



## University of the Third Age

### Preamble to Policy Guidelines

#### Introduction

**U3A Waverley Inc.** is registered as a “Not for profit” (NFP) organisation. As a registered association it has obligations to follow standards of practice and behaviour as established in a number of items of legislation. To comply with the legislation we are required to develop and publish certain policies of compliance. **U3A Waverley** as referred to in the policies is the registered association **U3A Waverley Inc.**

#### Purpose

The purpose of this Preamble is to document **U3A Waverley’s** policies developed by name and define some of the terms used throughout them.

#### Policies

The following policies, which are subordinate to the Grievance Procedure contained in the Rules of U3A Waverley, have been developed and Authorised by the Committee of Management

- 1 Privacy
- 2 Sexual Harassment
- 3 Code of Conduct
- 4 Bullying
- 5 Risk Management
- 6 Discrimination
- 7 Health and Safety.

The Authorised policies are available to members on our website.

#### Organisation Structure

**U3A Waverley** is administered by a Committee of Management provided for under the Rules. The Committee which is elected annually consists of

- President
- Vice President
- Treasurer
- Secretary

- Other elected members.

The Committee may also second other members to provide additional support. The Committee is required to meet not less than three times per year.

The annual elections to positions on the Committee of Management are conducted such that they are free from discrimination and provide an equal opportunity for all members to stand for election.

## **Definitions**

*Associate Member* is a financial member of an affiliated U3A and has made application to participate in some of the activities of **U3A Waverley**.

*City of Monash* is any person or persons employed by the local government organisation known as City of Monash who contribute to the administration and operation of the premises used by **U3A Waverley**.

*Consultant* is a person who is contracted to **U3A Waverley** to perform a specified service for a specified remuneration. Such services are those outside of the obligations of City of Monash.

*Member* is a person who has made application to join **U3A Waverley** and that application has been accepted by the Committee of Management under its rules.

*Tutor* is a member or volunteer who has committed to lead the activities of a specified class.

*Volunteer* is a person who is a member who has committed to provide an unpaid service to **U3A Waverley**. In the context of these Policies the classification of Tutor may be a Volunteer.

## **Application**

The principles set out in these Policies apply equally to all Members, Tutors, Volunteers and Consultants participating in the activities of **U3A Waverley**.

At the time a concern is raised or a breach is considered to have occurred it may not be clear as to which policy may have been breached. Only after discussion with the complainant may full and clear identification of the breach be classified (i.e. as a breach of the Code of Conduct, Anti-Discrimination, Sexual Harassment or some other breach).