

4. RELATED BUSINESS REPORTS

4.1. * Council and Committee Meeting Dates for 2022 #21253

Council is asked to APPROVE the
Council and Committee meeting dates for
2022, report #21253.

For Approval

Presented by Gabrielle Price



Authority	COUNCIL OPEN	Date	24 September 2021
Report Ref	#21253	Item No	4.1
Proposer	Ms Gabrielle Price, Director Governance and University Secretary		
Developed with	Position/Title		
Authorised by	Mr James Harris, UNE Chancellor		

#21253 – Council and Committee Meeting Dates for 2022

Report Purpose & Origin

Purpose	To request Council approval for the key Council and Committee meeting dates for 2022.
Origin	Scheduled Work Plan item. Related to Terms of Reference: Council Business
Governance focus	Council Policy : Council business TEQSA Act 2011 Ref: N/A
Accountability	UNE Council

Resolution

Council is asked to APPROVE the Council and Committee meeting dates for 2022, report #21253.

Executive Summary

The scheduling of the proposed Council and Committee meetings is similar to previous years.

Once these dates are approved, Secretariat will send calendar placeholders for the coming year (2022) to Council member and the Senior Executive by the end of October 2021.

Appendices / Supporting Documentation

Attachment 1: Council and Committee Meeting Dates 2022 DRAFT

Council and Committee Dates for 2022

Month	Day, Date	Council/Committee Meeting	Time
January	Friday 28 th	Council (1) – Academic	8:30am-12:30pm +
February	Thursday 24 th	Audit and Risk (1) Finance & Infrastructure (1) EAL Committee (1) Nominations (1)	8:30am-11:00am 11:00am-1:00pm 1:30pm-2:30pm 2:30pm-3:30pm
March	Thursday 24 th	Joint Meeting A&R + F&I	9:00am-10:00am
	Thursday 31 st	Council (2) – Places and Spaces & Financial Statements	8:30am-12:30pm +
April	Friday 15 th – Monday 18 th	Easter Long Weekend	PUBLIC HOLIDAY
	Monday 25 th	Anzac Day	PUBLIC HOLIDAY
	Thursday 28 th	Audit and Risk (2) Finance & Infrastructure (2) Remuneration (1) Nominations (2) HDTT (1)	8:30am-11:00am 11:00am-1:00pm 1:30pm-2:30pm 2:30pm-3:30pm 3:30pm-4:30pm
	Friday 29 th	Graduation – SABL	10:30am-4:00pm*
	Friday 30 th	Graduation – HASSE & MH	10:30am-4:00pm*
May	Friday 27 th	Council (3) – People and Culture	8:30am-12:30pm +
June	Monday 13 th	Queen’s Birthday	PUBLIC HOLIDAY
	Wednesday 29 th	Audit and Risk (3) Finance & Infrastructure (3) Remuneration (2) Nominations (3)	8:30am-11:00am 11:00am-1:00pm 1:30pm-2:30pm 2:30pm-3:30pm
	Wednesday 29 th	Council Retreat Dinner	6:30pm-9:00pm
	Thursday 30 th	Council Retreat	8:30pm-4:00pm
July	Friday 29 th	Council (4) – Operations	8:30am-12:30pm +
August	Thursday 25 th	Audit and Risk (4) Finance & Infrastructure (4) Remuneration (3)	8:30am-11:00am 11:00am-1:00pm 1:30pm-2:30pm
	Friday 26 th	Graduation – HASSE & MH	10:30am-4:00pm*
	Saturday 27 th	Graduation – SABL	10:30am-4:00pm*
September	Friday 30 th	Council (5) - Sustainability	8:30am-12:30pm +
October	Monday 3 rd	Labour Day	PUBLIC HOLIDAY
	Thursday 27 th	Audit and Risk (5) Finance & Infrastructure (5) Remuneration (4) HDTT (2) Nominations (4)	8:30am-11:00am 11:00am-1:00pm 1:30pm-2:30pm 2:30pm-3:30pm 3:30pm-4:30pm
November	Tuesday 29 th	Council End of Year Dinner	6:30pm-9:00pm
	Wednesday 30 th	Council (6) – Future Fit	8:30am-12:30pm +
December	Wednesday 7 th	Audit and Risk (6) Finance & Infrastructure (6)	8:30am-11:00am 11:00am-1:00pm
	Thursday 8 th	Graduation – SABL	10:30am-4:00pm*
	Friday 9 th	Graduation – HASSE	10:30am-4:00pm*
	Saturday 10 th	Graduation – MH	10:30am-4:00pm*

+ Opportunity for engagement and or tour etc following each Council meeting

*Graduations depend on travel restrictions. The times shown allow for wet weather/indoor ceremony (and may finish earlier where held outdoors)

4.2. * Council Policies #21075

Council is asked to NOTE the Council
Policies, Report #21075,

For Noting

Presented by Gabrielle Price



Authority	COUNCIL OPEN	Date	24 September 2021
Report Ref	#21075	Item No	4.2
Proposer	Mrs Gabrielle Price, Director Governance and University Secretary		
Developed with	Mrs Alicia Zikan, Acting Head Records, Policy & Governance		
Authorised by	Professor Brigid Heywood, Vice-Chancellor and Chief Executive Officer		

#21075 – Council Policies

Report Purpose & Origin

Purpose	To provide Council with an opportunity to review and approve governance policies.
Origin	Standing item
Governance focus	Council Policy : Establish policies and procedural principles for the University consistent with legal requirements and community expectations. TEQSA Act 2011 Ref: 6. Governance and Accountability: 6.1 (Corporate Governance).
Accountability	UNE Council

Resolution

Council is asked to NOTE the report on Council Policies, report #21075.

Executive Summary

Further to the discussion at the July Council meeting, the Council requested an update regarding the proposed policy framework as this had been presented some time ago.

A number of key governance policies are available for previewing on Convene.

Key Information

The following policies are available for preview in the Convene Review Room.

Instrument	Replaces	Purpose / Changes
1) Governance Integrity and Standards Principles	n/a New	<ul style="list-style-type: none"> - Provides principles of governance for all University Representatives. - Focus on principles and expectation of behaviour is intended to support and drive a positive governance culture where roles and responsibilities
2) Governance Framework	<ul style="list-style-type: none"> - UNE Governance Framework - UNE Governance Chart Guideline 	<ul style="list-style-type: none"> - Governance framework is expanded to include academic quality assurance and other areas of governance oversight (safety/information governance etc) that aligns to the delegations and functions of governance bodies (Council

<i>Authority</i>	COUNCI OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Council Policies	<i>Report Ref</i>	#21075

		<p>Committees and Academic Board). In effect it aims to be more comprehensive</p> <ul style="list-style-type: none"> - Governance Chart is now visible within the Framework. - Introduced a Governance model (R.I Tricker) to help illustrate that good governance requires focus on future/external factors as well as inward or and past compliance outcomes. - Simplifies and amalgamates two policies into one.
3) Use of the Seal	- Existing Rule	- Updates for clarity and efficiency in signing of documents including Deeds
4) Conflicts of Interest Guidelines	<ul style="list-style-type: none"> - Conflicts of Interest Policy - Conflicts of Interest Procedures 	<ul style="list-style-type: none"> - Outlines how UNE supports integrity in governance and decision making via disclosure and management of Conflicts of Interest - Provides a decision framework to help persons consider potential conflicts

Future Fit Alignment	Contribution of this initiative
<input checked="" type="checkbox"/> Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	<p>Policy changes aim to support delegations and clearer understanding of governance functions and activities at UNE. Simplifying policy advice and use of a single landing page to direct persons to relevant policies is a key goal to support organisational efficiency.</p>

Key Risks (refer to Action Guidance below)		
Risks	Consequences and possible mitigation	Risk Action Guidance
<p>Delivery Risk: Risk of changes to multiple policies not being understood and accepted by staff</p>	<p>Change to new policies will be supported by communications self-help induction materials and direct in person communications/team meeting guides etc.</p>	<p>Medium</p>

<i>Authority</i>	COUNCI OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Council Policies	<i>Report Ref</i>	#21075

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

#21075 Attachment 1 – Policy Hierarchy Presentation

Convene Review Room – Preview and comment on

- a. Conflict of Interest Duties and Guidelines
- b. Governance Integrity and Standards – Principles
- c. UNE Governance Framework Guidelines
- d. Use of the University Seal and Signing Documents Guidelines



Policy Reform

Policy Hierarchy

Updated August 2021

Version 1.0

Records, Policy & Governance Unit



External Policy & Compliance Documents

Level 1: **Legislation, Regulation, Standards & Codes**
 Laws and standards to be followed – expectations set externally.



UNE Policy Documents

Level 2: **Principles**
 Have the effect of a Rule.
 Express the objectives and intent of the University
 Govern and guide conduct and decision making.
 Are university-wide, compliance is mandatory.



Level 3: **Guidelines**
 Have the effect of a Policy.
 Express the accountability and responsibilities of the University.
 Define operational criteria for meeting standards.
 Are university-wide, compliance is mandatory.



Level 4: **Associated Documents**
 Augment the application of guidelines in greater detail.
 Are university-wide, compliance is mandatory.
 Includes documents such as Diagrams Trees, Flow Charts,
 Diagrams, Links etc.



Associated Operational Documents & Tools

Describe the detailed processes and actions required to
 implement a policy.
 Prescriptive and instructional.
 Either university-wide or local domain.





Level 1 - Regulatory Compliance

These are the Legislation, Regulation, Standards and Codes that the University, it's representatives and students must meet. These legally binding expectations set externally and are frequently describe as Laws.

Level 2 - Principles

Principles are the parent UNE policy document and have the effect of a Rule.

- Express the objectives and intent of the University
- Defines how laws and standards are implemented across the University
- Govern and guide conduct and decision making
- Are university-wide and compliance is mandatory
- Authorised and owned by the Council or Academic Board or Vice Chancellor

Use these documents answer the question "Why do we do...?" and "What behaviour is expected of me?"

Level 3 - Guidelines

Guidelines are the children of Level 2 and have the effect of a Policy:

- Express the accountability and responsibilities of the University, it's representatives and students
- Provide guidance without the details of a procedures, operational criteria for meeting laws and standards
- Are university-wide and compliance is mandatory
- Authorised and owned by the Council, Vice Chancellor or Executive Member

Use these documents answer the questions "What are my responsibilities?" and "What decisions do I need to make?"

Level 4 – Associated Documents

Augment the understanding of a Guideline, by providing greater detail.

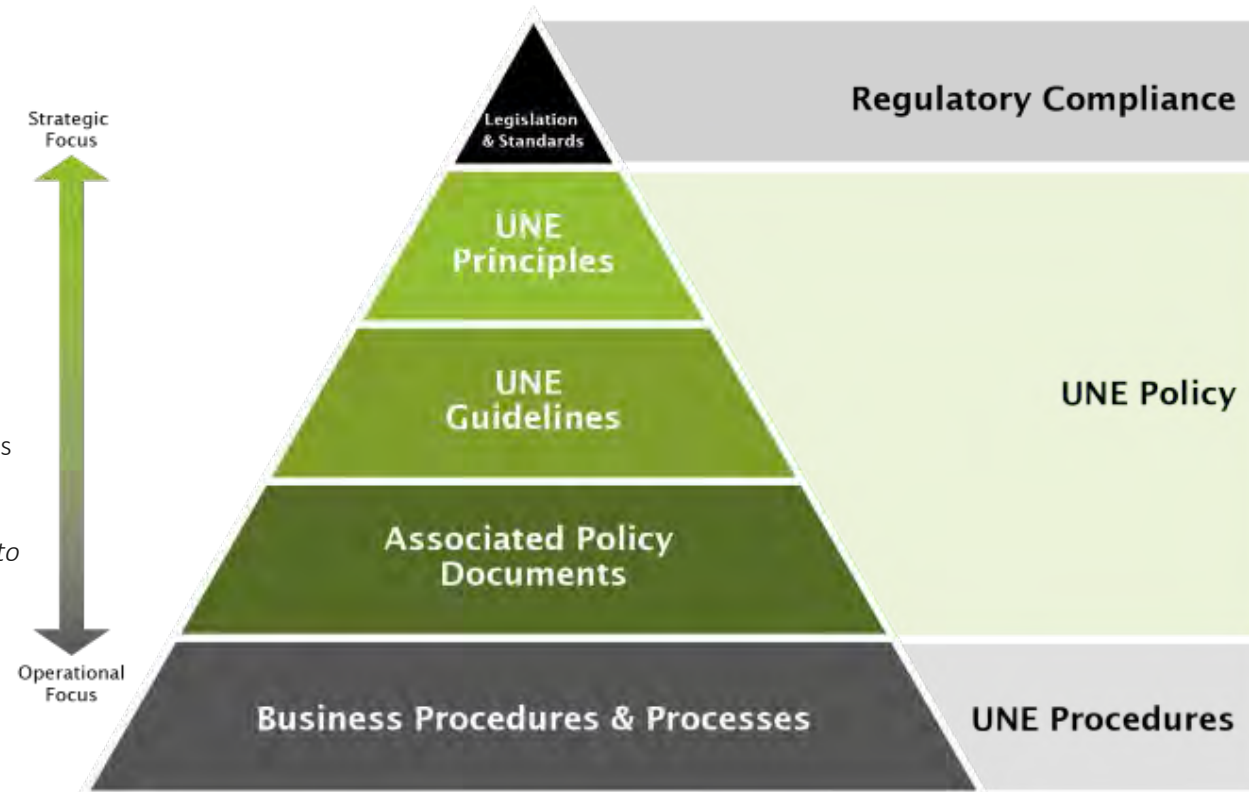
- Are university-wide and compliance is mandatory
- Includes documents such as Decision Trees, templates, links flowcharts etc.
- Authorised and owned by the Executive Member.

Level 5 – Operational Procedures and Processes

Operational documents and tool are not policy documents; however, they are linked to policy documents and describe processes and actions required to implement a policy.

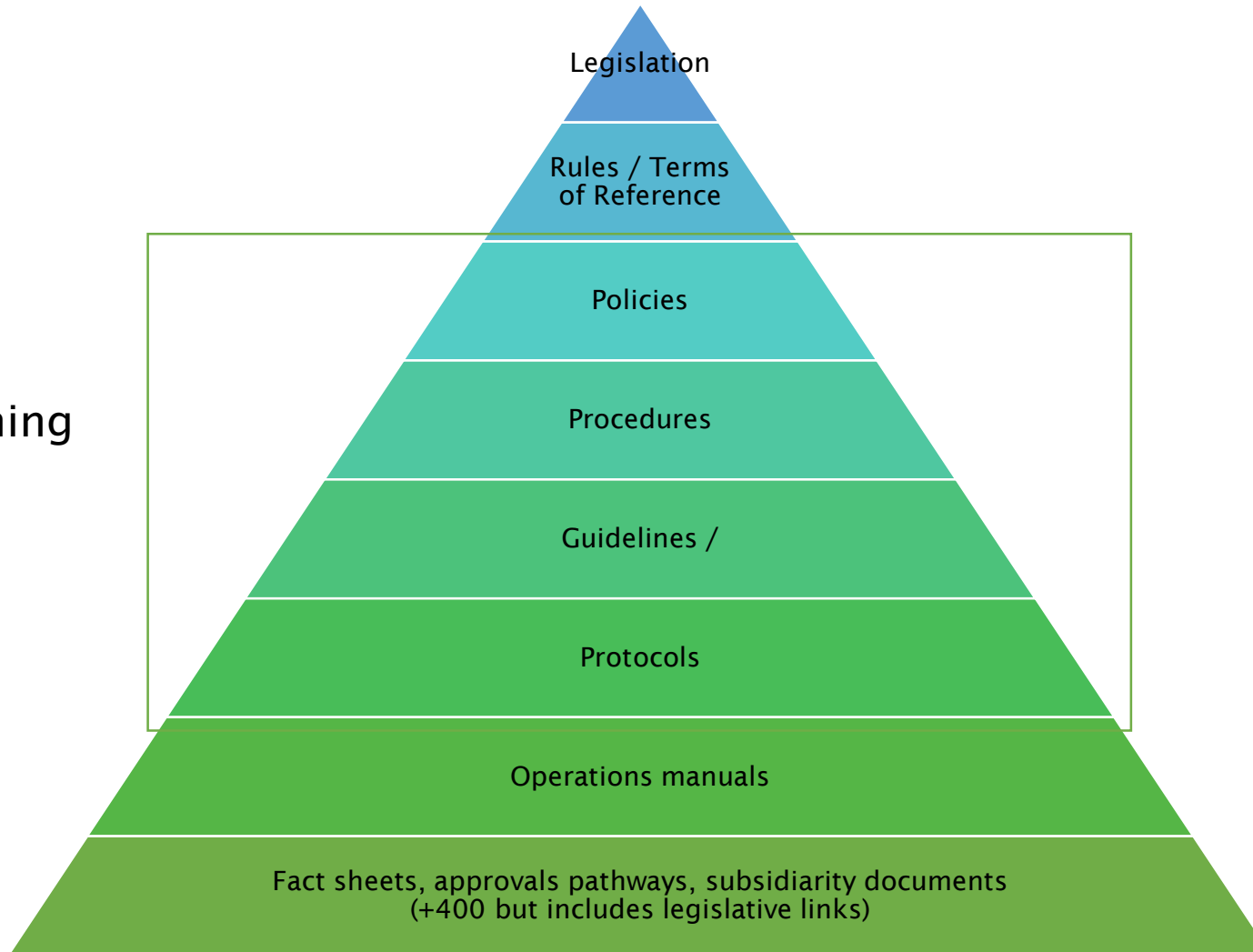
- Prescriptive and instructional, aligned and conform with the policy Principles and Guidelines
- Change more frequently than Principles and Guidelines
- Either university-wide or local domain (Faculty, School, UNE area or function)
- Owned, authorised, developed and maintained by the responsible university area or function
- Includes documents such as process diagrams, work procedures and instructions, operating procedures, web pages, Moodle pages and practice standards

Use these documents answer the questions "How do I...?" and "What do I use to...?"





Combining



5. BUSINESS AS USUAL REPORTS

5.1. * Chair's Report - Academic Board to Council #21025

Council is asked to:

1. NOTE an amendment to the UNE 2021 Principal Dates altering the Trimester 2 "Withdraw Without Academic Penalty" date from 30 August 2021 to 24 September 2021; and
2. NOTE the Chair's Report - Academic Board to Council , report #21025.

For Noting

Presented by Robyn Bartel

Authority	COUNCIL OPEN	Date	24 September 2021
Report Ref	#21025	Item No	5.1
Proposer	Associate Professor Robyn Bartel, Chair Academic Board		
Developed with	Specialist, Academic Board Secretariat		
Authorised by	Mr James Harris, UNE Chancellor		

#21025 – 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"> • strategic academic matters (such as new academic developments, priorities and policy related issues) and any recommendations; • the quality and delivery of academic programs, including teaching and learning and research, including risks or significant issues, major developments and key changes; • 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; • updates re key academic partnerships; • details of Academic Board’s use of the authorities delegated to it by the Council, such as some academic policy approvals; and • other significant academic matters impacting the sector or University relevant to the functions of the Council.
Origin	Standing item
Governance focus	<p>Council Policy: Oversee and monitor the academic activities of the University. TEQSA Act 2011 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 an amendment to the UNE 2021 Principal Dates altering the Trimester 2 “Withdraw Without Academic Penalty” date from 30 August 2021 to 24 September 2021; and
- 2) NOTE the Chair of Academic Board’s report to Council, report #21025.

Executive Summary

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

This report provides, for the consideration of Council, relevant updates of the business and general affairs of Academic Board, Committees and Working Groups, including both urgent and routine matters as well as emerging issues, and advising Council, as befitting of requirements (see the *By-Law 2005*), of all developments and initiatives relating to and affecting the University's teaching and research activities and its educational programs.

This report concentrates on all major matters brought before Academic Board and Committees of Board since 19 July, i.e. since the last Chair's report to Council. It includes membership matters, and updates on previously reported items including:

- Academic Board self-review
- Academic Calendar
- Academic Freedom
- Graduation Lists
- Policies
- Risk Register
- Third-Party Agreements

Included under the Policies item is an update on COVID-19 responses and the rationale for requesting an extension of the Trimester 2 “Withdraw Without Academic Penalty” date from 30 August 2021 to 24 September 2021 in the 2021 Principal Dates for the University. The extension of this deadline has been endorsed as part of the University's Academic Support Package to support students in their studies during the exceptional circumstances brought about by the COVID-19 pandemic (as previously reported to Council #21024).

The Chair's activity diary for major events concludes the key information and summary coverage of all major matters considered during this period.

Additionally, ‘mini-tables’ below expand on the summary coverage provided in **Annexure**. These provide greater detail of the following matters brought before Committees of Academic Board since 19 July 2021:

- Privacy and Compliance (Teaching and Learning Committee, reported to Board #AB21231)
- Centre of Animal Research and Training Issues (Research Committee, reported to Board #AB21226)
- Graduation Lists (Curriculum Committee, reported to Board #AB21236)

Key Information

Membership matters

Recent vacant positions have been called and filled as follows:

- Research Committee – ATSI Staff/Research Student member filled by Mr Shaun Hooper
- Curriculum Committee – Level A/B Academic Staff member (SABL) filled by Dr Melissa Pearson (S&T)

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

- Standing Committee of Academic Board – elected Academic Board representative (M&H) filled by Ms Liz Ryan (Health)

A position for a staff Aboriginal and Torres Strait Islander representative is also still vacant for Teaching and Learning Committee

Updates on previously reported items

Academic Board Self-review

As per the Terms of Reference, and as reported previously to Council (#21024) an annual self-review must be performed and the review this year covered the preceding 24-months, rather than the usual 12, due to the intervention of COVID-19. Board and Committee members have all been invited to complete the self-review and the Academic Board in August considered the results (#AB21277), and comparison with the results of the last review for Academic Board, and the Chair’s report (#AB21221) outlined a series of actions in response, to improve performance in several areas, including in:

- *Mobilising and sharing knowledge amongst multiple stakeholders* - Improving communications including those from the Chair/s and elected academic representatives to and from School and Faculties, i.e. two-way communication between representatives and areas, and through additional means to the entire community such as via UNE Pulse/Official. Following subsequent discussions re the appropriate means a draft newsletter has been developed for circulation to the University Community, in a similar style to Foresight which is prepared for Council. The Board newsletter, once completed, will also be provided to Council members for information.

The report also noted the circulation of the Chair’s report to Standing Committee, which includes comprehensive summaries of all Board and Committee business, to elected representatives as ‘source’ material for bespoke communiques (#ABSC21401; #ABSC21402 have been provided to members (on 30 July 2021) and these and the most recent (#ABSC21403) have also been provided in the *Convene: Council and Council Committees – Council OPEN – 2021 September 24 meeting Document Library*.

In related business, one of the key takeaways from the Chair’s presentation on academic governance to all the Heads of School on 15 June 2021 was a desire for increased School engagement with the Board and with the governance processes of the University. This has been followed up with invitations to give short presentations at School and Faculty Meetings, as these are excellent avenues to ensure communications from Board and further, standing items on agenda for these meetings would also serve to underscore the salience of academic governance for colleagues. This ‘outreach’ programme for Academic Board has now commenced with a schedule of ‘roadshow’ engagements at School and Faculty meetings, with the aim of raising awareness and appreciation and in turn achievement of good governance. The first presentation has been delivered to the School of Environmental and Rural Science in the Faculty of Science, Agriculture, Business and Law on 01 September. Other Schools and Faculties to follow.

Authority	COUNCIL OPEN	Date	24 September 2021
Report title	Chair Report – Academic Board	Report Ref	#21025

- *Capacity-building and Enhancement Initiatives* - Including induction and orientation and the long-planned follow-up event to the 2020 Governance summit, the Academic Leadership Summit.

In related business, a governance induction and orientation session was held on 16 August 2021 for recent recruits Dr Suzie Cosh (ECR Representative on Research Committee), Dr Melissa Pearson (SABL Level A/B Academic Staff Member on Curriculum Committee), Mr Bill Richards (HDR Student Representative on Research Committee) and Ms Liz Ryan (M&H B/C Academic Representative on Academic Board and Standing Committee), with further members accepting the open invitation to attend, and new member of the Secretariat team, Ms Jodie Ryan who has also been warmly welcomed. The Chair has also held debrief meetings with outgoing members of Research Committee Drs Valentina Gossetti and Angelika Heurich and handover meetings are also to be organised.

- *Strengthening implementation* – including raising the capacity of Board and Committees to exercise their functions through improved reporting. Members were also invited to consider whether the Chair’s reports to Council could be reported to Academic Board and/or to Academic Board Standing Committee. The latter has been recently adopted as standard practice, and in future both Standing Committee and Board will receive draft and final reports in a timely fashion and in accordance with the reporting schedules.

In related business, there has been additional discussion at Research Committee regarding the opportunity for reports to provide more substance for governance oversight and follow-up meetings have been held with report writers to ensure that the Committee is furnished with adequate information and to eliminate duplication between area reports.

Building capacity and efficacy in the operations of Academic Board in particular is an appropriate area to highlight given that Risk #4 on the Risk Register regards Academic Governance and Reporting (see further below). A common thread to this work is to build appreciation of and commitment to, the value and importance of academic governance as leadership, and as shared, and ensuring that outcomes for students, staff, researchers and community improve as a result. It is vital that we work together to achieve our common purpose in ensuring that the Board excels as a vital standard- and expectation-setting and quality assurance engine of UNE, performing value-adding and peer review of all academic activities to ensure that targets are met and exceeded, including those benchmarks that we develop ourselves, professionally discharging our functions and duties as described in our Terms of Reference, meeting our strategic goals, as well as those established by accrediting and regulatory authorities, such as the Higher Education Standards Framework and TEQSA.

Beyond risk management and compliance, it is also considered desirable that academic governance is a major player in the leadership that the University provides, and is expected to excel in providing, to our communities and stakeholders. We need to ensure that we are meeting these expectations of performance and ensuring that UNE makes a leading contribution to our region and beyond through effecting the Strategic Plan, and providing relevant and engaged leadership at multiple scales.

A full day meeting is scheduled for 17 September for the development of revised workplans for the remainder of 2021 and 2022, further reflection of self-review data and ToR revisions, and preparatory work for Winchester Review reflections.

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Academic Calendar/Principal Dates 2023

The Academic Calendar redesign project has been discussed at several Committee and Board meetings, as well as School and Faculty meetings, and updates from the recent round of open consultation are available [here](#)

Academic Freedom

As reported to Council on 21 May and again on 30 July the Board has deployed a dedicated Working Group for developing and reviewing the relevant policy suite, including the *Code of Conduct*, as well as the *Freedom of Speech Principles and Academic Freedom Statement*, and associated *Guidelines*, and their latest report and recommendations to the 23 August 2021 meeting of Academic Board (#AB21286) have been progressed through to Policies. The earlier advised date identified for Council’s consideration of this suite was 24 September 2021 and this is now confirmed.

Graduation Lists

At the May meeting of Curriculum Committee, concerns were raised around the integrity of the graduation list process and accuracy given recent corrections having to be made for errors of omission (see #21023). An action item arising from the meeting was that the Chair of Curriculum Committee, Chair of Academic Board and Executive Principal Student Experience would undertake a review of the Graduation Procedures and prepare recommendations for improvement, which has now been progressed through Student Experience with a report on Graduation processes forthcoming.

Policies

Given the volume of work required to be progressed in a tight timeframe (see #21023) Standing Committee at its 19 July 2021 meeting convened a Policy Reference Group to provide recommendations to Policies, for and on behalf of the Academic Board and at incoming Chair Robyn Cox’s first full meeting of Teaching and Learning Committee on 02 August 2021, a Teaching and Learning Policy Reference Group was formed to provide recommendations regarding teaching and learning policies. This will be in addition to Standing Committee’s Policy Reference Group, who will concentrate on the balance, a necessary sharing of load given again the sheer volume and tight timeframe.

In the revised risk register (below) delegations have also been added to the policies risk area.

In the previous Chair of Academic Board report to Council, #21024, under the heading ‘Policy matters and updates’ and sub-heading ‘COVID-19 responses’ it was reported that Academic Board Standing Committee on 19 July 2021 had endorsed a number of student support measures in light of the pandemic similar to those instituted in 2020, including the ‘Withdrawal Without Academic Penalty’. As earlier reported “Students who demonstrate an impact to their studies based on certain criteria are eligible to apply to withdraw without academic penalty until the last day of the Teaching Period.” The date was not previously stated and is advised as 24 September 2021, extending the date from the existing date of 30 August 2021.

Authority	COUNCIL OPEN	Date	24 September 2021
Report title	Chair Report – Academic Board	Report Ref	#21025

Cl 15 (b) of the *Principal Dates Guidelines* provides that Council holds authority to approve the Principal Dates of the University. Cl 17 of the *Guidelines* provides that under exceptional circumstances the University can change a Principal Date after it has been published, but no later than the first day enrolments open for the relevant trimester. The Academic Board, in accordance with cl 52 of the *General Rules*, possesses authority to relax the relevant clause of the *Guidelines* further noting that cl 47 of the *General Rules* states ‘the University publishes an official Principal Dates calendar, which is approved by Council on the recommendation of Academic Board and published on the University's web site’.

Risk Register

At the 07 September meeting of Curriculum Committee, the first-revision of the academic risk register (#CC21088) was discussed including re-assessments of risk ratings due to actions undertaken this year, and the replacement of one risk, that being a prefatory risk describing the risk register’s redundancy, with an emerging risk responsiveness in the area of Information and Representation (HESF 7). The revised risk register is to be circulated amongst all Committees and Board (see also #21023) and will focus the work of Committees and Board in the short-medium term.

Third-Party Arrangements

Academic Board in August considered a report on Third-Party Arrangements (#AB21281 see also #21023 and #21024) in response to which a working party of Academic Board has been formed and who have since held a preliminary meeting on 27 August to consider revisions to the *Third-Party Education Provider Guidelines* which are being presented to Teaching and Learning Committee in September and met again on 7 September to progress academic governance actions (see ***Third-Party Arrangements Update*** in Convene: *Council and Council Committees – Council OPEN – 2021 September 24*). The next meeting of the Academic Board Third-Party Arrangements Working Group will be held on 21 September.

In the Education Quality report to Academic Board in August (#AB21241, which immediately followed its report on Third-Party Arrangements #AB21281), it was noted that *“while there may be a temptation to shortcut process or skip governance in the interests of expediency, the volume of work required to try and rectify issues where good governance has not been undertaken is many, many times in excess of the volume of work that effecting good governance would take.”*

The Chair also noted at Standing Committee in July that TEQSA have issued a circumscribed period of four years, rather than the standard seven, and rather than conditional, re-registration for Murdoch University, with concerns centred on failures in academic governance which should be acknowledged widely across the institution and sector.

Chair Activity Diary	MAJOR SCHEDULED MEETINGS
19 July 2021	Start date for this Activity Window
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

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

19 July 2021	Shortlisting meeting
19 July 2021	DVC meeting
19 July 2021	Special Incident Group Meeting
26 July 2021	Academic Board Executive and Chairs Meeting
26 July 2021	Curriculum Committee Chair Meeting
26 July 2021	Education Quality Meeting
26 July 2021	Governance Training Meeting
26 July 2021	Curriculum Committee CourseLoop Working Group Meeting
26 July 2021	Teaching and Learning Committee Workplan Meeting
29 July 2021	Defining and Benchmarking Regional University Meeting
30 July 2021	Council Meeting (open)
30 July 2021	Council Meeting (confidential)
02 August 2021	Academic Board Executive and Chairs Meeting
02 August 2021	Teaching and Learning Committee Meeting
02 August 2021	Third Party Arrangements Meeting
04 August 2021	Quality Enhancement Taskforce Meeting
04 August 2021	Curriculum Committee Chair Meeting
04 August 2021	Undergraduate Certificates Meeting
09 August 2021	Academic Board Executive and Chairs Meeting
09 August 2021	Executive Appointment Interview Panel Meeting
09 August 2021	Vice Chancellor Meeting
10 August 2021	Curriculum Committee Meeting
11 August 2021	Academic Freedom Working Group Meeting
11 August 2021	CART (COVID-19 Academic Response Team) Meeting
16 August 2021	Academic Board Executive and Chairs Meeting
16 August 2021	Education Quality Meeting
16 August 2021	Welcome and Induction – Orientation – Academic Board Meeting
16 August 2021	DVC Meeting
16 August 2021	CART (COVID-19 Academic Response Team) Meeting
23 August 2021	Academic Board Meeting
23 August 2021	Research Committee Debrief Meeting
25 August 2021	ADTL Meeting
26 August 2021	Audit and Risk Committee Meeting
26 August 2021	Finance and Infrastructure Committee Meeting
27 August 2021	Third Party Arrangements Meeting
30 August 2021	Academic Board Executive and Chairs Meeting
30 August 2021	Curriculum Committee CourseLoop Working Group Meeting
30 August 2021	Ethics Committee Reporting for Research Committee Meeting
30 August 2021	Enhancing Research Committee Quality Assurance Reporting Meeting
30 August 2021	Executive Appointment Interview Panel Meeting
30 August 2021	Executive Appointment Interview Panel Meeting
30 August 2021	CAB presentation to School Meeting: Environmental & Rural Science
6 September 2021	Academic Board Executive and Chairs Meeting
6 September 2021	Curriculum Committee CourseLoop Working Group Meeting (CAUC phase 3)
6 September 2021	Curriculum Committee CourseLoop Working Group Meeting (withdrawals)
6 September 2021	Quality Enhancement Taskforce Meeting

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

6 September 2021	Student Academic Representative Meeting
7 September 2021	Curriculum Committee Meeting
7 September 2021	Third Party Arrangements Meeting
7 September 2021	VC meeting
8 September 2021	Academic Board Communications meeting
9 September 2021	CoCABS meeting
9 September 2021	Academic Freedom Working Group Meeting
13 September 2021	<i>End date for this activity diary window</i>

The 'mini-tables' below expand on the summary coverage provided in **Annexure**. These provide greater detail of the following matters brought before Committees of Academic Board since 19 July 2021:

- Privacy and Compliance (Teaching and Learning Committee, reported to Board #AB21231)
- Centre of Animal Research and Training Issues (Research Committee, reported to Board #AB21226)
- Graduation List (Curriculum Committee, reported to Board #AB21236)

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

AREA	OVERVIEW				COMMENTS
Privacy & Compliance	Functional Alignment				<p>At the March TLC meeting members queried the procedures for recording lectures with students under the age of 18. This question was taken on notice as an action item which has since identified a number of subsequent policies, privacy, and compliance concerns.</p> <p>Additional information on UNEs website is out-of-date around the collection of personal information (ProctorU) and requires re-assessment or updating. A report has been requested from RPG on this.</p>
Teaching and Learning Committee	TOR	HESF	Future Fit	Risk Register	
Date: 08 March 2021 29 July 2021	4, 15.c.iii	6.2.1e 6.3.2d	1	Listed R:4, 6	
Report #TLC21159	Quality Assurance and Progress Status				
Provenance: Records, Policy & Governance	Activity		Responsibility	Destiny	
Motion/Resolution: NOTED	Records, Policy & Governance (RPG) to provide a report to the Committee outlining UNE’s compliance (or otherwise) with current legislation, and how proposed policy reforms in the Children’s Guardian Amendment (Child Safe Scheme) Bill 2021 will impact UNE’s Admission, Credit and Enrolment Guidelines, and outline what steps have been taken to revise the Privacy Management Plan with this. RPG and Education Futures to assess future implications and propose solutions for consideration.		Director Governance, Head RPG, Specialist Compliance, Privacy and Compliance Advisor, and EP Education Futures	Revised report to be provided to TLC and include an update on broader privacy and compliance matters, as well as responding questions asked by the Committee relating to inter alia data breaches, prevention, and mandatory reporting.	

AREA	OVERVIEW				COMMENTS
Animal Ethics Committee, CART (Centre for Animal Research and Training)	Functional Alignment				<p>This resulted from significant growth in demand for research facilities above the capacity of CART staffing levels to support and delays in the approval of additional staff.</p>
Research Committee	TOR	HESF	Future-Fit	Risk Register	
Date: 12 May 2021	4, 14	4.1, 4.2, 5.2, 5.4, 6.1, 6.2, 6.3.	G1-3	Listed: R1-4	

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Report #RC21326	Quality Assurance and Progress Status			Recruitment of the replacement Technical Officer has been approved and the process nearly completed. Recruitment of an additional Technical Officer has been approved and the recruitment process nearly completed.
Provenance: Animal Ethics Committee	Activity	Responsibility	Destiny	
Motion/Resolution: NOTED	CART have implemented a number of measures to preserve research integrity and animal welfare.	Director CART	AEC reports to Research Committee at every meeting and provides update on issues of concern.	
Measures in place:				
<ol style="list-style-type: none"> 1. Engagement with P&C and the Executive (Dean, DVCR, DVC, VC) to get an additional CART Technical Officer position approved 2. Support of existing staff to manage workload – regular check ins and team meetings and monitoring 3. Engagement of casual technical support whenever possible 4. Advice given to researchers that no additional requests for experimental facilities can be accommodated 5. Advice given to a specific researcher that CART currently unable to take over management of W033 (PC2 Isolator facility) as proposed 6. Advice given to academics that no additional requests for undergraduate teaching support can be accommodated 7. Facility turnaround time (conclusion of one experiment to start of next) increased from 2 weeks to 3 for all facilities 8. CART Director and O&T manager primarily involved in providing technical support rather than existing roles. 				

AREA	OVERVIEW				COMMENTS
Graduation Lists	Functional Alignment				As reported to the 21 June 2021 AB meeting, a preliminary meeting with the former EP Student Experience, and Student Experience Specialist held on 17 June 2021 highlighted several deficiencies and areas of risk in relation to the current graduation procedures (see #CC21020).
Curriculum Committee	TOR	HESF	Future Fit	Risk Register	
Date: August 10	1, 18, 22	1.5, 6.3	2, 3	Listed: R: 4, 5	
Report #CC21020	Quality Assurance and Progress Status				
Provenance: Curriculum Committee Action Item	Activity	Responsibility	Destiny		
Motion/Resolution: RECOMMENDED	An action from the 11 May CC meeting was for the Chair, AB Chair, and EP Student Experience to meet to discuss a	Student Experience, DVC, and VC	Issue has been referred to the SET via the DGUS. A report on progress will be submitted to the Chair by 20		



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

	<p>review Graduation Procedures; identify and understand areas of risk, and propose recommendations for review and improvement.</p>		<p>August in order for the Chair to report to Academic Board on 23 August.</p>	<p>A follow-up meeting with the Head of Business Transformation, Student Experience Specialist and Business Intelligence reviewed previous dashboard discussions and a report on the Integrity of Award Conferrals provided to the 20 March 2020 Council Meeting (#20151) and agreed that there is significant risk in the current process, and that this risk should be identified and reported for subsequent action.</p>
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<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

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.

Financials
<i>None additional to BAU.</i>

Key Risks (refer to Action Guidance below)
<i>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.</i>

Appendices / Supporting Documentation

Annexure: Academic Governance Matters and Monitoring Table (19 July to 13 September 2021)

Available via the Convene: Council and Council Committees – Council OPEN – 2021 September 24 Document Library

Additional Information: Third-Party Arrangements Update
Chair Academic Board Standing Committee Reports (#ABSC21401/21402/21403)



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

ANNEXURE

Academic Governance Matters and Monitoring Table (19 July to 13 September 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						
Academic Board 2021+: <i>Noted</i>	CAB	28 a iii	6.3 1 c	1-3	Listed		#AB21262				
Academic Development Framework and Scholarship Model: Endorse	TLC	26-29	3, 6.3	1	-			#AB21235			
Academic Freedom: Note	Working Group	28 a iii 28 b i		1-3	-		#AB21219		#AB21286		
Academic Risks (prelim): <i>Noted</i>	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Listed	#AB21202					
Academic Risks (update): <i>Noted</i>	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Listed		#AB21251				
Course amendments, establishment and disestablishment: Endorse	CC	28 b iii	5.1	1	-	#AB21210	#AB21234	#AB21235			
Course Design Framework (updates): Endorse	TLC	26-29	3.1.3	1	-			#AB21272			
Course Review Enhancements: Approve/Note	EQ	28 b i 28 b iii	5.3	1	Listed		#AB21260	#AB21272			
Future Fit (update): <i>Noted</i>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21252				
Graduate Research School Draft Proposal: Note	RC	26-29	1,2,4	2	Listed (2)			#AB21225			
Learning Management System (update): <i>Noted</i>	DVC; COO	28 a i	2.1.2 3.3.1	1	-		#AB21264				
Modern Slavery: Note	DGUS	5b, 26, 27 and 28.	6.3	1-3	-				#AB21205		
Policy reform project update: Note	DGUS	28 b i	6.3 2 a	1-3	Listed	#AB21200			#AB21280		



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

		29									
Policy revision - Assessment Guidelines: <i>Endorsed</i>	TLC/EdF/DVC	28 b i	5.2.2 5.3.7	1	-		#AB21229				
Principal Dates 2023/Academic Calendar (update): <i>Noted</i>	DVC	28 b vi 28 b vii	7.2.1 7.2.2	1	-		#AB21258		#AB21282		
Quality Framework Review Structure: Note	EQ	26, 27, 28a, 28b, 29.	5.1 5.2 5.3 5.4 6.3	1-3	Listed (4)				#AB21276		
Research Profile and Plan: <i>Noted</i>	DVCR	28 a iii	6.3 1 c	1-3	-		#AB21253				
Retention and Engagement Plan: Endorse	TLC	26 - 29	2, 5, 6	1	Listed (5)			#AB21230			
Scholarship of Teaching and Learning presentation and mini-workshop Note		5b, 28a.i, 28b.viii	3.1.3 5.3.3 6.3	1 - 3	Listed (3)				#AB21283		
Self-review: Note		78	6.3	1-3	Listed (4)				#AB21277		
Students Report: Note	Student reps	28 c	6.3.3	1 3	-	#AB21212	#AB21244	#AB21245			
Tamworth Model: <i>Noted</i>	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21261				
Teaching Focused Academic Framework: <i>Noted</i>	TLC	26-29	3, 6.3	1	-			#AB21235			
Teaching Spaces: <i>Noted</i>	COO	28 a i	2.1 3.3.1	1	-		#AB21250				
TEQSA Risk Assessment: Note	EQ	27; 28 b iv	6.3.2	1-3	(10)			#AB21271			
Third party arrangements: Note	EQ	28 b iv	6.3 2 d 5.4	1-3	Listed		#AB21254		#AB21281		
Universities Australia Conference report and mini-workshop: <i>Noted</i>	Chair	28iii	6.3	1-3	(4)			#AB21275			



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Workload update: Note	DVC	5b, 26, 27 and 28a.iv.	3.2 6.3	1-3					#AB21284		
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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						
Academic Medals – Autumn Graduation: <i>Endorsed to Council</i>	EdF/DVC	23	6.3 1.4 1.5	1	-	#ABSC 21405					
Academic Medals – Winter Graduation: <i>Endorsed to Council</i>	EdF/DVC	23	6.3 1.4 1.5	1	-				#ABSC21406		
Course amendments, suspensions, establishment and disestablishment: Endorse	CC	22	5.1	1	-	#ABSC 21408	#ABSC 21409 (noted by AB 21 June #AB21266)	#ABSC21412 re BCOMFP 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)	#ABSC21414; #ABSC21415		
Chairs reports: Note	Chair	31	6.3	1-3	(4)	#ABSC 21400	#ABSC214 01 re reporting		#ABSC21402; #ABSC21418 (including amendments		



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

							styles to Council		to the English Language Requirements)		
Information and Representation to Students: Note	EdF/DVC	23	6.3 7.1 7.2 7.3	1	(4)		#ABSC21410				
Student Support package (COVID19): Endorse	EdF/DVC	23	6.3 2.3 1.4	1	-				#ABSC21419		

CURRICULUM COMMITTEE reported to Board #AB21236						13 APR	11 MAY	08 JUN	06 JUL	10 AUG	(07) SEP	(05) OCT	(16) NOV
Reports: <i>Motion</i>	Provenance	ToR	HESF	FFit	RR								
Academic Risks: Note	EQ	4 16	6.3 1 g	1-3	Listed	#CC21064							
Course Advisory Board (CAB): <i>Noted and Endorsed to DVC for Approval - TOR for CABs</i>	EQ	16 b	5.3	1	-	#CC21013							
CDF Implementation: <i>Noted</i>	ERS	16 a	3.1	1	-	#CC21075							
LMS and Academic Calendar <i>Noted</i>	EP Education Futures	1 16 19 22	1.3 2.1 3.1 5, 6, 7	1-3	Listed					#CC21086			



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Course Review Enhancements: <i>Endorsed</i>	EQ	16 b	5.3	1	Listed	#CC21074							
Course Review Enhancements (update): <i>Noted (also endorsed to AB suspension of operation of cl 22 – 30 of Quality Assurance Procedures).</i>	EQ	16 b	5.3	1	Listed			#CC21078					
Graduation Lists: <i>Endorsed (Flying Minute 29 April)</i>	DVC	18	1.5.1 1.5.3	1	-	#CC21035 (#CC21077)				#CC21039			
Low Enrolment Working Group (interim): <i>Noted</i>		16 a			-	#CC21076							
Course amendments, establishment and disestablishment: Endorse	Faculties	16 c 16 d	5.1	1	-	#CC21034; #CC21033	#CC21038; #CC21037; #CC21036	#CC21040; #CC21042;	#CC21044; #CC21080; #CC21045; #CC21046; #CC21081	#CC21048 #CC21049 #CC21450 #CC21082			
Student Representatives Report: <i>Note</i>	Student reps	19	6.3.3	1 3	-	#CC21024	#CC21025	#CC21026	#CC21027	-			
Third Party Arrangements: <i>Noted</i>	EQ	16 a	6.3 2 5.4	1-3	Listed	#CC21068							



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

TEACHING AND LEARNING COMMITTEE reported to Board #AB21231						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								
Future Fit Student Engagement: Note	EPSE	4, 15	1,2,3,7	1	Listed						#TLC21179		
Academic Development Framework and Scholarship Model (including Teaching focused academic): Endorse/Note	EF	15	3, 6.3	1	-			#TLC21150					
Academic Risks (prelim): <i>Noted</i>	EQ	15a 15c.iii	6.3 1 g	1-3	Listed	#TLC21103							
Academic Risks (update): <i>Noted</i>	EQ	15a 15c.iii	6.3 1 g	1-3	Listed		#TLC21139						
Assessment – Online exams and alternatives: <i>Noted</i>	EF	15b.iv 15c.i 15c.iii	1.4.3 1.5 3.2.3 5.3.2	1	-	#TLC21102							
Board of Examiners Report: <i>Noted</i> including draft template for the Board of	EQ/DVC	15b.iv 15c.iii 15c.vi	5.2.1 5.2.2 5.3.7	1	-	#TLC21101							



Authority	COUNCIL OPEN	Date	24 September 2021
Report title	Chair Report – Academic Board	Report Ref	#21025

Examiners Terms of Reference													
Course Design Framework (updates): Endorse	DVC	15a-c	5,6	1	-			#TLC21151					
COVID19 Student Support Package: Assessment Guidelines and Staff Guidance (including amendment to policy): Endorse	EF	4, 15b.iv, 15c.i., 15e.	6.3.1d and 6.3.2a	1	-				#TLC21160				
Policy revision - Assessment Guidelines: <i>Endorsed</i>	EF/DVC	15 e	5.2.2 5.3.7	1	-		#TLC21141						
Policy discussion – Teaching and Learning Expectations: <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						
Policy Reform Update: Note	P&G	15	6.3	1-3	(4)					#TLC21158	#TLC21169		
Policy Revision - English Language Requirements <i>Annex:</i> Endorse	M&H	15e	1,5,6	1	-				#TLC21149				



Authority	COUNCIL OPEN	Date	24 September 2021
Report title	Chair Report – Academic Board	Report Ref	#21025

Principal Dates 2023/academic calendar project: Note	DVC/EF	15	6.3; 7.2	1	-			#TLC21145		#TLC21159	TLC21177		
Privacy policy updated: Note	P&G	15e	5,6	1	-				#TLC21148				
Reconciliation Action Plan: <i>Noted</i>	Chair	15	6.3	1	-			#TLC21147					
Retention and Engagement Plan: Endorse	DVC	15a-c	5, 6	1	Listed			#TLC21146					
Faculty Education Committee Updates: Endorsed/Noted (Incl. FEC ToR)	FEC Chairs	15a-c	1-3, 5-7	1-3	Listed	#TLC2115	#TLC2116	#TLC2117	#TLC21118	#TLC21118	#TLC21119		
Chair Report	Chair	15a-c	5, 6, 7	1-3	Listed	#TLC21104	#TLC21109	#TLC21110	#TLC21111		#TLC21112		
Self Review	ToR	AB 78	6.3.2	3	Listed				#TLC21155		#TLC21167		
Student Report: <i>Noted</i>	Student reps	15 d	6.3.3	1	-	#TLC21106	#TLC21123	#TLC21124		#TLC21161			
Student Survey (SES, GES, QILT): <i>Noted</i>	EQ/DVC	15 b 15 c	5.3.3 5.3.7	1	-	#TLC21108							
Unit Commendations Framework	EQ/DVC	4, 15b.i, 15b.ii, 15c.	6.3.1 a,b and 6.3.	1	-				#TLC21157				
Unit Monitoring T2 2020: <i>Noted</i>	EQ/DVC	15 b i 15 c	1.3.5 5.3.4 5.3.7	1	-	#TLC21100				#TLC21154			



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Unit Monitoring T3 2020: Noted	EQ/DVC	15 b i 15 c	1.3.5 5.3.4 5.3.7	1	-								
Unit Reviews: Noted	EQ/DVC	15 a 15 b 15 c	5.2.1 5.3	1	-		#TLC21140						

RESEARCH COMMITTEE reported to Board #AB21226						10 MAR	12 MAY	14 JUL	(15) SEP	(17) NOV
Reports: Motion	Provenance	ToR	HESF 6.3 +	FFit	RR					
Academic Risks: Noted	EQ	14 c iv 14 c vii	6.3 1	1-3	Listed	#RC21336	#RC21337			
ARC Leadership Strategy review: Endorsed (and working party established #RC21301)	DVCR	14	4, 6.3	2	-	#RC21305	#RC21301			
Cotutelle Working Group established: (and working party established #RC21301)	Chair	14	4, 6.3	2	(2)		#RC21301			
Ethics Committee Reports: Noted (#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		
Faculty Research Committees: Note	ADR	14	6.3	2	-	#RC21315	#RC21316	#RC21318		



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

Graduate Research Committee: <i>Noted</i> (report includes reference to Masters Upgrade Guidelines)	DVCR	14	4.2	2	-	#RC21330	#RC21331	#RC21332		
Library report re publication management: Note	SE	14	4,7	2	-			#RC21342		
Policy reform update: Note	P&G	14	6.3	1-3	(4)			#RC21345		
Research Services: <i>Noted</i> (#RC21310 includes draft Research Data Management Guidelines)	DVCR	14	4.1 4.2	2	-	#RC21310	#RC21311	#RC21312		
Students Report: <i>Noted</i>	Student reps	14 d	6.3.3	1	-	#RC21320	#RC21321	#RC21322		
Terms of Reference: <i>Endorsed</i> (and working party established #RC21301)	EQ	14 c 1	6.3.1 6.3.2	3	-	#RC21335	#RC21301			

KEY	
Acronyms and Abbreviations	Formatting and Notes
AB	<i>Academic Board</i>
ABSC	<i>Academic Board Standing Committee</i>
CAB	<i>Chair, Academic Board</i>
CC	<i>Curriculum Committee</i>
DCAB	<i>Deputy Chair, Academic Board</i>
EdF (EF)	<i>Education Futures (Executive Principal, Professor Steven Warburton)</i>
EQ	<i>Education Quality (Director, Mr Ewan Evans)</i>
FFit	<i>Future Fit</i> [https://www.une.edu.au/strategic-plan]
HESF	Higher Education Standards Framework (threshold Standards) [https://www.legislation.gov.au/Details/F2015L01639]
Left Columns list 'Motions/Resolutions' and are <i>Italicised</i> where the minutes have been confirmed by the relevant Board Committee.	
Rows that have been <i>shaded</i> 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.	



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	Chair Report – Academic Board	<i>Report Ref</i>	#21025

RR	<i>Academic Risk Register #AB21251</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.
ResCom (RC)	<i>Research Committee</i>	
SE	<i>Student Experience (Executive Principal, Professor Shelley Kinash)</i>	
ToR	<i>Terms of Reference [https://www.une.edu.au/policies]</i>	
TLC	<i>Teaching and Learning Committee</i>	

5.2. * WHS - Due Diligence Obligations #21080

Council is asked to NOTE the WHS - Due Diligence Obligations, report #21080.

For Noting

Presented by Peter Creamer

Authority	COUNCIL OPEN	Date	24 September 2021
Report Ref	#21080	Item No	5.2
Proposer	Professor Peter Creamer, Chief Operating Officer		
Developed with	Ms Diana Chambers, Work Health and Safety Manager		
Authorised by	Mr James Harris, UNE Chancellor		

#21080 – 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	Council Policy : Oversee and monitor risk management and risk assessment across the University. Approve and monitor systems of control and accountability for the University. TEQSA Act 2011 Ref: 6. Governance and Accountability: 6.1.4 (Corporate Governance), 6.2.1a,e (Corporate Monitoring and Accountability).
Accountability	UNE Council

Resolution

Council is asked to NOTE the UNE Council WHS - Due Diligence Obligations, report #21080.

Executive Summary

Due Diligence obligations require an Officer of a Person Conducting a Business or Undertaking (PCBU) – The University of New England - to take the following 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 WHS team continues to support the University of New England's COVID – 19 response in collaboration with the Special Incident Group, Directorates and Faculties. Significantly this period, an outbreak of the COVID-19 Delta variant in Greater Sydney has necessitated a temporary escalation of Public Health Orders in NSW with Armidale moving into a stay at home order commencing on 7 August 2021.

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21080

Key Information

Incident Report & Investigation

- There were no notifiable incidents to the regulator throughout July and August 2021.

During July and August 2021, the following reports have been received:

- 12 Hazards
- 17 Incidents

Noting that there decrease in reporting of incidents & hazards were a result of the campus being in “controlled access” mode, during the reporting period.

The following Hazard and Incident Trends have been observed during the reporting period:

- Breaches in NSW Public Health Orders including the non-wearing of mandatory face mask by students.
- Slips, trips and falls
- Potential COVID-19 exposure with students breaching UNE requirements for on-site attendance
- Workload
- Electrical safety
- COVID-19

Notable incidents and hazards

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

Investigations allocated:

- Diana Chambers, WHS Manager
- Sally Connah, PandC Business Partner

Scope established:

Student Experience will be undertaking a review of 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.

All interviews conducted:

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

NB. Progression of the investigation has been delayed by diversion of WHS resources due to impacts to University operations as a result of the recent Greater Sydney and NSW COVID-19 outbreak and will continue as these demands reduce.

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21080

COVID – 19 Positive Notification

UNE received confirmation on 7 August 2021 of a presentation on our Academic campus of a positive case who was infectious on 3 and 4 August 2021. The confirmed case was a contractor to UNE. NSW Public Health conducted the investigation with the source of transmission acquired within a household context.

In response – the COVID – 19 Positive Emergency Notification Process was triggered:

- Communication, collaboration with Hunter New England Public Health
- Activation of SIG
- Adoption of Campus controlled access – High Risk settings
- Assistance with contact tracing
- Communications Plan
- Participation in LEMC and EOC
- Support for testing (colleges)
- Cleaning and access protocols and actions

The close contacts of the case identified completed their isolation period with no onwards transmission. A number of staff and students were identified as close contacts through potential community transmission and were notified directly by NSW Health. No further cases were recorded. The outbreak and positive test results in the sewer system resulted in Stay at Home orders for the Armidale LGA.

COVID -19

The Executive, WHS, EBE, UNE Life and Communications teams have continued to invest considerable effort into management of the University COVID-19 impacts.

Incident/Emergency Preparedness

- Consultation with Hunter New England Population Health as required
- Review of COVID-19 positive notification plan in consultation with HSR's, NSW Health, Covid Response Team stakeholders, UNE Executive Team
- Collection & drop off of self-testing COVID kits to Colleges for on campus students
- Review of Contact Tracing Preparedness with EBE Conducted Contact Tracing Drills
- Conducted Contact Tracing Drills with system improvements adopted
- Reactivation of SIG
- Collection & drop off of self-testing COVID kits to Colleges for on campus students
- Preparedness for Campus Controlled Access settings and working remotely process and development of digital working from home form
- Developed training course for donning and doffing COVID-19 specific PPE (with P&C Workforce Strategy and Development team)

Incident Management

- Management of COVID related hazards and incidents
- Liaison with Student Grievance and Unit Coordinators regarding compliance management

Communications and Planning

<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21080

- Development of UNE communications content
- Attendance at SIG
- Research into Rapid Antigen Testing (RAT) with ExT Memos submitted and Pilot approved
- Support with development of the Residential Colleges Covid Safe Plan and returning students framework

Daily and as needed operational support

- Daily monitoring of Premiers Press briefings
- Daily monitoring and interpretation of Public Health Orders, changes and web content
- Response to queries through COO, VC, WHS inbox and staff directly
- Advice regarding event requests and planning
- Assisted with risk managed approach to Intensives
- Developed training needs assessment for above training course
- Support, review and approval of EBE trades and contractor essential works return to campus
- Support, review and approval for accommodation of Metz Solar farm workers

Vaccination Clinics

UNE Life and the 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 to be well subscribed and highly successful, providing access to vaccination to vulnerable community groups in particular.

Electrical Safety

- The Estate and Built Environment's (EBE) Engineering Services Manager has prepared an Electrical Safety Procedure which has undergone initial stakeholder consultation with further consultation planned.

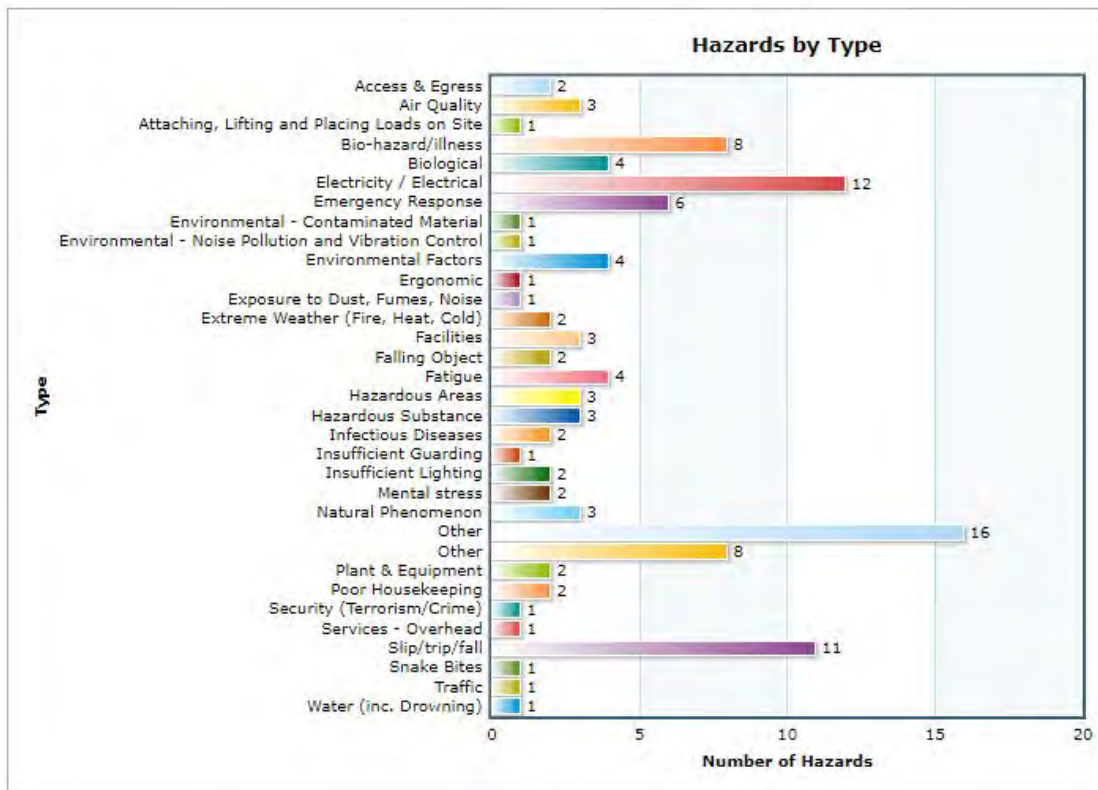
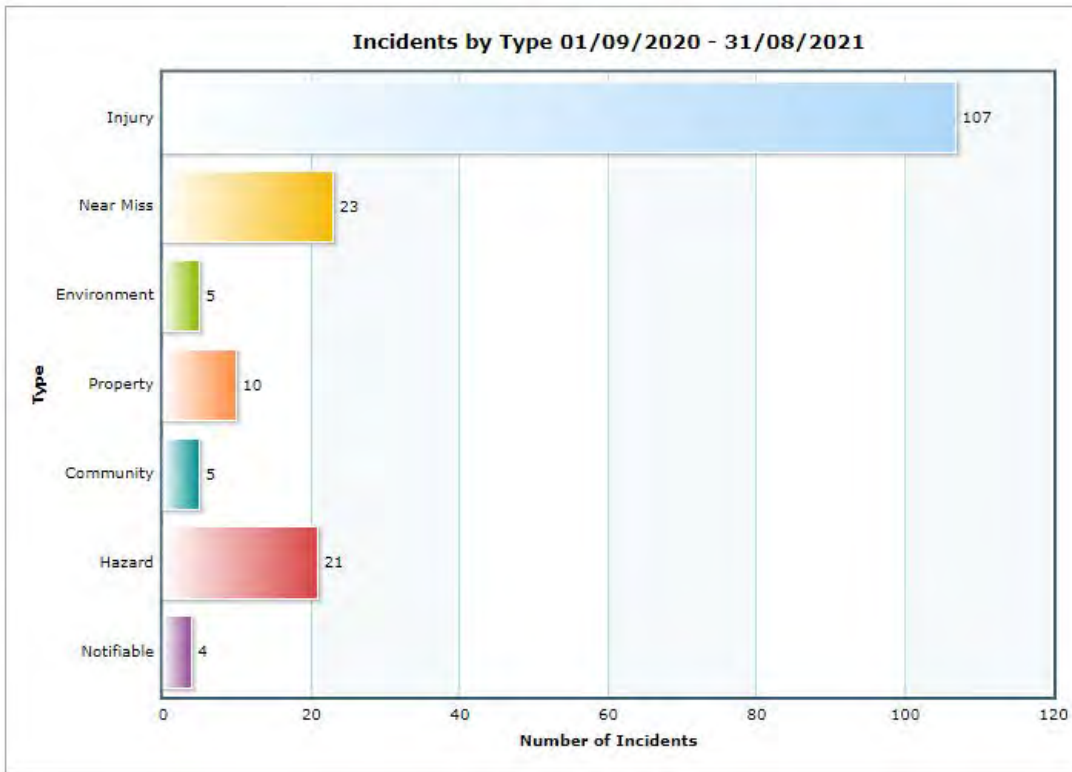
Emergency Management

- Fire Drills - 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). In July there were 348 registered emergency wardens.
- The EBE Emergency Management position has now undergone two recruitment processes with no appointment to the position. An alternative resourcing approach is being formulated by EBE.
- The Emergency Drill schedule has been suspended while access to campus is restricted.

Hazardous Substances

- The Biosafety Committee has undertaken recruitment for 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, 5 proceeding to interview and 2 candidates selected.
- Waste transfer including identification, coordination and transfer of chemical waste to the central chemical waste store was undertaken in July 2021.
- Review and evaluation of legacy chemical waste in W078 (ERS flammable and corrosive chemical store) has also been achieved.

Authority	COUNCIL OPEN	Date	24 September 2021
Report title	UNE Council WHS - Due Diligence Obligations	Report Ref	#21080





<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21080

Health and Wellbeing Injuries

Three workers' compensation claims have been opened since 1 January 2021, two claims are notification only and are not recorded formally within iCare's report of claims.

UNE presently has four open claims, with four other claims have recently been closed. No new workers' compensation claims have been lodged this reporting period.

Wellbeing

The new Employee Assistance Program provider – Benestar commenced from 1 July 2021. The Implementation Plan is in progress to establish configuration of dashboard and service level agreement reporting with further communications planned. Links to the service are attached routinely through the VC Communique.

The WHS team has recruited a new Health and Wellbeing Coordinator, who commenced 6 September 2021.

Compliance and Insurance 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](#)

[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).

Insurance for COVID-19 impacts across the University has been reviewed with respect to personal injury/illness arising through work and other activities.

The Workers Compensation insurer – icare have confirmed that any claims cost relating to COVID-19, or a COVID-19 vaccine-related injury will be excluded from the definition of premium impacting claims costs in NSW. This is relevant to injury / illness arising out of work.



<i>Authority</i>	COUNCIL OPEN	<i>Date</i>	24 September 2021
<i>Report title</i>	UNE Council WHS - Due Diligence Obligations	<i>Report Ref</i>	#21080

With respect to other claims made against the University pertaining to COVID-19 impacts, Unimutual have confirmed there is a general exclusion for Covid-19 related claims, however this exclusion is subject to cover for up to \$5m of liability providing that the activity is an “UNE approved” event, therefore the University effectively has \$5m of cover.

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.

WHS Dashboard

Reporting commenced with June, figures supplied are for July & August reporting drawn from information systems of:

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

The capture process is presently manual; opportunities for automation will be established once the content is consolidated. Wellbeing dashboard information will be provided as the contract implementation plan is completed.

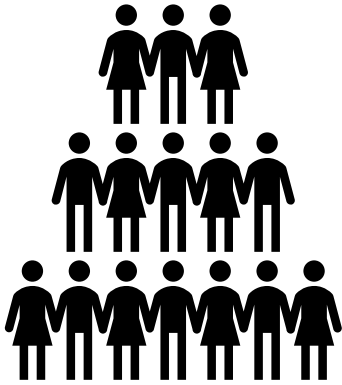
Appendices / Supporting Documentation

Attachment 1. WHS Dashboard August 2021.

WORK HEALTH & SAFETY DASHBOARD AUGUST 2021



WH&S Stakeholders



Workers
 Employees 2311
 Adjuncts 469
 Contractors 659

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

Lead WH&S Indicators



Inductions %
 Contractors 100%
 Employees 47%



Emergency
 First Aid (postponed)
 Emergency Drills 23% (postponed)



Consultation
 Work Group Meetings 80%
 WHS Committee 90%

Lag WH&S Indicators

Indicators	2019	2020	2021
Notifiable Incidents	3	2	3
Number Incidents YTD	137	82	104
New Claims	20	5	1
Paid days lost	2011	0	0
Claims Costs (wages)	\$424891	\$0	\$0
Sick leave / FTE	6.3	6.7	5.9

CONTINUOUS IMPROVEMENT

COVID-19 digital sign in

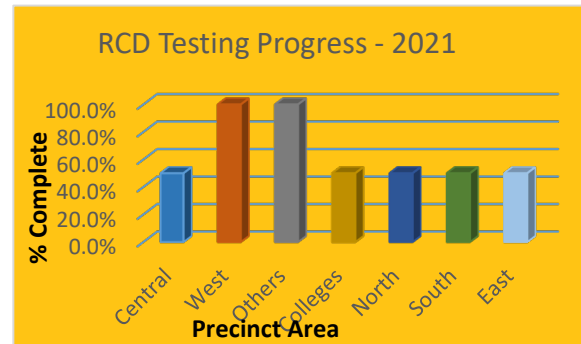
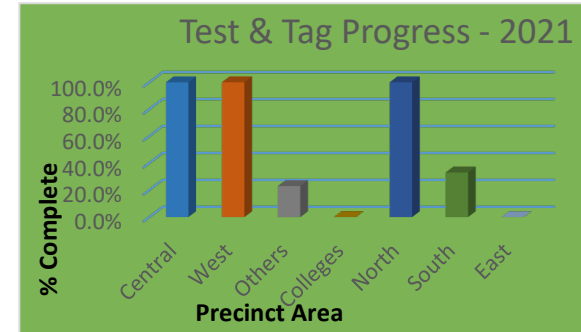
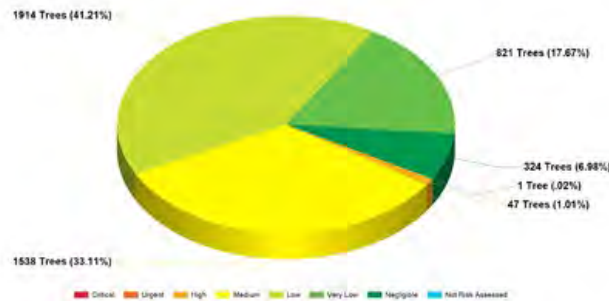
CARDAX Academic Campus	June	July	Aug
CARDAX Academic Campus	43746	45498	14783
Austin	14015	20425	13817
Duval	3269	4655	2979
Earl Page	5417	9614	6106
Mary White	5053	5001	4457
Wright	6545	6161	5777
Residential Campus	34299	45856	33136
UNE	97893		47919



Arbor Plan 47 trees high risk



University of New England, UNE Main Campus - Total Tree Inventory by Risk (4645 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	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	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.	

6. MEETING FINALISATION

6.1. * Next Meeting and Close

The next Council meeting is scheduled for
Friday, 26 November 2021.

Presented by James Harris