

Access Department Rules			
Commencement Date:	April 2021	Review Date	April 2023
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

1. In these Rules, unless the contrary intention appears –

1. **General Guild Elections** has the meaning given in the *Student Guild Elections*, which as at the date of these Rules: the election of positions specified in the Guild Election Regulations, and which are conducted in accordance with the requirements of the Guild Election Regulations;
2. **Guild** means the Student Guild, as established by the *University of Western Australia Act 1911*;
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;
4. **Guild Member** hello
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;
6. **Student Society** has the meaning given in the *Student Guild Regulations*, which as at the date of these Rules is: a University club, society or association which is registered by the Guild in accordance with regulation 70 and which includes Affiliated Societies and Faculty Societies;
7. **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
8. **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.

Access Department

1. Objects

1. The Objects of the Access Department is to –

1. Promote education about, and understanding of, physical and mental disabilities, student carers and issues relating to accessibility amongst the wider university community;
2. Foster a supportive and open environment that provides a safe space for Department Members;
3. Recommend to Guild Council relevant policy related to access issues and implement appropriate Guild policy on access issues;
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;
5. Disseminate information on access issues, and relevant available services, to students on campus using the available on-campus media; and
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.

Membership of the Department

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.
2. There shall be no fee for being a member of the Department.
3. Members of the Access Department have the right to apply for any position outlined within these Rules unless otherwise specified.
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.
5. The Access Officer shall have the power to reverse or alter any decision made by an Access Department Member.

Access Officer

1. The Department may choose to elect two (2) members who have nominated jointly and treated as a single candidate. These two members shall thereafter be referred to as Co-Officers as appropriate.
2. The Access Officer shall be elected at a General Meeting of the Access Department
3. The Access Officer must provide for the information of the Guild Strategic Resources Committee, a copy of the Access Department budget for the current Guild Year together with its financial statements.
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.

Committee

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.

2. The members of the Access Department Committee, their process of election or appointment, and their role are listed in Table 1 below:

TABLE 1. ACCESS DEPARTMENT COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	Up to 2 Access Officers	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 – <ol style="list-style-type: none"> 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 – <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 – <ol style="list-style-type: none"> 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.

3. All Committee Members have full voting rights.
4. 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.
 - a. All appointed members must be appointed within the first three weeks of December.

Resignations and Vacancies

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.
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.
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.
4. Where a Deputy or Collective Convenor is dismissed under 7(3) the Access Officer shall open applications to fill the position as soon as is practicable.

Department Meetings

General Meeting Rules

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

Committee Meetings

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.
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
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

Ordinary General Meetings

1. The Access Department will hold one ordinary general meeting in Second Semester
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
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; and
 - e. General business
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.
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.

Special General Meetings

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.

2. The Access Officer must call a special general meeting within 14 days of receiving a direction or requisition under (1).
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.
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.
5. All directions and requisitions for a special general meeting of the Access Department must specify the business for which such meeting is called.
6. Only business specified in the direction or requisition is discussed at the special general meeting.
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.

Removal of an Access Officer

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

Access Collective

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

Carers Collective

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