b>16,743</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	
<b>Central Support</b>						
415 517	5,500	5,500	5,500		5,500	Renewal of leases
415 535	2,420	1,291	1,750		1,750	Catering for Council and Council-elect meetings (14 mtgs at \$85), misc committee meetings (4 mtgs at \$75), Council-staff get together \$250
415 537		175				
415 567	1,000		1,000		1,000	Cost of advertising job vacancies when staff members leave.
415 570	8,820	4,519	5,200		5,200	Funds training and development of UMPA staff and occasionally Council members
415 572	1,500	472	1,500		1,500	Miscellaneous travel expenses not associated with conferences, including transport costs for rural UMPA Council members
415 574	4,550	2,703	2,600		2,600	Travel and accommodation costs for two Council members attending each of the CAPA Council meetings in April/May and December.
415 610	11,500	6,466	11,500		11,500	Photocopying of Council and committee papers.
<b>Total Central Support</b>	<b>35,290</b>	<b>21,126</b>	<b>29,050</b>		<b>29,050</b>	

APPENDIX 2: UMPA BUDGET 2005

<u>A/c No.</u>	<u>2004 BUDGET</u>	<u>2004 Actual to 30/9</u>	<u>2005 BUDGET ASF</u>	<u>2005 BUDGET NON ASF</u>	<u>2005 BUDGET TOTAL</u>	<u>EXPLANATION OF ITEM</u>
Total Operations	202,390	107,347	145,250	46,150	191,400	
<b>Total Secretariat</b>	<b>414,985</b>	<b>278,744</b>	<b>379,805</b>	<b>46,150</b>	<b>425,955</b>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>ADVOCACY</b>						
<b><u>Salaries &amp; Honoraria</u></b>						
420 001	189,494	124,319	161,007		161,007	Advocacy Manager, Academic Resource Organiser (0.6), 3 Research & Advisory Officers (0.7, 0.4).
420 011			0		0	
420 015			0		0	
420 021	18,188	14,190	21,251		21,251	Based on Australian Postgraduate Award (Industry) APA(I) plus tax at 0.4 rate x 2, for Coursework and Research Education Officers.
<b>Total Salaries &amp; Honoraria</b>	<b>207,682</b>	<b>138,509</b>	<b>182,258</b>	<b>0</b>	<b>182,258</b>	
<b><u>Operations</u></b>						
<b><u>Publications</u></b>						
420 210	1,050		1,000		1,000	Two DL student advice leaflets.
420 215						Thesis guide was printed in 2003.
420 219						
420 610	2,500	2,273	1,500		1,500	In-house printing and photocopying.
<b>Total Publications</b>	<b>3,550</b>	<b>2,273</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	
<b><u>Research</u></b>						
421 205	500	304	300		300	Subscriptions to Aust Uni Review, Campus Review, HERDSA journal, etc.
421 210	505	449	1,300		1,300	Annual Campaigns and Research Forum \$500, Community Research Project \$800
<b>Total Research</b>	<b>1,005</b>	<b>753</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>	
<b><u>Student Support</u></b>						
423 201	150		150		150	T-shirts for hosts for mid-year orientation
423 203	350	256	200		200	Catering for postgrad reps meetings
423 205	2,320	281	2,470		2,320	UMPA costs for orientation program jointly conducted with SGS; includes catering (\$1,000), vouchers for competition (\$270), contribution to brochures (\$250), building supervision, speakers' fees, gifts for hosts etc (\$800)
423 215	200	23			200	Child care rebate for parents attending UMPA events.
<b>Total Student Support</b>	<b>3,020</b>	<b>560</b>	<b>2,820</b>	<b>0</b>	<b>2,870</b>	
<b>Total Operations</b>	<b>7,575</b>	<b>3,586</b>	<b>6,920</b>	<b>0</b>	<b>6,970</b>	
<b><u>Less Advocacy Receipts</u></b>						
321 210	450	400	450		450	Income from sale of thesis writing guides
323 201						
323 205						
<b>Total Advocacy Receipts</b>	<b>450</b>	<b>400</b>	<b>450</b>	<b>0</b>	<b>450</b>	
<b>Net Operations</b>	<b>7,125</b>	<b>3,186</b>	<b>6,470</b>	<b>0</b>	<b>6,520</b>	
<b>Total Advocacy</b>	<b>214,807</b>	<b>141,695</b>	<b>188,728</b>	<b>0</b>	<b>188,778</b>	



APPENDIX 2: UMPA BUDGET 2005

<u>A/c No.</u>	<u>2004 BUDGET</u>	<u>2004 Actual to 30/9</u>	<u>2005 BUDGET ASF</u>	<u>2005 BUDGET NON ASF</u>	<u>2005 BUDGET TOTAL</u>	<u>EXPLANATION OF ITEM</u>
<b>COMMUNICATIONS</b>						
<b><u>Salaries &amp; Honoraria</u></b>						
430 001	54,616	40,501	57,955		57,955	Communications Manager.
430 003	48,282	35,553	51,202		51,202	Outreach Officer.
430 005	21,020	11,180	21,955		30,255	Traffic Editor plus \$8,300 for the "Good Study Guide".
430 007	76,207	55,637	85,567		85,567	Graphic Designer and Editorial Assistant/Editor (0.6).
430 012	10,292	7,118	16,013		16,013	Communications Assistant, casual support removed.
430 015	9,480	6,984	9,860		14,274	Web Support Officer casual staffing of 6 hours per week and 137 hours for on-line project
430 021	18,979	17,399	21,251		21,251	Based on Australian Postgraduate Award (Industry) APA(I) plus tax at 0.4 rate x 2.
<b>Total Salaries &amp; Honoraria</b>	<b>238,876</b>	<b>174,372</b>	<b>263,803</b>	<b>0</b>	<b>276,517</b>	
<b><u>Operations</u></b>						
<b><u>Events</u></b>						
430 301	2,970	56	1,650		1,750	Art Prize -\$650 for launch, \$200 for hanging equipment, three prizes of \$500, \$300 and \$100
430 303	18,000	16,947	17,750		17,750	Gross expenditure, net contingency subsidy and cost of supplies
430 305	1,700	1,358	1,400		1,400	For orientation cinema on the lawn event in Feb.
430 307	35,000	27,550	27,000		27,000	Previously in supplementary funding - gross figure -- see events receipts below
430 315	6,130	5,579	5,500		5,500	Food and music nights - 2 @ \$1,750 per night, 4 barbecues at \$500
430 317	1,600	411	1,600		1,600	2 trivia nights (one per semester) at a net subsidy of \$800 each.
430 610	1,000	959	1,400		1,400	In-house printing and photocopying (\$900), Movie Club cards and lamination (\$500).
<b>Total Events</b>	<b>66,400</b>	<b>52,860</b>	<b>56,300</b>	<b>0</b>	<b>56,400</b>	
<b><u>Less Events Receipts</u></b>						
330 303	14,000	16,795	17,000		17,000	
330 307	27,000	15,618	21,000		21,000	
330 315		781				
330 317		173				
<b>Total Events Receipts</b>	<b>41,000</b>	<b>33,367</b>	<b>38,000</b>	<b>0</b>	<b>38,000</b>	
<b>Net Events</b>	<b>25,400</b>	<b>19,493</b>	<b>18,300</b>	<b>0</b>	<b>18,400</b>	

APPENDIX 2: UMPA BUDGET 2005

<u>A/c No.</u>	<u>2004 BUDGET</u>	<u>2004 Actual to 30/9</u>	<u>2005 BUDGET ASF</u>	<u>2005 BUDGET NON ASF</u>	<u>2005 BUDGET TOTAL</u>	<u>EXPLANATION OF ITEM</u>
<u>Outreach</u>						
433 301	1,500	500	1,250		1,250	Social and academic events organised by Outreach Officer for student groups at their own dept or campus.
433 303	100		100		100	Small catering purposes on Outreach Officer local visits (e.g. buying coffees) or when meeting individual students or ONReps.
433 310						UMPA promotional items eg pens, T-shirts, bags.
433 313	590	1,129	1,330	1,330	1,330	"What is UMPA?" brochure (\$740), "Beyond Parkville" brochure (\$590)
433 315	525	481				Vouchers for postgrad group visits and other visits.
433 321	1,500	607	1,250		1,250	Petrol and hire car costs for visits to campuses outside Melbourne; or taxi costs within Melbourne.
433 610	500	161	300		300	In-house printing and photocopying.
	<u>4,715</u>	<u>2,878</u>	<u>4,230</u>	<u>1,330</u>	<u>4,230</u>	
<u>Less Outreach Receipts</u>						
333 310	200	148	200		200	Income from the sale of promotional products from UMPA Reception
	<u>200</u>	<u>148</u>	<u>200</u>		<u>200</u>	
						<u>Net Outreach</u>
	<u>4,515</u>	<u>2,730</u>	<u>4,030</u>	<u>1,330</u>	<u>4,030</u>	
<u>Publications</u>						
435 353	33,000	27,758	33,600		33,600	Mailout cost of 3 issues of PGR (in mid February, early May and mid July 2005) to all postgrads
435 355	250	60	300		300	Graphic design books or magazines.
435 360	6,500	2,270	7,200		7,200	Traffic: 2 launches per year (\$650 each) 2 x \$1,500 prizes, Muse creative writing anthology, prizes and launch \$2,000, Graphic Improvement fund \$900
435 362	28,800	22,608	27,800		27,800	Printing costs for 3 PGRs for mailout, plus 4th PGR 9not mailed out - \$6,200)
435 365	15,500	16,150	12,000		12,000	7,000 copies at 200 pages
435 368						
435 370	500		150		150	New fonts and software for the Graphic Designer.
435 373	2,520	3,108	2,600		2,600	2 Events Brochures. Mailed out with PGR 1 and 3.
435 375	10,000	4,209	8,000		8,000	Printing of two editions of Traffic journal, 500 copies each.
435 610	1,800	1,063	1,500		1,500	In-house printing and photocopying.
	<u>98,870</u>	<u>77,226</u>	<u>93,150</u>	<u>0</u>	<u>93,150</u>	
<u>Less Publications Receipts</u>						
335 351	1,800		1,800		1,800	Net income from the sale of advertising space in PGR.
335 360	1,200	923	1,200		1,200	Income from the sale of copies of and subscriptions to Traffic.
	<u>3,000</u>	<u>923</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	
						<u>Net Publications</u>
	<u>95,870</u>	<u>76,303</u>	<u>90,150</u>		<u>90,150</u>	
	<u>125,785</u>	<u>98,526</u>	<u>112,480</u>		<u>112,580</u>	
	<u>364,661</u>	<u>272,898</u>	<u>376,283</u>	<u>0</u>	<u>389,097</u>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>EQUITY</b>						
<b>Salaries &amp; Honoraria</b>						
450 011						Salaries - Casual Staff
450 021	23,724	19,308	26,237		26,237	Honoraria - International, Women & Queer Office
						Based on Australian Postgraduate Award (Industry) APA(I) plus tax at 0.4 rate x 2, plus 0.2 x 1.
	<b>23,724</b>	<b>19,308</b>	<b>26,237</b>	<b>0</b>	<b>26,237</b>	<b>Total Salaries &amp; Honoraria</b>
<b>Operations</b>						
<b>International Postgraduates</b>						
450 401	1,000	783				Events
						In 2004, two \$500 events.
450 403	500	129	1,000		1,000	Meetings
						Coffee/drinks at \$100 each for ten monthly meet-ups.
450 405	5,400	5,352	3,250		3,250	Orientation
						Contribution to international orientation, with SGS (\$650), \$2,600 for 2 international orientation events (one in 1st and one in 2nd semester)
450 410			1,000		1,000	Projects
						Catering for focus groups for international postgraduate research project
450 420						Publications
450 610	50		100		100	Publishing Centre Services
						In-house printing and photocopying.
	<b>6,950</b>	<b>6,264</b>	<b>5,350</b>	<b>0</b>	<b>5,350</b>	<b>Total International Postgraduates</b>
<b>Queer Postgraduates</b>						
453 401	2,000	642	2,000		2,000	Events
						Catering for 10 events at average \$200 each.
453 403						Meetings
453 405	823	733	600		600	Orientation
						Orientation dinner
453 410	3,863	50	800		800	Projects
						Projects eg pamphlets aimed at supervisors; 2004 budget included provision for queer symposium
453 420						Publications
453 610	200	448	200		200	Publishing Centre Services
						In-house printing and photocopying.
	<b>6,886</b>	<b>1,873</b>	<b>3,600</b>	<b>0</b>	<b>3,600</b>	<b>Total Queer Postgraduates</b>
<b>Women Postgraduates</b>						
455 401	3,500	891	3,500		3,650	Events
						One Women's Feast event per semester, \$975 each, for catering and speaker; women's dinners \$1,700
455 403	500		300		300	Meetings
						Minor catering for Womens Collective meetings - baseline amount reduced to contribute \$200 to women's dinners
455 405						Orientation
455 410	400		400		400	Projects
						For relevant projects.
455 420						Publications
455 610	50	1	50		50	Publishing Centre Services
						In-house printing and photocopying.
	<b>4,450</b>	<b>892</b>	<b>4,250</b>	<b>0</b>	<b>4,400</b>	<b>Total Women Postgraduates</b>
	<b>18,286</b>	<b>9,029</b>	<b>13,200</b>	<b>0</b>	<b>13,350</b>	<b>Total Operations</b>
	<b>42,010</b>	<b>28,337</b>	<b>39,437</b>	<b>0</b>	<b>39,587</b>	<b>Total Equity</b>

APPENDIX 2: UMPA BUDGET 2005

<u>A/c No.</u>	<u>2004 BUDGET</u>	<u>2004 Actual to 30/9</u>	<u>2005 BUDGET ASF</u>	<u>2005 BUDGET NON ASF</u>	<u>2005 BUDGET TOTAL</u>	<u>EXPLANATION OF ITEM</u>
<b><u>FACILITIES</u></b>						
<b><u>Salaries</u></b>						
510 001	146,356	116,634	170,201		172,531	Facilities Manager, Receptionist (0.8), Administration Officer, Building Services Assistant(incl. o/t for loft)
510 005	30,980	27,415	52,596		52,596	Internal UMPA IT support for officebearers and staff, network administration etc (increased from 20 hrs per week to full-time)
510 011	19,399	21,715	6,973		7,863	Casual staff for reception at lunchtimes, Wednesday afternoons, leave replacement, Thursday meetings, contingency, \$2,640 for 3 weeks busy coverage at the start of each semester; \$890 for ball reception staffing (w/o oncosts)
510 015		10,227				
510 017						
510 018	2,137	2,911	2,666		4,073	Casual staff relief when the Building Services Assistant is on leave and for loft (\$1407)
510 019	13,279	9,489	5,313		5,313	Casual staff for morning duties (cleaning kitchens only etc, reduced from 11 hrs per week to 5 hours per week)
	<u>Total Salaries</u>	<u>188,391</u>	<u>237,749</u>		<u>242,376</u>	
<b><u>Salary Recoveries</u></b>						
355 001	38,510	34,822	38,510		38,510	The Building Services Assistant salary is funded from Graduate Centre ASF.
355 002		10,733				
	<u>Total Salary Recoveries</u>	<u>45,555</u>	<u>38,510</u>		<u>38,510</u>	
	<b><u>Net Salaries</u></b>	<b><u>142,836</u></b>	<b><u>199,239</u></b>		<b><u>203,866</u></b>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>Salary Oncosts</b>						
510 020			8,000		8,000	Long Service Leave, provision for 2005 is \$64,108.44
510 022	128,637	100,691	142,135		145,172	UMPA contributes a percentage amount of wages and honoraria to superannuation.
510 025	19,226	20,175	23,007		23,516	Compulsory workplace insurance, tied to honoraria and wages bill.
<b>Total Salary Oncosts</b>	<b>147,863</b>	<b>120,866</b>	<b>173,142</b>		<b>176,688</b>	
<b>Office Expenses</b>						
510 515	2,300	2,955	2,700		2,700	IT supplies, e.g. keyboards, cables, upgrades, plus annual licence fees for software
510 520		0				
510 522	60	35	65		65	Charge when UMPA files its annual audited accounts, changes public officer, changes Constitution.
510 524	38,510	34,822	38,510		38,510	Accounting charge only, actual cost is for Building Services Assistant.
510 525	12,100	7,702	13,000		13,000	Costs of insurance for theft/damage of UMPA property, public liability, other insurance.
510 527		0				
510 530	1,000	359	4,800		4,800	Internet usage by UMPA personnel (new fee for service approach by University).
510 542	4,000	2,535	4,000		4,000	Stationery items other than printed letterhead and envelopes.
510 545	1,000	2,237	1,000		1,000	Paper supplies and photocopying in the mail room.
510 550	1,750	947	1,625		1,625	
510 555	1,000	526	1,000		1,000	Includes getting keys cut, lock changes, and purchase of minor equipment e.g. powerboards, and annual fee for maintenance of water coolers in student kitchens.
510 557	3,200	2,055	3,000		3,000	Funds weekly morning teas (\$1000), farewells (\$500) and an end of year Council/staff celebration (\$1700).
510 558	6,800	4,617	2,400		2,400	Milk, tea, coffee & Ovaltine for student kitchens in the Graduate Centre and cleaning supplies.
510 559	620	238	650		650	<i>The Age</i> and <i>The Australian</i> daily papers for the Postgrad Loungeroom.
510 560	1,400	895	1,400		1,400	Printed stationery with UMPA logo on it, e.g. envelopes, letterhead.
510 562	7,700	5,950	8,000		8,000	Staff and officebearer phones.
510 563	1,500	300	1,500		1,500	President and Outreach Officer have mobile phones.
510 610	6,800	5,196	7,000		7,000	In-house printing and photocopying.
<b>Total Office Expenses</b>	<b>89,740</b>	<b>71,369</b>	<b>90,650</b>		<b>90,650</b>	
<b>Finance Expenses</b>						
510 590	9,300	0	9,600		9,600	Fee paid to UMPA's external auditing firm.
510 510	3,800	2,906	3,825		3,825	Bank fees.
510 575	760	0	760		760	A set accounting charge by the University.
510 585	7,610	5,706	7,610		7,610	Pays for rent and utility charges, e.g. electricity, water; currently under negotiation
<b>Total Finance Expenses</b>	<b>21,470</b>	<b>8,612</b>	<b>21,795</b>		<b>21,795</b>	
<b>Total Facilities</b>	<b>432,714</b>	<b>343,683</b>	<b>484,826</b>		<b>492,999</b>	

APPENDIX 2: UMPA BUDGET 2005

<u>A/c No.</u>	<u>2004 BUDGET</u>	<u>2004 Actual to 30/9</u>	<u>2005 BUDGET ASF</u>	<u>2005 BUDGET NON ASF</u>	<u>2005 BUDGET TOTAL</u>	<u>EXPLANATION OF ITEM</u>
<b><u>PUBLISHING CENTRE</u></b>						
<b><u>Salaries</u></b>						
610 001	65,437	28,484		50,033	51,970	Publishing Centre Officer (0.690) and Student IT Support Officer (0.552) plus \$1937 Laptops@UMPA.
610 011	3,890	24,376		5,333	5,333	Casual staff for print room leave replacement and to allow Thursday meetings
610 012	2,564	10,194				Partial replacement for Student IT Support Officer when on leave
<b>Total Salaries</b>	<b>71,891</b>	<b>63,054</b>		<b>55,366</b>	<b>57,303</b>	
<b><u>Salary Recoveries</u></b>						
360 001	22,027	18,192		22,667	22,667	SGS funds half of the salary of the Student IT Support Officer (SUE 4.4).
<b>Total Salary Recoveries</b>	<b>22,027</b>	<b>18,192</b>		<b>22,667</b>	<b>22,667</b>	
<b>Net Salaries</b>	<b>49,864</b>	<b>44,862</b>		<b>32,699</b>	<b>34,636</b>	
<b><u>Operations</u></b>						
<b><u>Expenses</u></b>						
610 611	3,900	1,505				NB: Most Publishing Centre expenses go up or down depending on the volume of sales.
610 613	320	178				
610 616	3,800	2,203				Per-copy charge that funds all maintenance, repairs and toner for the B&W copier.
610 618	2,900	1,296				Per-copy charge that funds all maintenance and repairs for the colour printer/copier.
610 620	610	357				Telstra charges for fax use.
610 624	5,000	2,634				Cost of paper for Printroom sales.
610 626		770				
610 628	1,000	538				Cost of toner for colour copier (note: in 2003 this may have been coded to 610 626)
610 630	600	693				Repairs to Publishing Centre equipment; previously funded (now discontinued) indoor plant hire.
610 632	320	997				
610 640	300	88				In-house printing and photocopying of brochures and pricing lists .
<b>Total Expenses</b>	<b>18,750</b>	<b>11,259</b>		<b>18,050</b>	<b>18,050</b>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<i>Less Receipts</i>						
<i>Students &amp; University Depts</i>						
360 611	13,000	6,846				
360 613	400	97				
360 620	450	371				
360 622	0	0				
360 624	350	140				
360 626	11,000	9,049				
360 627	8,750	5,183				
360 628	1,800	579				
360 629	12,000	5,635				
360 632	1,250	412				
360 634	1,750	664				
<i>Less Print Room Services - UMPA Depts</i>						
361 611		118		23,050	23,050	
361 613		16				
361 620		270				
361 624		0				
361 626		12,999				
361 627		0				
361 628		112				
361 629		2,997				
361 632		54				
<i>Total Publishing Centre Receipts</i>	75,150	45,542		63,050	63,050	
<b>Net Operations</b>	-56,400	-34,283		-45,000	-45,000	
<b>Total Publishing Centre</b>	<b>-6,536</b>	<b>10,579</b>		<b>-12,301</b>	<b>-10,364</b>	
<b>CAFÉ &amp; BAR</b>						
<b>Expenses</b>						
710 517	1,500	0				
710 525		0				
710 532		0		1,500	1,500	Renewal of leases
710 710		0				
710 730		0				
710 740		75		100	100	
710 750	500	1,300		500	500	\$500 is provided for use on the cafe and bar - possibly for repairs, small legal expense, etc.
<b>Total Café &amp; Bar</b>	<b>2,000</b>	<b>1,375</b>		<b>2,100</b>	<b>2,100</b>	
<b>TOTAL RECURRENT EXPENDITURE</b>	<b>1,464,641</b>	<b>1,077,311</b>	<b>1,469,079</b>	<b>35,949</b>	<b>1,528,152</b>	

APPENDIX 2: UMPA BUDGET 2005

A/c No.	2004 BUDGET	2004 Actual to 30/9	2005 BUDGET ASF	2005 BUDGET NON ASF	2005 BUDGET TOTAL	EXPLANATION OF ITEM
<b>TYPE SUMMARY</b>						
NET PERSONNEL EXPENDITURE	1,054,245	812,150	1,079,234	32,699	1,134,757	
NET OPERATIONS EXPENDITURE	410,396	265,161	389,845	3,250	393,395	
<b>SECTION SUMMARY</b>						
SECRETARIAT	414,985	278,744	379,805	46,150	425,955	
ADVOCACY	214,807	141,695	188,728	0	188,778	
COMMUNICATIONS	364,661	272,898	376,283	0	389,097	
EQUITY	42,010	28,337	39,437	0	39,587	
FACILITIES	432,714	343,683	484,826	0	492,999	
PUBLISHING CENTRE	-6,536	10,579	0	-12,301	-10,364	
CAFÉ & BAR	2,000	1,375	0	2,100	2,100	
<b>TOTAL RECURRENT EXPENDITURE</b>	<b>1,464,641</b>	<b>1,077,311</b>	<b>1,469,079</b>	<b>35,949</b>	<b>1,528,152</b>	
<b>CAPITAL EXPENDITURE</b>						
210 140 Computer Hardware	19,000	37,841				
210 144 Office Equipment	17,500	2,716				
210 146 Office Furniture & Fittings	57,500	0				
210 147 Service Improvement	42,000	0				
210 148 Student Furniture & Fittings	20,000	4,373				
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>156,000</b>	<b>44,930</b>	<b>85,500</b>		<b>85,500</b>	
<b>TOTAL EXPENDITURE</b>	<b>1,620,641</b>	<b>1,122,241</b>	<b>1,554,579</b>		<b>1,613,652</b>	
RECURRENT SURPLUS/(DEFICIT)	-5,266	-17,553	-74,127	97,251	0	This is the amount left for spending in the 'supplementary pool'.
CAPITAL SURPLUS/(DEFICIT)	-66,014	22,560	4,327	0	4,327	
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>-71,280</b>	<b>5,007</b>	<b>-69,800</b>	<b>133,200</b>	<b>4,327</b>	





## Constitution

<p><b>PART 1 - CONTENTS</b></p> <p><b>Section 1 - Contents</b></p> <p>The contents of this Constitution are:</p> <p style="padding-left: 40px;"><b>PART 1 - CONTENTS</b></p> <p>1. Contents</p> <p style="padding-left: 40px;"><b>PART 2 - NAME AND STATUS</b></p> <p>2. Name</p> <p>3. Status</p> <p style="padding-left: 40px;"><b>PART 3 - STATEMENT OF PURPOSES</b></p> <p>4. Purposes</p> <p style="padding-left: 40px;"><b>PART 4 - MEMBERSHIP</b></p> <p>5. Full Membership</p> <p>6. Associate Membership</p> <p>7. Honorary Membership</p> <p>8. Subscription</p> <p>9. Register</p> <p>10. Discipline</p> <p>11. Disputes and mediation</p> <p style="padding-left: 40px;"><b>PART 5 - GENERAL MEETINGS AND REFERENDA</b></p> <p>12. Powers</p> <p>13. Notice</p> <p>14. Conduct</p> <p>15. Annual general meeting</p> <p style="padding-left: 40px;"><b>PART 6 - THE COUNCIL</b></p> <p>16. Status</p> <p>17. Powers</p> <p>18. Membership</p> <p>19. Meetings</p> <p style="padding-left: 40px;"><b>PART 7 - THE EXECUTIVE</b></p> <p>20. Status and Responsibilities</p> <p>21. Membership</p> <p>22. Meetings</p> <p style="padding-left: 40px;"><b>PART 8 - THE COMMITTEES</b></p>	<p>23. Status</p> <p style="padding-left: 40px;"><b>PART 9 - THE OFFICERS</b></p> <p>24. Status</p> <p>25. Election</p> <p>26. President</p> <p>27. Vice-President</p> <p>28. General Secretary</p> <p>29. Activities Officer</p> <p>30. Education Officers</p> <p>31. International Students Officer</p> <p>32. Publications Officer</p> <p>33. Queer Officer</p> <p>34. Women's Officer</p> <p>35. Indemnity</p> <p>36. Validity of acts and decisions</p> <p style="padding-left: 40px;"><b>PART 10 - ELECTIONS</b></p> <p>37. Conduct</p> <p>38. Eligibility</p> <p>39. General Election</p> <p>40. Special Election</p> <p>41. Casual Vacancies</p> <p>42. Referenda</p> <p style="padding-left: 40px;"><b>PART 11 - MISCELLANEOUS</b></p> <p>43. University Representation</p> <p>44. CAPA</p> <p>45. Affiliates</p> <p style="padding-left: 40px;"><b>PART 12 - FINANCES AND LEGAL</b></p> <p>46. Finances</p> <p>47. Seal</p> <p>48. Non-profit status</p> <p>49. Winding Up</p> <p>50. Freedom of information</p> <p>51. Alteration</p> <p style="padding-left: 40px;"><b>PART 13 - DEFINITIONS AND INTERPRETATION</b></p> <p>52. Definitions</p> <p>53. Interpretation</p> <p style="padding-left: 40px;"><b>PART 14 - TRANSITIONAL</b></p> <p>54. Transition</p>
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## PART 2 - NAME AND STATUS

### Section 2 - Name

The name of the Incorporated Association is the University of Melbourne Postgraduate Association.

### Section 3 - Status

The Association is legitimately representative of the postgraduates of the University.

## PART 3 - STATEMENT OF PURPOSES

### Section 4 - Purposes

The purposes of the Association are:

- (1) To advance the interests and welfare of postgraduates;
- (2) To represent postgraduates within the University and the community;
- (3) To provide academic and professional support services to postgraduates;
- (4) To foster a sense of community among postgraduates;
- (5) To promote free and accessible government-funded education; and
- (6) To promote the industrial rights of postgraduate students employed at the University of Melbourne.

## PART 4 - MEMBERSHIP

### Section 5 - Full Membership

- (1) Members are those candidates currently enrolled at the University for a higher degree as defined in the relevant University statute, and includes Master Preliminary students.
- (2) The office bearers of the Association remain members of the Association for the term of their office irrespective of enrolment status.
- (3) The Council may, by a vote of a majority of those present and voting, exempt a postgraduate student if it is satisfied that the student is unable for conscientious reasons to be a member of the Association.

### Section 6 - Associate Membership

- (1) The Council may grant Associate Membership to any persons who apply to be Associate Members of the Association and who are not eligible to be Full Members.

- (2) In the case of (1) above the duration of membership will be one year from acceptance by Council.
- (3) An Associate Member may resign from the Association by giving written notice to the General Secretary of his or her intention to resign.
- (4) Associate Members may not vote in any meetings or ballots of the Association.

### Section 7 - Honorary Membership

- (1) Honorary Life Members are any natural persons who are nominated by any Full Member and whose nomination is accepted by a unanimous vote of Council.
- (2) A person may be an Honorary Life Member and a Full or Associate Member simultaneously.
- (3) An Honorary Member may resign from the Association by giving written notice to the General Secretary of his or her intention to resign.

### Section 8 - Subscription

Council may determine annual subscription fees for Full and Associate Members.

### Section 9 - Register

The General Manager must keep and maintain a register of Members in which must be entered the full name, address and date of entry of each Member or Associate Member.

### Section 10 - Discipline

There shall be no disciplinary measures against members.

### Section 11 - Disputes and mediation

- (1) This grievance procedure applies to disputes between:
  - (a) A member and a member;
  - (b) A member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute with the aim of resolving it.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, a meeting must be held in the presence of a mediator not involved in the dispute.
- (4) The mediator must be:
  - (a) A person chosen by agreement between the parties; or
  - (b) In the absence of agreement, a person appointed by the Executive Committee.

# Appendix 3: UMPA Constitution

Adopted 16 April 2002

- (5) A member of the Association may be a mediator.
- (6) The mediator, in conducting the mediation, must:
  - (a) Give the parties to the mediation process every opportunity to be heard;
  - (b) Allow due consideration by all parties of any written statement submitted by any party; and
  - (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) The mediator must not determine the dispute.

## **PART 5 - GENERAL MEETINGS AND REFERENDA**

### **Section 12 - Powers**

- (1) A general meeting, by simple majority of those present and entitled to vote, may make any decision within Council's powers.
- (2) A general meeting, by a two-thirds majority of those present and entitled to vote, may dismiss any person elected to a position under this Constitution or Rules of the Association.
- (3) A general meeting, by a three-quarters majority of those present and entitled to vote, may approve a special resolution to amend this Constitution or the Association's Statement of Purposes following the procedures established in section 22 of the Act.
- (4) A decision of a general meeting lapses if a referendum to consider the same question is called within ten Academic Days after the day of the general meeting.

### **Section 13 - Notice**

- (1) The General Secretary of the Association must give notice of a general meeting or referendum to consider any question or the Council so decides or if s/he is requisitioned to do so.
- (2) The General Secretary of the Association must at least twenty-one days before the conduct of a general meeting cause notice to be sent to each Member by pre-paid post stating the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (3) A requisition for a general meeting must:
  - (a) Be signed by at least one percent of the total number of students,
  - (b) State the objects of the meeting; and
  - (c) Must be sent to the Association's postal address.

- (4) If the Council does not cause a general meeting to be held within one month of the date on which the requisition is received or Council decision the Members making the requisition, or any of them, may convene a special general meeting to be held no later than three months after that date.

### **Section 14 - Conduct**

- (1) All general meetings other than the annual general meeting are called special general meetings.
- (2) Special general meetings shall be held as the Council determines or by requisition.
- (3) The special general meetings must be held on an Academic Day as the Council determines.
- (4) The procedures of a special general meeting convened by Members are the same as those convened by Council. All reasonable expenses incurred in convening the meeting must be refunded by the Association to the persons incurring the expenses.
- (5) The quorum of a general meeting is twenty-five Full Members.
- (6) If a quorum is not reached within thirty minutes after the appointed time for the commencement of a general meeting, the meeting lapses.
- (7) The President acts as Chair at each general meeting unless an acting Chair is elected by a simple majority.
- (8) A question arising at a general meeting is determined by a show of hands, unless a poll is requested by no less than five Full Members. The Chair declares whether a motion is carried, carried unanimously, or lost, and entry to that effect must be recorded in the Minutes Book of the Association as evidence of resolution.
- (9) All Members are entitled to vote at a general meeting.
- (10) Members may not appoint proxies for general meetings.
- (11) All Members are provided with speaking and moving rights to any general meeting. Other persons may be given such rights by a simple majority resolution of those present and entitled to vote.

### **Section 15 - Annual general meeting**

- (1) The Association must convene an annual general meeting of its members each year in the month of either March or April.
- (2) The annual general meeting must be held on an Academic Day as the Council determines.

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- (3) The annual general meeting must be specified as an annual general meeting in the notice convening it.
- (4) The ordinary business of the annual general meeting is:
  - (a) To confirm the minutes of the last preceding annual general meeting and special general meetings held since that meeting.
  - (b) To receive from the Executive reports of the transactions of the Association during the preceding financial year; and
  - (c) To receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with this Constitution.

## PART 6 - THE COUNCIL

### Section 16 - Status

The Affairs of the Association are managed by the Council.

### Section 17 - Powers

- (1) The Council:
  - (a) Controls and manages the business and affairs of the Association;
  - (b) May, subject to this Constitution and the Act, use all powers and functions as may be exercised by the Association, other than those powers and functions that are required by this Constitution to be exercised by general meeting, referenda, or election; and
  - (c) Subject to this Constitution, the regulations, and the Act, has the power to perform all such affairs deemed by the Council to be essential for the proper management of the Association.
- (2) The Council may make Rules for the Association which require an absolute majority of votes to be implemented and altered.
- (3) The Council may make standing orders for all Association meetings.
- (4) The Council determines who the postgraduate representatives on University Committees shall be.

### Section 18 - Membership

- (1) The Council consists of nineteen Full Members elected according to Part 10 of this Constitution and comprising:

- (a) Seventeen members elected at a general election; and
  - (b) Two members elected at a special election.
- (2) The term of office for a Councillor is:
    - (a) From January 1 following the general election, or from the date of filling a casual vacancy, to the following December 31; or
    - (b) From the date of the special election at which they were elected, or from the date of filling a casual vacancy for a position elected at a special election, until the date of the next special election.

### Section 19 - Meetings

- (1) The Council must meet at least once per month.
- (2) The General Secretary must at least seven days before the conduct of a Council meeting cause notice to be sent to each Councillor stating the place, date and time of the meeting, and the nature of the business to be transacted. Notice shall be by pre-paid post, unless a Councillor and the General Secretary have agreed on another method of giving notice to that Councillor.
- (3) The quorum of Council is fifty percent plus one of serving Councillors.
- (4) If a quorum is not reached within thirty minutes after the appointed time for the commencement of a Council meeting, the meeting lapses.
- (5) The Chair of each Council meeting shall be elected by simple majority.
- (6) A question arising at a Council meeting is determined by a show of hands, unless a poll is requested by no less than five Full Members. The Chair declares whether a motion is carried, carried unanimously, or lost, and entry to that effect must be recorded in the Minutes Book of the Association as evidence of resolution.
- (7) All Councillors are entitled to vote at a Council meeting.
- (8) All Members are provided with speaking, moving and seconding rights to any Council meeting. Other persons may be given such rights by a simple majority resolution of those present and entitled to vote.
- (9) Councillors may give a proxy to another Councillor by providing written notice to the General Secretary before the meeting.
- (10) Apologies for each meeting must be submitted to the General Secretary.

- (11) Leave of absence will be granted to Councillors by resolution passed by a simple majority.
- (12) The position of a Councillor becomes vacant automatically if a Councillor fails to attend three Council meetings in a row without having been granted prior leave of absence.

## **PART 7 - THE EXECUTIVE**

### **Section 20 - Status and Responsibilities**

- (1) The Executive is a committee of Council, exercising delegated power from Council under section 20(2).
- (2) The Executive is responsible for:
  - (a) The employment of staff of the Association; and
  - (b) Monitoring the finances of the Association; and
  - (c) Ensuring that the directives of the Council, general meeting, or referenda are implemented; and
  - (d) Any other matters delegated by Council.

### **Section 21 - Membership**

- (1) The Executive consists of the following positions:
  - (a) President;
  - (b) Vice-President;
  - (c) General Secretary;
  - (d) Four other Councillors, to be elected by Council-elect immediately upon the completion of the office bearer elections. The election shall be by the following process:
    - (i) Nominations to be called from amongst the members of Council, then an election to be conducted subject to section 37(2).
- (2) The Council may dismiss a member of the Executive elected under section 21(1)(d) by absolute majority vote of Council, provided that seven days written notice of a motion for such dismissal has been sent to all Councillors.
- (3) If a vacancy arises on the Executive among the members elected under section 21(1)(d) then the Council may within sixty days appoint a member of Council to hold office for the remainder of the term.
- (4) The position of a member of Executive elected under section 21(1)(d) becomes vacant automatically if a member fails to attend three Executive meetings in a row without having been granted a prior leave of absence by the Executive.

### **Section 22 - Meetings**

- (1) The Executive must meet at least once per month.
- (2) The quorum of Executive is the nearest integer greater than fifty percent of voting Executive members.
- (3) The Chair for meetings is elected by simple majority.
- (4) Leave of absence from Executive meetings will be granted to Executive meetings by resolution passed by a simple majority.

## **PART 8 - THE COMMITTEES**

### **Section 23 - Status**

- (1) The Council may establish, alter or amend committees of the Council.
- (2) The Executive may establish, alter or amend committees of the Executive.
- (3) Committees established under sub-sections (1) or (2) above may establish, alter or amend subcommittees, unless the Council resolves otherwise.

## **PART 9 - THE OFFICERS**

### **Section 24 - Status**

- (1) The office bearers of the Association shall be the:
  - (a) President;
  - (b) Vice-President;
  - (c) General Secretary;
  - (d) Activities Officer;
  - (e) Coursework Education Officer;
  - (f) International Students Officer;
  - (g) Publications Officer;
  - (h) Queer Officer;
  - (i) Research Education Officer;
  - (j) Women's Officer.
- (2) Each office bearer shall provide a written report to Council meetings which includes all actions taken in his or her office bearing capacity.

### **Section 25 - Election**

- (1) Council-elect must elect office bearers within four weeks of the declaration of results.
- (2) A separate ballot must be held for each office bearer position.
- (3) The election follows the requirement of sections 37(2) and (3) of this Constitution.
- (4) Nominations close thirty minutes before the start of the meeting. They must be in writing to the Returning Officer.

- (5) Any Member can nominate a Councillor for an office bearer position, including self-nomination, except that only female Councillors may be nominated as Women's Officer.
- (6) At the completion of the elections of the other office bearer positions, Council-elect shall elect the Vice-President by the following process:
  - (a) Nominations called from amongst the office bearers, excluding the President and General Secretary. If more than one person nominates then an election will be conducted subject to section 37(2).
- (7) The Council may also elect other officer positions by the following process:
  - (a) Nominations called from amongst Councillors. If more than one person nominates then an election will be conducted subject to section 37(2).

## **Section 26 - President**

The President is the senior office bearer of the Association. The President's responsibilities include, but are not limited to:

- (1) Ensuring the implementation of decisions by Council, the Executive, General Meetings and other governing bodies and procedures;
- (2) Coordinating liaison with external bodies;
- (3) Conducting official correspondence and acting as spokesperson of the Association.

## **Section 27 - Vice-President**

The Vice-President will act as President in the absence of the President.

## **Section 28 - General Secretary**

The General Secretary is responsible for ensuring that proper financial and legal records are kept by the Association. The General Secretary's responsibilities include, but are not limited to:

- (1) Ensuring correct accounts and books are kept, showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) Ensuring correct minutes of the resolutions and proceedings of General Meetings, Council meetings, results of referenda, and elections are kept in the Minutes Book of the Association;
- (3) Acting as publisher of the Association; and
- (4) Acting as the Public Officer of the Association.

## **Section 29 - Activities Officer**

The responsibilities of the Activities Officer include, but are not limited to, coordinating social and cultural, and academic support activities for postgraduate students.

## **Section 30 - Education Officers**

The Education Officers are responsible for coordinating matters of academic concern and support services. Their responsibilities include, but are not limited to:

- (1) Providing members with information of academic concerns;
- (2) Recommending educational policy to the Association; and
- (3) Convening meetings of postgraduate students representatives on University committees.

## **Section 31- International Students Officer**

The responsibilities of the International Students Officer include, but are not limited to:

- (1) Promoting the involvement of international students within the University's postgraduate environment;
- (2) Liaison with the Melbourne University Overseas Students' Service; and
- (3) Recommending educational and welfare policy regarding international students to the Council.

## **Section 32 - Publications Officer**

The responsibilities of the Publications Officer include, but are not limited to, coordinating and overseeing the publications of the Association.

## **Section 33 - Queer Officer**

The responsibilities of the Queer Officer include, but are not limited to:

- (1) Promoting and supporting the involvement of queer students within the University's postgraduate environment; and
- (2) Recommending policies with regard to queer postgraduates to the Council.

## **Section 34 - Women's Officer**

The responsibilities of the Women's Officer include, but are not limited to:

- (1) Promoting and supporting the involvement of women students within the University's postgraduate environment; and

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- (2) Recommending educational and research policies with regard to women students to the Council.

## Section 35 - Indemnity

The Association indemnifies office bearers and members of the Association's Council, Executive, committees and subcommittees against any liability incurred by them as in that capacity, unless the liability arises out of conduct involving a breach of their duties.

## Section 36 - Validity of Acts and Decisions

- (1) The validity of acts and decisions of office bearers or members of Council or the Executive or the Association's committees are not invalid by reason only of a defect or irregularity in, or in connection with, their election or appointment.
- (2) The acts and decisions of the Council or the Executive or the Association's committees are not invalid by reason only of:
  - (a) A vacancy in membership; or
  - (b) A defect or irregularity in, or in connection with, the election or appointment of members; or
  - (c) A defect or irregularity in, or in connection with, the election of a chair of a meeting.

## PART 10 - ELECTIONS

### Section 37 - Conduct

- (1) The Council must make Rules for the conduct of elections and referenda.
- (2) All elections must be conducted by secret ballot using optional preferences and proportional representation.
- (3) The Council must appoint a Returning Officer for each election.
- (4) No Rules concerning elections must be made between the call for nominations and the declaration of results.

### Section 38 - Eligibility

Only Members are entitled to vote, nominate, or be nominated as candidates in the elections of Council.

### Section 39 - General Election

- (1) The general election of seventeen members of Council will take place in the second semester of the academic year.

- (2) All members must be advised in writing of a general election, and provided with an opportunity to cast a postal ballot.

## Section 40 - Special Election

- (1) The special election of two members of Council will take place at the annual general meeting each year.
- (2) Councillors elected by special election are members of the next Council-elect to be constituted.

## Section 41 - Casual Vacancies

- (1) An elected position established under this Constitution or Rules becomes vacant in the following circumstances:
  - (a) Upon receipt by the President, or if the person is the President by the Council, of a signed letter of resignation;
  - (b) The person ceases to satisfy the membership requirements for the position;
  - (c) The person becomes insolvent under administration within the meaning of the Corporations Act 2001 (Commonwealth);
  - (d) Upon being dismissed by a general meeting or referendum.
- (2) If a vacancy occurs on the Council it will be filled by conducting a count back of unsuccessful candidates in the preceding election until there are none eligible to serve, and subsequently the Council may within sixty days elect a member of the Association to hold office for the remainder of the term by simple majority.
- (3) If a vacancy occurs in an office bearer position then the Council may within sixty days appoint a member of Council to hold office for the remainder of the term.

## Section 42 - Referenda

- (1) A referendum may be held to consider any issue that could be put to a General Meeting, other than that of a special resolution.
- (2) Council determines the questions of a referendum, notwithstanding section 37(1) of this Constitution.
- (3) Only Members may vote in referenda.

## PART 11 - MISCELLANEOUS

### Section 43 - University Representation

Member who are appointed as Association representatives on University bodies by virtue of their office in the Association must:

- (1) Report to Council on relevant issues that arise at each meeting of the University body of which they are a member; and
- (2) Communicate to the University body the Association's policies on relevant issues.

## Section 44 - CAPA

- (1) The Association must affiliate with CAPA.
- (2) The following are the delegates to the Annual Council Meeting of CAPA:
  - (a) The President;
  - (b) Up to five members elected by Council in the same way as office bearer elections, pursuant to sections 37(2) and (3).
- (3) Delegates must communicate to CAPA the Association policies on relevant issues.
- (4) Delegates must compile a report of the Annual Council Meeting for Council.

## Section 45 - Affiliates

The Council may make rules for the affiliation of groups provided that nothing in the Constitution or objectives of an affiliated body conflicts with this Constitution and the rules made under it.

## Part 12 - FINANCE AND LEGAL

### Section 46 - Finances

- (1) The financial year of the Association is from January 1 to December 31.
- (2) Within four weeks after the election for the Executive, the Executive must prepare a draft budget for the following financial year.
- (3) Before December 31 the Council-elect must consider the draft budget and set the Association's budget for the following financial year.
- (4) The budget is effective on the following January 1 without ratification by Council.
- (5) The funds of the Association shall be derived from:
  - (a) The Amenities and Services Fund of the University;
  - (b) Activities of the Association;
  - (c) Interest on investments;
  - (d) Grants, sponsorships and donations; and any other such sources as the Council may approve.
- (6) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two persons, at least one of whom must be the President or the General Secretary.

- (a) The President and the General Secretary are automatically signatories.
- (b) There may be up to five other signatories, all of whom must be either members of staff or Councillors.

### Section 47 - Seal

- (1) The Common Seal of the Association must be kept in the custody of the General Secretary.
- (2) The Common Seal must not be affixed to any instrument except with the authority of the Council and must be attested by the signatories of two Councillors or one Councillor and the Public Officer.

### Section 48 - Non-profit Status

The assets and income of the Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the Association except as bona fide remuneration for services rendered or expenses incurred on behalf of the Association.

### Section 49 - Winding Up

In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Association in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

### Section 50 - Freedom of Information

- (1) The books, documents and securities of the Association shall be in the custody of the President and or Public Officer.
- (2) Any member of the Association may examine and make copies of any of the Association's records except in camera minutes, correspondence relating to in camera minutes, commercial-in-confidence materials, any other document declared confidential by a resolution of the Council or the Executive, and which relate to personal or staffing matters, or legal proceedings.
- (3) The member seeking access shall apply in writing to the President. If the requested records comply with clause 50(2), the President shall provide the requested records for examination and/or copying within five working days of receipt of the request.



- (4) Notwithstanding clause 50(3), the President may delay access to any record of the Association until the end of the next Executive meeting, if s/he believes the records requested refer to a matter which may be considered by the Executive to be confidential.
- (5) If the President delays access under clause 50(4), s/he shall communicate this in writing to the member requesting the information within five working days of receipt of the request.
- (6) The Executive and individual Executive members may examine any record kept by the Association during office hours, except which relate to personal or staffing matters.

## Section 51 - Alteration

This Constitution and the Statement of Purposes of the Association must not be altered except in accordance with the Act.

## PART 13 - DEFINITIONS AND INTERPRETATIONS

### Section 52 - Definitions

In this Constitution, unless a contrary intention appears -

- (1) 'Academic Day' is as defined by the relevant University statute.
- (2) 'Association' means the University of Melbourne Postgraduate Association Incorporated.
- (3) 'CAPA' means the Council of Australian Postgraduate Associations Inc.
- (4) 'General Manager' means the senior employee of the Association.
- (5) 'Council' means the Council of the Association.
- (6) 'Executive' means the Executive of the Council.
- (7) 'Member' means a Full member of the Association, unless the contrary is indicated.
- (8) 'Postgraduate' means a postgraduate student of the University of Melbourne, as defined by University Statute.
- (9) 'Rules' means those procedures constructed under section 17(2) of this Constitution
- (10) 'The Act' means the Associations Incorporations Act 1981.
- (11) 'The Regulations' means the Regulations under the Act.
- (12) 'The Student Union' means the Melbourne University Student Union Incorporated.
- (13) 'University' means the University of Melbourne.
- (14) 'University Statute' means a statute or resolution of the Council of the University.

## Section 53 - Interpretation

Words or expressions contained in this Constitution are to be interpreted in accordance with the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

## PART 14 - TRANSITIONAL

### Section 54 - Transition

- (1) This Constitution replaces the Constitution of the Association adopted 9 August 1999 and shall be taken to come into effect at the closure of the Annual General Meeting on 16 April 2002.
- (2) Notwithstanding the provisions of the Constitution, for the 2002 calendar year the Association Council and Officers elected or co-opted pursuant to the prior Constitution shall continue to hold office until 31 December 2002. The following office bearers shall continue in office and be known by their new titles effective at the closure of the Annual General Meeting on 16 April 2002.
  - (a) The Senior Vice-President shall be the Vice-President;
  - (b) The Vice-President - Activities shall be the Activities Officer;
  - (c) The Vice-President - Education (Coursework) shall be the Coursework Education Officer;
  - (d) The Vice-President - International Students shall be the International Students Officer;
  - (e) The Vice-President - Education (Research) shall be the Research Education Officer;
  - (f) The Vice-President - Women shall be the Women's Officer.
- (3) Council shall reconstitute the Association Executive in accordance with this Constitution by 1 July 2002.



## **Appendix 4 UMPA Publications**

**Copies of the following UMPA publications are in the hard copy submission:**

- **“PGR” (Postgraduate Review) – a quarterly magazine of information, advice and argument mailed out to all UMPA members**
- **“360” – an annual publication giving comprehensive information about the University of Melbourne and about studying and living in Melbourne, provided free to all new postgraduate students**
- **“Thesis Writing Guide” – a comprehensive guide to writing the doctoral thesis, and to the trials and tribulations of the PhD journey, available from UMPA for \$2**
- **“Traffic” – a refereed journal of articles written exclusively by postgraduate students and co-sponsored by UMPA and the Office of the Vice Chancellor, available from UMPA for \$12 per copy**



## Appendix 5 UMPA Strategic Plan 2005 – 2008

### **SUMMARY OF OBJECTIVES** *(not in order of importance):*

1. To achieve financial resilience sufficient to support the purposes of the association
2. To maintain a governance model that is accountable, transparent and representative
3. To support students at risk in the postgraduate population
4. To produce and be known for high quality research on issues relevant to postgraduates: the information to be used in campaigns run by postgraduate associations
5. To have an effective independent role in promoting and protecting postgraduate rights and services within the University, and their interests in the wider community
6. To increase student participation in UMPA
7. To anticipate and provide solutions to the changes in student needs
8. To oppose the adoption and implementation of voluntary student unionism, and ensure UMPA's continued survival as an independent representative organisation

### **Objective 1: To achieve financial resilience sufficient to support the purposes of the Association**

#### **Strategies**

- Explore options for state government and University funding
- Develop a financial model for the short, medium and long term, to include an investment approach
- Establish/attract new sources of funding
- Regularly review all financial arrangements
- Achieve a three-year funding agreement
- Review costings and subsidies for UMPA activities
- Develop a communication strategy for UMPA alumni, develop partnerships with like-minded organisations, develop partnerships with financial organisations
- Charge the University for services

## **Objective 2: To maintain a governance model that is accountable, transparent and representative**

### **Strategies**

- Have regular meetings between Office Bearers
- Ensure production and distribution of an Annual Report to all students
- Improve communication between staff groups
- Develop a database on University committees
- Ensure that council vacancies are promoted/ maintain high level of member participation in Council
- Have two strategic reviews during the year, and ensure follow-up

## **Objective 3: To support students at risk in the postgraduate population**

### **Strategies**

- Identify all sub-groups of students at risk
- Prepare a report on completion data
- Prepare a report on students at outstations
- Examine bursary data
- Prepare a report on the University's response to disadvantaged students

## **Objective 4: To produce and be known for high quality research on issues relevant to postgraduates: the information to be used in campaigns run by postgraduate associations**

### **Strategies**

- Combine the current Policy and Research and Campaigns committees to create one "Education committee", with project or working groups established for specific research/policy/campaign projects
- Identify and support new and ongoing research
- Investigate the feasibility of collaborative research and independent funding, including DEST and traditional sources of funding
- Promote and launch research findings and reports with public forums, press releases, and with the engagement of the media and UMPA affiliations, University/CAPA/NUS
- Provide research reports to all other PGSA's
- Present papers at conferences eg QPR, Asia/Pacific forum
- Write articles for both academic and popular publications
- Provide and review University of Melbourne-focused casework including the dissemination of information to the University and external parties
- Conduct the annual Campaign and Research forum

- Examine staffing profile and time allocation for the production of high quality research: provide appropriate staff development

**Objective 5: To have an effective independent role in promoting and protecting postgraduate rights and services within the University, and their interests in the wider community**

**Strategies**

- Identify students' rights and needs, through research and the surveying of postgraduates
- Conduct regular analysis of University policies and practices and develop postgraduate focussed responses, eg review and/or improve unsatisfactory progress procedures
- Target and respond to social issues specific to postgraduates
- Reflect social issues and students' rights and interests in UMPA publications
- Clearly differentiate the UMPA perspective from SGS, MUSUL et al and promote this through the strategic "branding" and recognition of UMPA and its services

**Objective 6: To increase student participation in UMPA**

**Strategies**

- Revisit the UMPA website to improve its accessibility and usage, and to make it more engaging and entertaining for postgraduates
- Ensure regular UMPA promotion of UMPA services
- Build relationships with postgraduate co-ordinators
- Improve the UMPA's introduction to intending postgraduates, such as the transmission of early information, with the University's letter of offer to postgraduate applicants
- Seek access to global postgraduate e-mail
- Increase current Council members' representation at postgraduate enrolment and orientation events
- Brief orientation "hosts" about UMPA services and make available, staff to "meet and greet" new postgraduates

**Objective 7: To anticipate and provide solutions to the changes in student needs**

**Strategies**

- Collect stakeholder opinions on their needs, and regularly gather and update information, with rolling surveys
- Investigate, test and develop solutions to the changing student environment, eg IT solutions

- Ensure staff and Office Bearers are resourced and skilled to respond to the professional requirements of University and UMPA committee activities
- Identify existing UMPA and University publicity, communication and marketing systems and seek to utilise and enhance these systems to engage and communicate with postgraduates, identify their needs and to develop and promote solutions
- Ensure that there is departmental interaction within UMPA to stimulate ideas and creative responses
- Run an annual forum for Postgraduate Co-ordinators
- Lobby groups such as Alumni and Careers to assist postgraduate students

**Objective 8: To oppose the adoption and implementation of voluntary student unionism, and ensure UMPA's continued survival as an independent representative organisation**

### **Strategies**

- Ensure that the Strategic Plan strengthens the case for student organisations
- Identify and cultivate persons of influence, and, where UMPA activities are of interest to Federal politicians, provide relevant information and briefings
- Develop a multifaceted campaign, including a strategic response for the provision of legal advice and action
- Encourage and engage State Government resources and support for student organizations
- Persuade Coalition members to modify the proposed legislation to ameliorate its impact on the activities of student organisations