



Rules of the UWA Student Guild Access Department

Approved by Guild Council on 1 December 2025

These Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 40 of the Regulations.

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Chapter 1 — Preliminary

1 Name

- (1) The formal name of the Department shall be the UWA Student Guild Access Department.
- (2) The Department may also choose to go by Access or Access Department.

2 Objectives

- (1) The objects and reasons for the establishment of the Department are to:
 - (a) promote education and understanding of UWA students' lived experience of disability, illness and impairment resulting in a barrier to access and caring, at UWA and amongst the wider University community;
 - (b) foster a supportive and open environment that provides a safe space for Department Members;
 - (c) recommend to Guild Council relevant policy related to accessibility issues and concerns;
 - (d) work with other Guild Departments, Student Societies and relevant groups to ensure that the Department members (including those with experience relating to disability, illness or caring) from all backgrounds and identities are represented;
 - (e) disseminate information on the lived experience of the Department Members, accessibility issues, and relevant available services, to students on campus using available Guild and University media;
 - (f) co-ordinate and organise participation of student carers and students with disabilities and/or access issues in campus and community activities related to these objects; and
 - (g) ensure that the Access Department Room is a calm, accessible and safe space where Department Members feel welcomed, respected and supported, including by managing noise levels and other environmental factors so that it is suitable for Department Members with diverse access needs.

3 Authorisation

These Rules are made by the Guild Council under the Regulations.

4 Commencement

These Rules take effect on 1st of December 2025.

5 Interpretation and Definitions

(1) In these Rules, unless the contrary intention appears:

Access Department Room (or Access Room) means the Guild room which has been allocated to the Access Department;

Access Officer means the informal name given to the Head of Department;

Committee means the management committee of the Department established under Chapter 3;

Committee Member means a member of the Committee as set out in Schedule 1;

Department means the department referred to in rule 1;

Department Member has the meaning given to that term in rule 7(1);

Department Officer has the meaning given to it in the Regulations and, for the purpose of these Rules, is the Head of the Department;

Election Regulations means the current University Student Guild Electoral Regulations;

Election Roll means the list of people eligible to vote in the election of the Head of Department.

Fresher Representative means any student who is in their first year of study at the University.

General Guild Elections means the annual election for the positions listed in Schedule 1 of the Election Regulations;

Governance Committee means the Governance Committee of the Guild Council;

Guild or Student Guild means the Student Guild as established by section 28(1) of the University Act;

Guild Administration means the Guild's employees under the management of the Guild's Managing Director or their nominee;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Misconduct Tribunal means the Guild Misconduct Tribunal referred to in the Regulations;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee or any other committee or division of the Guild;

Guild Regulations means the Student Guild Regulations and the Election Regulations;

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;

Register of Committee Members means the register of Committee Members referred to in rule 10;

Regulations means the University Guild Regulations approved by the Senate of the University;

Rules means these rules of the Department;

Student has the meaning given in the University Statute, which as at the date of these Regulations is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

Student Conduct and Resolution Centre (SCRC) means the University's disciplinary and investigations department;

Subcommittee means a subcommittee of the Committee established under rule 17;

University means the University of Western Australia;

University Act means the *University of Western Australia Act 1911 (WA)*;

University Statute means the statute made by the Senate pursuant to the *University Act*;

University Working Day means any day other than a —

(a) Saturday;

(b) Sunday;

(c) day specified in the University calendar as a University holiday; and

(d) University's annual shut-down period as determined by the University's executive each year.

(2) Terms capitalised but not defined in these Rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

(1) The Department and Department Members must comply with the Guild Regulations and the Guild By-Laws and these Rules.

- (2) These Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Membership

7 Membership

- (1) A person who is a Student and an Ordinary Member of the Guild shall be deemed to have a membership to the Department if they:
 - (a) Possess a lived experience of a disability, illness, or impairment that results in barriers in the physical, attitudinal, communication and social environment
 - (b) And/or is considered a carer for a person described in 7(1)(a)

(Department Member)
- (2) There shall be no fee payable by Department Members for Membership of the Department.

8 Suspension of Membership

- (1) A Student's right to be a Department Member and any other right under these Rules shall be suspended for the duration that the Student:
 - (a) is suspended by the University; or
 - (b) is suspended by the Guild in accordance with the Regulations.

9 Complaints and misconduct

- (1) If a Department Member has a complaint about another Department Member, or a Committee Member including the Head of Department, the following may be submitted to the Chair of the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.
- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Regulations.
- (3) Any Department Member who suspects that another Department Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Regulations.

10 Maintaining a Register of Committee Members

- (1) The Committee must maintain a Register of Committee Members and any associated committees of the Department.
- (2) The Register of Committee Members must include each Committee Member's full name and University email address.
- (3) The Register of Committee Members must be stored in the Department's Microsoft Teams.
- (4) The Register of Committee Members must be sent to the Guild General Secretary after initial appointments.
- (5) The Guild General Secretary must be notified of any changes to the Committee.

Chapter 3 – Committee

11 Management of the Department

- (1) The Committee may exercise all the powers of the Department, except the power to amend these Rules.
- (2) The Committee may propose amendments to these Rules, however, changes to these Rules must be approved by the Governance Committee and subsequently Guild Council.
- (3) All Committee Members must comply with any policies, governance rules and codes of conduct as developed by the Committee, the Guild, and the University.
- (4)

12 Composition of Committee

- (1) The Committee must consist of the following Guild Officers:
 - (a) Head of Department;
 - (b) Deputy-Head of Department;
 - (c) Secretary;
 - (d) up to 5 Ordinary Committee Members;
 - (e) up to 2 Fresher Representatives.
- (2) The Committee may invite a person to attend and contribute to one or more Committee Meetings if the Committee reasonably believes the person's attendance will assist in achieving the Committee's Objectives. An invitation may be extended for a single meeting, for a specified set of meetings, or for ongoing attendance, but the invitation does not confer membership to the Committee and must expire no later than the end of that Guild Year
- (3) An invited person may participate in discussions at the discretion of the Chair but is not entitled to vote at the meeting. Attendance under an invitation does not confer any ongoing rights, continuing attendance entitlements, or membership, and any invitation must end at the close of that Guild Year unless renewed.
- (4) The Department may consist of any Special Officers identified in Schedule 2 who may be invited to attend Committee Meetings, but do not form part of the Committee. The Committee is responsible for appointing any Special Officers of the Department.
- (5) A person is eligible for a position as a Committee Member or a Special Officer if they are a Department Member.

- (6) The term of the Committee Members and Special Officers shall expire at the end of the last day of the Guild Year of the year in which they are appointed.
- (7) The powers and responsibilities of the Committee Members are set out in Schedule 1 in these Rules.
- (8) The powers and responsibilities of the Special Officers are set out in Schedule 2 in these Rules.

13 Election of Head of Department

- (1) The Head of Department will be elected by Department Members as set out in the Online Department Election Regulations.
- (2) The Head of Department is not eligible to hold office if they have previously held the same position for a period exceeding 6 months.

14 Appointment of Committee Members

- (1) Other than in respect of the Head of Department who is elected during the Online Department Elections, the Department's Committee Members will be appointed by the new Head of Department.
- (2) Only Department Members are eligible to nominate for a position as a Committee Member.
- (3) The notice for nominations will be published at the discretion of the Head of Department, so long as the notice is published before March of the Guild Year
- (4) The notice for nominations should be made accessible by relevant social media channels and the Guild website.
- (5) Candidates for positions on the Committee must submit a written nomination to the Head of Department within 14 University Working Days after the notice for nominations has been published.
- (6) If one or more Committee positions remain vacant after the close of nominations the Head of Department may publish a further notice calling for nominations for those vacant positions at any time during the Guild Year.
- (7) The newly elected Head of Department will organise interviews as part of the appointment process.
- (8) The Head of Department must assemble an interview panel of their choosing to decide the person(s) who are to be appointed to the Committee.
- (9) A Committee Member holds office until the conclusion of the relevant Guild Year in which they are appointed.

15 Committee vacancies

- (1) The position of any Committee Member will be vacated if the holder of that position:

- (a) resigns by notice in writing to the Committee;
 - (b) no longer meets the criteria to be a Department Member;
 - (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The Committee may act despite a vacancy occurring in any position on the Committee as long as the Head of Department is not vacant
 - (3) The Committee may fill a position that has become vacant under this rule 15 in accordance with the appointment process in rule 14. Any person who fills a vacancy in these circumstances holds office until the conclusion of the relevant Guild Year in which they are appointed.
 - (4) Within 14 days of ceasing to be a Committee Member, the outgoing Committee Member must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or other Committee Member nominated and authorised by the Committee.

16 Head of Department vacancies

- (1) The position of Head of Department will be vacated if the holder of that position:
 - (a) resigns by notice in writing to the Guild General Secretary;
 - (b) no longer meets the criteria to be a Department Member;
 - (c) has their Membership rights suspended under rule 8; or
 - (d) is absent for more than three Committee Meetings in the same Guild Year, of which they have received notice, without a reasonable reason which is accepted by the Committee.
- (2) The replacement Head of Department will be appointed by Guild Council under the recommendation of the Governance Committee with an eligible Department Member.
 - (a) The Governance Committee must consult with the Department Committee regarding eligible candidates.
- (3) Within 14 days of ceasing to be the Head of Department, the outgoing Head of Department must transfer all relevant documents, records and assets of the Department in their possession, custody or control (if any) to the incoming Head of Department or other Committee Member nominated and authorised by the Committee.

17 Subcommittees

- (1) The Committee may establish Subcommittees to advise the Department on any matter relating to the Department.
- (2) Unless inconsistent with these Rules, the Committee may:
 - (a) appoint and remove Subcommittee members, or make provision for the appointment and removal of Subcommittee members;
 - (b) specify that the Subcommittee consists of a single person or a number of persons; and
 - (c) determine the functions of any Subcommittee.
- (3) If the Committee establishes a Subcommittee for a particular matter then the Committee must obtain the opinion of that Subcommittee before the Committee makes any decision on that matter.
- (4) The opinion or decisions of a Subcommittee are recommendations only and do not bind the Committee in any way.
- (5) The Committee may make and amend rules for each Subcommittee.

Chapter 4 – Meetings

18 Committee Meetings

- (1) The Committee will meet together to conduct the Department's business as often as the Head of Department, or in the Head of Department's absence, the Deputy-Head of Department determines, provided that the Committee meets at least six times in a Guild Year.
- (2) Subject to these Rules, the Committee Members present at a Committee Meeting must determine the procedure and order of business to be followed at the Committee Meeting. The Guild Standing Orders shall be used when the Committee cannot reach a conclusion or by a majority vote of Committee Members present and voting.
- (3) The Committee may hold a Committee Meeting at two or more venues using any technology that gives the Committee Members and any invitees who are entitled to be heard at a Committee Meeting a reasonable opportunity to participate.
- (4) The Secretary or any other person nominated and authorised by the Head of Department is responsible for providing notice of Committee Meetings. All Committee Members must be given not less than three days' notice of every Committee Meeting, except where all of the Committee Members unanimously consent to shorter notice being given.
- (5) A quorum of a Committee Meeting is a majority of Committee Members. If a quorum is not obtained within 30 minutes of the time appointed for the Committee Meeting, the Committee Meeting will lapse.
- (6) At every Committee Meeting the Head of Department, or in the Head of Department's absence the Deputy-Head of Department, will preside as chairperson of the Committee Meeting.
- (7) In the absence of both the Head of Department and the Deputy-Head of Department, the remaining Committee Members must elect a Committee Member to preside as chairperson.
- (8) Every Committee Member present at a Committee Meeting has one vote. Any resolution put forward at a Committee Meeting must be passed by a majority of the Committee Members present and entitled to vote at the Committee Meeting.
- (9) The Committee may pass a circular resolution without a Committee Meeting being held. A circular resolution is passed if a majority of the Committee Members entitled to vote on the resolution sign or otherwise agree to the resolution as follows:
 - (a) Each Committee Member may sign:
 - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or

- (ii) separate copies of that document, provided that the wording of the resolution is the same in each copy.
 - (b) The Department may send a circular resolution by electronic means to the Committee Members and the Committee Members may agree to the resolution by sending an electronic reply to that effect, including the text of the resolution in their reply.
- (10) Where it is not explicitly set out in these Rules; or confusion arises during a meeting; or there is an inconsistency pertaining to these Rules then the Standing Orders of the Guild are to be used to rectify these issues.

19 Validity of act of the Committee

All acts done at any Committee Meeting or by the Committee will, despite the fact that it is subsequently discovered that there was some defect in the appointment of any Committee Member or that any Committee Member was disqualified, be valid as if the defect did not in fact exist or the Committee Member was not disqualified, as the case may be.

20 Minutes of meetings

- (1) The Secretary must cause proper minutes of all proceedings of every Committee Meeting to be signed and recorded within 30 days after the closing of the meeting. The minutes must contain:
 - (a) the full names of all Committee Members or standing invitees present (as applicable); and
 - (b) an outline of what was discussed; and
 - (c) all appointments reported to have been made; and
 - (d) all resolutions made or passed by the meeting.
- (2) If the Secretary is not present at the meeting, the Committee must nominate and authorise a person to be responsible for taking minutes for that particular meeting.
- (3) The minutes must be accepted in the subsequent Committee Meeting.
- (4) Once the minutes have been accepted, they must be stored in the Department's Microsoft Teams.
- (5) Committee Meeting minutes must be made available to the Guild's Administration upon request.

Chapter 5 – Miscellaneous

21 Funding

- (1) Funding of the Department is to be determined by Guild Council in accordance with the Student Guild Regulations.
- (2) The Department will not have or operate an external bank account separate from the Guild.
- (3) The Department must comply with all Guild Finance Department financial reporting, policies, procedures and audit requirements.

22 Notices

- (1) A notice under these Rules is deemed to be properly served if the notice is addressed and delivered to the Department Member as per the details contained in the Register of Members.
- (2) The non-receipt of, or the omission to send to any Department Member or Committee Member, any notice or other document required to be sent under these Rules does not invalidate a Committee Meeting.
- (3) A notice may be served on the Department by either email, post or personal delivery to the Secretary or Head of Department.

Schedule 1 – Committee Members

Item	Position	Process of Election	Role
1.	Head of Department	Elected by Department Members in accordance with the Online Department Election Rules	<p>(1) In addition to any provisions set out in these Rules, the role of Head of Department is:</p> <ul style="list-style-type: none"> (a) being the Department Officer for the purposes of the Guild Regulations; (b) being the Access Officer; (c) representing the interests of the Department at, and reporting to, the Guild Council; (d) acting as chairperson of Committee Meetings of the Department; (e) managing relations with sponsors or supporters of the Department; (f) coordinating the organisation of Department activities, including but not limited to the appointment of Committee Members, writing briefs and motions as required, and organising events; (g) ensuring careful management of the Physical assets of the Department; (h) having complete oversight and being financially responsible for the Department; (i) attend the monthly Guild Council Meeting as a standing invitee and submit a report; (j) any other duties as agreed with the Committee, as long as they are consistent with these Rules.
2.	Deputy-Head of Department	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of the Deputy-Head of Department is:</p> <ul style="list-style-type: none"> (a) assisting the Head of Department in the performance of their duties; (b) undertaking all Head of Department duties necessary for the day-to-day administration of the Department during any Head of Department absence; (c) attending a majority of Committee Meetings of the Department; (d) liaising with the Committee Members to propose an adequate budget for the coming year's planned events; (e) organising Department activities, including but not limited to writing reports and organising events; (f) acting as the primary liaison between the Department and other Guild Departments and UWA Clubs;

Item	Position	Process of Election	Role
			(g) any other duties as agreed with the Committee.
3.	Secretary	Appointed by the Head of Department in accordance with these Rules	<p>(1) In addition to any provisions set out in these Rules, the role of the Secretary is:</p> <ul style="list-style-type: none"> (a) co-ordinating the correspondence of the Department; (b) consulting with the Head of Department regarding the business to be conducted at each Committee Meeting and general meeting; (c) preparing the notices and agendas required for Committee Meetings and for the business to be conducted a Committee Meetings; (d) maintaining full and accurate minutes of Committee Meetings, including a record of the Department Members present; (e) following up on resolutions and actions required as a result of Committee Meetings; (f) ensuring the Department is informed about current issues in the University community and the higher education sector; (g) ensuring that any amounts payable to the Department are collected and issuing receipts for those amounts in the Department's name; (h) ensuring that any payments to be made by the Department that have been authorised by the Committee or at a general meeting are made on time; (i) liaising with the General Secretary of the Guild in respect of the Department's budget; (j) attending a majority of Committee Meetings; (k) maintain a record of Active Department Members; (l) any other duties as agreed with the Committee. <p>(2) If the Secretary elects not to hold the financial responsibilities as outlined in (1)(g)-(i) the Committee may, by majority vote, assign these duties to a Committee Member. That Committee Member will then take over budget, financial reporting and financial management of the Department.</p>
4.	Ordinary Committee Member (OCM)	Appointed by the Head of Department in accordance with these Rules	(1) In addition to any provisions set out in these Rules, the role of Ordinary Committee Member is:

Item	Position	Process of Election	Role
			<ul style="list-style-type: none"> (a) assist the office holders of the Department and have the duties given to them by the Committee. (b) Attending a majority of the Committee Meetings. (2) An Ordinary Committee Member may undertake financial responsibility for the Department as appointed by the Committee.
5.	Fresher Representative	Appointed by the Head of Department in accordance with these Rules	(1) Act as an Ordinary Committee Member (OCM).

Schedule 2 – Special Officers

Item	Position	Process of Election	Role
1.	Room Guardian	Appointed by the Committee	(1) The role of the Room Guardian is as follows: <ul style="list-style-type: none"> (a) open the Access Department Room so that Department Members and other individuals can access the space; (b) safeguard the Department's physical assets and property that are present in the Access Department Room; (c) create a safe and respectful space in the Access Department Room; (d) enforce the Department's Rules in the Access Department Room and report any breaches to the Committee.