

Access Department Rules			
Commencement Date:	September 2025	Review Date	November 2025
Division/ Person Responsible:	Access Officer		
Category:	Department Rules		
Relevant Regulation(s):	r. 37		
Approval Authority	Guild Council		

Preliminary

1 Establishment and particulars

These rules are created under regulation 37 of the Student Guild Regulations.

2 Definitions and Interpretations

2.1 **General Guild Elections** has the meaning given in the Student Guild Elections, which as at the date of these Rules:

2.2 **Guild** means the Student Guild, as established by the University of Western Australia Act 1911;

2.3 **Guild Year** has the meaning given in the Student Guild Regulations, which as at the date of these Rules is: the period from 1 December to 30 November of the following year;

2.4 **Guild Member** means a member of the Guild which includes ordinary members, associate members and honorary life members

2.5 **Second Semester** has the meaning given in the Student Guild Regulations, which as at the date of these Rules is: the second semester as specified in the University calendar;

2.6 **University** means the University of Western Australia, as established by the University of Western Australia Act 1911;

2.7 **University Working Day** has the meaning given in the University of Western Australia Statute clause, which as at the date of these Rules is: any day other than a Saturday, Sunday and a day specified by in the University calendar as a University holiday.

The Access Department

3 Objectives

- 3.1 Promote education about, and understanding of, physical and mental disabilities, student carers and issues relating to accessibility amongst the wider University community.
- 3.2 Foster a supportive and open environment that provides a safe space for Department Members.
- 3.3 Recommend to Guild Council relevant policy related to access issues and implement appropriate Guild policy on access issues.
- 3.4 Work with other Guild Departments, University Societies and relevant groups to ensure student carers, students with disabilities and access issues from all backgrounds and identities are represented.
- 3.5 Disseminate information on access issues, and relevant available services, to students on campus using the available on-campus media.
- 3.6 Co-ordinate and organise participation of student carers and students with disabilities and/or access issues in campus and community activities, related to the above objects of the Department.

4 Membership of the department

- 4.1 All students living with a physical or non-physical disability, experiencing a temporary access issue or is a student carer, shall be allowed to be members of the Access Department.
- 4.2 There shall be no fee for being a member of the Department.
- 4.3 Members of the Access Department have the right to apply for any position outlined within these Rules unless otherwise specified.
- 4.4 No person who is not a Guild Member may act as a member of the Access Department or hold a position outlined in these Rules.
- 4.5 The Access Officer shall have the power to reverse or alter any decision made by an Access Department Member.

5 Access officer

5.1 The Access Officer shall be elected at a General Meeting of the Access Department.

5.2 The eligibility criteria are as follows:

- a) Be a Guild member
- b) Not currently or previously held the role of Access officer
- c) Not be an employee of the Guild
- d) Must be a student living with a physical or non-physical disability, experiencing a temporary access issue or is a student carer

5.3 The Access Officer must provide for the information of the Guild Strategic Resources Committee with a copy of the Access Department budget for the current Guild Year together with its financial statements.

5.4 Notwithstanding Guild Regulations and these Rules, the purposes for which the funding provided to the Access Department is expended at the discretion of the Access Officer.

6 Access department Committee

6.1 The role of the Access Department Committee is to -

- a) Assist the Access Officer; and
- b) Address all matters referred to it by Guild Council.
- c) The members of the Access Department Committee, their process of election or appointment, and their role are listed in Table 1 below.

6.2 All Committee Members have full voting rights.

6.3 The term of officer of all Committee Members is 1 December, or date of appointment, whichever is later, until the end of that Guild Year.

6.4 All appointed members must be appointed within the first three weeks of December.

6.5 If positions cannot be filled in the time period, they must be filled as soon as practically possible.

TABLE 1. ACCESS DEPARTMENT COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	Access Officer	Elected at a General Meeting of the Access Department in accordance with the <i>Guild Election Regulations</i> .	The role of the Access Officer is to – 1. Regularly report to Guild Council on the activities undertaken by themselves and the Access Department; and 2. Undertake any other roles as prescribed in the Access Department Rules as approved by Guild Council.
2	Up to 5 Deputy Access Officers	Appointed by the Access Officer.	The role of the Deputy Access Officer is to – 1. Assist the Access Officer; and 2. Be a member of Access Department Executive.
Non-Executive			
3	Access Collective Convenor	Appointed by the Access Officer. The Access Collective Convenor must be a member of the Access Collective.	The role of the Access Collective Convenor shall be to: 1. Organise meetings of the Collective; 2. Coordinate campaigns, initiatives and events; 3. Work with relevant clubs, Guild Departments and groups to represent students with disabilities, mental illnesses and other conditions; and 4. Report back to the Access Officer on the activities of the Collective.
4	Carers' Collective Convenor	Appointed by the Access Officer. The Carers' Collective Convenor must be a member of the Carers Collective.	The role of the Carers' Collective Convenor shall be to – 1. Organise meetings of the Collective; 2. Coordinate campaigns, initiatives and events; 3. Work with relevant clubs, Guild Departments and groups to represent student carers; and

			4. Report back to the Access Officer on activities of the Collective.
6	Ordinary Committee Members	Appointed by the Access Officer.	The role of Ordinary Committee Members is to assist the Committee.

7 Resignations and Vacancies

7.1 The Access Officer may resign at any time by notifying the Guild General Secretary in writing of their decision, as per regulation 24 of the Student Guild Regulations.

7.2 A Deputy may resign at any time by notifying the Access Officer in writing of their decision, and such resignation shall take effect from the date specified in the notice. Should no date be given, the resignation shall be effective immediately.

7.3 Where, in the opinion of the Access Officer, an Access Department Deputy or Collective Convenor has neglected or failed in their duties, the Access Officer may dismiss an Access Department Deputy or Collective Convenor by providing the current members of the department with written notice of the dismissal.

7.4 Where a Deputy or Collective Convenor is dismissed via Guild misconduct the Access Officer shall open applications to fill the position as soon as is practicable.

Department Meetings

8 General Meeting Rules

8.1 All meetings of the Access Department are conducted in accordance with the Standing Orders of the Guild and these rules.

9 Committee meetings

9.1 Notice

- a) Subject to (b), at least five University Working Days' notice must be given for a Committee Meeting, whether ordinary or special.
- b) Where the Executive or the Access Officer considers the matter to be urgent, at least two University Working Days' notice must be given for a Committee Meeting.

9.2 Chair

- a) The Access Officer is to preside as chair of Committee Meetings.
- b) In the absence of the Access Officer, or where the Access Officer elects not to chair a meeting, the role of chair is filled by the Deputy Access Officer.
- c) The Chair does not have a casting vote.

9.3 Quorum

- a) The quorum for a Committee Meeting is half of voting membership, one of whom must be the Access Officer or the Deputy Access Officer.

10 Ordinary general meetings

10.1 The Access Department will hold one ordinary general meeting in Second Semester.

10.2 The Access Officer will ensure that notice specifying the time and place of an ordinary general meeting of the Access Department is made available at least five University Working Days' prior to the date of the proposed ordinary general meeting.

10.3 The order of business of an ordinary general meeting of the Access Department is:

- a) Confirmation of the minutes of the previous ordinary general meeting and of any special general meeting held since the last ordinary general meeting of the Access Department;
- b) Access Officer report;
- c) Consideration of the current budget or upcoming budget as appropriate;
- d) Motions on notice;

- e) Election of Access Officer for the following Guild year; and
- f) General business.

10.4 Chair

- a) The Access Officer is to preside as chair of Committee Meetings.
- b) In the absence of the Access Officer, or where the Access Officer elects not to chair a meeting, the role of chair is filled by the Deputy Access Officer
- c) If both the Access Officer and the Deputy Access Officer are absent or elect not to chair a meeting, the members present will elect a chair from among those present.

10.5 Quorum

- a) The quorum for a general meeting of the Access Department is 10 members.
- b) If, at the expiration of 30 minutes from the time appointed for the commencement of the meeting, quorum has not been met, the meeting will lapse.
- c) A general meeting of the Access Department cannot be held on a day during the student vacation period as published in the University calendar from year to year.

10.6 Members wishing to attend the Ordinary meeting must pre-register their attendance

- a) Registrations shall be allowed from when the notice for nominations is published up until 120 minutes before the meeting

11 Special general meetings

11.1 The Access Officer will call a special general meeting of the Access Department –

- a) At the direction of the Guild Council;
- b) At the direction of the Access Department Committee;
- c) On the written requisition of at least 10 members qualified to vote at a meeting of the Access Department.

11.2 The Access Officer must call a special general meeting within 14 days of receiving a direction or requisition under (3.4.1).

11.3 If the Access Officer fails to do so, the persons named in the direction or requisition are entitled to call a special general meeting of the Access Department.

11.4 A special general meeting of the Access Department must be held –

- a) Within 21 days from the date that the Access Officer received the direction or requisition; and

b) At the time and place nominated by the Access Officer.

11.5 All directions and requisitions for a special general meeting of the Access Department must specify the business for which such meeting is called.

11.6 Only business specified in the direction or requisition is discussed at the special general meeting.

11.7 The Access Officer will ensure that a notice, specifying the time and place of a special general meeting of the Access Department, is displayed on the Guild noticeboards at least seven days prior to the date of the proposed special general meeting.

12 Removal of an Access Officer

12.1 The Guild Council has the power to declare vacant the position of the Access Officer under regulation 23 of the Student Guild Regulations.

12.2 The Guild Discipline Committee has the power to suspend or dismiss the Access Officer if they commit serious contravention under 16.2 of the Guild Regulations.

Access Collectives

13 Access Collective

13.1 All students who are eligible to be members of the Access Department and identify as a student with a disability shall be allowed to be members of the Access Collective.

13.2 The name of the collective may be changed via an official vote at an autonomous meeting of the collective.

14 Carers' Collective

14.1 All students who are eligible to be member of the Access Department and identify as a student carer or professional support worker shall be allowed to be members of the Carers' Collective.

14.2 The name of the collective may be changed via an official vote at an autonomous meeting of the collective.

Elections

15 Election of Access officer

15.1 The Access Department Elections shall be held annually for the position of Access Officer.

- a) Access Department Elections shall be conducted in accordance with the Standing Orders.
- b) All members of the Access Department at the close of the Nomination Period shall be entitled to vote for all positions in an Election held according to these Rules.

15.2 To be eligible to hold and nominate for a position, a person must at the time of the close of the Nomination Period:

- a) Be a current member of the Guild
- b) Be a member of the Access Department
- c) Be an enrolled UWA student, with full rights and privileges, for the 12-month period during which they would hold office
- d) Not have been previously convicted of an offence and sentenced to imprisonment or be currently under sentence
- e) Not be certified as mentally unfit
- f) Not be an employee of the Guild
- g) Not have previously held the position for a cumulative period of one semester.

15.3 Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.

15.4 The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer such as the Guild website, the Access Department Facebook or Instagram page, the Guild Facebook or Instagram page, Guild Weekly, and emails to Guild members.

15.5 A person may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.

15.6 Nominations shall be open for a period of at least 1 week and shall close no later than one University Working Day before the election is to occur (Nomination Period).

15.7 Nominations must be received by the Returning Officer by 5.00 pm on the day that nominations close.

- 15.8 On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.
- 15.9 The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.
- 15.10 The Returning Officer may allow a nominee to alter or correct any Formal Defect in a nomination or supplementary information and documents lodged by the close of nominations whenever this is practicable.
- 15.11 If a nominee is ineligible as a result of a statute, by-law, regulation or rule, the nomination shall be declared invalid.
- 15.12 The Returning Officer shall take reasonable steps to notify any nominee before the close of the Nomination Period of the rejection of that person's nomination and reasons for that rejection. Any nomination rejection must later be confirmed in writing.
- 15.13 A person nominated as a Candidate may withdraw their nomination by lodging a notice of withdrawal with the Returning Officer before the declaration of the results of the Election.
- 15.14 Unless the withdrawal is lodged personally with the Returning Officer, it shall be signed by the nominee and witnessed by a person entitled to vote in the Election.
- 15.15 When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system/ballot or not have the votes for them counted.
- 15.16 Where a nominee dies before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.
- 15.17 Where a nominee dies during the voting period, they shall have their name excluded from the voting system/ballot or not have the votes for them counted.
- 15.18 The Returning Officer shall send out a notice containing the names of the Candidates for each position and any other relevant details via attachment to the Guild weekly email or set out on the Guild website, as soon as practicable after the close of the Nomination Period.
- 15.19 Where only one eligible nomination is received for a particular position at the close of the Nomination Period, that nominee will be declared as elected to that position by the Returning Officer and no vote will occur in respect of that position.

- 15.20 Candidates may engage in campaigning on their own behalf but must not procure or encourage anyone else to campaign on their behalf. Campaigning must at all times comply with the Guild Election Regulations and at the discretion of the Returning Officer.
- 15.21 Voting for positions will occur by ballot at the Ordinary General Meeting of the Access Department in the second semester of the Guild Year.
- 15.22 Subject to these Rules, the Candidate with the most votes at the meeting will be elected to the relevant position according to schedule 2 of the Guild Election Regulations.
- 15.23 Any positions left vacant at the close of the vote shall remain vacant until such time as filled in accordance with the casual vacancy provisions.
- 15.24 Ballot papers must be kept in accordance with the recordkeeping requirements in the Student Guild Regulations.
- 15.25 A person may appeal the outcome of an Election to the Governance Committee on the basis that there was an error in the procedure when a vote was conducted or there was a contravention of these Rules in respect of the Election.

16 Returning Officer

- 16.1 The Returning Officer must be the Managing Director of the Guild.
- 16.2 If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Guild's Human Resources department shall appoint a nominee to act as Returning Officer.
- 16.3 A person shall only be eligible to serve as Returning Officer if that person:
- a) Is not a member of the Access Department and has not been anytime in the last 2 years
 - b) Has not been a Candidate in an Election held under these Rules anytime in the last 2 years
 - c) Is 18 years of age or older
 - d) Is capable of administering all aspects of the Election efficiently
 - e) Is impartial
- 16.4 The Returning Officer is responsible for ensuring the fair conduct and administration of the Election, that Elections are conducted in accordance with these Rules and the Student Guild Election Regulations, that Election preparations are completed in a timely manner, and that the duties required in these Rules are carried out.

16.5 The Returning Officer shall have the power to issue any determination in whatever terms they see fit for the fair conduct and administration of any Election, act on their own motion to prevent a breach or attempted breach of these Rules, spend any monies assigned by the Access Department Committee for the purposes of the administration of an Election, direct any person wilfully interfering, obstructing or disrupting balloting procedures or a count of votes, and take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.

16.6 Except where a Returning Officer is appointed under special circumstances, the Returning Officer shall be appointed no later than one week prior to the opening of nominations.

16.7 The appointment of the Returning Officer shall be effective from the date of appointment until the declaration of the Election for which that Returning Officer has been appointed.

16.8 The Returning Officer may resign by lodging a written resignation with the Access Officer and the President of the Guild.

16.9 The resignation shall be effective from the time and date it is received by the Access Officer.

16.10 Should a Returning Officer resign, or otherwise be unable to act, a new Returning Officer will be appointed by the Human Resources department of the Guild