



# 2021 Student SSAF Survey Report to University SSAF Committee

September 2021

## Summary Report

In August 2021, UNE students received an invitation from the Student Consultative Committee (SCC) to respond to a survey about the use of the Student Services and Amenities Fee (SSAF). The survey was designed to seek student voice in relation to how UNE currently manages and administers SSAF funding and understand what students feel should be considered in future for the allocation of SSAF funding at UNE.

In total, the survey received 1,733 responses from students of which 1,542 were completed. The responses came from a broad cross-section of students reflective of the diverse cohorts of UNE. This report summarises the feedback from students, representing the key themes emerging from the survey and providing the SSAF committee with some recommendations for improving the use of SSAF at UNE. The main themes and recommendations from the SCC on behalf of students are:

1. **Promotion/Awareness:** It is evident from the responses that many students are unaware of what SSAF is used to fund or how the University is using their SSAF funds to support students. The University needs to be more transparent about the use of the fees and do more to promote the services that are available to students.
2. **Online Students:** there is a common theme in the responses from UNE's largest cohort of students, our online students, that on-campus students benefit far more from SSAF than online students. The University needs to ensure that future SSAF expenditure is used to benefit all students and focus more on ensuring that SSAF delivers benefits to online students.
3. **Focus Areas:** feedback from students suggests that UNE should be prioritising funding services against 3-4 key areas for SSAF (from the 19 government categories):
  - i. Promoting the health or welfare of students
  - ii. Helping students obtain employment or advice on careers
  - iii. Helping students develop skills for study by means other than undertaking courses of study in which they are enrolled; and
  - iv. Helping students with their financial affairs
4. **Use of Services:** generally speaking, the survey reflects that those students who accessed the services UNE currently offer under SSAF were reasonably satisfied with the support they received. The uptake of SSAF services overall was reasonably low from students, in alignment with recommendation #1, the University needs to do more to ensure that all students have access to the services and support on offer and are aware of what they can get and how they can access the support they need.

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## Acknowledgement of Country

The University of New England respects and acknowledges that its people, programs and facilities are built on land, and surrounded by a sense of belonging, both ancient and contemporary, of the world's oldest living culture.

In doing so, UNE values and respects Indigenous knowledge systems as a vital part of the knowledge capital of Australia.

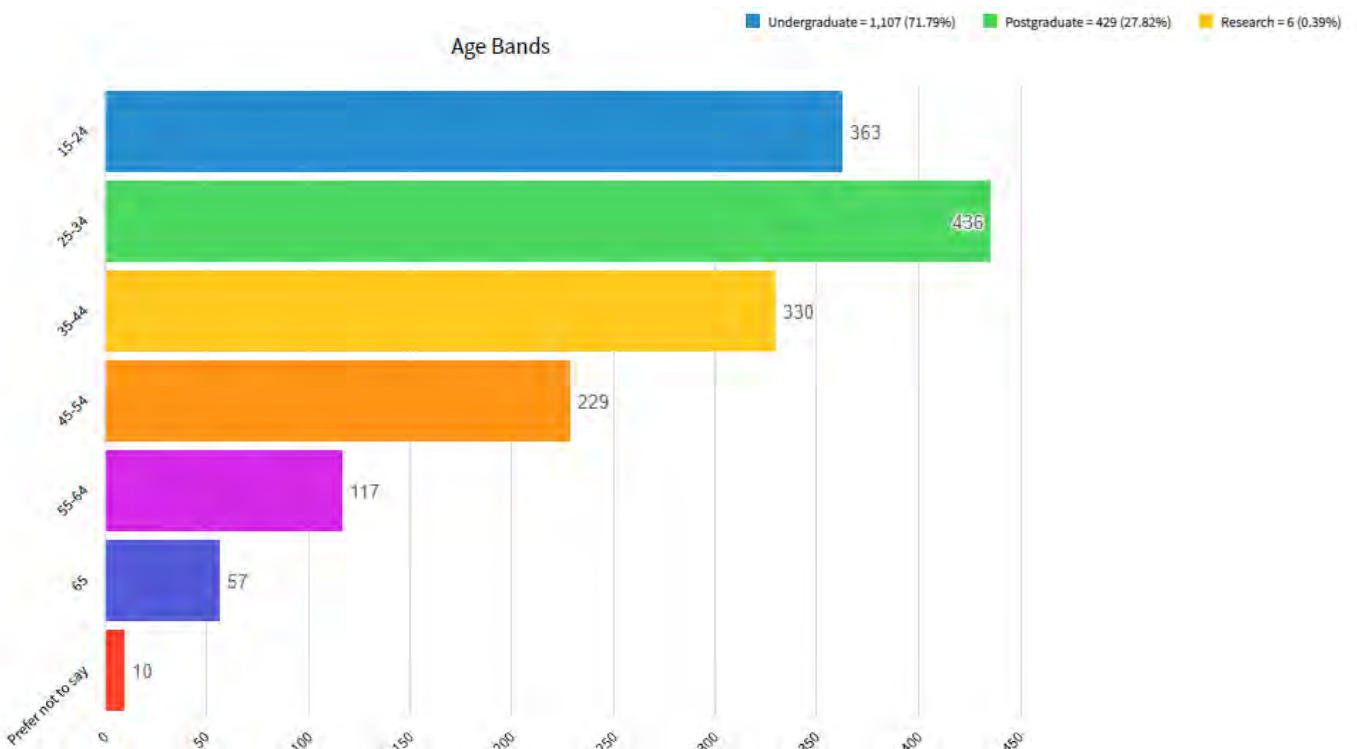
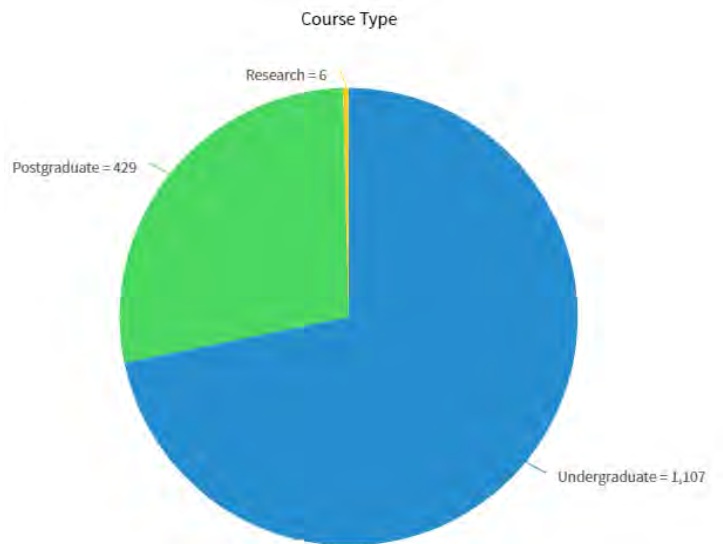


# Student Representation

In total, the survey received 1,542 completed responses. 1,733 responses were recorded in total but of those, 191 timed out and did not complete the full survey. All statistics represented in this report are based on completed responses only.

Students were asked to provide basic demographic information to help identify the different needs for different cohorts of students. The response by different demographic categories is shown below. In itself, it doesn't provide any great insights but does show that the survey was reflective of the broad range of cohorts of UNE students.

## Student Demographic Information

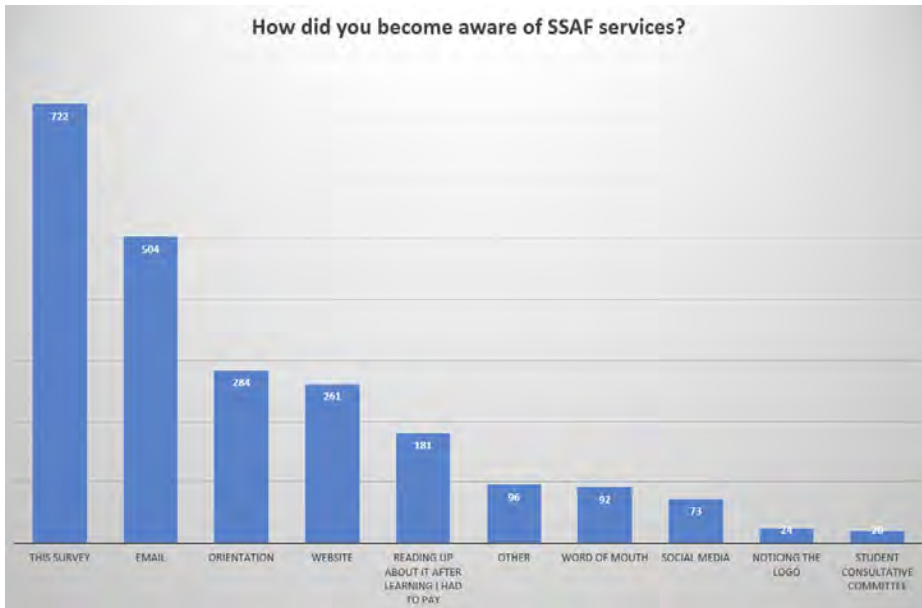


## Main Themes

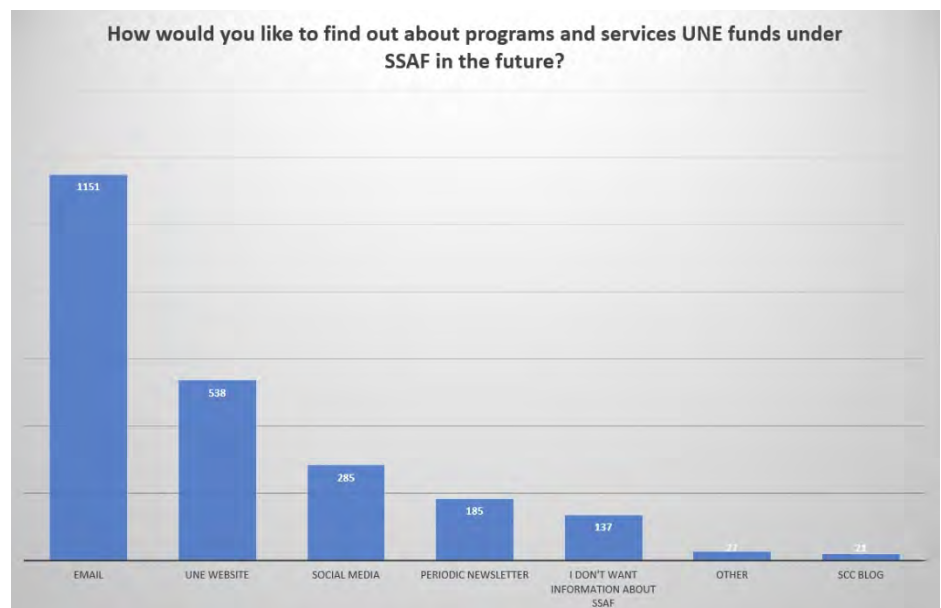
The four main themes are outlined below with supporting data from the survey and recommendations. All comments for each of the themes are direct quotes from student responses.

### Theme #1: Promotion and Awareness

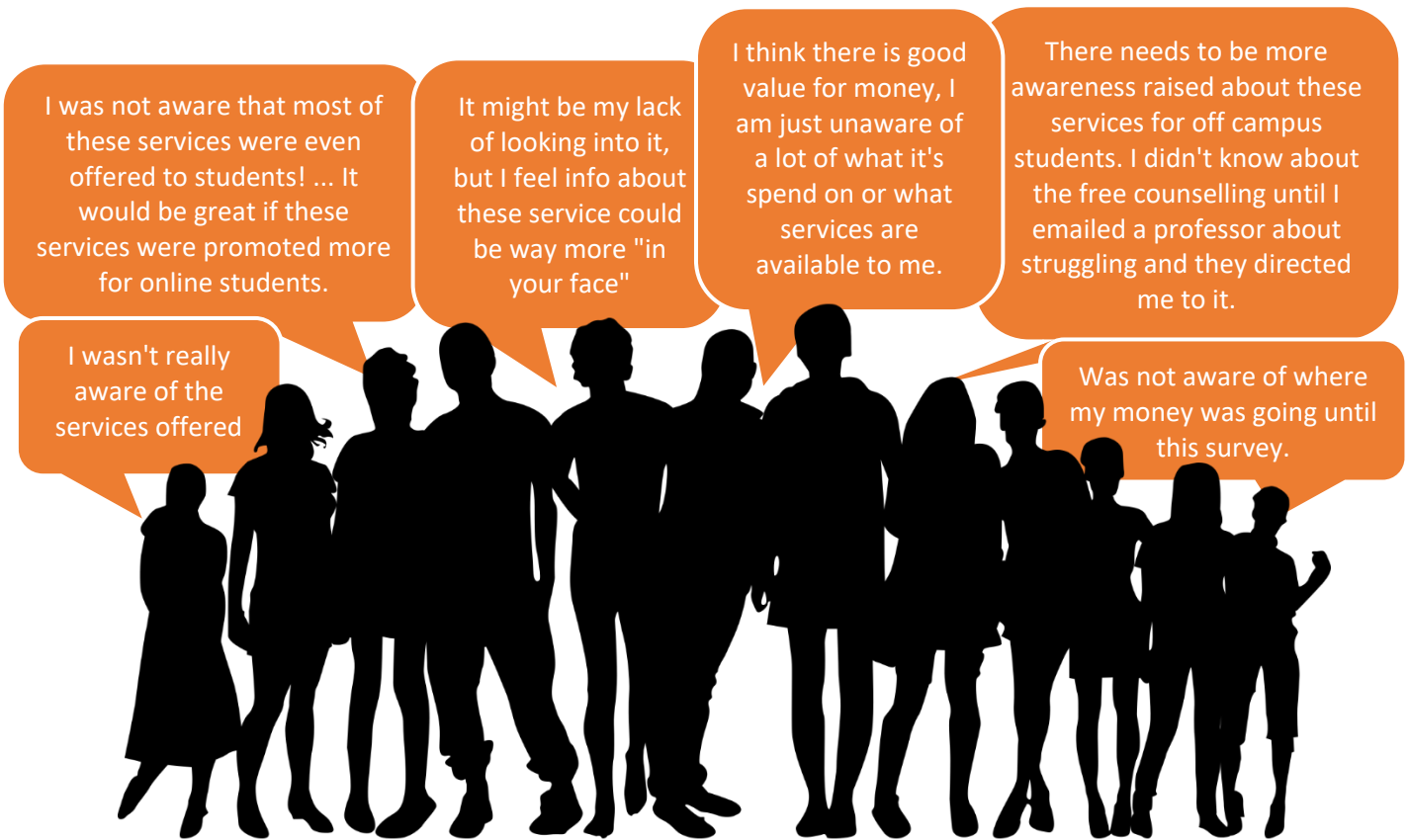
The survey responses indicate that many students are unaware of what their SSAF payments are used for or the services offered to them under SSAF. From a student point of view, it is very important that UNE continues to be open and transparent about what student's SSAF contributions pay for and how they can access the services offered under SSAF.



722/1542 students (46.8%) noted that they found out about SSAF through the survey. We note that very few students saw the SCC as a source of information for SSAF and the SCC will be happy to work with the SSAF committee in the future to better promote the use of SSAF to our students. The majority of students (74.6%) indicated that Email was the preferred option for receiving information about SSAF, with the website (34.9%) and social media (18.5%) other preferred options for messaging students.



Comments (Theme #1)



Theme #2: Online Students

The survey asked students to rate on a scale of 1-5 the value for money they feel they get from their SSAF contributions. The ratings are shown in the table below, firstly for the overall student group and then for key demographics (online vs on campus, international vs domestic). There was no notable difference in the response from undergraduate, postgraduate or research students and age didn't seem to factor in, although the overall satisfaction for students aged 15-24 was higher than others (avg. 2.96) and the lowest overall satisfaction was in the 35-44 age group (avg. 2.48). There was a slightly higher perceived value for Commencing students (avg. 2.84) over Continuing students (2.59).

Ranking	Overall	Online	On Campus	Domestic	International
1 – Zero value	318 (21%)	307 (23%)	11 (5%)	309 (21%)	9 (11%)
2 – Very little value	353 (23%)	324 (24%)	29 (14%)	344 (24%)	9 (11%)
3 – Some value	485 (31%)	402 (30%)	83 (40%)	454 (31%)	31 (36%)
4 – Good value	295 (19%)	230 (17%)	65 (32%)	272 (19%)	23 (27%)
5 – Exceptional value	91 (6%)	73 (5%)	18 (9%)	78 (5%)	13 (15%)
Average Ranking	<b>2.67</b>	<b>2.58</b>	<b>3.24</b>	<b>2.63</b>	<b>3.26</b>



There is clearly a large discrepancy between perceived value for money of SSAF for online vs on campus students. 47% of online students believe that they get zero or very little value from SSAF and many online students feel that the majority of SSAF money is spent on services and supports that only benefit on-campus students. The University should heed this message and either consider abolishing or making SSAF optional for online students or ensure that SSAF supports and benefits are targeting its largest cohort.

### Comments (Theme #2)



### Theme #3: Focus Areas

Students were asked to nominate at least 1 and up to 5 areas for their preference for SSAF expenditure based on the 19 Government defined categories. The top response with 2/3 of students selecting as one of their top 5 preferences was 'Promoting the health or welfare of students'. Other categories which ranked highly were 'Helping students obtain employment or advice on careers' (59.3%), 'Helping students develop skills for study by means other than undertaking courses of study in which they are enrolled' (48.9%) and 'Helping students with their financial affairs' (33.6%). These top 4 were consistent for online students.

For on-campus students, these 4 all ranked in the top 5, however the main difference was that ‘Providing food or drink to students on a campus of the higher education provider’ was ranked #2 with 53.4% response from on-campus students.

The full table is provided below (for overall response only):

Government Category	Count	%
<b>Promoting the health or welfare of students</b>	1027	66.6
<b>Helping students obtain employment or advice on careers</b>	914	59.3
<b>Helping students develop skills for study by means other than undertaking courses of study in which they are enrolled</b>	754	48.9
<b>Helping students with their financial affairs</b>	518	33.6
<b>Helping students secure accommodation</b>	410	26.6
<b>Providing legal services to students</b>	389	25.2
<b>Advocating students' interests in matters arising under the higher education provider's rules (however described)</b>	373	24.2
<b>Caring for children of students</b>	362	23.5
<b>Providing libraries reading rooms (other than those provided for academic purposes) for students</b>	362	23.5
<b>Giving students information to help them in their orientation</b>	353	22.9
<b>Providing food or drink to students on a campus of the higher education provider</b>	307	19.9
<b>Advising on matters arising under the higher education provider's rules (however described)</b>	235	15.2
<b>Helping meet the specific needs of overseas students relating to their welfare accommodation employment.</b>	232	15.0
<b>Supporting a sporting or other recreational activity by students</b>	222	14.4
<b>Supporting an artistic activity by students</b>	113	7.3
<b>Supporting the administration of a club most of whose members are students</b>	112	7.3
<b>Helping students obtain insurance against personal accidents</b>	62	4.0
<b>Supporting the production dissemination to students of media whose content is provided by students</b>	48	3.1
<b>Supporting debating by students</b>	37	2.4

There was mostly consistency across other cohorts, with the following exception. International students rated ‘Helping meet the specific needs of overseas students relating to their welfare accommodation employment’ as their #1 response (63.5% of total responses).

#### Theme #4: Use of Services

Students were provided with a list of activities UNE offers under the SSAF program and asked to select each of the services they had accessed or used at UNE. For each service they used they were asked to rate their overall satisfaction on a Likert scale of 1 to 5:

- 5 – Very satisfied
- 4 – Somewhat satisfied
- 3 – Neither satisfied nor dissatisfied
- 2 – Somewhat dissatisfied
- 1 – Very dissatisfied

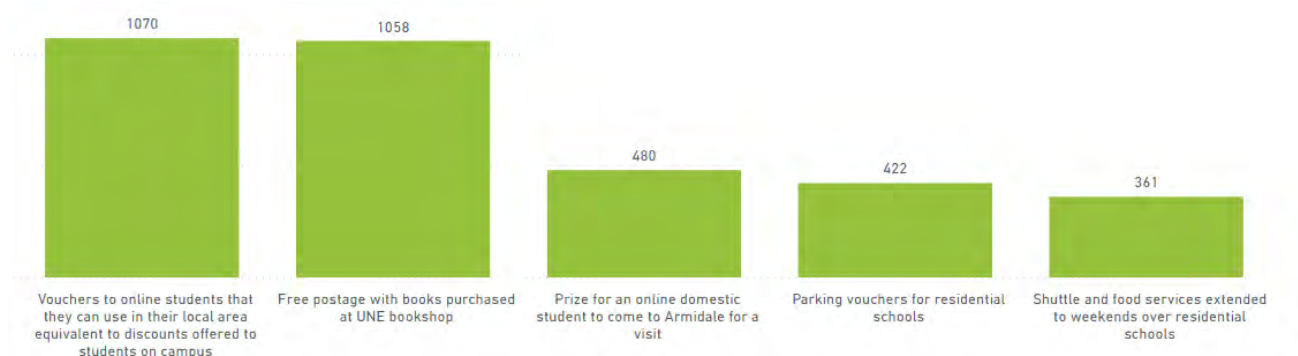


More than  $\frac{1}{4}$  of students (26.1%) have not used any of the services offered. Related to Theme #1, the SCC notes the overall low uptake of the services offered under UNE SSAF by students. It further highlights the need for better promotion of UNE's range of services. Given the priorities students selected, particularly promoting health or welfare and obtaining career and employment advice, the committee may wish to note the low uptake by students of some of the services in these areas in the table below.

Those students who do access the services have given them a very high average rating, with all services receiving an average above 4 and a percentage of users who were either very satisfied or somewhat satisfied above 70%. This gives further weight to the need to better promote services so more and more students can benefit from what is on offer.

Service	# Users	% of Total	1	2	3	4	5	Avg. Rating	% 4-5	
Online Orientation	558	36.2%	7	18	103	202	228	4.1	77.1%	
Studiosity	481	31.2%	8	14	56	154	249	4.3	83.8%	
No services used	402	26.1%	N/A							
Academic Skills Office	401	26.0%	5	12	41	127	216	4.3	85.5%	
10% Discount on campus	253	16.4%	3	1	17	64	168	4.6	91.7%	
Sport UNE	216	14.0%	4	3	19	69	121	4.4	88.0%	
The 'Stro	164	10.6%	3	12	31	59	59	4.0	72.0%	
Counselling	154	10.0%	5	12	13	49	75	4.1	80.5%	
On Campus Orientation	152	9.9%	3	3	30	55	61	4.1	76.3%	
UNE Night Shuttle	146	9.5%	2	5	12	40	87	4.4	87.0%	
UNE Careers Team	139	9.0%	2	7	19	48	63	4.2	79.9%	
Advocacy and Welfare	108	7.0%	2	5	7	31	63	4.4	87.0%	
Clubs and Societies	100	6.5%	1	5	18	31	45	4.1	76.0%	
UNE Life Food Pantry	94	6.1%	2	2	8	27	55	4.4	87.2%	
Tune!FM	84	5.4%	1	1	12	26	44	4.3	83.3%	
UNE Postgraduate Conference	12	0.8%	0	0	0	6	6	4.5	100.0%	
Overall Satisfaction								4.3	82.6%	

Other options were put forward as potential targets for SSAF expenditure. The number of students who selected each option is below, with a great response to local vouchers and free postage from the bookstore.



Comments – Other Suggestions for Services in 2022



## Comments – Suggestions for Improvements



Comments – Positive Service Feedback



## **5. BUSINESS AS USUAL REPORTS**

## 5.1. \* Use of University Seal and Signing Documents Rule #21076

Council is asked to APPROVE the amendments to the Use of University Seal and Signing Documents Rule, report #21076.

For Approval

Presented by Gabrielle Price





<b>Authority</b>	COUNCIL OPEN	<b>Date</b>	26 November 2021
<b>Report Ref</b>	#21076	<b>Item No</b>	5.1
<b>Proposer</b>	Mrs Gabrielle Price, Director Governance and University Secretary		
<b>Developed with</b>	Senior Manager (Policies); UNE Legal		
<b>Authorised by</b>	Mr James Harris, UNE Chancellor		

## #21076 – Use of the University Seal and Signing Documents Rule

### Report Purpose & Origin

Purpose	To provide Council with proposed amendments to the Use of the University Seal and Signing Documents Rule.
Origin	The Council policies report is a standing item though focus is on specific policies which are proposed (new) or have been subject to amendment following review.
Governance focus	<a href="#">Council Policy</a> : Establish policies and procedural principles for the University consistent with legal requirements and community expectations. <a href="#">TEQSA Act 2011</a> Ref: 6. Governance and Accountability: 6.1 (Corporate Governance).
Accountability	UNE Council

### Resolution

Council is asked to APPROVE the proposed changes to the Use of the University Seal and Signing Documents Rule, report #21076.

### Executive Summary

The Use of the University Seal and Signing Documents Rule has been reviewed and the proposed amendments now provided to the Council for approval.

The changes proposed recognise:

- many UNE contracts do not require the use of the Seal; and
- when the Seal is required, its use is controlled, recorded and reported to the UNE Council; and
- the specific officers who are able to sign documents (within appropriate delegated authority and where there is not a conflict of interest) at the University to support effective and efficient operations.

Future Fit Alignment	Contribution of this initiative
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<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	Effective governance controls for key UNE contracts.
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Authority	COUNCIL CONFIDENTIAL	Date	26 November 2021
Report title	Council Policies	Report Ref	#21076

Key Risks (refer to Action Guidance below)		
Risks	Consequences and possible mitigation	Risk Action Guidance
Organisational Complexity: Use of the Seal is not controlled; or signing of documents procedures are overly complex impacting operational efficiency	UNE Council is required to maintain oversight and control of the Use of the Seal. The changes proposed to the policy maintain a level of Council control of the use of the Seal, while providing that the Seal is only used when required and that signing of documents is done by authorised officers.	Low

### Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

### Appendices / Supporting Documentation

*Attachment 1 – Use of the Seal and Signing Documents Rule – (tracked changes)*

*Attachment 2 – Use of the Seal and Signing Documents Rule (clean)*

# Attachment 1 (Tracked Changes)

FOR APPROVAL

## University Seal and Signing Documents Rule

### Section 1 - Overview

~~(1) Deeds, agreements and other documents to which the University is a party may only be signed by persons authorised to do so on behalf of the University.~~

(2) The University has a Seal as an identifier of its status as a body corporate.

a. The Seal may be used to authenticate documents in the University's name and is most commonly affixed to Testamurs and other award certificates, but may also be affixed to deeds, agreements and to other such documents as Council may determine; and

b. Affixing the Seal to a document indicates that the document is formal, or in the case of a deed, creates legally binding relations.

~~(4) Deeds, agreements and other documents to which the University is a party may only be signed by persons authorised to do so on behalf of the University.~~

### Section 2 - Scope

(3) This Rule ~~determines~~ defines the custody of the University Seal, ~~the documents to which the Seal is to be affixed,~~ the signatories to the Seal, ~~the documents to which the Seal is to be affixed,~~ and ~~the how the use of the Seal is recorded.~~ recording of the use of the Seal. ~~[This Rule is made pursuant to Section 29 of the University of New England Act 1993 (NSW) and Section 25 of the UNE By-law.]~~

~~(4)~~ (4) For the purposes of Section 27 of the [University of New England Act 1993 \(NSW\)](#), where the Seal is affixed to a document in accordance with this Rule, it will be taken to have been affixed pursuant to a resolution of Council.

~~(5)~~ (5) This Rule also determines the way in which persons may be authorised to sign deeds, agreements and other documents on behalf of the University.

### Section 3 - Policy

#### University Seal

~~(6)~~ (6) Pursuant to Section 27 of the [University of New England Act 1993 \(NSW\)](#) the Council directs that the ~~seal~~ Seal of the University be kept in a secure place at the direction of the ~~General Counsel/Vice-Chancellor and CEO.~~

~~(7)~~ (7) ~~That, pursuant to By-Law 5.2,~~ the Council appoints any two of the following officers:

a. ~~the~~ Chancellor;

b. ~~Deputy~~ Deputy Chancellor;

c. ~~Vice-Chancellor and Chief Executive Officer/CEO;~~ the Chair of Academic Board or the Chief Legal and Governance Officer;

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Commented [GP1]: This moved to Authority and compliance section

- d. [Deputy Vice-Chancellor](#);
- e. [Chief Operating Officer](#);
- f. [Chief Financial Officer](#);
- g. [Director Governance and University Secretary](#);
- h. [Chair Academic Board](#);
- i. [Deputy Vice-Chancellor Research](#); and
- j. [Director People and Culture \(for employment separation deeds only\)](#).

to sign an attestation on a document to which the Seal of the University is affixed pursuant to a resolution of the Council.

~~(6)~~(8) ~~That by~~By the authority of Section 27 of the [University of New England Act 1993](#), and subject to [paragraph Clause 76 above](#), the Council authorises the affixing of the Seal of the University to:

- a. Testamurs and other academic certificates issued to any person as evidence that an award has been conferred upon that person by the University;
- b. [official-Official](#) messages of congratulations or greetings to educational institutions celebrating special occasions;
- c. [documents-Documents](#) which are required by law to have the [seal-Seal](#) affixed;
- d. [documents-Documents](#) relating to the investment of University funds, including the acceptance of rights or bonus shares, applications for or redemption of shares or debenture stock; reassignment, surrender or maturity of life assurance policies under the Professorial Superannuation Scheme; and
- e. Deeds, agreements and other documents to which the University is a party, ~~and to which the Vice-Chancellor and Chief Executive Officer or General Counsel has approved the affixing of the Seal which are required to be sealed by the direction of either the Vice-Chancellor and CEO or General Counsel~~ [Director Legal Services](#); and
- f. such other documents as Council determines.

~~(6)~~(9) ~~That the~~The University Secretary will advise Council of the affixing of the Seal under [Clause 8](#) affixing of the Seal in accordance with [paragraph 7](#) shall be advised to ~~at~~ the next meeting of Council;

~~(7)~~(10) ~~That the~~The University Secretary shall will keep a register of the use of the [seal-Seal](#) of the University, ~~recording for each occasion the Seal is used; and shall record in the register, in relation to each occasion on which the Seal of the University is affixed to a document:~~

- a. the authority for affixing the Seal;
- b. the nature of the document to which the Seal is affixed;
- c. the date on which the [seal-Seal](#) is affixed; and
- d. the persons who signed the document.

## Signing of documents

~~(8)~~(11) Deeds, agreements and other documents to which the University is a party may only be signed by persons [who have delegated authority authorised](#) to do so on behalf of the University.

~~(11)~~(12) A deed, agreement or other document may be executed by the University in accordance with Section 50 of the [Interpretation Act 1987 \(NSW\)](#). The Seal will only be ~~may be~~ affixed [to a deed or agreement if required by the Vice-Chancellor and CEO or Director Legal Services](#), to such documents in accordance with this Rule, but the affixing of the Seal is not mandatory and the decision whether to affix the Seal will be made by the ~~Vice-Chancellor and Chief Executive Officer or General Counsel~~.

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(12)

(13) In accordance with Section 50 of the [Interpretation Act 1987 \(NSW\)](#), and subject to clause (1453), the Vice-Chancellor and ~~Chief Executive Officer~~CEO is the principal officer of the University and is authorised to sign deeds, agreements and other documents on behalf of the University. The Vice-Chancellor and ~~Chief Executive Officer~~CEO may delegate this authority to sign documents to other staff members and may place limits and conditions on such delegations, including pursuant to the [Financial Delegations Rule](#).

~~(13)~~(14) Employment separation deeds are signed by two of the persons in clause (67) and one may be the Director People and Culture.

~~(14)~~(15) In exercising the authority to sign deeds, agreements and other documents on behalf of the University, the Vice-Chancellor and ~~Chief Executive Officer~~CEO (and any staff members acting under ~~his/her~~their delegated authority) are directed by Council not to exceed the authority otherwise given by Council, including any limitations under:

- a. a specific approval or resolution of Council;
- b. the ~~Authorities Retained by Council Rule~~Authority Retained by Council Rule; and
- c. the ~~Schedule of Financial Delegations Rule~~.

(156) An authorised person in clause (67) will not sign a deed, agreement or other document where they have a Conflict of Interest.

## Section 4 – Definitions Authority and Compliance

(17) The Council, pursuant to Section 29 of the University of New England Act 1993 (NSW) and Section 25 of the UNE By-law, makes this Rule.

(18) This Rule operates as and from the Effective Date. Previous Rules regarding University Seal and Signing Documents are replaced and have no further operation from the Effective date of this new Rule.

(19) All UNE Representatives are required to comply with this Rule.

~~Definitions Words and phrases used in this document have the following meanings, unless the context requires otherwise:~~

~~Chancellor means the Chancellor of the University, with functions conferred or imposed upon him/her by or under Section 10 of the Act:~~

~~(17) Conflict of Interest means a Conflict of Interest as defined in the [Conflicts of Interest Policy](#)~~

~~(18) Deputy Chancellor means the Deputy Chancellor of the University, with functions conferred or imposed upon him/her by or under Section 11 of the Act:~~

~~— Interpretation Act means the (NSW):~~

~~(19) General Counsel means the solicitor on the record for the University:~~

~~(20) UNE Act means the [University of New England Act 1993 \(NSW\)](#):~~

~~(21) UNE By-law means the [University of New England By-law 2005 \(NSW\)](#):~~

~~(22) University means the University of New England:~~

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**Commented [LM2]:** Definitions are deleted as clauses - they are contained in the Glossary and automatically appended to the policy document on publication.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	<del>27th July 2015</del> <a href="#">TBD</a>
<b>Review Date</b>	<del>23rd August 2016</del> <a href="#">TBD</a>
<b>Approval Authority</b>	Council
<b>Approval Date</b>	<del>23rd August 2013</del> <a href="#">TBD</a>
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	<del>Brendan Peet</del> <a href="#">Gabrielle Price</a> <a href="#">Director Governance and University Secretary</a>  <del>Chief Legal and Governance Officer</del> <del>61 2 6773 3729</del>
<b>Author</b>	<a href="#">Gabrielle Price, Director Governance and University Secretary</a> <del>Brendan Peet</del> <del>Chief Legal and Governance Officer</del>
<b>Enquiries Contact</b>	<del>Office of the Chief Legal and Governance Officer</del> <del>+61 2 6773 3729</del> <a href="#">Legal Services</a>

## Glossary Terms and Definitions

**"Testamur"** - The official certificate issued by the University to graduates when they have their award conferred. It is a legal document imprinted with the University Seal.

**"Council"** - Means the Council of the University of New England, being the governing body of the University.

**"Vice-Chancellor and Chief Executive Officer/CEO"** - Means the Vice-Chancellor and Chief Executive Officer of the University, with functions conferred or imposed upon him/her by or under Section 12 of the UNE Act.



# University Seal and Signing Documents Rule

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  - b. Affixing the Seal to a document indicates that the document is formal, or in the case of a deed, creates legally binding relations.

## Section 2 - Scope

- (3) This Rule defines the custody of the University Seal, signatories to the Seal, the documents to which the Seal is to be affixed, and how the use of the Seal is recorded.
- (4) For the purposes of Section 27 of the [University of New England Act 1993 \(NSW\)](#), where the Seal is affixed to a document in accordance with this Rule it will be taken to have been affixed pursuant to a resolution of Council.
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### University Seal

- (6) Pursuant to Section 27 of the [University of New England Act 1993 \(NSW\)](#) the Council directs that the Seal of the University be kept in a secure place at the direction of the Vice-Chancellor and CEO.
- (7) The Council appoints any two of the following officers:
  - a. Chancellor;
  - b. Deputy Chancellor;
  - c. Vice-Chancellor and CEO;
  - d. Deputy Vice-Chancellor;
  - e. Chief Operating Officer;
  - f. Chief Financial Officer;
  - g. Director Governance and University Secretary;
  - h. Chair Academic Board;
  - i. Deputy Vice-Chancellor Research; and
  - j. Director People and Culture (for employment separation deeds only).

to sign an attestation on a document to which the Seal of the University is affixed pursuant to a resolution of the Council.

- (8) By the authority of Section 27 of the [University of New England Act 1993](#), and subject to Clause 7, the Council authorises the affixing of the Seal of the University to:
- a. Testamurs and other academic certificates issued to any person as evidence that an award has been conferred upon that person by the University;
  - b. Official messages of congratulations or greetings to educational institutions celebrating special occasions;
  - c. Documents which are required by law to have the Seal affixed;
  - d. Documents relating to the investment of University funds, including the acceptance of rights or bonus shares, applications for or redemption of shares or debenture stock; reassignment, surrender or maturity of life assurance policies under the Professorial Superannuation Scheme;
  - e. Deeds, agreements and other documents to which the University is a party, which are required to be sealed by the direction of either the Vice-Chancellor and CEO or Director Legal Services; and
  - f. such other documents as Council determines.
- (9) The University Secretary will advise Council of the affixing of the Seal under Clause 8 at the next meeting of Council.
- (10) The University Secretary will keep a register of the use of the Seal of the University, recording for each occasion the Seal is used:
- a. the authority for affixing the Seal;
  - b. the nature of the document to which the Seal is affixed;
  - c. the date on which the Seal is affixed; and
  - d. the persons who signed the document.

## Signing of documents

- (11) Deeds, agreements and other documents to which the University is a party may only be signed by persons who have delegated authority to do so on behalf of the University.
- (12) A deed, agreement or other document may be executed by the University in accordance with Section 50 of the [Interpretation Act 1987 \(NSW\)](#). The Seal will only be affixed to a deed or agreement if required by the Vice-Chancellor and CEO or Director Legal Services.
- (13) In accordance with Section 50 of the [Interpretation Act 1987 \(NSW\)](#), and subject to clause (15), the Vice-Chancellor and CEO is the principal officer of the University and is authorised to sign deeds, agreements and other documents on behalf of the University. The Vice-Chancellor and CEO may delegate this authority to sign documents to other staff members and may place limits and conditions on such delegations, including pursuant to the [Financial Delegations Rule](#).
- (14) Employment separation deeds are signed by two of the persons in clause (7) and one may be the Director People and Culture.
- (15) In exercising the authority to sign deeds, agreements and other documents on behalf of the University, the Vice-Chancellor and CEO (and any staff members acting under their delegated authority) are directed by Council not to exceed the authority otherwise given by Council, including any limitations under:

- a. a specific approval or resolution of Council;
- b. the [Authority Retained by Council Rule](#); and
- c. the [Financial Delegations Rule](#).

(16) An authorised person in clause (7) will not sign a deed, agreement or other document where they have a Conflict of Interest.

## Section 4 – Authority and Compliance

(17) The Council, pursuant to Section 29 of the [University of New England Act 1993 \(NSW\)](#) and Section 25 of the [UNE By-law](#), makes this Rule.

(18) This Rule operates as and from the Effective Date. Previous Rules regarding University Seal and Signing Documents are replaced and have no further operation from the Effective date of this new Rule.

(19) All UNE Representatives are required to comply with this Rule.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	TBD
<b>Review Date</b>	TBD
<b>Approval Authority</b>	Council
<b>Approval Date</b>	TBD
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	Gabrielle Price, Director Governance and University Secretary
<b>Author</b>	Gabrielle Price, Director Governance and University Secretary
<b>Enquiries Contact</b>	Legal Services

## Glossary Terms and Definitions

**"Testamur"** - The official certificate issued by the University to graduates when they have their award conferred. It is a legal document imprinted with the University Seal.

**"Council"** - Means the Council of the University of New England, being the governing body of the University.

**"Vice-Chancellor and CEO"** - Means the Vice-Chancellor and Chief Executive Officer of the University, with functions conferred or imposed upon him/her by or under Section 12 of the UNE Act.

## 5.2. \* WHS - Due Diligence Obligations #21081

Council is asked to NOTE the UNE  
Council WHS - Due Diligence Obligations,  
report #21081.

For Noting

Presented by Peter Creamer

<b>Authority</b>	COUNCIL OPEN	<b>Date</b>	26 November 2021
<b>Report Ref</b>	#21081	<b>Item No</b>	5.2
<b>Proposer</b>	Professor Peter Creamer, Chief Operating Officer		
<b>Developed with</b>	Ms Diana Chambers, Work Health and Safety Manager		
<b>Authorised by</b>	Mr James Harris, UNE Chancellor		

## #21079 – UNE Council WHS - Due Diligence Obligations

### Report Purpose & Origin

Purpose	To provide the Council with details on WHS Due Diligence Obligations.
Origin	Scheduled item
Governance focus	<p><a href="#">Council Policy</a>: Oversee and monitor risk management and risk assessment across the University. Approve and monitor systems of control and accountability for the University.</p> <p><a href="#">TEQSA Act 2011</a> Ref: 6. Governance and Accountability: 6.1.4 (Corporate Governance), 6.2.1a,e (Corporate Monitoring and Accountability).</p>
Accountability	UNE Council

### Resolution

Council is asked to NOTE the UNE Council WHS - Due Diligence Obligations, report #21079.

### Executive Summary

Due Diligence obligations require an Officer of a Person Conducting a Business or Undertaking (PCBU) – The University of New England - to take reasonable steps:

1. To acquire and keep up to date knowledge of work health and safety matters
2. Gain an understanding of the nature of the operations of the University and the hazards and risks associated with those operations
3. Ensure appropriate resources and processes are undertaken to eliminate and minimize risks to health and safety as a result of the University’s operations
4. Ensure there are appropriate processes for receiving and considering information regarding incidents, hazards, risks and responding in a timely way to that information
5. Ensure there are processes for complying with any WHS duty or obligation
6. To verify the provision and use of resources and processes related to in element three and five

The September and October reporting period has observed some significant challenges to health and safety and the University’s response is testament to our resilience and ability to pivot and respond to multiple challenges simultaneously. This period both the Significant Incident Group and Emergency Control Organisation have been activated to respond to the challenges presented by COVID-19 in NSW and the Super-Cell event .



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	26 November 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21079

## Key Information

### Incident Report & Investigation

There were no notifiable incidents to the regulator throughout September and October 2021.

During September and October 2021, the following hazard and incident reports have been received:

- 9 Hazards
- 13 Incidents

Noting a decrease in the number of incidents & hazards as a result of the campus being partially in 'controlled access mode' and also 'closed' for a few days, during this reporting period.

#### *Hazard and Incident Trends*

- Hazardous chemical near misses
- Extreme weather event – Super Cell 83-210022
- COVID positive case with Contractor on campus
- Breach in WHS Legislation – working at heights by Contractor

### Notable incidents and hazards

#### *Incident #952 W078 Chemical Store – near miss*

A 20L plastic carboy containing 70% nitric acid (legacy stock) appeared to be leaking. Previously this carboy had been sleeved with a larger plastic drum to provide containment in the event of a leak. At the time of the discovery approximately 2 inches of the acid had leaked into the sleeved drum and was rising, however there was no release of the chemical or harm to the environment or humans.

Follow up investigation found:

- There was poor controlled access to the store room and consequently legacy substances continue to accrue without effective control and management. Action has been taken to
  - Have a key watch system installed with access restricted to prompt appropriate management of the manifest with associated disposal triggers
  - And remove all legacy chemicals through coordinated disposal (completed 7 October 2021).
- NSW Fire & Rescue (Armidale branch) do not have HazMat capabilities and therefore there is an extended time delay in waiting for another NSW Fire & Rescue HazMat to response team.
  - UNE has purchased two 300 l and three 50 l haz shield drums to use in future scenarios to the extent safe containment allows.
- High staff turnover and change of persons looking after W078 (four people in two years)
  - Area Service Manger (ASM) now designated, with accurate chemical manifest listing and control of the area access.
- Review of chemical procurement process to ensure reasonable quantities are ordered by defined persons and justified (ie. not ordering 250l of nitric acid when only 10l is used in eight years).

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*Incident 961 – Super-Cell Damage to North East part of UNE Campus*

On Thursday 14<sup>th</sup> October at approximately 10pm an extreme weather event occurred in Armidale with associated tornado ripped through the north & eastern precinct of the academic campus causing extensive damage to buildings & trees.

This event has now been certified as Natural Disaster 797 and a labelled as Super Cell 83-210022.

As a result of the incident – the Emergency Control Organisation was activated and continues to meet as required:

- An emergency closure of the campus was communicated through UNESAFE and email
- Emergency services assisted with restoration of access and services
- Emergency recovery works, preliminary and detailed assessment was undertaken
- Communications to the broader organisation was undertaken through the Special Incident Group

The disaster recovery has commenced & damaged buildings assessed by structural engineers. The



campus has been divided into red & green zones with the red zone remaining in emergency status with no access to staff & students. The Green zones buildings have undergone several inspections of the buildings & egress areas and were reopened a week later for those staff & students who could not practically continue to work from home.

Extensive vegetation work has been undertaken and continues to progress to ensure external areas of the campus are safe for access and ongoing recovery operations.

*Incident #964 – COVID positive Contractor on campus*

A contractor working at the pool at Sport UNE on 30<sup>th</sup> October was confirmed to be a positive COVID case on 30 October. The two EBE staff members working with the Contractor were identified as ‘close contacts’. Staff members self-isolated & both received negative PCR tests with UNE collaborating with NSW Health to manage their safe return to work. A risk-based Contractor process for Rapid Antigen Testing has been established to support access to campus when they are arriving from other areas.

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### *Hazard #424 & #425 – Contractors not wearing fall restraint equipment*

Contractors from Advanced Buildings engaged by the Loss Adjustors, Crawford GTS, were observed by several UNE staff to be not wearing fall restraint equipment/using alternative fall protection systems during the make safe efforts on building roof tops while working at height. The Contractors were contacted by the COO regarding UNE safe working expectations and were removed from the UNE site.

### **Return to Campus & COVID -19**

The WHS team, EBE, UNE Life, Communications, Governance and the Office of the Vice Chancellor in particular have continued to invest considerable effort into management of the University COVID-19 impacts.

The University of New England’s COVID – 19 response framework continues to operate through:

- SIG conducted daily /as required
- Updates provided to WHS consultation committee members as scheduled during Committee Meetings or during extraordinary meetings
- Operation of COVID Academic Response Team (CART)
- Operation of Research Response Team (RRT)

In the September reporting period the COVID – 19 response involved a return to Armidale campus for critical and essential workers, students and researchers following lifting of Armidale LGA stay at home restrictions.

Access to other UNE sites has also been systematically assessed throughout the transition from lockdown.

In response to NSW government attainment of vaccination milestones – the roadmap for NSW was released in September with a phased reduction of restrictions including:

- Removal of areas of concern from the public health orders
- Release of all NSW LGA’s from “stay at home” restrictions with the exception of close and casual contact management
- Increases to movement and gathering
- Changes to access to premises based on vaccination status

In the October period – the transitional return to campus framework was complicated by rapid changes in public health settings and divergence from the previously communicated NSW Health roadmap. NSW Health information released to plan and support the transition has been ambiguous or deficient and has resulted in substantial ‘churn’ of effort across multiple teams. This was further disrupted by a change in Premier and late changes to the roadmap.

Notably:

- Vaccination status of people accessing premises in NSW became a condition of entry
- Workplaces were required to take reasonable steps to ensure unvaccinated people did not access their premises.

The NSW roadmap was also accelerated in October given aggregate vaccination rates across the state; however, UNE risk assessment determined through Special Incident Group elected to maintain COVID -

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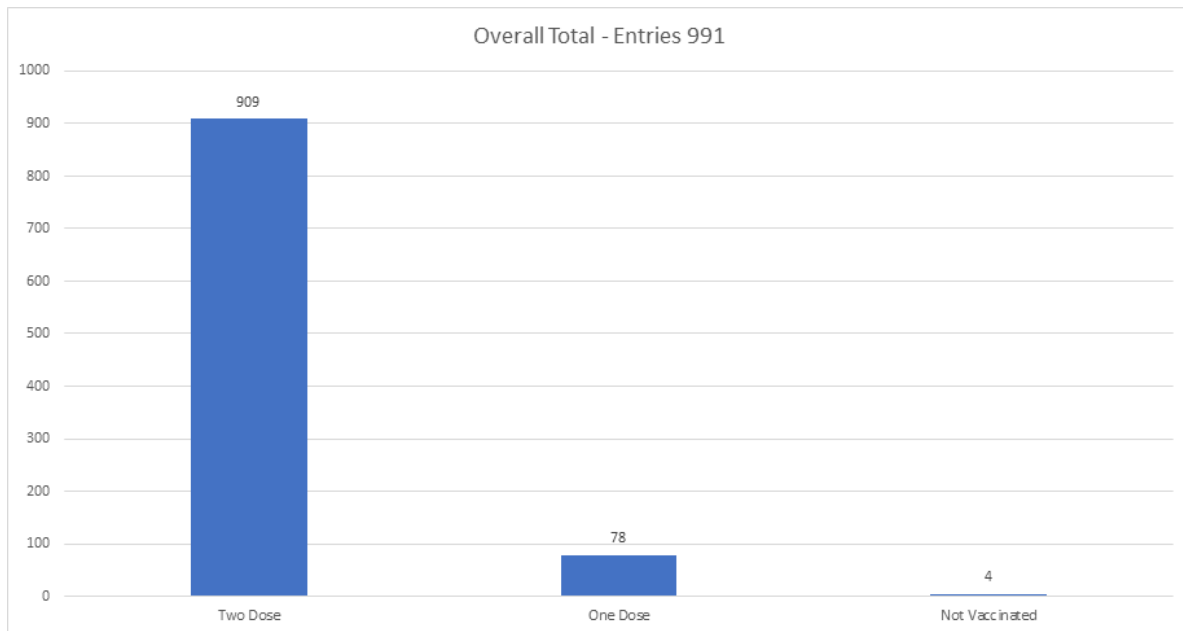
19 settings aligned to 70% vaccination rates settings (given the lag between metropolitan and regional vaccination rates).

Additional controls were also considered to support business continuity – in particular progression of mandatory face to face teaching and intensives where progression could be adversely impacted.

**Vaccination**

UNE Life and Medical Centre have established a template for regional walk in vaccination clinics with implementation of the clinics in a number of New England locations. The clinics have proven highly successful with over 6000 jabs being administered.

A digital form was launched for staff and students to indicate vaccination status to support their access to campus in accordance with public health orders and to assist with risk assessment and control settings. As of 28<sup>th</sup> October, clean data from the vaccination registration status or staff indicated 909 fully vaccinated responses, 78 partial vaccination status responses and 4 with no vaccination.



**Rapid Antigen Testing**

Medically supervised Rapid Antigen Testing (RAT) was implemented to support safe delivery of on-campus teaching. RAT was initially undertaken over 2 days on the academic campus for 70 staff & students prior to mandatory face-to-face JMP teaching.

After a COVID positive case in Armidale, a RAT clinic was established in Booloominbah for daily testing to occur for staff and students. The first week of testing saw 161 staff & 227 students take a morning RAT.

The clinic supported by hospitality staff from UNE Life has proven to be a very successful format and offered by reassurance and a high level of customer service to assist students and staff safely achieve their learning outcomes.

No false positive tests have been administered and no positive cases have been detected to date.

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Rapid testing provides another avenue to identify COVID-19 in the absence of symptoms and where the removal of public health order controls (such as regional movement restrictions and lack of vaccination) require other strategies.

### *COVID Safe Risk Assessment and Plan*

With the significant changes and evolving Public Health Orders, the Risk Assessment and COVIDsafe Plan have been updated and have progressed through consultation with

- WHS Committee (twice)
- WHS Management Group (November meeting pending at time of submission)
- Executive Team (November meeting pending at time of submission)
- SIG
- Legal review

They are attached and tabled for WHS Management Group approval

### **Electrical Safety**

The Engineering Services Manager has prepared an Electrical Safety Procedure which has undergone initial stakeholder consultation with further consultation to occur at the WHS Management Group meeting in November.

Additional mitigations strategies are being prepared to ensure continuity of the relevant inspections and testing and upkeep of the register with the WHS team consulting with EBE around the development of documents & SWMS relating to electrical procedures & live electrical work.

### **Emergency Management**

*Fire Drills* - As at 31 October 2021 there were 348 registered emergency wardens. In the past twelve months 223 staff have completed the Part A online emergency warden training.

Up to an additional 40 wardens, mainly in the South & North precinct of the Academic Campus are anticipated to provide full coverage. The number of wardens are linked to building occupancy volumes at any one time.

Overall, the high-risk settings & populated areas, primarily in the West & Central precinct have good warden coverage.

The Part B practical training, fire panel demonstration & fire drills for all precincts have been scheduled, however with the current COVID restrictions & limited or no access to some damaged buildings, these drills have been postponed.

Briefings to Emergency Wardens has been undertaken where access to emergency areas has been impacted by the Supercell weather event.

*First Aid Training* - On 11 October 2021 First Aid & CPR course resumed after being postponed for two months due to COVID-19 restrictions. 32 staff completed First Aid & 4 staff completed the CPR Refresher courses.

### **Hazardous Substances**

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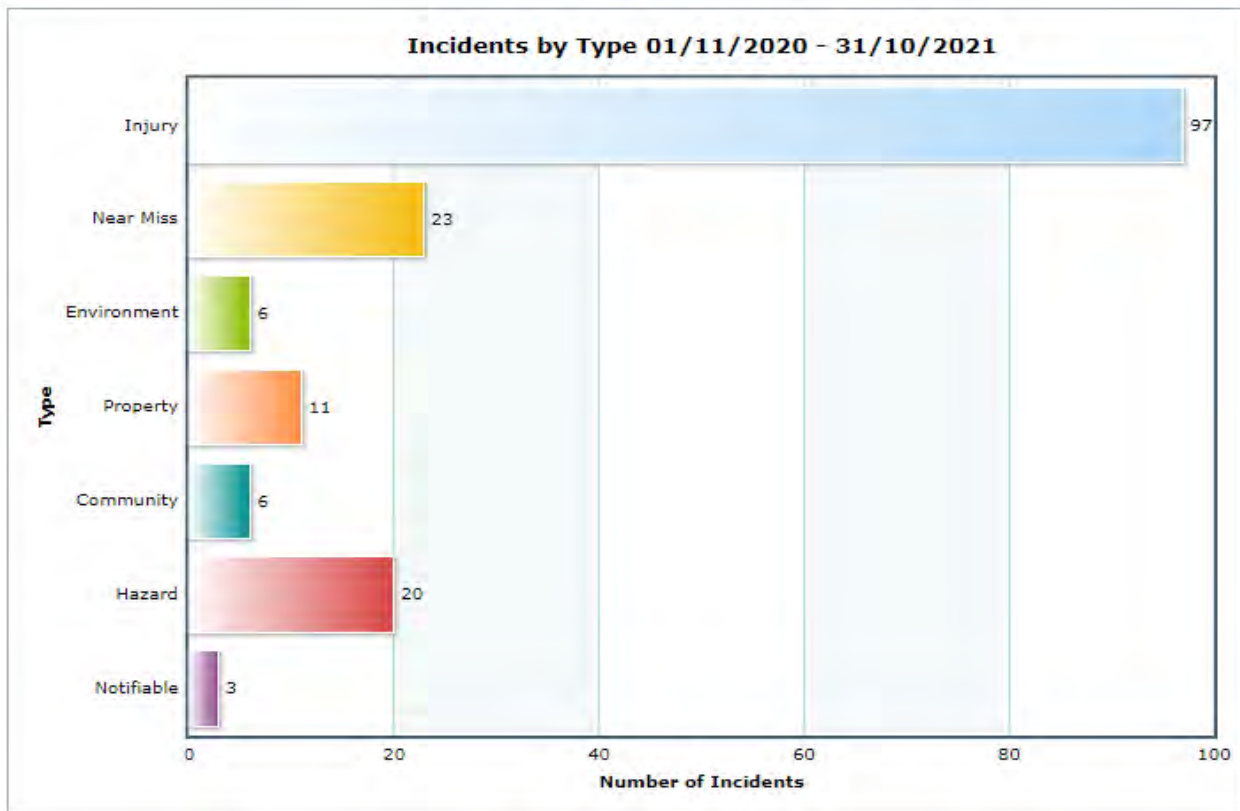
The Biosafety Committee has undertaken recruitment for a voluntary lay person positions on the UNE Institutional Biosafety Committee (IBC) to fulfil OGTR requirements. Eighty expressions of interest were received from the UNE Alumni, with 11 submitting response to selection criteria, five proceeding to interview and two candidates selected. Thanks, were expressed to all who participated in the process.

The quotation process for chemical waste transfer from EBE central chemical waste store and W078 (ERS flammable and corrosive chemical store) has also been achieved with actual waste removal undertaken 7<sup>th</sup> October 2021.

Risk assessments of chemical storage areas are ongoing with site visits and collaboration with users and Area Service Managers.

Resourcing in the hazardous substances area has been diverted to assist with the RAT pilot and substantial review of COVIDSafe Risk Assessment and Plan.

### Incident Trends

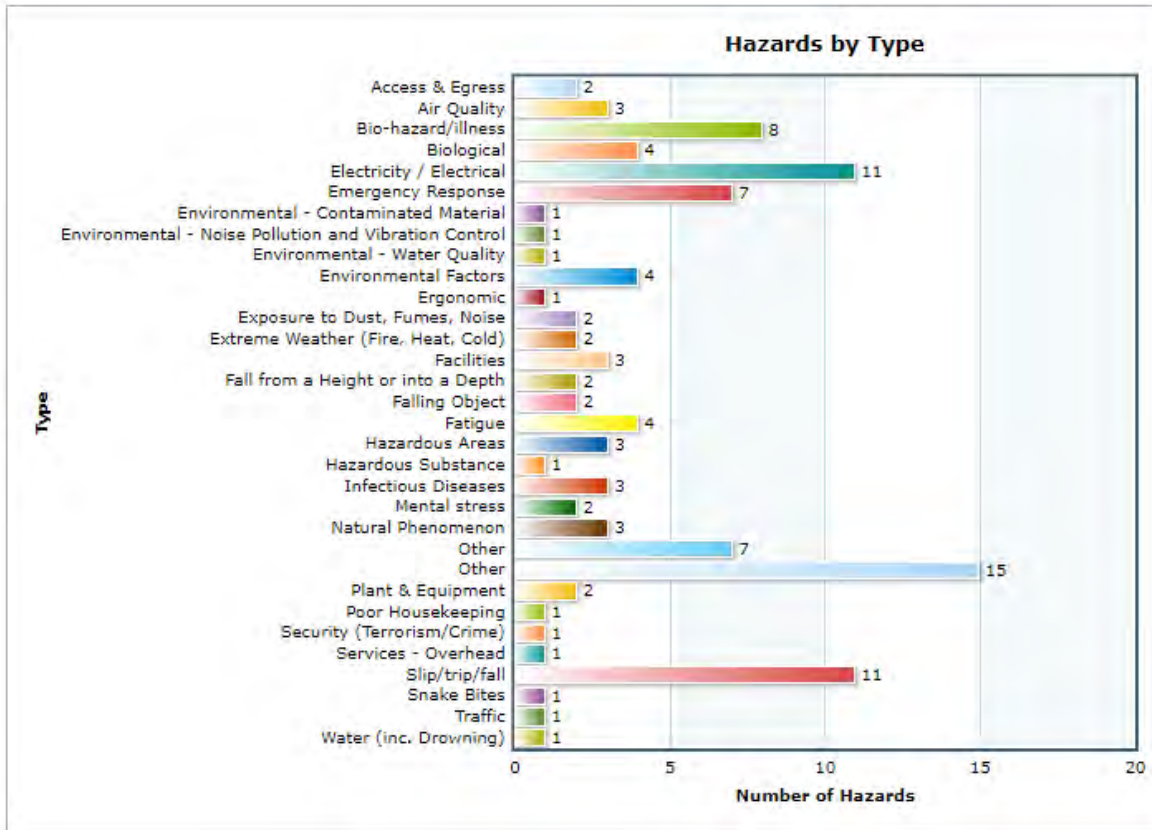


The previous reporting period (01/11/2019 - 31/10/2020) is very similar with 101 injury’s and 21 near misses; and 4 notifiable incidents. The hazards referred to in this graph note that there was an incident however the staff member was not affected by it but could have been. Both years performance were impacted by an absence of staff on campus as a result of COVID -19 controlled campus access. The prior period (01/11/2018 - 31/10/2019) observed 163 incidents which is more indicative of UNE experience.

### Hazard Trends



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## Health and Wellbeing

### Injuries

UNE presently has three open claims with one claim recently closed. No new workers compensation claims have been lodged this reporting period.

### Wellbeing

#### Initiatives

For the month of October, virtual active programs were launched via Zoom with Sport UNE instructors. Pilates sessions were held each Tuesday from 12pm and Total Body Workout sessions are held each Thursday from 12pm. These sessions were recorded and posted to the [Health and Wellbeing Initiatives](#) site.

#### Employee Assistance Program

The wellbeing dashboard for the month of October has been provided by the new EAP Provider - Benestar which informs on the types of challenges that affect employees necessitating support. A heat map report (below) will provide the basis for focused health and wellbeing programs as they information evolves. The wellbeing dashboard is now incorporated into monthly WHS Dashboard information.

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### PERSONAL PRESENTING ISSUES



### WORK PRESENTING ISSUES



The heat map above provides a graphical representation of the Presenting Issue Categories. The darker the colour the more cases were recorded in the corresponding period.

Utilisation statistics indicate an initial uptake of the service which is reduced during the month of October.

MyCoach for People Leaders has not yet been accessed however offers a potential pathway to support managers engage and manage complex situations. This service is now embedded in the Managers Toolkit, promoted in Senior Leaders workshops and with People and Culture Business Partners.

A briefing webinar is being held to promote the MyCoach for People Leaders service on 16 November, Senior Leaders are invited. Forty BeneHub registrations (wellbeing portal) have been accessed since launch of the service.

### WHS Continuous Improvement

#### Improvement Projects including

- Skytrust contract variation
- Due Diligence training
- WHS Performance working party

Are temporarily suspended while effort is diverted to manage the COVID-19 outbreak response, operation of the SIG and ECO (supercell impacts) as required.

### WHS Dashboard

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WHS Dashboard reporting commenced in June, with figures supplied for September & October reporting drawn from information systems of:

- Safety and Security
- EBE
- People and Culture
- WHS
- Benestar EAP

Information is continuing to take shape and add value providing oversight of key lead and lag indicators of WHS risk.

Future Fit Alignment	Contribution of this initiative
<input type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	
<input type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	
<input type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	This report is aligned to Future Fit Strategy to maintain our environmental, social and financial resilience considering the needs of our stakeholders and to inform our execution of Due Diligence.

Financials (provide financial workings if more detailed estimates are available)	
Item	Estimate
Cost to develop and implement project	
Annual cost to maintain	<p>The WHS Management Committee consisting of Senior Executive and Senior Managers holds bi-monthly meetings to oversee and prioritise work health and safety expenditure.</p> <p>WHS resourcing is distributed across several directorates to ensure resourcing of the digital platform, asset compliance, WHS related roles.</p>

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Estimated annual cost savings	
Estimated additional annual revenue	
In Budget/requires Budget allocation	

Key Risks (refer <u>UNE Risk Matrix (Reading Room)</u> and Action Guidance below)		
Risks	Consequences and possible mitigation	Risk Action Guidance
Delivery Risk:		
Benefits Risk:		
Organisational Complexity:		
Cost:		
Strategic Importance:		

### Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

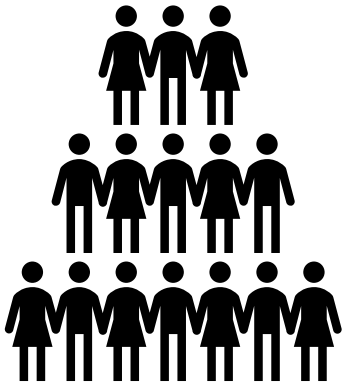
### Appendices / Supporting Documentation

- WHS Dashboard (October)
- COVIDSafe Campus Risk Assessment
- COVIDSafe Plan

# WORK HEALTH & SAFETY DASHBOARD OCTOBER 2021



## WH&S Stakeholders



**Workers**  
 Employees 2163  
 Adjuncts 466  
 Contractors 249

**Others – Students**  
 Residential 776  
 On-Campus 435  
 On-line 23897

## Lead WH&S Indicators



**Inductions 2021**  
 Contractors 275  
 Employees 349



**Emergency**  
 First Aid 32  
 Emergency Drills (postponed)



**Consultation**  
 Work Group Meetings 60%  
 WHS Committee 100%

## Lag WH&S Indicators

Indicators	2019	2020	2021
Notifiable Incidents	3	2	3
Number Incidents YTD	137	82	117
New Claims	20	5	0
Paid days lost	2011	0	0
Claims Costs (wages)	\$424891	\$0	\$0
Sick leave / FTE	6.3	6.7	5.8

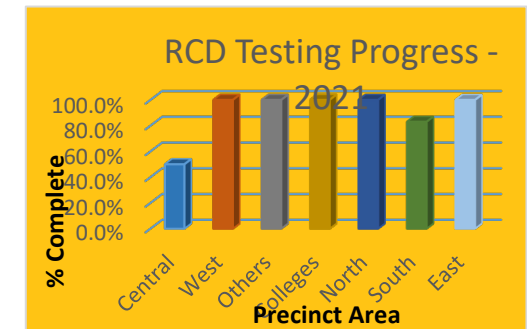
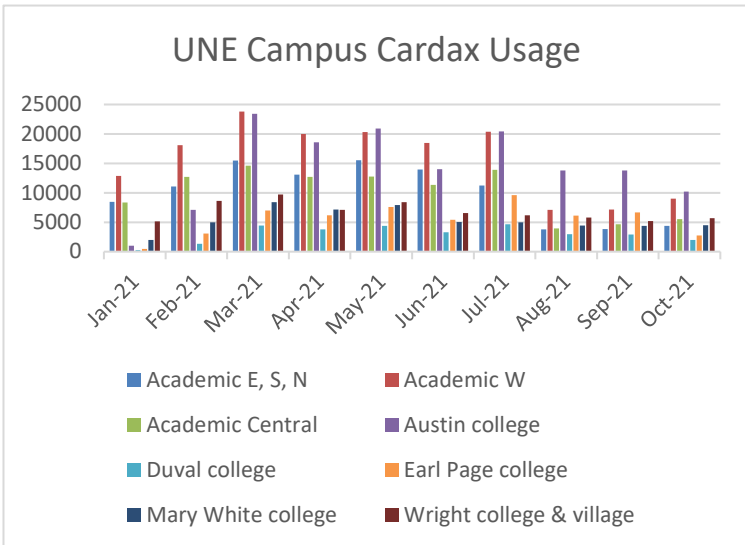
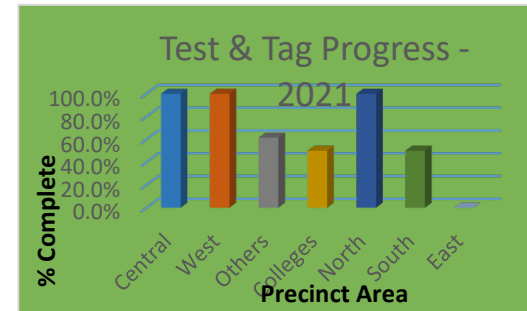
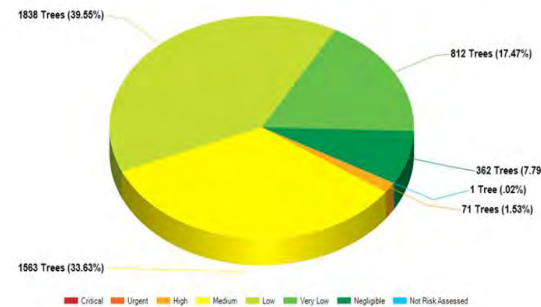
## CONTINUOUS IMPROVEMENT



## Arbor Plan 71 trees high risk



University of New England, UNE Main Campus - Total Tree Inventory by Risk (4647 Trees)



**WH&S Stakeholders**

Relationships within scope of UNE WHS Management System

Contractor records are current for 1 year; breakdown supplied (annual manual classification)

**Lead WHS Indicators**

WHS Management System Inputs

Training

Emergency Drills Consultation

Monthly induction record no. vs Cardax/Ascender record

First Aid training records

Fire Drill schedule (by panel)

Committee occurrence against schedule; % attendance at most recent committee

**Lag WHS Indicators**

WHS Management System Outputs

Notifiable Incidents

Incidents

Workers compensation claims

Paid days lost

Claims cost

Sick leave

Adherence to Regulatory Criteria

Year to date accruing

Year to date accruing – does not include notification only

Days requiring any remuneration of wages

Wages – accrue against year recorded (NB. 2019 is an outlier year for UNE with several claims leading to one/more surgeries and mental health claims; wages component is the most significant claims cost and indicative of severity)

Rolling average days/FTE (NB impact of leave management and working from home policy is understood to impact 2021 figures)

**Continuous Improvement**

Hazards reported on in the context of significant WHS events in the preceding 12-month period. These indicators provide a level of due diligence and assurance.



# Best You Dashboard Report



CUSTOMER  
University of New England

BUSINESS UNIT  
All

SUB LEVEL  
All

INDUSTRY  
Education

START DATE  
1 October 2021

END DATE  
31 October 2021

## ANNUALISED UTILISATION



## ANNUALISED UTILISATION

Category	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021
Customer	0.0%	0.0%	7.8%	10.4%	12.6%	5.0%
Industry	3.2%	3.0%	2.9%	3.0%	3.3%	2.8%
All Customers	3.5%	4.1%	4.0%	4.1%	3.9%	3.7%

## NEW CASES - MyCoach for Individuals



## TOP 5 PRESENTING ISSUES

THIS PERIOD	SAME PERIOD LAST YEAR
Medical / Health	28.6%
Anger	14.3%
Co-workers	14.3%
Mental Health	14.3%
Personal Trauma	14.3%

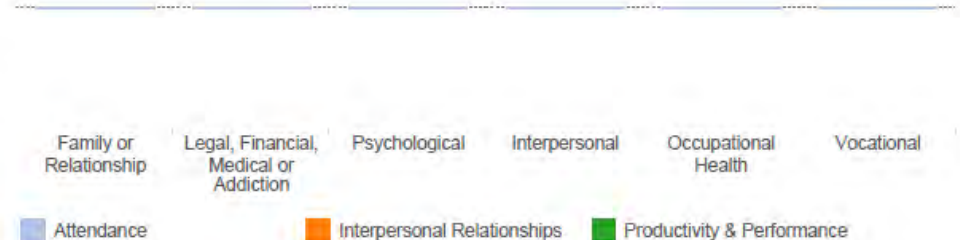
WORK IMPACT - 0.00% of cases had a Work Impact in this period

## NEW CASES - MyCoach for People Leaders



Personal Work Related

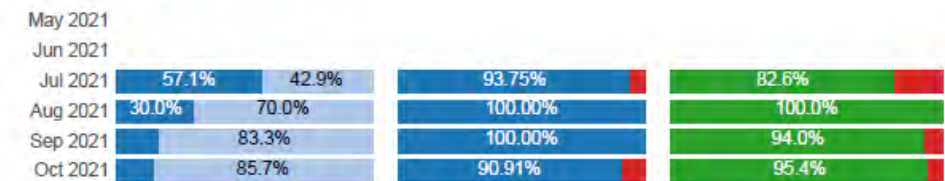
## NEW CASES - Critical Incident



## MODALITY (1st SESSION)

	Face to Face	Telephone	Digital
Customer	10.0%	70.0%	20.0%
Industry	9.5%	69.6%	20.9%
All Customers	10.5%	77.1%	12.4%

## PRESENTATION OVERVIEW



## PRESENTING ISSUE

Work-Related Personal

## STANDARD vs CRISIS

Standard Crisis

## ATTENDANCE

Show No Show

## PERSONAL PRESENTING ISSUES



\* Partner Relationships  
^ Mental Health

The heat map above provides a graphical representation of the Presenting Issue Categories. The darker the colour the more cases were recorded in the corresponding period.

## WORK PRESENTING ISSUES





<b>Title of Risk Assessment (use for TRIM)</b>	<b>Covid Safe Campus</b>	<b>Date</b>	<b>10.11.2021</b>
--	--------------------------	-------------	-------------------

**Sections Used** – Check tick box associated with sections used for ease of reference

Part A: Overview & Instructions		Part B: Risk Assessment Details	Mandatory	Part C: Person completing Risk Assessment	Mandatory	Part D: Plant and Equipment Details	<input type="checkbox"/>
Part E: Process or Task Details	<input checked="" type="checkbox"/>	Part F: Hazardous Substance Details	<input checked="" type="checkbox"/>	Part G: Event Description	<input type="checkbox"/>	Part H: Alcohol Details	<input type="checkbox"/>
Part I: Fieldwork Activities description	<input checked="" type="checkbox"/>	Part J: Fieldtrip / Excursion Members	<input checked="" type="checkbox"/>	Part K: Travel – Domestic and International description	<input checked="" type="checkbox"/>	Part L: Travel Itinerary	<input checked="" type="checkbox"/>
Part M: Transport Details	<input checked="" type="checkbox"/>	Part N: Communication & Emergency Plan	<input checked="" type="checkbox"/>	Part O: Safety equipment is being used	<input checked="" type="checkbox"/>	Part P: Risk Assessment	<input checked="" type="checkbox"/>
Part Q: Supervisor & Other Approvals	<input checked="" type="checkbox"/>						

**Part A: Overview & Instructions**

**Part B: Risk Assessment Details - Mandatory**

<p><b>Risk Assessment Consultation Group</b></p> <p><i>List the risk assessment team with the first person being the author of the risk assessment. N.B. A minimum of two competent people are to be included in the risk assessment team including a Health and Safety Representative (HSR) where possible.</i></p>	<p>Emergency Control Organisation                  Significant Incident Group                  WHS Consultation Committee                  WHS Management Committee                  Senior Executive Team                  Research Response Team (RRT)                  Covid Academic Response Team (CovART)</p>
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Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F020	WHS OP008	2	8/4/2019	8/4/2021	1	24/11/2021

<b>Location – Where is the hazard?</b>	
All University of New England Campus Locations	

**Part C: Person completing Risk Assessment - Mandatory**

Name	WHS Team on behalf of University of New England		
Position	People and Culture	Staff number (If any)	
Contact work	whs@une.edu.au	After hours	
Supervisor	Director People and Culture, WHS Management Group Chair – Professor Michael Wilmore	Cost Centre	

**Part D: Plant and Equipment Details – Remove from View if not applicable using tab on the left of ‘Part D’ Menu Bar**

**Part E: Process or Task Details - Remove from View if not applicable using tab on the left of ‘Part E’ Menu Bar**

**Part F: Hazardous Substance Details - Remove from View if not applicable using tab on the left of ‘Part F’ Menu Bar**

**Part G: Event Description – Remove from View if not applicable using tab on the left of ‘Part G’ Menu Bar**

**Part H: Alcohol Details – Remove from View if not applicable using tab on the left of ‘Part H’ Menu Bar**

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F020	WHS OP008	2	8/4/2019	8/4/2021	2	24/11/2021

**Part I: Fieldwork Activities description** – Remove from View if not applicable using tab on the left of ‘Part I’ Menu Bar

**Part J: Fieldtrip / Excursion Members** - Remove from View if not applicable using tab on the left of ‘Part J’ Menu Bar

**Part K: Travel – Domestic and International description** – Remove from View if not applicable using tab on the left of ‘Part K’ Menu Bar

**Part L: Travel Itinerary – Mandatory for all Travel and Fieldwork** - Remove from View if not applicable using tab on the left of ‘Part L’ Menu Bar

**Part M: Transport Details - Mandatory for all Travel and Fieldwork** - Remove from View if not applicable using tab on the left of ‘Part M’ Menu Bar

**Part N: Communication & Emergency Plan** - Mandatory Travel & Fieldwork - Remove from View if not applicable using tab on the left of ‘Part N’ Menu Bar

**Part O: Safety equipment is being used** - Remove from View if not applicable using tab on the left of ‘Part O’ Menu Bar

**Part P: Risk Assessment** - Mandatory

**Part Q: Supervisor & Other Approvals – Mandatory**

- I confirm this Risk Assessment accurately addresses details of the hazards and risks associated with this event, travel, process, equipment, fieldwork and/or activity: **Yes** |
- I will ensure that all participants that are impacted including Fieldwork participants are informed of the hazards, risks and controls in this assessment: **Yes** |
- I confirm that all required approvals will be obtained prior to proceeding with this event, travel, process, use of equipment, fieldwork or activity: **Yes** |
- I confirm that UNE Insurance [insurance@une.edu.au](mailto:insurance@une.edu.au) and WHS Team [whs@une.edu.au](mailto:whs@une.edu.au) have been provided this Risk Assessment for International Travel where the destination/s have a Travel Advice of Level 3 or 4 from DFAT for review and approval: **NA** |
- I confirm that all required forms are completed and attached with this assessment: **No -** |

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F020	WHS OP008	2	8/4/2019	8/4/2021	3	24/11/2021

Assurance of Supervisor / Applicant Fieldwork – Event – Travel - Activity	Name	Date	Signature
Supervisor			
Approvals	Name	Date	Signature
Approval Supervisor	WHS Management Group Chair – Professor Michael Wilmore		
Approved (Head of School/Cost Centre)			
Approval Insurance			
Approval WHS Team	Diana Chambers WHS Manager	10.11.2021	

**Attached relevant forms / Booking numbers**

WHS F010 Fieldwork Planning Guide & Checklist	Yes / No	Travel Booking Completed?	Yes / No
WHS F012 Fieldwork Participation Declaration	Yes / No	Motor Vehicle requisition Form?	Yes / No
WHS F034 Volunteer Acknowledgement	Yes / No	Other: Provide Details	Yes / No

**Records Storage Instructions:**

*This completed form must be recorded in TRIM Container A16/3832 utilising a TRIM license in your School/Business Unit. The naming convention must include the name of the form. A copy of all completed WHS F020 Risk Assessment forms shall be submitted to the WHS Team via whs@une.edu.au.*

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F020	WHS OP008	2	8/4/2019	8/4/2021	4	24/11/2021

## Annex 1

Risk Assessment Matrix					
Step 1 – Determine the Likelihood and Consequence					
Likelihood					
Consequence	Rare Likely to occur in very exceptional circumstances	Unlikely Could occur at some time	Possible May occur at some time	Likely Will probably occur or has happened before	Almost Certain Expected to occur
<b>Insignificant</b> No personal injury, no adverse outcomes	1-Very Low	2-Very Low	4-Low	7-Medium	11-Medium
<b>Minor</b> Minor injury (first aid treatment) and adverse outcomes	3-Very Low	5-Low	8-Medium	12-Medium	16-High
<b>Moderate</b> Serious injury (medical treatment) adverse outcomes	6-Low	9-Medium	13-Medium	17-High	20-Very High
<b>Major</b> Serious injury (long term absence) major adverse outcomes	10-Medium	14-Medium	18-High	21-Very High	23-Severe
<b>Catastrophic</b> Fatality or permanent impairment, government intervention	15-Medium	19-High	22-Very High	24-Severe	25-Severe
Step 2 – Determine the Risk Rating and Response Required					
Risk Rating	Response Required				
23-25 Severe	Highest Priority – stop work and implement controls immediately				
20-22 Very High	Requires urgent attention - temporary controls to be implemented in interim				
16-19 High	Requires urgent attention – plan for controls through consultation				
7-15 Medium	Requires attention – controls to be established through consultation				
4-6 Low	Requires monitoring - controls to be established through consultation				
1-3 Very Low	Requires monitoring				
Step 3 – Implement the Highest Control that is available					
Hierarchy of Controls					
<b>Elimination</b>	<b>Highest</b> - Physically remove the hazard – <i>This is not always possible</i>				
<b>Substitution</b>	Replace the hazard with something less hazardous – eg: <i>replace lead based paint with water based paint to lessen the risks</i>				
<b>Engineering</b>	Isolate people from the hazard by using engineering controls – eg: <i>install roll-over protection bars on a quad bike</i>				
<b>Administrative</b>	Administrative controls – eg: <i>procedures, training, maintenance programs, safety signage</i>				
<b>PPE</b>	<b>Lowest</b> - Personal Protective Equipment – <i>to be used in conjunction with other controls or as a last resort in isolation – eg: steel cap boots, gloves, eye/hearing protection</i>				

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F020	WHS OP008	2	8/4/2019	8/4/2021	5	24/11/2021

# COVIDSAFE PLAN

**The University of New England's Safety Plan to  
Support campus operations in the presence of  
COVID-19A**

Version 7



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## Introduction

The University of New England's (UNE) COVIDSafe Plan details the overarching framework for a safe and structured management of all site activities in the presence of varying levels of COVID-19 transmission and infection risk.

The COVIDSafe Plan establishes the governance and control structures for the University's planned approach to ensuring the safety of staff, students and the general community. This plan is informed and directed by the Australian Government's 3 Step Framework for a COVIDSafe Australia.

This plan is designed to support the work plans of faculties and directorates, as well as those of the University wide strategies of teaching and learning, research, accommodation and all onsite services.

This document also details the essential requirements of UNE's response to ensure site safety and mitigate the risk of health consequences due to COVID-19 for University stakeholders, and it specifically details the required shared responsibilities for safety controls.

UNE relies upon the advice and directives from National Cabinet, SafeWork Australia, SafeWork NSW, NSW Government and NSW Health as the most authoritative sources of information when considering the measures to be taken in returning to and undertaking on site activities. These government guidelines and NSW Public Health Orders have provided the basis for the development of this COVIDSafe Plan.

Please note this plan is subject to change, according to variations to Government requirements, timeframes, emerging trends and information or rates of community transmission, hospitalisations and vaccination into the future.

## Reference Documents

Safe Work Australia

- <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

NSW Safe Work

- <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

NSW Government

- <https://www.nsw.gov.au/covid-19>

Australian Government ComCare

- <https://www.comcare.gov.au/safe-healthy-work/prevent-harm/coronavirus>

Australian Government National plan

- <https://www.australia.gov.au/national-plan>

US Centre for Disease Control – Guidance to Higher Education Institutions

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

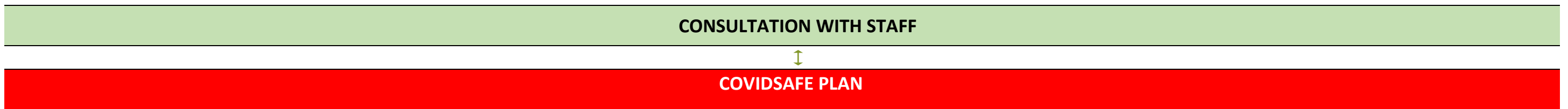
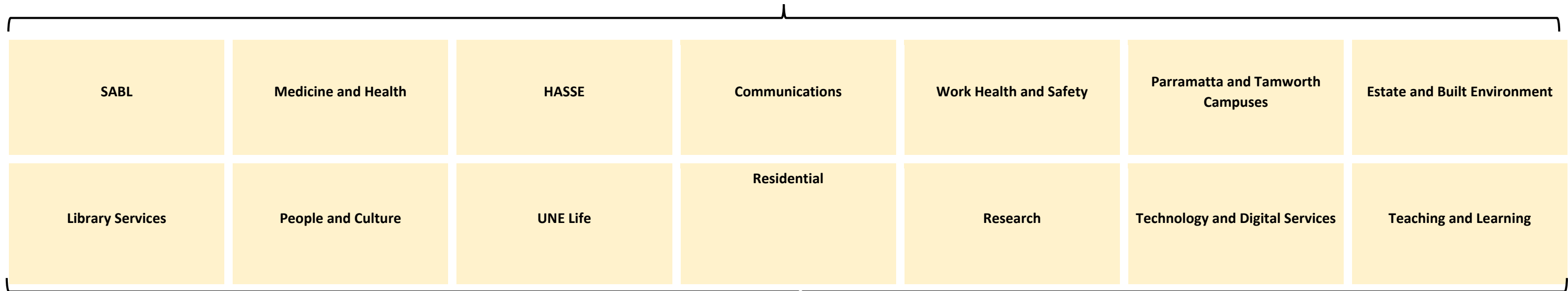
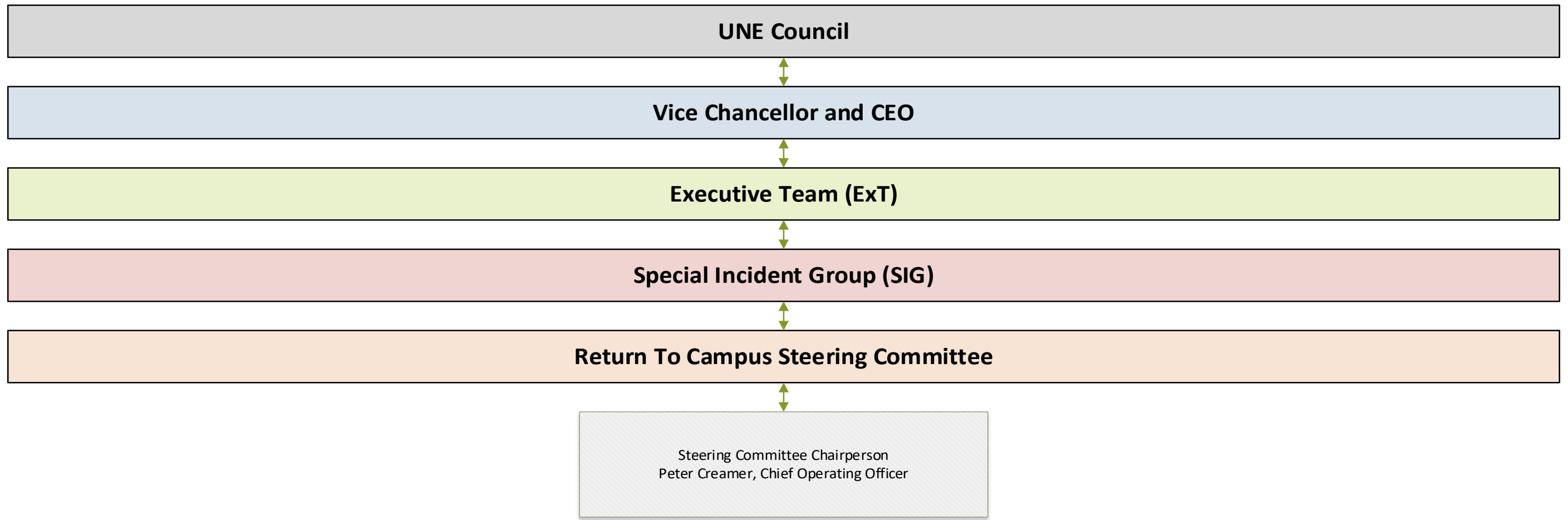
## Failure to Comply

All staff, students, contractors and visitors must comply with the UNE COVID-19 protocols contained or referenced within this document to ensure that workplaces remain a safe environment. If staff, students, contractors or visitors are unsure of any of the protocols contained or referenced within this document, they should seek clarification from their supervisor. Clarification of any technical aspect(s) of health and safety principles can be referred to the relevant forum in the Governance Framework.



Deliberate failure to comply with any aspects of this COVIDSafe plan will be deemed a breach of the University's [Code of Conduct](#) and [Student Behavioural Misconduct Rules](#). For individuals who believe they cannot comply with aspects of the COVIDSafe plan they should raise these concerns with their supervisor or their People and Culture Business Partner.

UNE COVID Safe Governance Framework



# Controlled Access Return to Campus Framework

In line with Public Health Orders and COVID-19 community management strategies, the University has developed a dynamic [phased framework](#) to safely allow movement between different levels of onsite access. This framework acknowledges that transitions between phases are dependent on the easing or tightening of restrictions, subject to NSW Government decisions, and the risks associated with each phase. The framework recognises our place-based mode of working.

The phases range, in order of decreasing risk, from “Stay at home order” – “Return Phase 1” – “Return Phase 2” – “Return Phase 3”. Each phase defines the level of risk, whom and under what circumstances campus may be accessed as well as other considerations.

Public Health orders or community requirements may be subject to change due to the levels of risk, rates of vaccination, rates of hospitalisation and community transmission of COVID-19. Therefore flexibility in the UNE phased framework must be allowed for. UNE may be required to move from Phase 2 back to Phase 1 or adopt a transitional approach to moving between phases if Public Health Orders and community transmission require a temporary response. Effects of this on campus services, retail outlets and recreational activities may be different to teaching and learning activities for example.

This phased framework is governed by the following overarching principles which support this COVIDSafe Plan:

## Guiding Principles

1. Compliance with the Public Health Orders and community management requirements as a minimum
2. Consider and take into account available data such as: rate of community transmission, community vaccination rates, UNE specific vaccination rate, local hospitalisations, access to and roll out of vaccination boosters
3. Account for ventilation considerations, site loading, contracts and place based considerations
4. Access to and use of appropriate PPE (masks, face shields where appropriate)
5. Specific activities to be risk assessed using UNE’s overarching institution COVID-19 risk assessment as a framework
6. Activity should align with School and Directorate Business Continuity Plans (Business Impact Assessments)
7. Appropriate mandatory training and induction
8. Access to screening test capability (Rapid Antigen Testing)
9. Approval as defined in roles and responsibilities section of this document
10. Acknowledgement of each individuals responsibility to have a ‘personal safety plan’

Specific guiding principles applicable for each framework phase are contained in the corresponding Campus Risk Level Response documents. These documents are central to the development of plans, risk assessments and Business Continuity Plans (Business Impact Analysis) for Schools/ Faculties/ Directorates as set out under the Roles and Responsibilities section.

## Risk Level Response to COVID Restrictions

To support the Return to Campus framework, place-based working and UNE COVID Safe Plan, the following risk level responses and associated campus controlled access responses have been designed to assist in managing the return of staff and execution of operations in a structured manner.

The level of risk, and associated colour, refer to the risk levels in the [Return to Campus framework](#).

Specific guiding principles applicable for each framework phase are contained in the corresponding Campus Risk Level Response document. These documents are central to the development of plans, risk assessments and Business Continuity Plans (Business Impact Analysis) for Schools/ Faculties/ Directorates as set out under the Roles and Responsibilities section.

Risk Level Responses for each phase of the Return to Campus Framework can be found on the [SafetyHub](#).

Interim transitional settings may apply subject to the fluid nature of changes in health orders, community transmission and variation in vaccination rates. Interim arrangements are communicated from the Special Incident Group (SIG) for dissemination and action through the Senior Leadership Group.

# Understanding COVID-19

COVID-19<sup>1</sup> (SARS-CoV-2) is a contagious viral infection that generally causes respiratory illness in humans. Presentation can range from no symptoms (asymptomatic) to severe illness with potentially life-threatening complications.

## Symptoms

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as<sup>1</sup>:

- Fever
- Respiratory symptoms
  - o coughing
  - o sore throat
  - o shortness of breath

Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

## How it spreads

The virus can spread from person to person through:

- Close contact with an infectious person (including in the 48 hours before they had [symptoms](#)).
- Contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face.

COVID-19 is a new disease, so there is limited existing immunity in our community. This means that without adequate control measures, COVID-19 spreads widely and quickly. This has proven to be an issue with new variants brought about by mutations of the virus. The most effective control measure currently available is vaccination, with effective use of community (physical distancing) and personal (wearing of masks, hygiene) support measures.

## Who is most at risk

In Australia, the people most at risk of getting the virus are:

- People operating in close proximity environments
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- People in group residential settings, high density social events, and similar.

People who are, or are more likely to be, at higher risk of serious illness if they get the virus are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with chronic medical conditions
- People 70 years and older
- People with chronic conditions or compromised immune systems
- People in aged care facilities

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<sup>1</sup> <https://www.healthdirect.gov.au/coronavirus>

- Unvaccinated persons

### **Variants of the COVID-19 virus**

Like any virus, COVID-19 has the capacity to mutate and create a new viral strain. These new strains may cause changes to the health response and controls due to how the virus is transmitted.

To date in Australia, the Delta strain is the most concerning because:

- Spreads faster than early forms of the SARS-CoV-2 virus
- Easily transmitted as a result of close physical proximity
- Associated with infections in workplace and high-density housing settings
- Data suggests Delta causes more severe illness, and increased number of hospitalisations in unvaccinated persons
- Fully vaccinated people can still spread the virus to others. However, vaccinated people appear to be infectious for a shorter period, and have a much lower chance of developing severe illness
- The greatest risk of transmission is among unvaccinated people who are much more likely to contract, and therefore transmit the virus.

### **Vaccination**

Approved therapeutic [vaccines](#) are available to the eligible population on a voluntary basis.

Vaccination is free to everyone in Australia, regardless of Medicare or visa status.

UNE strongly recommends its workers, students and visitors give careful consideration to protecting themselves, their families and the wider community against COVID-19 by getting vaccinated. For people who are aged 18 years and over and the second dose of COVID-19 vaccine was delivered more than six months ago – booster vaccinations are recommended to strengthen the immune system and against serious illness from COVID-19.

### **Testing for COVID-19**

Testing for COVID – 19 can include Polymerase Chain Reaction (PCR) testing or Rapid Antigen Testing (RAT)

PCR Testing (NSW Health Testing recognised confirmatory testing procedure)

People who attend UNE physical premises may be requested to provide a negative PCR test prior to attending. For example, if anyone attending

- Presents with symptoms
- Have been advised they have attended a close or casual contact site
- Are arriving to attend high density gatherings from multiple locations outside the LGA (eg. intensive schools - Armidale Campus)

Rapid Antigen Testing (RAT) is a screening tool to help detect COVID-19 in people without any symptoms of COVID-19.

UNE may request testing of people who attend our premises and activities where it is determined through risk assessment that the conditions may constitute a higher risk of transmission. As a guide this may include:

- Close proximity working/learning/research
- Prolonged duration working, research or learning where other controls cannot be fully maintained
- Roles that have frequent/prolonged exposure to contact with other people

- Where this provides an additional control to minimise potential transmission (eg. during outbreak management/ vaccination levels are lower and there is community transmission.
- People returning from areas that have active community cases of COVID-19 and lower vaccination rates.

## Legal Framework

It is the responsibility of UNE to identify and comply with relevant legislation and regulations, including related to work, health and safety. The University must fulfil its legal responsibilities in relation to infection control by adopting standard and transmission-based precautions including in accordance with NSW Public Health Orders. COVID -19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System (NNDSS). This means that in all Australian states and territories, either the medical officer requesting the test and/or the laboratory performing the test, are responsible for notifying the relevant jurisdictional public health authority of the case of COVID-19, as per local legislative requirements.

The University must also fulfil its legal responsibilities in relation to work health and safety as prescribed by the Work Health and Safety Act 2011 (NSW)<sup>2</sup>. Accordingly The University is adopting clear health and safety requirements in relation to hazard management to identify the hazards, assess their risks and implement effective control measures to prevent illness occurring to any individual staff and students while conducting University activities.

COVID-19 arising through work is a notifiable incident to NSW Safe Work as its regulator.

Requirements under NSW Public Health Orders are now changing with transition from a COVID suppression to a community-managed approach. Changes in conditions and requirements will now be triggered by publicly reported vaccination rates for NSW state.

UNE has developed a transition roadmap with a focus on developing post COVID ways of working that accords with our Future Fit values (*open, inquiring, exceptional and make a difference*)

- Reflects place-based variations in WHS protocols and requirements.
- Puts *Public, Community and Individual* safety at the core of our practice.
- Ensures the safety and well-being of our staff and students.
- Recognises both the significance of, and responsibilities which come with personal choice(s).

Some elements of the UNE transition plan are non-negotiable and governed by NSW Health Orders.

UNE plans are modelled on ensuring we maximise safety options and create a safe practical return to work model which supports all employees, students, visitors and those using our facilities for approved community functions.

A significant shift in NSW public health management of COVID-19 transmission is now driven by vaccination rates (NSW >70% vaccination) with reduced dependence on

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<sup>2</sup> Section 19 of the Act details the primary duty of care to ensure, so far as is reasonably practicable, that the risk to a workers health and safety is managed. *Section 17 Management of risks* requires the elimination of risks as the first option and, where this is not reasonably practicable, to minimise the risks as far as is reasonably practicable. Reasonably practicable is defined in the Act under section 18 as taking into account numerous relevant factors such as: likelihood, degree of harm, knowledge of the risk, availability and suitability of controls and cost. The other key legislative consideration is the duty to consult; this needs to be demonstrated but there are numerous ways to achieve this.

- Restrictions to local government areas,
- Movement throughout NSW and later
- Occupancy/gathering limits and
- PPE to control community transmission.

As a consequence, there is greater reliance on vaccination and understanding of the rate of vaccination in our local community and people who routinely access UNE premises to determine the University's approach to managing risk of COVID-19 transmission.

UNE has undertaken a staff survey and requested [workers](#) and [students](#) register their vaccination status and carry evidence of it in order to:

- Ensure compliance with Public Health Orders requiring the University to take reasonable steps to make sure an unvaccinated person is not on the premises (up until December 15<sup>th</sup> 2021 / NSW vaccination rate reaches 95% - whichever is soonest).
- Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities).

UNE Contractors have been contacted directly to provide information that satisfies these requirements.

## COVIDSafe Roles and Responsibilities

Faculties and Directorates with approved staff, contractors or researchers working from campus are responsible for monitoring the adherence of their staff to the University's COVIDSafe Plan and the relevant phase of the Return to Campus Framework.

### **Deans, Associate Deans, Directors and Associate Directors**

The primary responsibility of managing prevention of COVID-19 outbreaks lies with Deans and Directors, within their responsibilities of oversight for their operating areas. An outbreak is defined as one or more cases of COVID-19 being confirmed. Deans and Directors are required to:

- Comply with government regulations and the specifics of this COVIDSafe Plan (including completion of relevant inductions).
- Confirm that Health and Safety Protocols for COVID-19 are planned for, implemented and followed.
- Risk assess and develop controls to specific risks within the workplace using UNE developed overarching documentation and information.
- Develop, approve and monitor adherence to the University's COVID Safe Plan and the relevant phase of the Return to Campus Framework
- **Develop local business continuity plans** (business impact analysis) to safe guard each business unit's ability to continue to deliver services at acceptable levels following an actual or potential COVID-19 positive presentation on campus. To assist in this process a business continuity impact analysis template has been developed (see appendix 1).
- Ensure that the consequences of non-compliance to COVID-19 protocols are enforced.
- Where possible ensure any near miss or confirmed incidents are reported via Skytrust for case management. A reporting protocol from [Skytrust](#) is in place to notify the relevant authorities including and University Executive Group.



- Effective, timely and clear transmission of UNE received communications and documentation related to UNE's COVID-19 response
- Develop workplace specific communications in response to the point above as needed

### **COVID Marshalls, UNE Life and UNE staff**

To ensure a safe environment for UNE's community, University COVID marshalls and authorised staff may request information to ensure adherence to Public Health Orders, the COVID Safe Plan; W,H,S risk assessments and Return to Campus Framework. This may include information about vaccination status, testing, symptoms whether a person has recently travelled or been in contact with a confirmed case of Covid-19 or case locations.

### **Individual Workers(staff and contractors)/Students**

Every individual is responsible for maintaining their own health and safety, and that of their colleagues across the University. Each individual is required to:

- Comply with government regulations and the specifics of this COVIDSafe Plan
- Not attend work if they are feeling unwell
- Undertake a COVID-19 test if requested to ensure safe attendance on UNE premises
- Ensure compliance physical distancing and hygiene is maintained
- Report a confirmed COVID-19 diagnosis to UNE in accordance with regulatory requirements of Public Health Orders and Safe Work NSW - if UNE premises have been accessed
- Report any near miss or confirmed incidents via Skytrust
- Report instances of lack of compliance with this plan
- Engage with UNE communication channels including [emergency communication channels](#) to stay up to date with information provided

### **Support Responsibilities of the University**

The University has the overall responsibility to provide a safe workplace for staff and students. To support this COVIDSafe Plan the University will:

- Provide a general COVIDSafe Return to Campus Framework with associated risk level responses for the University in consultation with Health and Safety Representatives.
- Provide overarching [generic risk assessments](#)
- Develop the COVIDSafe plan.
- Develop and provide general COVID-19 response information, communications and documentation on relevant web platforms and [UNESafe app](#).
- Provide support structures to the return to campus process.

## **Area Specific COVIDSafe Risk Assessment and Adherence to Current Return to Campus Framework Phase**

Risk management is essential to controlling and managing the effects of COVID-19 on the University. To facilitate this the University is committed to conducting risk assessments on the potential effects of COVID-19 in the following circumstances:

- When changes are made to work practices, procedures or the work environment.
- When the University increases operations following a period of reduced operations.

- When the University introduces workers back into the workplace following the cessation of working from home or stand-down arrangements
- When the University is responding to workplace incidents (e.g. where a worker has tested positive to COVID-19).
- When the University is responding to concerns raised by workers, health and safety representatives, or others at the workplace.

In line with these commitments the University is utilising **the following process under this COVIDSafe plan** to control the potential health effects for staff, students, contractors and visitors posed by COVID-19 when on campus:

- General overarching risk assessment – risk assessing the general health risk posed by COVID-19 and implementing UNE wide risk controls such as vaccination rate data, access to screening tests (Rapid Antigen testing), cleaning schedules, hygiene facilities, ventilation requirements, PPE use (masks), room or space occupancy and signage that will be implemented as a standard across the University
- Workplace specific risk assessment – this will be under the responsibility and surveillance of the Deans and Directors and will address specific risks in the workplace as governed by UNE’s overarching Return to Campus Framework Phase and Risk Level response requirements ([generic risk assessments](#) can be used to supplement the General UNE COVIDSafe risks and applicable controls below)
- [Appropriate training and Induction](#) – this will be under the responsibility and surveillance of the Deans and Directors. All staff, students, contractors and visitors shall have completed the applicable online course within the last 3 months
- Business continuity plans (business impact analysis) - this will be under the responsibility and surveillance of the Deans and Directors. The goal is to safe guard each business unit’s ability to continue to deliver services at acceptable levels following an actual or potential COVID-19 positive presentation on campus or outbreak that affects an individual’s access to campus (see appendix 1 for template).

These processes involve considering what could happen if someone is exposed to COVID-19 and the likelihood of it happening. By performing these assessments the University will be able to determine:

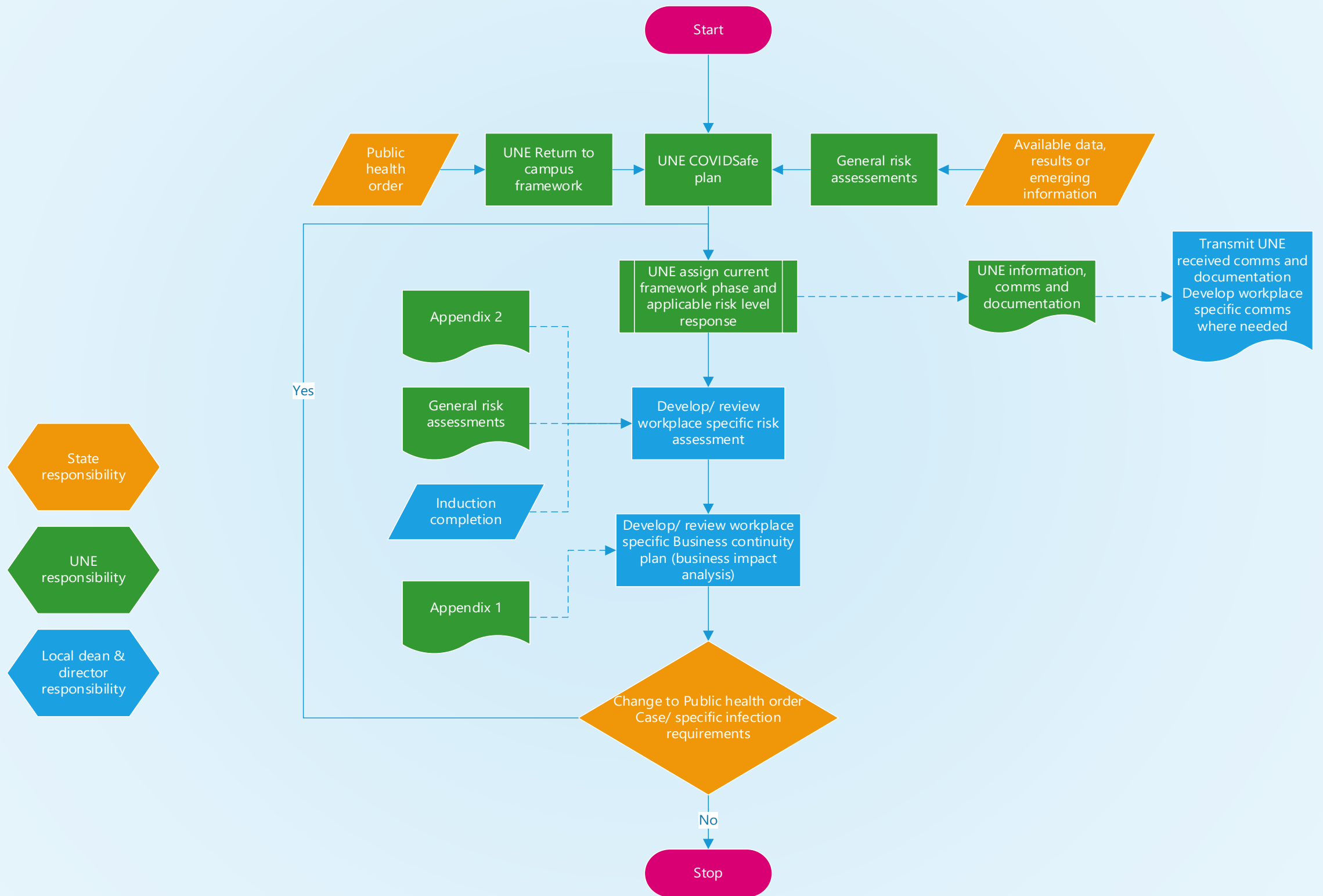
- How severe a risk is
- Whether any existing [control measures](#) are effective
- What action you should take to control the risk, and
- How urgently the action needs to be taken.
- The capacity to function if staff/students contract COVID

These [risk](#) assessments will be reviewed periodically as the operating environment changes or COVID-19 Return to Campus Framework Phase changes (for example, in response to changes in COVID-19 cases or changes to public health orders) or when new information on workplace [risks](#) associated with COVID-19 becomes available.

This will also include the periodic review of [control measures](#) implemented to ensure their ongoing appropriateness and effectiveness based on the latest information. Risk Assessments shall be completed in line with [WHS P004 Risk Management Protocol](#) and [WHS OP008 Risk Assessment Procedure](#).

The above process and the development of local business continuity plans across the University is shown in the following flow chart:





## UNE's Response to the changing COVID-19 environment

Since the WHO declared COVID-19 a pandemic on 11 March 2020, there has been a consistent and constant evolution of the situation. This has been due to the changing nature of the virus, government and state responses, and technology and data developments. In all probability this is unlikely to change in the foreseeable future.

UNE acknowledges this constantly changing landscape can cause fatigue and anxiety. It is important to understand that there is much that UNE cannot control directly. However relevant, timely, accurate and clear access to information for staff, students, contractors and visitors can serve to minimise disruption and uncertainty.

To ensure accurate information and the best outcomes for UNE, communication is managed in the following ways.

**NSW Govt.** and **NSW Health** websites are monitored regularly to ensure adherence to health advice and current restrictions.

**Public Health Advice** is followed in relation to announcements of case locations that are considered

- Close contact locations, casual contact locations (NSW)
- Affected areas, places of concern and high concern (interstate)
- Areas that go into stay-at-home restrictions

All participants must follow official UNE direction concerning public health advice noting that conditions can change quickly and require an immediate response.

NSW Health Maps displaying case locations and numbers; and vaccination rates can be located here.

UNE will issue communications for guidance on participation taking a risk based approach regarding including case locations and vaccination rates of geographical areas.

Flexible alternative work and study arrangements can be supported for students and staff where physical attendance is not deemed appropriate.

Current information is displayed on UNE Covid Safe Campus website and Safety Hub, with updates communicated through channels including VC Communique, Senior Leadership members, UNE Official, UNESafe app, faculty and directorate and student channels.

Communication and Consultation is ongoing and undertaken at regular intervals via

- WHS Consultation Committees and their work groups and HSR's
- Special Incident Group (SIG)
- Big SIG (Extended Faculty and Directorate Staff)
- CovART – COVID Academic Response Team
- RRT – Research Response Team

- Return to Campus Committee
- CHECK in Surveys and
- Advice from employee organisations

## COVID-19 Positive Notification Process

The University has developed a notification process for managing a suspected or confirmed positive case of COVID-19 amongst staff and students. This procedure forms part of the University's COVID-19 response. [COVID-19 Positive Notification Process](#) can be found on [Safety Hub](#). All staff, students and visitors must be aware of their responsibilities under this procedure and act accordingly.

## Return to Campus COVIDSafe Checklist

To assist the Deans and Directors in ensuring that the local COVIDSafe Risk Assessment and adherence to the current Return to Campus Framework Phase has been fully considered, there is a COVID Safe checklist attached in Appendix 2.

## General UNE COVIDSafe Risks and Applicable Controls

Risks	COVIDSafe Controls & Mitigations
<p>Lack of staff knowledge of COVID-19</p> <ul style="list-style-type: none"> <li>Potential to increase occurrence and spread infection.</li> </ul>	<ol style="list-style-type: none"> <li><a href="#">UNE COVIDSafe Campus</a> webpage provides information on the virus for staff</li> <li>COVID-19 information signage placed at entry to buildings and in amenities</li> <li>Mandatory <a href="#">COVID-19 induction</a> for all staff, students, contractors and visitors within last 3 months</li> <li><a href="#">UNE COVIDSafe Campus</a> documentation and procedures</li> <li>COVIDSafe webpage available on <a href="#">SafetyHub</a></li> </ol>
<p>Returning staff and students to campus</p> <ul style="list-style-type: none"> <li>Potential to create spreading/transmission situations amongst staff and students.</li> <li>Potential to seed community transmission.</li> </ul>	<ol style="list-style-type: none"> <li>Defined return to campus framework with phased approach in line with public health requirements</li> <li>HDR campus access process to be implemented</li> <li>COVIDSafe return to campus document for staff</li> <li>Mandatory <a href="#">COVID-19/ blended WHS induction</a> within last 3 months</li> <li>Faculties and directorates to conduct workplace specific risk assessment or adopt the COVID Safe Campus generic risk assessment</li> <li>COVIDSafe checklist developed to assist faculties and directorates in ensuring controls are present</li> <li>Campus doors to remain locked to prevent unauthorised access to buildings</li> <li>Public facing service desks to implement sign in and sign out procedures</li> <li>Visitors to campus to be discouraged. Necessary controls must implemented and approved by those supervising site access.</li> <li>Approved voluntary COVID-19 vaccines available. UNE supports vaccination as a primary control to mitigate against the risk of serious illness from COVID-19.</li> <li>UNE request for workers and students to register their <a href="#">vaccination status</a> in order to:             <ol style="list-style-type: none"> <li>Ensure compliance with Public Health Orders requiring the University to take reasonable steps to make sure an unvaccinated person is not on the premises; or</li> <li>Guide UNE’s approach to managing transmission (on our premises and throughout the course of our activities) based on W,H,S risk assessments.</li> <li>UNE Contractors have been contacted directly to provide information that satisfies these requirements.</li> </ol> </li> <li>Screening tests (Rapid Antigen Testing) at an appropriate frequency and aligned to activities assessed as increased risk of transmission. This may include activities that involve close proximity, higher density working or learning and for prolonged duration and also activities that involve frequent contact with other people.</li> <li>Develop Business Continuity Plans (Business Impact Assessments)</li> </ol>

Risks	COVIDSafe Controls & Mitigations
<p>Lack of physical distancing</p> <ul style="list-style-type: none"> <li>• Loading on campus/buildings exceeds safe spacial limits</li> <li>• Staff/students fail to comply with safe distancing</li> <li>• Staff/students do not use PPE and comply with guidelines for safety</li> </ul>	1. Use of masks when and where appropriate or in response to public health requirements/UNE risk assessment
	2. Ensure spaces and activities are setup to ensure 1.5m separation of people where this can be achieved
	3. Provide assistance with assessing physical distancing requirements if no clear determination is obvious
	4. Distributed working models to be utilised to manage space occupancy – hot desking to be avoided
	5. Work plans should include staggered start times and virtual format meetings as a preferred alternative to face to face
	6. Lab occupancy and utilisation plans to be developed in line with physical distancing regulations
	7. Analysis of occupancy for large bookable spaces
	8. Physical distancing information signage placed throughout buildings; screens and barriers where practicable
<p>Ventilation</p> <ul style="list-style-type: none"> <li>• Low atmospheric exchange rates create safety risk and promote transmission</li> </ul>	1. Ensure windows and external doors are open where possible to maximise ventilation with fresh air
	2. Limit oscillation fan use in shared spaces
	3. Limit the use of recirculated air HVAC systems – please contact EBE if you are unsure if your building HVAC system is recirculated. Report HVAC repairs and maintenance issues immediately to ef-maint@une.edu.au
	4. EBE - performing regular scheduled preventative maintenance to building HVAC systems
	5. Remote monitoring of ventilation levels and system performance in key locations
	6. Increased outside air intake from HVAC systems
	7. Provision of 24 hour 7 days a week on call HVAC mechanics on campus providing reactive maintenance to HVAC systems
	8. Monitor and re-assess building ventilation load capacity as required
<p>Hygienic practices</p> <ul style="list-style-type: none"> <li>• Transmission occurs in contact with infected sites</li> <li>• Transmission occurs via viral loading in shared spaces</li> </ul>	1. COVIDSafe cleaning schedules implemented throughout the day
	2. COVIDSafe amenities to identified for targeted day time cleaning with locations and schedules to be advertised
	3. Hand sanitiser stations placed at entry points to buildings, kitchenettes, teaching spaces and computer labs
	4. Workplace cleaning schedules and rosters to be considered and implemented



Risks	COVIDSafe Controls & Mitigations
	5. Bathrooms to be well stocked with hand soap and paper towel
	6. Signage placed throughout buildings encouraging hygienic practices
<p>Process for handling COVID-19 positive presentations</p> <ul style="list-style-type: none"> <li>• Infections not reported due to handling of COVID-19 positive presentations</li> <li>• Perceived discrimination limits engagement with active reporting processes</li> </ul>	1. COVID-19 positive notification process developed for staff and students
	2. Flow chart for Safe Work notification and ECO activation developed if an instance of COVID-19 is detected
	3. Contact tracing methods confirmed
	4. Local business continuity plans (business impact analysis) completed
<p>College occupancy rates</p> <ul style="list-style-type: none"> <li>• College occupancy rates promote transmission</li> <li>• College engagements promote transmission/infection risks</li> </ul>	1. Colleges occupancy increased in a staged and control fashion
	2. College specific risk assessments and COVID Safe Plan completed
	3. Mandatory <a href="#">college induction</a> to be utilised before accommodation can be booked
	4. College specific COVIDSafe controls developed for hygiene and physical distancing
	5. COVIDSafe policy and procedure developed to manage student behaviour
	6. Approved voluntary COVID-19 vaccines available. UNE strongly encourages this be given careful consideration
	<p>7. UNE request for workers and students to register their vaccination status in order to:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with Public Health Orders requiring the University to take reasonable steps to make sure an unvaccinated person is not on the premises</li> <li>• Guide UNE’s approach to managing transmission (on our premises and throughout the course of our activities) based on WHS risk assessment.</li> </ul>
	8. UNE Contractors have been contacted directly to provide information that satisfies these requirements.
	9. Screening tests (Rapid Antigen Testing) at an appropriate frequency
<p>Building amenities pose a risk of transmission</p>	1. COVIDSafe cleaning schedule developed to target selected kitchenettes and bathrooms per building
	2. Kitchenette usage signage placed in all kitchenettes
	3. Cleaning schedules to be developed for staff cleaning of kitchenettes
<p>On campus retail outlets and sport create potential for transmission /infection</p>	1. On campus retail and sporting activities will be linked with the Government staged easing in restrictions
	2. Retail outlets and sports specific risk assessments and COVIDSafe plans developed
<p>Vulnerable staff and students are at a higher risk because of proximity issues associated with UNE operations</p>	1. Staff and students to work or study from home

Risks	COVIDSafe Controls & Mitigations
	<ol style="list-style-type: none"> <li>2. Approved voluntary COVID-19 vaccines available. UNE strongly encourages this be given careful consideration</li> <li>3. Screening tests (Rapid Antigen Testing) at an appropriate frequency</li> </ol>
Travel and fleet usage creates potential for community acquired infection/transmission	<ol style="list-style-type: none"> <li>1. Travel system to reflect current government restrictions on travel</li> <li>2. Fleet car usage policy to be developed to ensure safe travel</li> <li>3. Fleet cars to be cleaned between usages</li> </ol>
Contractors visiting campus who do not comply with UNE COVID Safe Plans create potential for community acquired infection/transmission	<ol style="list-style-type: none"> <li>1. Mandatory contractors COVIDSafe induction to be implemented before contractors can attend campus</li> <li>2. Contractors to submit their COVID-19 documentation</li> <li>3. UNE request for workers and students to register their vaccination status in order to: <ul style="list-style-type: none"> <li>• Ensure compliance with Public Health Orders requiring the University to take reasonable steps to make sure an unvaccinated person is not on the premises</li> <li>• Guide UNE's approach to managing transmission (on our premises and throughout the course of our activities), based on WHS risk assessment</li> </ul> </li> <li>4. UNE Contractors have been contacted directly to provide information that satisfies these requirements</li> <li>5. Screening tests (Rapid Antigen Testing) at an appropriate frequency</li> </ol>
UNE's place-based, distributed model of working creates issues for managing emergencies in a coherent manner	<ol style="list-style-type: none"> <li>1. With distributed working models a process must be in place to ensure fire wardens and first aids on campus at all times</li> <li>2. Local business continuity plans (business impact analysis) completed</li> </ol>
UNE Researchers operate within multiple frameworks which creates potential conflict of priorities and breach of safe work practices	<ol style="list-style-type: none"> <li>1. COVIDSafe principles for research lab and field work to implemented</li> <li>2. Research activities to be linked to the governments framework for restrictions</li> <li>3. COVIDSafe principles for human participant research developed</li> </ol>
Associated health risks resulting from COVID-19	COVIDSafe Control
Staff/student wellbeing is adversely affected by COVID, COVID controls and related issues	<ol style="list-style-type: none"> <li>1. Provide employee assistance program and student wellbeing solutions combined with flexible working and studying arrangements to alleviate potential anxiety</li> </ol>
Information uncertainty and changing priorities creates uncertainty and confusion for those in our community	<ol style="list-style-type: none"> <li>1. Timely, accurate and clear access to information through VC Communique; Senior Leadership Team Communication Packs; Website management – COVID Safe Campus Pages and Safety Hub</li> </ol>

# Appendix 1 – Business Continuity Plan (Business Impact Analysis) Template

Development of Business Continuity Plans (Business Impact Analysis) is subject to the requirements as set out in the template available on the [SafetyHub](#).

This process will identify risks and impacts in relation to critical activities to faculties and directorates and determine basic recovery requirements.

As part of their responsibilities, Deans and Directors shall SAVE this Business Continuity Impact Analysis to **TRIM** container: A21/3419 STRATEGIC MANAGEMENT - IMPLEMENTATION - COVID-19 (COVID 19 CORONAVIRUS) - RETURN TO WORK - SEPTEMBER 2021. Please do not send to EBE or WHS (if you have any issues accessing TRIM – contact: [records@une.edu.au](mailto:records@une.edu.au)).

## Appendix 2 - Return to Campus COVIDSafe Plan Checklist

ACTIVITY/SPACE BEING ASSESSED:	
1 MANAGING RISK	2 INDUCTION, TRAINING & SUPERVISION
HAVE YOU:	HAVE YOU:
<input type="checkbox"/> Reviewed the <b>UNE COVIDSafe Plan</b> ?	<input type="checkbox"/> Completed the relevant <b>WHS General Induction in the last 3 months?</b> (staff, student, residential student, contractor/visitor)
<input type="checkbox"/> Completed a <b>risk assessment and business continuity plan</b> (business impact analysis)?	<input type="checkbox"/> Ensured that your team members have access to UNE SAFE app to keep in touch with emergency notifications and important safety information.
<input type="checkbox"/> Gained written approval from your <b>ExT member</b> for the activities proposed in this plan?	<input type="checkbox"/> <b>Communicated</b> to your staff and leadership team that they must commit to the restrictions advised by the University and keep up to date with any changes? In the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
<input type="checkbox"/> Identified any vulnerable team members and considered alternative arrangements for them? Is this documented?	<input type="checkbox"/> <b>Communicated</b> to your staff and leadership team that they must commit to the restrictions advised by the University and keep up to date with any changes? In the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
<input type="checkbox"/> Ensured staff/students have registered their <b>vaccination status</b> in ServiceNow?	<input type="checkbox"/> <b>Communicated</b> to your staff and leadership team that they must commit to the restrictions advised by the University and keep up to date with any changes? In the case of supervisors, they must monitor behaviour to ensure adherence to the UNE COVID-Safe Plan?
3 PHYSICAL DISTANCING	4 MONITORING & SCREENING
HAVE YOU:	HAVE YOU:
<input type="checkbox"/> Conducted a <b>review of the space</b> to determine maximum occupancy and how the space is intended to be used?	<input type="checkbox"/> Implemented a process to ensure that each person has utilised a sanitiser station before entry to the space?
<input type="checkbox"/> Ensured COVID-Safe <b>ventilation</b> guidelines are in place? (contact EBE for advice or maintenance)	<input type="checkbox"/> Ensured people needing <b>screening tests</b> (Rapid Antigen testing) are attending at frequency as required?
<input type="checkbox"/> Allowed for 1.5m distancing per person for the activity/space where reasonably practicable?	<input type="checkbox"/> Implemented a process to maintain a record of all people involved in the activity/space for contact tracing?
<input type="checkbox"/> Developed a plan for the flow of people for the full cycle of the activity, from entry to exit, in consideration of other activities and people in the area or facility?	<input type="checkbox"/> Advised people to stay away if unwell, have been in contact with a person who has COVID-19, have been tested for COVID-19 and/or has been instructed to quarantine or self-isolate?
<input type="checkbox"/> Identified and installed the <b>physical distancing controls</b> such as floor markers, signage and posters?	<input type="checkbox"/> Reviewed and understood <b>the UNE COVID-Positive notification</b> process?
5 MASKS AND HYGIENE	6 CLEANING
HAVE YOU:	HAVE YOU:
<input type="checkbox"/> Ensured hand sanitiser stations and instructions are installed at each entry and exit points in the space?	<input type="checkbox"/> Reviewed the <b>COVIDSafe cleaning plan</b> for this space and communicated any changes?
<input type="checkbox"/> Ensured mask wearing occurs as required? Masks are changed regularly and disposed of appropriately?	<input type="checkbox"/> Provided instruction to people on routine cleaning procedures of touchpoints etc?
<input type="checkbox"/> <b>Ensured posters are displayed</b> in the space?	<input type="checkbox"/> Considered how you will manage COVID hazards from personal belongings, objects, equipment etc?
<input type="checkbox"/> Instructed people to limit contact with others?	
<input type="checkbox"/> Considered controls to minimise risks of infection associated with consumption of food and drink, removed shared cutlery/utensils, controlled access to shared facilities including toilets?	<input type="checkbox"/> Put up <b>posters</b> of cleaning instructions for the space or activity?
Once this checklist is completed, please sign it and have your Supervisor sign it, confirming that this space and your plan complies with the <b>UNE COVID-Safe Plan</b>	
<b>Approved by:</b>	<b>Approved by:</b>
Name and Title	Name and Title
Date:	Date:

## 6. MEETING FINALISATION

## 6.1. \* Next Meeting and Close

The next Council meeting is scheduled for  
Friday, 28 January 2022.

Presented by James Harris