

TENANCY SUB-COMMITTEE GOVERNING POLICY

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ESTABLISHMENT AND APPLICATION

1. The Tenancy Sub-Committee is a subsidiary committee of the Societies Council Committee of the Guild, established pursuant to rule 19 of the Societies Council Rules to advance the objects of the Societies Council through engagement with Tenants.
2. This Policy shall apply to all Affiliated Societies affiliated to the Societies Council and Education Council, and all Guild Departments who have, from time to time, submitted a lease application for Guild Property to the Tenancy Sub-Committee in accordance with these Rules.
3. This Tenancy Sub-Committee Governing Policy (**Policy**) is made pursuant to rule 20 of the Societies Council Rules.

DEFINITIONS

4. For the purposes of this Policy, unless otherwise specified:
 - (a) **Affiliated Society** has the same meaning as defined in the Student Guild Regulations regulation 71.
 - (b) **Applicant** means a Tenant or prospective Tenant which has submitted an application for a Leased Space.
 - (c) **Club Executive** means the office bearers elected by voting members of a Tenant organisation and includes any member acting in a leadership role or who has decision making power in the Tenant organisation.
 - (d) **Codes of Conduct** means any code of conduct binding a student including but not limited to the Student Representative Code of Conduct and Ethics as outlined in Schedule 1 of the Societies Council Rules or as issued by the Guild from time to time.
 - (e) **Formal Defect** includes only those errors or omissions which do not constitute a lack of substantial compliance.
 - (f) **Formal Review** means a scheduled Review of Leased Spaces by The Sub-Committee, failure of which constitutes a breach of the Tenant's compliance with this Policy.
 - (g) **Governance Committee** means the Governance Committee of Guild Council.
 - (h) **Guild** means the 'Student Guild' as defined in the UWA Act.

- (i) **Guild Council** has the same meaning given to that term in the UWA Statute.
- (j) **Guild Department** has the same meaning given to that term in the Student Guild Regulations.
- (k) **Guild Executive** has the same meaning given to that term in the Student Guild Regulations.
- (l) **Guild Councillor** means a 'Student Guild Councillor' as defined in the Student Guild Regulations.
- (m) **General Guild Election** has the same meaning given to that term in the Student Guild Regulations.
- (n) **Guild Property** means property owned or leased by the Guild including, but not limited to, clubrooms, meeting spaces, storage rooms, lockers, and mailboxes.
- (o) **Guild Year** means the period from 1 December to 30 November of the following year.
- (p) **Leased Space (or Space)** means a piece of Guild Property which has been or is currently leased to a Tenant.
- (q) **Societies Council Committee** means the governing committee of the Societies Council comprising of the persons set out in rule 16 of the Societies Council Rules.
- (r) **Societies Council Committee Executive** means an office-bearing member of the Societies Council Committee as outlined in rule 14(a) of the Societies Council Rules.
- (s) **Student Guild Regulations** means the Student Guild Regulations made by the Senate of the University.
- (t) **Tenant** means an Affiliated Society or Guild Department which holds an allocated lease of Guild Property, regardless of the society or department's affiliation.
- (u) **The Chair** refers to the Chair of the Tenancy Sub-Committee.
- (v) **The Sub-Committee** refers to the Tenancy Sub-Committee of the Societies Council, comprising of the persons set out in article 12 of this Policy.
- (w) **University Working Day** has the meaning given in the UWA Statute clause 6.
- (x) **UWA Act** means *University of Western Australia Act 1911 (WA)*.

- (y) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University.
- (z) **UWA or University** means The University of Western Australia.

INTERPRETATION

5. In this Policy, unless the context otherwise dictates:
- (a) The singular includes the plural and vice versa, and a gender includes other genders;
 - (b) The meaning of general words is not limited by specific examples introduced by 'including,' 'for example,' or similar expressions.
 - (c) A reference to a document includes a variation or replacement of it.
 - (d) A reference to a statute includes its subordinate legislation and a modification, replacement, or re-enactment of either.
 - (e) Where a capitalised term is used in this Policy but not defined, the definition of such a term shall be taken from the Student Guild Regulations. Where no such definition is available, the Governance Committee shall have the power to determine the definition of the term in question.
 - (f) A reference to a particular role, position, body, group, organisation, committee, or faculty or school of the University is a reference to that thing as renamed or constituted from time to time.
 - (g) A reference to a '**Record**' is a reference to any record of information however recorded and includes:
 - (i) Any thing on which there is writing or Braille;
 - (ii) A map, plan, diagram, or graph;
 - (iii) A drawing, pictorial or graphic work, or photograph;
 - (iv) Any thing on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (v) Any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else;
 - (vi) Any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically; and

- (vii) Any machine-readable information in electronic storage media, including metadata, deemed to be a corporate record (which may be referred to as an electronic or digital record).
- 6. In the event of an inconsistency between a provision of this Policy and a provision of the Societies Council Rules, the provision of the Societies Council Rules shall prevail.
- 7. In the event of an inconsistency between a provision of this Policy and a provision of the Student Guild Regulations, the provision of the Student Guild Regulations shall prevail.
- 8. In the event of a contest of the interpretation of this Policy the Governance Committee shall have the power to rule in determining the correct interpretation.

OBJECTS, FUNCTIONS, AND POWERS OF THE TENANCY SUB-COMMITTEE

- 9. The objects of the Tenancy Sub-Committee are to:
 - (a) Support the facilitation of the Societies Council Committee functions as outlined in rule 11(f) of the Societies Council Rules, specifically the management of Guild Property.
- 10. The functions of the Tenancy Sub-Committee are to:
 - (a) Administer and abide by this Policy and all other applicable policies, regulations, Standing Orders, and by-laws issued by the Guild from time to time;
 - (b) Manage Guild Property in accordance with this Policy and all other applicable policies, regulations, Standing Orders, and by-laws issued by the Guild from time to time;
 - (c) Carry out tasks relating to the full reallocation of Leased Spaces once every three years, or partial reallocation thereof as necessary;
 - (d) Hold General Meetings of Tenants for the purpose of updating Tenants on relevant projects and notices;
 - (e) Ensure that Leased Spaces are being properly maintained by Tenants as is reasonably expectable and specified in lease agreements and all applicable policies, and to conduct inspections of Leased Spaces, or arrange for inspections to be conducted thereof, at least once per semester; and

- (f) Arrange for cleaning and maintenance of Guild Property and Leased Spaces where required, including organising 'Busy Bees,' and required safety checks in joint venture with the Guild's Work Health and Safety/ Occupational Health and Safety Officer and Tenancy Maintenance Officer.
11. The Tenancy Sub-Committee has the following powers:
- (a) To enter into agreements leasing Guild Property to a Tenant, on behalf of the Societies Council Committee, and subject to ratification by the Guild Executive;
 - (b) To direct Tenants to vacate their Leased Space where the Tenant contravenes the relevant lease agreement, the a provision of the Societies Council Rules, a provision of this Policy, or any other applicable Guild policy;
 - (c) To call General Meetings of Tenants;
 - (d) To call 'Busy Bees' and other required safety checks in joint venture with the Guild's Work Health and Safety/ Occupational Health and Safety Officer and Tenancy Maintenance Officer; and
 - (e) To rule on matters relating to the allocation or maintenance of Guild Property leased to Tenants.

THE TENANCY SUB-COMMITTEE

12. The Tenancy Sub-Committee is to comprise of the following members:
- (a) The Chair of the Tenancy Sub-Committee;
 - (b) One Executive member of the Societies Council Committee (who is not the President);
 - (c) The Societies Council President;
 - (d) One member of the Guild Executive; and
 - (e) Two ordinary Tenancy Sub-Committee members.
13. Standing invitees to Tenancy Sub-Committee meetings may include but are not limited to:
- (a) The Guild President;
 - (b) The Education Council President;

- (c) The Public Affairs Council President;
 - (d) Additional members of the Societies Council Committee as deemed necessary by The Sub-Committee; and
 - (e) All other persons who may, in the opinion of The Sub-Committee, facilitate the business of The Sub-Committee.
14. No member of The Sub-Committee may hold more than one position on The Sub-Committee at any one time or act as such in a meeting of The Sub-Committee.
15. All members of The Sub-Committee as stated in article 12 are entitled to an equal vote on all motions presented in Sub-Committee meetings, including the allocation of Leased Spaces to Tenants. All other invitees from time to time are not entitled to vote.
16. The Chair of the Tenancy Sub-Committee must be elected at the first Guild Council meeting of the Guild Year from amongst the Ordinary Guild Councillors elected in the General Guild Elections.
- (a) The Chair of the Tenancy Sub-Committee may only be dismissed by a resolution passed by a simple majority of Guild Council.
17. The two Ordinary Tenancy Sub-Committee members must be appointed by the Societies Council Committee at a Societies Council Committee Meeting as early in the Guild Year as is practicable. The Tenancy Chair must be invited to this meeting and may provide their recommendation but, as an invitee, may not vote on the motion appointing the Ordinary Tenancy Sub-Committee members.
- (a) Subject to article 17(b) an Ordinary Tenancy Sub-Committee member may be dismissed by a special resolution approved by a simple majority of the Societies Council Committee at a Societies Council Committee meeting. The Tenancy Chair must be invited to this meeting and may speak on the motion.
 - (b) Written notice of the motion to dismiss an Ordinary Tenancy Sub-Committee member must be provided to the Ordinary Tenancy Sub-Committee member to be dismissed not less than ten University Working Days prior to the motion being presented to a Societies Council Committee meeting. The Ordinary Tenancy Sub-Committee member must be invited to this meeting and must have an opportunity to present a case for their defence to the Societies Council Committee, verbally or by written notice.
18. Applications for the position of Ordinary Tenancy Sub-Committee member shall be in the form and submitted in the manner prescribed by the Societies Council Committee on recommendation from the Chair of the Tenancy Sub-Committee.

19. Applications for the position of Ordinary Tenancy Sub-Committee member must be open for no less than five University Working Days before the closing date.
20. To be eligible to hold and nominate for the position of Ordinary Tenancy Sub-Committee member a person must at the time they lodge their application and demonstrated to the satisfaction of the Societies Council Committee:
 - (a) Be a current member of the Guild;
 - (b) Be an enrolled UWA student, with full rights and privileges, for the full period during which they would hold office;
 - (c) Be a current member of a Tenant organisation;
 - (d) Currently be or in the past twelve-month period have been a committee or executive member of a Tenant organisation;
 - (e) Not have been convicted of an offence and be under sentence, or be subject to be sentenced, for an offence punishable under the law of the Commonwealth or a State by imprisonment for one year or longer in line with Guild Regulations;
 - (f) Not have been certified by a registered medical professional to be medically unfit;
 - (g) Not be an employee of the Guild; and
 - (h) Agree to be bound by and comply with all applicable Codes of Conduct.
21. Ordinary Tenancy Sub-Committee members should be selected to the end that The Sub-Committee may best represent the interests of all Tenants.
22. The Executive Member of the Societies Council Committee to serve as a member of The Sub-Committee shall be appointed by the Societies Council President.
23. The Sub-Committee must meet no less than once per month for the duration of the Guild Year. Additional meetings may be called at the discretion of The Chair.
24. The Chair must circulate to all member of The Sub-Committee an agenda for each meeting of The Sub-Committee no later than one University Working Day prior to the commencement of that meeting.
25. All Sub-Committee meetings shall be chaired by The Chair. In their absence, their proxy or the Executive Member of the Societies Council Committee or their proxy must chair the meeting.

26. The quorum for meetings of The Sub-Committee shall be three voting members, at least one of whom must be The Chair or the Executive Member of the Societies Council Committee or their proxies. Quorum must be met for The Sub-Committee to conduct its business.
27. A member of the Tenancy Sub-Committee may appoint a proxy, by written notice to the Tenancy Sub-Committee no less than two University Working Days prior to a meeting, as follows:
 - (a) Any member of the Societies Council Committee may serve as proxy for the Societies Council President or the Executive member of the Societies Council Committee if required;
 - (b) Any voting member of the Guild Council may serve as proxy for the Chair of the Tenancy Sub-Committee if required; and
 - (c) Any member of the Guild Executive may serve as a proxy for the Guild Executive member of the Committee if required.
28. All active leases must be Formally Reviewed by The Sub-Committee in its first monthly meeting in December of each Guild Year, except those Guild Years in which a full reallocation of Leased Spaces is to take place.

GENERAL MEETINGS OF TENANTS

29. The Sub-Committee must hold at least two General Meetings of Tenants per semester.
30. Additional General Meetings of Tenants may be called at the discretion of The Sub-Committee.
31. The purpose of General Meetings of Tenants shall be for Tenants to raise tenancy-related matters to the attention of The Sub-Committee, and for The Sub-Committee to update Tenants on active policies and projects, and relevant notices.
32. Notice of the date, time, and whereabouts of each General Meeting of Tenants must be circulated by The Chair no less than ten University Working Days prior to the meeting taking place.
33. The Chair shall chair all General Meetings of Tenants. In their absence the Executive Member of the Societies Council Committee shall chair the meeting.
34. General Meetings of Tenants must be attended by:
 - (a) As many members of The Sub-Committee as possible; and

- (b) A Club Executive of each Tenant organisation.
- 35. Quorum for General Meetings of Tenants shall be The Chair plus one Club Executive from 40% of Tenant organisations.
- 36. The Sub-Committee may invite to General Meetings of Tenants any person whose presence would, in the opinion of The Sub-Committee, facilitate the business of that meetings.

GENERAL POLICY GUIDING ALLOCATION OF GUILD PROPERTY TO TENANTS

- 37. A full reallocation of Guild Property leases shall take place once every three years, but all lease agreements shall be subject to regular Reviews.
- 38. Subject to article 39, where a Leased Space becomes available for reallocation outside of the ordinary three-year cycle provided for by article 37 of this Policy, that space shall be reallocated by The Sub-Committee in accordance with the provisions of this Policy for the remainder of the duration of the active ordinary three-year cycle.
- 39. Where a Leased Space becomes available for reallocation with less than 6 months remaining before a scheduled full reallocation, The Sub-Committee may pass by simple majority a motion to leave that Space vacant for the remainder of the duration of the ordinary three-year cycle.
- 40. A Leased Space may only become available for reallocation outside of the ordinary three-year cycle in one of the following circumstances:
 - (a) A Club Executive of a Tenant organisation provides written notice to The Sub-Committee that the Tenant wilfully forfeits its Leased Space, pursuant to a general meeting of the Tenant organisation approving the forfeiture of its Leased Space;
 - (b) The Tenant organisation becomes, for any reason, no longer actively affiliated to the Guild; or
 - (c) The Tenant organisation is found to be in breach of its lease agreement or any provision of any applicable Guild policy in force from time to time and is directed to vacate its Leased Space in accordance with this Policy and the provisions of the lease agreement.
- 41. Decisions regarding the allocation or reallocation of Leased Spaces to Tenants shall be passed by a simple majority of members present and eligible to vote at the relevant meeting of The Sub-Committee to which the motion is presented.

42. Relevant considerations in determining successful applicants where Leased Space(s) may be allocated or reallocated shall include:
- (a) The impact that the Applicant has on student life broadly, and specifically for its members;
 - (b) The likelihood that the Applicant and its members will actively and regularly engage with the Leased Space;
 - (c) The Applicant's general relationship with the Guild and the Tenancy Sub-Committee in the recent past;
 - (d) The Applicant's compliance with all applicable Guild rules and policies in the recent past;
 - (e) What the Leased Space is intended to be used for;
 - (f) Who the Leased Space would be open to;
 - (g) Any minimum size requirements expressly requested by the Applicant (these requests may be considered but not guaranteed. The Sub-Committee must compare detriment to the Applicant of not being allocated a size-suitable space against detriment of not being allocated any space);
 - (h) Whether or not the Applicant currently has, or has previously, been allocated a Leased Space (and, if applicable, under what circumstances that Space was lost or forfeited);
 - (i) The contents and nature of previous successful and unsuccessful applications for Leased Spaces by the Applicant;
 - (j) The expressly stated objectives or purpose of the Applicant;
 - (k) The length of the Applicant's affiliation to the Guild;
 - (l) Any negative implications or impacts which may arise for the Applicant if they are not allocated any Leased Space; and
 - (m) Any other considerations as deemed appropriate by The Sub-Committee.
43. The Sub-Committee must endeavour to ensure that Guild Property is allocated to Tenants of a variety of sizes, interest areas, student demographics, and affiliations.
44. All considerations in relation to the allocation or reallocation of Leased Spaces are subject to the number of available Spaces and the number of Applicants.

45. Tenants who have in the past maintained a good relationship with the Guild and The Sub-Committee and have abided by the provisions of all applicable policies and their lease agreement are more likely to be successful in their application for allocation or reallocation of Leased Spaces. However, past approval of an application for a Leased Space shall not guarantee approval of successive applications.
46. All allocations approved by The Sub-Committee and ratified by the Guild Executive must be signed by a representative of the parties to the lease agreement, those being:
 - (a) A Club Executive of the Tenant organisation on behalf of that organisation; and
 - (b) A member of The Sub-Committee as stated in article 12 of this Policy, on behalf of The Sub-Committee, the Societies Council Committee, and the Guild.
47. All allocations approved by The Sub-Committee must be Reviewed and ratified by the Guild Executive before they become binding upon the parties to the agreement.
48. In the event that the Guild Executive opts not to ratify an allocation approved by The Sub-Committee, the Guild Executive must provide to The Sub-Committee a written explanation of their reason for doing so, the subject matter of which The Sub-Committee must take into consideration when reallocating the Space.
49. The timeline for the reallocation of one or multiple Leased Spaces shall be as follows:
 - (a) The Sub-Committee must create a formal application process for the available Space(s), to be finalised no later than five University Working Days prior to the announcement of the allocation or reallocation of the appropriate number of Leased Spaces; then
 - (b) The Guild must notify all prospective Tenants of the allocation or reallocation of the appropriate number of Leased Spaces as well as the process for submitting an application for a Leased Space no later than twenty University Working Days prior to the closing date for applications; then
 - (c) Once the specified closing date and time for applications has been met, no more applications shall be accepted; then
 - (d) Once the specified closing date for applications has passed, The Sub-Committee shall have ten University Working Days in which to meet and consider all applications for the available Space(s); then
 - (e) Once The Sub-Committee has approved an application for each Space available, in accordance with the provisions of this Policy, a document clearly stating The Sub-Committee's complete allocations, including a brief written

note of why each applicant has been accepted and allocated the relevant Space, must immediately be presented to the Guild Executive; then

- (f) Following receipt of the aforementioned document by the Guild Executive, the Guild Executive shall have five University Working Days in which to meet and Review and ratify the allocations approved by The Sub-Committee; then
 - (g) In the case that the Guild Executive opts not to ratify an allocation made by The Sub-Committee, the Guild Executive must, within five University Working Days, present The Sub-Committee with a written notice outlining that decision as per article 48 of this Policy; then
 - (h) Following receipt of the Guild Executive's aforementioned written notice, The Sub-Committee shall have five University Working Days in which to meet to reallocate the Space and thereafter provide immediate written notice of its decision to the Guild Executive. So as to avoid repeated conflicts between The Sub-Committee and the Guild Executive, The Sub-Committee must at this stage provide no less than two recommendations for which applicant the Space should in its opinion be leased to, presented in The Sub-Committee's preferred order; then
 - (i) Within five University Working Days of the final ratification of allocations, written notice shall be circulated to each applicant notifying them of the outcome of their application; then
 - (j) The parties to each lease as stated in article 46 of this Policy must sign the appropriate lease within ten University Working Days of the circulation of the ratified allocations. The Sub-Committee may, by simple majority, approve digital or delayed signatures in extraordinary circumstances; then
 - (k) Successful applicants may move into their Leased Space at a date specified by The Sub-Committee, which must be no later than twenty University Working Days from the signing of the lease agreement.
50. Following the process for the allocation or reallocation of a Space or Spaces as provided for by article 49 of this Policy, an unsuccessful Applicant may, within ten University Working Days of the circulation of the outcome of its application, appeal that outcome to the Guild's Managing Director. Appeals may only be made on the basis that the process as provided for by article 49 of this Policy was not adhered to and that that lack of compliance did not constitute a Formal Defect. The Managing Director may rule with absolute discretion on this matter in their own time.
51. Where a member of The Sub-Committee as stated in article 12 of this Policy is deemed to have any real or perceived conflict of interest in relation to the allocation of a Space to an Applicant, that conflict of interest must be declared to The Sub-Committee, and that member must excuse themselves from all discussion of that Applicant.

- (a) Where a member of The Sub-Committee is involved in an allocation process and is later found to have a conflict of interest which could reasonably give rise to a bias for or against an Applicant, and that member did not declare the conflict of interest prior to the allocation process, the Guild Executive shall have the power to, with absolute discretion, decide on the, if any, appropriate action to be taken against that Sub-Committee member and the status of that allocation.

POLICY GUIDING FULL REALLOCATIONS OF LEASED SPACES

- 52. Upon the formation of a new Sub-Committee in a Guild Year in which a full reallocation of Leased Spaces is to take place, as per article 37 of this Policy, the proper reallocation of all Leased Spaces in accordance with the provisions of this Policy must be the most urgent priority of the new Sub-Committee.
- 53. In a Guild Year in which a full reallocation of Leased Spaces is to take place, the outgoing Sub-Committee must, in good faith, ensure that all affairs of The Sub-Committee are in order so as to facilitate the efficient and proper full reallocation of Leased Spaces upon the formation of the new Sub-Committee.
- 54. As per article 49(b) of this Policy, the new Sub-Committee must ensure that reasonable measures have been taken to ensure that all prospective Applicants have been made aware of the impending full reallocation of all Leased Spaces, as well as the process for submitting an application for a Leased Space, no later than the date upon which the Guild closes for the summer holiday break at the end of December each Guild year.
- 55. All Affiliated Societies and Guild Departments actively affiliated to the Guild must be notified of the impending full reallocation of Leased Spaces, and the process for submitting an application for a Leased Space in accordance with article 54 of this Policy.
- 56. In reference to articles 49(d) and (h) of this Policy, all immediate past Sub-Committee members must be invited to the meeting(s) of The Sub-Committee in which the applications for the full reallocation of Leased Spaces shall be considered.
- 57. Existing Tenants' lease agreements shall remain valid throughout the process of a full reallocation being undertaken. Where a Tenant is allocated a different Space or no Space during that reallocation the Tenant must vacate the Space no later than ten University Working Days after the circulation of the outcomes of the reallocation process as per article 49(i) of this Policy.

58. As the application process for full reallocations takes place across calendar years, Applicants must ensure that incoming and outgoing Club Executive teams collaborate on the application for a Leased Space.

DISPUTE RESOLUTION AMONG TENANTS

59. Where a dispute is raised between Tenants in which the subject of the dispute is not specifically related to the objects and functions of The Sub-Committee, the provisions of Societies Council Rules 72 to 80 shall be adhered to.
60. Where a dispute is raised between Tenants in which the subject of the dispute is specifically related to the objects and functions of The Sub-Committee, the provisions of Societies Council Rules 72 to 80 shall be adhered to with the following caveat:
- (a) Where a dispute is between a Tenant and the Tenancy Sub-Committee or a member thereof, a member of the Guild Executive who does not sit on The Sub-Committee shall act as Mediator.

REVIEW AND GOVERNANCE OF TENANTS AND TENANCYS

61. Pursuant to article 37 of this Policy, all Tenants' lease agreements shall be subject to regular Formal Reviews. In the case that a Tenant fails to pass a Formal Review, they shall be deemed to be in violation of their lease agreement and as such that Space may at the discretion of The Sub-Committee be reallocated.
62. Every Formal Review of a Tenant's use of their Leased Space shall assess the following areas of compliance:
- (a) Compliance with all applicable provisions of relevant Policies and formal agreements, including the Tenant's lease agreement;
- (b) Attendance at General Meetings of Tenants and other mandatory functions organised by The Sub-Committee such as 'Busy Bees;'
- (c) General cleanliness and upkeep of the Leased Space;
- (d) The regularity with which the Tenant has used the Leased Space; and
- (e) All other areas of compliance determined by The Sub-Committee from time to time.

63. All Tenants must be notified of each Formal Review no less than five University Working Days before the Review is undertaken.
64. No Formal Review may be undertaken which does not hold all Tenants to an equal standard, and which is not conducted with the goal of prioritising natural justice and equality.
65. The outcomes of all Formal Reviews are to be presented to meetings of The Sub-Committee. The provisions stated in article 51 of this Policy equally apply for Formal Reviews of Tenants.
66. In addition to those mandatorily conducted at the beginning of each Guild Year, except those in which a full reallocation is to take place, The Sub-Committee may conduct additional Formal Reviews at its discretion.
67. No less than twice per semester The Chair must conduct informal inspections of all Leased Spaces, ensuring that they are being properly used and maintained in accordance with the provisions of the applicable lease agreement, this Policy, and all other applicable rules and regulations.
68. Should a Tenant, in the opinion of The Chair, fail to pass an inspection, The Chair must provide a written warning to the Tenant detailing the reasons for the Tenant's failure of the inspection.
69. If a Tenant does not pass over 50% of inspections conducted in a Guild Year, that Tenant shall be deemed to be in violation of their lease agreement and as such that Tenant's Leased Space may at the discretion of The Sub-Committee be reallocated.
70. Pursuant to article 34 of this Policy, all Tenants must be represented at all General Meetings of Tenants. If a Tenant is not represented by a Club Executive at over 50% of compulsory General Meetings of Tenants held in a Guild Year, that Tenant shall be deemed to be in violation of their lease agreement and as such that Tenant's Leased Space may at the discretion of The Sub-Committee be reallocated.

CHANGES TO THIS POLICY AND SUPREMACY OF THIS POLICY

71. This Policy must be Reviewed no less than once every three Guild Years by the Governance Committee, the Societies Council Committee, and the Tenancy Sub-Committee.
72. Changes to this Policy may be proposed by The Sub-Committee, the Societies Council Committee, or by joint venture of Club Executives from no less than 20% of all Tenants presented in writing to the Governance Committee.

73. Changes to this Policy may be passed by a simple majority of the Guild Council.
74. Subsidiary policy documents, including but not limited to policy documents created for the governance of specific types of Leased Spaces including but not limited to clubrooms, lockers, storage rooms, and mailboxes, may be created under the authority of this article of this Policy.
75. This Policy is intended to be read in conjunction with the Societies Council Rules, and all subsidiary policy documents created under the authority of article 74 of this Policy.
76. In the event of an inconsistency between a provision of this Policy and a provision of Tenant's lease agreement, the provision of this Policy shall prevail.
77. In the event of an inconsistency between a provision of this Policy and a provision of a subsidiary policy document created under the authority of article 74 of this Policy, the provision of this Policy shall prevail.
78. This Policy replaces all previous rules governing the Tenancy Sub-Committee and every person and organisation thereunder.