

# WALLABY Membership Policy

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Ver.	Date	Changes	Authors
0.1	14/12/2018	Initial version	LSS
1.0	05/11/2019	Minor edits; exec approved	LSS
1.1	19/03/2020	Added sections on conduct, complaints and termination of membership + other edits	TW, KS, LSS
1.2	29/11/2023	Various updates and corrections	TW
1.3	15/11/2024	Replaced 'executive team' with 'advisory committee' or 'management team' as appropriate; rewording of §2	TW, BC, LSS

## 1. Background

WALLABY is one of the two top-rated ASKAP surveys and is designed to map extragalactic hydrogen in the local Universe. The Principal Investigators (PIs) are Lister Staveley-Smith and Barbara Catinella. A management group consisting of the PIs, project scientist, deputy project scientist, project manager and deputy project manager meets on a regular basis. Strategic advice is also received by an advisory committee which consists of a number of invited experts. The advisory committee is consulted by the management team on an irregular basis whenever strategic advice is required. Technical and science working groups discuss and report to the PIs on technical and science aspects of the proposal, respectively.

## 2. Membership

Any natural person can apply to the PIs for WALLABY membership by completing the membership application form linked on the WALLABY website. The PIs will seek advice from the management team, working group chairs and other members, as appropriate, before making a decision. Prospective members will be required to motivate their scientific interest in WALLABY, list their potential contributions to support the WALLABY project, including technical expertise, and provide information on any scientific projects that they would like to carry out using WALLABY data or other assets. Applicants will be advised by the PI of the outcome of their application, usually within 30 days of submission.

Members may be asked to renew their membership at irregular intervals. Membership will cease in the event of death or when terminated by either the member or the PIs, as regulated by Section 5 of this policy.

### 2.1 Student membership

PhD and Master's students of WALLABY members involved in WALLABY research may apply for membership. At least one of the student's supervisors must also be a WALLABY team member. Student membership automatically terminates on submission of the thesis.

Full membership may be requested at that stage if it is likely that WALLABY research will continue.

### 3. Rights and responsibilities

WALLABY members are obligated to contribute to the WALLABY project and to complete relevant tasks and projects to which they commit.

Members will have access to internal WALLABY documents (except where deemed confidential), software and publications. Subject to ASKAP and WALLABY data access policies, members will have access to internal, value-added ('Level 7') data in order to assist with quality assurance, and to make an early start on scientific analysis. Members must restrict their analyses to science projects for which approval has been granted by the WALLABY management team in accordance with the WALLABY Project Policy.<sup>1</sup>

Members are expected to behave with high standards of scientific integrity and to adhere to all relevant WALLABY and institutional policies, including relevant codes of conduct regarding scientific and personal behaviour towards colleagues. Members are expected to treat each other with dignity, courtesy and respect and maintain at all times a collegial, professional and inclusive environment free from discrimination, bullying and harassment.

### 4. Complaints

Any WALLABY member with a concern about a violation of this membership policy, or any other WALLABY policy or code of conduct, may make a formal complaint to the PIs. A complaint should include the name of the person accused of violating the policy (the 'respondent'), the portion of the policy alleged to have been violated, an account of the violation, and any supporting documentation as appropriate.

In the case of a formal complaint, the PIs will hear both sides of the complaint, and if appropriate, consult other witnesses. The PIs are responsible for ensuring the timely resolution of any formal complaints. A response from the respondent will be requested upon receipt of the complaint, to be provided within 30 days. Resolution of the matter will be sought within 30 days following receipt of the response.

If the complaint is upheld, the PIs will decide on an appropriate action to remedy the situation, up to and including termination of WALLABY membership. Other possible sanctions include restriction of data access rights, removal from committees or working groups and suspension of approved projects. The PIs will communicate the progress and outcome of any investigation only to the complainant, the respondent and the management team.

Should the complaint be against one of the PIs or against someone with whom the PI is conflicted (e.g. a student supervised by the PI) then the complaint should instead be made with another member of the management team who will be responsible for overlooking or delegating the resolution of the complaint as appropriate.

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<sup>1</sup> WALLABY policy documents are available online at <https://wallaby-survey.org/policies/>.

## 5. Termination of membership

Members may resign from the WALLABY project at any time by notifying the PIs in writing or by email.

In consultation with the management team, membership may be revoked by the PIs on reasonable grounds, including but not limited to violations of this membership policy or any other WALLABY policy or code of conduct. Before termination of membership, the PIs must make all reasonable effort to give the affected member the opportunity to reply to a written statement of the PIs' intention and reasons.