

## Student Guild of Curtin University

### Representation Board - Meeting #3

To be held at 5.30pm on Thursday the 10th of February

2022 In 100.301

## AGENDA

### 1. Acknowledgement of the Traditional Owners

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

### 2. Attendance

- 2.1. Members Present;
- 2.2. Others Present;
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent;

### 3. Disclosure of any potential or perceived Conflicts of Interest

### 4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:

Motion: That the Representation Board approves the minutes of the previous meeting, held on 20/01/2022, as a true and accurate record of the proceedings.

Moved:

Seconded:

### 5. Matters Arising from the Minutes

### 6. Items Not for Discussion

### 7. Reports

- 7.1. President – Submitted
  - 7.1.1. Key Performance Indicators
- 7.2. Vice President – Education – Submitted
  - 7.2.1. Key Performance Indicators
- 7.3. Faculty of Business and Law Representative – Submitted
  - 7.3.1. Key Performance Indicators
- 7.4. Faculty of Science and Engineering Representative – Submitted
  - 7.4.1. Key Performance Indicators
- 7.5. Faculty of Health Sciences Representative – Submitted

- 7.5.1. Key Performance Indicators
- 7.6. Faculty of Humanities Representative – Not Submitted
  - 7.6.1. Key Performance Indicators
- 7.7. Student Assist – Submitted
- 7.8. International Students Committee President – Submitted
  - 7.8.1. Key Performance Indicators
- 7.9. Postgraduate Students Committee President – Submitted
  - 7.9.1. Key Performance Indicators
- 7.10. Queer Officer – Submitted
  - 7.10.1. Key Performance Indicators
- 7.11. Women’s Officer – Submitted
  - 7.11.1. Key Performance Indicators
- 7.12. First Nations Officer – Vacant
- 7.13. Accessibility Officer – Not Submitted
  - 7.13.1. Key Performance Indicators
- 7.14. Higher Education Developments – Not Submitted
- 7.15. Chair of the Representation Board\* - Verbal report
  - 7.15.1. Key Performance Indicators

Motion: That the Representation Board notes the reports.

Moved:

Seconded:

Motion: That the Representation Board approves the KPIs set by members.

Moved:

Seconded:

## 8. Items for Discussion and Resolution

### 8.1. Increase COVID Safety Measures

Motion: That the Guild demand the University enact a range of COVID safety measures beyond minimum State and Federal Government requirements.

Moved: Marcus Fernihough

Seconded: Rey Nairn (Accessibility Officer)

### 8.2. Guild Support NSW Nurses and Midwives Association

Motion: That the Guild endorses proposed industrial action taken by NSW Nurses and Midwives Association.

Moved: Marcus Fernihough

Seconded:

### 8.3. 2022 NUS KPIs

Motion: That the Representation Board approves the 2022 Key Performance Indicators for the National Union of Students.

Moved: Theodora Rohl (President, NUS Delegate)

Seconded: Cassidy Pemberton (Queer Officer, NUS Delegate)

9. Minutes of Committees Reporting to the Representation Board

- 9.1. International Student Committee – Nil
- 9.2. Postgraduate Student Committee – Meetings held on 16/11/2021; 17/1/2022
- 9.3. Queer Collective - Nil
- 9.4. Womens Collective – Nil
- 9.5. First Nations Collective - Nil
- 9.6. Accessibility Collective - Nil
- 9.7. Student Housing Advisory Committee - Nil
- 9.8. First Year Committee – Nil

Motion: That the Representation Board notes the minutes of the committees and collectives en bloc.

Moved: Jasmyne Tweed (Chair of Representation Board)

Seconded:

10. General Business

11. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 17<sup>th</sup> of March at 5.30pm to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 10<sup>th</sup> of March 2022 to [chair.representation@guild.curtin.edu.au](mailto:chair.representation@guild.curtin.edu.au) and [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

**President's Report**  
**Theodora Rohl (she/her)**  
**14<sup>th</sup> Jan 2022 – 3<sup>rd</sup> February 2022**

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**Theodora Rohl**

Pronouns: She/Her

Theodora is your 53rd Guild President and she's dedicated to making campus a better place for everyone!

[president@guild.curtin.edu.au](mailto:president@guild.curtin.edu.au)



***University meetings***

|               |  |  |
|---------------|--|--|
| <b>17 Jan</b> | COVID-19 CIMT<br>Meeting with People & Culture to discuss students on interview panels | Ian Jackson (People & Culture) reached out to meet with the Exec regarding the student voice being heard on interview panels. It was decided that all requests for student representatives on these panels would come through me |
| <b>20 Jan</b> | COVID-19 CIMT  |  |
| <b>24 Jan</b> | COVID-19 CIMT  |  |
| <b>25 Jan</b> | Monthly meeting with Harlene Hayne (VC)<br><br>Guild/University Room Bookings          | Primarily discussed international students stuck interstate and overseas, parking and appointment of the new DVC-A<br><br>Met with Feb, Shelley, Fiona Notley (COO) and others to discuss clubs booking rooms directly           |
| <b>27 Jan</b> | COVID-19 CIMT  |  |
| <b>28 Jan</b> | Intro meeting with Fiona Notley (COO)  | Finally had an official introductory meeting with Fiona, after meeting regularly for 2 months  |
| <b>31 Jan</b> | COVID-19 CIMT  |  |
| <b>2 Feb</b>  | eVALUate meeting   | Met with Jon Yorke (Academic Registrar), Maddie and others to discuss a new way of giving unit feedback. <b>More information in items of significance</b>  |

**3 Jan** COVID-19 CIMT

### ***Guild meetings***

|               |   |   |
|---------------|---|---|
| <b>17 Jan</b> | Weekly meeting with David<br>Weekly meeting with Maryanne<br>PSC Board Meeting              | Introduced myself to the PSC, and met all the reps. Heard from the Council of Australian Postgraduate Associations (CAPA) President   |
| <b>18 Jan</b> | Meeting with Peer Pathways<br><br>Exec and PM Meeting                                       | Rey (Accessibility Officer) and I met with a representative from Peer Pathways, a free phone line service for people with mental health challenges, ran by people in the community with lived experiences of mental health struggles. Rey is investigating<br>Heard updates from the many Portfolio Managers of the Guild |
| <b>19 Jan</b> | Higher Education meeting<br>2022 Club Vouchers and Club Memberships                         | Met with many people in the Guild to discuss new ways of doing club vouchers  |
| <b>20 Jan</b> | Commercial Operations Meeting   | Manager - Food and Beverage and Manager - Retail and Tav have merged into Manager - Commercial Operations. I brought up increasing the accessibility of Guild outlets.  |
| <b>21 Jan</b> | Representation Board<br>Emergency Exec and Managing Director                                | See minutes of this meeting for details<br>Had a quick call about the State Gov's announcement to delay the border opening, and the messaging we're putting out to students   |
| <b>24 Jan</b> | Weekly meeting with David<br>Weekly meeting with Maryanne                                   |   |
| <b>27 Jan</b> | Exec Committee<br>Special Meeting of Guild Council  | See minutes of this meeting for details<br>See minutes of this meeting for details  |
| <b>31 Jan</b> | Weekly meeting with David<br>Weekly meeting with Maryanne<br>COVID Impact on Events meeting | Met with Feb, David, Bec and others to discuss plans for events in light of Omicron spread in WA  |
| <b>1 Feb</b>  | Exec Committee – Clubs approval   | See minutes of this meeting for details   |
| <b>2 Feb</b>  | Higher education meeting<br>Legal Committee Bylaw Drafting                                  |   |

## ***Other meetings/activities***

|                             |   |  |
|-----------------------------|---|--|
| <b>14 Jan</b>               | Intro call with Luc Vellers (NUS Education Officer)                       | Had a chat about our campaigns we want to run this year and the upcoming NUS referendum  |
|                             | Intro call with Faizan Akram (ECU Guild President)                        | Had a chat about our campaigns we want to run this year and areas we can work together   |
| <b>20 Jan</b>               | Intro meeting with David Ugrinov (Murdoch Guild President)                | Had a chat about our campaigns we want to run this year and areas we can work together   |
| <b>24 Jan</b>               | Meeting Chief Nursing Officer   | Hameed, Sofia and I met with the State's CNO, and advocated for opening GradConnect to international students  |
| <b>25 Jan</b>               | Meeting with Notre Dame Enviro Officer and Events Officer                 | Met to discuss the Guild's sustainability initiatives, and to give advice to the Notre Dame reps on what they could do   |
| <b>31 Jan</b>               | Intro phone call with Sarah Ison (journalist with <i>The Australian</i> ) | Introduced ourselves, what we can do for each other and the effect of the border opening delay on international students. Sarah was hoping to keep regular contact with all Guild Presidents |
| <b>3-4<sup>th</sup> Feb</b> | NUS President Summit  |  |

## ***Items of Significance***

### **Invasion Day Rally**

On 26 January, a delegation of Guild Reps attended the Invasion Day rally held in Forrest Chase. This rally was organised by Marianne Headland MacKay and other Aboriginal and Torres Strait Islander members of the community, and featured a variety of speakers, singers and dancers. The organisers of the rally stood in support of changing/abolishing the date of Australia Day, recognising Indigenous sovereignty over the land, and ending Aboriginal deaths in custody.

I organised a sign-painting session in the courtyard outside the Guild, as well as a bus to take to the rally. My goal was for 20 attendees to the signpainting, but we only had 16. I will note that many people I asked declined due to COVID concerns, and which also accounted for a reduced turnout to the rally itself.

I'd like to thank Marianne Headland MacKay and the other organisers of the rally for the amazing event. As allies of the First Nations community, it is the Guild's job to elevate their voices, not just on Australia Day, but every day. We are still working hard to redesign the First Nations Officer position to be fit-for-purpose, and to create a culturally safe Guild, to be better allies to Aboriginal and Torres Strait Islander students at Curtin.



### **COVID-19 Planning and Management**

As I mentioned verbally at my last Representation Board report, I have been added to the University's COVID-19 CIMT (Critical Incidence Management Team), chaired by Fiona Notley (COO). Dylan (Guild Secretary) sent out an email to everyone regarding what is being discussed at the CIMT, but briefly we are:

- Implementing a testing clinic on campus
- Drafting and approving a policy on mandatory vaccines
- Implementing processes for creating health management plans (e.g. for people who are immunocompromised or have exemptions to masks or the vaccine)
- Developing more FAQs (e.g. for international students, students residing on campus), as well as guides regarding travel and close contacts

- Determining the academic support that will be made available to students, as well as how content will be delivered
- Defining “levels” of COVID-19 restrictions for Curtin – Level 1 is business as usual, Level 5 is campus being closed and everyone working from home
- Investigating international students isolating in campus accommodation
- How to deal with workforce disruption
- Investigating new health and safety measures (e.g. ventilation, CO2 monitoring, procuring RATs)
- An assortment of other measures

David (Managing Director), the Exec and I are also discussing ways of being proactively COVID-safe at the Guild.

### **International Students Affected by Border Opening Delay**

With the surprise announcement that the state government was going back on their announcement that borders were opening on 5<sup>th</sup> February, many international students were left in the dark. The government’s plan did not account for the issues international students, stuck both interstate and overseas, would face in light of the announcement. Students arriving from interstate will have to isolate and thus won’t be able to work, and quarantining is especially expensive for those with no family to stay with. At the same time, the situation still needs to be resolved for the many students outside the country, who have made plans, booked flights, and found accommodation, only for their entry into WA delayed with no confirmed date for the opening of the border.

With help from the ever-amazing Maryanne, Sofia and I composed a letter to the Premier about these concerns, and calling on the government to open the WA border to international students enrolled in WA universities in 2022.

### **Federal Election**

The federal election will be held this year, and I’m planning on running a campaign to inform students about how to vote, when to vote, why to vote, and how the different candidates measure against key points. These key points are being put forward at this Representation Board. It’s important to get as much done as possible as early as possible, so when the date of the election is announced we’re all ready to go.

### **Unit Feedback Process**

It is the opinion of myself along with staff and students I’ve spoken with that eVALUate is a poor tool for providing feedback on your unit, for a myriad of reasons. Maddie and I are working with Jon Yorke (Academic Registrar) to trial a quick survey to students in week 4 or so, to gauge how engaging students are finding the unit and anything students would like to



see changed. Together, we are drafting a proposal to Academic Board, and a pilot might actually be implemented this semester!

### **Assorted Guild Work**

- As the Guild Rep in charge of Commercial Operations, I've been investigating making our outlets more accessible. First step is through menus – I'm looking at putting menus online and implementing Braille menus instore.
- Curtin's new Deputy Vice Chancellor - Academic has finally been announced – Paul Brunton. He has a background in dentistry and is currently Pro Vice Chancellor of Health Sciences at the University of Otago (he and Harlene Hayne (Vice Chancellor) used to work together, and quite well). I've introduced myself to him through email, and he should be officially starting mid-year.

### ***TL;DR!***

- A delegation of Guild Reps attended the Invasion Day rally. Lower turnout than expected, but this can be partially attributed to COVID-19 concerns.
- I am on a team with many higher-ups in the University, working towards transitioning to living with COVID-19.
- Sofia and I wrote to the Premier, calling on the government to open the WA border to international students enrolled in WA universities in 2022.
- Planning for the federal election is underway.
- This semester, the Guild is working with the University to implement a quick feedback survey for week 4, with the goal of giving timely, anonymous feedback to Unit Coordinators

***Thanks for reading x  
Teddy***

## President's KPIs

- 1. With the opening of borders and the potential of COVID-19 community spread, push the University to provide favourable and equitable outcomes to students.**
  - Work with the International Student Committee to provide assistance, advocacy and grants to International Students.
  - Increase the accessibility of campus counselling services.
  - Regularly communicate with other Campus Presidents about ideas and strategies.
  - Oppose the government on actions that put profits before health.
- 2. Run an independent campaign to get students registered to vote and raise awareness about the candidates in the upcoming Federal election.**
- 3. Work with the University, the NTEU and other Guild Reps to overhaul both the methods of gathering student feedback, and how that feedback is applied.**
- 4. Introduce a parking system that is fair, affordable and accessible to all students.**
  - Further, advocate for all students taking public transport to get concession rates, including part-time students.
- 5. Lobby the government to improve students' wellbeing and educational experiences.**
  - Lobby to increase Youth Allowance, decrease the age of independence and increase the maximum age of access.
  - Advocate for more affordable and consistently priced education.
- 6. Improve and expand the Guild's commercial offerings to students.**
  - Increase the accessibility of Guild outlets.
  - Investigate keeping outlets open for longer, to provide affordable food options into the afternoon and for students studying late.
  - Bring pharmacy and postal services to campus.
- 7. Review the appropriateness of the role of First Nations Officer in representing Aboriginal and Torres Strait Islander students.**
  - Work with the Centre for Aboriginal Studies to create a position which is appropriate.
  - Create a culturally-safe environment in the Guild.
- 8. Advocate for 100% SSAF to be spent by students – not the University.**
- 9. Appropriately manage the Guild Executive to be a thriving committee.**
  - Host regular check-in sessions with members of the Executive.
  - Hold the Executive accountable to their KPIs and election promises.
- 10. Oversee the operations of the Guild as a body.**
  - Ensure the Managing Director's business plan is on track.
  - Oversee the refurbishments of Guild outlets.
  - Ensure strategic alignment across all Office Bearers.
- 11. Empower Ordinary Representation Board members and Guild Councillors to be more active in the Guild.**
- 12. Something about the environment??**

## Vice President—Education Report

Report Duration: 14/01/2022- 03/02/2022

Madison Ainsworth

Acting President: 21/01; 03/02

### Guild Meetings

| Date       | Meeting   | Notes  |
|------------|---|--|
| 14/01/2022 | Faculty Reps Meetup                             | Met with Adam and Rachel as an initial fortnightly meeting to go over what has been going on in their portfolio, discuss KPI's, and go over current thoughts for O-Day |
| 17/01/2022 | Womens/VPE Meetup                               | Discussion around collectives, respectful relationships, and social media posts  |
| 17/01/2022 | PSC Board Meeting                               |  |
| 18/01/2022 | Feedback and Unit Guide                         | Meeting with Breanna, Jo-Ann, Maryanne and Adam. Discussed best way to give students a platform to share their experiences with the units they take                    |
| 18/01/2022 | O-Day Discussion                                | Met with February to discuss O-Day preparations  |
| 18/01/2022 | Exec/PM Meeting                                 |  |
| 18/01/2022 | Meeting with Jo-Ann                             | Discussed best way to respond to student queries   |
| 19/01/2022 | Higher Education                                |  |
| 19/01/2022 | Queer/VPE Meetup                                | Discussed goals for the year and updates within the QO portfolio   |
| 20/01/2022 | Students as Partners Community of Practice chat | Met with Theodora to discuss what we wanted to bring to Students as Partners Community of Practice   |
| 20/01/2022 | Vaccine Mandate                                 | Met with Theodora to discuss what I would cover in my meeting with Jon Yorke in her place as acting president  |
| 20/01/2022 | Rep Catch-up                                    | Met with Amber for a catch-up session of the Faculty Representatives Meetup  |
| 20/01/2022 | Representation Board                            |  |
| 21/01/2022 | COVID Meeting                                   | Given the press conference announcement of boarders remaining closed, the exec and David to discuss what I would inquire during my meeting that day with Jon Yorke     |
| 25/01/2022 | O-Day Update                                    | Met with February and Dylan to discuss O- Day preparation status   |
| 27/01/2022 | Executive Committee                             |  |
| 27/01/2022 | Weekly check in                                 | Met with Theodora to have a check in about my goals for the week   |
| 27/01/2022 | Guild Council Special Meeting                   |  |
| 01/02/2022 | Clubs Approval                                  | Met with members of the executive team to discuss the first round of club's approval for 2022  |
| 01/02/2022 | Advice Meeting                                  | Met with David to discuss managerial tips  |

|            |                  |   |
|------------|------------------|---|
| 02/02/2022 | Weekly check-in  | Met with Theodora to have a check in about my goals for the week  |
| 02/02/2022 | Higher Education |   |
| 02/02/2022 | Queer/VPE Meetup | Discussed the We All Need To Pee Campaign, as well as Cassidy's progress on goals for the year and events planned with February |

## University Meetings

| Date       | Meeting                                    | Notes  |
|------------|--|--|
| 18/01/2022 | Students as Partners                       | Met with Kathryn as an initial monthly meeting   |
| 19/01/2022 | Interview Panels                           | Exec met with Ian Jackson from People and Culture to discuss interview panels and how the guild will be involved throughout 2022   |
| 21/01/2022 | Student Communications                     | Went through the upcoming FAQ webpage that will be coming to Oasis, I was asked for my thoughts and suggestions, which I gave along with the FAQ list that Theodora provided. I then asked the questions requested in my COVID meeting with exec and David |
| 25/01/2022 | Students as Partners Community of Practice | First Students as Partners Community of Practice of the year, went over introductions and everyone said what they were working on within the Students as Partners space  |
| 31/01/2022 | Courses Committee Preparation              | Met with Rebecca Brockman and Elissa McNair for a introduction to University Courses Committee   |
| 01/02/2022 | Courses Committee                          |  |
| 01/02/2022 | Rural and Regional Students as Partners    | Met with Rebecca Ryan to discuss how I could work with them to benefit and assist Curtin's rural and regional students (both on-campus and online)   |
| 02/02/2022 | eVALUate Meeting                           | Met with Theodora, Jon Yorke, Marco Schultheis, and Alice Tsang to discuss creating a "pulse check" system mid-semester to provide feedback from students to their lecturers/tutors/UCs  |

## Other Projects/Events

26/01/2022

Welcome to Curtin Filming

27/01/2022

Welcome Video

31/01/2022

Welcome Video

## Executive Summary

Over this month I have been having fortnightly catch ups with equity representatives one-on-one where possible, and upon consideration have made the decision to break up a collaborative fortnightly catch ups with faculty representatives in favour of also having them as one-on-one catch ups.

O-Day planning is looking great and I cannot wait to see the final product (go February!)

My meetings with the university have began to grow in number as staff come back from their holiday breaks, with the first instance of 2022's Courses Committee occurring on the first of February.

Theodora has begun one-on-one weekly meetings with exec to set goals and ensure we are feeling comfortable in our roles, I find this system extremely beneficial and look forward to them.

# Vice President – Education

## Key Performance Indicators Madison Ainsworth

### 1. Be prepared for all meetings

- Submitting reports in a timely and well-done manner
- Reading necessary documents

### 2. Push for Guild awareness to be increased among students

### 3. Supporting office bearers

- Responding to emails in a timely manner
- Be in the office during my posted hours
- Attending meetings when requested
- Assisting to find solutions
- Informing of any relevant information
- Meet with office bearers at the beginning, middle and end of their term for check ups

### 4. Support the President

- Take on any reasonable task that is asked of me
- Responding to emails in a timely manner
- Assisting in planning events, campaigns and rallies

### 5. Use the Guild's collaborative workgroup with LITEC, Students Voice on Learning and Teaching, to include students in the discussion and advocate for student's quality of education

- Having standing invites for students who want to attend
- Having regulations that give all students the same speaking rights as permanent attendees
- Adding student raised issues to the agenda and having the minutes publicly accessible

### 6. Uphold an advocacy space where students can feel comfortable and secure while having the opportunity to contribute to change

- Forming a list of student contacts and whether they feel comfortable attending rallies
- Having alternative options to rallies for students to voice their concerns

### 7. Push for increased effort to be directed to rural and regional high school students in hopes of removing the disadvantages associated with not coming to Curtin from the metro area

- 8. Strive to ensure that students are receiving quality education that fits their needs despite any changes that COVID may bring**
- 9. Push for more accessible assessments**
  - Clearer unit outlines
  - Easier access to materials needed for assessments
  - More access to exemplars
- 10. Ensure student needs are being heard and, where possible, assisted**
- 11. Endeavour to be informed on issues that may impact office bearers' portfolios**
- 12. Work toward a better feedback system for tutors and lecturers to understand student wants and needs**

## Business & Law – February 2022 Report

### Meetings

*University*

N/A

*Guild*

| Name            | Date            | Comments |
|-----------------|-----------------|----------|
| Legal Committee | 2 February 2021 |          |

### *Student Disciplinary Panels*

| Date       | Comments  |
|------------|-----------|
| 4 February | Cancelled |

There are several engagements, including the first Faculty Courses Committee of the year, which will happen after the submission of this report but prior to the Representation Board meeting – I am more than happy to discuss them at the meeting if anyone has questions.

### Events

Events such as the School of Management and Marketing's Graduation and Orientation occur after the Representation Board meeting – I look forward to reporting on them in March's meeting.

### Student Enquiries

As Semester 1 draws closer I have had more queries from students. I am currently working on one regarding ticketing for FBL graduations.

### TL; DR

Due to personal issues relating to health, I have been unable to do much work this month. However, I have recovered and am hoping to be more active in my role henceforth.

I will have more to report on next month.



## SCIENCE AND ENGINEERING – REPRESENTATION BOARD REPORT #2

*For the Representation Board held on Thursday the 3rd of February 2022, A.D.*

### SUMMARY OF MEETINGS

| Meeting  | Date     | Type of Meeting    | Comments   |
|--|----------|--------------------|--|
| Coffee Catch-Up – Director of Student Engagement | 17/01/22 | University         | Discussion with Marc about his plans for the year and how we can work together to increase engagement with first years and clubs. Also discussed ‘Job Ready’ students, and potential for a Science Orientation – similar to Engineering, |
| MLS Cultural Changes                             | 17/01/22 | University         | Discussion with Head of School (Max) about how to make campus more engaging for students and form a community within the school, not just within disciplines.  |
| Representation Board                             | 20/01/22 | Guild              | --   |
| Engineering Club Structure – VP-A                | 25/01/22 | Guild              | Discussion with February about existing internal structure for Engineering Clubs   |
| Guild Council                                    | 21/01/22 | Guild              | Special Meeting of GC  |
| Learning and Teaching Council Meeting            | 02/02/22 | University         | Discussion of the Faculty’s work plan for this year to maintain/improve learning and teaching quality, as well as COVID planning.  |
| Sci-Eng Faculty Tour                             | 02/02/22 | University         | Filmed introduction video/tour of the main building for Science and Engineering students. Should be available for viewing on the university website at some point...   |
| EECMS Student Club Discussion                    | 03/02/22 | Guild x University | Discussion about the formation of the club with key stakeholders in EECMS, Andrew Rohl (Head of School) and Simon Forsyth.   |

### FINAL NOTES

This report was submitted on the 3<sup>rd</sup> of February, and the following meetings are scheduled to occur between submission and Reps Board meeting. If you have any questions about the following please ask me, otherwise I will include them in my report next month.

- Student Discipline Panels

- Graduation Ceremony,
- Sci-Eng Rep x Pro-Vice Chancellor Meet-up
- Learning and Teaching Council Executive

This last month has been a lot more work, especially with starting to plan things for the year ahead. I've been dealing with a lot of emails, mostly from Guild and University, but I was able to help out 1 whole student with a complaint.

I am also hopeful to be able to arrange more meetings with university executive throughout the next month to establish a good working relationship going into this year. As I've already met a number of the staff before, this is also a good way for me to understand what their expectations are of me in this role.

## Science and Engineering Key Performance Indicators

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- Be proactive in working with Guild reps, students and staff on projects, in particular the cultural changes project from last year.
- Maintain a 3-day response time to student emails (excl. weekends, public holidays, and leave).
- Work towards a united faculty where students identify as 'Science and Engineering' students, rather than as one or the other.
  - Improve communication between Science clubs and Engineering clubs (ideally have collaborative events between clubs).
- Improve or maintain student engagement via the Faculty of Science and Engineering Facebook group.
- Ensure students are adequately and appropriately represented in relevant committees within the Faculty.
- Communicate regularly with Faculty Executive (PVC, Head of Schools, etc.).
- Improve student - club relations/engagement (encourage students to attend club events, promote club events through official channels).
- Work on improving the atmosphere at University by encouraging students to spend more time on campus.
  - Or in the case of a lockdown, find ways to engage better with students online.
- Work to maintain a high quality of education for students both in-person and online.
  - Ensure that unit complaints are handled quickly and to a student's satisfaction.
  - Raise concerns with executive staff around existing procedures that don't work for students.

## Humanities Faculty Representative KPIs 2022

- Increase the level of engagement between the Faculty of Humanities Rep and Humanities-aligned clubs.
- Attend three events ran by Humanities-aligned clubs per semester.
- Reply to emails within three days (not including public holidays and leave)
- To the best of my ability, ensure the quality of education does not decline in the Faculty of Humanities.
- Run a campaign to increase awareness about the importance of jobs in Humanities in regards to sustainability and environmentalism.
  - o Host an event which demonstrates to students a link between sustainability and jobs.

## Faculty of Health Sciences Report

Amber Hilston (she/her)

### Representation Board – February 2022

#### Acknowledgement of Country

*As a wadjela woman, I would like to acknowledge the traditional custodians of the land both past, present and emerging. I pay my respects to the Whadjuk Noongar people who continue to endure the effects of colonisation. I recognise that we live on stolen land and that sovereignty was never ceded. This always was and always will be Aboriginal land.*

#### *Guild and University meetings, progress and planning*

|              |   |   |
|--------------|---|---|
| <b>17/01</b> | Response to Marcus (Ordinary Representation Board member)             | Marcus asked myself and Rey to second a circular motion proposal to rally against borders opening on February 5 <sup>th</sup> . Discussion in the email thread has observed that safety is paramount before proceeding as current outbreaks have been concurrent. I suggested so long as thorough research has been addressed regarding outdoor safety during the rally that I would comfortably second the motion. |
|              | Revised Key Performance Indicators for term                           | Evaluated achievable outcomes/reasonable goals for my term. Drafted a week ahead of deadline before submitting/adjusting them with Madison.   |
| <b>20/01</b> | Finalised Key Performance Indicators                                  | Set achievable outcomes for the term and forwarded them to Madison.   |
|              | Planning for Orientation Day Stall and Orientation Week               | Identified what I would bring to the stall for decoration and materials. Finalised what to include on flyers and relevant materials.  |
|              | Student Meeting on Campus   | Discussed fieldwork concerns and how to source student sticker while on prac.   |
|              | Opened channel of contact for clubs and committees within the faculty | Emailed clubs and committees from lists February sent through via email.  |
|              | Representation Board  | Fulfilled agenda discussion, seconded Marcus' circular motion for the rally (do not open borders).  |
|              | Meeting with Madison (Vice President of Education)                    | Faculty Rep catch up meeting to discuss O-Week material and preparation as well as general goals moving forward.  |

|              |                                      |  |
|--------------|--------------------------------------|--|
|              | Online event planning: Live Q & A    | Live Q & A events were discussed for online engagement with Ben, February and Madison via email. Students could inquire about issues or progress the Guild is making. Some representatives would be able to team up. E.g. Accessible lab solutions and opening discussion thereof.   |
| <b>24/01</b> | Accessibility Follow-Up              | Contacted Rey in regard to meeting preparations (Yet to be arranged).  |
|              | Fortnightly Meeting with Adrian      | Once more, the ongoing fortnightly meeting will be cancelled as this week's meeting 26 <sup>th</sup> of January falls on a public holiday. Thus, Adrian is out of office. The next meeting and initial introductions will resume 9 <sup>th</sup> of February as availability beforehand was not feasible for both parties. Apologies were made.                          |
|              | O-Day Stalls/Preparations            | Finalised stall items were documented and sent to Madison.   |
| <b>25/01</b> | Students as Partners Meeting: Online | Students as Partners meeting moved online. Discussion around preferable course delivery and student engagement was had. This was mostly a formal introductions meeting. Exciting projects were suggested moving forward.   |
| <b>26/01</b> | Invasion Day Rally                   | Supported Invasion Day Rally alongside Guild team in solidarity of Aboriginal and Torres Strait Islander Peoples. Always was, always will be.  |
|              | Welcome to Curtin Video              | Guild faculty representatives filmed a welcome to Curtin video for newly enrolled students.  |
| <b>02/02</b> | Feedback to Marcus                   | Reviewed Marcus' motion following prior Representation Board meeting regarding Covid-safe demands for Curtin. I agreed that free masks be made available on campus as a priority.  |
|              | Student Fieldwork concerns           | Students are still needing placements as they have not yet been allocated in Social Work specifically. I have liaised with multiple students at a recent induction; it seems that students are having placements cancelled due to Covid measures (E.g. Elderly support service placements). I have advised that students approach me if further issues persist. However, |

|              |   |   |
|--------------|---|---|
|              |   | some students' placements will be beginning later than most students, which is causing some stress.   |
| <b>03/02</b> | Health Sciences Fundraiser Preparations with February | Decided to support Breast Cancer awareness cause at the Wellbeing Fair on campus in April. Discussion around fundraising/donations and where to donate are in progress. |
|              | Filming for Health Science Representative campus tour | Filmed campus tour for health science students with media team.   |
|              | Reviewed KPI's from feedback                          | Adjustments were required to resolve KPI's after some feedback that they may not be as specific as needed. I have reviewed, submitted and attached them below.          |

**TLDR: Steady progress has been made in organising events for the faculty. I have worked towards organising myself for O-Day. I have followed-up with Rey regarding the inaccessible labs. A meeting has been set to move forward with this issue. Attended the Invasion Day rally in solidarity with Guild team. Have been discussing Covid-safe demands regarding Marcus' circular motion. Students have reflected they are unhappy with fieldwork arrangements/processes. Staff are struggling to find placements for Social Work students. I have begun organising a fundraising stall for Breast Cancer this year. On the Facebook page, I am engaging with students; mostly about mentoring opportunities.**

| <b>Key Performance Indicators</b>   |
|---|
| 1. Introduce myself both in-person at faculty events (O-Day & Wellbeing Fair) and online with posts in the Health Science Faculty group page to build connection with students. |
| 2. Support Breast Cancer awareness cause through fundraising stall at the Wellbeing Fair on campus.   |
| 3. Interact with students on Facebook through posts, polls and Guild content on the Health Science group page.  |
| 4. Resource, network and bond with Guild staff to achieve positive changes for students.  |
| 5. Host one group meeting for Health Science students to voice their concerns (online or in-person).  |
| 6. Advocate for educational materials regarding queer identities and health for Health Science faculty courses (following up Theodora's initiative).                            |
| 7. Respond proactively to collective/student concerns throughout my term via email and in-person or online meetings.  |



## Student Assist – Representation Board report – February 2022

Case statistics for Student Assist is as follows:

|                                   | Nov | Dec | Jan           |
|-----------------------------------|-----|-----|---------------|
| Academic sessions                 | 307 | 240 | 137           |
| Financial<br>Counselling sessions | 7   | 19  | 35            |
| LifeHacks                         | 56  | 17  | Not available |

Academic sessions in the month of January were mainly focused on termination appeals.

### Emergency Relief

Student Assist provided emergency relief to 2 students during the month of January in the form of Student Assist's vouchers and Foodbank.

### TL;DR

Academic support in January was focused on termination appeals.



**ISC president Report  
Representation board February 2022  
Submission date February 3<sup>rd</sup>, 2022**

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**Guild and University Meetings**

| <b>Date</b> | <b>Meeting</b>                            | <b>Comments</b>   |
|-------------|---|---|
| 26/2        | ISC team meeting                          | Planning activities and projects for 2022                           |
| 28/2        | VP education and ISC president meeting    | Regular meetings  |
| 28/2        | Guild president and ISC president meeting | Prime Minister letter to open the border for international students |

**Upcoming Events**

- International students weekly Orientation, from February 2022
- O – Week, February 2022.
- ISC/PSC event, March 2022

**ISC induction**

- ISC team has had the first meeting to plan activities and projects for 2022.
- ISC is in the process to have an induction with Jo Ann student assist.

**ISC calls for the state government to open the border for international students**

- ISC President and Guild President have sent a letter to Prime Minister to provide a plan for international students to return to WA and finish their studies.
- Media release to the Western Australian newspaper.

**The nursing graduate program for international students**

- ISC continues collaborating with the Post Graduate Student committee and the Guild President to write the letter for WA Health Minister.

**International Clubs**

- ISC VP activities is in the process to contact International Clubs for the O-week.

### **Mental Health for International Students**

- ISC is working on mental health tips by post and videos.
- ISC continues collaborating with Curtin Counselling and Student Wellbeing services to hold workshops for international students.

### **Overall Comments**

International Student Committee is trying its best to support to current international students. Our committee is also working hard to be involved in the safe return of international students to Curtin university.

Kind regards,



SOFIA GONZALEZ TORRES (RN, MNP)  
(She/Her)  
PRESIDENT  
INTERNATIONAL STUDENTS COMMITTEE  
E [isc.president@guild.curtin.edu.au](mailto:isc.president@guild.curtin.edu.au)  
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[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)

## 2022 Key Performance Indicators (KPIs)

- Welcome and engage with international students on Guild O-Day and during Orientation week.
- Recruit more members for the International Student Committee, and aim to fill casual vacancies in the committee as timely as I am able.
- Provide induction activities and training to the ISC, to be able to effectively carry out their roles within the Guild policies and regulations.
- Increase the amount and quality of support and engagement activities for international students.
- Frequently update and promote the ISC Facebook Page and Instagram.
- Continue to hold and organise Multicultural Week.
- Continue to hold and organise Pasar Malam.
- Continue to work on the campaign for opening nursing graduate programs for international students.
- Collaborate with Curtin Counselling to hold workshops for international students on various topics such as mental health.



*Ngaala kaaditj Wadjuck Nyungar moort, kura wer yeye, keyen kaadak nidja boodja.*

*Postgraduate Student Committee acknowledges the Wadjuk people of the Noongar nation as the Traditional Custodians of this land on which Curtin University stands. We pay our respects to their elder's past, present and emerging.*

## PSC President Report

**SUBMISSION DATE: 03/02/2022**

**FOR MEETING DATE: 10/02/2022**

**NAME:** Hameed Mohammad

**POSITION**

PSC President, Chair of PSC Committee.

**GUILD MEETINGS**

| Date     | Meeting   | Comments   |
|----------|---|--|
| 17/01/22 | PSC Board Meeting   | Please see attached meeting minutes (Pg. 3)  |
| 18/01/22 | Student Engagement – Maryanne   | Calling for the Graduate Connect nursing program to accept onshore international nursing students.   |
| 04/01/22 | a) PSC Science & Engineering Rep Meeting.<br>b) Digital team meeting                  | Resignation of PSC Science & Engineering Rep.<br>Digital Engagement – PSC website changes.   |
| 24/01/22 | a) Meeting with the Chief Nursing & Midwifery Office team<br>b) Meeting with Maryanne | Discussion of opening Grad-connect program for onshore international nursing students. Please see Pg. 8<br>Reporting Chief Nursing & Midwifery team meeting notes and required changes to the letter-writing campaign. |
| 25/01/22 | PSC KPIs meeting with committee members   | Please see attached KPIs (Pg. 9)   |
| 31/01/22 | Student Engagement – Maryanne   | Release of media statement   |

|                 |   |   |
|-----------------|---|---|
| <b>01/02/22</b> | CAPA President  | CAPA President is supporting the PSC initiative & releasing a letter from CAPA.   |
| <b>01/02/22</b> | Migration Pathway for Postgrads                           | A registered migration to do a presentation about migration and graduate work visa pathways for students (postgrads & PhD). |
| <b>02/02/22</b> | Events Manager Jess, VP-Activities February, and PSC team | Please see the attached meeting minutes (Pg. 11).   |
| <b>02/02/22</b> | PSC Team Meeting  | Conflict resolution among team members.   |

### **UNIVERSITY MEETINGS**

| <b>Date</b>       | <b>Meeting</b>   | <b>Comments</b>   |
|-------------------|--|---|
| <b>18/01/2022</b> | HOS School of Nursing                                      | Prof Phill Della – feedback on the letter to the Minister of Health.  |
| <b>25/01/2022</b> | Vice-Chancellor  | Prof Harlene Hayne – discussion on postgrad mentoring, letter-writing campaign to the Health Minister, media release. Please see Pg. 12           |
| <b>31/01/2022</b> | Deputy Vice-Chancellor International                       | Prof Seith Kunin – partnering with Guild President Theo, PSC President Hameed, ISC President Sofia. Monthly meetings. Please see attached letter. |
| <b>31/01/2022</b> | HOS School of Nursing/ Pro Vice-Chancellor Archie Clements | Prof Phill Della listed as a contact for media interview & press release response   |



**POSTGRADUATE  
STUDENT  
COMMITTEE**

## **Student Guild of Curtin University**

**Postgraduate Student Committee - Meeting 02**

**Held at 3 pm on Monday the 17<sup>th</sup> of January 2022**

**Location: Chancellery Building 100, Room  
301/305**

# **MINUTES**

## **Meeting Opened 3.05 pm**

### **1. Acknowledgement of the Traditional Owners:**

*“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”*

### **2. Attendance:**

- a. Members Present; Hameed Mohammed, Jesse Hogan, Jessica Frigger, Doris Onyinye Edwin Asomugha, Avin Sharma, Siana Wardell, Mitra Elmi, Carlos Tabora Vilamayor, Hana Tambunan, Yawen Liang, Alphy Chacko, Gail Yawen Liang, Mitchel.
- b. Others Present; Theodora Rohl, Dylan Botica, Maryanne Shaddick (Manager – Student Engagement), Andrew Cameron, Jo-Ann Naidu, Errol Phuah, Madison Ainsworth
- c. Apologies and Leave of Absence; Md Shakir
- d. Absent; Nil

The meeting was presided by the president, Hammed. Introduction of PSC members, the guild executives, CAPA president, and the officers from student engagement and student assists.

### **3. Disclosure of any potential or perceived Conflicts of Interest**

Hameed declared no conflict of interest.

### **4. Minutes of the Previous Meeting:**

- a. Previous Meeting Minutes

Motion: That the Postgraduate student Committee approves the minutes of the meeting held on 16/11/21 as a true and accurate record of the proceedings at that meeting.

Moved: Carlos

Seconded: Jesse

**RESOLVED PSC#01/22**

## 5. Matters Arising from the Minutes:

### Action List

#### a. Letter writing campaign

Hameed requested that the CAPA president write a letter of support in relation to offering grad programs to international nursing students who studied onshore in Australia. This letter will be attached to other letters the PSC committee will send to the state education minister pending the PSC executives scheduled meeting with him at a later date.

#### b. PSC Committee Mentorship program

The Postgraduate and PhD students' mentorship program was discussed extensively. Jessica suggested that this Committee create peer-support groups and pastoral care while acting as mentors to the incoming Postgraduate students.

Andrew said there was a mentorship program between 2012-2019 but was discontinued because there was a lack of engagement from the students, students stopped contacting their mentors after a few weeks of engagement, the inability to streamline the right program for mentorship, many students wanted some academic support, but the mentors are trained to offer support but not academic support. He suggested that the PSC partner with the librarian for academic help and other students' services.

Joan noted that targeted workshops with topics of interest should be incorporated to identify and fill the gap of what should be of immense benefit to the students. This could be published in a journal or communicated through online digital media and any other channel the Committee considers.

Jesse hinted about using Facebook and the postgraduate portal on the university website, but Miriam answered that some international students do not use Facebook due to limited resources to live online. However, students can request information about what they are studying via the university website.

Hameed suggested that the Committee will use individual experiences and questionnaires to drive the survey, identify the missing gaps, and how to fill them to ascertain what the students want out of the mentorship program. This will be achieved by having a brainstorming session with the heads of school.

## 6. Significant Items

- a. Presentation by Errol, CAPA President: He discussed the duties and responsibilities of CAPA as an organization. He stated that CAPA uses advocacy, lobbying and statistical numbers to engage politicians and policy makers. Some of their agenda for 2022 as it pertains to our Committee are:
  - i. Job ready campaign for international graduates.
  - ii. Curtailing exploitation of international students.
  - iii. Need for quality in our teaching and research.
  
- b. PSC Executive verbal report- 2022 PSC projects / events and Achieving KPIs
  - i. **President:**



Tasked members of the Committee on their individual projects for the year 2022 and how to achieve the KPIs outlined for these projects. Hameed is to work with the Guild executive in the school car parking campaign.

**ACTION: Hameed to follow-up with this Committee to ensure members work on their assigned projects for the year by matching action with KPIs. Also, to enforce the deadline set for these to happen.**

**ii. Vice President – Education:**

To harness the power of social media to connect communities, optimize academic queries and direct them to the right channel. Provide easier interactive forums in social media for postgraduate students.

**ACTION: Hameed and Jesse are happy to create a postgraduate social media page (Facebook, Instagram) where students can ask questions and get a speedy response to their queries**

**iii. Vice-President—Research:**

To organise monthly PSC events using peer-support groups, with the support of the committee members. Work-out a brainstorming session on how best to support postgraduate students.

**ACTION: Organise morning tea/coffee for new postgraduate students for interactions to identify the most pressing areas where support are needed.**

**iv. Secretary:**

Onboarding paperwork for all committee members, harmonize meeting calendars for the year 2022. Ensure all committee members get information promptly through email as regards all PSC events and functions.

**ACTION: Collaborate with Hameed to coordinate the PSC activities for year 2022.**

**v. Humanities representative**

To continue working on the changes in the Master of Teaching Students. There is a growing concern that studying humanities is now more expensive than other courses in the university due to the recent changes made by the school authority. Disseminate the information about the changes to the students and continue to seek for ways to cushion the psychological impact this will pose on students' mental health.

**ACTION: To work with different groups and clubs with the faculty to proffer the best solution.**

**vi. PSC Councillors**

Gail advocated on how to help ameliorate the hardship that the overseas returning students will face on arrival in Australia.

Doris appealed to the student assist and the head of student services to help reduce the 6-week waiting time for students to access counselling services.

Hameed said the academic board have agreed to recruit more counsellors, as staff are beginning to get burnt-out. However, the average waiting time now is 3-weeks. He asked the student engagement manager and student assist officers if the school can provide academic and financial support to these returning students, other than the \$5,000 scholarship.

**ACTION: Gail to work with different student representatives to address this.**

Mitra complained about the school un-updated website, siting that there are some outdated discounts and the ones currently on do not reflect when you want to make payments.

**ACTION: Mitra to follow-up with IT team to look at it.**

Alphy asked if the school will pay for hotel quarantine for students returning from overseas to Australia.

Manager student engagement advised that the Committee should inform the returning student of the COVID-19 scholarship fund which could be up to \$4,000 per student. This is to help cushion their financial burden.

Carlos to be more involved with the PSC outreaches, especially in the university lodge and the new hostel building. He is to fully participate in the mentorship and sundowner programs.

Hana to involve student clubs in the faculty regarding PSC activities. Be part of the digital engagement. Opportunities for students after graduation and industry networking. To create a program on how mothers with young children can navigate their way towards academic success.

Hameed answered that the careers team organises program for graduating students on how to transition to the labour market. Also, the women department helps with free baby products. Student assist officer explained that mothers with young children with genuine financial hardship can access a certain one-off grant for child-care needs.

**ACTION: Collaborate with the student's club manager in the guild for industry networking.**

Motion: That the Postgraduate students' Committee notes the verbal reports given by the members present.

Moved: Doris (Secretary)

Seconded: Jesse Hogan (VP-Education)

## **RESOLVED PSC#02/22**

### 7. Other Items

MEETING WITH THE STATE MINISTER FOR EDUCATION  
PSC PARTY DAY

### 8. General Business

- Doris appealed with the president to allow the committee members some time to get their KPIs organised. This will ensure that they are not over-burdened bearing in mind that almost all of us have jobs outside the PSC and some have families and young children.

- Jessica asked the members to articulate their KPIs to reflect the 5 components of an objective which is “SMART”. Jessica will also outline the challenges faced by Ph.D. science and engineering students with their thesis.

#### Next Meeting

The next meeting of the Postgraduate student Committee to be communicated.

#### Meeting closed 5.25pm



## Meeting with the Chief Nursing & Midwifery Office team

**Agenda:** Extending Grad connect program for onshore international nursing students.

**Attendance:** Guild President Theo, ISC President Sofia, Senior Nursing Officer Natalie.

Discussion of challenges associated with opening Grad connect for everyone. Changes and decisions need to be made in much higher level (Health Minister).

Some of the raised concerns during the meeting:

- Shortage of skilled nursing workforce.
- No capacity to provide training & education for new graduate nurses.
- Funding issues from DOH.
- Patient safety and ensuring enough positions for all nursing graduates.
- Regional nursing opportunities.
- Covid-19 impact and occupational safety.

**WA Nursing & Midwifery Expo:** This expo builds on the previous Transition to Practice Forum and is a valuable opportunity for all your students to learn about employment opportunities in WA and gain an understanding about the WA nursing and midwifery landscape. This will be the only forum available for 2022 to learn about the GradConnect process. The presentations will be live streamed for those who cannot attend in person by registering for a free Livestream ticket.





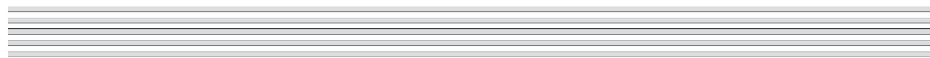
## **PRESIDENT OF THE POSTGRADUATE STUDENT COMMITTEE (PSC)**

### **2022 Key Performance Indicators (KPIs)**

1. Fill all positions on the PSC to ensure appropriate representation and advocacy. Introduce the PSC to the broader Guild community, faculties, and social media platforms.
  - a) Additionally, work closely with all committee members of the PSC so that they are well equipped to carry out their roles.
2. Present information to postgrads and introduce them to the PSC at the beginning of both semesters. Attend university and faculty orientation presentations.
3. Attend meetings to represent the agenda of Curtin postgrads in broader conversations and decision-making processes (Academic Board and Research Committee).
4. Improve PSC social media growth: create a PSC Facebook group where students can post their questions. Also, create a LinkedIn page for postgrads as recommended by Curtin Career Development.
  - a) The utilisation of social media networking to foster connection and community for the postgraduate and HDR student's cohort at Curtin.
5. Organise social events to foster a social culture and support system for postgraduate students to create a more vibrant campus life.
6. Implement Postgrad & HDR peer support group workshops where students can meet, network and chat with peers.
  - a) Liaising with student assist for student support and advocacy services.
7. Manage the implementation of the Mental Health Initiative: Providing postgraduate students from all Faculties Mental Health First Aid workshops. To minimise the prolonged waiting list for counselling sessions.
8. Work towards providing more Graduate programs for international postgraduate nursing students.
9. Release a media statement: Curtin Guild advocating to extend Grad connect program for international nursing students. Meeting the health minister if needed.
10. Formulate and disseminate a quarterly bulletin from the PSC to all postgraduate students, highlighting the PSC efforts to advocate postgrads.

## Meeting with the Deputy Vice-Chancellor – International Prof Seth Kunin

Please see attached correspondence with agreed outcomes from the meeting.



### Curtin Global

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31 January 2021

Curtin Student Leaders  
Curtin Guild

Attention: Hameed Mohammad

Dear Hameed

Thank you for meeting with me today to share views of the Curtin Student Leaders from the Guild and International Students.

The following was discussed and agreed at the meeting:

1. A monthly meeting to be set up by my office for me to meet with Hameed, Theodora Rohl and Sofia, as Curtin Student Leaders.
2. A webinar to be organised preferably next week, including one representative from the Guild, myself, and senior representation from Curtin Global. As agreed, Hameed is to send, prior the webinar a copy of the questions to be asked by international students.
3. Set up a mentoring program for International Post Graduate Curtin students. Hameed is to develop a paper on the shape of this proposed program to send to myself.
4. Support for the initiative by nursing students to the WA Government. The university will give support inclusive of the press release.

Please note I am happy to meet with Curtin Student Leaders outside of the monthly meetings and ask you please to be in touch if I can assist further.

Kind regards

Professor Seth Kunin  
Deputy Vice-Chancellor Curtin Global

Cc: Theodora Rohl, Sofia (ISC President)

CRCOS Provider Code 00301J

## PSC Workshops Meeting

1. **In attendance:** February (VP-A), Hameed Mohammed, Jessica Frigger, Mitra Elmi, Siana Wardell, Jessica (Events Manager), and Carlos.

### 2. Monthly workshops:

- Programs should be based on students' needs such as APA7 Master classes including referencing, searching and other necessary subjects.
- Postgraduate support by giving them opportunity for networking with each other and having migration agents
- Resolving the conflict between HDR students and their supervisors
- Suggested workshops' location will be Guild Retreat and clubs HQ with offering incentives such as coffee vouchers. Of note, the clubs HQ is better due to having monitor screens.
- Reach out clubs for the PSC workshops, connecting Guild members with specialised workshops and connection with clubs for more networking.
- Andrew's suggested location: Engine room

### 3. Events:

- Humanities barbeque (BBQ): 15<sup>th</sup> March
- Science and Engineering BBQ: 20<sup>th</sup> April
- Start of semester party: 11 March including live music (not recommended by Hameed, but DJ), Hawaiian theme – wear a shirt with flowers on it (flower shirts), flower leads and arranging meetings
- In the past, post graduate students had fancy places for socialising.
- Cabbage booking?
- Liaising with the International Student Committee (ISC) for brainstorming session.



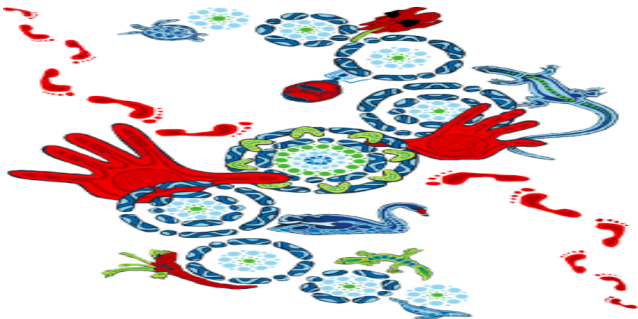
## Meeting with the Vice-Chancellor Prof Harlene

1. VC & DVC International are very happy to organise a webinar for international students.
2. Also keen for the international student voice to be heard as we make our way through the latest round of COVID. PSC working closely with ISC & Guild President Theo to determine the best way for that to happen.
3. Requested about a mentoring programme for postgraduate students.



## UPCOMING PROJECTS

- Guild O Day
- Start of Semester Party: 11<sup>th</sup> of March.
- PSC Monthly Workshops.
- Research & APA7 Referencing Masterclass



Yaankga – thank you in Noongar 😊

*Thank you for reading!!*





## QUEER OFFICER'S Report

REPRESENTATION BOARD 2022 – 10/02/22

Submitted 03/02/22

### MEETINGS

|      |  |
|------|--|
| 19/1 | Catch-up with VP-E   |
| 25/1 | Students as Partners Community Practice <ul style="list-style-type: none"><li>I mentioned 'We All Need To Pee' and got general support from a few staff members</li></ul>  |
| 26/1 | Equity Officer Catch-up w/ AO, WO <ul style="list-style-type: none"><li>Regarding supporting each other as officers with equity officers</li><li>We'll be setting up regular meetings, especially as we have collectives</li></ul>   |
| 27/1 | Meeting w/ Sheldon Smith (Ally Network) <ul style="list-style-type: none"><li>Meeting to start working relationship for the year</li><li>I asked questions about ally training</li><li>Discussed 'We All Need To Pee'</li></ul>  |
| 27/1 | Meeting w/ Bridge Truell (President of the Australian Queer Student Network) <ul style="list-style-type: none"><li>Regarding Queer Collaborations Conference 2022<ul style="list-style-type: none"><li>Setting up a state hub at Curtin when it's run in July</li></ul></li><li>Discussed 'We All Need To Pee'</li></ul> |
| 2/2  | Catch-up w/ VP-E   |
| 2/2  | Brief catch-up w/ President <ul style="list-style-type: none"><li>Regarding 'We All Need To Pee'</li></ul>   |

### PROJECTS

*(what I've been up to)*

#### **We All Need To Pee Campaign**

I've picked up the 'We All Need To Pee' campaign, which was in operation for the past year and a half, run by the previous QO, Dax Jagoe. The campaign in question is a sticker campaign, in which trans-positive stickers were placed in bathrooms around campus, bringing awareness to how bathrooms can be an uncomfortable place for gender non-conforming people to use.

In October last year, where a record number of the stickers were reported as defaced, Properties informed the Guild without any consultation that they were going to remove all of the stickers because it was costing them money to repair damaged doors etc.

I spent hours compiling a document so I could both get a good handle on this campaign as the new manager of it, and so I could have some concrete and simple to present for all relevant parties.

Section 1 describes the history and past implementation of the campaign, including an analysis of where defaced stickers have been reported, up until the stickers were removed. Section 2 goes through all of the concerns that Properties brought to us regarding the campaign, which I answer one by one. Section 3 discuss how the QD can adjust the campaign in line with Properties' concerns so we can keep advancing with it.

I talked with several people while writing this document, namely Dax Jagoe, David Luketina, Sheldon Smith (Ally Network), Rey (AO) and Bridge Truell (QO, 2019)

The next step is to send this document to Properties and get a response from them.

No matter what it is, we will be informing the queer community at large, as they haven't been officially informed yet, due to the QD having been wrapped up in communications with Properties.

## EVENTS

### O-Day Planning

I've placed orders with Student Engagement for various giveaways, some done in the past, and some new for this year. What I've planned for giveaways this year are as follows;

- Pronoun badges, made at the stall
  - 37mm diameter
  - Pride flag-themed circular background, on which to write pronouns
- Pride flag-themed koi fish stickers
- Jawshua stickers
  - (QD shark plushie, lives in Equity Space)
- QD flyers
  - 'QD Guide to Curtin'
  - I wrote this with contributions from the community with what helped them at Curtin
  - Edited by Elisha Gray (they/them), member of the QD community
- Guild lollipops (if there is enough)

I also asked on the Queer Department Discord if anyone was interested in volunteering and helping out at the stall on O-Day, and have got some responses, which is encouraging, so I'll be co-ordinating with them and rostering them for the day.

### Other events

I've confirmed dates for two QD events for this upcoming semester;

**Thursday 31<sup>st</sup> March:** Transgender Day of Visibility sundowner (The Tav)

**Thursday 13<sup>th</sup> May:** QD Powerpoint party (The Tav)

Further details and promotion will happen later this semester.

I've also reached out to the Curtin Writer's Club and Curtin Illustration Club to see if we could do a collaboration and work on a zine for IDAHOBIT, with submissions from the queer community. IDAHOBIT is 17<sup>th</sup> May.

## OTHER

### Student Concern

I helped a student with an issue of deadnaming in an email from Uniready, despite having updated their preferred name with Curtin Connect.

I called the communicating officer and talked the issue out with them, learning what I could and what information they had access to etc, and relayed what they said back to the student.

### Communication with other QOs

I've set up a meet-up on Sunday 6<sup>th</sup> to see some of the other queer officers in WA who are available to meet in person to talk about each other's universities and discuss if there's anything we'd like to collaborate on this year.

### **Equity Space**

I've begun to sort through all the items that were in the Queer Department cupboards and write an inventory of what is in the cupboards when I'm done.

## **OVERALL COMMENTS**

It's been a busy month, to say the least. I really dived in head-first to the 'We All Need To Pee' campaign, as I felt it would be really good to confirm the status of it before the semester begins again. I not only have more free time before it begins, but students aren't on campus, and if I can get stickers back up in some of the bathrooms, it would be really encouraging.

It's been really nice to engage on the Discord server and see where my moderation has helped make conversations or things in general run more smoothly. There have also been some new people joining over the past few weeks as O-Day and the start of the semester approaches, and they've integrated well, and it's lovely to see the community grow.

However, over the last month, I've done quite a few more than my remunerated hours, mainly on the 'We All Need To Pee' campaign. I wanted to do it, but it's made looking forward more setting up the collective to help support me. We'll be able to do a lot of cool things for the queer community at Curtin, without me taking up tons of my free time to do them.

### **TL;DR**

I've been quite busy over the last month, working on the 'We All Need To Pee' campaign, planning for various events for the semester and O-Day, and different odd tasks to help out the community overall.

*Cassidy Pemberton (she/they)*

***Queer Officer 2022***



# KPIs

(Key Performance Indicators)

**Cassidy Pemberton, 2022 Queer Officer**



As Curtin Queer Equity Officer in 2022, I will strive to achieve the following goals;

|                   |   |
|-------------------|---|
| <b>GENERAL</b>    | <ul style="list-style-type: none"> <li>• Be the best transgender ally I can be.             <ul style="list-style-type: none"> <li>◦ Endeavour to incorporate their voices in all I do as Queer Officer.</li> <li>◦ Directly consult transgender members of the Queer Department where appropriate.</li> </ul> </li> <li>• Continue to educate myself on queer issues.</li> </ul>   |
| <b>ACTIVISM</b>   | <ul style="list-style-type: none"> <li>• Stay aware of queer news from within the state and around the country.</li> <li>• Promote support and attendance at rallies relevant to the queer portfolio.</li> <li>• Maintain regular contact with other engaged Queer Representatives from around the country.</li> </ul>  |
| <b>COLLECTIVE</b> | <ul style="list-style-type: none"> <li>• Empower and support the members of the Queer Collective to achieve projects or initiatives through the department they would like to.</li> <li>• Maintain regular contact with engaged members of the Queer Collective.</li> </ul>   |
| <b>COMMUNITY</b>  | <ul style="list-style-type: none"> <li>• Actively monitor and improve the Queer Department server where needed.</li> <li>• Ask for community feedback at least once each semester about how the Department has been run.</li> </ul>   |
| <b>PROJECTS</b>   | <ul style="list-style-type: none"> <li>• Review Curtin Ally training, both the content itself and its reach around campus, and how it can best be expanded and improved.</li> <li>• Investigate the process of changing your name on campus documentation and facilitate improvements that may need to be implemented</li> <li>• Work to make bathrooms on campus more trans-friendly, such as through the We All Need To Pee campaign, and advocating to increase the number of all-gender bathrooms.</li> </ul> |

**ESSENTIAL**

- *Attend at least 80% of required meetings*
- *Submit monthly reports to Representation Board*
- *Complete a handover report for my successor*
- *Run at least two (2) events each semester*
- *Run at least one (1) campaign each year*

**Cassidy Pemberton**

*she/they*

**Queer Officer**

## Women's Officer Report - Representation Board

10/02/2022

| Type                | Date     | Name                   | Comments                           |
|---------------------|----------|------------------------|------------------------------------|
| University Meetings | 20/01/22 | Represeantaion Board   |                                    |
|                     |          |                        |                                    |
| Guild Meetings      | 12/01/22 | Rep Event Brainstrom   | Brainstormed events for guild      |
|                     | 26/1/22  | Equity Officer meet up | Informal meeting with Cass and Rey |
|                     | 17/01/22 | Women/VPE meet ups     |                                    |
|                     | 26/01/22 | Welcome Day Video      | On Invasion Day.                   |
| Student Meetings    |          |                        |                                    |

### Projects

| Project Name             | Updates  | Comments   |
|--------------------------|--|--|
| Discord Server           | <ul style="list-style-type: none"> <li>33 Members</li> <li>Low engagement</li> </ul>                   | No changes   |
| Facebook Group           | <ul style="list-style-type: none"> <li>1250Follows</li> <li>Low engagement</li> </ul>                  | No significant changes, posting stories a couple times a week.                               |
| Instagram Page           | <ul style="list-style-type: none"> <li>559 Followers</li> <li>Medium engagement</li> </ul>             | No significant changes, posting stories a couple times a week                                |
| Equity Space             | <ul style="list-style-type: none"> <li>A lot of use.</li> <li>Many products left were taken</li> </ul> | Ran out of products, will have to get more, had a huge amount of products come in last year. |
| Respectful Relationships |  | Gathered information on who to contact, will be in touch with them                           |

### Events

| Event                    | Date/Time                 | Location         | Activity                             | Attendance  | Comments                                      |
|--------------------------|---------------------------|------------------|--------------------------------------|-------------|---|
| Guild-O-Day Stall        | 23/02/2022<br>11AM-2:30PM | Near Guild       | Posters + stickers giveaway          | n/a         | Possible plant give away.                     |
| Online meet and Great    | 23/02/2022<br>6PM         | Discord          | Jackbox games or Kahoot              | n/a         | Telling people about the online game at o-day |
| Online study with me     | monthly?                  | Discord          | Quiet with music.                    | n/a         |   |
| Invasion Day Rally       | 26/01/22                  | Perth CBD        | Posted on Instagram stories of event | 169 viewed. | Many interacted with the insta story.         |
| International Womens Day | 08/03/2022<br>10AM-12PM   | Sculpture Garden | Week 2, picnic? Brunch?              | n/a         | Needs to be planned                           |
| Community Event          | 10/05/2022<br>12PM-2PM    | Sculpture Garden | Week 11, causal meet up.             | n/a         | Needs to be planned                           |

#### To be planned

- Joint University's Women's Event, need to contact other universities; ECU is interested.
- Community events.

## **TL; DR**

Some routine meetings were attended. Social media has no change. Women's equity space is almost empty. Online events, guild-o-day and international womens day are all being set up. Overall still adjusting to this form of work will need to ask many questions.

***Salwa Kilzi***

***Women's Officer 2022***

Submitted 03/02/2022

## Key Performance Indicator (KPI)

### Salwa Kilzi 2022, Women's Officer

As Curtin Women's Equity Officer in 2022, I will strive to achieve the following goals.

#### ESSENTIAL

- Attend at least 80% of required meetings
- Submit monthly reports to Representation Board
- Complete a handover report for my successor
- Run at least two (2) events each semester
- Run at least one (1) campaign each year

|   |  |   |
|---|--|---|
| 1 | Promote  | <ul style="list-style-type: none"> <li>• Celebrate the achievements of those who identify as women, and bring light to the inequalities presented before them</li> <li>• Promote mental health and self-care, and helping students prioritise themselves</li> <li>• Help students feel confident and empowered</li> </ul> |
| 2 | Maintain and grow the Curtin Women's Community                                   | <ul style="list-style-type: none"> <li>• Run the Curtin Women's Collective, and endeavour to keep the collective engaged and active</li> <li>• Host events for the community</li> <li>• Post on social media</li> <li>• Adjust the Women's Department room to be more tailored to the community's needs</li> </ul>        |
| 3 | Aim to make students aware of the services that can support them                 | <ul style="list-style-type: none"> <li>• Pass on information about organisations or services, with the aim of supporting students' mental health</li> </ul>   |
| 4 | Maintain a strong relationship with the Women's Department of close universities | <ul style="list-style-type: none"> <li>• Communicate with Women's Officers from other universities</li> </ul>   |
| 5 | Supporting the guild with  | <ul style="list-style-type: none"> <li>• Work to fix the Respectful Relationships Module</li> <li>• Work to update language guides</li> </ul>   |

# Chair of Representation Board

## Key Performance Indicators

### Jasmyne Tweed

1. Attend 80% of the meetings I am invited to.
2. I endeavor to respond to all emails within 48hrs of receiving.
3. Be well prepared for all the meeting I attend
  - 3.1. Submitting any necessary documents before the deadline.
  - 3.2. Reading agenda and reports for the meeting.
4. When possible, complete my Guild related work in the Guild office.
  - 4.1. Updating my calendar weekly to show when I will be in the office.
5. Contribute to the making of the agenda for representation board.
  - 5.1. Learning how to make the agenda and store on Mfiles.
  - 5.2. Distributing the agenda in a timely manner.
6. Participate in at least one on-campus event each semester as the wellbeing officer.
  - 6.1. Participating in events that are related to mental, emotional, and physical wellbeing.
7. Advocate for improving the approach to teaching and learning to reduce stress, anxiety, and depression.
8. I endeavour to make the Student ID uploadable to mobile devices.



**Title: University responsibility for staff and student safety**

**Motion: Guild to demand university enact a range of COVID safety measures beyond minimum state and federal government requirements**

Moved: Marcus Fernihough (ordinary representative)

Seconded: Rey Nairn (accessibility officer)

**Background:**

The university is obliged to provide a safe environment for students and staff. By all indications, the spread of COVID-19 in WA is an inevitability that the university must be prepared for.

Enforcing [COVID compliance](#) in [workplaces](#) is proving [extremely difficult](#). Compounding this, state and federal governments are desperately [revising definitions of close contacts](#), making it easier for employers to compel staff to work when possibly sick. To date, Curtin University has not made significant changes to ventilation or on-campus facilities that will curtail the spread of the virus.

Current measures according to [Curtin's website](#) do not accept sufficient responsibility for establishing and enforcing COVID measures. Aside from mask wearing, no measures have been taken to control airborne spread, the major vector for COVID-19. At the time of this meeting, the university will have less than 2 weeks to make classrooms safe to attend.

[Work Safe Australia](#), [US Department of Labor](#) and [UK Health and Safety Executive](#) provide a list of workplace measures that should be taken to prevent spread in working environments. It should be noted that a university learning environment is even more conducive to spread, given the density of students in lectures, labs, and tutorials.

A range of recommendations apply to the following key areas of control:

1. Physical distancing – minimum 1.5m
2. Mask wearing – surgical grade or higher
3. Personal hygiene – hand sanitiser and thorough washing with soap
4. Cleaning and disinfection – regular cleaning and disinfection of surfaces in shared areas
5. Vaccine mandate – full vaccination of all eligible staff (and students)
6. Ventilation – air monitoring, ventilation and filtration

As evinced in the United States, [teaching environments are not safe](#) unless significant measures are taken. If the lives and wellbeing of university staff isn't motivating enough, the [disruption to the "service" of education](#) resulting from mass sick leave should be a major concern for students.

The WA state government's [safe return to school plan](#) is a valuable point of reference for the standards staff and students should expect from the university. In particular, the rollout of CO2 monitors and air filters in classrooms is a key tool for mitigating risks to students.

University students are not immune to COVID, its dire side-effects, or potential death. The Omicron strain is proving [increasingly dangerous to young people](#), not to mention the immunocompromised or those with comorbidities making them extra vulnerable. To date, the university has only implemented whatever measures state or federal governments have required. Observing the eastern states, we can see that this level of intervention [will not be sufficient](#) to protect students. As such, it is the Guild's responsibility to represent student's interests in opposition to those demonstrated by the university to date.

## Exemptions

Some staff and students will be exempt from vaccination and mask wearing. However, in the interest of campus safety, the university must be able to enforce necessary mandates. Therefore, exemptions can only be granted on medical grounds alone. These medical grounds must be supported by relevant medical professional(s). At minimum, this applies to vaccines and mask wearing. To ensure students requiring exemptions are treated fairly, the university must provide an official process for requesting exemptions and providing the relevant letter or documentation. 'Exempt' status can then be distributed to the necessary staff on class attendance lists etc. By requiring formal support of a medical professional, students will not need to explain or justify their exemption requirement to the university.

Most conditions requiring these exemptions are also comorbidities with COVID-19. Therefore, this requirement is necessary to protect both exempt and non-exempt staff and students by minimising the number of people on campus who are not following basic health measures.

## Actions:

Make the following demands of university management, to be implemented before any in-person learning or campus activity commences (if not already done):

1. Information campaign
  - a. Guild to create and distribute COVID safety material through all available avenues, including social media, emails, and on-campus signage.
  - b. University to create and distribute COVID safety material through all available avenues, including social media, emails, and on-campus signage.
  - c. Mask wearing (measurement, fit, handling and wearing) to form central component of safety material.
  - d. CAP to be updated to provide a comprehensive list of measures implemented by the university and how they may apply to students with disabilities or medical conditions.
2. Physical distancing
  - a. Assess all indoor areas of the university to calculate square meterage and determine capacity limits ensuring all staff and students can maintain a minimum 1.5m physical distance
  - b. Reduce class densities (where necessary) as required to allow for 1.5m physical distancing
  - c. Where necessary, hire additional staff to facilitate additional classes due to lowered density
3. Mask wearing
  - a. Mandate masks on campus for all staff and students
  - b. Provide (minimum) surgical masks to all staff and students, free of charge
4. Personal Hygiene
  - a. Ensure hand sanitiser is available at entrances to all indoor spaces, bathrooms & changerooms
  - b. Replace all drinking fountains with COVID-safe refill stations for water bottles
  - c. Fit all bathrooms with instructions for COVID-safe hand washing techniques
5. Cleaning and disinfection
  - a. Expand cleaning staff to facilitate more frequent cleaning of tutorial and lecture rooms
6. Vaccine mandate
  - a. Mandatory vaccination of all staff and students attending campus
  - b. Exceptions only granted on genuine medical grounds with supporting evidence
7. Ventilation
  - a. All indoor areas to be fitted with COVID-safe ventilation, reducing air circulation in and between rooms
  - b. All indoor areas to be fitted with HEPA filters.
  - c. Air quality monitoring to be performed on all indoor spaces before classes commence – guiding rollout of filters or closure of rooms
8. Information
  - a. Relevant information on all positive cases to be shared publicly, with the Curtin NTEU office & the Guild
  - b. The university to take responsibility for ensuring all exposed staff and students are notified personally, with confirmation required
9. Oversight – granted to Curtin NTEU office and Guild
  - a. Oversight of implementation of above measures
  - b. Oversight of university response to cases on-campus
10. Support

- a. Curtin staff to be guaranteed special COVID leave if forced to quarantine or unable to work if exposed as a close or casual contact and/or while waiting for COVID test results. This ensures staff will not be compelled by financial circumstances to attend university if potentially sick.
- b. Students whose studies are impeded by COVID-19 exposure to be offered the option to withdraw from enrolled units, whether or not census date is passed. This ensures students will not be compelled by fear of failing grades to attend university if potentially sick.

**Confidentiality:**

Open

**Title: Solidarity with NSW Nurses and Midwives**

**Motion: The Guild to endorse proposed industrial action taken by NSW Nurses and Midwives Association**

Moved: Marcus Fernihough (ordinary representative)

Seconded:

**Background:**

The NSW Nurses and Midwives Association (NSWNMA) recently announced their intention to hold a state-wide vote to begin strike-action on 15<sup>th</sup> Feb 2022. As outlined in their [2<sup>nd</sup> Feb 2022 Facebook announcement](#), the conditions faced by members of the association are extreme.

Brett Holmes (General Secretary NSWNMA) described the conditions faced by members, including:

- [Understaffing](#) forcing [overtime to cover gaps](#)
- High rate of [burnout](#)
- [Pre-COVID healthcare crisis exacerbated by the pandemic](#)
- [Indifference](#) of the [state government](#)

NSWNMA's demands will include:

- Dynamic shift-by-shift ratios (staff-to-patient)
- Fair pay
- COVID allowance

Shaye Candish (Assistant General Secretary NSWNMA) advised that the decision to call a strike-vote is supported by a preliminary survey showing huge support for industrial action among members. Between now and 15<sup>th</sup> Feb 2022, NSWNMA branches will hold special sessions to vote on this action.

It should be noted that life-preserving care can and will be maintained during nurses' strike action.

[Historical precedent](#) for this can be found in the incredible [1986 Victorian nurses strike](#).

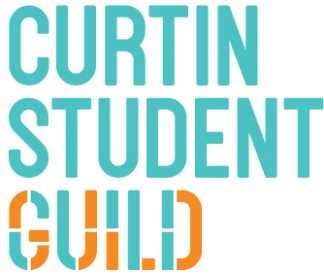
**Actions:**

The Guild will use its resources (social media, emails, website etc.) to:

1. Make a statement of solidarity with NSW nurses, acknowledging their dire conditions and their right to self-determination
2. Endorse, in the same statement, the demands set by NSWNMA and any further demands advocated by its members
3. Endorse, in the same statement, any industrial action taken by NSWNMA and its members in fighting for these rights
4. Promote students take and share solidarity photos on social media with an associated hashtag through faculty rep Facebook groups and pages.

**Confidentiality:**

Open



**Student Guild of Curtin University**

**REPRESENTATION BOARD – Meeting #3**

**To be held at 5:30PM on Thursday the 10th of February 2022**

**In Council Chambers**

**Motion: 2022 NUS KPIs**

Motion: That the Representation Board approves the 2022 Key Performance Indicators for the National Union of Students.

*The following Key Performance Indicators must be met by the time listed:*

| <b>Exit Performance Indicator</b>   | <b>Timeline</b>  |
|---|--|
| That the NUS hold a National Conference, which includes the election of NUS Office Bearers.   | By 31 December 2022  |
| That Member Organisation Delegates have full and proportional rights to vote in the election of NUS Office Bearers, and on policy proposals presented to the NUS at the NUS National Conference.  | By 31 December 2022  |
| That the NUS does not condone the use of violence and takes all reasonable steps to minimise the risk of violence at NUS endorsed protests.<br>Reasonable steps may include: <ul style="list-style-type: none"> <li>· Where an NUS endorsed protest becomes violent, conducting a review of the event detailing how the violence could have been avoided,</li> <li>· Ensuring that suitable event management processes are followed.</li> </ul> | At all times.  |
| All National Executive agendas are sent to campus presidents in accordance with B61.  | At least one week prior to each National Executive meeting   |
| All National Executive reports and minutes are sent to campus presidents in accordance with B64.  | Within one week of each National Executive meeting   |
| That the minutes of the 2021 NUS National Conference and policy book are supplied to all member organisations.  | By 1 March 2022  |
| That the NUS shall conduct an independent annual audit of their finances.   | At least 14 days before the annual meeting of National Conference  |
| That the budget of the NUS for the coming year is supplied to the Member Organisations upon its approval in accordance with B88.4.  | By 31 <sup>st</sup> October 2022 (B88.4 of the NUS constitution states that the latest date to set the budget is the 1 <sup>st</sup> of October) |

|  |   |
|--|---|
| All National Executive minutes & Office Bearer reports are made available on the NUS website.  | Within one week of each National Executive meeting. |
| That a guide explaining the processes of NUS National Conference is produced and sent out to all member organisations at the same time as the notice of National Conference. | By Dec 31 2022                                      |
| That the NUS shall otherwise comply with the NUS constitution, regulations, and by-laws.   | At all times  |

*The following Key Performance Indicators are measurable objectives of the National Union of Students, which will be graded in August 2022.*

| No. | KPI   |
|-----|---|
| 1   | That the paid, full-time, NUS National Office Bearers meet, either in person or via telephone (or other common communication channel), the equivalent Member Organisation Office Bearer at least twice every academic period. |
| 2   | That the paid, full-time, NUS National Office Bearers provide a reasonable level of support for the equivalent Member Organisation Office Bearer.   |
| 3   | That the part-time paid and volunteer NUS National Office Bearers provide a reasonable level of support for the equivalent Member Organisation Office Bearer.   |
| 4   | That the NUS National Office Bearers provide ongoing updates on their actions and campaigns in a reasonable and consistent manner to the equivalent Member Organisation Office Bearer.  |
| 5   | That the National Officer Bearers attend all student conferences related to their portfolio.  |
| 6   | That the actions and policy of the NUS are substantially in line with the interests of the Member Organisation's student body. These interests may include Member Organisation policies, stances or values.                   |
| 7   | That, on balance, the NUS has demonstrated substantial progress towards achievement of its stated policy goals.   |

Moved: Theodora Rohl (President, NUS Delegate)

Seconded: Cassidy Pemberton (Queer Officer, NUS Delegate)

### **Background:**

In past years, the Representation Board has set KPIs for the NUS, to better inform the Board as to how the NUS is performing. The assessment of these KPIs, in turn, are used as a basis for considering affiliation matters.

These KPIs have remained relatively standard throughout the years, however have been amended this year so that paid, full-time Office Bearers communicate with their equivalent Member Organisation Office Bearer at least twice every academic period, where previously it was only once. This is because, during the KPI assessment for 2021, it was raised that some NUS Office Bearers had only reached out to the Guild Office Bearers at the start of the semesters for introductions, then never communicated with them again. For a paid, full-time role, this is not enough.

As a Guild which pays high affiliation fees to the NUS, it's a valuable process for us to quantifiably measure how the NUS is tracking, and whether or not we feel adequately represented and supported by them.

### **Confidentiality:**

Open

## **MINUTE OF THE PSC COMMITTEE INAUGURAL MEETING HELD ON THE 16 OF NOVEMBER 2021 AT THE GUILD SECRETARIAT**

The meeting of the Post-Graduate Students (PSC) Committee started at about 1430pm with the president My Hameed acknowledging the Traditional Owners of the land.

“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation, and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”

### **2. In Attendance**

Hameed-President

Carlos

Jesse

Gail

Siana

Mide

Jessica

Doris Edwin-Asomugha- Secretary

#### **2.1 Present Online**

Sofia

Hannah

#### **2.2 Apologies: NIL**

#### **2.3 Absent: NIL**

### **3. Disclosure of any potential or perceived Conflicts of Interest: NIL**

### **4. Minutes of the Previous Meeting:**

4.1. Previous Meeting Minutes: This is our inaugural meeting

Motion: The motion to start the meeting and build on an agenda for the next meeting.

Moved: President

Seconded: Jesse

### **5. Meeting proceedings:**



5.1: The meeting started with introduction of the PSC Committee members by the president and he rolled-out his agenda for the meeting. He nominated 2 two members of the team, Jesse – VP Education and Jessica – VP research. The president requested Siana to explain to the committee about her research pertaining to the major changes to be implemented in the faculty of Education to kick-start in January 2022. Siana explained to the committee that the school is implementing a study special period that will run for 13 consecutive weeks and finishes in February of the next year, citing that the university took away the students' choices of being part of the implementation committee. The challenges as highlighted by Siana is the conflict of this program with full-time employment opportunities and international students will be left with just about 2 months visa validity to get a job which can be hectic and unreliable.

Siana updated the committee that a letter has been sent to Prof. Judith Diham (Director of Learning, School of Education) in this regard but yet to get a response. The president suggested that the committee will schedule for a meeting with Prof. Diham to discuss the concerns of the students concerning this change. Mide said this is seen as a cost saving program for the school, but the students are not happy with the development and suggested that the committee will organise a special session, leveraging on the students' forum to provide the students a forum to speak-out and contact Western Australian Union of Teachers to address this issue. Doris said a strong message should be sent in letters/ emails to the appropriate authorities whose duty is to implement the new study period highlighting the imminent challenges the students are already facing and the implications of this new special study period to the students if it goes on as planned.

The president hinted that himself, Sofia, Jesse, Siana and Doris will schedule for a discussion with the Vice-Chancellor and academic board possibly at the end of the month to talk about the students' predicaments on this issue

### **Second agenda: "Nursing letter-writing campaign".**

The PSC team will roll-out campaign poster on social media channels detailing how to go about this campaign, and this should be done with the approval of the guild. The intention is that the PSC team will create a link for students to access and send in their personal letters explaining their experiences in trying to be assimilated into graduate programs in Australia especially as an international student. These letters will be sent to all the government principal officers (eg Roger Cook) responsible for creating the needed change for elaborate graduate programs in Western Australia. There is already a nursing skill shortage in Australia, the policy in place now does not allow international students to be admitted into graduate programs in Australia.

Doris suggested that nursing governing bodies like AHPRA and NMBA should be notified on these challenges, so that they can add their voices and make the campaign get the needed attention.

Sofia gave the committee a hint on the progress she has made to ensure that international nursing students are offered graduate programs in some hospitals in WA.

### **Third agenda: "PHD and master's students mentoring program"**

Doris mentioned that lack of mentors exposes the students to trauma and confusion, leading to mental health issues. Hameed reiterated on this premise that it takes approximately 4-5 weeks to get an appointment with a psychologist in the school which further increases the anxiety students face. Gail and Jessica highlighted the difficulties they encountered when they resumed in Curtin University as post-graduate and PHD students respectively. They narrated how they found it so difficult, and distressing having to network and navigate the terrain. Hameed and Jessica suggested

that we should be willing to volunteer as mentors to the junior ones. It was agreed that a mantra be used to drive home the message to the students e.g. "Everyone should get a mentor "or "If u want a mentor, you could find one". This will be tagged "PSC mentoring program for the incoming students". Jessica suggested that a mentor can mentor a new student who is not basically studying same course as his/her because the mentoring program will not focus on the course content but on ensuring that the new students are stabilized in their new environment and for them to know that there is always someone to reach out for when you do not know what to do. The mentoring session could be online or in-campus, depending on the circumstances and availability of the mentor. The names of the mentors will be posted in the guild website so that students can have access to them. Mide also suggested that the thesis chair could be made mentors as well.

Hameed entreated the PHD students to bring in their wealth of research experience and knowledge into the PSC committee for the benefits of the school and the students.

Hameed said that Business and law faculty councillor position is still vacant and task the committee to look out for a suitable person for that position.

Hameed moved a motion for the meeting to be adjourned till February when school resumes, and this was seconded by Carlos.

The meeting ended at about 1810pm



**Student Guild of Curtin University**  
**Postgraduate Student Committee - Meeting 02**  
**Held at 3pm on Monday the 17<sup>th</sup> of January 2022**  
**Location: Chancellery Building 100, Room 301/305**

## **MINUTES**

### **Meeting Opened 3.05pm**

1. Acknowledgement of the Traditional Owners:

*"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."*

2. Attendance:

- a. Members Present; Hameed Mohammed, Jesse Hogan, Jessica Frigger, Doris Onyinye Edwin Asomugha, Avin Sharma, Siana Wardell, Mitra Elmi, Carlos Tabora Vilamayor, Hana Tambunan, Yawen Liang, Alphy Chacko, Gail Yawen Liang, Mitchel.
- b. Others Present; Theodora Rohl, Dylan Botica, Maryanne Shaddick (Manager – Student Engagement), Andrew Cameron, Jo-Ann Naidu, Errol Phuah, Madison Ainsworth
- c. Apologies and Leave of Absence; Md Shakir
- d. Absent; Nil

The meeting was presided by the president, Hammed. Introduction of PSC members, the guild executives, CAPA president, and the officers from student engagement and student assists.

3. Disclosure of any potential or perceived Conflicts of Interest

Hameed declared no conflict of interest.

4. Minutes of the Previous Meeting:

- a. Previous Meeting Minutes

Motion: That the Postgraduate student Committee approves the minutes of the meeting held on 16/11/21 as a true and accurate record of the proceedings at that meeting.

Moved: Carlos

Seconded: Jesse

### **RESOLVED PSC#01/22**

5. Matters Arising from the Minutes:

Action List

- a. Letter writing campaign

Hameed requested that the CAPA president writes a letter of support in relation to offering grad programs to nursing international students who studied onshore in Australia. This letter will be attached to other letters the PSC committee will send to the state education minister pending the PSC executives scheduled meeting with him at a later date.

b. PSC Committee Mentorship program

The Postgraduate and Ph.D. students' mentorship program was discussed extensively. Jessica suggested that this committee should create peer-support groups and pastoral care while acting as mentors to the in-coming Postgraduate students.

Andrew said there was a mentorship program between 2012-2019 but was discontinued because there was lack of engagement from the students, students stopped contacting their mentors after few weeks of engagement, the inability to streamline the right program for mentorship, many students wanted some academic support, but the mentors are trained to offer support but not academic support. He suggested the PSC could partner with the librarian for academic support and other student's services.

Joan noted that targeted workshops with topics of interest should be incorporated to identify and fill the gap of what should be of immense benefit to the students. This could be published in a journal or communicated through online digital media and any other channel as considered by the committee.

Jesse hinted about using Facebook and the postgraduate portal in the university website, but Miriam answered that some international students do not use Facebook due to limited resources to live online, however, students can request for information about what are studying via the university website.

Hameed suggested that the committee will make use of individual experiences and questionnaires to drive the survey, to identify the missing gaps and how to fill them to ascertain what the students want out of the mentorship program. This will be achieved by having a brainstorming session with the heads of school.

## 6. Significant Items

- a. Presentation by Errol, CAPA President: He discussed the duties and responsibilities of CAPA as an organization. He stated that CAPA uses advocacy, lobbying and statistical numbers to engage politicians and policy makers. Some of their agenda for 2022 as it pertains to our committee are:
  - i. Job ready campaign for international graduates.
  - ii. Curtailing exploitation of international students.
  - iii. Need for quality in our teaching and research.

b. PSC Executive verbal report- 2022 PSC projects / events and Achieving KPIs

i. **President:**

Tasked members of the committee on their individual projects for the year 2022 and how to achieve the KPIs outlined for these projects. Hameed is to work with the Guild executive in the school car parking campaign.

**ACTION: Hameed to follow-up with this Committee to ensure members work on their assigned projects for the year by matching action with KPIs. Also, to enforce the deadline set for these to happen.**

## ii. Vice President – Education:

To harness the power of social media to connect communities, optimize academic queries and direct them to the right channel. Provide easier interactive forums in social media for postgraduate students.

**ACTION: Hameed and Jesse are happy to create a postgraduate social media page (Facebook, Instagram) where students can ask questions and get a speedy response to their queries**

## iii. Vice-President—Research:

To organise monthly PSC events using peer-support groups, with the support of the committee members. Work-out a brainstorming session on how best to support postgraduate students.

**ACTION: Organise morning tea/coffee for new postgraduate students for interactions to identify the most pressing areas where support are needed.**

## iv. Secretary:

Onboarding paperwork for all committee members, harmonize meeting calendars for the year 2022. Ensure all committee members get information promptly through email as regards all PSC events and functions.

**ACTION: Collaborate with Hameed to coordinate the PSC activities for year 2022.**

## v. Humanities representative

To continue working on the changes in the Master of Teaching Students. There is a growing concern that studying humanities is now more expensive than other courses in the university due to the recent changes made by the school authority. Disseminate the information about the changes to the students and continue to seek for ways to cushion the psychological impact this will pose on students' mental health.

**ACTION: To work with different groups and clubs with the faculty to proffer the best solution.**

## vi. PSC Councillors

Gail advocated on how to help ameliorate the hardship that the overseas returning students will face on arrival in Australia.

Doris appealed to the student assist and the head of student services to help reduce the 6-week waiting time for students to access counselling services.

Hameed said the academic board have agreed to recruit more counsellors, as staff are beginning to get burnt-out. However, the average waiting time now is 3-weeks. He asked the student engagement manager and student assist officers if the school can provide academic and financial support to these returning students, other than the \$5,000 scholarship.

**ACTION: Gail to work with different student representatives to address this.**

Mitra complained about the school un-updated website, siting that there are some outdated discounts and the ones currently on do not reflect when you want to make payments.

**ACTION: Mitra to follow-up with IT team to look at it.**

Alphy asked if the school will pay for hotel quarantine for students returning from overseas to Australia.

Manager student engagement advised that the committee should inform the returning student of the COVID-19 scholarship fund which could be up to \$4,000 per student. This is to help cushion their financial burden.

Carlos to be more involved with the PSC outreaches, especially in the university lodge and the new hostel building. He is to fully participate in the mentorship and sundowner programs.

Hana to involve student clubs in the faculty regarding PSC activities. Be part of the digital engagement. Opportunities for students after graduation and industry networking. To create a program on how mothers with young children can navigate their way towards academic success. Hameed answered that the careers team organises program for graduating students on how to transition to the labour market. Also, the women department helps with free baby products. Student assist officer explained that mothers with young children with genuine financial hardship can access a certain one-off grant for child-care needs.

**ACTION: Collaborate with the student's club manager in the guild for industry networking.**

Motion: That the Postgraduate students' Committee notes the verbal reports given by the members present.

Moved: Doris (Secretary)

Seconded: Jesse Hogan (VP-Education)

## **RESOLVED PSC#02/22**

### 7. Other Items

MEETING WITH THE STATE MINISTER FOR EDUCATION  
PSC PARTY DAY

### 8. General Business

- Doris appealed with the president to allow the committee members some time to get their KPIs organised. This will ensure that they are not over-burdened bearing in mind that almost all of us have jobs outside the PSC and some have families and young children.
- Jessica asked the members to articulate their KPIs to reflect the 5 components of an objective which is "SMART". Jessica will also outline the challenges faced by Ph.D. science and engineering students with their thesis.

### Next Meeting

The next meeting of the Postgraduate student Committee to be communicated.

**Meeting closed 5.25pm**