

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

## 5.1. \* Chair Academic Board Report #21024

Council is asked to NOTE the Chair of Academic Board's report to Council, report #21024.

For Noting

Presented by Robyn Bartel

<b>Authority</b>	COUNCIL OPEN	<b>Date</b>	30 July 2021
<b>Report Ref</b>	#21024	<b>Item No</b>	5.1
<b>Proposer</b>	Associate Professor Robyn Bartel, Chair Academic Board		
<b>Developed with</b>	Specialist, Academic Board Secretariat		
<b>Authorised by</b>	Mr James Harris, UNE Chancellor		

## #21024 – Chair Report – Academic Board

### Report Purpose & Origin

Purpose	<p>To advise the Council regarding key academic matters approved or considered by the Academic Board since the last Council meeting, including:</p> <ul style="list-style-type: none"> <li>• strategic academic matters (such as new academic developments, priorities and policy related issues) and any recommendations;</li> <li>• the quality and delivery of academic programs, including teaching and learning and research, including risks or significant issues, major developments and key changes;</li> <li>• progress against academic quality initiatives, including performance against agreed academic quality measures; assurance regarding compliance with Higher Education Standards Framework (HESF) and Education Services for Overseas Students (ESOS) regulatory frameworks; and details of any risks or significant issues identified and their proposed treatments;</li> <li>• updates re key academic partnerships;</li> <li>• details of Academic Board’s use of the authorities delegated to it by the Council, such as some academic policy approvals; and</li> <li>• other significant academic matters impacting the sector or University relevant to the functions of the Council.</li> </ul>
Origin	Standing item
Governance focus	<p><a href="#">Council Policy</a>: Oversee and monitor the academic activities of the University.  <a href="#">TEQSA Act 2011</a>: Ref: 6. Governance and Accountability: 6.2.1f (Corporate Monitoring and Accountability), 6.3 (Academic Governance).</p>
Accountability	UNE Council

### Resolution

Council is asked to:

- 1) NOTE the revised COVID-19 Academic Response Team Terms of Reference, and
- 2) NOTE the Chair of Academic Board’s report to Council, report #21024.

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## Executive Summary

### Universities Australia

The recent Universities Australia conference in Canberra (2-3 June 2021) was reported and workshopped at Academic Board on 21 June. Some of the key take-homes were reported by the Chair as including the value proposition of universities, and the need to maintain and improve connections within their communities, with industry, with government, with Indigenous Australia and international student markets for a range of objectives including to harness support for, and realisation of, the value proposition of universities – both for individual institutions and the sector as a whole. This is considered increasingly necessary given the growing challenges for the sector in terms of funding and in an increasingly polarised world in which it can no longer be assumed that expertise is respected and instead the academy may be dismissed as elite and exclusionary, albeit still highly trusted. The Chair also noted the lessons learned from the post-conference meetings of the Australian Chairs and Secretaries of Academic Boards and Senates Conference (OzCABS) and NSW/Territories Committee of Chairs of Academic Boards/Senates (CoCABS), and piloted an evolution in practice for the Board, a mini-workshop, on several themes including the top three threats and challenges for universities, top three opportunities, and top three subject matter experts (SMEs) to be invited to present to the Academic Board. This innovation in practice is designed to have dual purpose in terms of both content and process. In terms of process the exercise is a trial designed to energise and build the Board’s capacity for strategic leadership of academic governance, and in terms of the content that the answers be used to inform development of Board and Committee workplans and a schedule of speakers. Some of the ‘top three’ nominated in the workshop include government regulation (as top challenge), community links and collaboration (top opportunity) and Heads of School (as invited speakers).

### Policy Matters and Updates

#### *COVID-19 Responses*

In response to the Public Health Order(s) of late June and early July 2021, and arising as an action item from Academic Board Standing Committee on 24 May, the COVID-19 Academic Response Team (CART), which was so central to the university’s academic activities in 2020, has been reconvened under revised Terms of Reference (see **Attachment 1**) agreed at the first meeting on 05 July, and subsequently approved by Academic Board Standing Committee on 19 July. Academic Board Standing Committee on 19 July also endorsed a number of student support measures in light of the pandemic, including the following:

- a) ‘Withdrawal Without Academic Penalty’ (WWAP) package. Students who demonstrate an impact to their studies based on certain criteria\* are eligible to apply to:
  - i) withdraw without academic penalty until the last day of the Teaching Period,
  - ii) convert a Fail (N), Fail Incomplete (NI), or Fail Compulsory Assessment (NC) grade to a Withdrawn (W) grade,
  - iii) convert a passing grade (P), (C), or (D) to “Satisfied Requirements” (SR)\*\*.

*\*\* where appropriate; limited in certain accredited courses.*

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*\*Criteria (reinstated from Student Support Package 2020) includes those who have:*

- *contracted COVID-19,*
- *increased carer commitments for family members resulting from COVID-19 diagnosis,*
- *mandated self-isolation,*
- *transitioned from on-campus to online learning,*
- *been required to relocate from their usual study location or have circumstances that impact their study (e.g., home schooling, caring for children requirements) as a result of COVID-19 restrictions,*
- *employment in an essential industry and have experienced increased or a change in work commitments due to COVID-19,*
- *lost employment and needed to seek alternate employment or apply for government subsidies (this includes self-employed and affected business owners).*

b) pursuant to cl 52 of the *General Rules*, the offer of alternative assessments to students who cannot attend mandatory on-campus learning activities in Trimester 2, 2021 due to COVID-19 restrictions, or impacts.

Also endorsed was a requirement to use the Student Relationship Manager (SRM) for all Special Assessment Applications and the inclusion of intensive schools in cl 51(d) of the *Assessment Guidelines*, consistent with, and alongside other compulsory activities (such as practicums) that are able to be (in straightforward terms) extended a year by the Course Coordinator. This will be actioned alongside an earlier amendment endorsed on 26 April by Academic Board to provide for *pro rata* word lengths for units of other than six (6) credit points (#AB21229).

It was noted in the Chair’s report to Standing Committee that the existence of cl 52 of the *General Rules* may be used to facilitate necessary adjustments but ideally its usage should be rare and appropriate amendments made to policy to provide for quality and student learning and support. When such amendments do occur, they should also avoid being context-specific, as far as possible, and their rationale and salience should be enduring rather than short-lived, and aiming for consistency and coherence within the overall policy suite. The inclusion of intensive schools in s 51d of the *Assessment Guidelines* is a good example of the latter.

*Department of Education, Skills and Employment (DESE) Commonwealth Grant Scheme (CGS) Funding Agreement Requirements ([Compact](#))*

Under new Commonwealth Grant Scheme (CGS) funding agreement requirements, the permission of the Department of Education, Skills and Employment (DESE) is now required to be sought before courses in certain categories may be withdrawn (cl 26 and 27). Consequently, applications to withdraw courses will now be progressed via the Academic Portfolio Executive Committee (APEC), in similar fashion to new course proposals. Essentially, the process will mirror the ‘Part A’ process for new course approval, with Commonwealth communications to be actioned via APEC, and this will be formalised in forthcoming policy amendments. In the interim courses can be suspended, pending Commonwealth approval for them to be withdrawn. Consideration of the student experience needs also to be prioritised. Current

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policy requirements under the *Course and Unit Design and Approval Guidelines* for management of the student experience and provision of student support pertain in the main to withdrawn courses, rather than suspended courses. Given that these approaches ideally need also to be applied for students in suspended courses (those which require Commonwealth permission to be withdrawn) a proposal to realise this, through a variation under cl 52 of the *General Rules* has been approved by Academic Board Standing Committee on 19 July. In summary, courses withdrawn will be treated as suspended, although with student experience managed as per cl 26 of the *Course and Unit Design and Approval Guidelines*, while permission for discontinuation is sought.

#### *Academic Freedom*

As reported to Council on 21 May 2021; Academic Board has deployed a dedicated Working Group for this task and their most recent report, in response *inter alia* to the Walker review, was noted at the 26 April meeting of Academic Board (#AB21219). It was identified in the Chair Academic Board report to Council (#21023) that the next step was for the Academic Board's Working Group recommendations to be progressed appropriately, and that the policy revisions would be returned to the Working Group and Academic Board for formal consideration and endorsement. The Academic Board Working Group recommendations included amendments to the *Code of Conduct*, as well as to the *Freedom of Speech Principles and Academic Freedom Statement*, and associated *Guidelines*, which were approved in 2020. These recommendations have been referred to Policies for review, and will then progress through the requisite consultation pathways, before returning to Academic Board and Council. A possible, although possibly ambitious, timeframe is for the revisions to be progressed through Academic Board on 23 August, and for Council's consideration on 24 September 2021.

#### *Self-Reviews*

As per our Terms of Reference, an annual self-review must be taken with the review this year covering the preceding 24-months rather than the usual 12 due to COVID-19. Academic Board and Committee Members have all been invited to complete the self-review, the responses to which will be used for evaluation and continuous improvement and to feed into ToR reviews, supplementing the work already commenced for Research Committee, and for which revisions have already been considered as a result of the functional alignment work undertaken by Board and Committee Chairs (i.e. mapping activities of all Committees against ToR, HESF requirements, Risk Register and *Future Fit*).

#### **Membership Matters**

Associate Professor Robyn Cox, from the School of Education within HASSE, has been elected unopposed as Deputy Chair of Academic Board, commencing 2 July 2021. The requirements of Reg 20 of the *University of New England By-Law 2005 (NSW)* are now satisfied, with the following positions on the executive now all filled:

- Chair – Associate Professor Robyn Bartel (HASS, HASSE)
- Deputy Chair – Associate Professor Robyn Cox (Education, HASSE)
- Deputy Chair – Associate Professor Mia Rahim (Law, SABL)

EOIs for Committee Chair positions have also been called and filled as follows, and as announced at Academic Board on 21 June:

- Curriculum Committee – Associate Professor Erica Smith (Science and Technology, SABL)

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- Teaching and Learning Committee – Associate Professor Robyn Cox (Education, HASSE)
- Research Committee – Associate Professor Mia Rahim (Law, SABL)

The following new Members have been welcomed recently to Board and Committees:

- Academic Board – elected HASSE D/E representative, Associate Professor Robyn Cox (Educ.)
- Academic Board – elected SABL B/C representative, Dr Mary McMillan (Science & Tech.)
- Academic Board – elected M&H B/C representative, Ms Liz Ryan (Health)
- Research Committee – ECR representative - Dr Suzie Cosh (Psychology, M&H)
- Research Committee – HDR representative - Mr Bill Richards (Psychology, M&H)

The following positions are either vacant, have been called for, or will be called for soon:

- Curriculum Committee – Junior Level A/B academic staff member SABL Faculty
- Research Committee – Aboriginal and Torres Strait Islander staff member (or HDR student)
- Standing Committee of Academic Board – elected Academic Board representative (M&H)
- Teaching and Learning Committee – Aboriginal and Torres Strait Islander representative.

### **Board Business**

The remainder of this report provides an overview of all major matters brought before Academic Board and Committees of Academic Board since 22 February with a focus on those addressed between 29 April 2021 and 19 July 2021, i.e. since the last Chair's report to Council. Summary coverage of all major matters is presented in **Annexure A**.

The following matters are reported in greater detail, in alphabetical order, below:

- 1) Course Reviews;
- 2) Retention and Progression;
- 3) TEQSA Risk Assessment;
- 4) Third-Party arrangements.

The report concludes with an activity diary of the Chair.

## **Key Information**

The following 'mini-tables' expand on the summary coverage provided in the comprehensive table in **Annexure A**, highlighting certain matters brought before Academic Board and Committees of Academic Board between 29 April and 19 July 2021.

AREA	OVERVIEW				COMMENTS
<b>Course reviews</b>	<b>Functional Alignment</b>				Enhancements to the course review processes were reported in my last Chair's report to Council in which it was communicated that transformation
Academic Board	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date 21 June 2021	28 b i 28 b iii	5.3	1	Listed	
Report #AB21272	<b>Quality assurance and progress status</b>				
Provenance: Education Quality	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		

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Motion/Resolution: Approved/Noted	Revised review process and templates to be piloted.	Owner identified on Risk Register as EQ.	Series of actions and risk treatments planned.	of course reviews to a rubric based, threshold and thematic approach, were to be piloted from July 2021. This has now commenced, supported by an exemption, under clause 52 of the <i>General Rules</i> , from clauses 22 to 30 of the <i>Quality Assurance Procedures for Courses and Units (Coursework)</i> , approved by Academic Board on 21 June. This will allow the course review process for the pilot to proceed.
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AREA	OVERVIEW				COMMENTS
<b>Retention and Progression</b>	<b><i>Functional Alignment</i></b>				
Academic Board	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date 21 June 2021	28 b iv 28 b vii	6.3 1 g	1-3	Listed	
Report #AB21251	<b><i>Quality assurance and progress status</i></b>				
Provenance: Education Quality	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: Endorsed	Retention and Engagement Plan endorsed, projects under the plan will be evaluated for delivery, and subsequently monitored, by the Academic	Owners identified for various treatments.	APEC reports annually on its delivery and oversight of monitoring to the Teaching and Learning Committee.		



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	Portfolio Executive Committee (APEC).			
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AREA	OVERVIEW				COMMENTS
<b>TEQSA Risk Assessment</b>	<b>Functional Alignment</b>				UNE's unique student cohort increases risks surrounding retention and progression, both of which are high and medium respectively in the assessment. The lag data surrounding attrition and retention further influences the assessment, so dashboard and lead data will be used in future. Retention and Engagement Plan and Course Review Enhancements are both designed to address attrition and enhance student progression.
Academic Board	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date 21 June 2021	27 28 b vii	6.3 12	1-3	Listed 10	
Report #AB21271	<b>Quality assurance and progress status</b>				
Provenance: Education Quality	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		
Motion/Resolution: Noted	Risks, treatments and compliance requirements discussed.	Owners identified for various treatments (see right re Retention and Engagement Plan also Course Review Enhancement).	Series of actions and risk treatments planned (see right re Retention and Engagement Plan; also Course Review Enhancement).		

AREA	OVERVIEW				COMMENTS
<b>Third-Party arrangements</b>	<b>Functional Alignment</b>				Improvements required to the monitoring and review of third-party arrangements were identified in my last Chair's report to Council in which it was communicated that the next report
Academic Board Standing Committee	<b>TOR</b>	<b>HESF</b>	<b>Future Fit</b>	<b>Risk Register</b>	
Date 19 July 2021	28 b iv	6.3 2 d 5.4	1-3	Listed on Academic risk register	
Report #ABSC21413	<b>Quality assurance and progress status</b>				
Provenance: Education Quality	<b>Activity</b>	<b>Responsibility</b>	<b>Destiny</b>		

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<p>Motion/Resolution: Noted</p>	<p>The current review of third-party arrangements comprises:</p> <ol style="list-style-type: none"> <li>1. Revision of the <i>Third-Party Education Provider Agreement Guidelines</i>, and review of end-to-end practice for third-parties incorporating improvements arising from benchmarking, current experience with third parties, including Monarch, and IEG Working Group recommendations;</li> <li>2. A review of all arrangements against the revised guidelines;</li> <li>3. Ongoing monitoring.</li> </ol>	<p>Owners identified on Risk Register as DEQ and DVCR (latter for research partnerships).</p>	<p>Standing Committee endorsed the proposed consultation path for the <i>Third-Party Education Provider Agreement Guidelines</i> and were also invited invitation to provide feedback on draft revisions by 26 July.</p> <p>Standing Committee recommended for a working group of Academic Board to be convened.</p>	<p>expected to AB would develop the policy framework for monitoring of current third-party arrangements and that this was scheduled for Q3 2021. This has now commenced. Also, and as reported to Academic Board on 21 June (#AB21261), the suspension of the Bachelor of Commerce (Financial Planning) from offer for Trimesters 2 and 3, 2021, and 2022, has been progressed as a risk mitigation measure to further reduce the number of students enrolled in the course where the accreditation outcome remains uncertain after a two years-long application process, and to ensure appropriate management of the student experience and outcomes. Board members discussed third party arrangements and the need for adequate and accurate reporting surrounding current</p>
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				<p>arrangements and quality assurance oversight and continual monitoring. The Director Governance and University Secretary highlighted that the Academic Portfolio Executive Committee (APEC) is also currently reviewing these arrangements and that a report would be provided to AB. The Deputy Vice-Chancellor and Chair of APEC noted that APEC is reviewing and monitoring these contractual arguments under the University's <i>Commercial Activities Rule</i>.</p>
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Chair Activity Diary	MAJOR SCHEDULED MEETINGS
29 April 2021	<i>Start date for this Activity Window</i>
29 April 2021	Audit & Risk; Finance & Infrastructure; HDTT; Nominations Committee meetings
29 April 2021	Developing educational offerings meeting
29 April 2021	Council Committee Meetings
3 May 2021	Teaching and Learning Committee
10 May 2021	Elected Members meeting re communications
10 May 2021	Low Enrolment Units and Alternative Assessment Working Group (CC)
10 May 2021	Student Academic Representative Group Meeting
11 May 2021	Educational offerings meeting
12 May 2021	Research Committee
17 May 2021	Academic Board Executive and Chairs Meeting
20 May 2021	Shortlisting Panel
21 May 2021	Council Meeting
24 May 2021	Academic Board Executive and Chairs Meeting
24 May 2021	Academic Board Standing Committee Meeting
24 May 2021	Quality enhancement meeting
25 May 2021	Course withdrawal/suspension meeting
25 May 2021	VC meeting

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25 May 2021	DVC meeting
31 May 2021	Academic Board Executive and Chairs Meeting
31 May 2021	COVID 19 Document Response Working Group meeting (ABSC)
31 May 2021	ALEAP presentation
02 June 2021	Universities Australia Conference - Canberra
03 June 2021	Universities Australia Conference - Canberra
04 June 2021	CoCABS and OzCABS meetings - Canberra
07 June 2021	Academic Board Executive and Chairs Meeting
07 June 2021	Course withdrawal/suspension meeting
07 June 2021	Academic Board Standing Committee Meeting
07 June 2021	Academic Board Induction Meeting
08 June 2021	Curriculum Committee Meeting
08 June 2021	Nominations Committee Meeting
08 June 2021	Interview Panel
08 June 2021	Curriculum Committee Meeting
08 June 2021	Nominations Committee Meeting
08 June 2021	Interview Panel
08 June 2021	Research Committee Special Meeting
17 June 2021	Academic Board Executive and Chairs Meeting
17 June 2021	Graduation List Meeting
17 June 2021	Chair Curriculum Committee Meeting
17 June 2021	Heads of School Meeting
18 June 2021	UNE Council Retreat
21 June 2021	Academic Board 3:2021
21 June 2021	Chair and Acting Chair Curriculum Committee meeting
21 June 2021	Chair and Interim Chair Teaching and Learning Committee meeting
21 June 2021	Academic Calendar Discussion
21 June 2021	Undergraduate Certificate Planning Meeting
22 June 2021	Shortlisting x 2
24 June 2021	Audit and Risk Committee of Council Meeting
24 June 2021	Finance and Infrastructure Committee of Council Meeting
24 June 2021	Standing Committee of Council Meeting
24 June 2021	Shortlisting
28 June 2021	Academic Board Executive and Chairs Meeting
28 June 2021	ARC Leadership Working Group meeting
28 June 2021	Teaching and Learning Committee Meeting
28 June 2021	Special Incident Group Meeting
01 July 2021	ABSC COVID-19 Academic Response Team Meeting
01 July 2021	Defining and benchmarking leading regional universities - Workshop
01 July 2021	Interview Panel
01 July 2021	Special Incident Group Meeting
01 July 2021	Undergraduate Certificate Planning Meeting
05 July 2021	Academic Board Executive and Chairs Meeting
05 July 2021	COVID-19 Academic Response Team Meeting
05 July 2021	Special Incident Group Meeting
05 July 2021	Quality Enhancement Taskforce

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06 July 2021	Curriculum Committee Meeting (apology)
12 July 2021	Interview Panel
12 July 2021	Academic Board Executive and Chairs Meeting
12 July 2021	Teaching and Learning Committee
12 July 2021	Special Incident Group Meeting
13 July 2021	Interview Panel
14 July 2021	Research Committee Meeting
19 July 2021	COVID-19 Academic Response Team Meeting
19 July 2021	Academic Board Executive and Chairs Meeting
19 July 2021	Academic Board Standing Committee Meeting
19 July 2021	Student Academic Response Group
19 July 2021	Shortlisting meeting
19 July 2021	DVC meeting
19 July 2021	Special Incident Group Meeting
19 July 2021	<i>End date for this activity diary window</i>

Future Fit Alignment	Contribution of this initiative
<input checked="" type="checkbox"/> Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good. See further cl 26, 27 and 28 of AB TOR.
<input checked="" type="checkbox"/> Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the purpose of sharing knowledge with students, including for the benefit of local, regional and global communities. See further cl 26, 27 and 28 of AB TOR.
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance including building the sustainability and resilience of the university, its staff, students, communities and the public good. See further cl 26, 27 and 28 of AB TOR.



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## Financials

*None additional to BAU.*

## Key Risks

*None specific to this report, general comment is that without adequate academic governance, quality assurance and oversight, as well as strategic leadership of good academic governance, the university will be unable to deliver public benefit and thus may also risk its institutional status and sustainability.*

## Appendices / Supporting Documentation

**Annexure A:** Academic Governance Matters and Monitoring Table (22 February to 19 July 2021)

**Attachment 1:** Terms of Reference (ABSC Approved) COVID-19 Academic Response Team (CART)

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**ANNEXURE A**  
**Academic Governance Matters and Monitoring Table (22 February to 19 July 2021)**

ACADEMIC BOARD						22 FEB	26 APR	21 JUN	(23) AUG	(18) SEP	(06) DEC
Reports: <i>Motion</i>	Provenance	ToR	HESF 6.3 +	F- Fit	RR						
<b>Academic Board 2021+:</b> <i>Noted</i>	CAB	28 a iii	6.3 1 c	1-3	Listed		#AB21262				
<b>Academic Development Framework and Scholarship Model:</b> Endorse	TLC	26-29	3, 6.3	1	-			#AB21235			
<b>Academic Freedom:</b> <i>Noted</i>	Working Group	28 a iii 28 b i		1-3	-		#AB21219				
<b>Academic Risks (prelim):</b> <i>Noted</i>	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Listed	#AB21202					
<b>Academic Risks (update):</b> <i>Noted</i>	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Listed		#AB21251				
<b>Course amendments, establishment and disestablishment:</b> Endorse	CC	28 b iii	5.1	1	-	#AB21210	#AB21234	#AB21235			
<b>Course Design Framework (updates):</b> Endorse	TLC	26-29	3.1.3	1	-			#AB21272			
<b>Course Review Enhancements:</b> Approve/Note	EQ	28 b i 28 b iii	5.3	1	Listed		#AB21260	#AB21272			
<b>Future Fit (update):</b> <i>Noted</i>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21252				
<b>Graduate Research School Draft Proposal:</b> Note	RC	26-29	1,2,4	2	Listed (2)			#AB21225			
<b>Learning Management System (update):</b> <i>Noted</i>	DVC; COO	28 a i	2.1.2 3.3.1	1	-		#AB21264				
<b>Policy reform project update:</b> <i>Noted</i>	DGUS	28 b i 29	6.3 2	1-3	Listed	#AB21200					
<b>Policy revision - Assessment Guidelines:</b> <i>Endorsed</i>	TLC/EdF/DVC	28 b i	5.2.2 5.3.7	1	-		#AB21229				
<b>Principal Dates 2023 (update):</b> <i>Noted</i>	DVC	28 b vi 28 b vii	7.2.1 7.2.2	1	-		#AB21258				

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<b>Research Profile and Plan: <i>Noted</i></b>	DVCR	28 a iii	6.3 1 c	1-3	-		#AB21253				
<b>Retention and Engagement Plan: <i>Endorse</i></b>	TLC	26 - 29	2, 5, 6	1	Listed (5)			#AB21230			
<b>Tamworth Model: <i>Noted</i></b>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21261				
<b>Teaching Focused Academic Framework: <i>Note</i></b>	TLC	26-29	3, 6.3	1	-			#AB21235			
<b>Teaching Spaces: <i>Noted</i></b>	COO	28 a i	2.1 3.3.1	1	-		#AB21250				
<b>TEQSA Risk Assessment: <i>Note</i></b>	EQ	27; 28 b iv	6.3.2	1-3	(10)			#AB21271			
<b>Third party arrangements: <i>Noted</i></b> (report includes Third Party Provider Agreement Procedure)	EQ	28 b iv	6.3 2 5.4	1-3	Listed		#AB21254				
<b>Students Report: <i>Note</i></b>	Student reps	28 c	6.3.3	1 3	-	#AB21212	#AB21244	#AB21245			
<b>Universities Australia Conference report and mini-workshop: <i>Note</i></b>	Chair	28iii	6.3	1-3	(4)			#AB21275			

ACADEMIC BOARD STANDING COMMITTEE						23 MAR	24 MAY	7 JUN	19 JUL	(20) SEP	(01) NOV
Reports: <i>Motion</i>	Provenance	ToR	HESF 6.3 +	F- Fit	RR						
<b>Academic Medals – Autumn Graduation: <i>Endorsed</i> to Council</b>	EdF/DVC	23	6.3 1.4 1.5	1	-	#ABSC 21405					
<b>Academic Medals – Winter Graduation: <i>Endorsed</i> to Council</b>	EdF/DVC	23	6.3 1.4 1.5	1	-			#ABSC21406			
<b>Course amendments, suspensions, establishment and disestablishment: <i>Endorse</i></b>	CC	22	5.1	1	-	#ABSC 21408	#ABSC21409 (noted by AB	#ABSC21412 re BCOMFP	#ABSC21414; #ABSC21415		



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							21 June #AB21266)	T2 2021 extending #ABSC21411 (Flying Minute 13 May 2021 BCOMFP T3 2021 and 2022) (noted by AB 21 June #AB21266 and reported also within #AB21261)			
<b>Chairs reports: Note</b>	Chair	31	6.3	1-3	(4)	#ABSC21400	#ABSC21401 re reporting styles to Council		#ABSC21402; #ABSC21418 (including amendments to the English Language Requirements)		
<b>Information and Representation to Students: Note</b>	EdF/DVC	23	6.3 7.1 7.2 7.3	1	(4)		#ABSC21410				
<b>Student Support package (COVID19): Endorse</b>	EdF/DVC	23	6.3 2.3 1.4	1	-				#ABSC21419		

CURRICULUM COMMITTEE						13 APR	11 MAY	08 JUN	06 JUL	(10) AUG	(07) SEP	(05) OCT	(16) NOV
Reports: Motion	Provenance	ToR	HESF	FFit	RR								
<b>Academic Risks: Note</b>	EQ	4 16	6.3 1 g	1-3	Listed	#CC21064							

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<b>Course Advisory Board (CAB): Noted and Endorsed to DVC for Approval- TOR for CABs</b>	EQ	16 b	5.3	1	-	#CC21013							
<b>CDF Implementation: Noted</b>	ERS	16 a	3.1	1	-	#CC21075							
<b>Course Review Enhancements: Endorsed</b>	EQ	16 b	5.3	1	Listed	#CC21074							
<b>Course Review Enhancements (update): Noted (also endorsed to AB suspension of operation of cl 22 – 30 of Quality Assurance Procedures).</b>	EQ	16 b	5.3	1	Listed			#CC21078					
<b>Graduation Lists: Endorsed (Flying Minute 29 April)</b>	DVC	18	1.5.1 1.5.3	1	-	#CC21035 (#CC21077)							
<b>Low Enrolment Working Group (interim): Noted</b>		16 a			-	#CC21076							
<b>Course amendments, establishment and disestablishment: Endorse</b>	Faculties	16 c 16 d	5.1	1	-	#CC21034; #CC21033	#CC21038; #CC21037; #CC21036	#CC21040; #CC21042;	#CC21044; #CC21080; #CC21045; #CC21046; #CC21081				
<b>Student Representatives Report: Note</b>	Student reps	19	6.3.3	1 3	-	#CC21024	#CC21025	#CC21026	#CC21027				
<b>Third Party Arrangements: Noted</b>	EQ	16 a	6.3 2 5.4	1-3	Listed	#CC21068							

TEACHING AND LEARNING COMMITTEE						08 MAR	06 APR	03 MAY	28 JUN	12 July	(02) AUG	(13) SEP	(09) NOV
Reports: <i>Motion</i>	Provenance	ToR	HESF 6.3 +	FFit	RR								
<b>Academic Development Framework and Scholarship Model</b>	EF	15	3, 6.3	1	-			#TLC21150					

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<b>(including Teaching focused academic):</b> Endorse/Note													
<b>Academic Risks (prelim):</b> <i>Noted</i>	EQ	15a 15c.iii	6.3 1 g	1-3	Listed	#TLC21103							
<b>Academic Risks (update):</b> <i>Noted</i>	EQ	15a 15c.iii	6.3 1 g	1-3	Listed		#TLC21139						
<b>Assessment – Online exams and alternatives:</b> <i>Noted</i>	EF	15b.iv 15c.i 15c.iii	1.4.3 1.5 3.2.3 5.3.2	1	-	#TLC21102							
<b>Board of Examiners Report:</b> <i>Noted</i> including draft template for the Board of Examiners Terms of Reference	EQ/DVC	15b.iv 15c.iii 15c.vi	5.2.1 5.2.2 5.3.7	1	-	#TLC21101							
<b>Course Design Framework (updates):</b> Endorse	DVC	15a-c	5,6	1	-			#TLC21151					
<b>COVID19 Student Support Package: Assessment Guidelines and Staff Guidance (including amendment to policy):</b> Endorse	EF	4, 15b.iv, 15c.i., 15e.	6.3.1d and 6.3.2a	1	-				#TLC21160				
<b>Policy revision - Assessment Guidelines:</b> <i>Endorsed</i>	EF/DVC	15 e	5.2.2 5.3.7	1	-			#TLC21141					
<b>Policy discussion – Teaching and Learning Expectations:</b> <i>Noted</i>	Chair	15 b iv 15 e	1.4.1 2.2.1 3.1 3.2 3.3 7.2.2	1	-			#TLC21141					

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<b>Policy Reform Update:</b> Note	P&G	15	6.3	1-3	(4)				#TLC21158			
<b>Policy Revision - English Language Requirements Annex:</b> Endorse	M&H	15e	1,5,6	1	-				#TLC21149			
<b>Principal Dates 2023/academic calendar project:</b> Note	DVC/EF	15	6.3; 7.2	1	-			#TLC21145		#TLC21159		
<b>Privacy policy updated:</b> Note	P&G	15e	5,6	1	-				#TLC21148			
<b>Reconciliation Action Plan:</b> <i>Noted</i>	Chair	15	6.3	1	-			#TLC21147				
<b>Retention and Engagement Plan:</b> Endorse	DVC	15a-c	5, 6	1	Listed (5)			#TLC21146				
<b>Student Report:</b> <i>Noted</i>	Student reps	15 d	6.3.3	1	-	#TLC21106	#TLC21123	#TLC21124		#TLC21161		
<b>Student Survey (SES, GES, QILT):</b> <i>Noted</i>	EQ/DVC	15 b 15 c	5.3.3 5.3.7	1	-	#TLC21108						
<b>Unit Commendations Framework</b>	EQ/DVC	4, 15b.i, 15b.ii, 15c.	6.3.1 a,b and 6.3.	1	-				#TLC21157			
<b>Unit Monitoring T2 2020:</b> <i>Noted</i>	EQ/DVC	15 b i 15 c	1.3.5 5.3.4 5.3.7	1	-	#TLC21100				#TLC21154		
<b>Unit Monitoring T3 2020:</b> <i>Noted</i>	EQ/DVC	15 b i 15 c	1.3.5 5.3.4 5.3.7	1	-							
<b>Unit Reviews:</b> <i>Noted</i>	EQ/DVC	15 a 15 b 15 c	5.2.1 5.3	1	-		#TLC21140					

<b>RESEARCH COMMITTEE</b>						<b>10 MAR</b>	<b>12 MAY</b>	<b>14 JUL</b>	<b>(15) SEP</b>	<b>(17) NOV</b>
<b>Reports:</b> <i>Motion</i>	<b>Provenance</b>	<b>ToR</b>	<b>HESF</b>	<b>FFit</b>	<b>RR</b>					

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			6.3 +							
<b>Academic Risks (prelim): Noted</b>	EQ	14 c iv 14 c vii	6.3 1	1-3	Listed	#RC21336	#RC21337			
<b>ARC Leadership Strategy review: Endorsed</b> (and working party established #RC21301)	DVCR	14	4, 6.3	2	-	#RC21305	#RC21301			
<b>Cotutelle Working Group established:</b> (and working party established #RC21301)	Chair	14	4, 6.3	2	(2)		#RC21301			
<b>Ethics Committee Reports: Noted</b> (#RC21326 includes training and concerns re Centre for Animal Research and Training (CART) referred to in #AB21225; #RC21327 includes Independent External Review report)	DVCR	14	4.1 4.2 5.2 5.4	2	-	#RC21325	#RC21326	#RC21343; #RC21327		
<b>Faculty Research Committees:</b> Note	ADR	14	6.3	2	-	#RC21315	#RC21316	#RC21318		
<b>Graduate Research Committee:</b> Noted (report includes reference to Masters Upgrade Guidelines)	DVCR	14	4.2	2	-	#RC21330	#RC21331	#RC21332		
<b>Library report re publication management:</b> Note	SE	14	4,7	2	-			#RC21342		
<b>Policy reform update:</b> Note	P&G	14	6.3	1-3	(4)			#RC21345		
<b>Research Services: Noted</b> (#RC21310 includes draft Research Data Management Guidelines)	DVCR	14	4.1 4.2	2	-	#RC21310	#RC21311	#RC21312		

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<b>Students Report: <i>Noted</i></b>	Student reps	14 d	6.3.3	1	-	#RC21320	#RC21321	#RC21322		
<b>Terms of Reference: <i>Endorsed</i></b> (and working party established #RC21301)	EQ	14 c 1	6.3 1 6.3.2	3	-	#RC21335	#RC21301			

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### KEY

<i>Acronyms and Abbreviations</i>		<i>Formatting and Notes</i>
<b>AB</b>	<i>Academic Board</i>	Left Columns list ‘Motions/Resolutions’ and are <i>Italicised</i> where the minutes have been confirmed by the relevant Board Committee.
<b>ABSC</b>	<i>Academic Board Standing Committee</i>	
<b>CAB</b>	<i>Chair, Academic Board</i>	
<b>CC</b>	<i>Curriculum Committee</i>	
<b>DCAB</b>	<i>Deputy Chair, Academic Board</i>	
<b>EdF (EF)</b>	<i>Education Futures (Executive Principal, Professor Steven Warburton)</i>	Rows that have been <b>shaded</b> have been/are addressed in more detail within the body of the main Chair’s report. Cells that are individually shaded have been reported previously.
<b>EQ</b>	<i>Education Quality (Director, Mr Ewan Evans)</i>	
<b>FFit</b>	<i>Future Fit <a href="https://www.une.edu.au/strategic-plan">[https://www.une.edu.au/strategic-plan]</a></i>	
<b>HESF</b>	<i>Higher Education Standards Framework (threshold Standards) <a href="https://www.legislation.gov.au/Details/F2015L01639">[https://www.legislation.gov.au/Details/F2015L01639]</a></i>	
<b>RR</b>	<i>Academic Risk Register #AB21251</i>	
<b>ResCom (RC)</b>	<i>Research Committee</i>	Minutes of all Academic Board/Committee meetings are Located in Convene and are accessible to Council Members. Please contact the Secretariat if you have any issues accessing the papers or require further information.
<b>SE</b>	<i>Student Experience (Executive Principal, Professor Shelley Kinash)</i>	
<b>ToR</b>	<i>Terms of Reference <a href="https://www.une.edu.au/policies">[https://www.une.edu.au/policies]</a></i>	
<b>TLC</b>	<i>Teaching and Learning Committee</i>	

# Terms of Reference (Academic Board Standing Committee Approved) COVID-19 Academic Response Team (CART)

## Section 1 – Overview

### Establishment

(1) The COVID-19 Academic Response Team (CART) is established as a delegated Team of the University to respond to teaching, learning and related student experience matters associated to, or arising from, the impact(s) of the Coronavirus pandemic.

### Objectives

- (2) The Team's objectives are to:
- a. monitor relevant arising issues and risks related to the teaching, learning, and student experience matters of the University;
  - b. develop mitigation strategies, propose solutions and recommendations for implementation, and/or provide policy advice to the Standing Committee;
  - c. design, develop, and recommend approaches to implementation of Academic Board Standing Committee emergency response decisions
  - d. ensure oversight of strategic, internal, and student facing communications;
  - e. ensure University-wide alignment and promote cross-collaboration;
  - f. assist and advise in maintain and ensuring compliance with the Higher Education Standards Framework.

## Section 2 – Membership

- (3) Members of the Team as follows:
- a. Deputy Vice-Chancellor
  - b. Executive Principal, Education Futures
  - c. Executive Principal, Student Experience
  - d. Faculty Associate Deans Teaching and Learning
  - e. Director, Education Quality
  - f. Director, UNE International
  - g. Student Representative

### Co-opted members

(4) The Committee may co-opt members from time to time for a specified period and purpose.

### In Attendance

(5) At the discretion of the Chair, University members may be invited to observe and/or provide additional expertise.

- (6) The following are recognised as Permanent Observers:
- a. Chair of Academic Board



- b. Associate Director, Corporate Communications and Events
- c. Head, Internal Audit

## Chair

(7) The Deputy Vice-Chancellor will act as Chair. If the Deputy Vice-Chancellor is unavailable to act as Chair then the Chair will invite another member to act as Chair during the period the Chair is unavailable.

## Gender representative objectives

(8) Gender representation shall accord with the [Gender Representation on Decision Making and Advisory Committees Policy](#).

## Section 3 – Functions of the Team

(9) The Team's functions are to:

- a. Advise the Academic Board Standing Committee, Special Incident Group and any other body of the University as relevant;
- b. Provide competent advice on impacted areas of teaching, learning, and the student experience as a result or impact of COVID-19;
- c. Evaluate initiatives related to student support, risk mitigation strategies, and/or policy proposals for the consideration of the Standing Committee and/or Special Incident Group;
- d. Develop and monitor implementation of student support strategies and/or policy amendments/waivers; and
- e. Recommend and ensure appropriate communication to staff and students through ensure oversight of strategic, internal, and student facing communications.

## Section 4 – Authorities and Delegations

(10) The Team is established under the authority of the Academic Board Standing Committee to provide the advice and monitoring functions set out in these Terms of Reference.

(11) The Team is authorised to seek information that it requires from UNE staff and students in relation to matters within the scope of these Terms of Reference.

(12) The Team does not have decision-making authority or delegation on academic governance matters outside the scope of authority retained by individual members and acts as an advisory body only.

## Section 5 – Conduct of Business

### Reporting

(13) The Chair of CART will report to the Academic Board Standing Committee on business conducted, and the Team will provide any advice/reports to the Academic Board Standing Committee as required.

### Meetings

(14) The Team will meet weekly or as determined by the Chair. Team Members should be given at least 7 days' notice of any meeting, or such shorter period as is practicable. Members are expected to be available on short notice, however, should be given as much notice as is practicable in the circumstances of matters arising.

### **Quorum**

(15) A quorum shall consist of a simple majority of the Members of the Team at the time the meeting is held.

### **Business Papers**

(16) Unless the Chair directs otherwise, Team business papers will be distributed to Members and any official attendees as required and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval of the Chair.

### **Resolutions**

(17) The Team may pass agreement by circular resolution provided that the resolution has been approved by a simple majority of the Team Members at the time the resolution is made.

### **Minutes**

(18) Meeting minutes will be prepared by the Secretary, kept to a minimum, and circulated promptly following the meeting. Minutes will be circulated "for-comment" and "for-approval" (with any necessary changes). The minutes must be "confirmed" by a majority of Members present at the relevant meeting. Minutes may be included in the business papers for the next Team meeting and considered/confirmed at that meeting.

### **Disclosure of Information**

(19) Disclosure of business papers, minutes and other information received by the Team should be made via the Chair or Secretary.

### **Self-Review**

(20) Once least once every-three months, the Team shall devote at least one part of one meeting to review its procedures, practices, purpose and necessity.

### **Secretary to Committee**

(17) The Specialist, Academic Board Secretariat and/or nominee will act as Secretary to the Team. Additional administrative support will be provided from the Office of the Deputy Vice-Chancellor.

(18) The Secretary is responsible for ensuring all agendas, minutes, and reports are recorded in the University's corporate record keeping system (TRIM) in accordance with the University's [Records Management Rule](#).

## **Section 6 – Amendment and/or Disestablishment**

(19) Amendment to these Terms of Reference will be at the discretion of the Academic Board Standing Committee.

(20) The Academic Board Standing Committee must resolve the disestablishment of the Team but may retain these Terms of Reference as required.

## 5.2. UNE Council WHS - Due Diligence Obligations #21079

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

For Noting

Presented by Peter Creamer



<b>Authority</b>	COUNCIL OPEN	<b>Date</b>	30 July 2021
<b>Report Ref</b>	#21079	<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>	Prof Brigid Heywood, Vice-Chancellor & CEO		

## #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

WHS priorities in May and June have traversed a cross section of the team’s capability with transition to new Wellbeing offerings, investigation into a range of notable incidents /themes and response to COVID-19 outbreaks. The previous two months are indicative of the reactive nature of WHS and diversion of resources necessary to respond. This period has not been without opportunity and the collegial and collaborative approach taken to manage the COVID-19 response has been evident in Special Incident Group forums.

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<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21079

## Key Information

### Incident Report & Investigation

- There was one notifiable incident to the regulator throughout May and June 2021.
- There have been no positive tests to COVID-19 reported amongst staff or students attending our campus's this period.

During May and June 2021 the following reports have been received:

- 17 Hazards
- 35 Incidents

### Hazard and Incident Trends

- Reports of mouse infestation subsiding
- Slips, trips and falls
- Potential COVID-19 exposure (with no positive notifications)
- Sporting activity
- Traffic
- Workload
- Electrical safety
- COVID-19

### Notable incidents and hazards

#### *Tree Management*

Collapse of Tree #22, Elm Avenue during heavy winds. The large tree was managed under the Arbor Plan and fell away from the road which was consistent with the assessment of the tree prior to failure.

#### *COVID-19*

A number of students have travelled from Greater Sydney following commencement of the *stay at home* Public Health Orders. Residential students have been managed within the residential system to abide by *stay at home* requirements in accordance with the Public Health orders. Symptomatic students have been tested and isolated until a negative result has been received. The WHS team has coordinated case specific response to student presentation on the academic campus in collaboration with Hunter New England Population Health and Unit Coordinators.

#### *Electrical testing and tagging program hazard reporting*

- Overloading/connector failure of soft wiring connectors to office desks has been observed with an improvement to inspect all installations.
- Contract assurance needs were identified with the contractor undertaking review of staff competency and selection; and EBE periodic random inspection of completed areas.

#### *Workload & Complexity of Work*

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- Environmental and Rural Science – Laboratory Technicians – workload, technical expertise and compliance
- Science and Technology – Laboratory Technicians – workload, technical expertise and compliance
- Events – reduced capacity and increased demand for management of risk (COVID-19)
- Residential Colleges – complexity of student requirements coupled with changed resourcing

For corrective actions all incidents/hazards are referred to the relevant Head of School/Director. For preventative actions – resourcing reviews have been undertaken, time table and demand established and recruitment needs identified with action in progress. An investigation/review is presently underway with reference to the Residential Colleges management of students with complex needs (incidents below are indicative).

*Student report of self-harm attempt:*

A residential student required medical assessment and overnight hospital admission on two occasions in trimester one. Both incidents were notifiable to Safework NSW and on both occasions the student was discharged with a care plan and medical support. In this instance the student has decided to return to the USA to live with her family for the remainder of 2021.

*Vehicle v Pedestrian (follow up to May Report):*

The WHS team and EBE have met with Armidale Council and the following measures are in progress to address the repeated traffic incidents reported for the Mary White Pedestrian Crossing.

- Traffic island signage on western approach to the crossing (complete)
- [Look out before you step out - Campaigns - NSW Centre for Road Safety](#) – markings to pedestrian approaches (complete)
- Flat top traffic calming speed hump / watts profile speed hump to be installed on eastern and western approaches
- Communications to college residents regarding mobile phone (and headphone) use in areas of traffic (complete)

**Major Incidents and Investigations**

*Incident #847* Electrocution Injury – Dixon Library. Quarterly reporting to Safework NSW of progress against the electrical safety test and tag schedule has been made in May 2021 with the next report due in August. The program is tracking to or slightly ahead of the program schedule (refer WHS Dashboard).

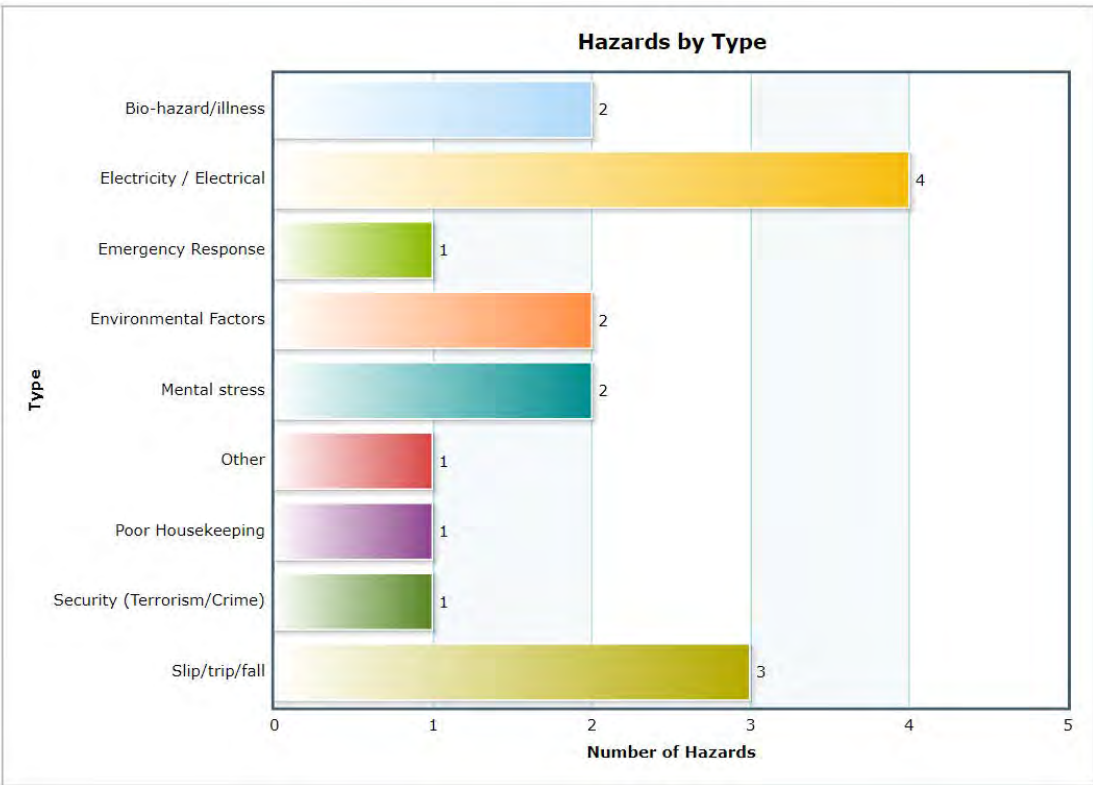
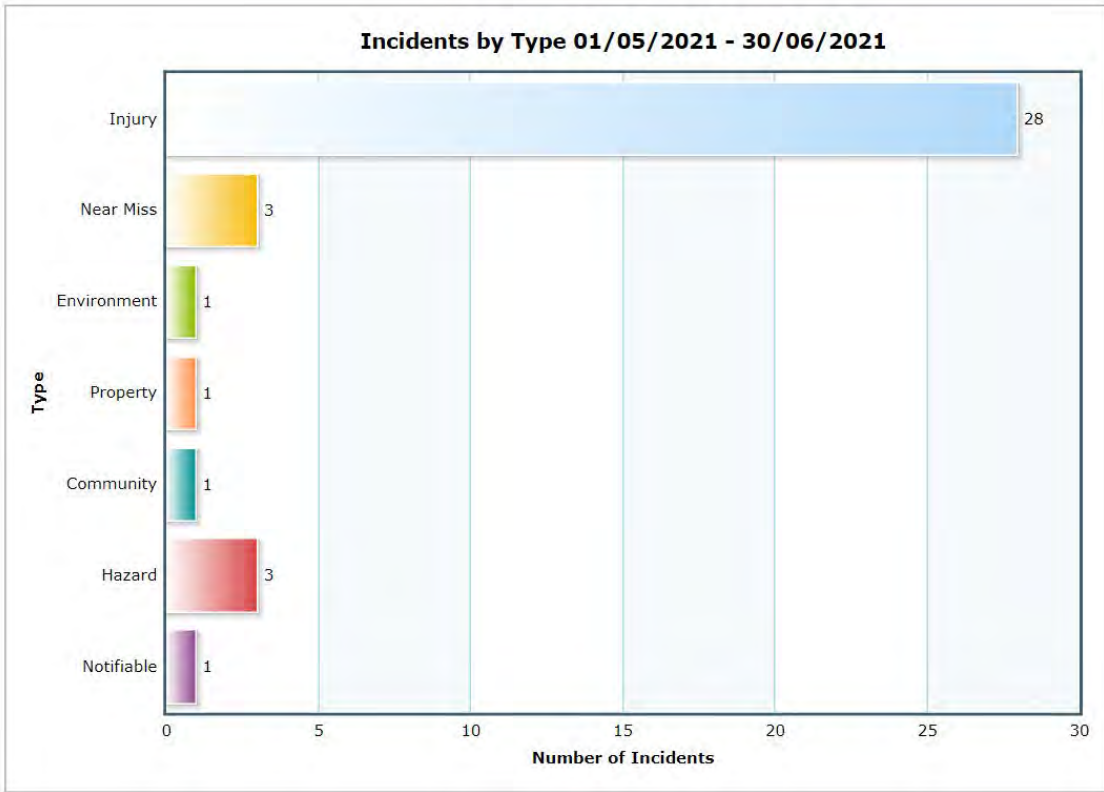
*Hazard #391* Investigation into - Management of Residential Students with Complex Needs

Investigators have been allocated, scope established and interviews conducted with

- 2 staff – Student Engagement and Student Life
- 2 staff – Student Wellness Centre – Clinical Psychologists
- 5 staff – Residential Services – Director and College Heads

The investigation aims to review the present challenges associated with managing students with complex needs on campus (residential students). The review will consider the available support systems in place for staff managing these situations and also students who may have additional needs.

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**Health and Wellbeing**

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## Injuries

No new workers compensation claims have been lodged this reporting period.  
No COVID-19 cases amongst staff or students have been reported this period.

Three claims have been opened since 1 January 2021, two claims are notification only and are not recorded formally within iCare's report of claims. The June iCare report is still pending. At the time of writing – from the May iCare 2021 report – UNE had eight claims open with several claim closures pending. Seven of these claims are legacy claims from 2019. Three open claims are still employed with UNE and four are not.

## Wellbeing

An Employee Assistance Program provider has been selected following an extensive consultation and RFQ process. The contract has commenced with Implementation plan in progress.

### Inclusive Service offering

- *Flexible Format* recognises the way people interact, seek support and access information
- Experienced and *tertiary qualified clinicians* are able to provide evidence-based clinical support and quality outcomes (Australian Council of Health Service Accreditation)
- *Responsive* service delivery through larger remote network of clinicians
- Tailored service offering to also *support managers* (My Coach for People Leaders)
- Access to *Wellbeing App and Portal* – Benehub which includes resource libraries (meditation podcasts, learning modules, animation, activities and factsheets includes topics such as; life, body, money, relationships, work, family and mind)
- *Dedicated Aboriginal and Torres Strait Islander support line*
- Ability to incorporate *translation* (190 languages) into service offering
- *Enhanced Analytics and Reporting*
- *Implementation Plan*

### Additional Capabilities if required

- Critical incident and trauma response
- Mediation
- Organisational Development and Training Services
- Organisational Change Support
- Wellness Checks
- Psychometric testing
- Career Transition

The WHS team is undertaking recruitment to replace the Health and Wellbeing Coordinator position which is presently vacant.

## Return to Campus and COVID -19



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The WHS team continues to support the University of New England’s COVID – 19 response in collaboration with the Special Incident Group and the Return to Campus Committee. Significantly this period, an outbreak of the COVID-19 Delta variant has necessitated a temporary escalation of Public Health Orders in NSW and Queensland. The WHS team has pivoted to assist with:

- Daily monitoring of Premier’s Press briefings
- Daily monitoring and interpretation of Public Health Orders and web content
- Consultation with Hunter New England Population Health as required
- Development of UNE communications content
- Response to queries through COO, VC, WHS inbox and staff directly
- Review of COVID Positive Notification Process
- Daily attendance at SIG
- Advice regarding event requests and planning
- Development of digital working from home request
- Management of COVID related hazards and incidents

Current status:

- Sydney Campus – closed for teaching
- Armidale and Regional Study Centre’s – operational within the definition of “normal business” of the University
- Events – suspended

At this stage the orders are set to end from midnight on 16 July 2021.

It is relevant to note that when community transmission of COVID-19 is in hibernation WHS activity can resume a regular rhythm of business, however during active outbreaks resources are diverted to support the University response. In this regard, key strategic and operational activities are time impacted.

### Emergency Management

Scheduling of emergency drills by fire panel is underway with resourcing from the WHS team providing support to EBE to progress the emergency drill schedule and source additional wardens (refer to WHS Dashboard for progress against the schedule). The Emergency Management position is undergoing recruitment for an ongoing resource.

First Aid training continues to be delivered monthly as indicated in the WHS Dashboard (attached).

### Compliance Update

Australia’s work health and safety (WHS) regulators have revised the [statement](#) on their approach to WHS compliance during the coronavirus (COVID-19) pandemic (March 2021). This information has been distributed by Safework NSW.

[Statement of Regulatory Intent - COVID-19 | Safe Work Australia](#)



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	30 July 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21079

[WHS](#) Regulators will take into account the unprecedented pressure on industry and employers during the pandemic and apply a common sense and practical approach to interactions with workplaces. Importantly, compliance and enforcement activity will continue; however, consideration will first be on matters that pose a significant and/or serious risk to health and safety. [WHS](#) Regulators’ responses will be proportionate with a focus on what is reasonably practicable in these exceptional circumstances.

In particular, [WHS](#) Regulators will take into account an employer’s ability to meet their [WHS](#) duties given the constraints associated with the pandemic relating to:

- Training, such as participation in face-to-face training, and practical hands on training demonstrations.
- Working from home arrangements.
- The provision of personal protective equipment (subject to availability).

**WHS Continuous Improvement**

*WHS Digital Platform Review*

The WHS team is in the process of varying the UNE contract with Skytrust to adopt a multi-divisional system that will achieve greater digital capability and user confidence at minimal cost. Simultaneously a review of hazard and incident data over the last year has been undertaken to progress investigations and actions, and close out relevant records.

*Due Diligence Training*

Training is being re-scheduled to August 2021 delivery, with Thomson Geer appointed to partner with the WHS team and Workforce Strategy and Development in delivering the training. On-line learning content is in development.

**WHS Dashboard**

The WHS Dashboard is attached for consideration. Current hazards are 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 in relation to the following:

- COVID-19 – evidence of digital sign in and indications of activity that may drive campus access decisions
- Arbor Plan – in light of the on-campus fatality in the last 12 months, oversight of the activity against the plan is monitored
- Electrical Testing and Tagging Program – oversight of this significant program of work in view of historical electrical safety incidents and present reporting requirement arising from *Incident #847* Electrocution Injury.

**Future Fit Alignment**

**Contribution of this initiative**



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	30 July 2021
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<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.

<b>Financials</b> (provide financial workings if more detailed estimates are available)	
<b>Item</b>	<b>Estimate</b>
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>
Estimated annual cost savings	
Estimated additional annual revenue	
In Budget/requires Budget allocation	

**Key Risks (refer [UNE Risk Matrix \(Reading Room\)](#) and Action Guidance below)**

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	30 July 2021
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Risks	Consequences and possible mitigation	Risk Action Guidance
Delivery Risk:		
Benefits Risk:		
Organisational Complexity:		
Cost:		
Strategic Importance:		

### Management Action Guidance

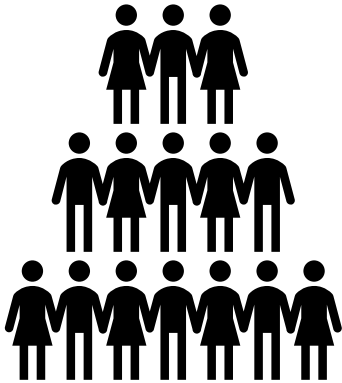
	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report 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 and Wellbeing Dashboard

# WORK HEALTH & SAFETY DASHBOARD JUNE 2021

## WH&S Stakeholders



**Workers**  
 Employees 2311  
 Adjuncts 396  
 Contractors 708

**Others – Students**  
 Residential 871  
 On-Campus 3561  
 On-line 23897

## Lead WH&S Indicators



**Inductions 100%**  
 Contractors 14  
 Employees 69



**Emergency**  
 First Aid 26  
 Emergency Drills 23%

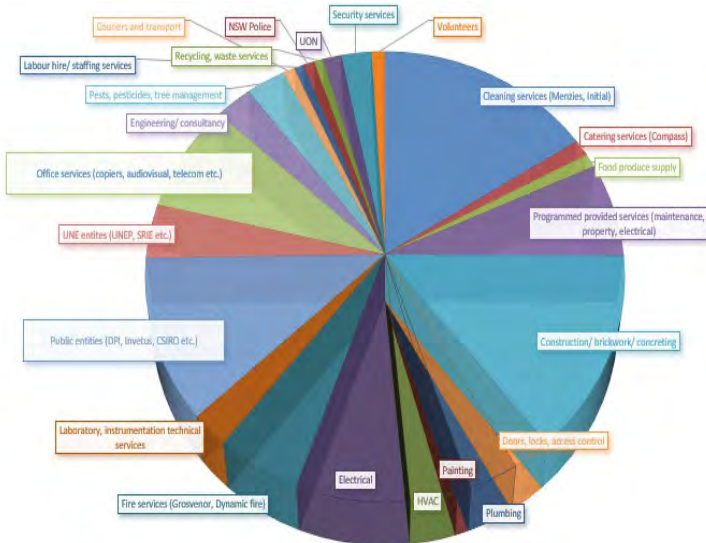


**Consultation**  
 Work Group Meetings 80%  
 WHS Committee 86%

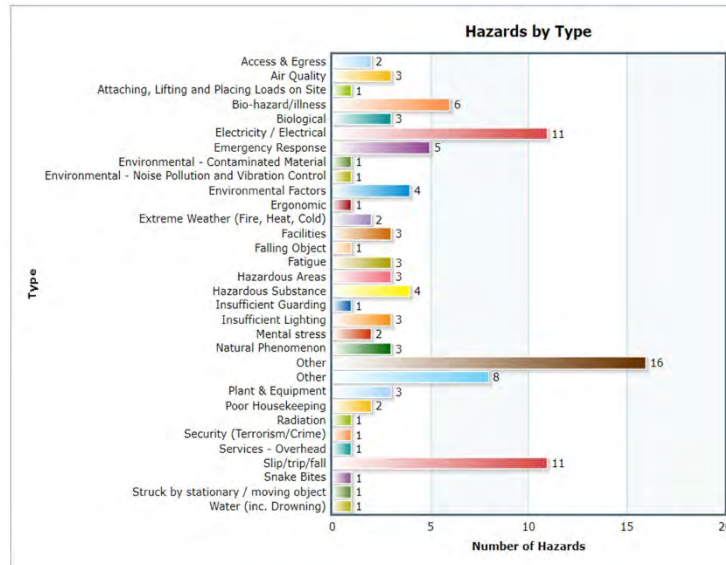
## Lag WH&S Indicators

Indicators	2019	2020	2021
Notifiable Incidents	4	3	3
Number Incidents YTD	199	125	83
New Claims	20	5	1
Paid days lost	2011	0	0
Claims Costs (wages)	\$424891	\$0	\$0
Sick leave / FTE	6.3	6.7	3.1

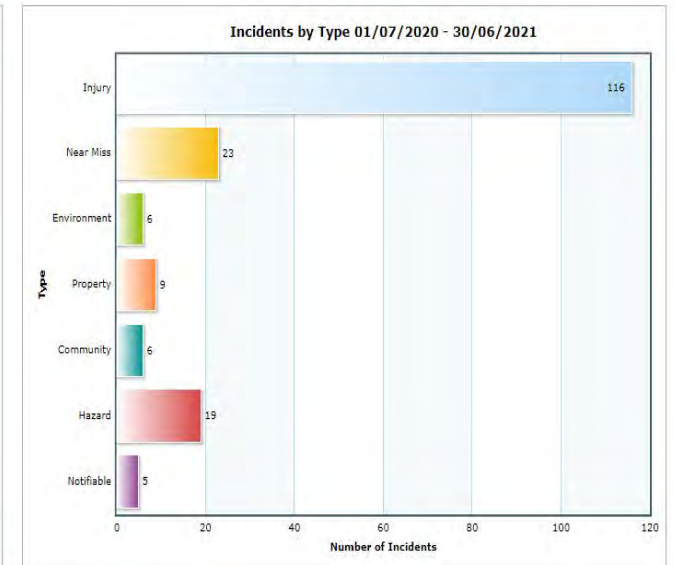
## Contractor Categories



## Hazards by Type



## Incidents by Type



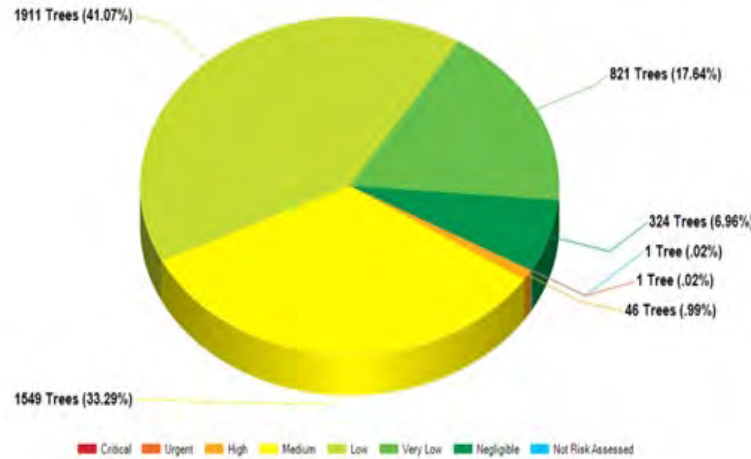
# CONTINUOUS IMPROVEMENT

## COVID-19 digital sign in

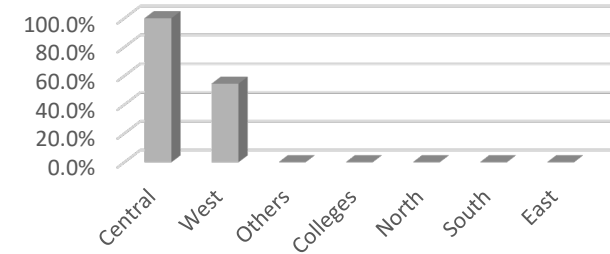


	April	May	June
<b>CARDAX Academic Campus</b>	45793	48635	43746
Austin	18562	20942	14015
Duval	3791	4369	3269
Earl Page	6151	7610	5417
Mary White	7135	7927	5053
Wright	7084	8410	6545
<b>Residential Campus</b>	42723	49258	34299
<b>UNE</b>	<b>88516</b>	<b>97893</b>	<b>78045</b>

## Arbor Plan 46 trees high risk



## Test & Tag Progress - 2021



## RCD Testing Progress - 2021



### 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

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)  
Rolling 12 months By Incident Type (Outcome)  
Rolling 12 months By Hazard Category

### 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.

Employee Assistance Dashboard Report

CUSTOMER: Customer A | BUSINESS UNIT: All | SUB LEVEL: All | INDUSTRY: Industry Sector | START DATE: 1 April 2017 | END DATE: 31 March 2018

ANNUALISED UTILISATION



TOP 5 PRESENTING ISSUES

THIS PERIOD	SAME PERIOD LAST YEAR
Mental Health: 28.0%	Mental Health: 25.1%
Partner Relationships: 17.1%	Partner Relationships: 21.2%
Family Relationship Discord: 8.9%	Family Relationship Discord: 5.9%
Grief & Loss: 5.7%	Supervisory Manager: 4.9%
Work Satisfaction: 3.8%	Chief Executive: 4.7%

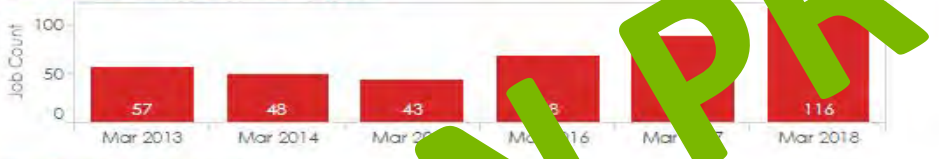
NEW CASES - MyCoach for Individuals



NEW CASES - MyCoach for People Leaders



NEW CASES - Critical Incident Support



MODALITY (1st SESSION)

	Face-to-face	Phone	Digital
Customer	51.0%	47.3%	4.7%
Industry	49.5%	47.3%	3.2%
All Customers	56.3%	41.4%	2.3%

WORK IMPACT - 37.06% of cases had a work impact in this period



PRESENTATION OVERVIEW

Year	Work-Related	Personal	Standard	Crisis	Show	No Show
Mar 2013	25.8%	74.2%	96.6%	3.4%	86.7%	13.3%
Mar 2014	26.2%	73.8%	94.3%	5.7%	90.5%	9.5%
Mar 2015	29.6%	70.4%	95.1%	4.9%	90.6%	9.4%
Mar 2016	27.9%	72.1%	95.8%	4.2%	89.9%	10.1%
Mar 2017	25.4%	74.6%	96.2%	3.8%	90.6%	9.4%
Mar 2018	25.7%	74.3%	98.2%	1.8%	88.5%	11.5%

PRESENTING ISSUE

Work-Related (Blue), Personal (Light Blue)

STANDARD vs CRISIS

Standard (Dark Blue), Crisis (Red)

ATTENDANCE

Show (Green), No Show (Red)



Benestar



Be your best you

## 6. MEETING FINALISATION



## 6.1. \* Next Meeting and Close

The next Council meeting is scheduled for  
Friday, 24 September 2021.

Presented by James Harris