



1. Welcome and Opening

I would like to acknowledge that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

1.1. Attendance

Emma Boogaerdt (Chair), Lizzy O'Shea, Tony Goodman, Thomas Beyer, Owen Myles

1.2. Apologies

Aiden Depiazzi, Lucy Moyle

2. Outstanding Projects

2.1. Queer Department Rules

- Owen explained that the rules make two major changes; giving the Department the power to co-opt deputy officers and also changing the election so both Queer Officers are elected concurrently on a 1 year term.
- Emma said that, given the rules have already been approved by the Queer Officers, if there are no further changes to be made by the Governance Committee then they will be sent for approval via circular and then moved at the January Guild Council meeting.

2.2. Guild Social Media Policy

- Emma said that the Social Media Policy, which was finalised by the 2014 committee, has been approved by the Guild Communications Officer and will be moved by circular in time for the January Guild Council meeting as well.

3. New Projects

3.1. UWADU Memorandum of Understanding

- Emma explained that Governance has been asked to draft a Memorandum of Understanding for the UWA Debating Union as it is undergoing the process of incorporation and that Aiden had agreed to take on project.
- Lizzy asked if all incorporated affiliated clubs require a Memorandum of Understanding.
 - Owen replied that they should.
 - Tom suggested asking SOC to check with that by all incorporated clubs.

3.2. In Camera Minutes Policy

- Lizzy said that, as the mover of the motion to create an in camera minutes policy, she envisioned the Secretary typing them up without recording and then having them locked in the safe along with the Statute Book.
- Tony suggested also creating a safe digital copy, perhaps on a locked server that only the President and Chair can access.
- Emma asked whether the minutes would have to be approved by council and whether the Secretary would be required to delete them off their computer after approval.

- Tony replied that his understanding of in camera minutes would be that they are notes which do not need to be approved, as currently nothing in camera is approved. It would also be expected that the Secretary would not keep a copy of the minutes.
- Lizzy said that she would ask other campuses about their policy and procedures.

4. Election Regulations

- Owen explained that after the last election the Commissioner said that the Guild's election regulations were not fully enforceable. Issues were that the WAEC cannot enforce any punishments in terms of campaigners misleading voters and should have no power to edit or censor content and also that the structure of the Election Committee made no sense as the Commissioner interpreted his powers as giving him the ability to intervene at any time and didn't need to wait for the 'tribunal'.
- Lizzy suggested the possibility of introducing a Code of Conduct that candidates sign on to.
 - Owen responded that the Commissioner didn't have a problem with that idea but said that the WAEC might not be able to enforce it.
- Lizzy also suggested making the UWA Guild Elections 'closed campus'.
- Tom suggested making group agents accountable for the actions of candidates.
 - Owen responded saying that still doesn't fix the problem of the regs being unenforceable.
- Tony proposed inviting an independent third party to run an election newspaper which would be able to fact check.
 - Emma responded saying that would probably be too difficult to administrate and that students probably wouldn't read it.
- Owen explained that the WAEC believes that anything that happens outside the polling booth shouldn't be their concern and that they are willing to enforce spending limits but that's all.
- Tony asked Emma if she had a chance to speak to other campus reps about their regs.
 - Emma responded that she had but all the feedback had been quite negative.
- Tony suggested that the best way to proceed might be to begin writing the regs as we want them and then seeing if we can find a body to enforce them.
 - Emma expressed concern that we might not be able to find a body to run the elections if the WAEC doesn't think they are enforceable and that it might be wise to get legal advice before getting too far into the project.
- Tony said that it would be a good idea to get a mid-top tier law firm to look over the regulations in order to assist the committee and also give the regulations more credibility when they are presented for approval at Senate.
- Emma asked what changes had been drafted in the last year.
 - Owen replied that they were mainly pertaining to the spending cap and online campaigning. Hopefully some of the changes can be used in the new regulations too.
- Tom suggested that, based on the aim to get the regulations passed through the April Senate meeting, a draft should be completed by mid-February.
- Tony said that he would investigate potential private companies to run the election and also meet with the WAEC again to get the list of what changes they recommend.

5. Guild Regulations

- Lizzy explained that the Senate passed all the Guild regulations except for the discipline regs and that something needs to be included to cover discipline.

6. Executive Officer and Committee Members

- Emma asked Tony if he had any suggestions for staff members to act as the Executive Officer.
 - Tony replied that the Guild is employing an Executive Assistant and that they would be good for the role.
- Emma suggested that most of the 3 student representatives be law students as in the past they had worked well on the committee and asked that if anyone has suggestions to ask them to get in touch.

7. General Business

Nil.

8. Next Meeting

Date of next meeting TBD.



UWA Student Guild | Governance Committee

Meeting | 28/01/2014 | Minutes

M300, 35 Stirling Highway, Crawley WA 6009
chair@guild.uwa.edu.au | guild.uwa.edu.au

1. Welcome and Opening

I would like to acknowledge that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge. I would also like to acknowledge the Nanticoke tribe who originally inhabited the land on which Washington, DC is situated.

1.1. Attendance

Emma Boogaardt (Chair), Tony Goodman, Thomas Beyer, Owen Myles, Lucy Moyle, Cassie Lendich

1.2. Apologies

Lizzy O'Shea

1.3. Absent

Aiden Depiazzi

2. Confirmation of Previous Minutes

2.1. Meeting 17th December 2014

Moved: Emma Boogaardt Seconded: Lizzy O'Shea

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. Guild Election Regulations

4.1. Update from WAEC

- Emma updated everyone on the recommendations made by the WAEC. The Election Committee and Tribunal will no longer exist as they fulfil no purpose beyond the role the Commissioner is already serving. The Commissioner has decided that the Returning Officer should have no powers to edit any content, even if it is factually inaccurate or misleading, as that would be violating 'free speech'. The RO's role is only to approve material based on form and location. Any instances considered to be defamation have to be dealt with in court. Using a Code of Conduct to regulate behaviour could be a good alternative if it was based on the UWA Charter of Student Rights. The RO is not able to carry out any discipline procedures during the election, only disqualify candidates after the election has occurred.
- Tony added that the WAEC are mainly concerned with format and aren't going to police content. No punishment is able to be handed out during the election as it would 'influence' the outcome. Idea is to make the Group Agent and President more accountable for the material so if anything defamatory or misleading is printed then they can be taken to court and have personal liability. This would hopefully dissuade people from using false information on their materials.
- Cassie asked how that would affect online campaigning.

- Emma replied that the idea is that candidate's can't comment on the material of other candidates but that there would be no restriction on what pages could be made and that the WAEC suggested them as a recourse against misleading/incorrect material.
- Tom asked if there would be a right of reply for the Guild.
 - Owen replied that the Guild would have to take a ticket/individual to court for defamation.
- Tom asked if it was possible to get another organisation to carry out the election.
 - Tony replied that he hasn't been able to find a credible alternative at this stage. Given the university's reputation is also at stake they might be willing to step in.

4.2. Code of Conduct/Discipline Procedures

- Emma explained that a good way for being able to punish candidates without going to court would be to make all candidates sign a Code of Conduct, similar to the Charter of Student Rights, which all UWA students have already agreed to. Breaches of the code could then be referred to a Guild Discipline committee. The main difference between this and what is currently in place would be that all discipline procedures would have to occur after the election has finished.
- Lucy asked if the ticket as a whole would be held responsible.
 - Emma replied that it would be only individuals, but that the Group Agent and Presidential Candidate would be held responsible for offences by the ticket as a whole.
 - Tom asked what would happen if an individual "sacrificed themselves" for the ticket.
 - Cassie replied that a lot of this will have to rely on the fact that by behaving badly individuals will bring scrutiny on themselves.
 - Emma added that even if it didn't affect the election outcome that individual could still be disciplined by the university for breaking the charter.
- Tony said that it is important to open a dialogue with the university if the Charter and university discipline body are used.
 - Owen added that this is his preferred option to a Guild discipline committee as it is already in place.
 - Emma said that she agreed as having Guild staff or student reps was likely to cause a conflict of interest.
 - Tom added that it is important to ensure that the university discipline is independent as many of the outcomes of Guild elections affect the university as well.

4.3. Allocation of Work

- Emma suggesting splitting up all the sections of the regulations up evenly amongst the committee members, leaving the parts relating to discipline separate, to be worked on more collaboratively and with input from Lizzy and Tony. The sections will be divided up on the Google Drive and edited using 'suggest' mode so it's easy to see where the changes are.

5. General Business

Nil.

6. Close and Next Meeting

Date of next meeting is Monday 9th February, 6pm WAST. Location TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.



UWA Student Guild | Governance Committee

Meeting | 09/02/2015 | Minutes

M300, 35 Stirling Highway, Crawley WA 6009
chair@guild.uwa.edu.au | guild.uwa.edu.au

1. Welcome and Opening

I would like to acknowledge that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge. I would also like to acknowledge the Nanticoke tribe who originally inhabited the land on which Washington, DC is situated.

1.1. Attendance

Emma Boogaardt (Chair), Tony Goodman, Thomas Beyer, Owen Myles, Lucy Moyle, Cassie Lendich

1.2. Apologies

Lizzy O'Shea, Aiden Depiazzi

2. Confirmation of Previous Minutes

2.1. Meeting 28th January 2015

Moved: Emma Boogaardt

Seconded: Lizzy O'Shea

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. Guild Election Regulations

4.1. Sections 3-4, 15 and Code of Conduct

- Emma explained that a rough Code of Conduct and changes to the Offences section of the regulations have been drafted. The current Code of Conduct includes most of the offences based out of the Offences section. Unsure how to draft it using 'legal' language. Current structure has a Guild Discipline Committee acting as the approval point to direct complaints on to the university Board of Discipline.
 - Tony added that the university indicated that they might create their own discipline body to deal with Guild elections.
 - Tom asked if the Guild committee has any purpose on it's own.
 - Emma replied that it will be good for filtering the complaints so that the university doesn't get overwhelmed with minor or joke complaints. -
- Emma asked whether it would be better to have all offences in the Code of Conduct or if some should be in the regulations?
 - Tony proposed separating them in terms of the powers of the Returning Officer, WAEC, and Guild/UWA Discipline.
 - Owen replied it would be better to keep them separate as the Returning Officer will only be enforcing the regulations so any offences relating to the administration of the election should be in there.

4.2. Sections 9-10, 12-14, 15

- Owen said that he had made some changes to the section on referenda in order to make the process more flexible. Referenda currently have to be held at the same time as the general election, but this isn't practical. Made changes so that a referenda can be held at any time, so long as it is 31 days after the announcement.
 - Tom asked why a referendum would be held.
 - Owen replied that it can be held to overturn a Guild Council decision. There is only one recorded according to the WAEC.

4.3. Section 11

- Cassie said that she has made a number of changes to the Materials section, but has been hesitant to make too many decisions without clarity on what the RO will enforce; what does 'form' refer to.
 - Emma replied that the RO is willing to enforce any regulations relating to the physical 'form' of the material, e.g. enforce what mediums can be used in campaigning
- Cassie asked who spending cap and distribution of materials would be enforced by.
 - Tom replied that the RO is willing to enforce both.
 - Owen explained that much of the decision making about paper materials has come from the Guild Poster Policy.
- Cassie asked to clarify what should be inserted into clauses that refer to the Election Committee, as this body no longer exists
 - Emma replied that the RO will be replacing the Election Committee, and that much of what specifically will be enforced is a grey area. The WAEC has indicated that they don't want to be too heavily involved in the policing of the election so it is likely that they would only intervene in the case of a serious breach.
 - Owen added that the Commissioner referred to the WAEC as running the "6 metres around the polling booth" only, so it is somewhat unclear to what level they will police materials outside of that.
- Owen suggested changing the language of approving materials to say that the material has been "costed", as it doesn't imply that material has undergone a substantive approval process, but rather reflects that materials won't be checked, only costed.
- Emma added that the Environment Department has expressed concern over the amount of paper used in the election and has asked to include a reduction in the new regs.
 - Owen said that they had set a hard limit last year, but it might be a good idea to cut that again by 75%
 - Cassie said that there was concern over reducing paper use as social media was regulated, but given that is no longer true there should be no issue to cut the amount of paper that can be used.
 - Tom expressed concern that it might incentivise destroying material.
 - Lucy replied that she was in favour of reducing, especially as most students don't read the printed material extensively.

4.4. Elections for Senate and NUS

- Tom said that he had no major issues in his section so far.

4.5. Sections 6-8

- Lucy asked about how the provisions for candidates not being allowed to be bankrupt or insane worked.

- Cassie said that the term “certified insane” is no longer used, but that those provisions are standard.
- Tom suggested changing the provisions for who would take over as President if they were to die, so it wouldn't be the losing candidate.
- Emma suggested raising the price for the deposit for the President.
 - Owen said he was concerned that it would stop the election being ‘free and fair’.
 - Tom replied that it would make people take the presidential candidacy seriously.
 - Emma conceded that it would probably not be approved by the WAEC as they might see it as a barrier for people to participate freely.
- Lucy asked about whether the Guild Notice Board was in use, and if there should be changes to how the RO communicates with candidates.
 - Emma replied that the noticeboard is used, but it might be worthwhile to include a provision stating that the RO must email candidates, or use a more direct form of communication, as the noticeboard is scarcely checked.

5. General Business

Nil.

6. Close and Next Meeting

Date of next meeting is TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.



1. Welcome and Opening

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1.1. Attendance

Emma Boogaardt (Chair), Chloë Keller (Executive Officer), Tony Goodman, Lizzy O'Shea, Lucy Moyle, Owen Myles, Aiden Depiazzi, Cassie Lendich, Samuel Shenton

1.2. Apologies

Tom Beyer

2. Confirmation of Previous Minutes

2.1. Meeting 9th February 2015

Moved: Emma Boogaardt Seconded: Lizzy O'Shea

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. Guild Election Regulations

4.1. Code of Conduct/Discipline

- Cassie discussed 'Code of Conduct' and suggested change 'willfully' to 'with intent'
 - Links to Code of Conduct with the regulations
 - 624 (4) (a) (iii)
 - 624 (24)
- Defamation falls under the Charter of Student Rights
- Emma asked if offenses are only punishable after the election, in the wider context of state/federal elections
 - Lizzy replied that she was told by the Commissioner that you can only punish candidates if they mislead the way people vote directly, like on how to votes. No punishments can be made during the election as it could alter the outcome.
- UWA Board of Discipline will deal with breaches at the end of the election.
- Discussed punishable offences, breaches and alternative penalties to disqualification from office (in case of candidate not achieving office).
 - Owen said that fines do currently exist in regulations, enforceable by Tribunal – max. \$250
 - Breach can influence academic progress – eg expulsion
 - Tony suggested withholding grades.
- If students breached code of conduct - straight to board
- Provisions for punishing non-candidates/non-students:

- Tony said if you aren't a student and are campaigning security would be sent to physically remove non student from location. That person would be registered as a disturbance.
 - Returning Officer has discretion to remove candidate form ballot
- Code of Conduct iii Offenses – vii Covers all extra misc stuff
- Returning Officer to receive complaints
 - Aiden suggested a formal procedure was needed for making a complaint
 - Lizzy agreed, saying that casual chats with RO disadvantages independent candidates
 - Casual phone calls can occur, although email follow-up will formalise the complaint.
 - What is currently written in is that complaints will be filtered by Guild and passed on to University.
- Emma said she will make sure the regulations & code of conduct are linked.
- Currently speeches are considered as “distributing election material” - necessary to reinforce the link from regulations to code of conduct.

4.2. Cost/Form

- Form includes distribution
- Define cost of material
 - “costed” approved in form, not in content (Returning Officer)
 - How to votes are free so cost is 0.
- Tony said that some sort of authorisation needed “This message is authorised by...”
 - Returning Officer stamps something as costed but they can't authorise
- A group agent nominates to be elected to a ticket.
- “Electoral Official” is the Returning Officer
- “Election Official” is the election committee / Tribunal
- Emma suggested a Code of Conduct for Group Agent / Presidential Candidate
 - Unnecessary as form signed by Group Agent already fulfils that

4.3. Timeline

- Regulations sent to:
 - Council by end of March (1 month)
 - Senate by May
 - Lizzy will email Deidre about the senate process
- Regulations in place by June 2015.

4.4. Death of a Candidate

- Lucy asked about amending the section regarding death of a candidate
 - Owen suggested the following to be included; “In the unlikely event of the death of a candidate, the Returning Officer has the discretion to act in an appropriate manner.”

4.5. Overall Changes

- Cassie changing all use of the term approved/unapproved to costed/uncosted.
 - eg 632.2H changing the name of an ‘approval forms’ to ‘approval costing form’.
- 632.4 Costing - Cassie to reduce costing to 75% of current cost.

5. SOC Club Grants Policy

- Sam discussed Special Project Grants



- Changes to be made:
 - O'Day to O-Day throughout the document (and write in full as Orientation Day in first instance)
 - Website shouldn't be a capital W
 - Section 19 & 20 – merge clauses and change 'clubs' to 'a club'
 - Logos need to be updated

That this Governance Committee endorses the SOC Guild Club Grants Policy, as presented, in form.

Moved: Lizzy O'Shea

Seconded: Emma Boogaardt

Motion carried unanimously.

6. General Business

Nil.

7. Close and Next Meeting

Date of next meeting is scheduled for next week, at the same time, i.e. Monday 2nd March, 12pm.
Location TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.





1. Welcome and Opening

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1.1. Attendance

Emma Boogaerdt (Chair), Tony Goodman, Lucy Moyle, Cassie Lendich, Andre Schoombee, Chloe Keller (Executive Officer).

1.2. Apologies

Tom Beyer, Lizzy O'Shea, David Ellis, Aiden Depiazzi.

1.3. Proxies

Liam Staltari (for Aiden Depiazzi)

2. Confirmation of Previous Minutes

1.1. Meeting 9th March 2015

Moved: Emma Boogaerdt

3. Business Arising from Previous Minutes

Nil.

4. Guild Election Regulations

1.1. Overall Changes

Emma met with Ron Kamp (WAEC) recently to discuss the regs.

Major changes to draft 4 are:

- Index at front of each section
- Electoral tribunal (it's been left in, can remove it later if necessary)
 - o Tony to find out if they have election tribunals at other WA universities.

Cassie suggested to keep in the content about old tribunal but change the name of the body.

Returning Officer → Tribunal → Commissioner

Tony noted if you have a complaint you can write to the commissioner, but they won't do anything until after the election.

4.2 Legality of document

- Tony said (on Kim Heitman's advice) we seriously need to consider putting the regulations in front of a barrister or legal group, to make sure this document stands up in court.
- Cassie suggest a solicitor wouldn't be as expensive.
- Emma said this would need to be passed at next Guild Council Meeting

4.30pm Tony left the meeting.

4.3 Issues / Changes

- Cassie noted if you refer to a term (in the definitions) and refer to it again later on, it needs to be capitalised. eg Election Material.
 - o It depends on whether you are referring to a defined term or not defined (eg the use of the word Day or day - context).
- Define the term Scrutineer
- Schedules
 - o Table C: Sports Council reference – as there are changes happening, do we remove “sports rep”, add in “sports council rep” later?
 - o Table D: ISSD needs to be moved from this table as they do not have a vote.
- Chloe noted that Section 638 was repeated twice
- Chloe to give Emma all of her numbering/grammatical changes once Emma has heard back from WAEC.
- Cassie & Andre will then proof new draft of the document.

6. General Business

Nil.

7. Close and Next Meeting

Meeting closed at 4: 55pm

Next meeting scheduled for same time next week; Monday 11th May, 4pm. Meeting Room 1.
Please email all apologies to chair@guild.uwa.edu before the meeting.



Welcome and Opening

I would like to acknowledge that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

1.1. Attendance

Emma Boogaardt (Chair), Tony Goodman, Chloe Keller (Executive Officer), Lucy Moyle, Andre Schoombie, Aiden Depiazzi, Cassie Lendich, David Ellis

1.2. Apologies

Lizzy O'Shea, Tom Beyer

2. Confirmation of Previous Minutes

2.1. Meeting 9th March

Moved: Emma Boogaardt Secoded: Lucy Moyle

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. Guild Election Regulations

- Emma met with University secretary, Deidre, who said regs are too long.
 - o Try & mesh 'code of conduct' & discipline process right down.
- Tony said the next stage is to put it through a legal body/lawyer to see what is unnecessary. eg Jackson McDonald, Elizabeth Tillock
 - o Tony said we may need to spend \$10k. He will put it through for cost, then put it through SRC for vote.
- Deidre said she'd put it through senate.
 - o Deadline: 8th June to get in for Senate. Has to go through May Council, or via circular.
- Tony & Emma are meeting with WAEC on Friday (15th May).
- Deidre & Sue – Code of Conduct. Everyone agreed CoC is necessary, students still bound by Student Charter.

- Emma said she will cut out tribunal section from new version.
- Brief for Lawyer
 - No contradictions
 - All needs to make sense
 - It is possible to simplify or cut down areas
 - Align the whole document
 - Document needs to stand up in court
 - Also needs to be accessible for students, practical
 - Numbering flow of document
- Deidre didn't think it was necessary to have a review committee, prior to board of discipline.

During elections; need some policing mechanism on campus.
Keep Code of Conduct in there.

- **Election timetable:**

- Senate needs to be advertised 60 days before (every 2 years).
- Guild president has to run for Senate rep and Guild president.
- Black out period ends when you collect first round of material. 5pm Sept 11?
- As soon as your material has been costed (formerly approved)

5. Close and Next Meeting

Meeting adjourned at 5.10pm.

Date of next meeting is TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.



UWA STUDENT GUILD

The University of Western Australia
M300, UWA Student Guild - 35 Stirling Hwy, Crawley WA 6009
(08) 6488 2295 | hello@guild.uwa.edu.au
facebook.com/UWASStudentGuild | @UWASStudentGuild

Governance Meeting #7 Minutes 1:00pm July 29, 2015

1.0 WELCOME AND OPENING

Emma welcomed staff and students and acknowledged that UWA is situated on Nyoongar land. She paid her respects to Nyoongar elders past and present, and acknowledged the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

1.1 Attendance

Emma Boogaardt (Chair), Tom Beyer, Lucy Moyle, Andre Schoombee, Aiden Depiazzi, Cassie Lendich, Tony Goodman, Chloe Keller (Executive Officer), Lizzy O'Shea, Sam Shenton (part-meeting)

1.2 Apologies

David Ellis

2.0 CONFIRMATION OF PREVIOUS MINUTES

Emma will send around the previous minutes from May 11 meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4.0 AGENDA FOR SEMESTER TWO

4.1. RSD Rules/Constitution

- Emma will ask Kelly Dunn, Residential Students' Department president to draft up some rules.
- Emma asked if anyone wants to take on this project or prefer to do it as a group?
- Tony suggested Equity & Diversity Committee might have guidelines that could be used.

4.2. Guild Regulations

- Emma said this is a big, complicated document that might need dividing up into sections, like we did with Elections regs.
- Tony asked if it's an entire re-write or just an edit, and suggested we might need to give to lawyers again to polish.
- Emma agreed, but said lawyers are end step. Aim is to make the Guild regs more practical and accessible.

- These regs will need to go through Guild Council, Senate & the Annual General Meeting (where quorum = 100 people).

Lizzy joined the meeting at 1:20pm

- Keep it simply. Pick best practice for eg removing people, elections & keep it uniform, where possible between departments.
- One section in the document should be called “quorum” rather than a heading under each committee section.
- Emma said she will divide up the document & send to the relevant people, set a deadline
 - o In that email she will ask each person to state what their quorum is etc.

4.3. In-Camera Minutes Policy

- Lizzy passed this policy in 2014, with Bennett
- Governance committee to investigate how to manage In-Camera minutes
- Long term issue with in-Camera minutes is that it’s very hard to track progress, when you aren’t keeping a record of minutes
- Need to decide who can access the minutes (anyone on Guild Council?) & in what form
- Lizzy suggested a hard-copy of the minutes be kept in a safe (rather than password protected online document)
- Lizzy noted that due to sensitive nature of some in-camera discussions (eg staff contracts, police matters) the safe to sit with Guild President or HR office
- Tony to organise a safe for Lizzy’s office

4.4. NUS KPIs

- Cassie has draft email from Owen
- Lizzy said we want to see some things improve, put some things in about National Conference She suggested we have a document “UWA Student Guild’s expectations for NUS for this year”.
- Emma to circulate the KPIs to relevant people (Tom, Rida, herself)
 - Give KPIs a grade, Governance meet to combine grade
- Emma to flag at council tonight. Figure out process, she will email Owen again.
- Lizzy to check emails from last year
- Tony said we need to comply with what was passed last year
- Emma suggested we apply document & see how well it works this year, how effective it is
- Include policy on disaffiliation, with red lights

Aiden left the meeting at 2:00pm

- Make amendments to the document each year
- We should discuss this again after implementation
- Breaking it down is a good idea

Sam Shenton joined the meeting at 2:5pm

5. General Business

5.1. SOC Policies – Tenancy Documents (circulated prior to the meeting)

- *Clubroom Tenancy Agreement* – for review, is mostly finalised.
- *Storage Tenancy Agreement* – needs reviewing in terms of what clauses are still relevant after alteration of the original agreement, most of these are highlighted.
- *Mailbox Policy* – for review, mostly finalised.

- *Room Access Policy* – for review, finalised with consultation.
 - Sam noted that these documents have all need a rewrite for quite some time.
 - He has split them in 2 sections: Storage + Clubroom Agreements
 - Tony asked if Insurance Policy has been mentioned in the document, as it needs to be.
 - eg The Guild does not accept any liability for the loss or theft of belongings – Clubs are supposed to submit asset list (every 6 months?)
 - To meet insurance claim, clubs would have to provide an asset list
 - Tenancy Committee (5 people) details under SOC rules
 - Emma to moves these documents via circular.

6. Close and Next Meeting

- Meeting adjourned at 2.15pm.
Date of next meeting is in 3 weeks' time: Wednesday 19 August, 1:00pm
- Please email all apologies to chair@guild.uwa.edu before the meeting.



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1.1. Attendance

Emma Boogaardt (Chair), Tony Goodman, Lizzy O'Shea, Tom Beyer, Lucy Moyle, Andre Schoombee, Aiden Depiazzi, Cassie Lendich, David Ellis

1.2. Apologies

Chloe Keller (Executive Officer), Aiden Depiazzi

2. Confirmation of Previous Minutes

2.1 Meeting 29th June 2015

Moved: Emma Boogaardt, Seconded: Lizzy O'Shea

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. NUS Key Performance Indicators

- Emma suggested going through the KPIs in order and creating the final grades by averaging out those submitted by the various Office Bearers.
- Lizzy explained that she had done reports for KPIs 1, 2, and 6 even though she wasn't directed to, because she felt it was important for the NUS President to also be reviewed.
 - The Committee agreed with this and agreed to include these KPI evaluations in the broader consideration.

4.1 KPI 1 - *That the paid, full-time, NUS National Office Bearers meet, either in person or via telephone (or other common communication channel), the equivalent UWA Student Guild Office Bearer at least once every academic semester.*

- The Committee assigned an overall grade of 'A'

4.2 KPI 2 - *That the paid, full-time, NUS National Office Bearers provide a reasonable level of support for the equivalent UWA Student Guild Office Bearer*

- The Committee assigned an overall grade of 'B'

4.3 KPI 3 - *That the part-time paid and volunteer NUS National Office Bearers provide a reasonable level of support for the equivalent UWA Student Guild Office Bearer.*

- The Committee assigned an overall grade of 'D'
- Lizzy added that much of the work left undone by some of the unpaid NUS OBs had been picked up by the President and GenSec

4.4 KPI 4 - *That the NUS shall circulate to the UWA Student Guild President a copy of the budget by the end of May each year.*

- The Committee assigned an overall grade of 'A'

4.5 KPI 5 - *That the NUS shall draft, circulate and publish the results of an affiliate satisfaction survey, measuring the position of member organisations on the current operations of the NUS.*

- The Committee didn't grade this KPI as NUS wasn't made aware of the requirement to do a survey and hence it would be unfair to grade them on this.
 - Lizzy added that there have been good feedback mechanisms provided so far this year.

4.6 KPI 6 - *That the National Officer Bearers attend all student conferences related to their portfolio.*

- The Committee assigned an overall grade of 'B'

4.7 KPI 7 - *That the NUS shall endeavour to run the NUS National Conference at as low a cost to delegates and the NUS as possible. The cost of the NUS National Conference shall not increase at a rate greater than the inflation rate.*

- The Committee didn't grade this KPI as the cost of National Conference has not yet been received.

4.8 KPI 8 – *That the NUS shall conduct an independent annual audit of their finances*

- The Committee assigned an overall grade of 'A'

4.9 KPI 9 - *That the actions and policy of the NUS are substantially in line with the interests of the UWA student body. These interests may include UWA Student Guild policies.*

- The Committee assigned an overall grade of 'A' and used the NUS Constitution as a guide for judging this KPI.

4.10 KPI 10 - *That, on balance, the NUS has made substantial progress towards achievement of its stated policy goals*

- The Committee assigned an overall grade of 'A', using the defeat of fee-deregulation as the main goal to judge, given that has been the main work of the NUS in the past year.
- It was noted that much of the work NUS does is lobbying and campaigns so it is difficult to judge progress through outcomes.
- The overall grade for 'NUS' therefore averages out to a 'B'.
- Emma noted that the KPIs should probably be updated before the second review in November to include all the NUS Office Bearers and make some of the questions clearer.

5. RSD Rules

- Emma explained that Cameron Payne and Kelly Dunn from the RSD had send through a draft Constitution for the RSD for consideration. There seem to be a number of issues, one being that they should be 'rules' not a constitution.
- Cassie said she had spent a considerable amount of time reviewing the document and didn't think it appropriate to pass at the moment. She had re-worked about half the document which could act as a guide to the RSD for fixing the rest of it.
- The Committee identified the following areas/issues:
 - Language was overcomplicated and needs to be simplified down (e.g. use of henceforth unnecessary)
 - Lacking clarity between who is a 'member' of the RSD
 - Confusion around the use of committee/committee member
 - No clarity around voting and proxies
 - Provision for current President to be R.O. unclear
 - Sections 13.1, 8.3
- Emma said she would send the feedback back to Kelly and Cam and delay moving the item from tonight's Guild Council meeting.

6. In-Camera Minutes Policy

- Emma explained that last year a motion was moved at Guild Council to have an in-camera minutes policy drafted, so discussions in camera were recorded.
- Lizzy said it was easy to keep an encrypted copy of the minutes online and suggested the rest be stored locked in the finance office. It would be possible for people at the meeting to read over the

minutes temporarily, and there could be a sign-out book so if a photocopy etc got out it was easy to identify who would have taken it.

- Tony suggested the Guild President or Managing Director's office might be more fitting as often in camera items relate to staff matters, so having the minutes stored in a staff space would be inappropriate.
- Emma said the policy would be given a bit more thought and then some of the Committee could begin drafting.

7. Close and Next Meeting

Date of next meeting TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.



1. Welcome and Opening

I would like to acknowledge that UWA is situated on Nyoongar land and the Nyoongar people remain the spiritual and cultural custodians of their land and that they continue to practice their beliefs, languages, values and knowledge.

1.1. Attendance

Emma Boogaardt (Chair), Lizzy O'Shea, Lucy Moyle, Tony Goodman, Cassie Lendich, David Ellis, Andre Schoombee, Chloe Keller (Executive Officer)

1.2. Apologies

Tom Beyer

2. Confirmation of Previous Minutes

2.1 Meeting 26th August 2015

Moved: Emma Boogaardt, Seconded: Lizzy O'Shea

Passed unanimously.

3. Business Arising from Previous Minutes

Nil.

4. RSD Rules

Cassie summarised substantive changes & spelling errors. She said some of the clauses are inconsistent and confusing.

Clause 5.3 implies that there is eligibility criteria for members to vote, but there are none in the rules so this is confusing.

5.3 A Member that is eligible to vote in the RSD election and unable to attend the election, may proxy their vote to another Member of their college.

- If there is no eligibility criteria, it should be removed.
- Emma suggested we may need to outline how to proxy vote.
- If position is that all members are entitled to vote, perhaps include a clause that states that

Clause 7.1 is confusing with the use of incoming vs outgoing

7.1 The Executive and Office Bearers of the Department, other than the Inter-College Sports President, shall be elected by the outgoing and ingoing Committee at the Annual General Meeting, and shall consist of....

- It doesn't make sense & needs to be clarified.
- eg Clause 15.2 states the Guild Department Officer shall be the President of the RSD.
- Lizzy thinks they should have never been called President. It should be called RSD Officer, and be elected at AGM or Committee Meeting
- Cassie agreed that maybe President shouldn't be included in 7.1
- Lizzy doesn't want regs in our Statue Book to have errors and not make sense.
- In notification to Cam, Tony suggested we need to state "inconsistencies for clause X, still outstanding issues that we need to iron out. This is our recommendation for the wording... etc"
- Lizzy said that you can't just pass things that aren't endorsed by Governance Committee.

Clause 13.1 –

Subject to these Rules, the Executive, subject to the approval of the committee as conferred through the passing of a motion in a meeting of the committee, except in circumstances where this is not possible and the matter is of significant and sufficient urgency, to be accounted for at the immediate following committee meeting, have the power to:

- Cassie said this needs to be split into 2 separate clauses. The Powers in one part and then a new part, 13.2 stating the committee does not have the power to...
- The same needs to happen for clause 10.1 and 30.2 (split into 2 parts).

Other issues:

- Numbering issue at 26/27 – no 26.2, not 27
 - Inconsistency - Clause 28.1 mentions Article 2.2. Nowhere else refers to 'article'
 - Clause 18.1 List of (a), (b), (c) – can't have full stops at the end of those sentences, you need a semi-colon and then the word 'and' between (c) & (d)
 - Clause 30.2 'ineffectual' – not a clear use of the word
- Governance committee resolves to recommend a resubmitted document to Cam. We draft changes & state, "This is our proposal. Governance are happy with it."
 - Cassie said we need to know the intention of some of these clauses, So Emma to set up another meeting with him, and ask 'what to you mean by 'elected by outgoing/incoming committee..' etc Emma to email him this afternoon.

5.1 Environment Department Rules

Add a clause in 'the following terms are defined in Guild regulations'

With regards to Clause 4.3, Cassie asked why it's stating 'not withstanding at 4.2' ?

4.3 Notwithstanding 4.2, Project Managers shall have such powers as the Environment Officer deems necessary.

- Andre said there's no clause in these stating how to remove a project officer
- Split up manager and team members and move into a different area.
- No way to remove a deputy office – Deputy Officer voted in by Enviro Council
- Refer to Guild regs?

Cassie noted error in Clause 6.2 – use of practical, should be practicable.

6.2 The Environment Officer shall replace a Deputy Project Manager or Project Manager as soon as practical.

Clause 4.2 gives flexibility;

4.2 A Project Manager shall have the power to appoint additional Project Team Members as required.

Emma to pass roles to Jess.

5.2 Enviro Council Rules

- Change 1.1.3 to 'enviro council' otherwise its every club

1.1.3. One Representative from each affiliated University Society

- No process for how to express that you want to be a member of enviro council
- Opt in model - is it any person? Clubs affiliate?
- It's not clear how/why anyone would affiliate
- Emma to find Ed Council rules
- Clause 4.3 – more appropriate if waived by the council

4.3 The Environment Officer may waive Rule 4.2 if, in their opinion, there are exceptional circumstances.

6. In-Camera Minutes Policy

- Andre & David to draft up a policy before new council take over in December
- Emma has found some online, which we can base ours on.
- Only need ours to be 1 or 2 pages
 - Physical copy in GP office
 - Online copy (password protected/encrypted)
- Chloe K to research/source mini safe for President's office

7. Election

- Next year look at having a closed election, trouble came from other university's students
- Look at the option of having an opt-out option (to avoid people getting hassled) eg a lanyard that you wear around your neck, no questions asked

8. Close and Next Meeting

Date of next meeting TBA.

Please email all apologies to chair@guild.uwa.edu before the meeting.