

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- Owen Myles raised the issue of the Statute Book being out of date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.

MINUTES
UWA Student Guild
Governance Committee
11:30am, 27 January 2017 | CCZ Meeting Room C



1.0 Welcome and Attendance

1.1. Attendance

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

1.2. Apologies

Michael McKenzie (MM)

1.3. Proxies

Samuel Shenton (SS) for Dionel Ramachandran

Committee confirms Samuel Shenton to act for Dionel whilst he is away.
JL apologies for being late.

2.0 Confirmation of Previous Minutes

- **20th December**

JL to circulate previous minutes for approval.

3.0 Business Arising from Previous Minutes

Nil.

4.0 Outstanding Decisions

Tenancy Allocation Policy

- Committee agrees that s59 should read "Tenancy Committee" instead of Guild Executive in order for subsequent clauses to make sense.
- Committee recognizes the difference in quorum requirements between Allocation Policy and Societies Council Rules. Committee decides that the specific requirement in the Allocation stands as printed.

Socialist Alternative Complaint

- JL explains the complaint and the response he has written
- HM questions the changing of the policy and raises the disciplinary process built into the Events Policy
- JL leaves the room for remaining committee to discuss
- Committee decide to postpone decision to investigate the AGM the club held

5.0 Close and Next Meeting

Date of next meeting TBA.

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

MINUTES
UWA Student Guild
Governance Committee
11:00am, 3 February 2017 | Meeting Room 1



1. Welcome and Attendance

1.1. Attendance

Jack Looby (JL) Nevin Jayawardena (NJ), Michael McKenzie (MM), Tony Goodman (TG),
Chloe Keller (CK)

1.2. Apologies

Hannah Matthews

1.3. Proxies

Samuel Shenton (SS) for Dionel Ramachandran

JL acknowledges that we are situated on Noongar Land and pays respect to Elders past and present.

2. Confirmation of Previous Minutes

- 20th December
- 27th January

JL to circulate previous minutes for approval.

3. Business Arising from Previous Minutes

Nil.

4. Committee Meetings & Organisations

N/A

5.0 Guild Regulations

5.1 Timeline

- Discussed Guild Regulations Timeline.
- TG advised no need to give Jackson Macdonald so much time. They should be able to turnaround work in a week (not a month).
- TG also advised not to go back & forth to lawyers (expensive). Meet with OBs, then send to lawyers for drafting (so remove initial consultation from timeline).

5.2 Consultation Points

Guild Council

- Membership of Guild Council, need to come up with a recommendation.
- Guild Council is getting quite big (huge body of people) - Women's & ISS do have a vote but RSD doesn't – how do we delineate who does/doesn't not have a vote?
- If you get elected to GC, how many meeting are you supposed to attend?
- Or if someone goes on exchange – what are the attendance requirements?
 - NJ asked if this was already in the Regs
 - JL said there was no 'leave of absence' defined

Sports

- Need to clarify the role of the Sports Representative in our Regulations
- TG - still requires UWA Sports having representation
- Sports President should be elected – given the fracture between Sports/SSAF, they've taken a very independent stance.
- Guild President sits on advisory board.
- TG suggested we may have to request that the Guild President sits on the Board of Directors, although that means taking on a liability
- JL mentioned this may be a conflict of interest
- Angle to take is that Guild President has the right to sit there as they must have student representation.
- Sports Council President is supposed to look after all clubs. Uni has been pushing back on linking SSAF to that organisation.
- JL asked how we want to deal with in Regs
- TG suggested that he & NJ have a talk with Chris Massey again.
- Sports Representation (who was elected) doesn't have a vote
- Sports President (standing invite) does have a vote
- TG said NJ should ask UWA for the Sports Constitution ASAP
- MM asked if you would consider getting rid of the Sports Council President
- SS said there are positions on Guild Council at present that we could question why they are getting a vote.
- MM suggested the Sports Representative could potentially get a vote, which would then give them a reason to liaise with the Sports President.
- TG agreed that was a good idea.
- The Constitution will reflect a corporate set up, but it won't actually give a thorough representation. It won't get into the nuts & bolts.

Department rules

- JL - Another thing that came up last year – specifically about rules/different departments – is it best left to own departments?
- TG – Uni recognises the Guild as the final stop point. Need Guild Departments to have same voice – alignment.
 - Make sure it's not too onerous.
 - Make sure elections run fairly
 - Do need to have some important control measures in place.
 - Need to be affiliated to the Guild
- SS – Departments should be engaging with wider student body, so have an AGM is important
- JL – I'll talk to departments & ask what should be stipulated in the Regs & come back to you
- MM – For RSD (which doesn't have a Constitution), having an AGM is a bit ineffective
 - JL - RSD are supposed to be the peak body for representing Residential Students, so they are not meeting their requirement.
- SS – Important to clean up old Regs

- TG – Need to be mindful that the Uni are going through their Regs changes as well. Our Regs will need to mirror up to the Uni, due to Act changes, so it may not happen this year. 2018 Projhetc – a question for Deirdre & our lawyer. TG needs to be involved in it as we may face opposition.
- SS – Probably reviewing Statute 20
- TG – Have a working party with staff & students to review, then get lawyer.
- Uni can't impose a Statute change without review
- Our name - Guild of Undergraduates will need to be changed to UWA Student Guild
- When required TG will start marking it up eg SSAF numbers need to changes

Committees

- Changes to Committee membership – reach out to Chairs eg Catering Director is now Commercial – so say “or equivalent”
- External Audit & Risk Committee needs to be added in
- Exec Management Committee – monthly meetings, rubber stamp committee
- SRC – Cash should be focussed on business cases, reviewing financials.
- A line between SRC & Audit & Rick Committee
- Public Affairs Council – PAC/SOC overlap not really working.
 - What's the value proposition of PAC?
 - An opportunity for PAC to redefine itself
 - PAC President position is currently vacant - NJ to talk to Megan about this
 - PAC needs a change in focus. A redirection
 - Event & Advocacy focus would be better
 - TG advised make sure you're not doubling up. Reallocate.

5.3 Discipline Regulations

- Consistent problems with discipline
- TG – Jenny Ophel to be involved & TG (when it's not a direct conflict)
- Decide what scope
- Maddie suggested meeting up with Gina Barron (Manager, Complaints Resolution - UWA)
- TG said he would take Patrice (Student Assist) along.
- JL to make it clear what the Uni & what the Guild handles.
- JL – no other Guilds have discipline refs.

6.0 Projects

- Policy book has been sent to everyone, requires formatting and a policy on additions. Should be a committee job.
- Statute Book: jack is still following up specific departments
- Department Rule Template: to get consistency across departments, should be done in conjunction with regs. MM to take on the task.
- Bookings Policy: how people get after-hours access and how we book Guild Spaces. To allocated after regs with full committee.
- PSA Honorary Policy: amount needs to reflect role as well as 'status' of PSA President (coursework/APA/etc). HM to take on project, JL to pass her current document.
- Pelican: TG raises concerns over oversight of Pelican. A policy needs to cover their honorary and how they operate and their lines of accountability. Liability sits with the Guild regarding Pelican yet we do not have accountability structures in place. JL suggests

that Pelican oversight be included in Poster & Publication policy – NJ to take this back to Engagement.

- In-Camera Minute Policy: TG suggests no need for Guild to keep discussions held in-camera. Decision to add in-camera discussion to Standing Orders and a policy to keep in-camera motions in Presidents Safe. In-camera to be included regs to ensure a balance between accountability and confidentiality.
- Protest Guideline: MM keen to work on a policy for how the Guild endorses protests and measures their success. TG cautions against limiting any freedom of speech or protest.

7.0 Documents for Approval

- Poster and publication policy: still sitting with Engagement, NJ to take back Pelican inclusion
- Delegate Template: JL has sent it out for all committee members to have input. Will review at next meeting.
- NUS KPI Report: JL has received the 2016 Report from Lucy and circulated it for next Council to consider. MM requested a copy.

8.0 Decisions

Socialist Alternative

- JL explains history of Lapsing, says he will abstain due to conflict
- HM states EMP policy already has disciplinary measures included
- NJ states they still don't meet the requirement for AGM
- JL states that procedurally the club was dealt with as any other club was that a complaint was made against
- Decision: Governance upholds decision by the Societies Council, that it was procedurally fair.
- MM: raised concerns about SSAF money being spent for political campaigns. Committee agreed that this can be followed up.

Action Points

- TG & NJ to talk with Chris Massey (re Sports/Regs/Board of Directors etc).
- NJ to ask UWA for the Sports Constitution
- JL – Talk to departments, ask what should be stipulated in the Regs
- MM to take on Department Rule Templates (due end of April)
- HM to take on PSA Honorarium, JL to pass her current document (due July)
- NJ to follow up inclusion of Pelican publishing limits in Poster and Publication policy
- JL to add 'in-camera' to Standing Orders

10. Close and Next Meeting

Date of next meeting TBA.

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

MINUTES
UWA Student Guild
Governance Committee
3:00pm, 7 March 2017 | Meeting Room 1



1. Welcome and Attendance

1.1. Attendance

Jack Looby (JL), Nevin Jayawardena (NJ), Hannah Matthews (HM), Dionel Ramachandran (DR), Tony Goodman (TG), Chloe Keller (CK)

1.2. Apologies

Michael McKenzie

JL acknowledges that we are situated on Noongar Land and pays respect to Elders past and present.

2. Confirmation of Previous Minutes

- 20th December
- 27th January
- 3rd February

Approved.

3. Business Completed via Circular

Tenancy Appeal Interpretation – Passed

4. Guild Regulations

4.1 Timeline

- JL ran through his meeting with Deirdre de Souza (on 28th February). DDS working on a 12-month project updating University regulations & wants to overhaul Statute 20.
- Guild Regulations - essentially need to have something submitted to her 3 weeks prior to Senate, accompanied by a briefing note of 3 pages (preferably 1 page).
 - March – consult with everyone
 - April send to lawyers (allow 2 weeks)
 - Present to Council at April 26 meeting
 - Once Guild Council approved, take to OGM
 - August Senate

4.2 Consultation Document

- Logic to getting a vote
- 13 councillors – TG suggests you usher out more responsibility to people who've been elected
- Need to formalise proxies, leave of absence process
- JL to send out final version of documents as well
- Put in Audit & Risk Committee
- Pelican mentioned in Guild Committees – take it out
 - JL said Pelican answer to Student Services
 - TG – They need some accountability
- Should have capacity for anonymous feedback

4.3 Discipline Regulations

- JL – would be good to have a discussion about where we see Guild discipline in the scope of things and where we want the Uni to step in
 - eg we handle all Club issues (Clubs come under Statute 20) but what if there's an issue an event?
- Guild Discipline Committee to make the judgement, but when there is reputational impact – the Uni Steps in?
- JL asked who should be sitting on the Guild Discipline Committee.
- TG said MD, Guild President, HR? – Need to get Council's opinion on this. Need to have a think about it.
- Executive Officer to be a staff member
- No to the University being on the Guild discipline Committee, can always immediately escalate to Uni when necessary (eg sexual assault)
- HM said we need to look at how to remove someone from Committee (rather than at a public forum like OGM) .
 - TG advised JL to talk to Jackson MacDonald about this.
 - JL asked HM to write up some questions for Jackson MacDonald eg "is there any mechanism for removing someone from a position of power?"
 - TG said it's not just sexual assault/harassment circumstances, victimisation, bullying etc
 - TG suggested adding a clause in every Club Constitution, which will serve as a backtrigger.

5.0 Projects

5.1 Statute 20 update

- TG & JL to look at Statute 20 – figure out what we would like to keep & what we need to update (eg SSAF).
 - Whatever they change in Statute 20 will dilute power eg we want to keep that we are the sole representative student voice on campus
- JL to circulate the breakdown of Statute 20 to Governance committee members.

5.2 Protest Policy

No update.

5.3 PSA Honorarium

NJ to discuss remuneration with Owen

HM to discuss policy with Maddie Mulholland and Peter Derbyshire

6.0 Documents requiring approval

6.1 Delegate Report Template
Approved.

7.0 Decisions/Interpretations

None.

8.0 AOB

8.1 Committee Elections

JL reminded everyone about the upcoming election of OCMs and asked everyone to keep an eye out for potential good additions to Governance.

10. Close and Next Meeting

Date of next meeting TBA.

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



1.0 WELCOME AND OPENINGS

Jack Looby formally opened the meeting by recognising that the Governance Committee was meeting on Nyungar land, and that the Nyungar people are the spiritual and cultural custodians of their land and continue to practice their beliefs, traditions, values and customs.

- 1.1 Attendance**
Nevin Jayawardena (Guild President), Jack Looby (Chair), Michael McKenzie (OGC), Dionel Arun (OGC), Brandon Sonnnendecker (OCM), Jacob Fowler (OCM), Laney Kunum (OCM)
- 1.2 Apologies**
Tony Goodman (Managing Director)
- 1.3 Proxies**
Megan Lee (Hannah Matthews)
- 1.4 Absent**
None.

2.0 CONFIRMATION OF PREVIOUS MINUTES

- 2.1** No adjustment to previous minutes. All in approval.
- 2.2** Jack Looby will finalise and send out the minutes for Governance Committee meeting on 28th March 2017 by the following week, 8th May 2017.
- 2.3** Jack Looby will finalise and send out the minutes for Governance Committee meeting on 1st May 2017 by the following week, 8th May 2017.

3.0 BUSINESS COMPLETED VIA CIRCULAR

- 3.1** None.

4.0 COMMITTEE MANAGEMENT

- 4.1 Expectations**
Jack Looby expects all committee members to be punctual and active contributors.
- 4.2 Communications**
Jack Looby mentioned that the main means of communication would be through emails. He added that all important documents will be attached in one drive or circulated via email, and social media would be used to communicate unofficial discussions and for urgent updates.
- 4.3 Project Allocation**
Jack Looby recommended all committee members to take on specific projects and portfolios to work on. He informed that each member will be allocated specific tasks.

5.0 GUILD REGULATIONS

- 5.1 Timeline**
Jack Looby briefly explained the timeline for the finalisation of the Guild Regulations and the period for approval.
- 5.2** Jack Looby to send out the current updated Guild Regulations to all members.
- 5.3 Discipline and Election Regulations**
Jack Looby mentioned that he will send out this regulations through email. Members are to read and express their concerns through email.

6.0 PROJECTS

6.1 Statue 20 Update

Nevin Jayawardena and Jack Looby will be mainly undertaking this project.

Jack Looby requested and encouraged the committee to send him any feedback, requests or suggestions that they may have on Statute 20.

6.2 Protest Policy

Michael McKenzie updated that he is currently working out the documentation of the policy. He added that he will be meeting up with different members of the student body to receive feedbacks and opinions on student protests.

Michael McKenzie requested to the committee to send him any feedbacks or opinions they may have to help improve the protest policy.

6.3 PSA Honorarium Policy

Megan Lee mentioned that Hannah Mathews is currently waiting on the Guild President to offer his point of view on the matter and to weigh out the statistics in work-payment ratio for PSA President in order for her to arrive to a proper conclusion.

6.4 Project Allocation

Jack Looby appointed Michael McKenzie to head the Pelican Rules project. Jack Looby stated that Laney Kunum will assist Michael McKenzie in this project.

Jack Looby appointed Dionel Arun to head the Resident Student Department Rules project. Jack Looby stated that Michael McKenzie will assist Dionel Arun in this project.

Jack Looby appointed Jacob Fowler to head the Discipline Rules project. Jack Looby stated that Laney Kunum will assist Jacob Fowler in this project.

Jack Looby appointed Laney Kunum to head the Volunteering Council Rules project.

Jack Looby appointed Brandan Sonnnendecker to head the Proxy Agreement project.

Jack Looby appointed Brandan Sonnnendecker to head the Policy Book project.

7.0 DOCUMENTS REQUIRING APPROVAL

7.1 Guild Vehicle Policy

Jack Looby read the policy and explained the decision behind the policy.

Jack Looby requested that the committee to read the policy and respond via email.

7.2 ResClub Discount Memorandum

Megan Lee read the document and explained the discussion she had with the various College Resident Club Presidents

Jack Looby requested for the committee to read the document and respond via email.

8.0 DISCUSSIONS/INTERPRETATIONS

8.1 Guild Election Booths

Jack Looby brought up an idea for discussion: To have a barricade path line or walkway further away from the voting booth radius leading to the booth, so as to make sure voters are not harassed while walking towards the voting booths by the candidates.

Michael McKenzie and Megan Lee mentioned that in their conversation with the Returning officer, there was a concern on channeling the voters in as the voters might feel intimidated and further harassed by the candidates.

Megan Lee brought stated that this idea might make the voters feel like they are in a 'pig pen' and instead would steer them away from voting.

Nevin Jayawardena advised that this idea might not be feasible. He further explained that if the concern was to protect the voters from being harassed, we are heading in the right direction with this idea but it has to be further developed.

Jack Looby recommended this discussion to be further evaluated through email and ended the discussion.

9.0 AOB

9.1 None.

10.0 NEXT MEETING

10.1 Next Governance Meeting

Jack Looby announced the next meeting for Governance Committee would be at 10:00 on the 23rd May 2017.

Please contact Jack Looby (chair@guild.uwa.edu.au) for any apologies or proxies. If you are unable to attend, please advise which dates you are available to reschedule, if a quorum cannot be met.



Prepared By
Dionel Arun
Ordinary Guild Councillor

Prepared By
Jack Looby
Guild Chair



1.0 WELCOME AND OPENINGS

Jack Looby formally opened the meeting by recognising that the Governance Committee was meeting on Nyungar land, and that the Nyungar people are the spiritual and cultural custodians of their land and continue to practice their beliefs, traditions, values and customs.

1.1 Attendance

Jack Looby (Chair), Brandan Sonnnendecker (OCM), Jacob Fowler (OCM), Laney Kunum (OCM), Tony Goodman (Managing Director), Hannah Matthews (Womens Officer), Kristy Cox

1.2 Apologies

Nevin Jayawardena (Guild President), Michael McKenzie (OGC), Dionel Arun (OGC)

1.3 Proxies

None.

2.0 CONFIRMATION OF PREVIOUS MINUTES

2.1 No adjustment to previous minutes. All in approval.

2.2 Jack Looby will finalise and send out the minutes for Governance Committee meeting on 23rd May 2017 by the following week, 30th May 2017.

3.0 BUSINESS COMPLETED VIA CIRCULAR

3.1 Res Club MOU

Feedback received, Jack Looby will circulate the final version to council

3.2 Guild Vehicle Policy

Feedback received, Jack Looby will circulate the final version to council

3.3 PSA Honorary Policy

Updated & circulated by Hannah on 23rd May. To be finalised at next meeting.

4.0 PROJECTS

4.1 Statue 20 Update

Nevin Jayawardena, Jack Looby & Tony will work on a Draft to bring to governance for approx. July / Aug. Jack Looby requested and encouraged the committee to send him any feedback, requests or suggestions that they may have on Statute 20.

4.2 Protest Policy

Michael McKenzie updated that he is currently working out the documentation of the policy. He added that he will be meeting up with different members of the student body to receive feedbacks and opinions on student protests. Any feedback from the committee to be sent to Michael M.
23rd May – No update

4.3 PSA Honorary Policy

Payments to be implemented this year to acknowledge the work load of the PSA President. It will also assist to open the role to future candidates who may not have previously considered it due to their ability to financially support themselves while undertaking PSA duties.

PSA President payments – 3 options include:

- i. Students with scholarship will be topped up to min wage
- ii. No scholarship payment will be a flat 0.6% of Guild President payment (payment calculated according to workload of PSA)
- iii. Flat wage of 0.5% or 0.6% of Guild President with a case by case basis being considered for each PSA President. Any top up payments required can be managed through Student Assist Welfare Grants with a totalled max income equal to min wage.

Agreed by Committee – Preference is Option 3.

4.4 Pelican KPI's (MM/LK)

- i. Requesting Training Session for editors (must incl. defamation, publication standards, guild policies)
- ii. Confirmed 30 day / Monthly delivery requirements are operational KPIs to deliver against a deadline and avoid clustered publications. If there are delays due to issues out of Pelican's control, they will not be penalised.
- iii. Meeting departmental KPI's – Clarified stay within budget.
- iv. Term of Office for Editor dates need to be updated
- v. Anonymous authors – May need to implement specific subjects/topics only for these authors. Pelican & Guild will still be open for defamation whether author is named or not – feeds back into (i) above training required.

Laney to bring updated DRAFT Pelican KPI's to next meeting. Jack Looby to request dates updated in Media Policy.

4.5 RSD Rules (DD/MM)

Jack Looby to follow up with Michael & Dionel.

4.6 Discipline Procedures (JF/LK)

Guild requires policy to assist in defining process and timeframes. Have consulted with Maddie Mulholland, Michael Kabond, Patrice & Gina with Laney & Jacob drafting process.

- i. Need to confirm timeframes according to severity of issue. Will reference UNI policy.
- ii. Elections to remain exclusive under UNI discipline, need to define this in process.

Jacob to update draft and circulate prior to next meeting.

4.7 Volunteering Rules (LK)

Claire onboard with new proposed volunteer role & structure. No further updates.

4.8 Proxy Agreement (BS)

Draft to be updated and circulated by end of week (26th May)

4.9 Policy Book (BS)

23rd May – No update

4.10 Template Department Rules

23rd May – On hold.

5.0 GUILD REGULATIONS

5.1 Timeline

Jack Looby to send out revised timeline for Guild Regs.

5.2 Discipline Regulations

Jack Looby mentioned that he will send out this regulations through email. Members are to read and express their concerns through email.

5.3 Election Regulations

611.2 Amendments proposed by Jackson & McDonald.

611.4A Jack Looby to gain clarity around Guild Councilor positions and confirming that they must be filled.

Place cap on Proxy times to be included in Guild Regs.

7.0 DOCUMENTS REQUIRING APPROVAL

7.1 PSA Honorarium

Hannah to include update with the agreed Payment Option 3. Recirculated on 23rd May for committee review.

7.2 Welfare Rules

Only minor wording edits required. Once complete, committee has no standing issues & agrees to approve.

8.0 DECISIONS/INTERPRETATIONS

8.1 PSA as Executive

Owen proposed reasoning for Exec Position/Title (See Letter to Governance – PSA on Exec)

Tony mentioned you must maintain one Guild President and have the PSA Exec feeding into this role (almost as a secondary Vice-President). Having the PSA Exec feed into the Guild structure would be a great way to maintain close ties with PSA, allow the PSA President to approve grants and acknowledge that the PSA President is already undertaking a majority of Exec duties.

Committee agrees that PSA is to become an Exec member.

9.0 AOB

9.1 None.

10.0 NEXT MEETING

10.1 Next Governance Meeting

Jack Looby announced the next meeting for Governance Committee would be at 12pm on 6th June 2017.

Please contact Jack Looby (chair@guild.uwa.edu.au) for any apologies or proxies. If you are unable to attend, please advise which dates you are available to reschedule, if a quorum cannot be met.





1. WELCOME AND OPENING

1. Attendance

Owen Myles (Chair; OM), Nevin Jayawardena (NJ), Jacob Fowler (JF), Sean Matjeraie (SM)

2. Apologies

Hannah Matthews, Laney Kunum

3. Proxies

4. Observers

5. Absent

Michael McKenzie, Bradan Sonnendecker

2. DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

None

3. CONFIRMATION OF PREVIOUS MINUTES

None

4. ITEMS FOR COMMUNICATION

4.1 NUS KPI Assessment

OM informed the committee that emails had been sent out to the relevant Office Bearers to ask for feedback on KPI progress. These are due in by the 6th of November.

4.2 Guild Policy Book Review

OM informed the committee that emails had been sent out to the relevant Office Bearers to assess the Policy Book Items that have been in the policy book for at least 1 year. Office Bearers have been asked to suggest policies that might be out of date or need editing. This feedback is due in by the 6th of November.

5. ITEMS FOR DECISION

5.1 RSD Rules – Attachment A

OM stated that SM had finished the rules. He noted the extensive consultation with the residents clubs, heads of college and others. This was being put forward as it was felt that the current rules mean RSD is not meeting its intended purpose. The changes are designed to refocus the RSD on a more representative role. OM outlined a number of changes including:



- Removing the VP role
- Changes to the objectives of the RSD
- Creation of project officer roles
- Introduction of the inter-college council

SM raised a concern about the role of non-UWA residents of the colleges, noting one college had about 30% of its residents studying at other universities. SM asked Governance's views of whether they could be on the RSD committee or vote.

NJ replied that the Guild wasn't allowed to include non-students on its committees or vote in its department elections. OM concurred, saying it was unfortunate that this was the case for this particular department, but there was nothing that the Governance Committee could do to override this.

SM suggested that changes be made to clarify this in the rules, and noted that this might cause some issues with implementation. OM recommended moving item 7.3 into section 6 (as 6.6) and amending it to read "Only Ordinary members of the Guild are eligible to nominate for positions on the Committee". The committee agreed with this suggestion. OM also suggested that an implementation plan be developed to make clear which parts could be implemented in 2018 and which would need to wait until after another round of elections. OM will bring a draft plan to Governance for approval.

RESOLVED

To recommend the RSD Rules, subject to the proposed amendments, for adoption by Guild Council.

5.2 Guild Standing Orders – Attachment B

OM explained that Jack had prepared some draft changes to the Standing Orders prior to resigning as Chair. Jack had recommended changes that:

- Reinforce the proxy code of conduct
- Provide guidance on minuting statements word for word
- Formally allow the passing of speaking rights to other members or staff
- Require the chair to consider the length of the meeting after 4hrs

OM also noted that he had added additional changes to Jack's that would allow for more flexibility in the construction of the agenda of a meeting and introduce a Deputy Chair position. OM argued that the Deputy Chair was needed as it was important to have a back-up option for when the Chair wanted to participate in debate, had a conflict of interest, was absent or was not present. OM also noted it was helpful to have someone who would be able to deal with difficult motions such as dissent in the chair. OM said ideally the Deputy Chair would be someone on Governance, but that it was up to Council to decide the appropriate person.

There was general agreement that the changes were appropriate. JF noted that he particularly supported the inclusion of a Deputy Chair



RESOLVED

To recommend the Guild Standing Orders for adoption by the Guild Council

6. ITEMS FOR DISCUSSION

6.1 Protest Policy – Attachment C & D

Following on from Jack's recommendations, the draft protest policy was sent to the current and incoming Education Council Presidents. Their feedback was summarized as (1) Guild protests are already covered by the Events policies and this seems to be designed to unequally target protests and (2) if such a policy was to be introduced it needs to be written in such a way as to not just target educational protests.

OM noted that the version of the policy presented to Governance had taken into account (2), however the value of the policy needed to be determined before moving forward.

NJ said he agreed with the feedback from Lina, and raised concerns about opening the floodgates for each type of event. OM requested that this item be deferred, many members of Governance were not present, and this discussion required a good cross-section of Council. The committee agreed to delay this item to the next meeting for further discussion.

6.2 Discipline Committee Procedures – Attachment E

OM stated that JF completed the Discipline Committee Procedures and the Chair has provided some feedback on the drafting. This policy is designed to create a standardized method of handling discipline complaints. Under the current regulations such complaints can be handled however the Discipline Committee wishes, and this policy cannot change that. It is, however, designed to provide guidance to the committee on the best practice it should follow.

OM noted that the policy needed to receive the feedback of current members of discipline committee. OM also noted the requirement for this under the current regulations. JF said that he agreed with the changes proposed by OM prior to the meeting.

NJ asked for more time to review the policy. OM stated that he would be included further in the feedback from Discipline Committee.

OM moved to approve in principle the Discipline Committee Procedures, subject to feedback from members of the Discipline Committee. Any negative feedback or changes would be brought back to Governance Committee.

RESOLVED



To approve, in principle, the Guild Discipline Policy, subject to feedback from current members of the Discipline Committee.

6.3 Student Representative KPI Policy

OM stated that after discussions with the Associate Director Human Resources, he believes that significant changes will need to be made to the policy that was circulated by Jack. OM argued that KPIs are usually created as a collaborative process, negotiated and failure to meet them was usually met with performance management. The KPIs listed are more of an extended role description. OM suggested that it may be better to frame this as an expectations document, but such a document would be unlikely to have teeth. The Guild Executive can currently performance manage Office Bearers.

NJ said that he didn't see the point of a set of KPIs that were unenforceable and saw this as something likely to be forgotten about relatively quickly. JF & SM agreed. OM suggested that some parts of the KPIs could be considered for inclusion in the Guild Regulations as general responsibilities of Office Bearers. NJ agreed that would be a more effective way of achieving the same effect.

It was agreed to put this policy on hold and review how office bearer responsibilities could be clarified in the Guild Regulations.

7. OTHER BUSINESS

There was no further business

8. CLOSE AND NEXT MEETING