

**WUPA
POLICY
DOCUMENT**

2005

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1.0 POLICY AT WUPA

Policy Number:	1.0
Approved by:	WUPA Council
Date Approved by:	20 October 2003
Motion Number:	Number 4, minutes 20.10.03
Date Effective:	20 October 2003
Date of Next Review:	20 October 2006
Contact Officer:	Policy Research and Advocacy Officer

1.1 What is policy within WUPA?

“Policy” is a term used by different people in a number of different ways. There are numerous definitions but it is more simply a statement which has the purpose of guiding action and allocating authority. In general, policy is philosophically based, implies intention and creates a framework for taking action.

Within WUPA, policy is defined in the broadest sense and may include guidelines and procedures which have the ultimate purpose of providing direction for members, councilors and staff. The scope of policies within WUPA may range from high level statements of principle to detailed operational procedures. Procedural policy is the most common form of policy required within WUPA as it provides a stated guideline which communicates how something will be done and by whom. Policy at WUPA is a stated intention; a considered, authoritative response to a problem; a way to achieve goals and objectives; and/or a framework to guide how action is taken. Policy is approved by the WUPA Council and then incorporated into the WUPA policy volume.

Draft policy should be directed to the Policy Research Officer for comment or advice, to ensure that the structure and format of policies is congruent with the policy volume, and that the proposed policy does not conflict with any other previously approved policy.

1.2 Why have policy within WUPA?

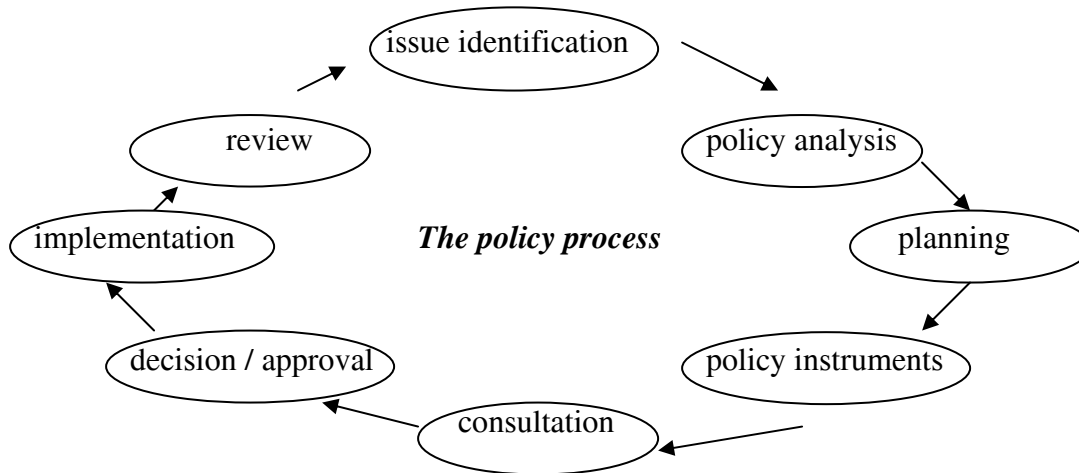
Policy is important to the efficient and effective operation of WUPA. It is a tool enabling:

- Individuals to get on with their jobs without needing to discuss issues each time they arise
- Office bearers and staff members to work towards a common goal
- Consistency and predictability within WUPA
- To avoid conflicts and confusion
- Compliance with legal and other requirements
- Quality assurance and improvement in services provided by WUPA

1.3. The policy process within WUPA

Policies are more likely to be successful if a systematic process is followed. The policy process below provides a structure for policy development, implementation and review. The process has several stages and is cyclical.

The stages in the process are not mutually exclusive. Some early consideration will have to be given in the analysis and planning stages to the instruments by which policy will be effected, stakeholders who should be consulted and how that consultation might be undertaken, the approval pathway, the implementation process, and when and how to review the policy.



1.4 Stages in the policy process

1.4.1 Issue identification

Identifying a policy issue involves understanding the problem or concern that needs to be addressed. Issues can be identified in a number of ways, eg. through student's raising issues of concern with the WUPA Council; through councilors or staff becoming aware of a change in the University's policies or procedures; through reviews of the practices or procedures of WUPA, through a constitutional change; or through changes to government legislation or regulations.

Issue identification checklist

- Is there agreement on the nature of the issue or problem?
- Are there feasible solutions to address the issue or problem?
- Is the problem or issue one that needs to be addressed by developing a policy?
- Is there a current policy on this issue?
- Could the issue be addressed by amending current policy?
- Who in the University, WUPA or the broader community is affected by this issue?

1.4.2 Policy Analysis

Analysis of a problem or issue usually leads to identifying more than one possibility for a solution. In reaching potential solutions, it can be useful to find information on policy issues, for example, through policies of other student organisations or universities, through publications, research data, or public sector practice.

The analysis will involve investigating feasible options and solutions to address the issue or problem, taking into consideration the advantages and disadvantages of each option, the possible

consequences of each option, the resource (budgetary, staffing, infrastructure, time etc) implications of each option and how the options fit with current WUPA policies, goals and strategies. The analysis will then form the basis for a well-reasoned proposal to address the issue, and will be a useful resource in developing planning documents.

Policy analysis checklist

- In developing the policy options, has the issue been comprehensively researched?
- Do the proposed policy options have clear and explicit objectives?
- Are the objectives and goals of the policy options congruent with the overall objectives and goals of WUPA?
- Have the employment, industrial, equity and fairness consequences of a proposal been worked through?
- Have resource constraints, accountability, quality assurance and legal requirements (if applicable) been taken into account in any policy advice?
- Are any required resources budgeted and likely to be available?
- Has the search for alternative options been thorough, and is there a more suitable alternative?
- Will any other policies or documents require amendment to ensure consistency?
- Has policy approval pathways and implementation been considered?

1.4.3 Planning

Once the policy issue has been identified and options to address the issue devised, a plan can be developed setting out how the policy process should proceed. The plan should detail all the stages in the process to get the proposed policy implemented. These stages may include:

- Preparing an issues paper
- Putting the issues paper to the WUPA Council or a relevant committee
- Forming a working party
- Drafting a proposed policy
- Consultation on the draft policy
- Revision of the draft policy based on feedback
- Circulation of the revised policy
- Approval of the draft policy
- Revision of other policies and documents to ensure consistency with the proposed policy

The plan is a fluid document, so additions and amendments can be made as necessary throughout the process. The plan should include the key dates and milestones at each stage, and should allow for flexibility, where possible, in the event that deadlines are not met or committee dates or other circumstances change.

Issues paper

The policy analysis can form the basis of the issues paper, which sets out:

- The background to the policy issue

- Analysis of the options and solutions presented to address the issue (advantages/disadvantages, consequences, resources, objectives etc)
- Recommendations on how to proceed

The issues paper can also contain recommendations about key stakeholders who need to be consulted and recommendations about consultation methods, the approval pathway, options for implementation and about how and when the effect of the policy should be evaluated.

Enough information should be provided for the decision-makers so that they can make sound and well-informed judgements and decisions.

1.4.4 Policy instruments

Policy instruments are the ways, means and methods by which a policy can be put into effect. Policy instruments are usually specified as action, advocacy, money and law. More than one policy instrument may be used to effect a policy. In determining the appropriate policy instrument/s, consideration should be given to efficiency, effectiveness, equity (including access) and workability.

Examples:

Policy through action may involve developing and implementing procedures or information pamphlets, establishing a new position or department within the WUPA or providing new facilities or services.

Policy through advocacy may involve education or persuasion through publicity campaigns, workshops and meetings

Policy through money may involve increasing funding or finding sponsorship

Policy through law may involve the development of proposals to amend legislation, university by-laws, regulations, or rules. Changes to university rules may be required to implement WUPA policy.

Policy Instruments Checklist

- Is this the most appropriate way of proceeding with this issue/policy?
- Will the proposed instrument be cost-effective, simple and robust?
- What are the advantages/disadvantages of using this policy instrument, or combination of instruments?
- It is likely to be successful in achieving the objectives of the policy?

1.4.5 Consultation

Consultation provides for participation in policy-making by identifying and liaising with individuals or groups with an interest or stake in an issue. Fundamental to consultation is identification of the relevant people, committees or organisations by asking the question “who is

affected by this issue and the proposed solution and in what ways?" Consultation can occur internally and externally of WUPA, depending on the issue. The benefits of consultation include:

- Gathering information, and seeking new ideas and expertise
- Providing avenues for dialogue with key stakeholders
- Testing proposals
- Gaining feedback/evaluation on existing proposals
- Promoting consensus and ownership
- Building support
- Minimising risks of disagreement or conflict

In planning effective consultation strategies, the following should be considered:

- Consultation should occur early and throughout the policy process
- Consultation needs to be designed to meet the needs of the situation
- Consultation requires openness about why people are being consulted and how much influence they will have on decisions
- Those consulted need to be provided with comprehensive, balanced and accurate information
- All key stakeholders (including WUPA staff) should have access to the consultation process
- Feedback should be provided to participants on the results of the process

In planning consultation, decisions need to be made about timing, stakeholders, the breadth of consultation required, and the most appropriate method/s for consulting.

Examples of consultation methods include:

- Circulation of discussion papers and calls for submissions/feedback
- Focus groups or workshops
- Public meetings or forums
- Reference groups/working parties/consultative committees
- Surveys
- Targeted consultation with peak/representative/industrial bodies

Consultation Plan Checklist

- Are the objectives of the consultation process clear?
- Has an appropriate information, consultation, partnership, delegation or control strategy been developed?
- Does the timetable allow sufficient scope for meaningful input and consideration?
- Have all relevant stakeholders been identified and included?
- Are the resources committed and the scope of the consultation commensurate with the importance of the problem?
- Is there information available, and appropriate access to the consultation process?
- Do the consultation documents allow for meaningful discussion, input and consideration?
- Have contributions been acknowledged?
- Has feedback from consultation been incorporated into policy advice?

1.4.6 Decision/ Approval

Having evaluated alternatives, the WUPA Council shall choose the policy option most likely to attain desired goals.

1.4.7 Implementation

Implementing the policy requires introducing the policy into practice. It is important at each stage of the policy development process to consider practical and achievable implementation strategies. Effective communication within WUPA may be necessary to synergise actions being proposed and taken.

A communication strategy to support implementation of the policy is essential. Without this, knowledge of and compliance with the policy will be compromised. The communications strategy can include:

- Posting information in relevant sections of the WUPA website
- Providing information sheets or brochures to committees, to related organizations or groups, and to relevant staff
- Including information about the policy in the *Postgraduate Reporter* or by way of the all_postgrads email list
- Using workshops, focus groups and forums
- Providing training to relevant staff
- Circulating FAQ on the policy, its effect and how it can be followed

Implementation Checklist

- Is the implementation strategy clear and easy to follow?
- Is there an agreed responsible officer, which is the person responsible for operating and communicating the policy, and to whom questions may be directed?
- Has the new policy been placed on the WUPA website?
- Will the policy take immediate effect, or will there be a lead up period?
- Is there a need for changes to administrative procedures or infrastructure?
- Is a top-down or bottom-up approach most appropriate?
- Who does the policy affect, and who needs to be informed?
- Has a communication strategy be developed?
- Have any necessary training arrangements been put into place?
- What performance indicators can be developed to monitor the effect of the policy?

1.4.8 Review

A policy should include a statement of when it will be reviewed or evaluated. A review clause is useful to ensure the policy is kept current, relevant and effective, rather than left to become outdated and ineffective. A statement to the effect that “this policy will be reviewed two years after approved” should be sufficient.

The process of review involves monitoring its effectiveness and consequences to determine the extent to which it is operating effectively, whether it is being applied widely (i.e. the level of

compliance with the policy) and whether it is achieving the desired results. Keep in mind that a review of policy might also be instigated where there is a change in circumstances (e.g. government reforms). A 'mini-review' of the policy in six months or a year after its introduction might also be desirable.

A review or evaluation of a policy can be undertaken in a number of ways, including

- Assessment against performance indicators
- Asking committees of WUPA or office-bearers to report in the operation of the policy
- Consultation
- Cost benefit analysis
- Audit
- External review

Review Checklist

- Did the policy properly address the issue or problem identified?
- Was the choice of policy instruments appropriate?
- Did the policy result in changes to attitudes or work practices?
- Was the policy administratively simple?
- Was the policy effectively communicated?
- Where there any unfavourable outcomes from the policy?
- Has the policy unnecessarily disadvantaged anyone?
- What aspects, if any, of the policy need improvement?
- Have evaluation findings informed the next policy cycle?
- Should the policy be continued, modified or terminated?

1.5 Policy Template

WUPA policies need to be structured in a consistent way, and include information on when the policy was first approved, as well as the history of any modifications to the policy. This will help to keep track of the ways in which certain policies have been treated, and provide a note for when policy review should be undertaken.

The policy template given below should be included on all approved policies in the policy volume. The Policy Research Officer shall be responsible for ensuring that the record of modification history of all policies is kept up-to-date and accurate.

[INSERT POLICY TITLE]

Policy Number:	The next number in the index of entries
Approved by:	WUPA Council
Date Approved by:	Original Approved date
Motion Number:	Motion Number from WUPA Minutes approving the policy
Date Effective:	Date policy takes effect / immediately
Date of Next Review:	Generally 2-3 years from date approved
Related Policies:	Any related policies by title
Contact Officer:	Staff member or Office-bearer responsible for the policy (by position title)

1. Overview

In this section provide an overview of the policy, including any background information which provides the context to the policy determination. State the purpose of the policy and the reasons the policy was developed.

2. The Policy

- In this section details of the policy statement should be set out
- Short paragraphs are preferable. Each major section or sub-section should be consecutively numbered. For example minor headings under Section 2 would be numbered 2.1, 2.2, 2.3 etc.
- Operational or administrative procedures required to implement the policy should be clearly set out
- Any forms required for implementation should be included as an appendix

Modification History

Date:	Resolution No.	Details
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2.0 Access, Equity, Health and Families

Policy Number:	2.0
Approved by:	WUPA Council
Date Approved by:	1.5.2002
Motion Number:	Motion Number from WUPA Minutes approving the policy
Date Effective:	1.5.2001
Date of Next Review:	1.5.2004
Related Policies:	--
Contact Officer:	Women's Officer, Koori Officer, International Students Officer

2.1 Preamble

The University of Wollongong community is growing substantially year by year and with this growth a greater number of students from disadvantaged groups or with family responsibilities now attend the University. The University must eliminate any discriminatory behaviour or treatment that negatively impacts on a student's experience at University.

WUPA believes equal opportunity programs which (a) take positive and active steps to eradicate discrimination; and (b) counteract the continuing impact of past discrimination, in both attitudes and practice will encourage a system which maximises choice available to all people regardless of their gender, race, ethno-cultural background, age, socio-economic background, disability, and sexual identity, and which enables them to participate actively in society and to reach their full potential.

Access and equity are issues that must be actively pursued and upheld and WUPA does not believe that the 'free market' will ensure these ideals are maintained. The introduction of up front fees and the corporatisation and privatisation of higher education jeopardises these values. Funding is required to ensure that principles of access and equity are maintained and WUPA must be diligent to ensure that the University retains adequate resources to maintain access and equity initiatives.

WUPA has the fundamental belief that university education should be open to all. It will continue to implement actions and policies that protect this right. There is now a stronger influence within the community that higher education should be on a fee for service basis. Up-front fees and HECS have led to the under-enrolment and low participation rates of students from disadvantaged backgrounds. This becomes more noticeable at postgraduate level as most courses are full-fee paying. Further, WUPA believes that in relation to specific sub-groups, different levels of discrimination are experienced.

With respect to students from disadvantaged groups WUPA:

- (i) aims to ensure that advocacy services are available to postgraduate students;
- (ii) aims to ensure the University has mechanisms to deal with any complaints relating to discrimination against postgraduate students;
- (iii) abhors any prejudice and discrimination towards postgraduate students;
- (iv) will continually consult with disadvantaged groups to ensure WUPA is aware of their problems and is attempting to address their needs;
- (v) will ensure its programs and facilities are accessible to disadvantaged groups;
- (vi) will fight for a free and publicly funded education system;
- (vii) will oppose the expansion of up front fees with the view that it will reduce access to postgraduate

- study for students from low socio-economic backgrounds;
- (viii) will monitor policy to ensure that access to postgraduate study is not restricted to these students by the policies of the University;
- (ix) will attempt to increase the number of scholarships for specifically targeted students without the financial means to pursue a course of postgraduate education; and
- (x) supports the raising of the HECS threshold to average weekly earnings.

2.2 Aboriginal and Torres Strait Islander students

The Council of Australian Postgraduate Associations (CAPA) recently commissioned a report entitled "Indigenous Postgraduate Education" (1997) which investigated the barriers that Indigenous students must overcome when undertaking postgraduate studies. The report concluded that "these barriers can only be overcome by universities and governments demonstrating their readiness to make a 'real' commitment to Indigenous self-determination and empowerment."

With respect to Aboriginal and Torres Strait Islander Australians WUPA:

- (i) believes that Aboriginal and Torres Strait Islanders should have preferred access to postgraduate study and WUPA should be active in any program that aims to achieve this;
- (ii) believes that the concept of reconciliation with Aboriginal and Torres Strait Islanders is vital and should be encouraged by all Australians;
- (iii) will work to ensure there should be no discrimination against Aboriginal and Torres Strait Islanders at the University of Wollongong;
- (iv) believes that the social and cultural heritage of Aboriginal and Torres Strait Islanders must be respected by the University and WUPA and this should be factored into administrative and support services;
- (v) will work to ensure that Aboriginal and Torres Strait Islanders are able to complete their studies without compromising their own culture and integrity;
- (vi) will insist that in all matters relating to Aboriginal and Torres Strait Islanders education, Aboriginal and Torres Strait Islanders are consulted;
- (vii) will work to establish traineeships, cadetships and scholarships designed to target Aboriginal and Torres Strait Islanders;
- (viii) recognises that Aboriginal and Torres Strait Islander postgraduate students require appropriate mentoring for both their study program and for being active within WUPA, and therefore commits to promoting or facilitating such mentoring programs; and
- (ix) should establish strong links with the Aboriginal Education Centre in order to discuss and devise strategies to encourage and assist Aboriginal and Torres Strait Islanders students to undertake and complete postgraduate studies.

2.3 Family and Childcare

WUPA recognises that family responsibilities are the concern of many adults of both sexes although in practice the responsibility of childcare often remains with women. Whilst WUPA believes that the welfare of children is ultimately the responsibility of parents, the care of children is also a social responsibility.

(a) Government funding of childcare

WUPA recognises that the high cost and other inadequacies of childcare facilities on campus and in the wider community constitute a major constraint to women accessing higher education. Present levels of

government funding are inadequate, and reductions are unacceptable. State and Federal governments should support the provision of affordable, flexible and accessible childcare facilities in the community.

WUPA will, where possible, lobby governments, and participate in efforts to affect government policy, to ensure that funding to childcare services is maintained and increased as appropriate.

(b) University of Wollongong Childcare Services

WUPA believes it is vital that the University of Wollongong Children's Services (KidsUni) be adequately managed and funded. Services should remain high quality, and maintain flexible service provision and cost structures, which recognise the particular needs of students.

With regards to KidsUni, WUPA:

- (i) supports the allocation of funding from WUPA to KidsUni in the interest of providing cost effective and flexible childcare to postgraduate student parents;
- (ii) will not support any university childcare policies or funding arrangements which it believes disadvantage student parents;
- (iii) will not support any action by the University that lowers University funding and support for KidsUni;
- (iv) will encourage the University to raise its level of support to KidsUni; and
- (v) will advocate for the extension of operating hours.

(c) Parental responsibilities and study leave

WUPA believes that childcare responsibilities should be regarded as an acceptable reason for applying for suspension or extension of candidature, or for conversion to part-time studies. Postgraduate scholarship providers should grant such leave and benefits which will reasonably accommodate the competing roles of postgraduates as students and parents. WUPA also believes that scholarships should provide paid maternity and paternity leave for student parents.

With respect to student parents, WUPA:

- (i) will lobby for the provision of paid maternity and paternity leave for postgraduates on scholarships;
- (ii) recognises that an unsupportive departmental culture can make it difficult for students to claim their entitlements as parents;
- (iii) will support and advocate for students in these circumstances, and will take such steps as necessary to lobby policy makers to accommodate childcare responsibilities; and
- (iv) supports the provision of a parenting room in the Unicentre.

(d) Children on campus

The University should recognise that for a variety of reasons it may be necessary for children to accompany student parents onto campus. Although WUPA recognises that for occupational health and safety reasons certain places should remain off-limits, children should be welcome on campus provided they are safe and adequately supervised.

With respect to children on campus, WUPA:

- (i) will support students in these circumstances, and will take such steps as necessary to ensure that children are accommodated when there is a need to bring them onto campus, including WUPA

- premises;
- (ii) will explore ways to facilitate the provision of childcare to members attending WUPA events;
- (iii) will endeavour to create a family-friendly environment on WUPA premises, through the provision of facilities and services such as toys, baby-change and kitchen facilities, and high-chairs;
- (iv) recognises that breast-feeding is a natural/normal act of parenting/mothering and supports/recognises women's right to breast-feed in public in a relaxing environment; and
- (v) will endeavour to create a breast-feeding friendly environment.

2.4 International students

International students are making up an increasing proportion of the University population. Many of these students are enrolled in full fee paying postgraduate degrees and have made sacrifices to study at the University of Wollongong. These students come from many parts of the world, both English and non-English speaking countries.

WUPA is concerned about:

- (a) an absence of cultural sensitivity by the staff of the University;
- (b) the loneliness and isolation that students may experience as a result of traveling to a unfamiliar country to live and study; and
- (c) international students being included in university life.

Many international students do not know the University culture and procedures, or for that matter Australian culture generally. This problem can lead to culture shock and to a complete change in self-esteem of international students. Further, WUPA recognises that many international students experience direct and institutionalised racism in the form of exclusion and difficulty in obtaining employment.

With respect to international students, WUPA:

- (i) recognises the diversity of students present at the University and aims to accommodate this diversity in its services and programs;
- (ii) believes that they should have an equal sense of belonging to the University community;
- (iii) recognises the difficulty of adjustment and will work to ensure WUPA's and the University's programs make this transition easier;
- (iv) will work with the University to ensure that all postgraduate degrees are sensitive to other cultures and acknowledge the experiences and qualifications of international students;
- (v) recommends the continuous training of supervisors and other academic and general staff in culturally sensitive teaching and practices;
- (vi) encourages the University to establish mechanisms so that supervisors can increase the time they spend with international students, particularly in the first months of candidature; and
- (vii) believes that departments should be encouraged to establish a community of learning and not an atmosphere of individual competition.

2.5 Mature age students

WUPA recognises the extra difficulties mature age postgraduate students may encounter in their studies, and advocates action and policy that makes it easier for mature age postgraduates to succeed in their endeavours. These difficulties include:

(a) Ageism

Students who take on postgraduate studies in their more senior years are sometimes faced with discriminatory behaviour. Discriminatory behaviour may include a failure to be considered for scholarships, departmental funding, travel funds, and academic work opportunities. The University should recognise that older students have a wealth of experience to offer in both postgraduate education and academia. WUPA opposes age discrimination and endorses the view that the issue of ageism should be identified and incorporated into the education/training of departments and academic supervisors.

(b) Finance

Mature age students often have financial difficulties on beginning or returning to postgraduate study. Some of the elements that need to be considered are access to flexible enrollment and leave arrangements, and equality of opportunity to access student support funding such as scholarships. WUPA supports the provision of some targeted scholarships for mature age students and offers support to the development of special guidelines so that recognition of prior learning is part of scholarship selection criteria.

(c) Isolation

Mature age students are often isolated in postgraduate environments where their student peer group is significantly younger and cannot relate to their difficulties. WUPA supports any university programs, initiatives, groups or activities aimed at lessening the isolation of mature age students. In planning its activities, WUPA is committed to providing programs that mature age postgraduates are especially welcome to attend.

(d) Supervision

WUPA recognises that supervisors may be uncomfortable with students who are of comparable age or older, and that often mature age students present different challenges for supervisors. Accordingly, WUPA endorses the inclusion of age issues in the supervision training of academics, and also welcomes sessions specifically tailored to mature age postgraduates on the subject of supervision. WUPA also supports mentoring for mature age students by academic staff/students of a similar age to support the students concerns which relate to being mature age and a student.

(e) Mature age women postgraduate students

Women are most often the primary care givers in the community. Combining care with postgraduate study leads to difficulties managing time. Many mature age women experience a higher level of stress when undertaking postgraduate studies because they have either modified their work and family environment (or both) to have enabled further study. This can take its toll on both physical and mental health.

WUPA supports all university programs, initiatives, groups and activities that assist mature age women postgraduates. WUPA would welcome a women's academic and professional development program as a means of addressing some of the issues facing mature age women postgraduates.

2.6 Mental health concerns

In light of the historical and continuing disadvantages suffered by people with continuing, periodic or short-term mental health concerns and the increasing incidence and awareness of mental health concerns in the community, WUPA recognises that the impact of postgraduate study on mental health should be addressed.

WUPA also recognises that there are severe negative consequences for people with mental health concerns identifying themselves, therefore self-identification is problematic. As the University is likely a site risk to the mental health of postgraduate students, WUPA encourages the University to have active, non-discriminatory support measures for students with mental health concerns. Support measures should include special consideration and reasonable adjustment policy for academic outcomes. Additionally, WUPA supports the principle that University staff in Students Services Division and student organisation staff should be adequately trained in communication with students with mental health concerns.

WUPA shall establish a working group to develop an action plan for students with mental health concerns.

2.7 Queer students

(a) Definition

For the purpose of this policy, the term “queer” is used as an umbrella term for all persons who identify outside prevailing gender and sexuality expectations and assumptions; including, but not limited to, persons who are gay, lesbian, bisexual, intersex and transgendered.

WUPA recognises and celebrates the diversity within the postgraduate community, including the diversity of sexual identities. WUPA acknowledges that queer postgraduate students may have distinct and different concerns and experiences. WUPA adopts the following policies in order to be strongly and visibly inclusive and supportive of queer postgraduate students and staff.

(b) Statement

WUPA acknowledges that people who are queer have suffered a history of legal, social and institutional discrimination based on their sexual orientation or identity. WUPA recognises that homophobic and other anti-queer harassment and bullying continue to be an endemic problem at all levels of the education system, and are still inadequately addressed.

WUPA recognises that our society prescribes a hegemonic heterosexual identity. This hegemony includes social institutions such as marriage and rigid gender roles, and is reinforced by the denial, stigmatisation and punishment of alternative possibilities (such as queer). These punishments may be applied by the state or by civil society in the form of discrimination, intimidation or violence. WUPA believes that this oppresses queer – and many non-queer – people, by forcing them into a particular way of life.

WUPA does not believe heterosexuality to be superior to any other sexual identity or way of life; queer sexualities and identities are equally valid. WUPA shall never assume that anyone or any group, is limited by their sexual identity or orientation, or is by default heterosexual. WUPA believes that all people should have equal rights regardless of sexual identity, and opposes all discourses, institutions or structures that privilege heterosexuality or penalise queerness. WUPA recognises that the heterosexist nature of society

disadvantages queer people, and supports the right of queer people to create their own spaces and structures and condemns violence, intimidation or discrimination against any person or group on the basis of their real or perceived sexual identity or group.

(c) Discrimination

WUPA does not accept or tolerate any form of prejudice or discrimination based on sexual orientation. WUPA shall ensure that the University includes queer issues in their anti-discrimination practices, policies and publications. WUPA views as equal the lifestyle choices of members and recognises that all staff and constituents have the right to be “out” in the workplace.

(d) University and community campaigns

WUPA shall support education campaigns against homophobia and about discrimination issues within the University and in the wider community.

(e) Publications

WUPA Publications shall use inclusive language and shall not assume a non-queer audience and where relevant shall include queer content in its publications.

(f) Events and Activities

WUPA events or programs of activities shall seek to involve queer students and shall not assume only non-queer participation. Activities intended for the general postgraduate community shall be queer-friendly.

All WUPA physical space, functions and events shall be safe and welcoming environments for queer people.

(g) Human Resources

All WUPA employees are entitled to a non-discriminatory working environment. WUPA shall provide the same privileges and benefits to queer employees as is available to non-queer employees. Policies regarding equal benefits and non-discrimination should be made clear in WUPA recruiting procedures and material. WUPA shall review the organisation’s personnel policies and practices to identify and recommend how to eliminate any component that is not queer-friendly.

(h) University Policies

WUPA shall encourage the University to adopt and maintain policies inclusive of the needs of queer students and staff.

(i) Academic Content

WUPA shall promote queer academic content. WUPA shall lobby for and support the inclusion of relevant queer perspectives in coursework content, and oppose content that assumes a heterosexual norm or audience. WUPA shall support the development of queer studies as a discipline or interdisciplinary program

and subsidiary resources such as a directory of queer-friendly and queer-focused subjects and teaching staff across the university.

2.8 Students in remote and rural locations

Postgraduate study often requires that students spend either part or all of their time at locations other than the main Wollongong campus. Also, many students undertake postgraduate courses externally, from locations that are remote or rural. The benefits of studying in a rural or remote location are often accompanied by a unique set of difficulties. Student support networks are not often in place in these locations, compounding any problems that may occur: for example, supervision problems, a need to improve study-skills, or a need to access basic facilities and services.

With respect to postgraduates from remote and rural locations WUPA aims to:

- (i) work to ensure that these students have some level of access to services and facilities that Wollongong based students have access to;
- (ii) make every effort to include these students in the postgraduate community. Such efforts will include distribution of WUPA publications directly to students in remote and rural locations;
- (iii) lobby so that these students are not discriminated against because of their location;
- (iv) convince the University of the need to provide training workshops for supervisors of rural and remotely located students;
- (v) lobby the University to provide resources that enable students to make regular contact with their supervisor or lecturer. These resources would include provisions of computers with email capacity and budgets adequate to cover phone teleconferencing; and
- (vi) convince the University of the need to provide student services to rural and remote postgraduate students on a periodic basis. Services may include counseling, learning skills, career advice or computer training. These could be either via a rebate system which is claimed back after the student uses a local service or through designated staff who will occasionally visit rural locations.

2.9 Students with disabilities

The actions of those who do not have a disability often will exclude and marginalise differently-abled members of society. The University is a bureaucratic organisation and any insensitive practices or behaviour may further isolate students with a disability and endanger their chances of successfully completing their studies.

With respect to students with disabilities WUPA aims to:

- (i) promote recognition of the dignity of students with disabilities;
- (ii) improve access to facilities for students with disabilities at the University;
- (iii) raise awareness within the University of the issues faced by postgraduate students with physical, intellectual or psychiatric disabilities;
- (iv) work to ensure the University supports any postgraduate students who may act as carers for people with disabilities;
- (v) work to ensure that the University allows flexible study arrangements for students with disabilities;
- (vi) encourage the education of supervisors and departmental staff about the needs of students with physical and mental disabilities and how to deal with their problems; and
- (vii) lobby for more resources to help students get through the studies with as little psychological and physical stress as possible.

2.10 Women postgraduates

WUPA recognises that systematic and structural discrimination against women in our society has denied women equality of opportunity and an equitable share of social and economic advantages and benefits. Therefore, WUPA supports programmes for women which seek to ensure women's full and equal participation in all social and economic activities.

(a) Women and Education

WUPA will work towards ensuring that the University of Wollongong:

- (i) is composed of students proportionately representative of the composition of the Australian population;
- (ii) caters for the needs of women students by providing adequate services on campus, such as health services, childcare and women's spaces;
- (iii) includes women's perspectives, history and priorities in course content; and
- (iv) is free from harassment and discrimination on the basis of gender, sexuality, race, class, ethnicity and ability, and which is a safe space for women.

(b) Selection and entry criteria

WUPA believes that the University of Wollongong should establish admissions procedures, course structures and selection criteria which will encourage women's entrance into all tertiary courses, especially postgraduate courses. Such procedures should incorporate affirmative action selection quotas, flexible and extensive mature aged entry schemes, and special admission programs designed to increase women's overall access to participation in higher education.

Modification History

Date:	Resolution No.	Details
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3.0 Committees, Collectives and Working Parties

Policy Number:	3.0
Approved by:	WUPA Council
Date Approved by:	1.5.2002
Motion Number:	--
Date Effective:	1.5.2002
Date of Next Review:	1.5.2004
Related Policies:	--
Contact Officer:	Activities Officer, President or Policy Research and Advocacy Officer

3.1 Activities Committee

(a) Membership

The members of the Activities Committee are:

- (i) Activities Officer (Convenor)
- (ii) Vice-President (Coursework)
- (iii) Vice-President (Research)
- (iii) At least one (1) other member of Council
- (iv) Two (2) association members

(b) Terms of reference

- (i) To initiate and coordinate WUPA's social activities and programs as directed by the Council;
- (ii) To administer WUPA's group funding policy as directed by the Council;
- (iii) To ensure proper liaison with the University on jointly hosted seminars;
- (iv) To advise Council on the plans and budgets for WUPA activities and programs;
- (v) To liaise with the Outreach Officer (staff) and the Publications/Promotions Officer (Staff)
- (vi) To review promotional strategies and to timetable events;
- (vii) To provide reports to Council; and
- (viii) To comply with any decision of the Council to modify or overrule a decision of the Activities Committee

(c) Responsibilities of Convenor

- (i) To call meetings of the Committee every 2 months or more frequently if required;
- (ii) To ensure minutes are taken for each meeting and that these are tabled at Council meetings; and
- (iii) To make reports to the WUPA Council regarding the decisions of the Activities Committee

3.2 Campaigns Committee

(a) Membership

The members of the Campaigns Committee are:

- (i) President (Convenor)
- (ii) Vice-President (Research)
- (iii) Vice-President (Coursework)
- (iv) At least one (1) other member of Council
- (v) Up to five (5) ordinary members, appointed by Council
- (vi) The Policy, Research and Advocacy Officer

(b) Terms of Reference

- (i) To plan and organise WUPA campaigns, which include (but are not limited to) transport concession cards, coursework quality, university governance and facilities for research students;
- (ii) To provide reports to Council; and
- (iii) To comply with any decision of the Council to modify or overrule a decision of the Committee

(c) Responsibilities of Convenor

- (i) To call meetings of the Committee every 2 months or more frequently if required;
- (ii) To ensure minutes are taken for each meeting and that these are tabled at Council meetings; and
- (iii) To make reports to the WUPA Council regarding the decisions of the Campaigns Committee

3.3 Equity Committee

(a) Membership

The members of the Equity Committee are:

- (i) President (Convenor)
- (ii) Women's Officer
- (iii) Indigenous Officer
- (iv) International Students Officer
- (iv) At least one (1) other member of Council
- (v) Up to three (3) ordinary members, appointed by Council
- (vi) The Policy, Research and Advocacy Officer

(b) Terms of Reference

- (i) To ensure that WUPA is pro-active in addressing the needs of all equity groups among postgraduate students;
- (ii) To provide reports to Council; and
- (iii) To comply with any decision of the Council to modify or overrule a decision of the Committee

(c) Responsibilities of Convenor

- (i) To call meetings of the Committee every 2 months or more frequently if required;
- (ii) To ensure minutes are taken for each meeting and that these are tabled at Council meetings; and
- (iii) To make reports to the WUPA Council regarding the decisions of the Equity Committee

3.4 Policy and Research Committee

(a) Membership

The members of the Policy and Research Committee are:

- (i) President (Convenor)
- (ii) Vice-President (Research)
- (iii) Vice-President (Coursework)
- (iv) Secretary-Treasurer
- (v) At least two (2) other members of Council
- (v) Up to three (3) ordinary members, appointed by Council
- (vi) The Policy, Research and Advocacy Officer

(b) Terms of Reference

- (i) To develop WUPA's position on matters of policy at faculty, university, and sector level and identify emerging issues requiring a policy or research response.
- (ii) To provide reports to Council; and
- (iii) To comply with any decision of the Council to modify or overrule a decision of the Committee

(c) Responsibilities of Convenor

- (i) To call meetings of the Committee every 2 months or more frequently if required;
- (ii) To ensure minutes are taken for each meeting and that these are tabled at Council meetings; and
- (iii) To make reports to the WUPA Council regarding the decisions of the Policy and Research Committee

3.5 Journal Management Committee

3.6 Media Collective

- (i) The Media Collective shall be an informal group responsible for assisting the Media Officer with the production of *The Postgraduate Reporter*, and/or any other publications or media approved by the Council;
- (ii) The Media Collective shall be open to all WUPA members to provide an opportunity for Council and other interested students to be involved in the design and content of WUPA's publications
- (iii) The Media Officer shall be responsible for advertising and promoting meetings of the Media Collective.

3.4 Working parties

- (i) The Council may establish working parties to investigate certain issues or to undertake tasks on behalf of the Council;

- (ii) Where Council proposes to establish a working party, it shall define the purpose of the working party, its membership, its convenor, and for how long the working party shall operate;
- (iii) The Convenor of a working party shall report to the WUPA Council.

Modification History

Date:	Resolution No.	Details
9/12/04	Motion 15 - 09/12/04	Addition of Journal Mgt Committee
1/2/05	Motion 10 – 01/02/05	Addition of sub-committees

4.0 Higher Education Policy

Policy Number:	4.0
Approved by:	WUPA Council
Date Approved by:	1.5.2001
Motion Number:	--
Date Effective:	1.5.2001
Date of Next Review:	1.5.2004
Related Policies:	--
Contact Officer:	Vice-President (Research), Vice-President (Coursework), Policy Research and Advocacy Officer

4.1 Academic Freedom

WUPA believes that intellectual freedom is the basis of academic freedom and as such is essential for the development of a free and liberal education system. To this end WUPA continues to condemn any attacks on or attempts to restrict academic and intellectual freedom. Furthermore, WUPA believes that the development of a critical academia is vital to the formation of a complete education system.

WUPA endorses the academic freedom principles incorporated in the University of Wollongong 2000 Enterprise Agreement and extends these rights to postgraduate students. That is:

WUPA is committed to the protection and promotion of intellectual freedom within the University.

Staff members and postgraduate students have a right to:

- (i) pursue critical and open inquiry;
- (ii) research and publish;
- (iii) participate in public debates and express opinions, including unpopular or controversial opinions about issues and ideas;
- (iv) participate in an appropriate form in decision making processes and structures germane to their field of expertise and onus of responsibility within the University;
- (v) teach, assess and develop curricula within the processes laid down by the Academic Senate of the University; and
- (vi) participate in professional and representative bodies, including unions

and engage in community service without fear of harassment, intimidation or unfair treatment.

4.2 Funding of Higher Education

WUPA believes that it is the role of the Federal government to provide an accessible tertiary education system that is responsive to the needs of society as a whole.

WUPA unequivocally opposes privatisation of higher education functions because such moves legitimise and institutionalise the view that education is a commodity. Such a view has serious repercussions for the maintenance of education as a basic right, for its role as part of social policy, and for the recognition of its value over and above its private benefits, to the wider community.

WUPA believes that the Commonwealth has a special responsibility to guarantee access to higher education for identified equity groups, and to provide appropriate funding to ensure that this responsibility can be met.

WUPA opposes the privatisation of higher education, and urges the Government to provide adequate levels of public funding for higher education and postgraduate education in particular. WUPA calls on the Government to improve access to higher education for disadvantaged groups.

4.3 Postgraduate Education Loan Scheme (PELS)

The Postgraduate Education Loans Scheme (PELS) is an income contingent loans scheme designed to assist students to cover the costs of the fees for postgraduate coursework courses, and is available from 2002 onwards to both commencing and continuing domestic students who are enrolled in a postgraduate coursework program at an Australian university. Those with an existing Higher Education Contributions Scheme (HECS) debt will have the PELS debt rolled in. The loan then becomes a part of the student's tax liability and is handled by the Australian Taxation Office. PELS has repayment conditions that are the same as those for HECS.

With respect to PELS, WUPA is concerned about:

- (a) Deregulation of fees
- (b) Minister to cap total debt
- (c) Fees increasing
- (d) Low HECS/PELS repayment threshold
- (e) Less Employer Assistance

While PELS may allow some students access to postgraduate coursework study who had previously been denied access, some students are likely to find that this scheme further entrenches the grave financial discrimination which operates within the arena of postgraduate coursework. We need to move from the current situation where students carry the cost of postgraduate coursework education to a system where employers and the Government contribute their fair share and allow access to high quality postgraduate education for all who need it, in recognition of the public benefit of an educated population. PELS, as it has been proposed, will create a new category of penniless graduates, those with both HECS and PELS debts, while doing nothing to improve conditions which make it impossible and/or a worthless exercise for many to participate in postgraduate coursework study at all.

WUPA will:

- (a) work with CAPA to lobby the Federal Government to increase the HECS/PELS repayment threshold;
- (b) work with CAPA to lobby the Federal Government to regulate the fees charged for postgraduate coursework degrees at Australian universities;
- (b) monitor the costs of postgraduate coursework degrees at the University of Wollongong and report any trends to CAPA
- (c) publicise the problems with PELS on campus
- (d) report any changes to the PELS legislation, if and when they occur, to students

4.4 Role of Higher Education

WUPA believes that quality, equity and diversity are the cornerstones of a healthy Australian system of education, particularly of higher education.

WUPA believes that the preservation and extension of academic freedom is fundamental to the role of tertiary education in preserving, transmitting and extending knowledge.

WUPA believes that the tertiary education system must be free, democratic, socially accountable, and publicly funded and controlled. Higher education should not be a private or profit-driven system.

4.5 Voluntary Student Unionism (VSU)

In principle, we believe that:

- 4.5.1 'voluntary student unionism' is a positive term in a linguistic sense and in an ideological sense, for some, at first glance. However, WUPA is not similar to an industrial trade union, and to apply the term "student union" to WUPA is misleading. WUPA is more correctly described as a "student association" or a "student guild".
- 4.5.2 WUPA is fundamentally run by students for students, and paid for by students. It provides facilities, services, representation and activities, and engages in advocacy on behalf of students, collectively and individually.
- 4.5.3 it should be more widely recognised that students already have the option not to be a member of WUPA if they do not wish to join.
- 4.5.4 it is in the interests of both the university and students that the process related to exemption from membership of student organisations are clearly defined, including the grounds on which exemption will be considered and provided to students in written form, preferably in the university handbook. To be granted exemption, students should be expected to make a case in writing which is acceptable to the university.
- 4.5.5 in cases where a student has obtained exemption from membership of a student organisation, the student should still be required to pay to a nominated source a sum of money equivalent to the membership fee levied by the student organisation so that there shall not be any financial incentive for the student to opt out of membership of the student organisation.
- 4.5.6 WUPA is an important element in the social and cultural life of the university, and whilst having a relatively short organisational history, it does have a record of significant achievement.

- 4.5.7 the essential support provided by WUPA to students such as welfare and advocacy services, cheap printing and photocopying, and emergency loans should continue to be provided by WUPA.
- 4.5.8 the University of Wollongong benefits from the existence of WUPA, as a representative student body, because WUPA Council members serve and contribute much on academic committees and working parties of various kinds.
- 4.5.9 WUPA, being closer to the student body is well placed to directly engage the postgraduate community, and to make representations to the University on their behalf.
- 4.5.10 the advocacy support provided by WUPA in terms of independent information, advice and/or referrals is a particularly important function. Students in difficulties over financial support, personal problems or conflict with university authorities can seek independent guidance and welfare through WUPA.
- 4.5.11 higher education is deeply important and that, for students, this importance derives from an engagement in activities which extend far beyond the classroom.
- 4.5.12 WUPA provides a vehicle for student participation in a broad range of extra curricular activities which are likely to play a significant role in the personal development of our students.
- 4.5.13 students who are involved in campus life are much less likely to drop out of their courses.
- 4.5.14 the skills and expertise that students gain through involvement in the campus life are precisely the attributes wanted by employers. Teamwork, co-operation, communication skills, initiative and reliability are some of the characteristics required of new graduates that are better learnt through extra curricular activities than in the lecture theatre.
- 4.5.15 social activities and political awareness are part of the learning process.
- 4.5.16 WUPA is a democratic organisation and that the VSU legislation is a threat against that democracy. Members vote according to the measures they support and it has happened that students vote out those who have political agendas.
- 4.5.17 students know what services other students want and need. Students choose, through voting, running for office etc how they want their services administered.
- 4.5.18 Student organisations are non-profit, so services are more affordable and any profits are used to benefit students unlike the profits of private providers.
- 4.5.19 Introduction of the legislation would force the university to assume responsibility for a range of student services currently covered by a students' amenities fee and administered by students.
- 4.5.20 Students are in the best position to determine their own needs and provide for them
- 4.5.21 it is essential that WUPA continue to contribute to the ethos of the university in these ways. To do so, however, WUPA must have adequate funds at their disposal to operate their facilities, pay the salary of their staff, and to provide materials and activities.

Accordingly, WUPA will undertake the following actions with regards to the impending VSU legislation.

WUPA will:

- (i) immediately undertake a stock-take, gather data and prepare case-studies on what services, representation, facilities and activities WUPA provides, and on the accomplishments of the organisation since its inception. This will assist in preparing submissions as well as inform our lobbying.
- (ii) ensure new office bearers and staff are aware of the finer points of VSU.
- (iii) undertake to inform our members, the Vice Chancellor, and other relevant parties of the benefits to all postgraduate students of the continuation of WUPA.
- (iv) work with the University administration to comply with all legislative requirements relating to the collection and disbursement of student fees.

- (v) determine through dialogue and negotiation with the University how the services provided by WUPA such as meeting rooms, academic advice and advocacy, and our computer laboratory can be maintained and on how staff jobs and entitlements can be protected.

Modification History

Date:	Resolution No.	Details
1/3/05	Motion 2 – 01/03/05	Amended VSU policy

5.0 Postgraduate Representation within the University

Policy Number:	5.0
Approved by:	WUPA Council
Date Approved by:	1.5.2003
Motion Number:	--
Date Effective:	1.5.2003
Date of Next Review:	1.5.2005
Related Policies:	--
Contact Officer:	Outreach Officer, President, Secretary-Treasurer, Policy Research and Advocacy Officer

Postgraduate students are important members of the University community and as such postgraduate representatives sit on a variety of University decision-making bodies. This representation ensures that postgraduate student needs and opinions are effectively communicated within the University. WUPA is committed to ensuring that representation is effective, coordinated and supported at all levels with the University.

5.1 Postgraduate Representation on the University Council

Currently, one student is elected by and from the students to sit on the University Council. However, at all other NSW Universities, with the exception of Macquarie University and Southern Cross University, there are two student representatives which sit on the University Councils. WUPA has written to the University Council and to the State Government requesting that the number of students on the University Council

increase from one to two. Specifically these changes are sought to enable the views of both undergraduate and postgraduate students to be represented on Council.

It may be argued that undergraduate students greatly outnumber postgraduate students and that an equitable representation of students would be achieved if there were two members on the Council elected by and from the students without specifying the particular constituency from which the student members should come. WUPA's position is that although there are substantially more undergraduates than postgraduates, it is important that the particular perspectives of postgraduate students be accommodated.

WUPA will continue to lobby to effect this important legislative change.

5.2 Postgraduate Representation on the Academic Senate

The Academic Senate advises the Vice-Chancellor and the University Council on all matters relating to the academic life of the University, namely teaching, research, and scholarship. Structurally, it is placed directly below the University Council and is therefore the second highest decision-making body of the University. Members of the Academic Senate include "six students elected by and from the students enrolled for a degree or diploma in the University". Meetings are normally held once every six weeks.

WUPA shall propose to the University Council that the student membership provisions of the Academic Senate be amended to read "four students elected by and from the undergraduate students enrolled in a course of study at the University, and two students elected by and from the postgraduate students".

5.3 Postgraduate Representation on University Committees

Postgraduate students may represent the postgraduate student community on several important committees. These are:

(a) The University Research Committee (URC)

The URC is responsible for developing policies and procedures regarding research, and for codifying these in the University's research management plan and research training management plan. The URC Membership includes "one higher degree research student, nominated by WUPA". The URC meets every two months, or as necessary.

(b) The Postgraduate Research Committee (PRC)

The PRC is responsible to the URC for the implementation of the University's research training management plan. This deals with the Research Student Maintenance Fund, induction processes for new students and other areas. The PRC also oversees the work of the Thesis Committee, which manages the process of submission and examination of research theses. The PRC Membership includes "two research student representatives, one of whom will be the URC student member".

(c) The University Education Committee (UEC)

The UEC has numerous areas of responsibility and reports to the Academic Senate. The areas of responsibility include developing policies and strategies regarding teaching and learning, advising and

supporting Faculty Education Committees, and advising the Academic Senate on policies and procedures for admission to candidature, on proposals for major changes to Course rules, and on ensuring scholarships have appropriate conditions. The UEC Membership includes a nominee of WUPA and a nominee of the SRC. The UEC meets every 2 months, or as necessary.

(d) *Academic IT Advisory Committee*

The Academic IT Advisory Committee is concerned with IT policies related to academic, research and student matters, and reports to the IT Policy Advisory Committee (ITPAC). Membership includes “one representative from undergraduate students, and one representative from postgraduate students”.

WUPA shall write to the Vice-Chancellor requesting that the terms of reference be amended to state “one undergraduate student nominated by the SRC”, and “one postgraduate student nominated by WUPA”.

(e) *Library Consultative Committee (LCC)*

The LCC contributes to the development and review of policies, objectives and priorities for the provision of library and information services, and advises on the information resource requirements to support key research, teaching and learning. The LCC also provides an opportunity to raise and discuss initiatives in the provisions of services. The Committee normally meets three times per year.

Currently, there are two student members of the LCC, one postgraduate and one undergraduate. However, these are not codified in the terms of reference of the LCC. Accordingly, WUPA shall write to the University Librarian and/or others requesting that this situation be addressed. WUPA proposes that membership of the LCC should formally include “a nominee of the SRC, and a nominee of WUPA”.

(f) *Teaching and Learning Facilities Advisory Committee (TALFAC)*

TALFAC is responsible for advising the PVC(A) on all matters pertaining to the design, layout and equipping of Common Teaching Areas, including the provision of facilities for students with disabilities. The committee also receives annual submissions from Academic Units on projected needs, and develops budget estimates.

There are currently no student representatives on this Committee. WUPA's position is that both undergraduate and postgraduate students should be represented. Accordingly, WUPA will write to the PVC(A) requesting that the terms of reference for this Committee be amended to include student representation, in the form of a nominee of the SRC and a nominee of WUPA.

5.4 Postgraduate Representation on Faculty and/or Departmental Committees

WUPA shall periodically review postgraduate student representation and electoral procedures for faculty committees. WUPA shall specifically work to improve the structure, transparency, accountability and decision-making processes of such committees. WUPA will lobby to ensure that all Faculty Committees have a postgraduate representative appointed by WUPA.

5.5 Procedures and Remuneration for postgraduate representatives

(a) *Nomination procedure*

- (i) Nominations to University Committees shall be called for in the final Issue of the *Postgraduate Reporter* each year. The article shall list available committees with a brief description of each, and should clearly state the date and time that nominations close.
- (ii) Nomination forms shall be available from the WUPA offices, and from the WUPA web page.
- (iii) Nominations will normally close in mid-November in order to allow adequate time for the selection procedures and notification of committee secretaries.

(b) *Selection procedure*

- (i) Once nominations have closed, the Vice President (Research) and Vice-President (Coursework) are responsible for collating the nominations.
- (ii) The Vice Presidents and President will interview all nominees, either individually or as a group.
- (iii) The Vice Presidents and President will select the representatives for each University Committee.
- (iv) A list of the selected representatives will be presented to the January or early February meeting of Council for final approval.

(c) *Roles and Responsibilities of Representatives*

- (i) All WUPA representatives shall pursue WUPA's objectives and speak and vote in accordance with WUPA policy on all bodies which they are appointed to.
- (ii) All WUPA representatives shall report to the WUPA Council on relevant issues that arise at each meeting of the University body of which they are a member.

(d) *Attendance at University Committee meetings*

- (i) Representatives are required to attend all meetings of the University committee of which they are a member.
- (ii) In circumstances where the representative is unable to attend, a written apology (includes email), should be sent to the committee secretary, preferably one week prior to the meeting.
- (iii) Additionally, the representative should notify the Vice Presidents of WUPA.
- (iv) Non-attendance at two successive meetings without apology will render the representative's position vacant. It is then the responsibility of the Vice Presidents to notify the committee secretary of a suitable replacement.

(e) *Reporting*

- (i) Representatives must provide a written report for each meeting of the University committee that they attend.
- (ii) The report must include the committee name, date of the meeting, names of the representatives that attended, the author of the report, as well as details of issues of importance to postgraduates.
- (iii) All reports must be submitted to the WUPA email list, or sent to the Vice Presidents of WUPA.
- (iv) Reports will be tabled at the next Council meeting of WUPA.

(f) *Communication of Association Policies*

- (i) As a representative of WUPA, representatives must communicate to the University the Association's policies on relevant issues.
- (ii) In circumstances where the representative is unsure of WUPA's policy on such an issue, the representative should contact the Vice Presidents or President for clarification.
- (iii) Additionally, representatives are encouraged to work with WUPA on drafting policy.

(g) Archiving of Committee papers

- (i) Representatives must retain all papers, including minutes and agendas, for the committee/s of which they are members.
- (ii) Following the final meeting of the year, the representative is required to submit all committee papers to the Policy Research and Advocacy Officer for archiving.

(h) Remuneration of representatives

- (i) Postgraduate student representatives appointed by WUPA to a University Committee listed in this policy shall be entitled to remuneration of \$25.00 per meeting attended in compensation for time spent traveling to, attendance at, and reporting on meetings.
- (ii) Remuneration will not be paid to WUPA office-bearers which receive a honourarium from WUPA.
- (iii) Remuneration will be paid to representatives at the end of the year for each meeting where a written report had been provided to the WUPA Council, and where the representatives name appears on the minutes of the meeting as having attended.
- (iv) Claims for remuneration should be made directly to the WUPA Council.

(i) Resignation or Dismissal of Representatives

- (i) A representative may resign at any time by giving notice of resignation to the secretary, the President or a WUPA meeting.
- (ii) A representative will be deemed to have resigned if he or she fails to attend three out of five consecutive meetings of the committee which he or she is on, or if he or she leaves university or ceases to be a member of the WUPA.
- (iii) A representative shall be dismissed by WUPA if a motion of confidence in the representative is on the agenda, is voted on and lost.

Modification History

Date:	Resolution No.	Details

6.0 Services and Programs

Policy Number:	6.0
Approved by:	WUPA Council
Date Approved by:	1.5.2002
Motion Number:	--
Date Effective:	1.5.2002
Date of Next Review:	1.5.2004
Related Policies:	--
Contact Officer:	Policy, Research and Advocacy Officer, General Manager, Outreach Officer, Publications and Promotions Officer, Activities Officer

6.1 Advocacy

- (a) WUPA shall provide an advocacy service to its members.
- (b) The purpose of the advocacy service shall be to protect the procedural and substantive rights of WUPA members in their capacity as students, and to represent and advocate for students who have complaints or grievances against University policy or procedures.
- (c) The advocacy service shall be provided by experienced staff who shall receive ongoing training.
- (d) Advocates shall uphold at all times the strictest levels of confidentiality.
- (e) The advocacy service shall be a free service available to any enrolled postgraduate student of the university.

- (f) The advocacy service will aim to assist students with any problems they may be experiencing and to deal with complaints as they arise. The service will deal with the following issues most frequently, but will deal with other issues as well:
 - (i) Appeal of thesis examination or coursework grade results;
 - (ii) Fees and administrative affairs;
 - (iii) Space and resources;
 - (iv) Sexual and/or other forms of harassment;
 - (v) Discrimination;
 - (vi) Disciplinary action;
 - (vii) Intellectual property;
 - (viii) Plagiarism;
 - (ix) University housing and accommodation;
 - (x) Privacy of student records;
 - (xi) Access to university records; and
 - (xii) Supervision and progress reports.
- (g) WUPA may refer the advocacy matter to more appropriate services, assist with letter writing or submissions, attend meetings with students as a support person, or speak on a student's behalf with their permission.
- (h) WUPA does not advocate in cases where one student has a conflict with another student. This results in a conflict of interest. Instead, WUPA shall refer the matter to a university or independent counsellor for mediation.
- (i) A record keeping system on advocacy work undertaken shall be established and maintained. The records shall not include any private information such as names, addresses and student numbers. Records shall also be forwarded to the Council of Australian Postgraduate Associations (CAPA) for the national casework database project.

6.2 Group Funding

(a) Aim

The aim of the group funding policy is to:

- (i) To encourage the social, political and intellectual interaction of University of Wollongong postgraduates;
- (ii) To support the creation of postgraduate networks and groups within and between departments, faculties and disciplines; and
- (iii) To increase WUPA's profile amongst postgraduate students at the University of Wollongong.

(b) Funding available to postgraduate groups

There are three types of funding available to postgraduate groups:

- (i) Social Events and activities funding (e.g. seminars, get togethers, workshops, political activities, exhibitions);
- (ii) Conference funding (e.g. help with the cost of publicity, catering, room-hire etc. of conferences organised by a postgraduate group; and
- (iii) Publications/Printing funding (e.g. for postgraduate group newsletters or the publishing of a group of papers).

All funding for events shall be on a per head basis at the discretion of WUPA.

(c) Social Events and Activities funding

A group may claim a maximum of \$435 from the Social Events and Activities category per year. Events funding is made in line with limits based on a reasonable expectation of numbers at an event. The funding allocation guidelines per head for standard postgraduate group events in 2005/2006 are as follows:

- (i) \$1.90 per head for morning or afternoon teas (tea and coffee-like events);
- (ii) \$3.30 per head for wine and cheeses, BBQs, forums and lunches;
- (iii) \$4.10 per head for parties and dances;
- (iv) \$6.55 per head for dinners;
- (v) The maximum grants for these kind of events are calculated on a per head basis first, then calculated up to a maximum of \$435 per group, per year.

(d) Conference funding

Conference funding is regarded as a special grant and a maximum of \$655 is available per group per year. The allocation per head for a postgraduate organised conference is \$7.65 per head. The maximum grants for these kind of events are calculated on a per head basis first, then calculated up to a maximum of \$655 per group, per year.

(e) Publications/Printing funding

Publications/Printing funding is regarded as a special grant and a maximum of \$545 is available per group per year.

(f) GST

Funding allocations per head and per group have been calculated to include funding to pay for GST. No additional funding from WUPA will be given to cover GST expenses. Tax invoices for pre or post event funding must be supplied to WUPA as to allow WUPA to reclaim GST that groups and individuals without an ABN cannot. Any GST reclaimed will be added back to the group funding pool for future funding requests.

(g) Guidelines for the granting of funds

The Activities Committee considers each application on its merits. Whilst the Committee operates within these Guidelines, it reserves the right to consider exceptional applications which fall outside the Guidelines.

When making a decision to grant funding, the Activities Committee shall take the following into account:

- (i) whether the event will benefit WUPA and its members;
- (ii) the type of function;
- (iii) the number of WUPA members expected to attend the function;
- (iv) whether applicants expect any income from the activity;
- (v) whether applicants intend to subsidise the cost of the activity to WUPA members;
- (vi) the way in which previous assistance from the fund has been used;

- (vii) whether an annual membership fee is charged;
- (viii) whether assistance is necessary for pre-function expenses;
- (ix) whether the function will be held on University grounds or not;
- (x) whether adequate books of account are being kept; and
- (xi) whether funding is available from other sources;

Less assistance than applied for may be granted on the basis of budgetary considerations or consideration of the benefit to WUPA members through the event/activity, conference or publication involved.

The Activities Committee, on behalf of WUPA, reserves the right to refuse funding or assistance to any group which it considers, on the basis of adequate information, to be engaging in any event or activity, which allows harassment or is discriminatory on the basis of sex, race, age, marital status, homosexuality, disability or transgender/sexuality.

Recipients of WUPA funding must acknowledge such in all publications and publicity associated with the function/activity funded. A WUPA logo must be attached to all promotional material including tickets, flyers, posters and advertisements

For a publication to receive funding under the Publications/Printing category, a copy of the draft publication must be presented to a quorate meeting of WUPA before approval. At this meeting, due consideration should be given to the possible legal ramifications of publication, and to whether the views expressed in the document contravene WUPA policy.

Publications which receive funding under the publications/printing category must acknowledge WUPA funding within the publication by attaching a WUPA logo and the text "Proudly supported by the Wollongong University Postgraduate Association".

(h) Application process

- (i) Applications for funding submitted before an event must be on an official WUPA Group Funding form and include a planned budget for the event. Tax invoices (receipts with an ABN) covering the amount of funding claimed must be submitted as soon as possible after the event. Funding will not be granted if all relevant details are not provided (as per the Group Funding form).
- (ii) Applications for funding submitted after the event has occurred must be on an official WUPA Group Funding form. Tax invoices (receipt with an ABN) covering the amount of funding claimed must be submitted with the completed application form. Funding will not be granted if all relevant tax invoices, and details (as per the Group Funding form) are not provided.
- (iii) Submitted applications shall be presented to the next Activities Committee meeting for ratification. All applications must be approved by a quorate meeting of the Activities Committee for funding to be granted.
- (iv) Between meetings the Activities Committee convenor is given authority to approve or reject an application, on the proviso that full details of the application be provided to the next Activities Committee meeting. In such cases, before approving or rejecting the application, the convenor shall endeavour to discuss the application with Activities Committee members and the President. The

items listed at 3.3.7 of this policy must be taken into account when making a decision to approve or reject an application for funding.

- (v) Members of the Activities Committee shall not be permitted to present applications for assistance on behalf of postgraduate groups.
- (vi) Members of the Activities Committee shall declare whether they are associated with the group whose application is under consideration.
- (vii) Following approval by a quorate meeting of the Activities Committee the funds shall be available to the applicant group within ten working days. The applicant group shall be notified of the success of their application by the Activities Committee convenor within 10 working days of the committee meeting by mail, fax or e-mail.
- (viii) Grants to postgraduate groups which have not been claimed within two months of the date of approval or the event/activity, whichever is the later, will lapse, except in special cases where a claim may be made with supporting evidence which the Committee may or may not accept.
- (ix) The Activities Committee convenor is responsible for the maintenance of proper conduct in the consideration of funding applications.
- (x) Any misappropriation of funding in breach of the intent of these guidelines will result in the reporting of the group or club to the University's Registrar's Office.

(l) Review of Group Funding Policy and Guidelines

This policy shall be reviewed annually by WUPA at the beginning of each Council's term.

6.3 Outreach Program

WUPA shall have an 'outreach program' to address the isolation of postgraduate students. The program shall include organisation of meetings where students can raise issues that may be affecting their studies, and organisation of events where students can interact socially. The outreach program for each year should be proposed by the Outreach Officer to the WUPA Council, and should include some budgetary estimates.

(a) Departmental / Faculty – based Meetings of Postgraduate Students

The meetings shall be conducted to:

- (i) Increase WUPA's profile
- (ii) Provide a non-intimidating space for postgraduate students to discuss the positives and negatives of study in their area
- (iii) Inform, empower and mobilise our members
- (iv) Gain information about postgraduate education at the micro-level as part of a quality monitoring process
- (v) Provide a comparison of postgraduate environments in different departments.

The meetings afford WUPA an opportunity to meet its members and conversely it affords members of WUPA to meet some of their elected representatives and the WUPA staff. There is also the opportunity to disseminate information about WUPA, its facilities, activities, policies and publications.

WUPA should endeavour to suggest solutions for or strategies to deal with concerns raised at each meeting. In some instances once provided with advice and impetus, postgraduates may be more content to deal with the issue independently, in the knowledge that WUPA is there to support and back-up if required. In other cases, the problem may be serious or detailed enough for WUPA to take it up as an issue itself. If issues are of great concern or complexity it may be possible to bring the issue to a University committee meeting, on which WUPA representatives sit, or to organise a campaign to address such an issue.

Meetings should be publicised by posters, email and by talking with students directly. At least one-week notice of the meeting should be given, to allow WUPA to research any possible issues, problems and concerns in advance, and bring appropriate information materials to the meeting. There should be tea and coffee and light refreshments provided at these meetings by WUPA.

Minutes should be recorded by the Outreach Officer or another person appointed by the meeting, and a copy sent to the meeting participants. Any follow-up activities resolved by the meeting should be the responsibility of a person or person's delegated by the meeting.

At the end of the semester or year, the Outreach Officer shall prepare a report on the department meetings based on the minutes of each meeting. These report should detail the number of attendees, the proportions of coursework and research students, the proportion of international students, and the gender balance at the meetings. The report should detail issues raised on a faculty by faculty level and make recommendations to improve the departmental meetings program.

6.4 Postgraduate Resource Centre

- (i) WUPA provides a Postgraduate Resource Centre, located at Building 115-116, Northfields Avenue.
- (ii) The Centre contains computers, printers, and a photocopier for postgraduate student use.

6.5 Publications

(a) The Postgraduate Reporter

- (i) WUPA's official publication shall be known as "The Postgraduate Reporter" (hereafter the PGR). The publisher shall be the President of WUPA
- (ii) The primary aim of the PGR shall be to inform the postgraduate community
- (iii) The Editor of the PGR shall be the WUPA media officer or in the event of the media officer being unable to fulfil their duties, the Publications and Promotions Officer.
- (iv) The Editor reserves the right to determine what he or she views to be of the most interest to the postgraduate community as a whole
- (v) The Editor shall strive to report as accurately as possible and without bias
- (vi) The Editor is prohibited from working on a news article if that person has a vested interest in the article's subject
- (vii) The PGR shall be produced quarterly (a minimum of 4 times a year), and contributions welcomed from all University of Wollongong students and staff

- (viii) The PGR shall encourage Letters to the Editor. The Letters pages should act as forum for free expression, discussion, debate and inquiry in the form of personal view submitted by readers. Letters must be legible, and include the writer's name and telephone number for verification. Names will not appear below the published letter if requested by the contributor. The Editor has the right to edit as necessary due to space limitations, grammatical or spelling errors, but will make no attempt to alter meaning. Letters should not exceed one double-spaced, typed page (150 words).
- (ix) Contributors will be paid at a rate of five cents per word. Photographs, cartoons, illustrations and graphs shall be paid at \$20 an image. However, the following rules shall apply:
 - WUPA staff may contribute to the PGR as part of their paid duties, but shall not be entitled to any additional pay for articles or reports published in the PGR.
 - The President and/ or any other Council members whom receives a stipend may contribute to the PGR as part of their duties, but shall not be entitled to any additional pay or stipend for articles or reports published in the PGR.
 - Council members who do not receive a stipend shall be entitled to payments for articles and/or portfolio reports at the same rate as other contributors (i.e 5 c per word). However, the maximum paid to Council members shall be \$200 for any one edition of the PGR
 - The Media Officer shall also be entitled to payment for articles, editorials and/or portfolio reports at the same rate as other contributors (i.e 5 c per word). However, the maximum paid to the Media Officer for any one edition of the PGR shall be \$300
- (x) Any material submitted to the PGR must be original work, if the work is not original, the contributor must notify the editor of this fact. Republished works are not eligible for payment.
- (xi) No single paid contributor should write more than 30% of the total articles published in any single issue of the PR reporter unless agreed upon by the Council.
- (xii) Material printed in the postgraduate reporter shall not be discriminatory, libellous, racist, sexist, homophobic or obscene .
- (xiii) Views expressed in the PG Reporter are those of the authors and do not necessarily reflect the views of WUPA
- (xiv) Paper copies of the PG Reporter will be available free on the University's campuses. The PG Reporter shall also be posted in its entirety on the World Wide Web
- (xv) All content in the PG Reporter is copyrighted and may not be copied or reproduced without written consent
- (xvi) The Editor reserves the right to reject any advertising that violates the newspaper's policies or philosophies or that of WUPA. Advertising rates shall be as follows:

Ad Type	dimensions	Price
Front cover inside	190mm x 277mm	\$480
Back Cover outside	190mm x 277mm	\$480
Odd Page	190mm x 277mm	\$340
Even Page	190mm x 277mm	\$286
½ page odd	190mm x 138mm OR 95mm x 277mm	\$208
½ page even	190mm x 138mm OR 95mm x 277mm	\$164
¼ page odd	95mm x 138mm OR 190mm x 69mm	\$122
¼ page even	95mm x 138mm OR 190mm x	\$105

(b) Other publications

WUPA shall produce other publications from time to time as the need or interest arises. These may include a 'postgraduate orientation handbook', or a "postgraduate women's handbook" or others determined by the Council. The media officer shall provide budget estimates for such publications for approval by the General Manager and Council and set advertising rates for these publications as appropriate.

Contributors to these publications shall receive the same rate of pay, under the same conditions as contributors for *The Postgraduate Reporter*.

6.6 Supervisor of the Year Award

- (i) WUPA proposed that a "Supervisor of the Year Award" be established in 2001
- (ii) The Award shall be hosted by both WUPA and the University Research Committee (URC)
- (iii) Present and past postgraduate research students will be invited in October of each year to nominate their academic supervisors for the award. Individual or group nominations may be made. Nominations shall be received by the Postgraduate Research Student Manager in the Office of Research.
- (iv) Each nominee will receive a certificate, and the winner will receive a certificate and prize. The prize will be determined each year by WUPA and the URC and may be used by the award winner to pursue their own and their student's research activities
- (v) Nominations will be assessed by a panel consisting of a postgraduate student representative from WUPA, an academic member of the Postgraduate Research Committee, and a representative from the Office of Research
- (vi) Nominations will close in mid November and the winner announced at a celebratory function in early December

6.7 Governance of Emergency Student Loans**(a) Eligibility**

- (i) A student loan shall be for emergency purposes only and no interest shall be charged on it if the loan is paid within a stipulated time
- (ii) No student loan shall be granted to any person who is not a member of WUPA
- (iii) No loan shall be granted unless the student applies on the official form and an undertaking is given to repay the loan in full within the stipulated time
- (iv) No student loan shall be granted to any student without the approval of the President and/or staff Advocacy Officer
- (v) No student loan shall be granted to any student who is currently indebted to WUPA

(b) Amounts

Student loans shall not exceed \$50.00, with provision for emergency funding, to bring the total loan to \$75.00 if documented evidence of need is submitted (bills, receipts, letters of reference, and any item

deemed valid evidence, according to the discretion of the President and/or Advocacy Officer). The President/Advocacy Officer will in turn be responsible to the WUPA Council for his/her actions.

(c) Terms and conditions

- (i) The standard conditions of repayment of a student loan shall be repayment in full within a six (6) week period. Repayments may be made weekly, fortnightly or in full on or before the due date. The WUPA General Manager shall receive repayments and issue receipts accordingly.
- (ii) Should the standard condition of repayment be breached, a letter and/or email shall be sent to the student (also forwarded to the Policy, Research and Advocacy Officer) by the Manager explaining this breach, the amount owing, date of repayment, and also explaining this policy and that a late fee of \$5.00 will apply if the loan hasn't been paid in full by a further two (2) weeks, and that a further \$5.00 shall be incurred each fortnight thereafter until the loan is repaid in full.
- (iii) If repayment is still not received after the initial letter/email, then the \$5.00 late fee will be implemented after eight (8) weeks from the date the loan was granted, and a further \$5.00 for each fortnight thereafter. The University shall be informed of all loans outstanding as at 30 June or 30 November and requested to withhold course results until the loan had been paid in full to WUPA.

6.8 WUPAnews@

WUPAnews@ is the electronic news bulletin distributed by and on behalf of WUPA Council to all subscribed to the mailing list: WUPAnews. The purpose of WUPAnews@ is to communicate on a more frequent basis to the membership on news, events, activities and issues than is ordinarily achieved through WUPA's other publications.

Outlining WUPAnews

- (i) WUPAnews@ is to be compiled via contributions from Councillors, WUPA staff and by members to promote events, activities, news
- (ii) the President of the Association, as publisher of all publications, shall authorise and approve the release of each edition of WUPAnews to be distributed electronically.
- (iii) The Media Officer is responsible for co-ordinating the collection and collation of news, events, activities and other items to be included in WUPAnews and is to forward to the President the finalised draft for approval and authorisation prior to the close of submissions date.
- (iv) WUPAnews is to be electronically archived and be able to be retrieved through WUPA's web site: <http://www.uow.edu.au/wupa/publications> link.
- (v) A new edition of WUPAnews is to be distributed no less than on a monthly basis.
- (vi) Changes to the format, design and layout of WUPAnews shall be conducted in consultation with Council and ITS.

Modification History

Date:	Resolution No.	Details
9/12/04	Motion 19 – 09/12/04	Addition of WUPAnews policy
1/2/05	Motion 11 – 01/02/05	Amendments to loan policy and Postgraduate Reporter policy

7.0 Financial, Accounting and Budgetary

Policy Number:	7.0
Approved by:	WUPA Council
Date Approved by:	9.1.04
Motion Number:	--
Date Effective:	9.1.04
Date of Next Review:	1.2.05
Related Policies:	--
Contact Officer:	Secretary-Treasurer

7.1 Financial Policy

(to be read in conjunction with relevant clauses of the WUPA Constitution)

7.1.1 Financial Reporting

The Secretary-Treasurer shall be responsible for:

- Preparing and reviewing the WUPA budget as required, in consultation with the Manager, for presentation to the Council;

- Maintaining correct books of account, including details of all income and expenditure;
- Permitting inspection of the books of account subject to their approval by Council, to any member requesting such inspection; and
- Preparing the respective revenue and expenditure reports to be presented at council meetings.
- Ensuring that all income earned and expenditure incurred is correctly accounted for and authorised and that adequate control is in place to prevent the misappropriation of funds.

7.1.2 Incurring Expenditure

- It is the Secretary-Treasurer's responsibility to ensure that all expenditure incurred by WUPA is properly authorised and approved.
- Proper authorisation and approval is obtained by signature by two (2) of the four authorised signatories of the council, being the President, the Vice President (Research), the Secretary-Treasurer and the General Manager of the Association.
- No person may authorise or co-authorise their expenditures

7.1.3 Expenditure incurred on University account

- All expenditure to be incurred by way of charging to WUPA's University account needs to be authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- Where expenditure is incurred, by way of charging to WUPA's University account, that has not been properly authorised, the individual(s) responsible may be liable to refund the entire amount to WUPA.

7.1.4 University cheque expenditure

- All expenditure to be incurred by way of University cheque must be authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- All expenditure needs to be supported by a tax invoice and needs to be authorised and approved at a council meeting.
- The University of Wollongong Cheque expense request must be signed by the by two (2) of the four authorised signatories of the council (as per above) after being approved at the Council meeting. Where expenditure is incurred by University cheque that has not been properly authorised, the individual(s) responsible will be liable to refund the entire amount to WUPA.

7.1.5 WUPA cheque account expenditure

- The signatories to WUPA bank accounts shall be the President, the Vice President (Research), the Secretary-Treasurer and the General Manager.

- Cheques need to be signed by two (2) of the four authorised signatories of the council (as per above).
- All expenditure to be incurred by way of WUPA cheque needs to be authorised and approved at a council meeting and be supported by a tax invoice.
- All expenditure must be authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- Where expenditure is incurred by WUPA cheque that has not been properly authorised, the individual(s) responsible may be liable to refund the entire amount to WUPA.

7.1.6 Petty Cash expenditure

- A petty cash float of \$300 is to be maintained.
- The petty cash float can be reimbursed to its \$300 limit by a cheque from the WUPA cheque account. This cheque must be authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- The reimbursements to the petty cash float cannot exceed \$300 a month, on a year to date basis. (That is, the total year to date amount reimbursed to petty cash float by the 4th month cannot exceed \$1,200 [\$300 x 4 months]). If expenditure requires that this year to date limit needs to be exceeded, further advances of petty cash needs to approved at a WUPA council meeting.
- Day-to-day expenditure to be incurred by way of petty cash, based on the reasonable needs for maintaining the resource centre room functioning, is at the discretion of the General Manager.
- All other expenditure to be incurred by way of petty cash must be authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- All expenditure to be incurred by way of petty cash must be supported by tax invoice/receipt.
- The monthly petty cash statement shall be reviewed by the General Manager and the Secretary-Treasurer for any inconsistency, error or other transaction performed on behalf of the Association.
- Where expenditure is incurred by petty cash that has not been properly authorised, the individual(s) responsible may be liable to refund the entire amount to WUPA.

7.1.7 Personal Credit Card Expenditure

- Council members may incur expenditure on behalf of WUPA on their personal credit cards up to the value of \$1,500.00 and be reimbursed.
- Expenditure incurred on personal credit cards can only be reimbursed where the expenditure is authorised and approved by two (2) of the four authorised signatories of the council (as per above) by way of a WUPA expense claim form.
- To be reimbursed, the expenditure must also be supported by a tax invoice/receipt.
- Where the expenditure is not authorised or is not supported by a tax invoice/receipt, WUPA is not liable to reimburse the expenditure.

Receipt of Cash Revenue

7.1.8 Petty Cash revenue

- The General Manager shall be responsible for collecting and accounting for all petty cash and for all monies derived from photocopiers, fax, paper, printing etc.
- Receipts shall be issued (and a duplicate copy filed) for printing income exceeding \$20.00
- All petty cash receipts shall be banked, without deduction, to the credit of WUPA's National Australia Bank cheque account as soon as practicable.
- The manager will be responsible to the council for reconciling photocopier copy count usage to cash collected each month.

7.2 Budgeting Formulation

(a) Scope

This policy sets out a procedure for preparing an annual budget for the Association which shall need to be submitted to University Council for approval in October of each year. The purpose is to provide a framework for achieving this task in a manner which is consultative to all parties concerned.

(b) Procedure

- (i) The General Manager in association with the Secretary-Treasurer and President shall prepare a submission for the approval by WUPA Council in late June or early August of each year, which details options, opportunities and constraints on the annual budget, and shall request the Council to consider these and determine an appropriate membership fee level for the following calendar year. It should be noted that any variation in fees requires consent of the University Council, and therefore resolution by the WUPA Council does not ensure that an increase in fees shall be permitted.
- (ii) The General Manager in association with the Secretary Treasurer shall prepare two draft budgets by August 30, but preferably earlier, for the calendar year following. The first draft budget shall detail income and expenditure if fee level rises are held at the Consumer Price Index (CPI). The second draft budget shall detail income and expenditure if an alternative fee level is permitted by University Council.
- (iii) The draft budget shall provide written justification and explanation for any line items that differ in the quantum of funds from the previous year's budget, and for any new line items. The draft budgets may also raise issues for the Council to consider, and accompanying documentation shall make clear recommendations on these issues.
- (iv) The draft budgets should be prepared with clarity and accuracy, and reflect the established policies and priorities for the organisation. Where a business plan or strategic plan exists, the draft budgets should be closely aligned with organisational goals.
- (v) The draft budgets shall be sent to all councillors and to all permanent staff of the Association preferably by August 30, but no later than the end of the first week of September.
- (vi) A period of at least 2 weeks shall be provided for comment.
- (vii) The General Manager and the Secretary-Treasurer shall consider comments or submissions received and shall work to accommodate as best as possible the concerns, considerations and budgetary proposals of all councillors and staff. The General Manager and the Secretary Treasurer may amend the draft budgets as they see fit, provided that amended versions are provided for additional comment. Where revisions are made, written justification shall be provided.

- (viii) If necessary, a Council meeting may be called for the specific purpose of discussing the draft budgets. If called, the meeting shall be held prior to the October University Council meeting, and shall be open to all interested parties.
- (ix) The budgets to be submitted to University Council, explanatory notes and covering letter shall be signed by the President.

Modification History

Date:	Resolution No.	Details
9.1.04	-	Substantial additions to 7.1
20.10.03	Number 3, 20.10.03	Inserted 7.2 budget formulation
1.6.04	Number 7	Inserted additional point under 7.1.2

8.0 Life Membership and Associate Membership

Policy Number:	8.0
Approved by:	WUPA Council
Date Approved by:	20.10.03
Motion Number:	Motion Number 2, WUPA Minutes 20.10.03
Date Effective:	20.10.03
Date of Next Review:	20.10.06
Related Policies:	--
Contact Officer:	General Manager

(a) Life Members

- (i) A person shall automatically become a Life Member of WUPA if he/she has been an ordinary member of WUPA for five academic years.
- (ii) Council may bestow Honorary Life Membership upon a member of the Council for distinguished service to the Association, provided that the person has finished their elected term of office and completed their postgraduate studies at the University of Wollongong.
- (iii) Life members shall not be required to pay any membership fees to the Association.
- (iv) Life Members may not exercise any votes on any decision-making bodies of the Association, or vote in annual elections.
- (v) Life Members may be appointed to act as returning officer for annual elections if deemed appropriate by the Council.
- (vi) Life Members shall be permitted to participate in any social functions or activities of the Association, and may access any services and facilities as any ordinary member would have access to.
- (vii) A roll of Life Members shall be maintained by the General Manager, which specifies the date upon which Life Membership was bestowed, the full name and contact details of the Life Member, and years of ordinary membership.

(b) Associate Members

- (i) Associate membership will be open to WUPA members who, upon completing their study at the University, wish to remain members of the

- Association.
- (ii) The Council may also accept any undergraduate student or post-doctoral fellows as Associate members.
 - (iii) The Associate membership fee shall be \$20 per annum
 - (iv) Associate members will be able to exercise all ordinary membership rights except voting rights. They may use WUPA facilities and attend social functions.
 - (v) A roll of Associate Members shall be maintained by the General Manager, which specifies the date upon which the Associate membership fee was paid, and the full name and contact details of the Associate Member.
 - (vi) A membership renewal notice shall be sent by the General Manager to Associate members in February of each year

Modification History

Date:	Resolution No.	Details
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