

CURTIN STUDENT GUILD

THE GUILD ELECTION HANDBOOK A guide to the 2017 annual guild elections

Revised and produced by
Curtin Student Guild

UPDATED FOR THE 2017 GUILD ELECTIONS

INTRODUCTION

This handbook has been produced by the Curtin Student Guild for the benefit of all potential candidates in the Guild elections. If you intend to participate as a candidate in the elections, it is essential that you become fully acquainted with its contents.

PLEASE PAY PARTICULAR ATTENTION TO THE RELEVANT CLOSURE DATES AND PROCEDURES FOR NOMINATION AND POLICY STATEMENT SUBMISSIONS FOR PUBLICATION.

PLEASE NOTE ALSO THE PROCEDURE FOR APPROVAL OF ELECTION MATERIAL AND THE LIMITS ON HOW MUCH YOU CAN SPEND ON ELECTION MATERIAL. IT MUST BE STRICTLY ADHERED TO.

The *Guild Regulations - Division Two* are the legislative basis for the elections and are available from Guild Reception or from the website: www.guild.curtin.edu.au
Please note that these regulations have recently changed, so you should read them again even if you have participated in elections before.

WHY SHOULD YOU GET INVOLVED?

University is a place where we come to study, socialise and develop life skills. Some of the most interesting, memorable and rewarding experiences you encounter are gained through interaction with your peers. Here at the Curtin Student Guild, students have obtained a lifetime of rewards by being a part a dynamic group of people.

By becoming a part of the Guild, you learn about the wider university community, get your voice heard by the Government, represent your fellow students on University boards and committees, and are part of a successful representative union. You will get to know politics, learn about marketing and public relations, and get insight into University bureaucracy. Most important of all, the Guild is a place where you can really make a difference. At one time or another, the University may have done something that has really annoyed you. The Guild is a place where you can stop complaining and start doing something about it.

WHAT DOES THE GUILD DO?

The Guild represents all students at Curtin University.

Through ownership of the campus food outlets and catering, the Tavern, G-Mart, vending machines, and the funds from SSAF, the Guild has been able to develop a stable funding base to support representation.

But what does representation mean?

Guild Representatives sit on many boards and committees within the University. The Guild runs educational campaigns regularly. It also has six departments which focus on special interest groups with specific needs – the Women's, Queer, International (ISC), Postgraduate (PSC), Indigenous and Students with Disabilities Department

The Guild is the peak representative body of students at Curtin University and is driven by the Guild Council.

STRUCTURE

The peak decision-making body of the Guild is Guild Council and in 2018 it will be made up of the following members:

- President
 - Education Vice President
 - Activities Vice President
 - General Secretary
 - Curtin Business School Representative
 - Faculty of Science and Engineering Representative
 - Faculty of Health Science Representative
 - Faculty of Humanities Representative
 - International Student Committee President
 - Postgraduate Students Committee President
 - Queer Officers
 - Women's Officer
 - Indigenous Officer
 - Students with Disabilities Officer
 - Ten (10) Guild Councillors
- Elected via
Annual
Elections*
- The Immediate Past President (non-voting invite)
 - Student Members of the University Council (non-voting invite)
 - Managing Director (non-voting invite)
 - Minute Secretary (non-voting invite and minute taker)

RESPONSIBILITIES OF THE POSITION

If elected, you are expected to represent all Guild Members and the wider student community. They entrust you to look after their interests, financial and otherwise, and expect you to actively participate in Guild council on their behalf.

The Guild Statute Book outlines the general responsibilities of each office bearer, it is a binding requirement that you follow these regulations.

In 2018, The Guild will consist of the Executive, four faculty Representatives, ISC President, PSC President, Women's Officer, Indigenous Officer, Queer Officers, Students with Disabilities Officer and ten Guild Councillors.

Apart from the National Union of Students (NUS) delegate positions, they are the only positions available for appointment through the Annual General Elections. Note that for the voluntary position of Guild Councillor, if you are elected, you will have to attend monthly Guild Council Meetings, and other regular University Boards and Committees. Here you will be required to make decisions that can be monumental and binding as well as trivial and mundane.

Before the meeting you should read the documentation (the agenda). It is expected you will intelligently contribute to the discussion in accordance with the rules of Guild Council. Being a member of the Guild Council, it is expected you will also generally help out around the Guild, making yourself available to the Executive, help out (and have fun) at Guild events, and most importantly make yourself available to the general student body you represent.

Special Requirements...

To nominate for some of the office bearer positions, there are some extra requirements that you must meet. These are as follows:

Faculty Representative:	must be enrolled in an undergraduate course in that Faculty
Queer Officers:	must identify as Queer and two people must nominate together and at least one shall not identify as a man.
Indigenous Officer:	must be Indigenous
Women's Officer:	must be a Woman
Students with Disabilities Officer:	must be an enrolled student who has a Disability.
PSC President:	must be a postgraduate student
ISC President:	must be an international student

NUS...

Curtin is affiliated to the National Union of Students (<http://nus.asn.au>) and is therefore entitled to elect delegates to the National conference. At present **Curtin is eligible to send seven (7) delegates**. Delegates are elected in much the same way as Guild Councillors. Any enrolled student can nominate for these positions, even if they have nominated for another position.

Anyone who is elected as an NUS delegate is expected to attend the National conferences. The National conference is usually held in Victoria and goes on for about four days in early December. The Guild pays for transport and registration (which includes board and food) for elected delegates for the duration of the National conference.

At the conferences, delegates from all member campuses in the state or country gather to determine policy, finances and the office bearers for the following year.

INFORMATION SESSION

Information sessions for students who are interested in nominating in the elections will be held **Wednesday, 16 August 2017 at 1.00 PM** in the **Curtin Student Guild Boardroom (Building 106F, please check in at Guild Reception)**. The session is not compulsory but is highly recommended for students who have not nominated in a Guild Election before.

NOMINATIONS

In order to run in a Guild Election you have to nominate. All enrolled students who are Guild Members seven (7) days prior to the open of nominations, who are studying at a Curtin Campus in WA or otherwise reside in WA and who will be 18 years of age when they take office may nominate. **To nominate, pick up a nomination form from the Guild Reception or Guild Website and fill in all of the information.**

If you are unsure if you would like to nominate, or would like to discuss the elections, you are able to make an appointment to speak with The Returning Officer Mr David Payne by calling **0428 284 746** or emailing **david.payne@waec.wa.gov.au**. The Returning Officer is independent from the Guild and appointed by the Western Australian Electoral Commission (WAEC) so you can be assured that your conversation will be confidential.

Your nomination must be witnessed by either a member of Guild Staff (at Guild reception), the Returning Officer or a Justice of the Peace, who has seen your student card and witnessed you signing the form. For those on satellite/regional campuses your nomination must be witnessed by either a staff member at the satellite campus or a Justice of the Peace who has seen your student card and watched you sign the form.

It is also important that you pay the nomination deposit. In order for a candidate's nomination to be valid, a \$10 deposit must be paid with the nomination form to which you will receive a receipt. The maximum amount payable by a candidate for more than one position shall be \$10. No nomination deposit is required for NUS nominations. Nomination deposits will be refunded to those candidates who are successful in becoming elected to Guild Council.

When you have done this put your nomination form in an envelope and into the nomination box in the Guild Reception. You also have the opportunity to provide a photo of yourself and a policy statement no more than 500 words. Your photograph should be a recent passport type (head and shoulders). Silly pictures instead of candidate photographs will not be accepted, as well any background/or extra information should not be visible on the photo. **Your photo and statement should be emailed to the Returning Officer at david.payne@waec.wa.gov.au. If this is not possible, contact the Returning Officer to make alternate arrangements.**

You may only nominate for one position on Guild Council. You may nominate for the position of NUS Delegate and a position of Guild Council.

Nomination forms and all supplementary information are due by 12:00 noon, Thursday 31 August 2017

QUEER OFFICER NOMINATION FORM

If you are running for the Queer Officer position which requires two people to share the role, you must fill out the Queer Officer Nomination Form. This form has to be completed and submitted with the nomination form of the two candidates who are nominating jointly. One of the nominees must not be a man.

The following is a guide on how to fill out the form:

We (print names)...

Write the names of the two candidates who are nominating jointly

Authorise the following names...

Write the way you wish your names to appear on the ballot paper (in the form of LASTNAME, First name & LASTNAME, First name)

Signature of Candidates...

Both candidates must sign and date here, in the order which you wrote your names at the top.

GROUP REGISTRATION FORM

This will allow you and your friends to run as a group. You may wish to run in a group to pool campaign expenditure/allowances and campaigners if there are people with similar policies to you.

The following is a guide on how to fill out the form:

Name of Group

Make sure that you print clearly and in block letters so that the Returning Officer knows the name you are after. Remember, have a back-up name in case someone else registers the name before you. You may not have a misleading name or the word Independent in your name.

Claim to reserve the following colour...

Fill out this section to reserve your colour. This colour is what you use on all your campaign material. The colour is decided by draw if more than one team wants the same colour. No candidate or ticket will be allowed to choose the same colour, regardless of the shade. If group A chooses Mild blue, no other candidate/group may choose any other type of blue. White is reserved for the Returning Officer and the colours you may choose from are as follows:

Tula Pink OR Velo Pink OR Juni Purple
Zulu Blue
Dark Green
Dark Yellow
Mid Grey
Orange

These colours can be viewed in the Guild's G-Mart store. **Colours are subject to availability from the suppliers.**

Group Agents

You must authorise both a primary group agent and a secondary group agent. The secondary group agent will be contacted in the event that the Returning Officer is unsuccessful in contacting the primary group agent. Group Agents are able to act on behalf of the group in working with the Returning Officer, they must be Candidates in your Group.

Group Members

In this section each Candidate in your group must write their names and sign, this is the list of people within your group. A Candidate cannot be in more than one group. The order on the list does not matter as positions on the ballot paper are chosen randomly.

Group Registrations close on 12:00 noon, Thursday 31 August 2017 (the same time as nominations)

THE RETURNING OFFICER

The Returning Officer is responsible for the entire conduct of the elections. He has been appointed by the Western Australian Electoral Commission to ensure that the Guild Elections are fair and free. Any questions should go through himself, Mr David Payne on **0428 284 746** or at david.payne@waec.wa.gov.au

SATELLITE CAMPUSES

Unbeknown to many, Curtin University does not exist solely on the Bentley campus. We have many regional/satellite campuses including the City and Kalgoorlie. Students at these campuses may still run as candidates, and they may vote via postal votes.

POSTAL VOTES

To cater for part-time students, regional students, those who are ill and so on, the Guild enables these people to vote even though they cannot attend voting booths. All candidates' policy statements will be sent to postal voters so that they know who they are voting for.

An application for postal vote form must be completed and received by the Returning Officer no later than **5.00 pm on Friday 15 September 2017** in order to be eligible for a postal vote. Application forms for a postal vote are available from Guild Reception, the *Grok: Election Edition* or on the Guild website.

APPROVAL PROCESS FOR ELECTION MATERIAL

1. Material for approval may be e-mailed to the Returning Officer at david.payne@waec.wa.gov.au. A completed election material approval form must be sent to the Returning Officer with a sample of the campaign material to be authorised. The Returning Officer will review the material and provided the material complies with the requirements of the regulations it will be approved via email. The returning officer will forward a signed approval to the printing facility – G-Mart.
2. Once authorised, you may produce the quantity of the material applied for. Printed material is to be produced by G-Mart, which will certify number of copies produced. Remember! **Do not produce material before approval is received as the authorisation may be withheld for a number of reasons.**
3. All material produced shall be costed in accordance with the Guild Election Regulations. Each candidate/group shall have a separate section in the election file and the total running cost to each campaign will be recorded. Material will not be stamped or authorised over the expenditure limit of \$50.00 per candidate if in a group or \$150.00 per candidate if running independently.
4. Authorised material may be circulated to the student body in the approved manner.
5. If material is unable to be printed at G-Mart (e.g. websites), then contact the Returning Officer who shall determine an appropriate way of authorising the material.
6. **Candidates are responsible for the content in campaign material.**

NOTE TO CANDIDATES

The above methods have proven to be the most effective way of operating the approval system. Objections to campaign material must be made directly to the Returning Officer

COSTINGS

The Guild does not fund candidates; it funds the cost of running the election. Candidates must fund their own campaigns and are costed on what they have spent on their election campaign. The Guild limits what candidates can spend on campaigns in order to ensure equity.

The reason for costing candidates and setting a spending limit is to limit the amount of election material on campus and also to provide some sort of a level playing field for all candidates. According to regulations, each candidate not in a group can spend **no more than \$150.00** on election material, and each group **no more than \$1500.00 for each group, however unlike independent candidates, each candidate in a group only adds \$50.00 to the total allowance. For example a group with 10 students will have an allowance of 10x\$50 = \$500.00.** The following is a list of commonly used election material as approved by Guild Council and adopted by the Returning Officer. It is worth noting that the 'costing' may not necessarily reflect the actual monetary cost of producing an item – even if you can get material for free from a friend or previous years, it still must be costed and authorised.

T-shirts (including reused shirts from previous years)	\$15ea (Actual cost may be higher, but only \$15 will be deducted from allowable spend)
A3 black and white on tint	30c single-sided, 40c double-sided
A4 black and white on tint	15c single-sided, 20c double-sided
A5 black and white on tint	10c single-sided, 15c double-sided
DL black and white on tint	10c single-sided, 15c double-sided
Banners	\$50 regardless of the cost of the banner - Only One per Group/Candidate
Facebook Page	\$20 – All posts must be Authorised by RO
Instagram	\$10 – All posts must be Authorised by RO
Web sites	\$20 – Only One per Group/Candidate
Stickers	BANNED
E-mails	BANNED
Chalking	BANNED
SMS (Text Messages)	BANNED
Paid Internet Advertising (e.g. Sponsored Facebook Posts)	BANNED
Other sized posters (other than listed)	BANNED
Other forms of Social Media (other than listed)	BANNED

Other campaigning techniques may be considered and costed by the Returning Officer on request and all forms of campaigning must first be approved by the Returning Officer

The approved printing facility for the 2017 Guild elections Curtin Student Guild's G-Mart, which is located in Bld 106F Sir Charles Court Promenade, Curtin University (opposite Curtin Concept).

THE COUNT

The Guild uses the system of optional proportional representation to count the ballot. In simple terms this means that, in a single vacancy election where a candidate does not get over 50% of the primary vote, the ballot is determined by preferences. In multi vacancy elections candidates must reach a quota to be elected. The full outline of how this count is carried out is outlined in the Election Regulations.

PROBLEMS

Preparing yourself for an election campaign to enter the Guild can be a frightening and daunting task, especially if this is your first election and you have had limited, or no prior, involvement with the Guild. Some of the problems generally faced begin with policies.

A large part of an election is relaying your ideas and policies across to the electorate. Campaigning can present a few common problems some of which are fear of going up against experienced campaigners, not knowing the rules and regulations, and a lack of knowledge of the avenue available to the campaigner. There may also be anxiety in facing the electorate. An understanding of the reasons behind your policies will reduce this anxiety and enhance the effectiveness of your campaign technique.

Reading this Handbook and the Election Regulations will provide you with information about what you can and cannot do in relation to an election. Refer to the strategy options below to help you with the campaign.

POLICIES

These are the areas of concerns that you decide to campaign on, usually in the form of existing problems and how you would tackle them. Your policies must be realistic and persuasive in order to attract votes. It is also useful if they are easy to attain, because if you can't follow through on promises, a lot of people will not be very happy.

CAMPAIGNERS

If you want a good chance at being elected you will need people to help you. This is where running in a group is helpful, however you may wish to ask your friends who are students at Curtin to help out by handing out How to Votes, doing poster runs or speaking at lectures. To give all candidates a fair chance, **campaigners must be enrolled students at Curtin University.**

You must also make sure that your campaigners are aware of the Regulations, election offences and the contents of this Election Handbook.

Campaigners must **not** infringe on a person's right to move freely around campus by:

- Standing in the middle of a path forcing an individual to stop and talk to them
- Following an individual who has refused to stop to talk
- Touching an individual at any time
- 'Shepherding' another campaigner preventing them speaking to an individual

In addition to this, campaigners are not allowed to engage students along Sir Charles Court Promenade between Building 101 and 103, nor between Building 103 and 102. This area is clearly depicted on the annexed map. Campaigners caught within these areas will be moved on and may be subject to University Security intervention and any disciplinary proceedings resulting from this intervention. As also detailed in the annexed map, campaigners are not allowed to engage students in any commercial outlet including any of the Guild leased/operated areas.

STRATEGY

Make yourself visible.

Let the voters see you! Pick a bright colour for your posters, how to vote cards, and other campaign material.

KISS – “Keep It Simple, Stupid.”

A complex poster or message will be ignored.

Cover all bases.

Don't just concentrate on your own division and friends. Whilst they are important, make sure that everyone on campus has a chance to hear your message.

Be prepared.

Make sure you have enough material ready, particularly during days when voting is going on. Make sure you and your team mates get enough sleep the night before... you will need it.

Never be too sure.

Don't miss a chance to speak at a lecture or to talk to a potential voter. It is easy to slow down towards the end of a campaign but it is not unusual for someone to lose by just one vote.

Don't let anyone get to you.

Often a psychological battle is waged to demoralise or distract opposing candidates. Don't even bother with such tactics; just ignore anyone who tries to upset you. Remember, they were not going to vote for you anyway.

Be consistent.

Send a common message to the electorate. This can be achieved by condensing your policy down to 10 or so specific points and not moving from these. A logo or mascot on all your material may also help voters recognise your material and equate it to your candidacy. Make sure that everyone in the team is sending the same message.

Know the rules.

Make sure you pick up a copy of the Guild Rules and Regulations, and read them (not as obvious as you might think). Read the Election Handbook (this) and if you have any questions, ask the Returning Officer.

Plan ahead.

As soon as you decide to nominate, sit down and write down all of your ideas for policies. Then write down your resources-time, money, helpers. Flesh out your ideas properly then condense them down to a few major points. Work out what you want your material to look like and how much you intend/can afford to produce. Often someone you know will be able to help design, or be willing to help distribute material. Set out a time line for your campaign and be prepared to modify it if necessary.

GUIDELINES FOR CONDUCT AT GUILD RECEPTION

Guild Reception remains exactly that throughout the election period – it does not become an election foyer.

In light of this, the following must be observed by all election candidates when they are in the Guild Reception area:

- ❖ Election related discussions/arguments are not to be held in the Guild Reception.
- ❖ Do not walk behind the Reception Desk without the receptionist's acknowledgment. The Guild Receptionist must be advised of your movement when you go into one of the offices or the Guild Meeting room.
- ❖ You cannot use the reception phone for calls
- ❖ No campaigning is to occur in the Guild Reception area.

LECTURE SPEAKING

When speaking to a group in a lecture theatre, speak clearly, know what you are going to say and, if necessary, carry palm cards to remind yourself.

If you are shy or find public speaking difficult, try some smaller theatres or even your own tutorial groups first. Lecture speaking is the best way to get your point across to the most students in the least amount of time and can be the difference between winning and losing.

In the past, some academic staff have requested that candidates should refrain from using lecture theatres, immediately prior to lectures, as a forum for their campaigning. Always seek permission before speaking in lecture theatres and then be brief. If campaigning with a team, avoid repeating the same lecture twice.

TIPS

Banners...

A highly visible medium and an easy and efficient method of alerting students of your presence and intention to run in the Guild Election.

Independent candidates can also list the position they are running for as well as any other relevant information that is approved.

T-Shirts...

An excellent way of identifying campaigners. They can be printed on one side or both, in the nominated colour of either the team or independent with the person's name or logo printed on it. The most effective way to do this is with silk screening. Depending on your artistic capabilities you can attempt it yourself or hire a printing company to do it for you.

Leaflets...

Leaflets are a good way of getting students to read about your policies and candidates, expanding on the information on your posters. It is important that you don't litter by leaving leaflets in classrooms/lecture theatres. If you leaflet a classroom/lecture theatre you should go back later to clean up – you will also be able to reuse the leaflets the next day!

Posters...

Posters can only be affixed in approved areas. For example, do **not** put posters on the postgraduate nursing student information board or a staff information board. Do not put more than one type of poster on each board. You are also not permitted to remove, deface, cover up or shift opposing election material.

It is advisable to do regular poster runs around the campus to ensure your posters have not been tampered with. If so, do not take the law into your own hands. Inform the Returning Officer.

The best layout for any poster is the simplest one. Don't try to cram your posters full of information. That is what leaflets are for. Posters should be designed to catch the eye, demand attention and remind people of your key points.

The University By-Laws state that no person shall without authority

- (a) post, paint or otherwise affix to any building, sign, structure, vehicle or tree on the University lands or publish or distribute within the University lands any placard, paper, notice or advertisement or other written, printed or graphic matter; or
- (b) write on, draw on, paint or deface any building, sign, structure, vehicle or tree on the University lands

For the 2017 Annual General Election, the University provides authorisation to affix posters to University buildings and structures, as long as the following conditions are met.

Poster Rules:

- Chalking and other forms of marking structures is not allowed
- Posters may not be displayed on University buildings or structures until 12.01am on the Monday of the week prior to the commencement of polling
- All material must be taken down by 5pm Friday of the week that the polling concludes
- Posters are not to be affixed to any glass windows or doors including building entries
- Posters are not to be affixed to any university building, artwork, sculptures, or directional signs including signs for commercial businesses or in any location that could cause a hazard
- Posters are not to be affixed to toilets and painted walls and posters are not to be permanently affixed to walls
- Posters are not to be affixed to temporary construction fencing
- Posters placed internally within university buildings must be displayed on community noticeboards
- Multiple posters may not be placed together to form a large block
- Posters must not be placed within 5 metres of Guild Cafes or the Guild Precinct which includes the Building 106 Precinct, Guild Commercial Complex, Agora Courtyard and Building 104 (Main Café). Additionally, posters may not be placed in Wesfarmers Courtyard (B 408).
- Posters not on community noticeboards are only to be placed on structures within 15 meters of paths outlined in the annexed map of the University in accordance with these rules.
- The candidate must make good and remediate the structure that the posters are affixed to. This includes marks left by blu-tack or sticky tape residue. Candidates should use masking tape to avoid leaving marks on the structures.
- Each poster must contain the name and address of the candidate who authorised the material. This person shall be responsible for removing posters, remediating structures and generally displaying the posters in accordance with these rules. The display of an "authorised by" name shall be prima facie evidence that it is the name of the person who affixed the poster and this person may be fined if these rules are not adhered to.

PREFERENCING

In 2016 the rules regarding Group Preferences were changed. **There are no longer Group Preferences (also known as Above the Line Votes/Group Voting Tickets).** If you wish for voters to number preferences in a particular order, you may hand out How to Vote Cards (see next section).

HOW TO VOTE CARDS

The cornerstone of your campaign is your How-To-Vote (HTV) cards. In the more traditional sense, these used to just list the order you recommended the voters should vote for all the candidates. However, more recently they have become complete guides to the various policies you may have, they may also contain photographs. A well thought out and designed HTV can attract quite a few votes.

FINALLY

The elections are hard and gruelling but the rewards are great. They are the single most significant part of a democratic and accountable Guild, so make sure that all you do throughout the elections is done with that same spirit. Dirty tactics are not required to win the election. If you have good ideas, go by the book, work hard, and you will have a very good chance of getting on to Council. Best of luck!

OFFENCES

ELECTORAL OFFENCES

(Excerpt from Election Regulations)

E11.1 Electoral Offences

A person may be guilty of an Electoral Offence if the person:

- (a) is an Officer of the Guild and neglects official duty of that office as proscribed in the Guild Statute Book whilst conducting campaign duties in any election under these Regulations.
- (b) canvases for votes inside a Polling Place;
- (c) interferes with or infringes the secrecy of the ballot;
- (d) takes any action contrary to these Regulations or a lawful direction of the Returning Officer;
- (e) impersonates another person with the intention to defraud;
- (f) destroys or defaces a ballot paper, ballot box or election notice with the intention to defraud;
- (g) submits a ballot paper in the ballot box or through the mail with the intention to defraud;
- (h) removes a ballot paper from the Polling Place or counting centre with the intention to defraud;
- (i) fails to obey the lawful instruction of the Returning Officer within a polling place or counting centre;
- (j) supplies ballot papers without authority;
- (k) votes more than once at the same election;
- (l) defaces, mutilates, destroys or removes any document published or distributed by the Returning Officer;
- (m) makes a false statement in any claim, application, return or declaration or in answer to a question under these regulations;
- (n) distributes any advertisement, handbill or pamphlet which is not authorised under these regulations or otherwise published in contravention of these regulations;
- (o) is a Candidate or Scrutineer, and wears or displays a badge or emblem of a Candidate or Group in a Polling Place during polling or at a counting centre during counting;
- (p) interferes unduly with freedom of speech;
- (q) hinders, obstructs, interferes with or delays the conduct of an election meeting;
- (r) damages Guild property or fixtures which delay's or interferes with the conduct of the election;
- (s) hinders, obstructs or prevents a Candidate from exercising a right, including the right to freedom of political communication;
- (t) defaces or mutilates Campaign Material;
- (u) induces, directly or indirectly, an electoral official to unlawfully influence the result of the election, including by stuffing ballot boxes, destroying ballot papers, or willingly counting votes incorrectly;
- (v) interferes with, defaces, duplicates, destroys or unlawfully deals with in any way a ballot paper, electoral form, nomination form, official electoral notice, ballot box, nomination receptacle, electoral roll or other object pertaining to the Election;
- (w) is intoxicated at a Polling Place or counting centre;
- (x) engages in disorderly conduct at a Polling Place or counting centre;

- (y) in the case of a Candidate, remains within the Polling Place after a formal warning;
- (z) distributes or displays Campaign Material within the Polling Place following a formal warning;
- (aa) duplicates or conceals a ballot paper;
- (bb) distributes any card or paper which includes how-to-vote instructions or directions in a Polling Place;
- (cc) witnesses an electoral paper which has not been completed with the intent to defraud;
- (dd) witnesses a signature without actually seeing the person signing the required form with the intention to defraud;
- (ee) marks a ballot paper unlawfully (including by identifying themselves by stating their name or address on the ballot paper);
- (ff) acts as a witness on an electoral form whilst being a Candidate or Group Agent;
- (gg) uses Guild resources for election purposes beyond that which are entitled to or authorised to use under these Regulations;
- (hh) engages in any campaign activity, including any activity relating to a particular Candidate or Group, in buildings or premises occupied by the Guild;
- (ii) exceeds the spending limit for Campaign Material specified in E8.3;
- (jj) campaigns or canvasses for votes when not an Enrolled Student; and
- (kk) commits an act in relation to the election that constitutes Gross Misconduct.

COMPLAINTS AND CONDUCT

While we hope the elections are trouble-free, you may want to make a complaint about a candidate, campaigner or the conduct of the election.

Depending on the nature of the complaint, you may wish to complain to the **Returning Officer**, the **Western Australian Electoral Commission** or **Curtin University**. Complaints should always be in writing and include as much information as possible to help the investigation of the complaint. This includes things such as dates, description of what happened, what has been done about it so far, supporting documentation and names/contact details of witnesses.

RETURNING OFFICER

The Returning Officer is able to deal with complaints regarding the conduct of the election. Your complaint should be in writing addressed to David Payne at david.payne@waec.wa.gov.au.

WESTERN AUSTRALIAN ELECTORAL COMMISSION (WAEC)

The WAEC is able to deal with complaints about the Returning Officer or appeals of the election result. Before making a complaint to the WAEC it is recommended that you contact the Returning Officer first to discuss your complaint – it could just be a misunderstanding. Complaints to the WAEC should be in writing attention to the Deputy Electoral Commissioner at waec@waec.wa.gov.au.

THE STUDENT CHARTER

All students of Curtin University have agreed to uphold the Student Charter when enrolling in their degree. The Student Charter details the expectations and responsibilities of both the university and students to ensure a welcoming, supportive and safe environment.

It is expected that candidates and their supporters evidence these values of Integrity, Respect, Courage, Excellence and Impact throughout their campaign. Failure to do so may

result in either a breach of expected standards of behaviour or possible student discipline proceedings under Statute 10. Penalties for Student Misconduct range from a formal warning to expulsion from the University and are explained in the General Misconduct Rules.

If you believe a student has breached either the Student Charter or the General Misconduct Rules you may lodge a written complaint with the Student Discipline and Appeals Office on sdao@curtin.edu.au. This can be done in conjunction with lodging a complaint to the Returning Officer.

Curtin University Student Charter: http://students.curtin.edu.au/rights/student_charter.cfm

Statute 10: http://policies.curtin.edu.au/local/docs/statute_no_10_2010.pdf

General Misconduct Rules: http://policies.curtin.edu.au/local/docs/statutes-rules/General_Misconduct_Rules.pdf

CURTIN STUDENT GUILD

Candidate checklist for 2017 Curtin Student Guild Election

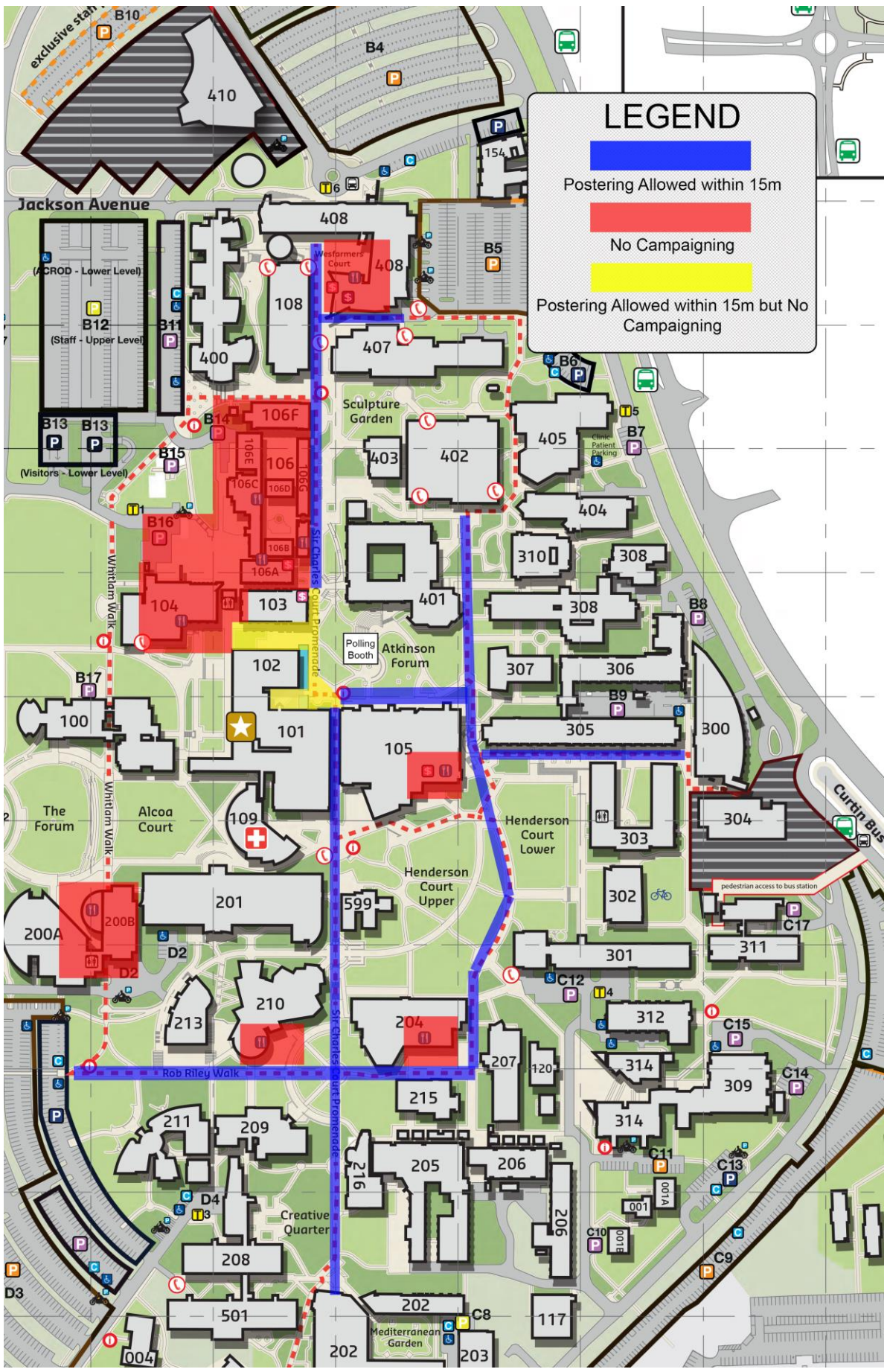
1. Nomination form and \$10 deposit must be delivered to the Returning Officer or Guild Reception by **12:00 noon, Thursday 30 August 2017**. The nomination deposit must be paid in **cash only**. Cheques will not be accepted. No nomination deposit is required for NUS delegate vacancies.
2. Candidates may provide the following additional information by close of nominations **12:00 noon, Thursday 30 August 2017** via email to the Returning Officer (or alternate means approved by the Returning Officer if they are unable to email):
 - (a) A policy statement of up to 500 words, irrespective of how many positions a single candidate has nominated for. It must include the candidate's name and position(s) nominated for and must be confined to **information about the candidate and statements of the candidate's policies and beliefs**. Policy statements not complying with the requirements of the *Guild Regulations – Division Two* cannot be published.
 - (b) A passport size, head and shoulders photograph of the candidate. The photograph should be recent, taken less than six months before the close of nominations. Photographs not complying with the requirements of the *Guild Regulations – Division Two* cannot be published.
3. **If you are nominating for a joint Department Officer position:** A Joint Registration Form must be provided with the nominations of the two candidates by **12:00 noon, Thursday 30 August 2017**.
4. **If you are running in a group:** Group Registration forms, with the signatures of all candidates running in the group, must be provided to the Returning Officer or Guild Reception by **12:00 noon, Thursday 30 August 2017**.

The nomination form/s, joint registration form (for joint nominations for department officer positions), group registration form and nomination deposit must be placed in a sealed envelope and received by the Returning Officer by close of nominations **12:00 noon, Thursday 30 August 2017**.

5. The draw for ballot paper positions and allocation of colours will take place beginning **9:00 am, Friday 1 September 2017** in the Guild Offices.

ALL NOMINATIONS AND GROUP REGISTRATIONS MUST BE RECEIVED BY THE RETURNING OFFICER BY CLOSE OF NOMINATIONS 12:00 NOON, THURSDAY 30 AUGUST 2017. LATE NOMINATIONS OR GROUP REGISTRATIONS CANNOT BE ACCEPTED.

ELECTION MAP



LEGEND

- Posting Allowed within 15m
- No Campaigning
- Posting Allowed within 15m but No Campaigning