



# ORIENTATION POLICY

## AUTHORITY

A Policy of the Adelaide University Union (AUU) enacted pursuant to Clause 19 of the AUU Constitution

## POLICY

### 1. Objectives

The Aims of AUU Orientation Program shall be:

- 1.1 To introduce new students to the Adelaide University
- 1.2 To introduce new students to the Adelaide University Union (AUU)
- 1.3 To introduce students to the services provided by the AUU, its affiliates and University
- 1.4 To run diverse social activities where new students from a variety of backgrounds, can be introduced to university life
- 1.5 To cooperate and consult with stakeholders to ensure the best range of activities
- 1.6 To promote and increase the level of campus culture, and
- 1.7 To market and promote the AUU.

### 2. Interpretation

Interpretation of this policy is within the jurisdiction of the President, pursuant to the authority of Board.

### 3. Appointments

- 3.1 Directors
  - 3.1.1 All Orientation Directors shall be appointed by a panel of the Union Activities Chair, AUU President and either the AUU Marketing Manager or AUU Events Coordinator.
  - 3.1.2 All appointments of Orientation Directors shall be free from partisan and factional influence, and all appointments made solely on merit.
  - 3.1.3 Any Orientation Director who breaches AUU policy, rules or constitution may have their appointment revoked by a simple resolution of AUU Board or Executive.
  - 3.1.4 Advertisements for expressions of interest shall be sent out via an AUU members' or University email.

Interviews shall be arranged, and all applicants shall be given notice of the date and time of their interview.
  - 3.1.5 Applicants shall be asked a series of identical questions decided upon before the beginning of the meeting.
  - 3.1.6 All those interviewed and not selected shall be contacted and encouraged to participate in other areas of Orientation.
  - 3.1.7 The Union Activities Chair shall be responsible for overseeing the interview process and ensuring all aspects of policy are met.



- 3.2 Leaders
- 3.2.1 O Camp Directors are responsible for advertising and coordinating the interview process for O Camp Leaders.
- 3.2.2 Interviews shall be arranged, and all applicants shall be given notice of the date and time of their interview.
- 3.2.3 A panel of the Union Activities Chair, O Camp Directors, AUU President and either the AUU Marketing Manger or AUU Events Coordinator shall interview all applicants.
- 3.2.4 Applicants shall be asked a series of identical questions decided upon before the beginning of the meeting.
- 3.2.5 The President and Union Activities Chair shall have the right to veto any selection.
- 3.2.6 All those interviewed and not selected shall be contacted before those selected and shall be encouraged to participate in other areas of Orientation.
- 3.2.7 The Union Activities Chair shall be responsible for overseeing the interview process and ensuring all aspects of policy are met.

#### **4. Orientation Directors**

Orientation Directors shall:

- 4.1 Be responsible for attaining sponsorship for Orientation Week in conjunction with the AUU Marketing Manager;
- 4.2 Undertake appropriate first aid training;
- 4.3 Undertake Sexual Harassment training;
- 4.4 Coordinate with other Orientation Directors, share information, and work on collaborative sponsorship opportunities;
- 4.5 Be bound at all times to all aspects of AUU policy rules and AUU constitution. Any breaches of AUU policy rules or constitution may result with the appointment being revoked by a resolution of AUU Board or Executive;
- 4.6 Meet with AUU staff at least once per week in the lead up to their event;
- 4.7 Co-ordinate all Leaders/ Helpers and Crew relevant to their portfolio;
- 4.8 Ensure Risk Management Audits are followed; and
- 4.9 Provide to AUU Board a report at the conclusion of Orientation. This shall contain details on sponsorship, the final budget of their event, the execution of their roles, any other information deemed relevant for the Board and any recommendations to Board and the following years' Orientation personnel.

#### **5. Union Activities Chair**

The Union Activities Chair shall

- 5.1 Be responsible for overseeing the conclusion of all Orientation events, and a successful Orientation program;
- 5.2 Be responsible for recruiting Orientation Helpers/ Crew;
- 5.3 Be responsible, with the President, for informing all Orientation Personnel of their duties and obligations under AUU policy, rules and constitution;
- 5.4 Be responsible for providing information to the AUU Board on all Orientation events;
- 5.5 Liaise with the Affiliates and any other bodies organising Orientation activities.
- 5.6 Provide a written report on all Orientation activities to all AUU Board meetings; and
- 5.7 Provide the Board with a comprehensive report on the performance of all Orientation Directors including details of the organisation of the respective events, the success of the particular orientation portfolios, and the financial success of the portfolios and any recommendations to Board and directors of the following year on the operation of any aspects of Orientation.



## **6. Orientation Camp**

The O Camp Directors shall:

- 6.1 Be responsible for organising O Camp, its events, meetings of O Camp Personnel, activities and all associated functions;
- 6.2 Coordinate the appointment of O Camp Leaders;
- 6.3 Ensure all Leaders undertake Sexual Harassment training;
- 6.4 Be responsible with the Union Activities Chair to ensure all legal requirements are met for O Camp, and ensuring that all personnel and camp attendees are covered by appropriate and adequate insurance, and ensure that all duty of care and Occupational Health and Safety requirements are met;
- 6.5 Be responsible for liaising with O Camp location management, and shall conform the booking no later than one week after their appointment;
- 6.6 Ensure that all attendees at O Camp receive information about drugs and alcohol, and safe sex practices at the beginning of O Camp; and
- 6.7 Be responsible for reserving any bookings for Orientation events for the next year, these may include the Orientation Camp site, or any other bookings which may need to be reserved in advance.

## **7. Orientation Week**

The Orientation Week directors shall:

- 7.1 Be responsible for organising Orientation Week, its events, meetings of Orientation Week personnel, activities and all associated functions;
- 7.2 Coordinate the appointment of Orientation Helpers/Crew;
- 7.3 Determine the Orientation Week timetable; and
- 7.4 Liaise with the University, Affiliates and other groups to coordinate their involvement in Orientation Week.

## **8. Orientation Ball**

The Orientation Ball Directors shall:

- 8.1 Be responsible for organising Orientation Ball, its events, meetings of Orientation Ball personnel, activities and all associated functions;
- 8.2 Coordinate the appointment of Orientation Helpers/Crew;
- 8.3 Be responsible for the promotion of the event; and
- 8.4 Be responsible, with the Union Activities Chair, for ensuring all legal requirements are met for Orientation Ball.

## **9. Orientation Guide**

The On Dit Editors shall:

- 9.1 Ensure that the first edition of On Dit for the academic year shall be also be an O Guide and printed by the first day of Orientation Week. Any cost over and above the normal cost of an On Dit publication which is incurred by the Orientation pages will be subsidised by the AUU;
- 9.2 Shall coordinate with the AUU President, Union Activities Chair, AUU Marketing Manager, the university and affiliates to ensure all necessary information is included in O Guide; and
- 9.3 Shall promote the AUU, its services and affiliates.

## **10. AUU President**

The AUU President shall play an active role in all Orientation events. The President shall be informed of all Orientation activities, and must be invited to attend all Orientation meetings and events. The



President as the head of the AUU shall use their position at all times to assist the Orientation Portfolios and provide support, guidance and assistance.

## **11. Board Directors**

- 11.1 Board directors will not receive special consideration for Orientation Director or Orientation Camp Leader positions.
- 11.2 The AUU board directors shall be directed by the wishes of the Orientation Directors and Union Activities Chair to the types of events which are appropriate for any area of Orientation, exercised through the President.
- 11.3 All AUU board directors shall be required to attend Orientation Helpers meetings as required by the President.
- 11.4 All board directors are expected to participate in Orientation and to promote the AUU in a positive light. Attendance will be expected for a minimum of one full day of O Week, or O Ball and will be monitored by the AUU Events Coordinator and Marketing Manager. Failure to attend without the leave of board will count as absence from a meeting of board.

## **12. AUU Staff**

The AUU staff shall:

- 12.1 Ensure that all Orientation portfolios are tracking according to their budgets;
- 12.2 Perform a Risk Management Audit for all Orientation events;
- 12.3 Produce a budget at the completion of Orientation to be presented to the AUU Board;
- 12.4 Ensure that legal obligations are met in relation to Orientation; and
- 12.5 Provide the Board with a comprehensive report on the performance of all Orientation Directors including details of the organisation of the respective events, the success of the particular orientation portfolios, and the financial success of the portfolios and any recommendations to Board and directors of the following year on the operation of any aspects of Orientation.

## **13. Leaders/ Helpers/ Crew**

The AUU recognises the importance of volunteer assistance during Orientation. The AUU acknowledges that without the assistance of Orientation Leaders, Helpers, and Crew the Orientation program would not be able to occur. The AUU recognises that all Orientation personnel including appointed Leaders, and volunteer Helpers and Crew have an obligation to behave accordingly as representatives of the AUU.

All Leaders, Helpers, Crew are bound by AUU Policy, constitution, and rules at all times. Leaders, Helpers and Crew who breach AUU policy may be removed from involvement in Orientation as per a simple resolution of AUU Board or at the discretion of the Union Activities Chair, or at the discretion of the President. Any decision made by the President or by the Union Activities Chair may be reversed by AUU Board.

## **14. Drugs & Alcohol**

- 14.1 The AUU shall run all Orientation events safely and free from the pressures to consume illegal drugs and alcohol. The AUU does not condone the use of illegal drugs at any Orientation events and shall take measures to ensure that all Orientation events are free from the influence of illegal drugs. The AUU shall run its Orientation program promoting responsible use of alcohol, coupled with responsible behaviour, healthy lifestyles, and a positive attitude to its events and activities.
- 14.2 The AUU will at all times promote responsible drinking of alcohol at all Orientation events.
- 14.3 The AUU does not condone binge drinking, and the excessive consumption of alcohol.
- 14.4 The AUU will ensure Liquor licensing laws are not breached.



- 14.5 AUU does not condone the supply of alcohol to minors and will not knowingly supply alcohol to minors.

## **15. Conduct of Personnel**

- 15.1 No AUU Orientation personnel may be involved in the selection or appointment of any person where an existing personal relationship exists between the individuals involved.
- 15.2 No AUU Orientation personnel may be involved in a relationship of a sexual nature with any person who is under their supervision during the Orientation Program.
- 15.3 No AUU Orientation personnel shall be intoxicated during the course of Orientation events.

## **16. Sexual Harassment**

- 16.1 The AUU recognises the definition of sexual harassment as any behaviour of an offensive sexual nature that offends, intimidates, humiliates, angers, frightens, or makes a person or persons feel uncomfortable within the University environment. The behaviour is unwelcome and unsolicited and creates a hostile, intimidating, or hostile academic or social environment. The AUU recognises that such behaviour may include, but is not limited to:
- Physical Contact (ie: pinching, grabbing, etc).
  - Body Language (ie: gestures, leering, etc).
  - Verbal Language (ie: comments, statements, etc).
  - Visual Material (ie: pictures, jokes, and cartoons).
- 16.2 The AUU is committed to providing an Orientation Program that is free from sexual harassment for students. Sexual harassment is unlawful and unacceptable within the AUU.
- 16.3 The AUU supports the University in its endeavour to create an environment free of sexual harassment, and will assist the University in its endeavour in any way possible. The AUU supports the Fair Treatment Policy of the University and will continue to support further University measures to combat Sexual Harassment.
- 16.4 The AUU recognises the detrimental effects that sexual harassment has on students and consequently condemns all forms of sexual harassment and will take action to conduct its activities in such a way as to discourage sexist attitudes and behaviour.

## **17. Activities**

- 17.1 At all Orientation events where alcohol is served, a non alcoholic alternative besides water shall be served also.
- 17.2 At all times when alcohol is served the AUU shall endeavour to serve food.
- 17.3 The AUU shall consult with other affiliates of the AUU with respect to their involvement in Orientation activities.
- 17.4 The AUU shall ensure that where possible food and drinks provided at Orientation events take into consideration options which do not isolate any demographic of students.
- 17.5 At all activities of Orientation a member of Orientation Personnel or a representative of the AUU who has completed appropriate Sexual Harassment training is identified to attendees.
- 17.6 No activity shall occur, or be organised during Orientation where participants are not covered by insurance, or where the association may be placed in a position of liability that is not adequately provided for in insurance coverage. The President, Union Activities Chair and AUU Events Coordinator shall have the responsibility for making this decision and shall be accountable to the Board for this decision.

## **HISTORY**