

# Curtin Student Guild Policy Book



As of the 14-1-2016

# **Curtin Student Guild Policy Book**

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# Part 1

# Administration



## **1.1 Approval Limits of Non Budgeted Expenditure**

### Preamble

From time to time, an expense will arise that wasn't taken into account when the budget was created, known as non-budget allocated expenses. Rules & regulations do not specifically outline which authority can approve these types of expenses. Conventionally executive committee will approve small amounts of funds and any large expenses not already in the budget go to Guild Council. For clarity purposes, this convention is best placed into policy. Whilst rules and regulations allow executive committee to approve all types of funds, this policy will ensure further transparency for the Guild and prevent executive from acting inappropriately. Executive members and Managers will still have the independent authority to approve funds that relate to their approved budgets.

### Position

The Guild recognises that expenditure may be approved at various levels of authority depending on the level of funds required and the specific item. Non budget allocated funds can be approved by either Executive Committee or Guild Council depending on the amount set out in the action section of this policy.

### Action

1. That executive committee be given authorisation to approve non budget allocated funds of up to \$5,000 per item.
2. Anything above the cost of \$5,000 must be approved by Guild Council, except when Guild Council gives specific delegation to the Executive Committee.
3. In circumstances where approval is required urgently, Executive Committee may approve the expenditure after receiving written approval by the Council Chairperson.
4. All capital works expenditure and plans must be approved by Guild Council.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Joseph Quick (43 <sup>rd</sup> Guild President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.2 Student Representative Self Advantage**

### Preamble

The Curtin Student Guild is the peak representative body of all students. It is therefore essential that the Guild remains student-focused and that representatives do not distance themselves from the rest of the student population. It is only through remaining a student that other students will feel welcome to speak to representatives on various matters.

### Position

1. Student representatives shall not use their positions, elected or otherwise, to advantage themselves over other students who are not student representatives.

2. Severe breaches of this policy leading to substantial personal gain by a member of Guild Council will result in the Guild Executive recommending to the Guild Council Chairperson that a Disciplinary Committee be formed to deal with the matter.

### Action

1. Student representatives shall not use their position to leverage the University on academic matter pertaining to them.
2. Student representatives shall pay full price less Guild discount (where applicable) on all services.
3. Student representatives shall not claim funds for items that they may also use concurrently for their own personal use.
4. Student representatives shall not receive remuneration above that set out in Schedule One of the Guild Regulations Division One – General.
5. Student representatives shall not use Guild resources to promote their candidacy in any election, including but not limited to, Guild elections, University elections and Local, State and Federal Government elections.
6. Guild vehicles shall only be used for Guild-related purposes.
7. Only the Guild President, Managing Director and IT Manager shall have master keys.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)
18 <sup>th</sup> June 2015	Jason Giancono (47 <sup>th</sup> Guild President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.3 Timeline for Rules and Regulation Amendments**

### Preamble

Rules & regulations provide the foundations for both governance and operations of the Guild. Both the University and the Guild go through constant change and it's important that our constitution keeps up to date with these changes. The rules & regulations outline that the General Secretary is to make amendments to the book when necessary, however it doesn't stipulate how often or at what point the amendments should be made. The amendment process is long and very time consuming; therefore the General Secretary needs to make sure that there is ample time to make the required changes.

### Position

The Guild recognises that an annual review of the Rules & Regulations is paramount and that the General Secretary is committed to making sure that the rules & regulations provide office bearers with

1. Direction.
2. Clarity.
3. Accountability.
4. Governance.

### Action

1. The General Secretary will begin a full and comprehensive review of rules & regulations in January of every year.
2. The General Secretary will alert all office bearers at the beginning of the review calling for submissions.
3. The General Secretary and President will make contact with University Legal Counsel at the beginning of the review to alert them of the changes they wish to make.
4. When making changes to the rules & regulations, the General Secretary will take into consideration the mission of the Guild, the long term implications of the changes and the Guild's long term strategic vision.
5. The General Secretary will aim to finish the review and have amendments passed by the May meeting of Council to allow the Universities review process to take place. This will therefore allow the process to be approved by University Council in the same term.
6. The General Secretary will outline the main amendments they made to rules & regulations in their handover report for the new General Secretary.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Ali Kirke (2011 General Secretary)

## **1.4 Training of Student Representatives (Finance)**

### Preamble

The Curtin Student Guild operates within a large budget. Income that is generated through membership and our retail outlets goes back into creating and providing student services, relating to education, welfare and equity issues. Executive members, Faculty Representatives and Equity Departments are all responsible for a budget through which they are to successfully run their department(s). It is through these budgets that campaigns, events, and activities are made available to the students of Curtin University.

### Position

It is the position of the Curtin Student Guild that comprehensive training be given to all office bearers that are responsible for a budget. Office bearers who are trained will then be more knowledgeable in what is possible for their area/department, and will be responsible for managing their budgets effectively.

### Action

The following actions are to be taken as a way to implement the Guild's position:

1. The incoming General Secretary shall liaise with the Finance Manager within the first month of assuming the role to arrange finance training for themselves in order to ensure that they are conversant with the Guild's Finances.
2. The General Secretary shall be responsible for training office-bearers in how to use their budgets.
3. The General Secretary shall make themselves available to answer any questions relating to the budgets and expenditure when asked by office bearers.
4. This policy shall be included in the General Secretary's handover report.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Ali Kirke (2011 General Secretary)

## **1.5 Training of Student Representatives (Handover)**

### Preamble

New student representatives are elected each year to the various positions on Guild Council, with terms beginning on December 1st. In order for the incoming representatives to be able to adequately fulfil their roles and responsibilities, it is important that a handover report and meeting is conducted. In the past, the report and meeting has not been consistent between the cross range of positions on Guild Council. This has caused an adverse effect on the performance of representatives due to no fault of their own.

### Position

The position of the Student Guild is that appropriate handover training is conducted between out-going and incoming student representatives each year. Incoming representatives should be supplied with adequate information so they can assume their role with confidence and ease. The handover report and consequent meeting will contain all the information pertaining to the assuming role and also include information regarding what has happened in the previous year.

### Action

1. Outgoing student representatives will prepare a 'handover report' for the incoming student representative. Information in this report should include, but is not limited to:
  - a. Administrative information such as phone numbers; computer login and drives; email access; photocopying and printing; stationery
  - b. Staff card and security access information
  - c. Accountability- recording of weekly hours and process for requesting leave; and filing of university and guild meeting documents.
  - d. Process for dealing with student queries/complaints
  - e. Description of boards and committees the student representative will sit on and their role on these
  - f. Description of Guild meetings and their role at these meetings
  - g. Any other relevant information specific to that role (day to day duties)
2. The student representative will ensure this report is rewritten each year to maximise relevance and clarity. This report shall also be presented to incoming representatives at least one week before they begin their term.
3. A handover meeting will be conducted between the out-going and incoming representative to go through the written report.
4. Meetings will be conducted between various faculty and university staff with the relevant incoming guild representatives.
5. Meetings will also be conducted between the incoming representatives and Guild staff.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Rachel Murray (2011 Health Sciences Faculty Representative)

## **1.6 Annual Budget Review Process**

### Preamble

Annual budgets are developed by the finance department every September with endorsement to Guild Council in November. In previous years the executive committee have sometimes failed to make a full comprehensive review of budgets that fall under student representation and advocacy. This policy will ensure that executive committee review all student budgets requesting amendments that take into consideration the future strategic goals of the Guild. Failure to do so can seriously affect what future office bearers can do within their roles.

### Position

The Guild recognises that its annual budget encompasses the foundations of all financial decisions and that annual reviews are necessary to undertake so that progressive fiscal and strategic changes can take place within the organisation.

### Action

1. The General Secretary will request the draft budget in September from the Finance Manager and present it to Finance and Planning Board.
2. The General Secretary will communicate with office-bearers and on their behalf present submissions for budget changes to Finance and Planning Board.
3. Each office bearer will review their specific budgets taking into consideration what they spent this year and possible changes for future years.
4. The General Secretary will convene a special meeting of Finance and Planning Board for budget review in which all representation budgets will be reviewed and changes agreed upon.
5. Any changes to budgets that do not fall under representation and advocacy will be discussed with the relevant Manager; however no formal amendments to these budgets will take place at Finance and Planning Board without the Manager present.
6. A directive list of budget changes will be drafted by the General Secretary and will be sent to the Finance Manager to be incorporated to the final budget sent to Guild Council.
7. The Finance and Planning Board will take into consideration the overall budget deficit/surplus projections when making amendments and recommendations made by the Managing Director and Finance Manager.
8. A final budget will be presented to Guild Council at its November meeting.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> November 2011	Joseph Quick (43 <sup>rd</sup> Guild President)
18 <sup>th</sup> June 2015	Jason Giancono (47 <sup>th</sup> Guild President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.7 Conference Attendance**

### Preamble

There are several National Higher Education Conferences held annually that are of specific benefit to the Guild and its office bearers. Conferences provide office bearers with key information, updates, training, guidance and networking skills. It is important that the Guild office bearers become engaged at a National level with student issues by participating in these events.

### Position

The Guild is committed to attending all relevant conferences that will support both students and enhance the capabilities of its office bearers.

### Action

1. The Guild President and Education Vice-President will attend NUS President Summit annually.
2. The Guild President and Research Officer will attend the Universities Australia National Conference annually.
3. The Guild President, Education Vice President, and the Faculty Representatives will attend NUS Education Conference Annually.
4. The International Students Committee President will attend the CISA National Conference annually.
5. The Curtin University Postgraduate Student Association President will attend the CAPA National Conference annually.
6. The Queer officer/s will attend Queer Collaborations annually.
7. The Women's officer/s attends NOWSA annually.
8. The Indigenous officer/s will attend the NUS National Indigenous Conference annually.
9. The Mature Age officer/s will attend the Mature Age Conference annually.
10. The Students with Disabilities officer/s will attend the Students with Disabilities Conference annually.
11. The Kalgoorlie Guild President will attend the NUS Small & Regional Conference annually.
12. Additional conference attendance may take place when considered relevant. Any additional conference attendance not outlined by this policy will be at the discretion of the Guild Executive Committee.
13. Office-Bearers attending conferences where the host of the next conference is determined at the conference (e.g. Queer Collaborations) will not bid to host the conference without the approval of Guild Executive. Office-Bearers who gain approval to host a conference must then the hosting approved by Guild Council upon their return.
14. Where the hosting of a conference is determined by tendering (e.g. NUS Education Conference) then the tender must be approved by the Guild Council prior to the submission of the tender.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> November 2011	Joseph Quick (43 <sup>rd</sup> Guild President)
23 <sup>rd</sup> April 2015	Liam O'Neill (2015 Faculty of Humanities Representative)
23 <sup>rd</sup> July 2015	Saraya Martin (2015 Education Vice President)
22 <sup>nd</sup> October 2015	Saraya Martin (2015 Education Vice President)

14<sup>th</sup> January 2016

Liam O'Neill (2016 General Secretary)

## **1.8 Adequate Notice of Leave**

### Preamble

Adequate notice of leave is required for scheduling and availability timetables. The Curtin Student Guild is an active body, with many boards and committees that need to run efficiently. In line with communication and being accountable to the role's that Office Bearers have, adequate notice of leave is required for scheduling and forward planning purposes.

### Position

The Guild recognises that timely notice of leave is needed to ensure that all staff can plan around vacancies. Adequate notice of leave ensures that OB's can be kept accountable with their tasks prior to leave and provide opportunities to meet that may otherwise be delayed due to lack of notification.

### Action

1. Office bearers are expected to advise all OB's when taking leave longer than five working days from the office.
2. Office bearers must request annual leave at least two weeks before they plan to take it.
3. Office bearers must ensure that any duties that they would be required to carry out during their absence are delegated particularly University Board and Committee meetings.
4. Leave for more than ten (10) working days by any office-bearer must be approved by Guild Council.
5. Sick leave is exempt from this policy, and so are times of special circumstance.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> July 2012	Michael Ball (2012 Humanities Faculty Representative)

## **1.9 Media Policy**

### **Preamble**

The Curtin Student Guild has regular media exposure at a local, metropolitan, national and international level. It is critical that the Guild's interaction with the media be managed in order to build and protect the Guild's public reputation, and that of the students it represents. This policy identifies a protocol to be followed in relation to media contact to ensure that positive outcomes are maximized for the Guild, its staff and its members.

For the purposes of this policy, media shall refer to any public record that is likely to become available in the public view. This includes by way of radio, television, newspapers, magazines, on-line content or any other foreseeable platform. All elected Guild representatives will be made aware of the Media Policy. The Executive is responsible for ensuring that new Council members are made aware of the policy during induction.

### **Position**

The Curtin Student Guild is the peak representative body for all Curtin University Students, evidenced by the fact that all Curtin University students are able to participate in the Guild Council elections. In order to represent the Guild's and students' views to the media, the Guild Council authorises a limited number of representatives to speak on their behalf.

### **Action**

1. Student representatives and staff who become aware of issues or potential issues that could lead to adverse media outcomes for the Guild, should contact the President as soon as possible, so it can develop an appropriate response.
2. All media requests will be handled through the Executive, with the first point of contact being the Guild President wherever possible. Media Releases should be signed off on by the President, except where it may be more relevant for another member of Guild Council or Guild staff to sign off on, as determined by the Executive.
3. The Guild President may speak on all areas related to the Guild or Curtin University students. The Guild President must be confident that the views expressed to the media are overall reflective of the views of Guild Council
4. The Education Vice President may speak on behalf of education and welfare issues, as well as issues relevant to Guild departments. The Education Vice President will also speak on behalf of the President in their absence.
5. The Activities Vice President may speak on issues relating to social activities, cultural events and clubs on campus. They may also speak on behalf of the President or Education Vice President in their absence.
6. The Guild President may authorise any Guild Council member, equity department officer or Guild staff member to speak to the media on behalf of the Guild in areas that are particularly relevant to their role. The above parties must not speak to the media on behalf of the Guild unless authority is granted by the Guild President beforehand.
7. Any Guild Council or Guild staff member may speak to the media on issues not related to the Guild or to Curtin students, provided they do so in a capacity other than as a representative of the Guild, and their relationship with the Guild is not mentioned in the relevant article.
8. Any office bearer or staff member expressing an opinion that deliberately and intentionally goes against Guild policy could harm and damage the Guild's reputation, and is therefore a serious matter.

9. This policy explicitly regards it as irresponsible for people holding themselves out as spokespeople for the Guild to engage with the media in any activity or comment which is malicious or deliberately damaging to the Guild, or which represents a personal viewpoint as a viewpoint held by the Guild. Breaches of this policy will be presented to Guild Council for consideration.
10. Any issues with Guild policy, performance or alleged misconduct shall only be voiced to the media as a last resort. 'Whistleblowing' relating to improper or illegal conduct is encouraged, but only after all other avenues and remedies have been exhausted.
11. It is accepted that Guild Council members and Guild staff will not always agree with those of the majority view. In the instances where a person designated to speak on behalf of the Guild does not personally support the view as determined by Guild Council and does not want to speak against their personal beliefs, they must abstain from making any comment to the media.
12. Staff Managers of Guild departments are responsible for ensuring that all of their staff complies with the Media Policy.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
28 <sup>th</sup> May 2012	Joseph Quick (2012 General Secretary)

## **1.10 Accommodation for Guild Travel**

### Preamble

Guild Representatives are required to take trips to conferences and also visit other campuses in order to carry out their duties. They are vital in building relationships with other representatives and also skill building in student activism. With the Guild's scope continuing to grow, trips are becoming increasingly frequent and essential.

### Position

It is the position of the Student Guild that Guild representatives should feel comfortable at all times when sharing accommodation with each other; at no time is it acceptable that they feel uncomfortable on any Guild trips, including sleeping arrangements.

### Action

1. When a group of representatives are travelling it is general practice that shared accommodation will be booked in order to be cost effective.
2. If a travelling student or the trip organiser is uncomfortable with a shared accommodation arrangement then single rooms may be organised for those whom wish to have their own room.
3. If office bearers decide to share rooms, it should be sought through mutual agreement that they are comfortable with the outcome.
4. Accommodation should be booked with respect to the points made above.
5. Office bearers are reminded that the Guild code of conduct is binding at all times even when travelling.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> July 2012	Ali Kirke (44 <sup>th</sup> Guild President)

## **1.11 Travel Expenses**

### **Preamble**

As outlined in the Conference budget, student representatives are required to travel to attend conferences and visit other campuses throughout the year. It is therefore important that the Guild has a guide setting out what expenses are appropriate to be reimbursed back to those representatives who are travelling. This will also ensure proper budgeting preparation can take place.

### **Position**

The Curtin Student Guild recognises the expense involved in attending conferences and travelling and will ensure that the following expenses are covered. This policy only covers student representatives, all staff employed under the Guild ECA who travel are not covered under this policy.

### **Action**

1. The Guild will reimburse the following expenses for those who are deemed to have travelled under a Guild approved trip, outlined in the below table.
2. A Guild approved trip is any travel outlined under the Conference Policy or approved by the Executive Committee.
3. The Guild will only cover the costs of meals for the days of the conference/work and will also include one day before and after this timeframe.
4. The Guild will not reimburse expenses relating to the purchase of alcohol.
5. Any costs over the below limits must either be paid for by the student representative or they may ask for sponsorship from the University.
6. When able to do so, flights shall be booked over a month in advance in order to decrease travel costs.
7. Taxis should only be used as a last resort when travelling to and from the airport.
8. In an extreme circumstance, the executive committee may approve a one off increase to the below limit, however the committee must demonstrate why this was required.
9. This policy also applies to NUS Delegates

<b>Expenses</b>	<b>Maximum</b>
Airfares/Train/Car	\$800
Taxi/Uber/Shuttle Bus to & from Airport	\$50
Accommodation	\$80 per night
Breakfast	\$20 per day
Lunch	\$20 per day
Dinner	\$30 per day

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> July 2012	Joseph Quick (2012 General Secretary)
19 <sup>th</sup> March 2015	Jake Wittey (2015 General Secretary)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.12 Transparent and Participatory Guild**

### Preamble

Accessibility to the minutes of meetings creates an environment of transparency and accountability to actions promised. Minutes from a meeting are an accurate record of the decisions made and the ideas that are discussed. They also reflect actions to be taken by particular board or committee members. General members of the guild should be encouraged and empowered to learn about the Guild's processes and how to get involved.

### Position

1. It is the position of the Curtin Student Guild that students as the electors of the Guild Council have a right to know that their elected representatives are doing their jobs and fulfilling promises made. Therefore it is the position of the Guild to be open and transparent wherever possible to fulfil this idea.
2. Students should also be encouraged to participate in the decision making of the Guild.

### Action

1. The times and location of all meetings of the Guild Council and Guild Boards and Committees will be determined at the first meeting of the Guild Council. Such times and location shall be published on the Guild Website.
2. As per rule L0113, any student may attend any Guild Council or Guild Board and Committees that are not in camera. As a courtesy they should email the convenor notifying them they will be observing at least 24 hours before the meeting, so that they can be accommodated for.
3. All meetings of the Guild Council where not in camera will be recorded and transcribed with such transcript being placed on the guild website and in the Minute Book. Further the recording shall be made available to any member of the Guild Council and archived.
4. Minutes at meetings of the Guild Council and Guild Boards will be taken by the Guild Research Officer or in their absence a member of Guild Staff nominated for this purpose.
5. Where a member of the Guild Council requests that a vote be recorded in the minutes the minutes shall state by name the people who voted for/against/abstained.
6. The reports by office-bearers as well as the agenda over sheet will be made available on the Guild Website and in the minute book for members of the Guild.
7. The Resolutions of a meeting of the Guild Council shall be made publically available within three (3) business days of such meeting.
8. The minutes of the Guild Council as far back as they are archived shall be published on the Guild Website for the viewing pleasure of all members.
9. The minutes of all Guild Boards and Committees as far back as archived where they are not in camera will be made available on the Guild Website including those of the executive committee.
10. Under no circumstance may a person who is a student member of the guild council take the minutes at a meeting of the Guild Council, except for when the meeting is in camera.
11. There will also be a guide created for regular guild members to demonstrate how to create and submit policy and other agenda items for the Annual General Meeting which will be distributed along with the notice for the meeting.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
1 <sup>st</sup> December 2014	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.13 Communication with Guild Staff**

### Preamble

Guild Councillors and Councillors of subsidiary and affiliate councils are required to interact with staff members in order to get their job done. It is important that these staff of the Guild have a safe environment, free from the politics, decision making and the debate of the students.

Documents relating to this policy include the *Curtin Student Guild Regulations (R1206)*, the *Occupational Safety and Health Act 1984* and the *Fair Work Act 2009*.

### Position

It is the position of the Curtin Student Guild that we should create a safe working environment for our employees.

### Action

1. No elected position of the Guild should be the line manager of Guild staff, with the exception of the Managing Director being responsible to the Guild President. The Managing Director shall begin change management to change the line management of staff under management of elected students.
2. All Communication between Guild Staff and Student Representatives shall be in a respectful and professional manner.
3. Student Representatives shall not comment on the performance of staff members outside of 'in camera' Guild meetings.
4. Student Representatives shall bring any concerns about staff members to the Guild President or Managing Director who shall investigate the issue.
5. Student Representatives who do not treat staff in a respectful manner shall
  - a. On the first occasion, be given a verbal warning from the President; and
  - b. On the second or subsequent occasion, be referred to the disciplinary committee.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> February 2015	Jason Giancono (47 <sup>th</sup> Guild President)

## **1.14 Curtin Extras**

### Preamble

Curtin Extras certificates were introduced in 2013 as a way to recognise extracurricular activities that students undertake that align with Curtin's graduate attributes which are

1. Apply discipline knowledge, principles and concepts;
2. Think critically, creatively and reflectively;
3. Access, evaluate and synthesise information;
4. Communicate effectively;
5. Use technologies appropriately;
6. Utilise lifelong learning skills;
7. Recognise and apply international perspectives;
8. Demonstrate intercultural awareness and understanding; and
9. Apply professional skills.

As being Guild Representatives meets Curtin graduate attributes, we are able to apply to have this put on students Extra Certificate

### Position

1. It is the position of the Curtin Student Guild that representatives should be recognised for their contribution to the Guild through the Curtin Extras program.
2. Students should only be recognised if they have put sufficient time into their positions and attended enough meetings, except in extraordinary circumstances.

### Action

1. Toward the end of Semester 1 and Semester 2, the General Secretary with approval of the Guild President, will submit a spreadsheet of Guild Council and General Committee members to the Curtin Extras Office before the due date. Only Guild Councillors, Office Bearers and Voting Board/Committee Members (including ISC/CUPSA) who have deemed to have made a significant contribution to the Guild should be on the spreadsheet.
2. A Guild Councillor shall be deemed to have made a significant contribution to the Guild if they have attended at least 50% (rounded up) of the Guild Council meetings of the year.
3. An Officer Bearer shall be deemed to have made a significant contribution to the Guild if they have:
  - a. Been an Office Bearer for a period longer than 6 Months; and
  - b. Attended at least 50% (rounded up) of the Guild Council meetings of the year.
4. A Board/Committee Member shall be deemed to have made a significant contribution to the Guild if they have:
  - a. Attended at least 50% (rounded up) of their board/committee meetings of the year; and
  - b. Attended at least 3 committee meetings.
5. The Guild President may at their own discretion include a person's name who has not met the above criteria in extraordinary circumstances where they believe the person has still made a significant contribution to the Guild and their absence was due to reasons outside of their control.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> February 2015	Jason Giancono (47 <sup>th</sup> Guild President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.15 Engagement of Office Bearers, Council and Committee Members**

### Preamble

Office Bearers, Council and Committee Members are not Guild Employees, but are required to follow the Guild's operational around Confidentiality, IT access, Occupational Health and Safety and other operational policy. Agreements between the Curtin Student Guild and the Office Bearers, Council and Committee Members need to be signed to ensure they are aware of their responsibilities that are not laid out in the Guild Rules and Regulations.

Office bearers also hold "dual roles" in being both directors of the Guild and also having an employee type role, however the Guild Rules and Regulations aren't a sufficient enough document to cover the terms of their employment.

### Position

It is the position of the Curtin Student Guild that all Council Members, Office Bearers and Student members on committees should sign agreements ancillary to their original nomination form. With exceptions where necessary, Office Bearers should be bound by the same policies covered under the Guild's Employee Collective Agreement.

### Action

1. At the end of each term of Guild Council, the Managing Director and General Secretary shall draft
  - a. Office Bearer Engagement Agreements for each Office Bearer
  - b. Code of Conduct for Guild Council members
  - c. Confidentiality and Compliance Agreement for Committee and Board General Members
2. These documents will be approved at the November Guild Council meeting of each year (or as soon as practicable if unable to be approved at that meeting).
3. These documents shall outline any operational policy Office Bearers, Council and Committee Members are required to agree to before their engagement with the Guild.
4. IT access, keys, pay, access to committee and council agendas will not be granted until these agreements are signed.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> February 2015	Jason Giancono (47 <sup>th</sup> Guild President)

## **1.16 Guild Emails**

### Preamble

Committee members, Guild and CUPSA Councillors have previously used their personal or student emails for Guild Council Communication. This makes it hard to verify that members actually receive communication. It also makes it hard for the Guild to archive communications, as emails are interpreted as records in the State Records Act 2000. Good recordkeeping enables a smooth transition during handover periods.

### Position

It is the position of the Curtin Student Guild that all Guild Council, Committee and Subsidiary Council related communication should be done on Guild hosted mailboxes.

### Action

1. All members of Guild Council, CUPSA Council, International Student Committee and members of Committees and Boards shall have a Guild mailbox, either connected to their office bearer position or one corresponding to their name.
2. All Guild related communication must be sent from Guild mailboxes.
3. Guild communications, notifications and meeting invites will only be sent to Guild mailboxes.
4. All Guild Council members must agree to the Curtin Student Guild ICT Policy and familiarise themselves with their responsibilities regarding record keeping before they are given access to their mailbox.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> February 2015	Jason Giancono (47 <sup>th</sup> Guild President)

## **1.17 Conference Grant Selection Process**

### Preamble

Curtin Student Guild has a pool of SSAF funding that is to be used to send Curtin students to conferences listed in the Guild 'Conference Attendance' policy with the exception of NUS National Conference, Education Conference and President Summit. It gives the nominated students the ability to learn and transfer this knowledge back to their collectives and the student body.

### Position

The Guild is committed to sending general members of the Curtin Student Guild to conferences pertaining to their interests, from those listed in the 'Conference Attendance' policy excluding the NUS President Summit, Education Conference and National Conference.

### Action

1. In order to receive a conference grant from the Curtin Student Guild, students must nominate using a grant nomination form developed by the Education Vice President in consultation with the different equity departments
2. The Curtin Student Guild will advertise for grant nominations through their Facebook page and website
3. Completed grant application forms will go directly to the equity departments that corresponds to the conference that is being advertised
4. The Equity department officers will look through the nominations they receive and decide on successful nominees, they will prioritise students who identify with underrepresented equity groups
5. Once a short list of nominees has been agreed upon by the equity department officers they will then recommend these nominees to the Guild Executive for final approval and minuting.
6. For the sake of confidentiality, the nominees who may not wish to have their names published in the minutes will have the ability to remain anonymous in Guild minutes. They will have the ability to specify this in the nomination form
7. The nominees that are approved by the executive will then be referred back to the equity department responsible for the conference who will then organize registration/flights/accommodation in partnership with the Guild Research Officer.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> March 2015	Saraya Martin (2015 Education Vice President)

## **1.18 Common Seal**

### Preamble

In accordance with Statute No.4-Student Guild the Guild shall have a common seal in the form specified on the Statute and further to this:

*(2) The Guild Council shall provide for the safe custody of the Common Seal which shall only be used by the authority of a resolution of the Guild Council and in the presence of the President of the Guild who shall sign every instrument to which the Seal is affixed and every such instrument shall be countersigned by some other person appointed by the Guild Council.*

### Position

It is the position of the Guild Council that the Common Seal of the Guild shall be kept and used in accordance with this Policy and the Statute.

### Action

1. The Common Seal shall be kept by the Managing Director whom shall ensure its safe custody.
2. The Managing Director shall countersign all instruments to which the seal is affixed with the exception of the Contract of the Managing Director which shall be countersigned by the General Secretary.
3. All uses of the Common Seal shall correspond to a Resolution of the Guild Council.
4. The Guild President shall not sign any instrument to which the Seal is affixed without a Resolution of Guild Council.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> April 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.19 Completion of Required Hours**

### Preamble

Office Bearers are to work a fixed amount of hours each week, as outlined in Schedule One of Division One the Curtin Student Guild Regulations. Office Bearers should be mindful that it is students' money that is paying them to work in their best interests within the Guild, and that this is a privilege afforded to few office bearers at other Guilds and Student Unions across the country.

### Position

The Guild acknowledges that in some instances office bearers will not be able to fulfil the hours required of them under Schedule One; however persistently falling short of the hours required of the position without a reasonable explanation is an abuse of office bearer privilege and tantamount to misconduct.

### Action

1. Office Bearers are to record the hours worked on a timesheet, which are to be submitted to the General Secretary weekly.
2. In the first instance of an office bearer failing to complete the required hours of work, the General Secretary is to contact the person in question and inform them of their obligation, as well provide the person in question an opportunity to explain or justify their inability to work the hours required of them.
3. In the second instance, the person in question is to be presented with a formal warning by the General Secretary. If a legitimate reason can be offered for their absence, the warning can be rescinded at the discretion of the President and/or General Secretary.
4. In the third instance, the person in question will be notified informing them that they will be paid for the hours worked, rather than the full amount.
5. In the instance that this is an ongoing issue, the office bearer in question is to be referred to Discipline Committee for failing their obligations as outlined in the Curtin Student Guild Rules and Regulations.
6. The General Secretary is to submit their timesheet to the President for scrutiny.
7. If an office bearer is unable to work the required hours, they should notify the President of their intention to take leave.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> May 2015	Jake Wittey (2015 General Secretary)

## **1.20 Office Keys**

### Preamble

Staff and Office Bearers of the Curtin Student Guild are given keys from their predecessors and/or managers at the commencement of their term.

### Position

Key access should only be granted current office bearers and employees, and as such keys should be returned at the end of one's term.

### Action

1. Keys are to be returned at the end of one's term at the Curtin Student Guild
2. Office bearers and staff members' final pay and all other entitlements will be withheld until this occurs.
3. If the key is not returned before the end of the financial year in which the staff member/office bearer's term ends, their final pay and entitlements will be nullified.
4. In the instance that the final pay check and entitlements are forfeited, the money saved will be used to replace any keys or locks deemed necessary by either the Managing Director or Guild President.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> May 2015	Jake Wittey (2015 General Secretary)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.21 Reports from Conference Attendance**

### Preamble

The Curtin Student Guild is proud to be able to send members of Guild Council and General Members of the Guild to conferences through Guild funding. However, it is important that in return for the benefit given that the students sent report back on what was achieved for the Guild and Curtin University.

### Position

It is the position of the Curtin Student Guild that attending a conference is a privilege, not a right and that Guild Members who attend conferences on Guild funding shall report back to Guild Council on what benefit was gained by the attending Guild Members, what was achieved for the students of Curtin University and the expenses incurred by the student on their trip. Furthermore, the Guild will not fund a student to attend a conference if they are not a Guild Member.

### Action

1. In order to receive Guild Funding to attend a conference a student must be a Guild Member.
2. The Guild Member who attends the conference shall be required upon their return to submit to Guild Council or the Access and Equity Board (whichever in the opinion of the General Secretary/Minute Secretary is most relevant with exception of point 3.) a report detailing:
  - a. What benefit was gained by the attending Guild Member;
  - b. What was achieved to further the common interests of the Curtin Students;
  - c. Any expenses incurred from their journey.
3. Conference attendance reports from a member of Guild Council shall be tabled at Guild Council.
4. Attending Guild Members may combine their reports as they see fit provided that each sponsored Guild Member submitted a report in some fashion.
5. A Guild Office-bearer may include their conference report in their ordinary report to Guild Council.
6. Any requests for reimbursement of expenses shall not be paid out until a report has been submitted to the General Secretary/Minute Secretary.
7. The policy applies to NUS Delegates.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
20 <sup>th</sup> August 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.22 Office-Bearer Consultation Hours**

### Preamble

As student representatives it is important that students can easily access Guild office-bearers to present their issues, views and opinions. An easy way to be accessible is to set aside appropriate consultation hours for students to have the opportunity to speak to Guild office-bearers.

### Position

It is the position of the Curtin Student Guild that reports Guild office-bearers set aside at least two hours of time a week as consultation hours with students.

### Action

1. Each office-bearer shall set aside two hours per week where they are to be in their office and available to students.
2. Office-bearers will avoid scheduling classes or meetings during this time.
3. This time shall not be 12pm till 2pm on a Wednesday.
4. Office-bearers will be required to appropriately advertise their consultation hours.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
26 <sup>th</sup> November 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.23 Office-Bearer Reports to Council**

### Preamble

It is important that Guild Council in order to appropriately judge the work of an office-bearer that the reports received by Guild Council contain the information that Guild Council needs. Further there should be clearer punishments for failing to submit reports as a failure to report to Guild Council is serious misconduct.

### Position

It is the position of the Curtin Student Guild that reports to Guild Council should contain the information that the Guild Council requires to be informed and appropriately judge the work of an office-bearer.

### Action

1. The General Secretary shall create report templates for each office-bearer detailing what information is needed for Guild Council. This includes but is not limited to:
  - a. Details of any meetings with University and outside parties.
  - b. Details of issues arising within that office-bearers portfolio
  - c. Details of any achievements by the office-bearer to the benefit of the Guild and its members.
2. The General Secretary may refuse reports that do not comply with the template.
3. Reports shall be in a legible font, the General Secretary shall refuse reports that are in an illegible font.
4. Office Bearers shall in addition to their normal report to the November meeting of Guild Council be required to produce an Annual Report that will detail the achievements and work of the Office-Bearer over the previous year.
5. Failure to submit two reports consecutively or any three reports will result in immediate referral to the Disciplinary Committee.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
26 <sup>th</sup> November 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.24 Key Performance Indicators**

### Preamble

Key Performance Indicators (KPI's) are a clear way to establish goal setting measures for the Guild, its office-bearers and divisions of operation. KPI's will not be tied to salaries or bonuses but rather allow the Guild Council to gauge the Performance of Office-bearers and Divisions. Further KPI's as a goal setting measure will allow for clear planning by office-bearers of what they seek to achieve within their terms. KPI's should also be realistic to what can be achieved.

### Position

It is the position of the Curtin Student Guild that annual Key Performance Indicators shall be established for all office-bearers and divisions of the Guild in order to set goal for the coming year and judge the performance of office-bearers and divisions.

### Action

1. The General Secretary will annually supervise the creation of Key Performance Indicators by Office-Bearers for submission to the January meeting of Guild Council.
2. The Managing Director will annually supervise the creation of Key Performance Indicators for the Divisions of the Guild as part of the annual budget process.
3. Key Performance Indicators shall be approved by Guild Council.
4. These Key Performance Indicators will be reviewed at the June and November Guild Council meetings annually.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
26 <sup>th</sup> November 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.25 CUPSA Honorariums**

### Preamble

Members of CUPSA Council since the introduction of the SSAF have received substantial honorariums. However these honorariums have not been recorded in any governing document and have existed as a convention. Further the honorariums being paid to the CUSPA Council members and the hours that should be expected from such remuneration are not being met.

### Position

It is the position of the Curtin Student Guild that CUPSA Council members (excluding the CUPSA President) receive such Honorariums as defined in this Policy.

### Action

1. The CUPSA Vice President and CUPSA Treasurer/Secretary shall be paid a salary equivalent to five (5) hours of the following point on the Western Australian State Public Service salary scale (or equivalent):
  - Level 1
  - Salary Point 1.2
2. All other matters relating to leave entitlements for the CUPSA Vice President and CUPSA Treasurer/Secretary shall be in accordance with Schedule One of the Guild Regulations.
3. The CUPSA Vice President and CUPSA Treasurer Secretary shall be required to record a timesheet in accordance with the Completion of Required Hours Policy.
4. The CUPSA Faculty Representatives shall be paid an annual honorarium of \$1500 in two instalments provided that:
  - a. They attend at least 50%+1 of the University Board and Committee meetings that they are required to attend.
  - b. They attend at least 50%+1 of the CUPSA Council meetings that they are required to attend.
5. The Guild General Secretary shall be responsible for the oversight of the honorariums of the CUPSA Faculty Representatives and establishing if the requirements have been met to pay such honorarium.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
26 <sup>th</sup> November 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.26 Appropriate Use of Guild Offices by Student Representatives**

### Preamble

The Guild's offices within Building 106f are before anything else a workplace with over 30 staff members using this space as a place of employment. Student Representatives are expected when in the office to be completing the work and hours required of them and maintaining appropriate behaviour as would be expected within the workplace. As a large part of the Guild is also a "Safe Space" appropriate behaviour must be maintained to as to not cause there to be a violation of the safe space.

### Position

It is the position of the Curtin Student Guild that the access and use of Building 106f is a privilege not a right and that Student Representatives should appropriately use the offices as would be expected of any workplace.

### Action

1. There shall be no consumption of alcohol during working hours (8:30am till 5pm Monday till Friday) within the office by Student Representatives.
2. The possession or use of an illegal substance by Student Representatives within the office is strictly prohibited. Any Student Representatives that are caught using or in possession of illegal substances in the office shall be immediately suspended without pay and referred to the Discipline Committee for misconduct.
3. During Tavern Events no guests shall be permitted within the building during the event or in the hour prior unless it forms part of the official work of the Student Representative.
4. On the day of and day following a tavern event there may be no consumption of alcohol within the Guild Offices by Student Representatives.
5. During a tavern event Student Representatives are not permitted to use the building as a thoroughfare to the event at any time. Door logs will be checked and CARDAX access will be revoked to those who have disobeyed this policy. This does not apply to a Student Representative who is completing their official duties.
6. Student Representatives may not use the Guild Offices to queue jump, or to allow themselves or others entry to the event. This does not apply to a Student Representative who is completing their official duties.
7. If a Student Representative or another person is removed from a tavern event Student Representatives shall not use their authority as a member of Guild Council to demand re-entry or prevent their removal.
8. Any Student Representative that uses their privileges to allow themselves or others entry to a tavern event after being removed shall be immediately suspended without pay and referred to the Discipline Committee for misconduct.
9. The Activities Vice President shall notify all student representatives on the week of a tavern event that the event is going to occur.
10. This Policy does not apply to Guild Staff.
11. This policy should be read in conjunction with the *Student Representative Self Advantage Policy* and the Code of Conduct.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
26 <sup>th</sup> November 2015	Liam O'Neill (2015 Faculty of Humanities Representative)

## **1.27 SSAF Expenditure Review**

### Preamble

The Guild annually determines its planned expenditure of the SSAF, due to the volatile nature of SSAF funding and the annual turnover of Guild Council. Further as the priorities of students in what they expect from their SSAF change the expenditure of this money must change as well.

### Position

It is the position of the Curtin Student Guild that the expenditure of the SSAF be reviewed annually in order to ensure that it remains relevant to student's priorities and expectations.

### Action

1. The Guild shall annually run a survey of its members in order to ascertain their satisfaction with the Guild's current SSAF spending.
2. The Finance and Planning Board will based upon the results examine the Guild's SSAF Expenditure plans and review and revise the plans as required.
3. The Guild Council Members who are members of the SSAF Expenditure Advisory Committee will work to review the University's SSAF expenditure annually to ensure that it meets student's priorities and expectations.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **1.28 TOIL**

### Preamble

TOIL or Time of in lieu is a process whereby a person who works more hours than required of them over one period is able to take the number of excess hours off over another. Student Representatives that have hours of contribution will often over some weeks complete more hours than is required of them and as such should be able to underwork other weeks provided that they do not neglect their official duties.

### Position

It is the position of Guild Council that student representatives that complete more hours than required in accordance with their appointment agreement be able to take TOIL as appropriate provided it does not neglect their official duties.

### Action

1. The General Secretary through the recording of hours will record the amount of TOIL that individual student representatives have accrued.
2. Student Representatives seeking to use TOIL must have the permission of the President to do so and TOIL cannot be used:
  - a. For more than five consecutive days.
  - b. To neglect an official meeting or responsibility of a student representative.

Office Bearer Responsible: General Secretary

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

# Part 2

# Education



## **2.1 Ancillary Fees**

### Preamble

The Guild understands that the concept of the Higher Education Contribution Scheme (HECS) is designed to cover the student's contribution towards their education, and that there should be no extra charge levied on students. In short, the Guild opposes all forms of consumable fees charged to students.

### Position

1. Any fees approved by the university shall be published in the Curtin Handbook before the enrolment period so as to alert student to fees they may be charged
2. Only fees in the Curtin Handbook shall be charged to students

### Action

1. The Guild shall call for examples of illegal fees at the beginning of semester. These fees shall be investigated.
2. The Guild shall publish an annual list of all illegal fees levied by the University.
3. The Guild shall make the University aware of any such fees so that may be in existence and seek immediate clarification or removal.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **2.2 Basic Academic Rights**

### Preamble

The principle that all students have basic academic rights is a concept strongly endorsed and supported by the Curtin Student Guild. The protection of these rights is core to the Mission and Values of the Guild.

### Position

The Curtin Student Guild upholds the following as Basic Academic Rights:

- a. The right to provide input into teaching and course/unit evaluation. Students are major stakeholders in University courses, and therefore, it is imperative that they are involved in course planning and review.
- b. The right to have a formal study week prior to any examination period that is free of any assessment or class.
- c. The right to have any piece of work assessed without discrimination on the basis of gender, race, class, age, sexual orientation, political or religious beliefs, ethnic origins or financial arrangement with the University. All students have the right to be treated equally. All possible efforts must be made to ensure unbiased assessment within the University.
- d. The right to have all assessed papers, projects and examinations returned to students in a reasonable time with high quality feedback provided. It is clear that continuous assessment is the most reliable, and students must have work returned in order to identify and rectify weaknesses in the knowledge. Furthermore, students clearly retain intellectual property rights over their work. Therefore, University policy should clearly outline reasonable time frames in which students can expect to have their work returned. This should be stated within unit outlines.
- e. The right to timely and fair assessment. Further to this, there is, on occasion, a set of extenuating circumstances that present a student from sitting an assessment task or performing to the best of their ability during an assessment task. This should not prevent an otherwise sound student from being held back.
- f. The right to appeal a mark or grade or other academic decision and to have the appeal heard in a timely manner.

### Action

1. The Guild believes that the current policy of student representation on University Boards and Committees should be retained.
2. The Guild strongly advocates for continued monitoring of University Boards and Committees to ensure that appropriate levels of student representation exists.
3. The Guild will ensure, through active representation that the University consults with the wider student body on teaching and learning matters that affect them.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **2.3 Curtin Town – Student Involvement**

### Preamble

Curtin University Has adopted the Greater Curtin Plan, with minimal student input. The university will be developed into a ‘vibrant, mixed, urban centre’ with residential accommodation, businesses and retail whilst maintaining the academic core of the university.

### Position

The Curtin Student Guild acknowledges the Greater Curtin Plan for the Bentley campus. However, with the introduction of non-University related services and residents comes threats to the core role of Curtin University; that being education and research. Any such development must be done with the core principles of Curtin in mind and with the needs of staff and students put at the forefront.

The Guild does not oppose the provision of non-student accommodation in the form of short stay and long term residences. However, the Guild strongly believes that Student Housing must always form the majority of residents on Bentley Campus.

The provision of support services, community facilities and retail and catering outlets in Curtin Town should continue to be student focused. The Guild believes that within the Academic core and in student accommodation areas, such services should be run by either the University and/or the Guild.

With the Greater Curtin Plan reshaping the university there is a real threat to the existence and function of the Student Guild. The Curtin Student Guild will fight for the continuation of genuine student representation by ensuring that the Guild has its place in the new development.

### Action

1. The Guild shall actively engage the University in a conversation about the Guild place in the Greater Curtin Plan.
2. The Guild shall lobby the university to actively engage the student body in all future planning of Curtin Town.
3. The Guild shall lobby the University on areas of student housing to ensure future plans will foster a collegial environment.
4. The Guild shall lobby the University to ensure that future support services, community facilities and retail and catering outlets in Curtin Town are student focused.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)
23 <sup>rd</sup> April 2015	Saraya Martin (2015 Education Vice President)

## **2.4 Excellence in Teaching Awards**

### Preamble

The quality of teaching and learning effects all students at Curtin University. The Guild needs to foster a system that recognises the effort and passion that many academic staff put into their teaching. The Excellence in Teaching Award is a means of recognising teachers for the important work that they do. The Guild should foster a culture of recognition for the hard work that academic staff put in to ensuring students receive a quality and engaging education regardless of the staff member's qualifications.

### Position

The position of this policy is that the recognition of excellence in teaching by students forms a part of the core educational business of the Guild. The Curtin Student Guild is best placed to provide such an award and will do so on an annual basis through its Excellence in Teaching Awards.

### Action

1. The Guild shall have an award known as the "Curtin Student Guild Excellence in Teaching Awards".
2. That this Award is to be run annually.
3. That the Education Vice President be responsible to Guild Council on any matters involving the Guild's Excellence in Teaching Awards.
4. That the Guild's Research Officer be designated the Awards Coordinator.
5. That the Awards Operational Guidelines be updated annually, this being the responsibility of the Education Vice President and Award Coordinator.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)
23 <sup>rd</sup> April 2015	Saraya Martin (2015 Education Vice President)

## **2.5 Office Bearer Communication with University Staff**

### Preamble

Given the short term of office held by student representatives, it is vital that office bearers make communication with relevant University staff from the beginning of their term and continue until the end of their term. The Guild is seen to be a professional and proactive body when it establishes good working relationships with University staff. This policy will ensure that office bearers make initial contact with relevant university stakeholders and continue that communication throughout the year.

### Position

The Guild recognises that timely and effective dialogue between University staff and office bearers are paramount in establishing a powerful student voice and upholding a positive image of the Guild. Office bearers should strive to work with the University and their staff in order to achieve the best possible outcomes for students and the Guild as a whole.

### Action

1. The Guild President will be expected to keep in regular contact and have monthly meetings with the Vice-Chancellor and Provost.
2. The Education Vice-President will keep in regular contact with the Deputy Vice Chancellor Academic.
3. The President & Education Vice-President will have monthly meetings with the Academic Registrar and Chief Student Services Officer.
4. All faculty representatives will make contact with all relevant faculty Head's of School within their first month of office.
5. All faculty representatives will keep in regular contact with their faculty Deans of Teaching & Learning and Dean of Students (or equivalent).
6. The ISC President will make initial contact with the Deputy Vice Chancellor International and then keep in regular contact with the Dean of International Development and Director of Support Services.
7. The CUPSA President is to make initial contact with the Deputy Vice Chancellor Research & Development and then keep in regular contact with the Associate Deputy Vice Chancellors Research & Development throughout their term of office.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Joseph Quick (43 <sup>rd</sup> Guild President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

## **2.6 Offshore Campus Relationships**

### Preamble

Curtin University operates a number of campuses in offshore locations. The students at these locations are enrolled Curtin students studying Curtin award courses. They are not however legally Curtin Guild Members under the Curtin University Act. At present all offshore campus locations feature either a Guild or Student Association.

### Position

The Curtin Student Guild has a responsibility to all students of Curtin University, an obligation that they receive a high quality education and that their rights are upheld. To this end the Curtin Student Guild supports the existence of strong and independent student organisations at all offshore campuses.

### Action

1. The Guild will strongly work with the University to ensure that the independence of offshore student organisations is either upheld or fostered.
2. The Guild will actively work with the respective organisations of each campus to ensure that a strong relationship is built to enable the sharing of ideas and resources.
3. The Guild President shall make communication with the respective campuses Presidents within one month of their election.
4. The Guild shall provide any reasonable assistance to offshore campus organisations to assist in their growth and longevity.
5. The Guild shall make the Deputy Vice Chancellor, International aware of any concern regarding the independence of offshore student organisations.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **2.7 Research within the Guild**

### **Preamble**

As changes to legislation and policies may occur over time, the Guild should be prepared to take a firm stance on issues relating to education and student welfare. In order for the Guild to develop an informed position on any issue, a thorough analysis of the topic at hand should take place. Research into policy and legislation should be undertaken by the Guild's Research Officer to determine the maximum benefit that can be achieved through existing or future policy related to all relevant student issues.

### **Position**

The Research Officer of the Guild is the primary individual responsible for undertaking research on policy and legislation that affects students and higher education. The Research Officer is responsible for providing briefings, recommendations, media releases, and proposals on behalf of the Guild in relation to these issues.

### **Action**

1. With the direction of the Guild President, research projects conducted by the Research Officer will facilitate the planning and decision making of Guild Council.
2. The Research Officer will undertake specific research projects, both commercial and representational in nature, as directed by the Guild Executive.
3. The Research Officer will liaise with and assist student representatives with regard to relevant issues and related projects.
4. The Research Officer will be responsible for providing advice on policy affecting Guild Council and Guild Members.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Corrie Filmore (Project Research Officer)

## **2.8 Student Input into New University Buildings**

### Preamble

Curtin University plans to move forward over the next few decades with the creation of the Curtin Town project. As part of this it is envisioned that many new teaching and learning focused building will either be constructed or current facilities refurbished. It is clear that student input into any such development is fundamental to the creation of a supportive learning environment.

### Position

The Curtin Student Guild believes that students deserve a chance to give input into any new construction or refurbishment of teaching & learning spaces. To this end the position of the Guild is as follows;

1. That student views on University developments are valid and should be heard by the University.
2. That all new teaching and learning buildings should be constructed to meet the needs and desires of students, while balancing the needs of staff concurrently.
3. That a Guild representative be present at any appropriate opportunity to participate in design and formulation of any such development.
4. That the university should work with the Guild in informing students about future facilities and how they will impact on their education, both positively and negatively.
5. The Guild believes that input into by teaching & learning staff into construction of a teaching and learning facilities, whether new or refurbished, is vital to a positive final outcome.

### Action

1. The President shall make the position of this policy known to the Vice Chancellor and the Vice President, Corporate Services.
2. The Guild shall actively engage the University on all matters pertaining to the construction of new buildings.
3. The Guild shall keep students informed about matters pertaining to new buildings where there is a perceived impact on students.
4. The Guild shall lobby for comprehensive student feedback on teaching & learning buildings where appropriate.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **2.9 Textbooks**

### Preamble

The University may require students to purchase a textbook or a number of textbooks as part of the completion of their degree. The Guild supports that any such textbook shall be relevant and worthwhile.

### Position

1. University Policy should be able to ensure that Unit Coordinators recommend texts that satisfy the following criteria:
  - a. Will be used frequently throughout the Semester;
  - b. That the vast majority of the text will be utilised;
  - c. Will be used as a useful reference;
  - d. That students have appropriate access to each current text kept in the Library's Closed Reserve Collection; and
  - e. All texts shall be available by no later than Orientation Week of each Semester.
2. Where a particular text is essential to a course of study, there must be adequate copies available to students in the Library.
3. Where new edition of a text is produced, older editions shall remain useable by students, except in the case of major changes to the body and content of the text.
4. Where an academic recommends a text that they authored as essential or recommended that there be adequate checks within the University to ensure that the text complies with the intent of Part 1, sections (a), (b) and (c) of the Position of this policy.

### Action

1. That the Guild has an active role in any review of the University's Textbook Policy.
2. The Guild shall call for examples of textbooks and actions of Unit Coordinators that do not meet the Position of this policy.
3. The Guild shall operate a Second-hand Bookstore to allow students to re-sell their textbook, to re-coop costs and allow future students to purchase textbooks at a more reasonable cost.
4. Where there is an alternative source to purchase a textbook, a cheaper rate, the Guild will actively advocate for students to utilise such means.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **2.10 Online Learning Material**

### Preamble

Since the beginning of the 21st century, universities have gradually been making unit materials, lectures, reference books and even entire courses available online. There has also been an introduction of MOOC (Massive Open Online Courses) recently by many universities which have limited contact with staff and students and offered completely via the internet. Some courses have replaced some practical aspects or face-to-face learning experiences with online recordings or interactive quizzes.

### Position

1. Resources such as lecture recordings, live streaming and online reference material improve equity of access for underrepresented people in university. The Curtin Student Guild supports making lecture recordings, live streams and reference material available online.
2. Curtin Student Guild does not support any reduction of face to face, hands on or practical learning substituted for online resources. Online learning should always supplement face-to-face learning, not replace it.

### Action

1. The Curtin Student Guild opposes replacing face-to-face activities with online material. It is the Guild's position that online learning technology should only be used as a resource or revision.
2. The Curtin Student Guild supports Curtin University making more lecture recordings, live streaming and reference material available online for students, and more training for staff on how to best use online technology.
3. Faculty representatives should identify courses at the university which do not offer lecture recordings and work with unit coordinators to adopt them.
4. Faculty representatives will oppose course structure changes which result in less face to face contact, hands on learning or practical learning with students.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> July 2014	Jason Giancono (2014 Science & Engineering Faculty Representative )

# Part 3

# Welfare



### **3.1 Access to Condoms and Dental Dams**

#### Preamble

Sexually transmitted infections (STI's), unwanted pregnancies, and HIV/AIDS are concerns that are prevalent in the student community. Affordability and embarrassment may prevent students from buying condoms. This inaccessibility poses a problem in the prevention of the aforementioned areas. Condoms are the most effective method for preventing STI's, unwanted pregnancies and HIV/AIDS besides abstaining from sexually related activities. It is equally as important to provide protection from STI's contracted during oral sex, dental dams provide this protection by creating a barrier that helps to prevent bodily fluid contact. Providing dental dams ensures that students have equal access to quality contraceptive measures as well as generally increasing accessibility to contraceptives that promote safe sexual practices amongst the whole student population.

#### Position

It is the position of the Curtin Student Guild that students shall have access to condoms and dental dams through the University Health Services Centre and also through the Guild. Having access to condoms and dental dams shall be done without hesitation or discrimination based on race, sex, gender and religion.

The Curtin Student Guild believes that this initiative will positively impact students and assist in the overall health and wellbeing of the student community.

#### Action

1. The Education Vice President shall check on a monthly basis that the University Health Services is providing condoms and dental dams to students in an accessible area (reception). If they are not, a reminder phone call or email shall be made to notify them.
2. At O-Day and Guild Day, the Guild shall have condoms and dental dams available to students
3. The Guild shall have condoms and dental dams on the bench near the flyers next to reception for students to take without embarrassment of having to ask for them
4. Each equity department space shall have condoms and dental dams available to students visiting the area
5. When the supply of condoms and dental dams is running low, the Education Vice President shall inquire with the appropriate community sexual health centre to acquire more.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31st October 2011	Ali Kirke (2011 General Secretary)
23rd May 2015	Saraya Martin (2015 Education Vice President)

## **3.2 Promotion of a Healthy Lifestyle**

### Preamble

University students potentially spend a large proportion of their time on campus, and it is important that opportunities to support their health are provided. Given the prevalence of health issues including obesity, poor mental health and sexually transmitted infections in this age group, the Guild has a responsibility to students to provide balanced and convenient services on campus that support the living of a healthy lifestyle.

### Position

The position of the Curtin Student Guild is that both the Guild and the University should provide opportunities for Curtin students to engage in health-promoting behaviours while on and around Curtin campus. Priorities of students regarding their health should be identified through consultation with the student population and implemented accordingly. This policy includes the areas of healthy food, physical activity, mental health, sun protection, safe sex and access to health care.

### Action

1. The Guild will undertake an audit of food and beverage currently provided at Guild-operated outlets and potentially make menu change to provide a wide range of healthy foods that are attractive and affordable to students – this is to be done annually.
2. Where food is provided free of charge to students such as O-Day and other events, healthy food options will be investigated and provided alongside traditional giveaways.
3. Existing on-campus facilities that support health including Curtin Stadium, Counselling Service and the Curtin Health Service will be promoted by the Guild
4. The Guild will continue to lobby the university to provide transport options that promote physical activity including:
  - a. Improved public transports links
  - b. Improved end of trip facilities for cyclists including bike racks and showers
  - c. The continued service of the Curtin Access Bus Service
  - d. Promotion of walking for students living near Curtin campus
  - e. Sunscreen will be provided free of charge to students at events such as ODay, Clubs Day and other outdoor activities
5. The Guild will endeavour to support student requests for greater promotion of health on campus
6. Educational material and referral information regarding health issues such as alcohol and drugs; mental health and sexual health will be available free of charge at Guild reception
7. Initiatives or organisations that support mental health should be provided with opportunities to promote their messages at Guild events.

Office Bearer Responsible: Faculty of Health Sciences Representative

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31st October 2011	Rachel Murray (2011 Health Sciences Faculty Representative)

### **3.3 Smoke Free Campus**

#### Preamble

Curtin University became a smoke free environment at the beginning of 2012; this initiative will only affect the West Australian campuses. The University has a duty of care to protect employees and students from hazards such as second-hand smoke; and the University will amend its by-laws so that smoking anywhere on University property is prohibited. The University has an obligation under the requirements of the Occupational Safety and Health Act 1984 to provide a working environment where employees are not exposed to hazards.

#### Position

The Curtin Student Guild believes that this initiative by the University is welcomed by the majority of students who attend its West Australian campuses. It is the position of the Curtin Student Guild that smoking is an unwelcomed activity, and is not in line with protecting the health and well-being of the students, staff or guests who visit any of the West Australian campuses. Safety issues surrounding students who live in on campus accommodation should be taken as a priority by the University when enforcing this initiative, because students will have to travel to outside the University grounds to smoke. The right of these students to smoke is something that the Curtin Student Guild recognises.

#### Action

The following actions will be taken by the Curtin Student Guild:

1. Our stance on the policy will be declared in the news feed on the Guild website, Facebook, Twitter and will feature in G-News. The link to the Universities website will also be promoted.
2. The last edition of Grok in 2011 will provide an article on the issue coming from the President.
3. The President will engage with publications on the Guild's position when asked to, as he or she is the official face of the Curtin Student Guild
4. Guild reception will make available University literature to students and guests.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31st October 2011	Ali Kirke (2011 General Secretary)

## **3.4 Parking Fees**

### Preamble

Parking at Curtin (and WAIT before it) has gone from being free, to students paying a nominal fee for a permit to charging amount rivalling that of some local councils. It is important that the Curtin Student Guild offers input on ways the university can viably improve parking on campus. Recently Curtin has made massive changes to parking on campus, including a move to PAYG parking for both students and staff.

### Position

It is the position of the Curtin Student Guild that:

1. Parking fees should not be charged during exams, study weeks or nonteaching weeks – there is no need for controls on parking in this time, it is just revenue raising.
2. Many students, such as parents and students who live far away from campus have no other option but to drive to Curtin, and should not be punished for this.
3. Students should have access to low cost parking to reflect the low income many students have.
4. Staff with permits should not be able to park in the Green parking bays and take up the cheaper parks that would be used by students (thus forcing students to pay extra).
5. Parking fees should only be used for the cost of running the parking department and managing parking areas.

### Action

1. The Guild President will lobby the university to make parking fairer on students.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> February 2015	Jason Giancono (48 <sup>th</sup> Guild President)

## **3.5 Anti-Racism, Prejudice and Discrimination**

### Preamble

According to the Curtin University Student Statistics, since 2009, more than a quarter of Curtin students are international. Therefore, it is essential for Curtin Student Guild to emphasize the importance of a culturally diverse yet socially cohesive campus environment. As a student representative body, Curtin Student Guild feel the need to ensure that every students can enjoy their human rights and freedoms in full equality regardless of their colour, ethnicity, race, descendant, nationality, linguist (NESB-Non English Speaking Background), or being related or associated to someone of a particular ethnicity of other status.

Moreover, people of colour have faced prejudice and been discriminated against because of their cultural or ethnic background which resulted in wage gap, less opportunity in employment, workplace harassment, and communication barrier. No student should go through the horrible experience of discrimination within the learning and working environment.

As defined by the Oxford University Press in The Concise Oxford Companion to English Literature (2009, accessed April 20, <http://www.oxfordreference.com/view/10.1093/oi/authority.20110803095652789>), cultural appropriation is “a term used to describe the taking over of creative or artistic forms, themes, or practices by one cultural group from another. It is in general used to describe Western appropriations of non-Western or non-white forms, and carries connotations of exploitation and dominance. The concept has come into literary and visual art criticism by analogy with the acquisition of artefacts (the Elgin marbles, Benin bronzes, Lakota war shirts, etc.) by Western museums.”

### Position

In accordance with Commonwealth Racial Discrimination Act (1975), the Guild is committed to preventing and/or eradicating of all forms of racial and prejudice discrimination at Curtin - including direct and/or indirect harassment. The Guild is committed to uphold, encourage, and promote the practice of an environment without racism, prejudice, and discrimination.

### Action

1. Guild members are encouraged to know the importance of the traditions of different cultural groups.
2. Guild members, especially staff and council members should refrain from making an action and/or decision that will considered as a cultural appropriation.
3. Guild members should not use images, pictures, logos, music, and/or any other media content that might lead into discriminating a certain ethnic and cultural groups.
4. Guild affiliated Clubs must comply with this policy, if the club breached the policy, the Guild has the right to not support nor sponsor the event that the particular club organise.
5. External party advertisers and business partners that affiliated with the Guild must comply with this policy.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> May 2015	Natasha Woenarso (2015 International Students Committee President)

## **3.6 Drug Harm Reduction**

### Preamble

Despite being illegal and the risks involved, many university students choose to engage in recreational drug use. Due to drug prohibition, in many instances students are unable to adequately assess the risk of taking drugs. Drugs may be manufactured in an unsafe manner and testing kits are not widely available, which can result in the tragic loss of life.

### Position

It is the Position of the Curtin Student Guild that:

1. If students wish to use recreational drugs, they should be educated on the risks involved.
2. The Guild should support students in obtaining information about the effects recreational drugs in an unbiased manner.
3. In order to reduce the harm of recreational drug use students should be able to access drug testing kits without prejudice at limited costs.
4. The use of recreational drugs is not to be encouraged at any of the Guild's activities or events.

### Action

1. The Curtin Student Guild Education Vice-President shall explore suppliers recreational drug testing kits, including but not limited to: Ecstasy, Opiates and LSD.
2. The Education Vice-President shall devise a plan with the Managing Director for drug testing kits to either be sold at a reduced cost or given to students for free. Legal and liability considerations will need to be looked at before making a decision to make testing kits available.
3. The Curtin Student Guild Student Assist department shall source or create unbiased information on the effects of recreational and study drugs (such as dexamphetamine and modafinil) to be available for students, as well as information on general-harm reduction, addiction & available support services.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> January 2016	Joshua Mackenzie (2016 Students with Disabilities Officer)

# Part 4

# Activities



## **4.1 Commitment to a Varied Events Portfolio**

### Preamble

Within the Curtin community, the Guild is one of the largest contributors to campus life, and hence it is important when planning on campus events and activities that the Guild acknowledges the diversity amongst the student population it represents. This diversity should be reflected in the events and activities organised by the Guild. Traditionally the Guild Tavern has been the focal point of many of the events in the Guild social calendar. In previous years, Guild Council has recognised the diversity within the student population, and acknowledged that the Tavern centric approach has been a barrier for some students to participate and engage with Guild activities.

### Position

The Guild is committed to providing a diverse and inclusive portfolio of events, to maximise all students opportunities for engagement with campus life.

### Action

1. The Guild will organise a minimum of one alcohol free event per semester.
2. During semester, the Guild will organise weekly activities in varying locations across campus.
3. The Guild will provide support to equity departments and student clubs in holding on campus events and activities.
4. Where ever possible, the Guild should preference holding events on campus, over external locations.

Office Bearer Responsible: Activities Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Sarah Connor (2011 Activities Vice President)

## **4.2 Encouraging Campus Life and Student Engagement**

### Preamble

Learning at university extends beyond the classroom. Students should be encouraged to engage with campus life through participation in extracurricular activities and events. These activities and events should be forums for skill development, and social networking, resulting in the enhancement of an individual student's university experience.

### Position

As the student representative body, the Guild shall be responsible for fostering campus life through the organisation and promotion of on campus activities and events, and the promotion of student engagement.

### Action

1. The Guild shall commit to each semester organising the following:
  - a. Orientation events
  - b. Weekly common free time activities
  - c. Tavern events
  - d. Alcohol free events
  - e. Events promoting clubs and societies
  - f. Events promoting support for equity groups
2. The Guild shall provide opportunities for Guild affiliated student clubs to promote their membership, activities and events.
3. The Guild shall promote the recreation opportunities available to students on campus.

Office Bearer Responsible: Activities Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Sarah Connor (2011 Activities Vice President)

## **4.3 Event Ticket Pricing**

### Preamble

The Guild has traditionally offered a tiered pricing structure for all Guild events, so that financial members of Guild are rewarded with a discounted rate of entry to all Guild events. The practise rewards Full Guild members for their financial contribution, encourages Guild members to continually engage in campus life activities and makes the Guild an attractive option for engaged students. The continuation of this practise will ensure the Guild can continue to offer these benefits and maintain its relevance to future students.

### Position

The Guild is committed to continuing to offer Full Guild members reduced price tickets and entry fees to all Guild hosted events.

### Action

1. The Guild will offer a tiered pricing structure to all Guild events, incorporating a discount for full Guild members.
2. The Guild will promote the full Guild member discount as part of an events promotion.

Office Bearer Responsible: Activities Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Sarah Connor (2011 Activities Vice President)

## **4.4 GROK**

### Preamble

The publication of the voice and tone of students through the medium of a print is vital to keeping students informed but also providing students with a creative output to express themselves. This policy is to be read in conjunction with the Keeping Students Informed Policy, which also forms part of this policy book.

### Position

1. The Guild shall have a magazine, known as Grok that shall be the official voice of the Curtin Student Guild.
2. The name of the magazine cannot be changed unless by determination of a referendum.
3. The Editor of Grok shall be paid an amount set by the Manager, Member Benefits in consultation with the Guild Executive Committee.
4. That the Editor of Grok, while Editor, is ineligible to run for Guild Council.

### Action

1. All Executive officers shall have reasonable sized columns in each edition of Grok.
2. Guild Faculty Representatives shall each have a column in each edition of Grok.
3. Guild Equity Departments shall each have a column in each edition of Grok.
4. Student Clubs shall be encouraged to submit items for Grok.
5. The Manager, Member Benefits shall give maximum prominence to notices pertaining to meetings of Guild Council, Boards and Committees in Guild Publication.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **4.5 Councilor Commitment**

### Preamble

It is an honour to be elected in a student representative role. While attending committees and having voting rights on the Guild Council is a major part of a Guild Councillors role, their participation is expected in a wider variety of things. Curtin students elected these positions and as such it is essential that councillors have a presence around campus in order to adequately fulfil that position.

### Position

As members of the student representative body it is highly important that councillors are involved in the many aspects of the Guild. While the Guild understands these are unpaid roles, there is still a need for a basic commitment from councillors. They are an integral part of the council and their presence is required at a number of different things including, but not limited to, events and campaigns.

### Action

1. Councillors are also required to assist with at least one Guild – run event each semester whether it is run by an equity department, the AVP or Faculty Representatives.
2. Guild Councillors are expected to assist with campaigns run by the President, EVP, Faculty Representatives and the Equity Departments.
3. It is important that the Guild band together as the student representative body for campaigns, if there is a dispute regarding which campaigns the Guild should be running it can be voted upon in the Guild Council or the appropriate committee/s.
4. Councillors may be excused from these commitments due to medical, political, personal and/or religious reasons.

Office Bearer Responsible: Activities Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> July 2013	Shauna Upton (2013 Activities Vice President)
14 <sup>th</sup> January 2016	Lewis Whittaker (2016 Faculty of Humanities Representative)

# Part 5

# Guild Membership



## **5.1 Keeping Students Informed**

### Preamble

It is the responsibility of the Guild to keep students informed so that they may provide input into the approach the Guild should take on matter at hand. This prevents alienation of students from their environment whilst maintaining the accountability and responsibility of the Guild to their students. This policy is to be read in conjunction with the Grok Policy, which also forms part of this policy book.

### Position

1. The Guild shall keep the student population informed of relevant issues pertaining to the University, tertiary education system, matters of importance within the Guild and any other issues the Guild deems relevant.
2. The Guild shall communicate all relevant issues to the student body in a timely manner.

### Action

1. The Guild shall have a magazine, which shall be official voice of the Curtin Student Guild.
2. The Guild shall use the internet as a dynamic forum of communication with students.
3. Guild Council shall make all decisions publicly available.
4. All decisions made at the Annual General Meeting shall be made publicly available.
5. The Manager, Member Benefits shall give maximum prominence to notices pertaining to meetings of Guild Council, Boards and Committees in Guild Publication.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **5.2 Student Assist**

### Preamble

The Guild as the pre-eminent student representative body at Curtin University has an obligation to provide services that assist students in areas related to welfare. Students are a group within the community that often struggle to meet many financial demands of living. If students are struggling to support themselves it is increasingly difficult for them to learn effectively.

### Position

1. The Guild shall maintain a functioning and sufficiently-resourced Student Assist Department.
2. The services of Student Assist shall be available to all students regardless of Guild membership status.

### Action

1. The Guild shall ensure all Student Assist staff are trained and knowledgeable in areas of student welfare.
2. That Student Assist staff, where appropriate, run courses to help students with various aspects of University life.
3. Students shall be made aware of the services and assistance provided by Student Assist.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **5.3 The Student Services and Amenities Fee**

### Preamble

The Student Services and Amenities Fee (SSAF) introduced as part of the amendments to the *Higher Education Support Act 2003* in 2011 with the reintroduction of a compulsory amenities and services fee. While the SSAF is flawed due to its lack of requirements for student input on its expenditure and the lack of requirement to fund student organisations, without this fee the Student Experience would be ultimately worse off.

The SSAF is not in any form “Compulsory Student Unionism” as it is in no way tied to membership of the Curtin Student Guild nor does it in anyway fund political activity on the part of the Guild. The SSAF is more similar to local government rates than any form of compulsory union fees.

### Position

1. The Curtin Student Guild supports a compulsory amenities and services fee that is not tied to membership to the Curtin Student Guild.
2. The Curtin Student Guild recongises the key role that the SSAF plays in funding important student services that seek to benefit the student experience, improve the retention and completion rate of students and assist students in the struggles that life may bring.
3. The Curtin Student Guild believes that expenditure of the SSAF should be decided by students in keeping with the principle of “Student Control of Students Affairs”.

### Action

1. The Guild will oppose any attempt to repeal the SSAF, or to make it voluntary.
2. The Guild supports any attempt to improve student input and control over the SSAF.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> January 2016	Liam O’Neill (2016 General Secretary)

## **5.4 Guild Share of the SSAF**

### Preamble

The *Curtin University of Technology Act 1966* in part 45 establishes an amenities and services fee and a requirement that at least 50% of the income from that fee goes to the Student Guild. Due to this section since the introduction of the SSAF the Guild has received 50% of all SSAF income. With this 50% of the SSAF the Guild has massively invested in its infrastructure and rapidly expanded the provision of student services and activities.

The State Government in the *Universities Amendment Act 2016* is set to remove the legislated requirement for 50% of all amenities and services fee income to go to the Student Guild which places the Guild severely at risk.

### Position

It is the position of the Curtin Student Guild that it shall receive no less than 50% of all the money raised by the Student Services and Amenities Fee.

### Action

1. The Guild shall oppose any attempt to repeal or negatively change Sections 44, 45 and 46 of the *Curtin University of Technology Act 1966* in regards to the amenities and services fee.
2. The Guild President shall make the Guild's position on the SSAF clear to the Vice Chancellor and University Council.
3. The Guild Council members who are part of the SSAF Expenditure Advisory Committee will work to ensure that 50% of all the funding from the SSAF is committed to Guild projects.
4. The Finance and Planning Board will ensure that there are clear plans as to what the Guild will spend its 50% share of the SSAF on.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

# Part 6

# Student Societies



## **6.1 Supporting Student Clubs and Societies**

### Preamble

Student clubs and societies are integral component of Curtin's campus life which add value to student's university experience. University Policy and Guild Rules stipulate that all campus based, student run clubs and societies must affiliate with the Student Guild. Beyond this official relationship, it has been traditional for the Guild to offer support and guidance to student clubs, to foster their development and their contribution to campus life. Additionally the Guild has encouraged the development of new student clubs and societies in an effort to add to the diversity of Curtin's campus life.

### Position

The Guild is committed to providing support to affiliated student clubs and societies, and encourage the development of new student clubs, with the goal of making a sustainable and positive contribution to campus life.

### Action

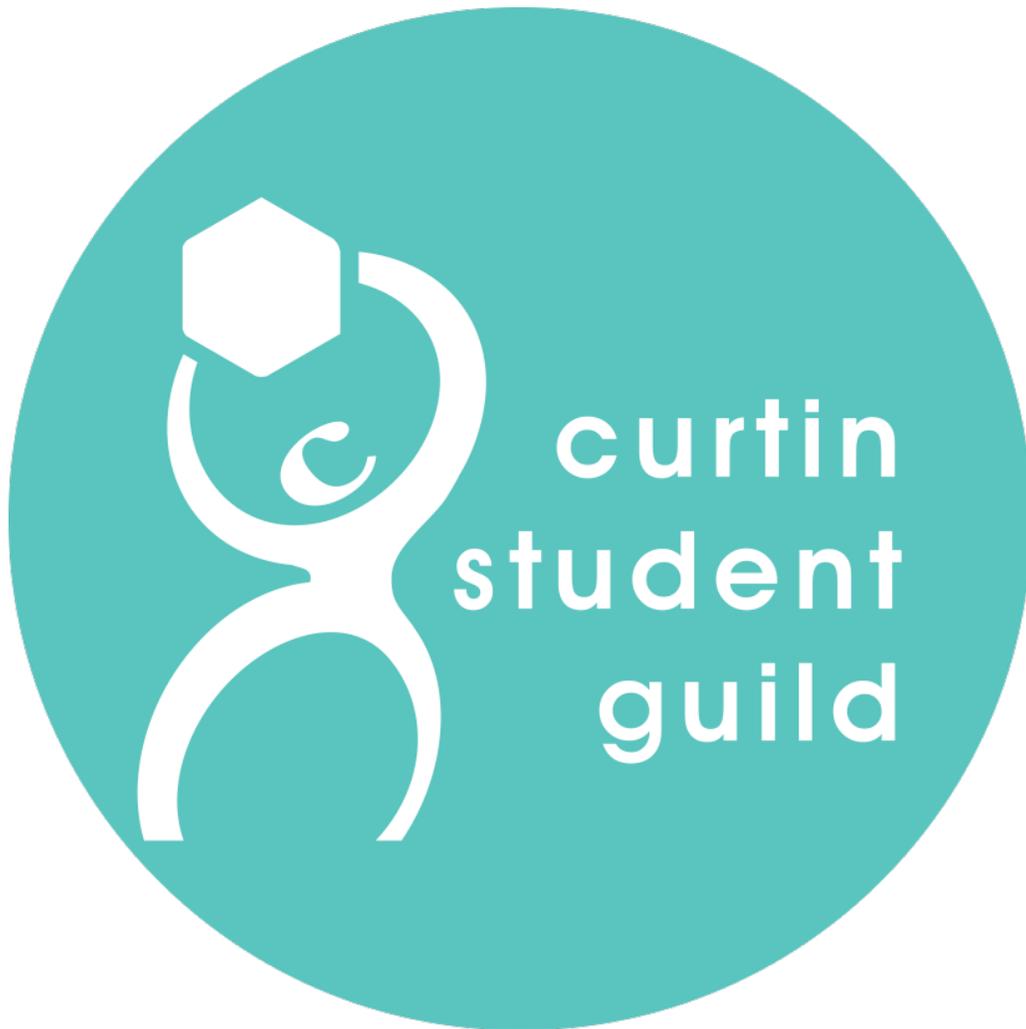
1. The Activities Vice President and Student Engagement Coordinator will be solely responsible for communication between the Guild and its Student Clubs and Societies
2. The Guild may provide for the following grants to affiliated student clubs and societies, within the bounds outlined in Guild Rules, Regulations and Policy.
  - a. As per the Guild Rules (L0906), the \$1500 Sponsorship Grant.
  - b. As per the Guild Rules (L0904), the \$300 Catering Grant for use at the Tavern or through Kirribilli Catering.
  - c. As per the Guild Rules (L0904), the \$300 Printing Grant at Copy and Design.
  - d. As per the Guild Rules (L0904), a free BBQ pack.
  - e. A \$750 Merchandise Grant for use through Curtin Concept.
  - f. A \$100 Movie Night.
  - g. A \$300 New or Unique Event Grant.
  - h. A \$400 Club Start Up Grant.
3. No grants shall be given to clubs and societies other than those listed in this policy or the Guild Rules.
4. The Grants a. to f. listed in 2. shall be available to all clubs provided:
  - a. In the case of a new club they have been registered for two months.
  - b. In the case of a re-registering club that they have been re-registered for one month.
5. The New or Unique Grant shall only be given to clubs and societies that:
  - a. Are the only Club or Society that runs a specific type of event.
  - b. Are introducing a new event that is not commonly run.
6. The Start Up Grant will only be available to Clubs that have started in the last 12 months and shall be used to hold an event through which they may recruit new members.
7. Approval and the amount of Sponsorship Grant, Catering Grant, New or Unique Event Grant and Club Start Up Grant is at the discretion of the Executive Committee
8. The Guild will hold regular meetings with clubs representatives (Student Society Committee, as per Guild Regulations R0833-R0837). These meetings will act as communication and development forums.
9. The Guild will provide affiliated clubs and societies with opportunities to promote their membership and events.
10. Where appropriate, the Guild will provide affiliated clubs and societies with guidance on running events and activities.

11. When required, the Guild will act at the liaison point between affiliated clubs and the university.

Office Bearer Responsible: Activities Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Sarah Connor (2011 Activities Vice President)
18 <sup>th</sup> June 2015	Rami Tawil (2015 Activities Vice President)
14 <sup>th</sup> January 2016	Liam O'Neill (2016 General Secretary)

**Part 7**  
**Commercial**  
**Operations**



## **7.1 Recycling**

### Preamble

The Curtin Student Guild recognises the importance of recycling to the preservation of the environment. As the seller of a large portion of recyclable materials consumed by students the Guild recognises its responsibility to encourage recycling on campus.

### Position

The Guild recognises that it has a responsibility to be a sustainable organisation to preserve our planet for future generations of Guild Members. The Guild believes that part of being sustainable is recycling discarded goods such as paper and plastic waste.

### Action

1. The Guild shall encourage the University to implement recycling bins and a recycling program across campus for use by staff and students.
2. The Guild shall have recycling bins and encourage recycling of all recyclable materials within its commercial areas.
3. All Guild staff shall endeavour to minimise waste in the workplace, and recycle as much as possible.
4. All Guild documentation should be accessed in digital form where applicable. Should printing or photocopying be necessary it shall be double-sided.
5. The Guild shall ensure that student representatives be present at all forums within the University related to recycling.
6. The Guild shall pressure the University to maintain and continually improve recycling on all Curtin Campuses.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **7.2 Sustainability**

### Preamble

The Curtin Student Guild recognises that as a large organisation it has a significant carbon footprint and must act to minimise its impact on the environment. As the peak body for students, The Guild must encourage the University to act in a sustainable manner.

### Position

1. The Guild opposes any research, construction, programs or operations that unduly harm the environment.
2. The Guild shall encourage all staff and students to utilise public transport, and shall support University measures that do the same.
3. When travelling Guild staff and student representatives should use sustainable transport where possible, and offset their carbon emissions when given the option.
4. Guild catering outlets will use sustainable practices in relation to excess food waste, preparation methods and packaging materials.

### Action

1. The Guild shall utilise florescent light globes, where applicable.
2. The Guild shall continue to push the University to improve its sustainability initiatives, especially around recycling and its carbon emissions.
3. The Guild shall provide in Guild Reception bus and train timetables.
4. The Guild shall lobby the University to employ a Travel Smart officer.
5. The Guild shall lobby the University and the State Government for continued improvements to alternative transport modes to Curtin.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
31 <sup>st</sup> October 2011	Chris Hossen (2011 Education Vice President)

## **7.3 Paid Advertising**

### Preamble

The Guild is in a unique position in that there are many advertisers who our members are their target demographic. The revenue the Guild makes from advertising can benefit students by allowing us to run services and events. We need to have guidelines as to who and what can be promoted so that the advertising is not detrimental to our members. It is also important to note that what is acceptable may change year to year with different Guild Councils.

### Position

1. The Guild President (and ultimately, the Guild Council) shall have 'veto power' over any given advertisement as they choose fit.
2. Paid Advertisements will:
  - a. Not be sexist, homophobic, transphobic, racist or discriminatory;
  - b. Comply with the Guild's policy;
  - c. Not be predatory/exploitative (eg. payday loans/credit cards/gambling);
  - d. Not be used for military recruitment;
  - e. Not be used to promote a political party or political cause;
  - f. If they compete (or may compete) with a Guild commercial outlet, have the approval of the divisional manager for that outlet; and
  - g. Be intermixed with advertisements for Guild events and services (where applicable)
3. The Guild may, from time to time at its own discretion, promote University material pro bono if it is demonstrably beneficial to students

### Action

1. The Managing Director shall negotiate agreements with advertising/marketing companies that comply with this policy
2. The Guild Executive shall monitor the paid advertisements to ensure they are concurrent with the Guild's values.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
19 <sup>th</sup> March 2015	Jason Giancono (47 <sup>th</sup> Guild President)

## **7.4 Alternate Revenue Streams**

### Preamble

In a post-VSU world, it is important to have independent revenue to fund the Guild. When looking externally for sources of independent revenue it is important to keep the Guild's values and purpose in mind.

Guild Managers includes the Managing Director and the Divisional Managers.

External Clients mean clients who are not students, staff or community members of Curtin University.

### Position

It is the position of Guild Council that alternate revenue streams which provide indirect benefits to Curtin students are vital to the Guild's survival and should be explored and supported.

### Action

1. The Guild Council authorises Guild Managers to target clients external to the University with their existing businesses to generate revenue for the Guild, provided that this activity does not negatively affect service provision to students.
2. If a Guild Manager wishes to start a business that solely targets external clients, or requires capital expenditure or extra permanent staff members to service external clients, a business plan which outlines the potential costs, revenue and risks must be submitted to and approved by Guild Council.
3. All Guild Managers involved with external clients are to disclose any potential or perceived conflicts of interest with their clients to the Managing Director or Guild President who will ensure it is handled appropriately.
4. Guild Managers should practice due diligence when selecting and servicing external clients to prevent bringing the Guild's reputation into disrepute. This includes ensuring that
  - a. Clients are of good reputation (e.g. are not known to be involved in criminal activity)
  - b. The Guild is not seen to be supporting an event contrary to our policy (e.g. An antimarriage equality event)
  - c. The Guild has enough staff and resources to adequately deliver the service safely and to a high standard
  - d. The delivery of the service does not impact the quality of on-campus service delivery
  - e. If a Guild Manager is unsure if a job will bring the Guild into disrepute, they should ask the Managing Director or Guild President.

Office Bearer Responsible: President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> July 2015	Jason Giancono (47 <sup>th</sup> Guild President)

# Part 8

# International



# Part 9

# Postgraduate



# Part 10

## Queer



## **10.1 Marriage Equality**

### Preamble

The campaign for marriage equality is currently the most popular and visible fight against the discrimination of LGBTIQ (Lesbian, Gay, Bisexual, Transgender, Intersex and Queer) people in Australia.

It is a campaign that aims to improve LGBTIQ rights in all areas of daily life by targeting state sanctioned discrimination. By not allowing LGBTIQ people the right to marriage the government sends a message that LGBTIQ people are second-class citizens who do not deserve the same rights as other Australians. The marriage ban thereby entrenches homophobia and transphobia, and discrimination based on sexuality and gender.

The campaign for marriage equality has involved tens of thousands of people across Australia, with the largest LGBTI rights protest in Australia's history occurring outside the national ALP conference in Sydney on December 3. The impact of the campaign was a major factor in pushing marriage equality onto the agenda of the 2011 ALP conference, at which delegates voted in favour of changing ALP policy and supporting equality.

However, the policy is not binding and the ALP will allow a conscience vote. This means that those who disagree with full equality will be allowed to prevent LGBTI people from gaining the civil right to marry. So the campaign is not over.

Equal Love WA has been part of the national campaign and has involved thousands of people, including many university students. It will continue to call on its supporters to hit the streets for marriage equality in 2012 until the ban that discriminates against LGBTI people is overturned. The next national day of action is proposed for Saturday 12 May 2012 and will be part of the International Day Against Homophobia and Transphobia.

### Position

Curtin Student Guild supports Equal Love WA and the campaign for equal marriage rights.

### Action

1. Curtin Student Guild will encourage all office-bearers for 2012 to attend, and help promote, the Equal Love rallies for marriage equality.
2. Curtin Student Guild will advertise Equal Love rallies and events in GROK, G-News, on the website, and using other available resources.
3. Curtin Student Guild will facilitate the dissemination of campaign material in the guild building, equity departments and during O'Week at guild stalls.
4. Curtin Student Guild will provide material support where possible, including photocopying and access to the PA system.
5. Curtin Student Guild will provide speakers for rallies if requested.

Office Bearer Responsible: Queer Officer/s

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
17 <sup>th</sup> January 2012	Sam Cavallaro (2012 Queer Officer)

# Part 11

# Womens



## **11.1 Anti-Sexism**

### **Preamble**

It is integral that as a progressive organization Curtin Student Guild clearly outlines its anti-sexism stance. Women in Australia still face institutional barriers to achieving equality. This is evident in many ways such as the prevailing wage gaps present at graduation and throughout women's careers (Graduate Careers Australia, 2014). Across Australia women continue to be significantly under-represented in parliament and executive government, comprising less than one third of all parliamentarians and one fifth of all ministers (McCann & Wilson, 2014). Women still undertake the majority of domestic tasks and childcare despite work commitments (Braun, M., Lewin-Epstein, N., Stier, H. and Baumgärtner, M. K., 2008). Women are still fighting for free and accessible sexual health services such as contraception, abortion and full reproductive rights. Additionally the portrayal (or absence) of women in the media contributes to body image and self-esteem issues effecting many women as well as in the way women choose to express themselves and their interests. Finally we see the effects of sexism through high rate of sexual assault in Australia with 1 in 5 women aged above the age of 15 experiencing a form of sexual assault (Australian Human Rights Commission, 2014). In our culture female victims are often blamed for sexual assaults as well as for domestic violence. Domestic and family violence are the leading causes of illness disability and death in women aged between 15 and 44 with approximately one woman being murdered each week by a current or former partner (Australian Human Rights Commission, 2014). These are just a few of the many issues that arise as a result of sexism in society.

Braun, M., Lewin-Epstein, N., Stier, H. and Baumgärtner, M. K. (2008), Perceived Equity in the Gendered Division of Household Labor. *Journal of Marriage and Family*, 70: 1145–1156. doi: 10.1111/j.1741-3737.2008.00556.x

Graduate Careers Australia,. (2014). An analysis of the Gender wage gap in the Australian graduate labour market, 2013. Retrieved from <http://www.graduatecareers.com.au/wp-content/uploads/2014/06/GCA%20Gender%20Wage%20Gap%20Paper%20-%202013%20GDS%20-%2017%20June%202014%20FINAL.pdf>

Australian Human Rights Commission,. (2014). Face the facts: Gender Equality | Australian Human Rights Commission. Retrieved from <https://www.humanrights.gov.au/face-facts-gender-equality>

McCann, J., & Wilson, J. (2014). Representation of women in Australian parliaments 2014. Parliament of Australia. Retrieved from [http://www.aph.gov.au/About\\_Parliament/Parliamentary\\_Departments/Parliamentary\\_Library/pubs/rp/rp1415/WomanAustParl#\\_Toc392833823](http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/pubs/rp/rp1415/WomanAustParl#_Toc392833823)

### **Position**

It is the position of the Curtin Student Guild that it is integral we condemn sexism and gender stereotyping, and commit to preventing such behaviours and practices where possible. Curtin Student Guild commits to upholding and encouraging the ethos of anti-sexism, cross-sectionality and promoting a positive attitude towards gender equality.

### **Action**

1. Guild staff and council members should acquaint themselves with this policy to inform decision making and to uphold inter-sectional anti-sexist culture.

2. Advertising, posters, GROK and other guild publications should not use images or language that demean, objectify or otherwise reinforce sexist stereotypes. Guild spaces, including offices that may contain personal pictures, artwork, and posters should reflect the commitment to anti-sexism.
3. Final approval for Guild publications must be sought from the Guild President. Further clarification on what constitutes sexism can be sought from the Women's Department.
4. Third party advertisers (concert/event promoters etc) must comply with this policy. Guild council members and Guild staff must be responsible for ensuring third parties adhere to this policy.
5. Guild affiliated clubs must comply with this policy. Any events and material that do not comply should not be sponsored by the Guild. Any constitution that does not comply with this policy should be rejected.
6. Guild council members will respect and encourage the active participation of women in the guild.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
30 <sup>th</sup> April 2012	Ali McCarney (2012 Women's Officer)
19 <sup>th</sup> February 2015	Siobhan O'Rourke (2015 Women's Officer)
14 <sup>th</sup> January 2016	Jayne Kazich (2016 Women's Officer)

# Part 12

# Indigenous



## **12.1 Indigenous Student Retention, Completion and Carrer**

### Preamble

In recent years, Aboriginal and Torres Strait Islander people have been underrepresented in the Australian system of higher education. The US, Canada and New Zealand are over 100 years ahead of Australia in higher education (university). These countries are also ahead of Australia in relation to Aboriginal education and training, including the first Aboriginal person to get a degree from a recognised Australian University, and graduation rates of doctors, lawyers, psychologists as well as a number of other areas (Anderson 2008).

The completion and retention numbers of Aboriginal and Torres Strait Islander people state by state is as follows: NSW 35%, Queensland 24 %, Victoria 14% and 37% comes from WA,NT, and SA (DEEWR 2009).

### Position

The Curtin Student Guild supports the rights of Indigenous students to complete a university degree in the minimum time period. We intend to work with all faculties, CAS, Curtin University and to obtain retention and completion rates of 90% and career development rates of 100%. We support the Australian Indigenous Mentoring Experience (AIME) and mentoring of all Indigenous students (whether undergraduate or postgraduate)

### Action

1. The Curtin Student Guild will write to the Federal Government, State Government, Curtin University, Curtin University Faculties, the Centre for Aboriginal Studies (CAS) as well as the local government regarding Indigenous policies and oppose legislation and regulation changes that will not help Indigenous students.

Office Bearer Responsible: Indigenous Officer/s

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
18 <sup>th</sup> June 2015	Fabian Yarran (2015 Indigenous Officer)

## **12.2 ATSI Representation in Higher Education**

### Preamble

Indigenous Australians account for less than 1% of all tertiary education students in Australia. Further to this less 50% of these students go on to complete their studies, compared to the 72% non-Indigenous students who complete their studies. ([http://www.acer.edu.au/files/AUSSE\\_Research\\_Briefing\\_Vol10.pdf](http://www.acer.edu.au/files/AUSSE_Research_Briefing_Vol10.pdf))

This disgracefully low rate of both participation in, and completion of, tertiary studies, is a reflection of the real barriers Indigenous people face to tertiary study. These include a lack of student support services, a lack of welfare assistance, and ongoing discrimination in government policy.

### Position

1. Curtin Student Guild supports higher education being accessible to all Australian Indigenous students regardless of their background.
2. Curtin Student Guild opposes all barriers to Australian Indigenous students who are enrolling in High Education.

### Action

1. Curtin Student Guild will campaign for more Indigenous specific support services on campus.
2. Curtin Student Guild will assist the University, to ensure Indigenous students are aware of scholarships and support available to them. The Indigenous officer will bring to the attention of the scholarships department and other student and support services, any barrier for Indigenous student access.

Office Bearer Responsible: Indigenous Officer/s

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
20 <sup>th</sup> August 2015	Fabian Yarran (2015 Indigenous Officer)

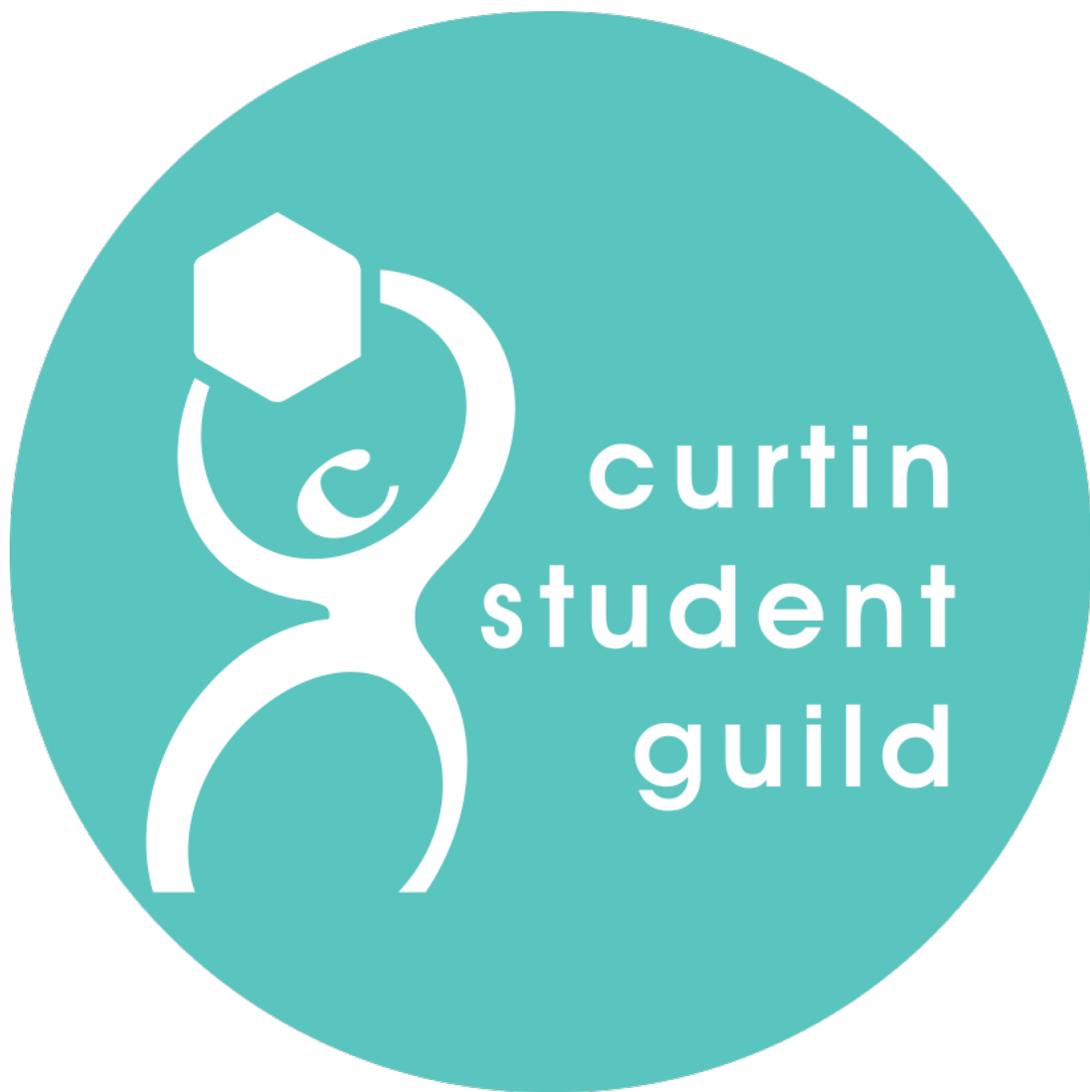
# Part 13

## Mature Age



# Part 14

# Disabilities



# Part 15

# Miscellaneous



## **15.1 Refugee Rights**

### Preamble

1. Refugees and asylum seekers are victims of war and persecution who are forced to flee their country of origin in order to secure their safety.
2. In Australia, refugees and asylum seekers who arrive by boat are mandatorily detained by the Government for unspecified and prolonged periods of time, causing untold psychological damage to children, women and men. Australian of the Year Professor Patrick McGorry has described immigration detention centres as “factories for producing mental illness and mental disorder”. The stress of imprisonment has seen 7 of people commit suicide since July 2010.
3. It is a racist policy that targets some of the most vulnerable people in society. Most refugees who arrive in Australia by boat come from Iraq and Afghanistan where our Government continues to perpetuate wars that have killed 100 000s of people. Yet, refugees are consistently demonised by the media and the Government, and are most often referred to as “illegals”, “queue-jumpers”, “terrorists” and “border security threats” This is despite the fact that:
  - a. Seeking asylum is a legal right under the United Nations Refugee Convention of 1951 that Australia is a signatory to.
  - b. There is no queue – asylum seekers/refugees can be processed both offshore and onshore.
  - c. By the Government’s own reports, not one single refugee that has arrived in Australia by boat has ever been found to be a terrorist or to have any connections to terrorist organisations.
  - d. The largest group of “illegals” in Australia are British Tourists who overstay their VISAs. They are not subjected to detention of any kind.
4. In 2010-11 the budget was increased to \$1.2 billion for ‘border security’. The private company Serco, who operates most of the detention centres in Australia, is paid \$1 billion over 4 years by the Federal Government to illegally incarcerate refugees, and makes a pre-tax profit of around \$400 million a year.

### Position

1. The Curtin Guild recognises that the racist treatment of refugees in Australia is an issue that involves and affects students. Racism is a poisonous ideology that is divisive and dehumanising, negatively impacting on everybody in society, including students. Many students come from refugee or migrant backgrounds, and/or have family overseas, and several international students have been locked up in detention facilities across the country. The inhumane nature of mandatory detention is a question that students have responded to, signing petitions and attending demonstrations across the country to voice their opposition. Furthermore, the money that is spent on mandatorily detaining refugees could be spent on the higher-education sector, helping to improve the quality of education students receive.
2. The Curtin Student Guild Council opposes the racist fear-mongering generated against refugees in Australian politics and in the media, and reaffirms its opposition to the policy of mandatory detention.
3. The vilification of refugees in Australia is a deliberate attempt at scapegoating, which is used to try to divert attention from other pressing issues such as the rising cost of living. It is not in the interests of students to accept the government’s dictum that our rights are counter-posed to the rights of those who are fleeing from war, persecution, repression, rape and torture.
4. The Curtin Student Guild Council confirms its commitment to fighting against all forms of discrimination and oppression, following in the traditions of union solidarity.

## Action

1. The Curtin Student Guild Council will endeavour to support campaigns for refugee rights, including but not limited to those run by RRAN WA.
2. That the Curtin Student Guild be declared a safe haven for refugees.
3. The Curtin Student Guild directs the Education Vice-President to write a statement for the Guild website stating the above position, as well as a Fact Sheet to dispel some of the myths and lies that are portrayed in the Australian media about refugees.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
28 <sup>th</sup> May 2012	Jess McLeod (2012 Education Vice President)

## **15.2 Right to Peaceful Protest**

### Preamble

Various governments across Australia, throughout time have proposed legislation that would see peaceful forms of protest criminalized. Some have been successful in criminalizing peaceful demonstrations and this has a lasting impact on the ability of advocates, activists and concerned citizens to voice their concerns and make change.

Australians have a long history of peaceful demonstration, which has helped in securing the rights that many of us now take for granted.

### Position

The Curtin Student Guild supports the rights of people to peacefully protest. We do not support moves that inhibit our ability and the ability of all Western Australians to stand up for the people, places and activities they love and to have their voices heard.

We believe that peaceful demonstration has played an important role in shaping our modern society and we foresee dire consequences of stifling the right to engage in such activity.

### Action

1. The Curtin Student Guild will endeavour to support campaigns that oppose changes to peaceful protest laws.
2. The Curtin Student Guild sees the merit in peaceful protest and will inform the student body via a fact sheet about any proposed changes to protest laws.

Office Bearer Responsible: Education Vice President

<b>Date Adopted/Amended</b>	<b>Author/Amended By</b>
23 <sup>rd</sup> April 2015	Saraya Martin (2015 Education Vice President)

**Part 16**  
**Policy Enacted by**  
**Referendum**



## **16 Policy Enacted by Referendum**

The following policies have been adopted by a Referendum of the Members of the Guild or the Enrolled Students of Curtin University. They may only be amended or repealed by a Referendum

### **Students on University Council**

24/9/2015

*“Should there be student members on University Council, the governing body of Curtin University?”*

Yes: 1,225 (98%)

No: 30 (2%)

Declared in the Affirmative.