1.0 WELCOME AND OPENING
   1.1 Attendance
   1.2 Apologies:
   1.3 Proxies:

2.0 CONFIRMATION OF PREVIOUS MINUTES
   2.1 GC Meeting 29th August 2012

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.0 DIRECTORS’ REPORTS
   4.1 Managing Director’s Report
   4.2 Finance Director’s Report
   4.3 Catering Director’s Report

5.0 REPORTS
   5.1 Guild President
   5.2 Vice President
   5.3 Treasurer
   5.4 Secretary
   5.5 Societies Council President
   5.6 Education Council President
   5.7 Public Affairs Council President
   5.8 Environment Department
   5.9 Women’s Department
   5.10 Queer Department
   5.11 International Student Services
   5.12 Postgraduate Student’s Association
   5.13 Welfare Department
   5.14 Sports Council
   5.15 Colleges
   5.16 WASAC

6.0 QUESTION TIME

7.0 MOTIONS ON NOTICE
   7.1 That the new Dentistry Kiosk be known as the “Siamak Saberi Kiosk”.

   Moved by Matthew Mckenzie
7.2 That the Council approve F and P’s recommended $120,000 capital expenditure for the new Kebab Corner – and approve F and P to choose a preferred supplier.

Moved by Matthew Mckenzie
Seconded by Josh Helsby

7.3 That all new staff hired in non-managerial roles by Guild Catering be students.

Moved by Naomi Elford
Seconded by Julian Rapattoni

7.4 That Council approve power for F and P to choose a preferred supplier for the Acorn Café

Moved by Matthew Mckenzie
Seconded by Amy Fels

7.5 That Council delegate the Executive the power to relinquish catering rights for the Business School Cafe.

Moved by Matthew Mckenzie
Seconded by Julian Rapattoni

7.6 That Council approve the Guild Policy Book as attached (Attachment 2).

Moved by Ben Watson
Seconded by Naomi Elford

7.7 That this Council endorse F and P’s decision to hire a new temporary Student Assistance Officer.

Moved by Naomi Elford
Seconded by Siamak Saberi

7.8 That the Education Council President conduct a Legacy Courses Survey to provide basis and support for the Legacy Courses Policy to be pursued through Academic Board and Council, and Guild Council authorise that expenditure to come from the Campaigns Budget.

Moved by Naomi Elford
Seconded by Matthew Mckenzie

7.9 That Guild Council authorise SSAF campaign expenditure from the Campaigns Budget as directed by the Executive.

Moved by Naomi Elford
Seconded by Amy Fels

7.10 That at the close of the financial year, any funds not expended from the Education Council Budget, including the Campaigns budget, be distributed equally between the 11 Faculty Societies and not be incorporated into the Guild’s audited bottom line.

Moved by Naomi Elford
Seconded by Julian Rapattoni

7.11 That the Events Manager immediately convene and conduct a review of the Guild Posters and Publications policy for the Societies Council President to move at the next Guild Council Meeting.

Moved by Naomi Elford
Seconded by Julian Rapattoni

7.12 That this Council review the attached logo (see attachment 1).

Moved by Matthew Mckenzie
Seconded by Amy Fels

7.13 This guild begins transition to the 100th guild council and executive members, including the presidential role immediately. And that this transition will be completed by the 24th of November 2012.

Moved by Emma Brede
Seconded by Raj Singh

8.0 GENERAL BUSINESS

9.0 CLOSE / NEXT MEETING
Next meeting will be held on Wednesday, 31st October 2012 at 6pm. Please contact the Guild Secretary (secretary@guild.uwa.edu.au) with any apologies or proxies.
If unable to attend, please advise which dates you are available to reschedule if a quorum cannot be met.
Over the past month, the focus has shifted back to catering quite a lot. We have had a couple of very productive Finance and Planning and Executive meetings.

We have acted in accordance with the power devolved to Finance and Planning by Guild Council and begun the selection of preferred suppliers for a number of areas currently operated by Guild Catering.

The Refectory courtyard space (which some years ago was a Mexican counter) has been flagged as an almost immediately actionable space for an independent vendor. This has been seen as perfect for Charlie’s Pizza, who already operate on campus out of the Summerville Theatre, as they will be able to move in very quickly.

Acorn Café will be explored and Matt and I have met with and will be meeting with a number of vendors in the coming weeks.

Kebab Corner has been approved for capital works after the feasibility study. As this space is not ready for a vendor to move in to, no arrangements have been made in this regard.

We are coming to an arrangement with the University regarding the Business School Café. Any amount they are happy to give us would be welcome, given that it currently loses the Guild $20,000 a year.

I was pleased, as I’m sure many UWA students were, to see the ‘Axe the SSAF’ nationwide campaign come to life. This is something I will be promoting over the coming months.

I also helped provide recommendations for a new Student Assist Officer who has been appointed and will be on a short-term contract until the end of the year. This is a great step forward for students as the current Student Assist Officers have very high caseloads. This will ease the burden on them and provide better services for students.
5.6

Education Council President’s Report

Naomi Elford

Guild Council

3rd October 2012

Education Council and Guild Administration and Reform

Faculty Society Grants
First drafts of the updated Ed Council Semester Grants form are being prepared for implementation by the end of Semester.

Lobbying and Higher Education Policy Activities

Welfare:

Mental Health Grants
The Students’ Passionate About Mental Health’s inaugural “R U OK Day” event went off without issue. It is great to see the Guild providing additional funding for such initiatives.

A Place for Me – Student Placement Project
The final meeting for the A Place for Me student placement project will be at 4pm on Wednesday October 4th and Councillors and ordinary students are encouraged to attend.

UWA Placement Working Party
The Working Party is drafting guidelines to cover all placements for credit, including the engineering 12 week work experience requirement. These will include recommendations that technically fall beyond the scope of its Terms of Reference, including increasing the accessibility of counselling and academic support services, as placement students often cannot contact such services during business hours.

Ancillary Fees and Charges
Academic Policy Services is now engaging the Faculties for Review of the policy. Naomi is working hard to ensure that all Faculties have a Faculty Board Meeting for the purpose and that students are represented in the process.

Migration Agent
Lloyd Kilbrick (the Migration Agent) has been underutilised in the past few weeks. Naomi has requested Memberships step up promotion of the service. Naomi is still
conducting research on how to improve International Students employment options in Australia, including student education, employer education, and Governmental lobbying.

**Tax Help**
Our twice weekly Tax Help sessions have been a huge success, with appointments filling up well in advance. The continued popularity of the service may make expansion desirable next year, and further investigation alongside Volunteer Hub to incorporate final year accounting student participation.

**Legal Assistance**
Matthew and Naomi have arranged meetings with an ex-managers of the Citizens Advice Bureau. More to come.

**eLearning/LCS:**

*Universal Capture and Download Lobbying*
The universal lecture capture and download lobbying paper was presented to Academic Council and referred to a Committee, who will determine the copyright issues of recorded material. This will be a point of especial interest over the coming months, especially with Melbourne University and University of Queensland joining the Massively Open Online Course providers through Coursera and EdX respectively. The need to embrace online learning was also part of the Vice Chancellor’s *UWA Futures* Paper which I encourage you all to read: [http://www.staff.uwa.edu.au/?a=2168647](http://www.staff.uwa.edu.au/?a=2168647)

*LCs Cutting out*
Naomi’s research on the recording time of lecture capture at other universities in WA and nationwide failed to get the desired response from CATL. Naomi has now produced posters through EAN to inform lecturers of the cut off and to minimise missed material.

**New Courses and Units:**

*Transition Arrangements*
Naomi raised transition issues with the Faculty of Law Dean at the most recent Academic Board meeting held on September 19. Naomi firstly commended Stuart Kaye on advertising the dates for the last run of units, as she is currently lobbying other Faculties to follow suit, followed by two questions: (1) The Vice-Chancellor Paul Johnson indicated in a meeting in July that undergraduate students would be able to complete equivalent Masters units to fulfill the requirements of their degrees. Naomi asked whether he intended to make this available for students who fail to complete discontinued units in the year they are taught in an alternative format. Stuart said that he aimed to have all LLB students complete the discontinuing units through the LLB alternative delivery units rather than the JD units because material has been redistributed so to cover the same content an LLB student may well have to complete 3 JD units. (2) Naomi then raised the course quality concerns students have with the alternative delivery method, and
dissatisfaction with the use of online lecture recordings in lieu of lectures, and a consequential drop in contact hours. Stuart responded by saying that whilst they would make available the previous year's recordings, the focus would be on seminar style teaching, and that contact hours would not be decreased. He indicated that the end result was that students would get greater individual attention. Naomi has forwarded the law unit progression list to the student members of the Faculty of Sciences, ECM and Business School Boards, with the aim of a similar resource being set up for students in Legacy Courses majors.

Additionally Naomi is preparing a paper to be brought to Academic Council, and is aiming to back up the recommendations with Survey results.

New Courses Assessment Guidelines
The Academic policy Services discussion paper titled Assessment Items and Weightings referred to in my last report was presented at the Science Board of Studies, with the Board having a different preference to the Arts Board – preferring that specific weightings for each unit are approved by the board. Other feedback given to APS included that it was important to provide specific assessment weightings in the Handbook to give students a fair choice and could assessment weightings be treated as ‘indicative’, permitting changes to occur within the Curriculum Change process before weightings are published. These will be considered during the New Courses review.

Course Quality:
Tutor Policy
Naomi’s first draft of the Tutor policy is in the final stages of completion. The next step is to negotiate changes with the PSA, followed by the NTEU, before publicising it for comment by Council and students. It will then be pursued through Academic Council or Academic Board depending on timelines.

Weightings Policy
Naomi is conducting a review of Assessment weightings after a series of Complaints in Business, Engineering, Mathematics and Design. This is currently in its first draft and will be open to comment before being pursued through Academic Council or Academic Board depending on timelines.

Base Funding:
The Federal Government have announced they will be releasing their response to the Lomax-Smith Review in the coming two months.

Best,

Naomi Elford
2012 Education Council President
ed@guild.uwa.edu.au
0403885815
Preparations for Enviro Fest are moving along nicely. The website has been updated. It’s a bit boring – but at least the information is correct. At the moment the friendly link www.sd.fm.uwa.edu/envirofest is working. We are still waiting for the even friendlier link www.uwa.edu.au/envirofest to be activated.

Our carparking and traffic arrangements for EnviroFest have been confirmed with UniPark.

Booking sheets have been sent out to stall holders.

A copy of the booking sheet is attached below for your reference of what it looks like and the information it contains.
PSA President’s Report September 2012

CAPA
We will be electing a new President and National Secretary over the next two days, who will serve until the ACM at the end of November. The ACM is a face-to-face meeting, this year hosted at the University of Melbourne.

University
Sent apologies to Academic Council, went to Teaching and Learning Committee, GRS Board Meeting, Academic Board. Attended the UWA Postgrad and Honours Expo, had a PSA booth and Aisling gave two presentations on being a postgrad at UWA.

Guild
The PSA stayed out of Guild Elections. It was fun.

Postscript has not yet been finalised, we are still waiting for the final proof from the designer, which has been outsourced. We hope to have it out by the end of September. Thanks to Alex for her ongoing help and support.

Thanks to Ben J for his help setting up the Lounge for the Wednesday career seminar, and for his advice on the Family Picnic.

Committee
PSA is working on a survey for coursework postgrads (Brian and Aisling), letters to send to Deans on ensuring postgraduate representatives within Faculties, Schools, Centres, and Departments are elected, or at least appropriately circulated (Aisling), and on a general ‘satisfaction’ survey for UWA postgrads (Aisling).

At the September the PSA committee made the following determinations on membership of the Association and of the Committee.

1. Given that membership of the PSA is automatic once a student enrolls in a postgrad course at UWA, Aisling asked the committee when membership should cease. The committee determined that membership ceases once the student has a ‘disenrolled’ status.

2. Given that research postgrads may complete before their term has ended but be elected to the PSA committee, the committee was asked to determine whether the
elected rep would still be eligible to remain as part of the Committee. The committee determined that they were.

These determinations will be presented at the AGM for noting by the members of the Association.

Round two of the PSA Awards has closed, and two Travel Awards were distributed. One is still pending, as the committee requires additional information to ensure it meets the criteria. One Small Grant was distributed. Information about these awards can be found on the PSA website.

Date for the AGM and PSA elections have been confirmed. The AGM will take place in Arts Lecture Room 5 on the 26th of October from 5.30pm. Observers are welcome, but only PSA members have voting and speaking rights. Position nominations close on 18th of October.

The PSA website has been updated with a section for New Postgrads to try and answer some of the regular questions emailed to the President, and ensure that commencing students join the PSA mailing list.

**Events**

Career and Personal development seminars: Aisling has been organising these with two postgrads who have come from professional backgrounds into PhDs. They are running seminars focused on marketing a postgrad degree, transferable skills, and hidden job markets. There have been excellent RSVPs to these seminars, and good attendance. These seminars are free.

Family Picnic: Will be held on the 6th of October, and is a free event for Association members and their families. The event will include a barbeque and a native animal petting zoo on Oak Lawn.

Connect: Regular sponsored postgrad catch up will take place on the 4th of October.

Vagina Monologues: The PSA is co-sponsoring bringing a performance of *The Vagina Monologues* to UWA with PAC, after the Womens’ Officer passed on the opportunity. We were approached by a UWA postgrad to help with the outlay of costs for the event, and expect to recoup costs through ticket sales.

Cocktail Party: Has been booked at Llama Bar for the 2nd of November. Tickets and poster are being designed by a member of the committee (Tasé).

Volunteer Appreciation evening: The PSA recognises the contribution of the committee members every year with a dinner. This year it will be in the first two weeks of December, the final date to be determined by a poll of the Committee members’ availability.

**Advocacy**

The PSA has been contacted for advice on the situation of postgrads renting from UWA in
Crawley Village. Aisling is working with those affected, Student Services, and likely the GRS.

There is a pilot program which postgrads in Anthropology have approached the PSA for help with, and Aisling is working with them to establish more formal support through the Faculty of Arts in the form of staff and/or funding.

Aisling will be overseas at a conference from the 3rd of October to the 12th of October, and back in office on the 15th.
POLICY AND THE GUILD: WHAT IS IT?

A dictionary definition of policy is “... a method or course of action adopted by a government, organisation, etc, designed to influence and determine decisions ... a guiding principle or procedure ... prudent procedure ... a governing principle or plan ...”; while a thesaurus offers “ideology, line, platform, plan” as alternative words for policy.

Policy differs from law - “... a rule or body of rules established by the authority or custom of a community ...” - by being, amongst other things, general rather than specific; free of penalties for non-compliance; easier to make or alter; and by being a guiding principle rather than a governing rule for current and future actions.

Guild Council adopts policies and makes rules by the mechanism of a resolution - that is, a statement which a majority of Councillors formally vote in favour of. All the substantive Resolutions are numbered for reference.

Rule making by Guild Council involves amending or making new regulations or rules, which derive their authority form an Act of Parliament - the University of Western Australia Act 1911, via a Statute of the University Senate - Statute 20. There are various penalties for non-compliance with Guild regulations or rules.

Policy making by Guild Council involves adopting a statement of principles or procedure, sometimes short and simple, sometimes long and complex, regarding articulating the common interest of the student community as reflected through the representatives they elect.

Policy is used by student representatives as a set of guiding principles when arguing a case, talking with the media, implementing a decision of the Guild, or taking some other action while in their capacity as a publicly elected student representative.
REGULATIONS ON POLICY

The Regulations dealing with policy reflect the policy on policy.

Reg 35  Guild Council is the policy making body for the whole Guild.

Reg 36  Guild Council may adopt by a simple majority policy on any issue that is covered by Clauses 2 and 3 of Statue 20 “The Objects of the Guild”.

Reg 37  Policy shall remain in force until it is specifically rescinded or amended by resolution of Guild Council. Policy will not automatically lapse on the 30th November.

Reg 38  Amendments to regulations 35, 36, 37 and 54 shall receive approval of a majority of Guild members present and voting at a quorate General Meeting of the Guild before coming into effect.

Reg 54.  (1) Guild Executive may determine an interim policy where no policy of Guild Council exists.

(2) Such an interim policy will automatically lapse upon the date of the following Guild Council meeting unless specifically ratified by that meeting of Guild Council.

(3) Lapsed interim policy will not be readopted by Executive, either in style or substance.

Section 2 & 3 of Statutes 20 reads:

2.  The Objects of the Guild shall be:

   a) to foster all that tends to the advancement of learning and the ennoblement of life;

   b) to afford means of social intercourse to students at the University;

   c) to provide or conduct or manage such educational, cultural, sporting, welfare, recreational or commercial facilities or activities which shall be intended for the benefit either directly or indirectly of members of the Guild;

   d) generally to further the common interest of students at the University.

3.  For the purpose of carrying out it objects the Guild shall have power:

   a) to expend and invest monies;

   b) to operate banking accounts;
c) to transact such financial business as may be necessary to implement the objects of the Guild;

d) to borrow, raise or secure the payment of money for any of the objects of the Guild from time to time and in particular by mortgaging or charging the property of the Guild or any part thereof;

e) to enter into contracts on behalf of the Guild or any student society, the terms of which have been approved by the Guild Council;

f) to lend monies to ordinary members of the Guild;

g) to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and to sell, let, mortgage or dispose of the same;

h) to exercise a general supervision and control over all student societies;

i) to register student societies with the Guild and affiliate them with subordinate organs of the Guild;

j) to assume the care, control and management of the property and financial affairs of any student society, either pending a further resolution of the Guild Council or for such period as the Guild Council deems fit;

k) to engage and dismiss employees;

l) to incorporate or cause to be incorporated any student society under the Associations Incorporation Act or under the Companies Act or any like legislation for the benefit of the members of that society and to limit the liability of the Guild, and to hold shares in any company so incorporated;

m) to hold licences under any legislation for the time being in force;

n) to admit to associate membership, honorary associateship or honorary life associateship persons other than ordinary members of the Guild;

o) in the manner prescribed in the regulations, to impose fines upon members of the Guild, upon members and officers of student societies and on student societies, for beaches of the provisions of this Statute, or regulations, by-laws or rules authorised to be made under this Statute, provided that the limits of all such fines shall be clearly stated in the regulations, by-laws or rules;

p) generally, to act in all other matters authorised by this Statute or necessary or convenient for giving effect to this Statute.
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ACCOMMODATION

September 2012

1. Awareness and Expansion of Housing Related Services on Campus

1.1 The Guild believes that the University should increase its commitment to providing accommodation services to students on campus, to better promote existing services and to investigate new ones.

2. Broader Accommodation Questions

2.1 The Guild would like to see greater financial support for student accommodation from Federal, State and Local Governments. There are a number of possible strategies which Governments could take to increase student accommodation, including:

1. Providing additional funds to Universities to buy existing accommodation in their immediate areas for student use.

2. Providing additional funds to Universities for a special Accommodation Fund which could be used to build new residential facilities. When these properties begin generating income (above basic maintenance costs) this money would then go back to the Accommodation Fund for future projects.

3. The Federal Government encouraging the existence of non-profit building construction organisations through legislation or funding support so as to provide low cost building for public projects. Once these were set up they would be able to put in tenders to either the Universities or the Government to build additional student accommodation at the lowest possible prices.

4. Providing increased income support to students, through Austudy or Rent Assistance, to alleviate financial problems relating to accommodation, notably for students who come from country areas.

5. Monitoring all university owned student accommodation and ensuring that minimum standards are met

6. Providing high density residential zonings close to the campus.

2.2 The Guild would like to see an increased proportion of students living on or close to campus. These facilities could then become available to students who have applied to an institution (far from their home) for specific course offerings. This would increase the mobility of students within Australia, and allow those with
special interests to pursue them more effectively. It would also contribute towards lessening the demand for car parking facilities.

3 Ensure that at least a minimum level of accommodation is accessible for people with disabilities.

4 That the Guild supports the provision of a space on campus for Muslim students in which to pray.

**ADMINISTRATION**

ResGC2/10
Any adjustments to Guild President’s salary to be tabled to Guild Executive.

GC 90/31(i)
The Guild administrative structure should be clearly accountable to Guild Council, while delivering the maximum service to students in the most productive manner possible. The structure should be stable enough to ensure continuity of service to students and continuity of employment for Guild employees.

**ALBANY CAMPUS**

*September 2012*

1 That the Guild Council, in principle, provides support for the Albany Campus.

2 That Guild Council supports the Albany Students Association as a body affiliated to the Guild and as a point of contact between the Guild and students on the Albany campus.

3 That the Guild provides financial support to the Albany Students Association, following the receipt of a budget proposal at the end of the previous year.

**ARCHIVES**

GC 90/94
That, in order to regulate access to the Guild Archives in a manner consistent with Guild Regulations, and to ensure fair and equitable access to archival materials while maintaining their conservation and preservation, the attached Archives Access Policy be adopted.

**ACCESS TO ARCHIVES**

(i) **GENERAL POLICY**
1. (a) To ensure proper management and preservation of Guild Archives, in line with Regulation 772(1), direct access is restricted to the following Archives Officers:

Guild Archivist
Assistant Guild Archivist
Managing Director
Staff members nominated by the Managing Director and trained in the correct procedures.

(b) Other staff members, Guild officers and members of the public requiring access to Archives must apply in the first instance to the **Guild Archivist** or **Assistant Guild Archivist**.

In the absence of both of these officers, enquiries should go to another one of the nominated officers.

2. Archival records must not be removed from or relocated in any of the Archives storage areas by anyone except the nominated Archives officers.

3. Archival records must not be removed from the Building.

4. Archives may only be used under direct supervision of Guild staff. This applies to all users, including Guild staff, Guild Officers, Club/Society office-bearers, members of the Guild and members of the general public.

5. **Administration Staff: Supervision of Readers**

Supervision will normally be carried out by the Guild Archivist or Assistant Guild Archivist. In the absence of both of these officers, this will be carried out by the Administration staff (see iii.(iii).9 below). Special arrangements will be made for readers using records held in the Physical Recreation Centre (see iii.(iv) below).

6. ** Some form of identification is required for Club/Society office-bearers, ordinary Guild members and members of the public.

7. **Copying of Records:** Guild members and members of the public may photocopy relevant sections of documents at their own expense.

** To minimise damage to archival records, any copying must be carried out by the supervising officer.

8. The Archivist or Managing Director may vary these conditions in exceptional circumstances, eg for records to be used in an exhibition. However, priority must be given to preserving the integrity of the records in the best possible condition.

(ii) **Restriction of Access to Particular Records**
1. The following general restrictions apply for general Guild members and members of the public:

   (a) For most records, a 10 year period after records cease to be current.

   (b) Personnel records are not available at any time.

2. For Guild Staff, Council members and other Guild Officers:

   (a) The same restrictions as in 1. above, except that they shall generally have access to any records produced by their sections of the Guild, at the discretion of the Archivist.

3. In camera minutes are permanently restricted. Only the Managing Director of the Guild and the Guild Archivist shall have access.

4. Staff reserve the right to refuse permission to withhold documents which are fragile, unlisted or have restrictions on access.

5. Staff reserve the right to refuse permission to copy where the records may be damaged in the process.

6. The Archivist, Assistant Archivist or Managing Director will make decisions on access to particular records. They may vary restrictions on use, either lengthening or shortening the restriction period.

**CATERING**

*September 2012*

That this Council acknowledge the success of independent catering at UWA and continue to introduce independent catering options on campus.

**CLUBS AND SOCIETIES**

**GE 90/246**
That all clubs wishing to apply for registration must submit a copy of their constitution one week before meeting with Guild Executive.

**GE 90/148  [Amended by 231GC28/11/03]**
That the Societies and Education Council Presidents ensure that all Executives of Registered Student Clubs and Societies operating within their jurisdiction are Guild members as per Guild Regulations.
00GC11/16
That the Guild Council reaffirm its policy of making Guild Clubs comply with Guild Council policy.

97GC9/26
That it be Guild Policy on funding Faculty Societies be conditional on the executive of the Faculty Societies be Guild members

00GC05/08
That the Guild shall not support, financially or otherwise any club or society which implicitly or explicitly excludes women.

September 2012
That clubs be allowed to use the Guild BBQ at any time

September 2012
That tables be available for club hire at any time

COMMITTEES

0111GC/03  [Amended by 231GC28/11/03]
That a member of each Guild Committee take minutes at each meeting of the committee (not required to be the same member each time). That the minutes be then filed in Guild Administration and ratified by that Committee, and that any resolutions be included in the Guild Council resolutions list.

97GC7/21
That the Information Officer create some advertisement in the Silver Guilder, Pelican, G News, and posters around campus advertising vacancies available for ordinary students on Guild committees, to be elected at the next Guild Council meeting

CUICKSHANK-ROUTLEY

GC 93/5
That the annual Cruikshank-Routley Dinner be open to all interested students through general selling of tickets to students at a non-subsidised rate, to take effect 1st December 1993.
**ResGC5/6**
That the Cruickshank-Routley nominees by Guild financial members only before the close or nominations subject to the approval of the Cruickshank-Routley families.

**GC019-23/2/05**
"That the annual Cruikshank Routley Memorial Ball run at a neutral cost to the Guild."

**EDUCATION**

**GC 93/3**
That it shall be the policy of guild that: The Guild believes that students should be guaranteed that maximum practical level of anonymity in the submission and evaluation of all academic work and urges the University to take steps to ensure that the person evaluating or assessing any essay, assignment, exam paper or any other piece of Academic work shall not be informed of the identity of the submitted piece of Academic work's author."

**GM03/001**
That the Guild take action to oppose any moves by the Federal Government or the University to remove student or academic representation on university governing bodies such as the UWA Senate. As the key stakeholders in the Higher Education system, students and academics have the right to have their voices heard at the highest level of university governance.

**SEPTEMBER 2012**
That the UWA Student Guild continues to oppose the SSAF in any form.

**SEPTEMBER 2012**
That the UWA Student Guild continues to oppose the NUS and believes that a national level student union should represent everyday students on student issues.

**SEPTEMBER 2012**
That the UWA Student Guild continues its policy of supporting practical action on a local level to achieve educational outcomes for UWA students, and recognises the vital role faculty societies play in this.

**FINANCE**

**GC 93/8**
That all overdue accounts be reviewed by Guild Executive before legal action is taken and that, if requested by a student, their anonymity be guaranteed in these proceedings.
GC 93/9
That there be documentation for all student's financial obligations to the Guild in order to ensure that all students are fully aware of their financial obligations.

GE 90/91
That all applicants for student loans and loan extensions should be counselled by the Education Office, which will then recommend that the Guild Executive approves or disapproves of each application, with the final decision left to the discretion of the Guild Executive.

GE 90/157 [Amended by 231GC28/11/03]

Overdue Accounts
That all overdue accounts be reviewed by Guild Executive before legal action is taken and that, if requested by a student, their anonymity be guaranteed in these proceedings.

Documentation of Financial Obligations
That there be documentation for all student's financial obligations to the Guild in order to ensure that all students are fully aware of their financial obligations.

Reason for granting the loan
The paramount consideration of the Guild Executive is the need of the student and the purpose for which the loan money is interned. The issue of ability to pay should be an important but secondary issue. This reflects the policy of the Guild that student loans exist for a welfare function rather than as a profit making function.

The executive should consider at least the following when deciding on a persons loan application:
1) The reason that the student wants the loan
2) The students record of repayment with past loans
3) The current level of the students indebtedness elsewhere
4) The ability of the student to repay the loan.

The Executive should also be provided with a recommendation from both Guild Finance (regarding the ability of the student and the guarantors to repay) and from the Education Office (regarding the need of the student and the reason given for requiring the loan) before considering the application.

Guarantors
Each ordinary loan shall have two guarantors. Guarantors can not be any of the following:
1) Students (whether part or full time)
2) Under eighteen
3) Unemployed
4) Spouse or child of the student applying for the loan
Guarantors must be the following:
1) Permanent residents of Australia
2) Willing and able to sign and understand the guarantee form and its implications

Proper / Improper purposes
It shall be the policy of the Guild that although the Executive shall have the final decision on the loan application the following shall be considered to be improper purposes for both ordinary and emergency loans:
Alcohol, Travel (except where it is a required part of a university course or approved department or faculty conference), Recreational expenses such as concert tickets, stereo systems and others.

Clearly proper purposes would be such items as test books, photocopy fees, rent, bonds on rental properties.

Deadlines for repayment
All loans that are granted after June 30 of a given year shall be repayable six months after that date. It is recognised by the Council that students should be encouraged to repay the loans at the earliest possible convenience and that these dates are maximum periods for the loans and should not be used arbitrarily.

ResGC13/3
a) That all guarantors for Student Loans be residents of Western Australia and preferably form Perth.

b) That the two guarantors for any Student Loans must be employed and get their income from separate sources.

Res0109GC/01
That Guild Staff are not allowed to be guarantors for Guild Loans

SEPTEMBER 2012
That the UWA Student Guild continue its policy of long term sustainability through continuing to run surplus budgets and find new sources of revenue that aren't directly extracted from students.

HONOUR BOARDS

ResGC5/7[Amended by 231GC28/11/03]
That the Guild President, Societies Council President, Education Council President, Public Affairs Council President, Treasurer, Women’s Officer, Welfare Officer and Pelican Editor, even if they do not complete their term in office, be recognised on their respective honour boards.
**MEDIA**

Recognising our wide ranging audience with a range of tests and ideals, the Guild will take into account the graphics of any advertisement before publishing it, and withhold the right to request a change of layout or refuse to publish it on the ground of its offensive nature.

**ResGC5/1 [Amended by 231GC28/11/03]**
That all casual Guild job vacancies be advertised in the Silver Guilder and Pelican where practicable.

**ResGC98/16**
*That only elected representatives speak on student issues.*

*September 2012*
Under no circumstances do staff members make comment to media on behalf of the Guild.

**GC 90/10**
That articles submitted for Pelican not be subject to editorial comment which changes the meaning/or intent of the article.

**0106GC/03**
That a space be made available in each edition of Pelican for the exclusive use of Guild Departments to disseminate information. If Guild Departments have not submitted material by the deadline for all book material set by the Pelican editors then the space shall be used as the editors deem fit.

**ResGC5/11**
That the Pelican Editor, while Editor, is ineligible to run for Council.

**POSTER POLICY**

**0106GC/01**

**ROTUNDAS**
- Space on rotundas is of a premium. Posters will be put up according to the following guidelines. Space permitting.
• Clubs are permitted to have 1 A0 size poster, or 2 A1 posters or 5 A3 10 A4 posters per rotunda. Other organisations will be allowed the same, space providing.
• Guild events and Guild Clubs have priority on rotundas. Other organisations posters will be allocated space, if available.
• Posters will be placed on rotundas by Guild Activities every Friday. Organisations wishing to be in the poster run need to have their posters to the Activities Officer by 4.30pm Thursday for the following mornings poster run.
• While all effort is made to put up all posters provided, sometimes the quantity exceeds the space available. Therefore, it is possible that not all your posters will go up. Any unused posters will be returned to the Activities office Friday afternoon. You may collect them the following week. Any posters not collected by the following Thursday will be thrown out.
• Any unauthorised fly posting on the rotundas will be removed and the organisation responsible may forfeit the right to use rotundas in future.

**Posters In Guild Area**
• Only Guild and Guild affiliated clubs may poster around the Guild area. No outside organisation may poster in this area.
• All club posters must have the Guild logo on them. A Guild logo can be obtained from Student Centre reception.
• All posters without a Guild logo or stamp, will be removed and the organisation responsible will be charged for their removal.
• Any posters that the Activities Officer deems could contain any defamatory, sexist, racist or homophobic material will, before display, be approved by Guild President and/or Education Officers.
• Posters may be placed on all pillars of the Guild Building and walls of the Guild Village. Also the notice boards around the Guild.
• No posters permitted to be stuck on the ground, windows, any University Buildings or the entrance to Guild Student Centre. Clubs who ignore this will be charged for their removal.
• Posters must be attached only with masking or similar paper tape. Strictly no glue.
• All posters must be removed two days after the event. Clubs who do not remove their posters will be charged for their removal.
• Please remove old posters rather than post over them, and strictly no posting over current posters.
• No posters shall be affixed to the concrete petitions and entry archway in the Guild Village.

**Privacy Policy**

The UWA Student Guild (the Guild) respects the rights of individuals to privacy and complies with the Privacy Act 1988 and the National Privacy Principles 2001. Our privacy statement describes how we collect your personal information and the management of that information.

*Collection of your personal information*
The Guild collects your information directly from you or by your authorisation from a third party. When you visit our web site certain, anonymous navigation information is collected by our server. It does not identify individual users but does include the type of browser and operating system you are using; the address of the referring site; the date and time of your visit; and the address of the pages you accessed.

**Use and disclosure of information**
The Guild will not use or disclose your personal information other than for a purpose that we have made known to you, a purpose that you would reasonably expect, a purpose authorised by you, or a purpose required by law.

**How to access, correct or update your information**
All requests for access or changes to information need to be made to the Guild’s Privacy Officer. All reasonable steps will be taken to provide you with access to your information and to correct or update your information held by the Guild. Where such access or change is refused, a written response will be sent to you outlining the reasons for the refusal.

**What else you should know about privacy**
The National Privacy Principles that came into effect on December, 21 require that organisations collect and manage your information according to the principles. Further information about these can be obtained by visiting the website of the Privacy Office at www.privacy.gov.au.

You have a right to query the Guild’s collection or management of your information in respect of this statement and the National Privacy Principles. If you believe that your rights have not been upheld, then you should send a written complaint in the first instance to the Guild’s Privacy Officer, or if the issue is with the Privacy Officer, then the Guild’s Managing Director.

**PROSH**

**GUIDELINES FOR THE EDITOR OF PROSH**

02GC
The Editor has the overall responsibility for the content of the annual PROSH paper. In considering this, the Editor should follow the following guidelines when reading submitted material (articles or advertisements) to ensure that they do not invade the privacy/ make improper suggestions about private individuals and that they ensure that they keep the paper in the spirit that the publication (and event) is intended. If the submitted material does not conform to these guidelines then it should not be published.

1. In considering material submitted to PROSH the Editor should consider in what context it is written. The aim is to satirise current affairs, not to defame or slander individuals. If material is more of a personal attack, it should not be used.
2. If any material is about an individual, the Editor should seriously consider the spirit in which the material is written. PROSH is meant to be a light-hearted publication and if the material does not conform to this ideal then it should be disregarded.

3. In considering material, the Editor should also consider how appropriate its subject matter is to wider community. Although PROSH is noted for being in “bad taste”, there are community standards which should be applied. If material is written about a topic that crosses these boundaries, it should be disregarded. Particular attention should be made to submission of material involving children, given the relatively rare circumstances it could be justified that children are public figures. Material involving children should be limited in the paper, and material which uses children in a sexual context should not be included.

4. The Editor should also carefully consider the context in which images are used. An image, if submitted with an article or advertising idea, should be accompanied by the referring article/advertisement. The Editor can then use their judgement as to whether it is appropriate to use this image within the context of the submitted idea. If it is not appropriate, invades an individual’s privacy or is defamatory, it should be rejected.

5. The Editor should consult with the Directors of PROSH about any material that they feel are borderline cases to the above guidelines. The Directors have the right to veto any such material that they feel do not conform to these guidelines.

6. The Editor should conduct a final check of the paper before printing to ensure these guidelines have been complied with.

**SECURITY**

**GC 93/6**

1. That all members of Executive have permission to be in the Guild Executive Workroom and Guild Staff Room and toilet after hours at all times.

2. That the Guild Executive have security access to Guild Administration and the GP’s Secretary's Office after hours for official Guild business.

3. That weekend day time (7am to 6pm) meeting participants have permission to be there, and that the individual who booked the room is in charge to allow students access or refuse entry for the duration of the meeting.

4. That club members that have keys to their room to the top floor of the Guild building be given a key ring with authorisation to be there after hours.

5. That After Hours Security passes not be necessary for Executive members, but other than that all students in the building after hours need to show a pass.
6. That club members that have keys to their room on the top floor of the Guild building be given a Guild key ring with authorisation to be there after hours.

**GC 95/1**
That any unauthorised person receive a caution when found in the Guild building, and if it happens a second time the police will handle the matter and all privileges will be withdrawn by the Guild.

**GC 95/2**
That it is the responsibility of the student to contact the Guild President the day of issue of a night pass and the Guild President will only issue the night pass on presentation of the UWA photo student card.

**GC 95/3**
That a night pass is not transferable and any student who gives his or her night pass to a friend; both their privileges will be immediately withdrawn by the Guild.

**ResGC3/7**
That the Guild President and Guild Secretary be Guild night pass signatories and that the Guild President take the necessary steps to inform University Security of the changes, and that the Guild President be informed of any night passes issued by the Secretary.

**ResGC5/2**
That all Department Heads and Subsidiary Council Presidents be allowed permanent night passes for their area.

**97GC05/2**
That the Guild seek to improve security on campus, such as the installation of security phones and maps of their location across campuses, and a bus service across campuses, and a bus service across campus at night during peak hours of need.

**97GC05/2**
That action be taken to pressure the Government to improve safety conditions in Claremont and other areas, such as installing security cameras or a bus service returning women to their homes.

**TRAINING**
*September 2012*
That pursuant to the UWA Orientation Review 2012, the Guild commit to conducting a full training program for club, society, college and other student representatives, including:
  - Treasury training
  - Publications training
• First Aid Training
• Equity Training

**WORKROOM**

**GC 94/5**

1) The Workroom and the equipment in it is to have priority for Guild student officers; this includes Councillors, Department Officers and subsidiary Council executive members.

2) Any other person may use the room only with the prior knowledge and stated approval of a Guild officer (who may be called upon to confirm their consent), who shall be held responsible for the behaviour of any person s/he has directed to use the Workroom.

3) The Workroom is intended solely for work on Guild business.

4) The equipment in the Workroom, including the telephones and computers, should only be used for Guild business.

5) Equipment should not be removed from the Workroom under any circumstances.

6) The Workroom is to be used in normal office hours only (9am - 5pm on working days). To use the room outside these times, normal security procedures must be followed (ie., a pass must be obtained from the Guild President). some flexibility should be allowed on evenings on which meetings of Guild Council or subsidiary Councils are being held, as members may wish to remain in the room until the meeting time.

7) Wherever possible, the workroom should not be left unattended. It should be locked at 5pm, and all electrical appliances switched off, by the last person/s to leave.

8) If somebody is authorised to use the room after hours, s/he must lock the room when s/he leaves. S/he shall be held responsible if any damage or loss occurs during the time that s/he is meant to be present.

9) Unless a liquor permit has been obtained, no alcohol should be consumed in the Workroom.

10) If any breaches of these guidelines (or any other Guild regulations occur, the offenders may be brought before the Guild Discipline Committee. Serious
breaches or misbehaviour may be brought to the attention of the University or Police authorities.

**GC 93/7**
That Guild Executive members may authorise any Guild member to be with them in the Guild Executive Workroom after hours if there are people in the building who are not members of Executive and are not allowed to be there, any Executive member may contact Security to evict them from the Building.