



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

Lucy Moyle (Chair), Maddie Mulholland, Emma Boogaardt, Jack Looby, Chad Bensky, Chloe Keller (Executive Officer)

1.2. Apologies

Tony Goodman

2. Confirmation of Previous Minutes

N/A

3. Business Completed via Circular

Club Collaboration Zone Policy Approval

- Jesse (Tenancy Chair) and Jack (SOC President) co-drafted the Club Collaboration Zone Policy to set out the rules that would govern the space
- They couldn't decide between them whether it would be Tenancy or SOC who would administer the policy, and called on Governance to interpret Regulations and Rules to determine who had that authority
- SOC was determined by the majority of the committee to be the body to administer the policy
- The policy was then approved by the majority of the committee with some minor amendments

Interpretation of various sections of Guild Regulations

- Maddie explained the difference between interpretations:
 - Literal interpretation – literally look at the words
 - Intention Interpretation – Look at the intention when they made it.
- Narrow (very strict) vs broad e.g. use of the word “days”.
Narrow = calendar days / Broad = interpret as University working days.

4. Tasks for 2016 Governance Committee

4.1 Guild Regulations

- A complete overhaul is needed (92 pages)
- Lucy to send off sections to current Office Bearers, past OBs & Committee Chairs.
- Maddie suggested aiming for a deadline of July Council meeting then Senate in August.

Working timeline:

- Council - 20 July

- Senate Legislative Committee (SLC) - 1 June
- Lawyer Feedback – 15 May
- Council Feedback - 1 May
- Question period – 21 February
- Feedback due – 14 February
- OB/Dept Consultation – 1 February

Seek feedback/advice:

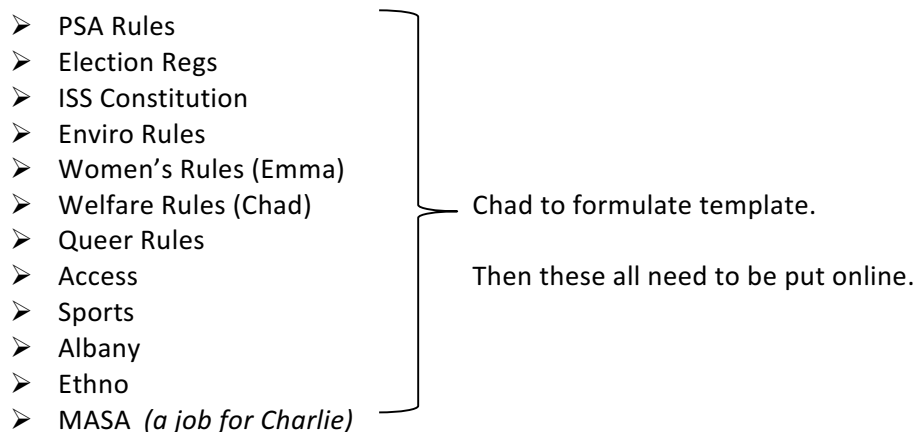
- Sue Smurthwaite
 - Deidre de Souza
 - Kim Heitman
-
- Emma recommends making the Regs really simple & broad, then each committee can have their own set of rules.
 - Plan to contact relevant people with their current list of responsibilities & ask '*do you feel this is accurate?*'
 - Maddie suggests setting up fortnightly Guild Regs meeting (Lucy to arrange) where we can go through Regs as a group & develop a plan.

4.2 Discipline Committee Regulations

Comes under Guild Regulations (see above).

4.3 RSD Constitution

- History: RSD didn't have a Constitution. In 2015, a document was drafted, but Governance required some changes before it was to be approved. The process was delayed, and now this has been given to Shyaam.
- Chad to email Shyaam & see how he's going.



4.4 Welfare Department Rules

- Written 2 years ago in the style/form of a Club Constitution.
- Emily Law having a go at redrafting the Welfare Dept. rules – almost ready for our feedback.
- Lucy to share all department rules with everyone (& will ask Dennis to upload Enviro rules).
- Chad to head up this task:
 - Look at Enviro, Women's, Queer – see how Welfare looks in comparison, then see whether PSA & ISS need to be changed to match others.
 - Chad to get template done in the next fortnight & apply it to Emily's Welfare rules (& RSDs)

4.5 In-Camera Minutes Policy

- Need guidelines for when to go In Camera eg Staff matter, Commercial-in-confidence.
- Emma to make a list of times she thinks it would be appropriate. You want it to be broad, not binding.
- Lucy to get access to Emma's old Chair emails – ask Kelvin when he returns from leave.
- Procedure for In Camera Minutes to be a Policy in Standing Orders.
- By next meeting, Emma to bring back In-Camera guidelines and In-Camera Minutes policy.

4.6 NUS KPIs

- Jack: Aim for end of February. Notify NUS, review July.

4.7 Reorganise Statute Book & 4.8 Review Policy Book

Maddie's suggestion for reorganising statute book:

- By next fortnightly meeting everybody reads Guild Regs, put together what we have.
- Create flow chart of everything; rules. Regulations, policies
 - Statute Book (*the rules that govern us*)
 - Guild Regs (public + internal version)
 - Election Regs
 - Rules
 - Policies
 - Policy Book (*the values the guide us*)
- Statute book needs physical reorganising. The one online is not up-to-date
- Task of updating the Statute Book should go to Secretary, Michael Kabondo.
- Policy book needs to be reformatted (7 different fonts in the one doc)
- Chloe K to try & find a word version of the Policy Book ✓
- Maddie to provide update on Policy Book
- Need to figure out the last time it was updated, then add it all our stances since it was approved (eg Guild's stance against racism, after pig's head incident in December 2015)

4.9 Election Regs

- Chloe K to send the 2015 Election Report to Committee ✓
- Emma to review Mary's recommendations & provide feedback.
- Chloe K to finalise 2016 Election calendars/timetables as soon as possible.

5.0 Next Meeting

Guild Regulations Fortnightly Meeting; **Wednesday 10 February, 3:30pm - Meeting Room 2.**

Date of next general Governance meeting TBA.

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



Voting Members: Lucy Moyle (Chair), Maddie Mulholland, Emma Boogaerdt, Jack Looby, Chad Bensky

Staff Members: Tony Goodman, Chloe Keller

1.0 Welcome and opening

Apologies: Chloe Keller

2.0 Confirmation of Previous Minutes

January Governance Meeting Minutes (attached) to be approved at February Governance Meeting.

3.0 Business Completed via Circular

Nil.

4.0 Guild Regulations Plan

4.1 Objectives and Structure of Guild Regulations

- Lucy said that we needed to decide between two main options for the form of GR, or variants of both:
 - A document comprising a lot of detail for each section
 - A 'skeleton' document outlining responsibilities of each (i.e. department or subsidiary council), branching off into other documents outlining operational duties of each
- Maddie suggested looking at structure and form of regulations of other University Guilds in Australia, UWA and Senate
- Committee decided to adopt a 'skeleton' format, with direction to other documents (policies, rules, regulations, terms of reference) providing more information on daily work
- Discussion on whether committees would need external terms of reference
- To remove Guild Discipline Procedures from this project, to be rewritten in conjunction with rewriting of UWA Discipline Procedures (2016), however there was discussion of these potentially being removed from the body of the Guild Regulations, much like the Guild Election Regulations
- Tony raised that potentially it would be more beneficial to find out all information necessary and decide on the form the GR should take, create a briefing document, and invest funds into lawyers actually constructing the documents

- Briefing document must also include aspects of the Guild structures which aren't already incorporated into the Regulations, however the structures of these will need review:
 - VACE Committee
 - Sports Council
 - Access Department
 - Ethnocultural Department
 - Albany Student Association

4.2 Where to from now?

- Lucy to speak with Office Bearers (2015 & 2016) to confirm the relevance of current sections of GR
- Meeting with UWA Legal – Tony and Maddie to attend.
- Tony to organise meeting with Jackson McDonald Lawyers for review of Guild regulations, and obtain quote. Maddie and Lucy to attend
- Lucy to create Google Doc of things in GR that require attention/changes
- Maddie to review Discipline Committee structure and plan. Recommend changes and send to Lucy a revised proposal for Governance Committee to then work on.

4.3 Regulations, Rules & Policies

- LM provided list of Guild Regulations, Rules & Policies so committee was aware of what sections of GR can be 'palmed off' to these external documents
- Committee can also see the gaps of what documents may need writing or tightening

5.0 AOB

5.1 Incorporations

- Jack raised that it is not specified that Club/Society Incorporations must come through Governance Committee, but believes it important to do so
- Maddie and Jack to send through Incorporation information (possibly in Treasurer Handbook)

6.0 Next Meeting

Fortnightly Guild Regulations/Monthly Governance Meeting to be Wednesday 2nd March, 8am in Guild Meeting Room 1.



Voting Members: Lucy Moyle (Chair), Maddie Mulholland, Emma Boogaerdt, Jack Looby, Chad Bensky

Staff Members: Tony Goodman, Chloe Keller

1.0 Welcome and opening

Apologies: Chloe Keller

2.0 Confirmation of Previous Minutes

Approval of January Governance Committee Minutes (28/1/16).

Maddie had some changes – Lucy to update and committee to approve via circular.

Approval of Guild Regulations Meeting Minutes (10/2/16).

Approved.

3.0 Business Completed via Circular

Nil.

4.0 Governance

4.1 Review of Action Points

- *Guild Department Rules [Chad]*
 - *Department Rules Template*
 - *Welfare Department Rules*
 - *RSD Rules*
 - *Update of form and content of PSA, ISS, MASA*
 - *Creation of Rules for Access, Ethnocultural, Sports, Albany, WASAC*

Chad is two thirds the way through completing the RSD Rules. He said that, although he was working extensively with Shyaam, he still had to get his head around a lot of the workings of the department. Chad also said that he's been working on the Guild Department Rules Template, but found that the structure of a lot of the departments differ. The committee decided that it would be good to have a basic structure with similar headings etc for each of the departments rules, but similar departments to have extra additions to the template, as follows:

- Women's, Queer (then Access, Ethnocultural)
- ISS, PSA, MASA, RSD
- Enviro, Welfare (then Sports)

Before the next meeting, Chad to finish the RSD Rules, send Emily Law the Enviro Rules to base the Welfare Rules on, to create a general template for the different departments, to contact Sean to guide the changes to the Rules for ISS, to contact Owen to guide the changes to the Rules for PSA.

- *NUS KPIs [Jack]*
 - *Update KPIs, adding for OBs currently not included (President, General Secretary, ATSI Officer, Disabilities Officer)*
 - *Notify NUS*

- *Review KPIs (July)*

Jack has not spent a great deal of time focusing on the NUS KPI's this month. Emma points out that NUS has not historically known we had introduced KPI'S in 2014. The KPI'S were sent to them last year, and they have adequate notice that it will occur again this year, hence we can monitor a change in standards. Emma points out a KPI must be consistent over several years otherwise they are ineffectual. Jack's role is to merely add KPI's for the National Office Bearers who are missing from the previous version of the NUS KPI's (President, General Secretary, ATSI Officer, Disabilities Officer). The KPI's need to also be fair for NUS and present a realistic benchmark. Jack also raised that it could potentially be concerning if one 'portfolio' performs below average consistently (i.e. over a number of years). Next Governance Meeting, he will present the updated KPI's, and more information about timing (as this was previously missing), as well as a proposal for the above situation.

- *In-Camera Minutes Policy [Emma]*
 - *Writing of actual policy*
 - *Guidelines and procedure for when to go in camera*

Emma has put a draft of the In-Camera Minutes Policy onto the Google Drive > Working Documents. She decided that, instead of a policy and separate guidelines, they would be merged into one policy. The committee had a debate on whether proxies should have access to In-Camera Minutes, especially if they were mentioned, however this ended without resolution. A time limit on In-Camera Minutes is rejected in favor of sending approval to reveal In-Camera Minutes to SRC on the behest of Guild Council. The plan is to place mention of In-Camera Minutes within the Guild Standing Orders.

- *Statute Book [Lucy]*
 - *Reorganise physical copy*
 - *Find solution for internal v external copy*

Lucy recently looked over the Statute Book. She plans to formulate and restructure the Statute Book to have clear 'policy', 'rules' and 'regulations' sections. Emma recommends creating a second 'archive folder' of outdated sections of the document (i.e. those that have since been changed and re-approved, like the Guild Election Regulations). Governance has no plans to repeal large sections of the Statute Book.

Lucy will reorganize the physical copy by the next Governance Meeting, and organise a meeting with Kelvin after this, to find a place for this publicly on the Guild website.

- *Policy Book [Michael – through Maddie]*
 - *Update with stances after each Guild Council*

Michael has been given the month to collect all the policy positions passed in the past three years, and Lucy will help with this task.

4.2 Women's Department Rules

Governance raised the following issues with the Women's Department Rules in their current form. Chad has made these changes and sent to Laura Mwiragua for approval, which will then be approved by Governance.

- Governance strikes Section 7.5.
- Governance changes phrase from 10.4, 'Environment Officer' to 'Women's Affairs'



Officer.'

- Governance changes 6.2: 'The Guild Discipline', changed to 'The Guild Discipline Committee.'
- Governance changes 7.2 to match up with the current Women's Affairs Officer's term.
- Governance changes 8.2. and 9.2. To enumerate the fact that any appointee to lead a women of color collective and the LGBT+ Women's collection must be representative of that respective group.
- Governance will include the referenced regulations mentioned within 10.1. This is section 3.1.10 of the Guild Regulations.
- Governance removes the Section 11 from the Rules.

4.3 Tenancy Allocation Policy

Tenancy Allocation Policy is currently in the hands of Jesse Martino, Tenancy Chair. The draft was written by Jack Looby and sent to Jesse and Sam Shenton. Those two individuals are still formulating the policy, but this will be emailed to Governance as soon as it's completed.

4.4 In-Camera Minutes Policy

Currently in draft form within the Google Drive (See 4.1).

4.5 Albany Student Association Rules

Maddie raised with Lucy that the Albany Student Association was currently functioning on no set of rules, and had no guidelines for conducting elections. The Guild is tasked with giving them these guidelines to ensure there is structure within the committee, which will give as many students as possible an opportunity to get involved.

Committee decided, in the interim, to send them the MASA Rules to guide their activities, as there is a similar committee structure and these are the most simplistic rules. They are also to be sent PSA Election Regulations, highlighting those sections that are most relevant.

Lucy raised one problem, whereby a lot of the students at Albany are involved in 'Smart Start', a free course, so technically they aren't UWA students, thus not full Guild members. The committee wondered whether they could qualify as being members of a Guild Department if this was the case. Maddie was then tasked with codifying the financial rights of associate members, which is what these students could be. Chad was then tasked to provide the Rules template to the Albany Campus, with a greater focus on committee structures with the creation of specific portfolio holders. A possible committee structure was raised: President, Treasurer, Secretary, two Vice-Presidents looking after different portfolios, two fresher reps.

5.0 Guild Regulations

5.1 Review of Action Points

- Review of GR to find sections of interest for review [**Governance Committee**]
- Feedback from OBs on accuracy of GR [**Lucy**]
- Draft Discipline Procedures [**Maddie**]

5.2 Review of sections of interest for review – Google Doc

Along with those sections recorded on the Google Doc, Tony recommends the creation of a Risk and Audit committee or going to SRC and make risk assessment part of the agenda. There was also discussion of inclusion of a 'not-for-profit' section with in the Regulations.



Lucy, Maddie and Tony are meeting with lawyers on Friday to discuss the scope of a 'tweak and change' of the Guild Regulations. They'll talk about the 'skeleton' format the committee decided on, as well as sections not already included (VACE, Sports Council), and above sections from the Google Doc.

6.0 Next Meeting

Guild Regulations – Tuesday, 15th March, 9.45am

Governance Meeting TBC

7.0 Action Points for next Governance

Chad:

- RSD Rules to be completed
- Send Emily Law the Enviro Rules for Welfare
- Rules Template for all Departments to be completed
- Contact Sean RE ISS Rules
- Contact Owen RE PSA Rules

Jack:

- Update NUS KPIs for missing OBs to be completed
- Proposal for consistently underperforming portfolios
- Follow up with Jesse RE Tenancy Allocation Policy

Emma:

- In-Camera Minutes Policy to be completed

Lucy:

- Physically reorganize Statute Book
- Organise meeting with Kelvin RE public copy
- Meet with Michael RE Policy Book updates
- Follow up with Laura RE approval of Women's Dept Rules
- Send Maddie MASA Rules/PSA Election Regs for Albany

Maddie:

- Albany associate membership planning





GOVERNANCE COMMITTEE | 25 May 2016 Minutes

Voting Members: Lucy Moyle (Chair), Maddie Mulholland, Emma Boogaerdt, Jack Looby, Chad Bensky, Jordan Basso, Emma McCormack, Andre Schoombee

Staff Members: Tony Goodman

1.0 Welcome and Opening

Lucy Moyle opened the meeting by paying respects to Noongar Elders past and present.

Attendance:

Lucy Moyle (LM)

Tony Goodman (TG)

Jack Looby (JL)

Emma McCormack (EMC)

Rebecca Heyes (RH)

Maddie Mulholland (MM)

Emma Boogaerdt (EB)

Jordan Basso (JB)

Andre Schoombee (AS)

2.0 Confirmation of Previous Minutes

Previous minutes were confirmed and approved.

3.0 Business Completed Via Circular

Nil

4.0 Governance

4.1 Update on Projects

4.1.1 Guild Department Rules

LM gives committee brief update and run downs of on goings.

Chad Bensky has completed an updated template.

Updated template to come before committee for approval.

4.1.2 NUS KPI's

These need to be reviewed by the governance committee

MM and JL to discuss KPI's before circulating for feedback.

MM and JL to take this issue offline.

4.1.3 In-Camera Minute Policy

EB is still working on completing this new policy.

JB to assist EB with drafting policy, before bring it back to the committee for approval.

4.2 CCZ Policy Addition

MM reviewed and edited the CCZ policy.

MM talks the committee through changes made.

MM added in the definition of 'clubs' and updated some terminology.

Committee happy with MM's review of CCZ policy.

MM discusses the idea of non UWA students to be allowed to access the CCZ under the liability of the club exec who accompanies them.

JL is happy with this, as long as it is clear in the policy that the club exec is responsible and liable for their guest.

Committee agrees.

MM to make discussed changes and circulate to committee.

4.3 Women's Department Rules

LM talked the committee through the changes made to the rules.

LM to pass the updated rules on to Laura Mwiragua (Head of Women's Dept.) to approve.

LM will be circulating them to the Governance committee to approve.

4.4 Guild Regulations

MM talks committee members through the Guild Regulations, raising several concerns and discussion points.

MM informs committee that the Guild Regulation update and review has been outsourced to the firm Jackson McDonald (Hereon after referred to as JMD)

MM notes that all changes made must be approved by the respective departments and committees.

MM suggests amendments be made to the Life Member Nomination Policy.

TG and JL agree. Options are to be discussed with JMD.

MM raises concerns about Guild Council Membership, in regards to who does and does not get a seat and a vote.

TG agrees that it's a contentious issue and suggests that the issue be raised with JMD.

LM and MM to discuss issue with JMD and await recommendations.

MM discusses the current policy regarding Leave of Absence.

MM suggests that elected members are allowed to miss three Guild Councils per annum before having to request a leave of absence.

Committee agrees with this suggestion and discusses new policy.

LM suggests either an external policy be created or a non-exclusive list on what is deemed to be a permitted Leave of Absence.

In regards to AGM's MM suggests that there be one mandatory meeting per year, with a quorum of 75 people.

MM raises the issue of how the Guild should deal with referendums. Can they be revoked?

MM states that there is currently no mention of this within the Guild Regulations.

Committee to seek more clarification on this issue from JMD

The level of detail in the description of committees is also to be discussed with JMD.

MM welcomes suggestions, input, and questions from any other committee members in regard to these issues.

5.0 Any Other Business

Nil

6.0 Next Meeting

Wednesday 8th June

11:30am



Voting Members: Lucy Moyle (Chair), Maddie Mulholland, Emma Boogaerdt, Jack Looby, Chad Bensky, Jordan Basso, Emma McCormack, Andre Schoombee

Staff Members: Tony Goodman

1.0 Welcome and opening

Apologies: Emma Boogaerdt, Emma McCormack

Absent: Andre Schoombee

Attendance:

Lucy Moyle (LM)

Tony Goodman (TG)

Jack Looby (JL)

Jordan Basso (JB)

Maddie Mulholland (MM)

Rebecca Heyes (RH)

Chad Bensky (CB)

LM acknowledges that we are situated on Noongar land and wishes to pay respect to elders past and present.

2.0 Confirmation of Previous Minutes

Minutes circulated via e-mail on the 25th of May.

Confirmed.

3.0 Business Completed via Circular

Nil.

4.0 Governance

4.1 Update on Projects

4.1.1 NUS KPIs

JL runs committee through KPI update.

Changes made include a reformatting of the document, the inclusion of 'the review of outcomes over a 2 year period' and changes in terminology.

Governance Cttee will not monitor NUS as an organization.

JL to implement an 'averaging review' system that will operate on a scale of 0-5.

EB to give feedback of updated KPI's via email and circulate to the committee.

MM suggests that a formal handover / change of policy take place.

Aim to pass NUS KPI's by the end of the month (June).

Governance will review the first 7 months of NUS under old KPI's

4.1.2 Guild Department Rules

MM requests that everyone read through these thoroughly and give their thoughts.

MM suggests alternative of a 'blurb' and 'example of wording'

CB to work on this further post exams.

4.1.3 PSA Pay Policy

LM to arrange a meeting post exams with JB and Peter Derbyshire to further work on the PSA policy and to receive feedback and suggestions from Peter.

MM interested in using Peter's feedback to better improve this policy.

4.1.4 Discipline Regulations

LM decided to organize this discussion to be held post exams.

4.1.5 CCTV Policy

LM has started drafting a CCTV policy.

TG expresses a desire to have it passed through Guild Council ASAP, so that the Tav can reopen with CCTV already installed.

LM to have finished CCYV policy prior to July Guild Council.

LM to add TG and Jack Spagnuolo to people who have permission to access CCTV footage, as they are both the licensees of the venue.

4.2 CCZ Policy Addition

MM talks committee through changes made.

Committee happy with changes, CCZ policy is now complete.

LM moves to approve to pass new policy.

Seconded: JL. Passed: Unanimously

4.3 Guild Regulations

JB suggests keeping them as is.

MM currently does not wish to add any more voting members.

JL suggests getting rid of non-voting members and making them standing invitees instead.

CB worries that council will be ineffective and unable to run smoothly with the addition of any more new members.

MM suggests completely redesigning the agenda of Guild Council meetings.

LM to put together a list of idea's in relation to this discussion, listing all the pro's and con's.

Discussion to be continued at a later date.

5.0 AOB

LM to speak to Megan Lee re: PAC and report back to the committee at the next meeting.

6.0 Next Meeting

TBC



MINUTES
UWA Student Guild
Governance Committee
10:00am, 20 December 2016 | Meeting Room 1



1.0 Welcome and Attendance

1.1. Attendance

Jack Looby (JL), Nevin Jayawardena (NJ), Hannah Mathews (HM)

1.2. Apologies

Michael McKenzie (MM), Dionel Ramachandran (DR)

1.3. Proxies

2.0 Confirmation of Previous Minutes

Nil.

3.0 Business Arising from Previous Minutes

Nil.

4.0 Introduction and Role of Governance Committee

- JL introduces Governance as the committee which controls the Statute Book, therefore reviews all policies, rules and regulations.
- Has the power to interpret the Guild Regulations and any policy or rule

5.0 Committee Meetings and Organisation

- JL says he would like to meet fortnightly to start with and then review if required
- Committee members expected to take on a project and have input at meetings
- Committee documents to be sent in email, as well as uploaded to the Governance SharePoint
- NJ says he enjoys using the SharePoint
- Facebook will only be used for DoodlePolls and meeting reminders

6.0 Guild Regulations

6.1 Scope

- JL says we have the opportunity to redo all the Regulations excluding Discipline and Election Regs
- TG recommends tackling the Discipline Regulations this year as it is unclear when the university will move on theirs
- Committee agree to now pursue discipline Regs – recommended we look at other universities to see how other Guilds use their University process

6.2 Timeline

- Agree that 28th of August Senate meeting shall be the date we aim for
- JL to create a timeline
- Committee agrees we need an OGM
- JL to email Deirdre De Souza early January to introduce himself and organise Senate proceedings

7.0 Outstanding Projects

7.1 Guild Bookings Policy

- TBA

7.2 NUS KPI Report

- JL to get report off Lucy at handover

7.3 Statute Book

- Owen Myles raised the issue of the Statute Book being out of date
- JL has begun following up Departments for their rules
- NJ to get a signature stamp for the new documents

7.4 PSA Honorarium

- JL to get from Lucy

7.5 Guild Policy Book

- JL we can archive most of the Policy Book and start afresh
- JL to follow up Michael Kabondo for work he did last year

7.6 Department Rules Template

- Awaiting handover from Lucy

8.0 Policies Requiring Approval

8.1 Poster and Publication Policy

Not submitted

9.0 Other Business

9.1 Template Guild Council Report

- JL raised idea of a template report for Guild Council

9.2 Template Delegate Report

- JL to write a template report for any students who go on any conference, needs some input, committee suggest following headings:
 - Conference
 - Purpose for going
 - Attendance at conference proceedings
 - Outcomes for UWA
 - Outcomes for delegate
 - Summary
 - Recommendations
- TG recommends nothing too onerous

9.3 Template Policy

- JL to look at drafting a template for policy

10.0 Close and Next Meeting

Date of next meeting TBA.

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