

TENANCY ALLOCATION POLICY

Application of policy

1. This policy applies to all clubs affiliated to the Societies Council, all faculty societies affiliated to the Education Council and all Guild Departments who have submitted a clubroom or storage application.

Definitions

2. The *Guild* refers to the UWA Student Guild;
3. *Clubs* refers to all clubs, societies and other groups affiliated to the Societies Council;
4. *Faculty societies* refers to all clubs, societies and other groups affiliated to the Education Council;
5. *Guild Departments* are the entities of the Guild as defined in Section 7.2.1 of the UWA Student Guild Regulations.
6. *Clubrooms* refer to any rooms in Cameron Hall or the Guild Building that have been designated by the Guild to be used by clubs, faculty societies or departments;
7. *Storage* refers to all enclosed spaces in Cameron Hall or any Guild Building that has been designated by the Guild to be used by clubs, faculty societies or departments for storing their belongings;
8. *Associates* refer to any Club, Faculty Society or Guild Department.
9. The *Chair* refers to the Chair of the Tenancy Committee;
10. The *Committee* refers to the Tenancy Committee as defined in the Rules of the Societies Council.
11. *Attendance* refers to a member of the executive of a club, faculty society or department being present at the Tenancy General Meeting.

Policy Objectives

12. The objectives of this policy are:
 - a. To maintain transparency and accountability of Guild processes;
 - b. To provide the Guild with guidelines for the fair distribution of clubrooms and storage;
 - c. To provide some degree of consistency in the clubroom and storage allocation process; and
 - d. To ensure that associates with a need for clubrooms and storage have access.

Allocation Meetings

13. The Tenancy Executive shall hold Special Meetings to judge and allocate available tenancies.
14. The following representatives may serve as proxies for various members of the Executive:
 - a. Any member of the Societies Council Committee may serve as proxy for the Societies Council President or the Executive Officer if required;
 - b. Any member of the Education Council Committee may serve as proxy for the Education Council President; and
 - c. Any voting member of the Guild Council may serve as proxy for the Chair of the Committee.
 - d. Any member of the Guild Executive may serve as a proxy for the Guild Executive member of the Committee.
15. Special Meetings of the Executive will be called at the discretion of the Chair.
16. Quorum for Special Meetings of the Executive shall be all five members, with up to two members having allocated a proxy provided that both proxies are not for both the Executive Officer and the Chair.
17. Decisions on clubroom allocations should be made with consensus. In the event that the Committee cannot come to a consensus decision, the Tenancy Chair shall make a final decision.

Applications

18. Clubroom and storage application forms will be made available by the Guild which all associates must be able to access online.
19. All applicants must follow the guidelines in the clubroom and storage application forms.
20. Associates will be given at least one month's notice before an application deadline. The application deadline will be decided by the Chair.
21. The Chair will call for applications when either all or a specific number of clubrooms or storage spaces are to be reallocated. Applications will only be accepted at times specified by the Chair, in consultation with the Tenancy Executive.
22. Applications will only be accepted in electronic form, unless otherwise provided for by the Executive.
23. All applicants will receive a confirmation of receipt of their clubroom or storage application within two working days after their application was received.

Relevant Considerations in Determining Successful Applications

24. As well as the individual considerations of associates the Tenancy Committee will also consider the overall variety of clubroom tenants to ensure that as large and varied a group of students as possible have access to clubrooms.
25. The following considerations will apply to all clubroom and storage applicants:
 - a. The nature of the associates;
 - b. Number of financial members (particularly UWA students) and in the case of faculty societies, the number of students enrolled in the relevant faculty, school or discipline as well, and in the case of departments, the demographic as a percentage of the UWA Student population;
 - c. With regard to clubroom applications; the number and percentage of members likely to use the clubroom and in the case of faculty societies, the number of students enrolled in the relevant faculty, school or discipline likely to use the clubroom and the number of financial members;
 - d. Support and promotion of the Guild;
 - e. Attendance at respective Guild sub-council meetings,
 - f. What the clubroom or storage is intended to be used for;
 - g. Whether or not the clubroom or storage is intended to be shared;
 - h. Whether or not the associates currently has, or has had a clubroom or storage in the past, the nature of that clubroom or storage (and if applicable, why that clubroom or storage was lost);
 - i. How active the associate is;
 - j. Previously unsuccessful applications and;
 - k. Any other relevant considerations.
26. Determining the nature of the associates includes the following considerations:
 - a. The objectives or purpose of the associate;
 - b. The amount of time the associate has been affiliated to the relevant sub-council or the amount of time the department has existed;
 - c. Any negative impacts of not having a clubroom or storage on the associate ; and
 - d. Any other relevant considerations.
27. Additional faculty society considerations for clubroom applications
 - a. Faculty society clubrooms should ideally be located within their relevant faculties so that all students studying in that faculty, school or discipline can have access to their faculty society's clubroom. For these reasons faculty societies are strongly encouraged to engage with relevant UWA faculty staff in an effort to gain a clubroom before applying for a Guild clubroom. Evidence of these efforts should be included in the application.
 - b. The Executive will have to consider the following for all faculty society applicants:
 - i. Whether the faculty society has a clubroom with a relevant faculty currently or has had one in the past;
 - ii. What efforts have been made to gain a clubroom within a relevant faculty (if applicable); and

iii. Any other relevant considerations.

28. Additional considerations for current tenants

- a. Current tenants who have maintained a good relationship with the Guild and taken care of their clubroom or storage space are more likely to be successful in their reapplication for a clubroom or storage space. Having maintained a good relationship with the Guild includes compliance with the following;
 - i. Whether or not they are signatories to the current Guild Tenancy Agreement;
 - ii. Whether or not they have breached the Guild Tenancy Agreement (and if applicable, the severity of the breach);
 - iii. Attendance at Tenancy Committee Meetings;
 - iv. Attendance at Tenant Busy Bees; and
 - v. Any other relevant considerations.

29. All considerations are subject to the number of available rooms or storage spaces and the number of applicants.

Relevant Considerations in Determining which Tenancies go to Successful Applicants

30. Once the successful applicant/s have been decided the following considerations will be made to determine which room or storage space each applicant will be allocated:

- a. Whether or not the space will be shared;
- b. What minimum size requirements are necessary;
- c. Which tenancies are most likely to adequately support the associate's needs;
- d. Possible location near similar associates ;
- e. The size of their current clubroom or storage (if applicable); and
- f. Any other relevant considerations.

31. Minimum size requirements expressed by applicants will be taken into consideration but ultimately the Executive will decide what size requirements are necessary, subject to the availability and size of available tenancies.

32. Additional considerations for departments:

- a. Department rooms should ideally be located in a space that best gives effect to the aims of the department.
- b. Detriment from not having a suitable space must be compared with detriment of the department not having a space at all.

Approval by the Guild Executive

33. Allocations decided upon by the Executive must be ratified by the Guild Executive before finalisation.

34. In the event that the Guild Executive does not approve of the allocations made by the Executive, the Guild Executive will be required to give a written explanation within 5 working days of their decision, so the Tenancy Executive can take these reasons into account in their reallocation.

After Allocations have been Approved

35. From the date successful applicants are notified of their allocation, there will be a two week period during which associates can raise any issues or questions regarding the allocations. After this time period allocations are final and debate will not be entered into.
36. If issues raised over this two week period are substantial it will be at the discretion of the Tenancy Executive to decide whether or not a reallocation is necessary.
37. After the two week period associates who have been allocated a tenancy will be required to sign the Guild Tenancy Agreement within two weeks. If an associate does not sign the Guild Tenancy Agreement their offer of a clubroom or storage will be rescinded and the room will be reallocated.
38. Associates will not be allowed to move into their allocated tenancy until the date specified by the Chair, decided in consultation with the Committee.

Review of Tenancy Allocations

39. Upon the formation of a new Tenancy Committee at the beginning of the Guild Year, all tenancies shall be subject to review to ensure proper use of Guild Property and compliance with all Guild and University policies.
40. A Special Meeting of the Tenancy Committee shall be called by the Chair in December to review leased tenancies.
41. All tenants must meet a minimum standard of compliance in order to successfully pass the review.
42. Tenants who do not pass the review will not have their lease renewed for the coming Guild Year and the tenancy will be reallocated according to this policy in such an event.
43. The review shall assess the following general areas of compliance:
 - a. Compliance with UWA and Guild policies.
 - b. Attendance at Tenancy General Meetings and clean-ups.
 - c. General cleanliness and upkeep of the tenancy.
 - d. Use of the tenancy.
44. The review will be conducted in accordance with the following minimum standard of compliance:
 - a. Whether the tenant in question has attended at least half of all Tenancy General Meetings held in the past Guild Year unless a written exception is given by the Tenancy Chair. Apologies will not be counted.
 - b. Whether the tenant in question has attended at least half of all Committee mandated clean-ups in the past Guild Year unless a written exemption is given by

- the Tenancy Chair. Apologies will not be counted.
- c. Whether the tenant in question has passed at least half of all inspections conducted by the Committee at mandated clean-ups in the past Guild Year.
 - d. Whether the tenant in question has complied with all Guild and University Policies required of a Guild affiliated society.
45. All tenants must be notified of the review and the criteria for meeting minimum compliance with at least two weeks' notice.
 46. Tenants must be notified of the Committee's decision within 2 working days of the meeting to consider the review.
 47. Unsuccessful tenants may appeal to the Committee within 5 working days of the decision being circulated to all tenants. Any appeal can only be on the grounds that the tenant has met minimum compliance.
 48. If the initial appeal does not change the decision of the Committee the tenant may appeal to the Guild Executive within 5 working days. The decision of the Guild Committee is final and no further debate will be entered into, unless an appeal is made on procedural grounds.
 49. If an appeal is made on procedural grounds, the Governance Committee shall review the process undertaken by the Committee or the Guild Committee to reach its decision. If it is found that proper procedure has not been complied with, the Committee will be instructed to again review the tenancy with proper consideration for the procedure of review as defined in this policy. If it is found that proper procedure has been complied with, the decision will be upheld and no further appeal will be allowed.

Full Reallocation of Tenancies

50. Every three years, a full reallocation of all Clubrooms and storage shall be conducted by the Tenancy Committee.
51. The reallocation process shall take place in the first two months of the Guild Year commencing in its 104th Year.
52. All active associates will be called to apply or reapply for these tenancies.
53. Until the finalisation of the reallocation process, all current tenants will be allowed to occupy their tenancies.
54. The meeting to decide reallocations of clubrooms and storage must include the outgoing Tenancy Committee as invitees.
55. The reallocation will occur in accordance with the relevant sections of this policy.
56. Additional considerations for current tenants in the event of a full reallocation process
 - a. Whether the associate by nature requires the tenancy
 - b. For what purpose has the associate used their tenancy in the past
 - c. How frequently the associate uses their tenancy
 - d. The impact on the associate of losing their tenancy

57. Allocations decided upon by the Tenancy Committee must be ratified by the Guild Executive within three working days.
58. Tenants must be notified of the Committee's decision within 2 working days of the ratification by the Guild Executive.
59. Unsuccessful tenants may appeal to the Guild Executive within 10 working days of the decision being circulated to all tenants. Any appeal can only be on the grounds that the tenant has met minimum compliance.
60. If the initial appeal does not change the decision of the Committee the tenant may appeal to the Guild Executive within 10 working days. The decision of the Guild Executive is final and no further debate will be entered into, unless an appeal is made on procedural grounds.
61. If an appeal is made on procedural grounds, the Governance Committee shall review the process undertaken by the Committee or the Guild Executive to reach its decision. If it is found that proper procedure has not been complied with, the Committee will be instructed to again review the tenancy with proper consideration for the procedure of review as defined in this policy. If it is found that proper procedure has been complied with, the decision will be upheld and no further appeal will be allowed.

Conflicts of Interest

62. If any Committee member involved in the allocation process has a conflict of interest which could reasonably give rise to a bias for or against any associate, that conflict of interest must be expressly declared to the Committee prior to the allocation process.
63. Once a conflict of interest is declared the Committee will decide whether or not it is appropriate for that member to leave the meeting when that associate's application is being discussed.
64. If any Committee member is required to not be present during a Special Meeting, another representative may be chosen from eligible proxies defined in Article 14 to participate in the meeting. This representative will be considered a full voting member.
65. A conflict of interest may include, but is not limited to:
 - a. Being a member of an associate committee;
 - b. Being involved in a business or organisation that has been involved with a club or faculty society; or
 - c. Having a special relationship with a member of an associate committee.
66. Any other circumstances that mean the Committee member will have real or perceived bias.
67. If any Committee member involved in the allocation process has a conflict of interest which could reasonably give rise to a bias for or against any associate and that conflict of

interest is not expressly declared to the Committee prior to the allocation process; the Committee shall hold a special meeting to decide on what appropriate action should be taken.

68. Appropriate action may include, but is not limited to:

- a. A warning;
- b. Exclusion from the relevant allocation process and/or all allocation meetings for that year; or
- c. Expulsion from the Committee

69. If any members are expelled from the Committee, they may be replaced by representatives eligible to be their proxy, except in the case of an expulsion of the Chair who shall be replaced by another Ordinary Guild Councillor elected by the Guild Council.

Primacy of this Policy

70. This policy replaces the previous 'Clubroom Allocation Policy' as issued by the Guild Council.

Accepted: March 2016

Review Date: March 2019