

UNIVERSITY OF WOLLONGONG UNDERGRADUATE STUDENTS' ASSOCIATION
REGULATIONS GOVERNING THE WUSA OFFICE

1. Authority

By virtue of Section 7, sub-section 7.1.1(c) of the Constitution of the University of Wollongong Undergraduate Students' Association (WUSA) these Regulations shall be known as the Regulations Governing the WUSA Office.

2. Office Manager

2.1 The President of the WUSA shall be the Office Manager.

2.2 The Office Manager is responsible for the day-to-day running of the WUSA office.

2.3 The Office Manager will ultimately determine the use of all WUSA office resources in any respect including staff and all equipment.

2.4 The Office Manager reserves the right to proceed with legal action against any persons acting in an unlawful manner within the physical confines of the office.

3. Conduct

3.1 All persons entering the WUSA office are expected to treat WUSA administrative staff and all WUSA equipment with respect.

3.2 Any person caught stealing any equipment from the WUSA office will be charged under relevant common law provisions.

3.3 Smoking in any area 20 feet of the WUSA office is prohibited under OH&S regulations.

3.4 Sexist, homophobic, racist behaviour or vilification of any kind will be met with prosecution under the relevant legislation, this will be referred to the relevant disciplinary committees of the University and will also result in the suspension of access privileges. In addition, security will be called to remove the offending person/s.

3.5 The SRC by a two-thirds majority, can ban persons from the WUSA office space for acting in a manner described in point 3.4 above.

4 Security

- 4.1 The Office Manager is responsible for the security of the WUSA office.
- 4.2 In the absence of the Office Manager the highest ranking officer shall take responsibility for the security of the office and its contents (i.e. alarm operation). The term "ranking" refers to the vertical listing of the WUSA Executive in Section 4.8 of the Constitution
- 4.3 The WUSA office, shall at all times, except when empty of people contain either/or;
 - a) At least one (1) officer of WUSA
 - b) The Administrative Officer of WUSA
 - c) An employee of WUSA with permission of the Office Manager.

In addition any other person/s entering the WUSA office must be kept under supervision by any member from the list above.

- 4.4 The last member of the group identified in the clauses 4.3 (a), (b) and (c) to vacate the WUSA offices after WUSA normal operating hours will be required to activate the alarm system.
- 4.5 In securing the WUSA office before vacating the premises the responsible officer or employee should:
 - a) Turn off non-essential electrical equipment;
 - b) Close all windows and doors;
 - c) Turn off all lights;
 - d) Activate the alarm;
 - e) Ensure external door is locked.

5. Media Room

- 5.1 The Media Officer shall be the Office Manager for the Media Room only and is thus granted the rights and responsibilities as outlined in

Section 2 of these regulations for the Media Room.

- 5.2 The Media Officer is responsible for the tidiness of the Media Room although may delegate responsibilities to staff where consistent with staff job descriptions. The Media Officer should ensure that the Media Room complies with Occupational Health and Safety requirements.
- 5.3 Food and beverages are only permitted in the media room at a designated space away from all computers – if provided. All waste or mess must be disposed or cleaned off appropriately. The Media Officer may direct staff or persons consuming food or beverages to use the designated space or to leave the office.
- 5.4 The Media Officer reserves the right to eject any person other than media staff from the Media Room at any time.
- 5.5 Students, WUSA staff and office bearers and other persons may use the Media Room only with the express permission of media staff. Media staff have priority to Media Room facilities at all times for work on WUSA media department publications.