



Sydney University Postgraduate Representative Association (SUPRA) Offices and Resources Use Regulations

A. Preamble

Name of Regulations

These are the Sydney University Postgraduate Representative Association (SUPRA) Offices and Resources Use Regulations.

Commencement

These regulations commenced on 29 July 2021.

Regulations are binding

These regulations bind SUPRA, its Council, constituents, members, staff, affiliates, contractors, clients, customers, and visitors.

Statement of intent

These regulations:

- a) support the SUPRA Constitution ('the Constitution') and shall not be interpreted so as to contravene the Constitution;
- b) should be read in conjunction with the SUPRA Safer Spaces Policy and the other policies in the SUPRA Policy Manual which cover specific areas of personal and professional conduct.
- c) cover the use of SUPRA offices and SUPRA resources.

B. Regulations

1. Definitions

- 1.1 The definitions set out in the Constitution and in the SUPRA Safer Spaces Policy shall apply to these regulations.
- 1.2 In addition, for the purposes of these regulations:
 - 1.2.1 **Common Areas** means any thoroughfare, reception waiting area, shared spaces not allocated to any individual or group of individuals, meeting rooms, and facilities.
 - 1.2.2 **Equipment** means anything portable which SUPRA keeps, furnishes, or provides for a specific purpose or activity.
 - 1.2.3 **Hours of Operation** means 9am to 5pm, Monday to Friday, except for public holidays or days when the SUPRA offices are officially closed.
 - 1.2.4 **Personal Space** means any area allocated to a Councillor or staff member, and shall include any of their personal possessions, dedicated filing cabinets, email accounts, and other correspondence.
 - 1.2.5 **SUPRA Resources** means any money, materials, goods, services, accounts, equipment, facility, stocks, supplies, property, and other assets, which can be drawn on for SUPRA to function effectively. SUPRA Resources include, but are not limited to, phones, computers, printers, photocopiers, fax machines, stationery, the internet, email addresses, and social media accounts, including their user names and passwords, or other log on details.

2. Use of SUPRA Offices

- 2.1 **Access to Common Areas During Hours of Operation**
 - 2.1.1 All members of staff and Councillors shall be permitted access to the common areas during the hours of operation.
 - 2.1.2 Councillors shall not take visitors outside the common areas without permission of a member of the executive.
 - 2.1.3 Constituents, members, contractors, clients, customers and visitors shall be permitted access to the reception waiting area and any facilities shared by SUPRA and other parts of the

University, but shall not be permitted access outside these areas unless:

- a) they are accompanied by a member of staff or a Councillor, unless they are a contractor;
- b) they have signed in at reception; and
- c) it is for a purpose related to SUPRA's activities and/or services.

2.2 Access to Common Areas Outside Hours of Operation

- 2.2.1 All members of staff, office bearers, and contractors engaged and provided access by the University shall be permitted access to the common areas outside the hours of operation.
- 2.2.2 Councillors who are not office bearers shall not be permitted access to the common areas outside the hours of operation unless they are accompanied by an office bearer.
- 2.2.3 Constituents, members, clients, customers and visitors shall not be permitted access to the common areas outside the hours of operation unless:
 - a) they are accompanied by a member of staff or an office bearer; and
 - b) it is for a purpose related to SUPRA's activities and/or services.
- 2.2.4 In the event that a SUPRA activity or event is held in the SUPRA offices outside the hours of operation, an office bearer will be appointed to take responsibility for supervising that activity.
- 2.2.5 The office bearer appointed pursuant to subclause 2.2.4 of these regulations shall be responsible for ensuring the proper security of the SUPRA offices at the conclusion of the activity or event.

2.3 Access to Designated Offices and Personal Spaces

- 2.3.1 No person shall be permitted to enter an office or occupy any personal space in the SUPRA offices unless:
 - a) the member of staff or Councillor allocated the personal space:
 - i) invites them to do so; or
 - ii) has provided them with prior approval and authorisation to do so; or
 - b) direct permission has been obtained from the President.

2.3.2 The President, staff coordinators, and administrative staff shall have access to all offices and spaces within the SUPRA offices, but shall only access them to discharge their duties or for another purpose related to SUPRA's activities and/or services.

2.4 Notices

2.4.1 The SUPRA offices will have designated spaces for the posting of SUPRA notices and other notices of interest to members.

2.4.2 Notices cannot be posted on any wall or surface other than the designated spaces referred to at subclause 2.3.1 of these regulations without the permission of the President.

3. Use of SUPRA Resources

3.1 Ownership

3.1.1 SUPRA resources remain the property of SUPRA at all times and must be surrendered:

- a) by staff on or before their last day of work following their resignation; or
- b) by Councillors at the completion of their term of office.

3.2 Permitted Uses

3.2.1 SUPRA resources shall only be used by:

- a) staff and Councillors in the discharge of duties relevant to their respective roles; and
- b) members and constituents where such use is authorised by Council.

3.2.2 SUPRA resources shall not be used by staff or Councillors:

- a) for private use, unless prior authorisation has been obtained from the President; or
- b) for personal gain or the gain of an associate.

3.2.3 The President may impose conditions on the private use of SUPRA resources by a member of staff or a Councillor. Such conditions may include, but are not limited to, a requirement for payment.

3.3 Management

3.3.1 SUPRA resources will be managed in such a way that:

- a) they are used efficiently and effectively;
- b) their use is regularly reviewed in order to improve the efficiency and effectiveness of their use and reduce waste; and
- c) they provide the maximum benefit to the postgraduate community of the University.

4. Borrowing SUPRA Equipment

4.1 Permitted Uses

- 4.1.1 Councillors shall be permitted to borrow SUPRA equipment and remove it from the SUPRA offices provided they intend to use it for SUPRA-related purposes and otherwise comply with these regulations.
- 4.1.2 Members and constituents shall not be permitted to borrow SUPRA equipment.

4.2 General Borrowing Rules

- 4.2.1 Equipment may be borrowed by individual Councillors for their use or by a group of Councillors who intend to share its use, but may not be signed out for the sole use of others.
- 4.2.2 Any Councillor or group of Councillors who borrow equipment will be responsible for all items borrowed from the time they are signed out until they are returned and have been checked-in by the President.
- 4.2.3 Where equipment is to be shared by Councillors:
 - a) the names of all those who will be sharing its use must be recorded on the equipment sign-out form;
 - b) each Councillor will be held equally responsible for the equipment, including sharing financial liability in the event of its damage or loss; and
 - c) one or more members of the group may sign out and/or sign in the equipment, provided all other members of the group have advised the President that those signing it in and/or out are authorised to do so on their behalf.
- 4.2.4 The permission of Council must be obtained to borrow equipment:
 - a) for more than one (1) week; or
 - b) to use it outside one of the campuses of the University.

- 4.2.5 Permission to borrow equipment and take it outside Australia will only be granted on the following conditions:
- a) insurance which covers the full replacement value of the equipment for the entire trip has been obtained; and
 - b) a certificate of currency for the insurance is provided to the President prior to the equipment being signed out.

4.3 Reserving SUPRA Equipment for Borrowing

- 4.3.1 Equipment may be reserved for borrowing:
- a) up to two (2) weeks in advance of the date on which the equipment is required;
 - b) by sending a written request to the Secretary with full details of the:
 - i) names of all borrowers;
 - ii) equipment required;
 - iii) dates required; and
 - ii) intended SUPRA-related use.
- 4.3.2 Reservations may not:
- a) be made in the same name or names for consecutive periods; and
 - b) may not be extended.

4.4 Signing Out and Signing In SUPRA Equipment

- 4.4.1 An equipment sign-out form must be completed at the time of borrowing equipment.
- 4.4.2 Prior to removing the equipment from the SUPRA offices, the Councillor or Councillors present to sign it out must:
- a) ensure that an itemised list of all the parts of the equipment is on the form;
 - b) inspect the equipment and check:
 - i) how it is packed so that it may be returned in the same way;
 - ii) for missing or extra parts;
 - iii) for damage to any parts; and
 - iv) that the equipment is in proper working condition;
 - c) report any issues, such as equipment which is damaged, not

working, has missing or extra parts, or anything else unusual, to the President in writing.

- 4.4.3 Equipment which is damaged or not fully operational must not be removed from the SUPRA offices.
- 4.4.4 Councillors must not repair any equipment which malfunctions themselves.
- 4.4.5 The President must be advised as soon as possible in writing of the full details of any issues with the equipment during the loan period.
- 4.4.6 All equipment must be returned in the same condition as it was borrowed and on time.
- 4.4.7 The Councillor or Councillors present to sign in the equipment must report any issues, such as lost parts, damage, or equipment which no longer works, to the President unless it has already been reported during the loan period.

4.5 Suspension of Borrowing Privileges

- 4.5.1 The President may suspend the equipment borrowing privileges of an individual Councillor or a group of Councillors for reasons including, but not limited to:
 - a) equipment misuse;
 - b) unreported damage;
 - c) loss of the equipment or any part of the equipment;
 - d) late return; and/or
 - e) any breach of clause 4 of these regulations.
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NOTES

SUPRA Offices and Resources Use Regulations

Date ratified by Council: 29 July 2021

Date commenced: 29 July 2021

Date last amended: Not yet amended

Administrator: Vice President, SUPRA

Review date: 29 July 2023

Amendment History

Rescinded:

These regulations replace the following which are rescinded:

1. SUPRA Facilities Regulations 2011.
2. SUPRA Technology Sign-Out Policy 2017.

Dates amended:

1. Not yet amended.