4. RELATED BUSINESS REPORTS

4.1. * Student Consultative Committee Constitution #21197

Council is asked to:
1) NOTE the Student Consultative Committee Constitution has been endorsed by the members of the Vice-Chancellor's Committee on 12 May 2021;
2) ENDORSE in principle the Student Consultative Committee Constitution #21197;
3) NOTE the Student Consultative Committee will convene a meeting to approve the Council endorsed Constitution.

For Endorsement

Presented by Emma Wellham and Louisa Quiddington

Authority	COUNCIL OPEN	**Date**	21 May 2021
Report Ref	#21197	**Item No**	4.1
Proposer	Ms Louisa Quiddington and Ms Emma Wellham		
Developed with	Student Consultative Committee Representatives Support from Governance as requested		
Authorised by	Mr James Harris, UNE Chancellor		

#21197 – Student Consultative Committee Constitution

Report Purpose & Origin

Purpose	To seek Council's endorsement of the Student Consultative Committee Constitution.
Origin	New 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:

1) NOTE the Student Consultative Committee Constitution has been endorsed by the members of the Vice-Chancellor's Committee on 12 May 2021;
2) ENDORSE in principle the Student Consultative Committee Constitution #21197;
3) NOTE the Student Consultative Committee will convene a meeting to approve the Council endorsed Constitution.

Executive Summary

The Student Consultative Committee (SCC) Constitution is presented to Council for discussion and in principle endorsement. The UNE Executive endorsed the draft Constitution at the Executive Team meeting of 13 April 2021, and at the VC Open Meeting on 12 May.

Key Information

The Student Consultative Committee has regularly reported to Council on progress to establish a representative student organisation at UNE. Student representatives have worked in partnership with staff, conducted extensive research, workshops and engaged stakeholders in the process.

Additional information is provided in Attachment 2, which outlines the establishment of the SCC, a model of partnerships and future vision. This document was provided to the Interim Deputy Vice-Chancellor following changes to the SCC organisational location as a result of Time for Change.

Future Fit Alignment	Contribution of this initiative
☒ Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	Students working in partnership to achieve this goal, distinctive to each individual student.
☒ Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	

Financials (provide financial workings if more detailed estimates are available)

Item	Estimate
Cost to develop and implement project	$200, 000 PA (usually funded as an allowable activity through Student Services and Amenities fee). Relates to staff employed to support Committee activities, as well as merchandise, and other running costs. UNE provides equipment and office space (ground Floor Dixson Library) for Committee use.
Annual cost to maintain	Approx. $200,000
Estimated annual cost savings	N/A
Estimated additional annual revenue	N/A unless SCC conducts fund raising activities in which case the revenue will be reinvested to support SCC activities.
In Budget/requires Budget allocation	Approved in budget for 2021 (SSAF, and roll over SSAF from 2020 which was underspent, primarily due to COVID impacts)

Key Risks (refer to Action Guidance below)

Risks	Consequences and possible mitigation	Risk Action Guidance
Delivery Risk: Student Consultative Committee is not able to convene and provide effective feedback.	UNE support and training and attention to member communications and internal feedback to students will help mitigate risk	Medium

Benefits Risk: Risk that Student Consultative Committee is not consulted in good time to be able to provide feedback which makes an impact	Student Consultative Committee involved early and as often as needed in the feedback process so as to ensure student voice is able to be considered.	Medium
Strategic Importance: Risk that Student Voice is not embedded in key UNE decision making	Student Consultative Committee will function to provide feedback to UNE on student related issues and or on proposals for which UNE is seeking student feedback.	Medium

Management Action Guidance

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

Appendices / Supporting Documentation

Attachment 1: Student Consultative Committee Constitution
Attachment 2: Student Consultative Committee Briefing to DVC

University of New England Student
Consultative Committee

UNE SCC Constitution

Vision:

The Student Consultative Committee (SCC) aims to represent UNE student opinions and needs impartially, candidly, andwith integrity, maintaining student's best interests and promoting partnership with the University of New England.

Mission:

The SCC is dedicated to building resilient and authentic student representation and promoting valued student voice at UNE.

Values:

- o Respect
- o Mutual Engagement
- o Collaboration
- o Empowerment
- o Openness
- o Inclusion
- o Ethical Partnership
- o Trust

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

D21/38874

Part 1. Preliminary

This document is to be formally recognised as the UNE SCC Constitution, empowering the establishment, functions and powers of the relevant Committee, and its parts. This Constitution should be read in conjunction with SCC Regulations, and the SCC Good Governance Manual.

1.1 Name

This Constitution refers to the body known as the UNE Student Consultative Committee, UNE SCC, or SCC herein.

1.2 Enactment

The UNE SCC, and this Constitution are empowered by in principle endorsement of the UNE Council, and recognition by the UNE Executive.

1.3 This Constitution is divided into the following parts:

Vision, Mission and Values

Part 1. Preliminary

> Name
>
> Enactment
>
> Parts

Part 2. Interpretation

Part 3. Aims and Objectives

Part 4. Powers

> SCC Chair PowersSub
>
> Committees

Part 5. Student Members

Part 6. Committee Representatives and membership

Part 7. Affiliate Members

Part 8. Functions

> Student Consultation
>
> Student Voice
>
> Support
>
> Liaison

Part 9. SCC Student Staff Partnership Forums

> Intent
>
> Process
>
> Forum Attendees

D21/38874

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

Part 2. Interpretation

2.1   1 Within this document, the following definition and interpretations apply, unless otherwise specified:

D21/38874

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

"Academic Year" refers to the period from the commencement of Trimester 1, through to the end of the exam period of Trimester 3.

"Annual Elections" means the SCC election is conducted once per year, as per this Constitution.

"Committee" refers to the Student Consultative Committee.

"Days" refers to calendar days, including the weekend and any public holidays. If a period of time is specified in days, it should be taken to be calculated by excluding the day the act or intention initiated on, and the day upon which the purpose is to be fulfilled.

"Discrimination" refers to any unjust, prejudicial or unequal treatment of people, based on grounds of exclusion, or factors such as their sex, sexual orientation, gender, race, ethnicity, religion, family responsibilities, impairment (perceived or actual), parental status, age, or political beliefs.

"Members" refers to all current UNE students, less they have opted out of membership.

"Representatives" refers to Student Representatives of the SCC.

"SCC" refers to the UNE Student Consultative Committee.

"SCC Administration Officer" refers to the employed position of an Administration Officer for the SCC, who is tasked with assisting with governance and administration tasks, and reporting. This person will be employed as an employee of the University, but may also be a student member of the SCC.

"SCC Returning Officer" refers to the UNE Staff member, so delegated under the Office of the Deputy Vice-Chancellor, who is responsible for conducting elections and announcing results of the elections.

"Staff Advisory Board Members" refers to UNE staff who sit on the SCC Staff Advisory Board in a support/ mentor role.

"Student" refers to any person who has been admitted to the University of New England in any course, at any level, and whose enrolment for that course is current for that year in question, and not subject to discontinuation or exclusion, and meets the definition of Student in the UNE Policy Library Glossary.

"University" refers to the University of New England, UNE, as established under the *University of New England Act, 1993.*

Part 3. SCC Aims and Objectives

The aims and objectives of the SCC are to:

a) Provide a formal avenue for student consultation, collaboration and voice on UNE matters;

b) Enhance and promote the welfare of UNE students, and better the UNE learning experience;

c) Represent UNE students within, and external to the University;

d) Promote communication and interaction between UNE students and staff to inform, facilitate and engage a partnership approach at UNE;

e) Provide an opportunity and create a safe space for student representatives to collaborative with, and provide input to the University

UNE SCC CONSTITUTION   4 | P a g e

D21/38874

on matters of interest, including but not limited to the engagement of current and future students;

f) Provide and coordinate Partnership Forums for the discussion and co-creation of solutions for UNE problems, where Representatives and Staff both meaningfully participate in decision making processes together;

g) Aid in the development of co-created solutions, and the provision of new and innovative ideas and practices where these are of benefit to UNE and UNE students;

h) Enable UNE to benefit from the diversity of skill, backgrounds and experience of the student population and their engagement; and

i) Act as a conduit or meeting point for student representative liaison and voice on behalf of UNE students

Part 4. Powers of the UNE SCC

The UNE SCC is empowered to conduct any such activities which fulfil the above aims and objectives, so long as those activities do not breach UNE policies, including the Student Behaviour Misconduct Rule. These activities may include, but are not limited to:

a) Consulting with students;b)

Advocating for students;

c) Promoting student voice;

d) Co-creating solutions with staff;

e) Making recommendations to the UNE Senior Executive Team and or Council;

f) Endorsing actions and solutions;

g) Printing or otherwise publishing information including newsletters, articles, promotional documents or advertisement via any media, including social media;

h) Publishing and distributing SCC reports on matters pertaining to students;

i) Promoting the UNE SCC and its function;

j) Organising social and other events for students;

k) Liaising with students, other UNE student representatives and staff;

l) Making binding Committee resolutions;

m) Receiving and distributing monies;

n) Setting and charging membership fees;

o) Purchasing goods, or selling merchandise;

p) Disciplining and or removing Representatives;

q) Approval and removal of Affiliates;

r) Providing an honorarium to Representatives;s)

Granting leave to Representatives; and

D21/38874

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

t) To do all things that will give effect to or further the objects as above, within the scope of this Constitution.

4.1 Powers of the SCC Chair

a) The Chair of the SCC is the UNE Council Student Representative, who is empowered to direct the SCC, and its Representatives, call meetings and adjudicate on discussions. This role also is empowered to create sub committees for particular activities, on an on-going, recurrent or single project basis, and establish Working Groups for particular functions.

a) The Chair also takes responsibility for instructing Representatives to carry out specific tasks, request reports, and or request other tasks from Representatives.

4.2 Sub Committees

a) Sub Committees created by the approval of the SCC Chair must have an established Terms of Reference to guide their specific intent, purpose, duration and membership.

b) The membership constituency of a Sub Committee should be predominantly SCC Representatives, however, where needed, UNE Staff members and/or other students may be invited for specific needs to be addressed.

c) Terms of Reference must have a clause providing for a delegated Chair, usually being an elected SCC Representative who volunteers to undertake the role, and who will report back to the SCC and SCC Chair.

d) Terms of Reference must be provided to the SCC, with Chair endorsement and approval prior to the commencement of the Sub Committee's first meeting. SCC Representatives will have the chance to review the Terms of Reference, and make any comment or suggestion for the Chair to take under advisement.

e) All Sub Committees should have a fixed term of expected duration, and the Sub Committee Chair, in conjunction with the SCC Chair may review this based on expected outcomes as needed. The exception to this is to be the SSAF Committee, which must be a recurrent committee under the SCC.

f) Sub Committees may be dissolved, or have their Terms of Reference altered at any meeting of the SCC, where this has been noted in advance as an agenda item, and where a majority is in favour of the change and or dissolution.

Part 5. Student Membership

All UNE students will automatically be eligible to be student members of the UNE SCC and participate in the SCC upon enrolment into any course at UNE, without affirmative action needed on their behalf.

5.1 Student membership status can be revoked on request of the student, via an opt-out email to the UNE SCC.

UNE SCC CONSTITUTION   6 | P a g e

D21/38874

5.2 All Students are requirement to follow UNE student related policies and procedures

5.3 Participating Student members are also bound by this Constitution and the policies published by the SCC.
In the event there is a discrepancy between a UNE policy and the SCC Constitution or policies the UNE policy will take precedence

Part 6. Committee Representatives and Membership

The SCC will be comprised of the following elected representatives:

- o Chair of the SCC – UNE Council Student Representative
- o Five Online Students Representatives
- o Two General Student Representatives – Bachelor Degree
- o Two General Student Representatives – Post Graduate or Research
- o Two International Students Representatives
- o One Residential College Representative
- o One 'Town' Student Representative
- o One Indigenous Student Representative
- o One Pathways/ Enabling Course Representative

6.1 Students will have the opportunity to self-nominate for elections annually.6

.2 Elected Representatives will be expected to hold their position for 3 consecutive Trimesters, in addition to being available for on-going support andmentorship for the incoming Committee for an additional Trimester.

Part 7. Affiliate Members

Affiliate members are members of the SCC who are not Representatives or Students. These members function under a Partnership Agreement, with the endorsement of the Committee, to provide advice and support to the SCC.

7.1 UNE Staff members can become Affiliate members in their professional capacity by joining the UNE *Staff Advisory Board* . This affiliation affords staff the ability to be SCC mentors, and provide support and advice, as well as the ability to raise issues and concerns regarding UNE that may affect students.

7.2 UNE Alumni can become affiliate members of the SCC by agreeing to undertake a mentor role.

7.3 Affiliate members do not have the right to vote in referenda, or raise amatter to be voted upon. They have speaking rights at meetings,and may be called upon to provide insight or advice on matters.

Part 8. Functions of the SCC

The SCC functions to actively consult on, and voice student issues and concerns, facilitating institution-wide discussion on these relevant issues toencourage student engagement. The SCC prioritises student wellbeing and education, and operates under a partnership framework of student and staffcollaboration to meet these mutual objectives.

8.1 Student Consultation

The SCC will conduct regular consultation with students on matters arising at

D21/38874

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

UNE. This consultation may be a mix of formal and informal methods, including surveys, opinion polls, social media posts and comments, focus groups, feedback/suggestion boxes, and outreach activities. Feedback can be made in person or virtually, via writing or verbal correspondence.

8.2 Student Voice

SCC Representatives are tasked with collating student opinions, concerns and suggestions from their consultation, and recording this. Records of student opinion or issues then will be synthesised into categories, and specific issues or trends, to be voiced at Student Staff Partnership Forums. At these Forums, student issues will be considered, and solutions to these issues will be co-created by representatives and staff. SCC Representatives are tasked with reporting agreed upon solutions back to the student body, or providing updates on work being conducted towards finding an appropriate solution. Updates should occur once per trimester using the SCC blog, and an annual report should be released at the end of the Committee's term.

8.3 Support

SCC Representatives are tasked with supporting students via listening to their issues, and pointing them in the right direction of UNE supports that can be of assistance. Students can expect that the SCC will provide them with a place to feel heard, and have their matter considered, as well as have trained students provide service referral to specialised areas that can be of assistance where appropriate.

8.4 Liaison

The SCC is tasked with forging links with existing UNE student representative bodies and organs of the University, and at least once a Trimester, should make efforts to discuss current issues in consultation with these representatives. This liaison function should be used to assist in prioritising issues for the SCC, and to ensure lines of communication remain open and utilised. Further informal meetings may be held at the discretion of the SCC.

Part 9. SCC Student and Staff Partnership Forums

Student voice at UNE will be aired in a scheduled Forum each Trimester, chaired by the SCC Chair. This Forum will invite SCC Representatives and UNE staff to discuss issues raised by UNE students during consultation and provide a space for students and staff to work collaboratively to co-create solutions for these issues.

9.1 Intent

The intent of the Forum is to provide a virtual space where students and staff can work in partnership to solve issues. Partnership is crucial to this Forum, as solutions should be co-created. Co-creation involves looking at the cause of the issue, and investigating solutions that are fit for purpose, and consider needs of all parties involved. This ultimately seeks to increase student experience, engagement and retention, by facilitation of a UNE culture of student's voice being valued.

9.2 Process

    i.   SCC Representatives, in consultation with students, staff and other representatives as appropriate, will call for matters to be raised for the Forum at least 6 weeks in advance of the Forum.

    ii.   Items raised will be prioritised based on category, impact and

UNE SCC CONSTITUTION   8 | P a g e

D21/38874

pervasiveness. SCC Representatives and or relevant staff/ staff advisory board members will be assigned to provide information at theForum on said topic.

iii. Items will then be added to the Forum agenda, and sent out to all who will be in attendance at least 14 days in advance of the Forum, with an electronic meeting invitation link, and any relevant papers.

iv. The SCC Chair will open the meeting and direct the Forum attendees through agenda items.

v. Issues should be addressed from an *effect* point of view, and have a focus on possible solutions and their co-creation.

vi. Where issues cannot be solved in the first instance, a relevant UNE staff member will lead a Working Group with students to investigate options, and this will be communicated by the SCC to students via the SCC Blog.

vii. Forum outcomes and actions will be reported via minutes by the SCC Administration Officer, and made public to staff and students via SCC LMS space, and the SCC website.

9.3 Forum Attendees

i. SCC Representatives, and associated staff will host the Forums, and may extend invitations to members of the Staff Advisory Board, and other Student Representatives in active participating capacities as needed for advice, knowledge or expertise.

ii. Forums will be open to the general UNE community, including all students, on a viewing and Q&A capacity.

iii. UNE Staff with standing active invitations to the Forums in the role of partners include:

    i. *Members of the Executive Team (or their nominee)*

    ii. *One academic staff representative from each Faculty*

    iii. *Executive Principal, Student Experience*
    iv. *Chief Information Officer*

    v. *University Librarian*

    vi. *Director, UNE Residential System*

    vii. *Executive Principal, Education Futures*

    viii. *UNE Life Director (or Nominee)*

Forums are intended to have equal numbers of students and staff participation.

9.4 SCC Endorsement

The SCC should note and publicise decisions and outcomes from Forums, and iterate whether decisions are still pending, in addition to providing details on whether they as a Committee have endorsed decisions as results of student feedback.

9.5 SCC Reporting

i. Forums must be minuted, and records of these minutes and actionsshould be posted online via the SCC website and SCC

UNE SCC CONSTITUTION   9 | P a g e

LMS space page.

    ii.   The SCC should also produce an annual report on the years Forums, analysing:

- Trends and themes in Forum topics

- Results and actions taken

- A review of what worked well, and what needs work

- Any outstanding items of work

Part 10. Election Process

SCC elections are overseen by the SCC Returning Officer, and are subject to the following:

10.1 Elections are to be held once per Academic Year, usually early in Trimester one, unless otherwise specified on the SCC website, with noted reason for delay.

    i.   Information regarding elections, including eligibility criteria and nomination process, will be made available and updated in the December to April period of each year on the SCC website, and emailed to students.

10.2 Calling of Elections

Elections must be called by:

    i.   The SCC Returning Officer at the end of the previous Committee's term; or

    ii.   The SCC Chair, by reason of resolution made by the Committee to fill vacancies, or address a vote of no confidence.

10.3 Eligibility

To be eligible for nomination as an SCC Representative, students must:

    10.3.1   Have an active enrolment at UNE in a course

    10.3.2   Have at least 3 trimesters left in their course of study

    10.3.3   Not be considered a full-time permanent staff member of UNE

    10.3.4   Must not be subject to current penalties applied under the Student Behavioural Misconduct Rules.

10.4 Nominations

Students may self-nominate for the role of an SCC Representative via submission of the online form. This form will request

- A statement from the Student confirming their eligibility;

- the position they wish to nominate for, and

- contact details.

Students will also be asked to provide a candidate statement, outlining why they would like to be an SCC Representative, and what they hope to bring to the SCC. Forms submitted without this information will not be considered.

10.5 Nominee Verification
The SCC Returning Officer will verify that

D21/38874

nominees are eligible as per *10.3* , and have provided all relevant details correctly before nominees are loaded into the election platform. Only eligible candidates will be listed, and ineligible candidate information will not be disclosed by the SCC Returning Officer.

10 .6 Elections

After nominees have been verified, a secure election platform will be built, using the SRM or other UNE approved third party platform. All UNE students willbe sent a secure link to vote on their cohort representatives based on provided nominee statements. Preferential voting will take place, and students who receive preferred votes will be notified that they are now elected SCC Representatives.

Part 11. Governance and Representation

SCC governance and representation practices are outlined in the SCC Good Governance Manual. In compliance with this Manual, the SCC should ensure the following:

11.1 Minimum Meetings

a) Conduct a Forum once per Trimester, with the agenda to be sent out 14days prior

b) Call for a Forum preparation meeting with representatives and Staff Advisory Board members as required to discuss items to be tabled at the Forum. This should be 6 weeks prior to the Forums date.

c) Call Special General Meetings at least once per Trimester, and as the need arises, with 10 day notice provided

d) Hold an Annual General Meeting for preparation of SCC handover and SCC review with 14 days' notice

e) All meetings must be conducted via electronic means to allow all members to actively participate, in addition to any in personaccessibility.

11.2 Meeting Papers

a) Agendas should be sent out with meeting notifications.

b) Unless the Chair otherwise approves, business papers and reports relating to a scheduled meeting will be distributed at least 7 days prior to that meeting. Additional documents may be tabled with shorter notice, as long as it is deemed as soon as practicable in the circumstances.

11.3 Attendance

a) SCC Representative attendance at meetings is mandatory unless a Representative has:

   i.   provided an apology to the Chair in advance of the meeting, and/ or

   ii.   Received an approved leave of absence.

b) Quorum for any regular meeting is 50% of elected SCC Representatives, plus one. Failure to meet this quorum willrender decisions made in such a meeting as non-binding.

11.4 Voting

Decisions made by the SCC will be through vote or resolution, which can be

UNIVERSITY OF NEW ENGLAND STUDENT CONSULTATIVE COMMITTEE CONSTITUTION

conducted either in real time in a meeting, or via polling as appropriate. A resolution will be deemed to have been approved where a majority of 55% or more has been found in favour.

11.5 Representation, Consultation and Liaison

The minimum accepted standards for SCC representation are as follows:

a) SCC Representatives will conduct at least one student outreach initiative each Trimester;

b) The SCC will maintain an open feedback mechanism at all times;

c) The SCC will conduct a student experience survey or focus group once per trimester;

d) The SCC will regularly update the Blog with outcomes and current issues

e) The SCC should hold a representative liaison meeting with other student representatives, including SARG, each Trimester

f) The SCC will engage with the Staff Advisory Board routinely on matters, to seek advice and liaison on student issues as needed

g) The SCC will release an Annual Report at the end of the academic year

11.6 SCC Feedback, Reporting and Review

a) The SCC will ensure that there is a continuous feedback loop on student issues, with outcomes from Forums and or progress being updated in a timely manner via SCC LMS space, Social Media and the SCC Website.

b) The SCC must update the progress blog after each Forum with outcomes, and periodically provide updates on on-going matters through the year. Additionally, formal reports should be made regarding SSAF priorities, emerging student issues, and an annual report reviewing the SCC for the past year.

c) The SCC will make available meeting minutes in a timely manner for UNE students.

11.7 Document and Record Management

a) Any and all documentation produced and or received by the SCC should be stored in the allocated SCC Record Management system container. Document copies may also be stored in the SCC Outlook account and on Teams for the purposes of sharing. At all times the SCC will comply with University Policies in regard to record retention and storage.

b) SCC correspondence will only be noted and approved as being official where the SCC letterhead is used, and the SCC email account or SRM is used to distribute the correspondence. In certain instances, correspondence may also be sent using physical mail, where the letterhead is used.

c) Documents containing confidential or private information must be kept secure within the SCC email account, and UNE Records Management system container.

d) Student feedback should have any and all personal identifying information removed prior to being recorded in reports which will be circulated or released in order to maintain privacy and confidentiality. The exception to this is where specific permission is given by the student to release their identity in direct relation to a matter.

UNE SCC CONSTITUTION   12 | P a g e

D21/38874

11.8 Financial Management

a) The SCC must annually place a SSAF bid for the following years' planned initiatives. This should be done as a Committee, and information shouldbe handed over to the next Committee as needed.

b) The Chair of the SCC and the SCC Administration Officer are responsible for oversight of the SCC funds, and will act in accordance with relevant UNE policies and procedures.

c) The Chair of the SCC may, where necessary, delegate financial officer duties to another representative, who will be required to liaise with the SCC Administration Officer.

d) All SCC funds must be accounted for, with receipts appropriately stored. e)

All SCC funds must be managed online. Only in exceptional circumstances will cash transactions be approved.

f) All SCC funds must be spent in accordance with their approval and allocation from SSAF. Unspent funds should be acquitted and returned.

g) The SCC may create revenue from initiatives and sales, and this can be spent via online transactions for SCC purposes such as events, merchandise, or equipment.

h) The SCC Administration Officer is responsible for ensuring that SCC Representatives receive their Honorarium payments.

i) Account reporting should occur quarterly for all incoming and outgoing monies.

Part 12. Acknowledgement of Student Contributions

a) SCC Representatives are eligible for a nominal honorarium for their service as a representative to be calculated at a per annum figure, to be paid per trimester.

b) Representatives will also receive a formal letter of recommendation, acknowledging their specific contributions to the University, usually signed by the Vice-Chancellor or delegate.

Part 13. Termination of a Representative's Term of Office

Representatives will normally be required to hold office for 3 consecutive Trimesters, however earlier release may be actioned where:

a) The Representative provides notice to the Chair, outlining reasons of their resignation

b) The Representative has been expelled or excluded from the University

c) The Representative has breached an SCC Regulation, Code of Conduct or this Constitution by committing any act that is found to be detrimental to the Committee and or University.

13.1 Acts detrimental to the Committee and or University

The SCC deems the following acts to be detrimental to the Committee and or University

a) Breaches of the UNE Student Behavioural Misconduct Rules where the breach is established and a penalty imposed.

D21/38874

b)

c) Any act that can be understood as being discriminative, or that harasses or intimidates another person, or damages the SCC reputation or Functionality

d) **Continuation of conflict and or non-compliance with dispute resolution practices**

13.2 Process

e) Decisions to terminate a Representative's term of office early must only occur after due inquiry, and reasonable attempts at conflict resolution where appropriate.

f) Intention to initiate termination processes must be submitted to the SCC Returning Officer in writing with noted evidence for this decision, with written support of at least 3 SCC Representatives.

g) Where a case can be substantiated, the SCC Returning Officer will contact the Representative in question, and inquire if they wish to contest the proposed termination.

h) The principles of natural justice and fair hearing will be applied and the decision of the panel will be final.

i) The panel may consist of 3 students and 2 staff members, and they will also receive a briefing from the SCC outlining the reasons for termination.

Part 14. Disciplinary Actions

The SCC may take actions as per 13,1 regarding SCC Representatives. In the event the SCC is aware of breaches of UNE policies these matters will be referred to the relevant UNE office.

Part 15. Dispute Resolution Processes

In the case of dispute or conflict arising between SCC Representatives, Staff or students in matters that pertain to the UNE SCC, the following prescribed dispute resolution process is to be followed:

The dispute should, in the first instance be addressed between individuals in an informal and non-confrontational manner where appropriate. Where this is not practicable, the aggrieved individual/s may contact the Chair and or the SCC Administrative Officer, or other Support Staff, to request assistance in the organisation of impartial open discussion to negotiate solution or diffuse the situation.

In the event that such measures are not helpful, the dispute resolution process should be escalated to the Student Grievance Unit, to request facilitated mediation. Mediation or arbitration will be ensued, and parties are permitted to have a support person in attendance with them.

Part 16. Regulations

The SCC may make regulations and Codes of Conduct in order to further the aims and objectives of the Committee. Such regulations should be made via binding resolution at a SGM, in accordance with the SCC powers outlined in Part 4, xii of this Constitution. Resolutions must be voted on and passed by a majority of at least 55% before they are able to be enacted, and may not be enacted retrospectively.

Part 17. Partnership Clause

SCC Representatives, upon acceptance of their elected position, agree to work in partnership with UNE, and UNE staff members to meet the aims and objectives

D21/38874

of this Constitution. This includes making efforts to collaborate, liaise and communicate with staff, attend forums and participate with studentbest interest in mind. Representatives who do not make efforts work in partnership may be subject to disciplinary action.

Part 18. Referendum

Referendum may be held for the following purposes:

a) To decide proposals of reversing, altering or rescinding any decision or resolution of the SCC, or

b) To determine matters or issues to be put to referendum.

18.1 Referendum must be held where:

a) The SCC makes the decision to hold a referendum

b) A decision to reverse any binding resolution is proposed

c) A question of signing or making an affiliating contract with any student representative body, or other legal entity which may incur a cost, is proposed

d) Changing the nature of the SCC is proposed, such as to incorporate or un-incorporate

e) Adding, altering or otherwise applying any membership fees is proposed

18.2 Referendum decisions are to be considered passed where:

a) Quorum is met when 60% of Representatives are in attendance, in addition to the Chair (or their delegate). Where 15 Representatives are elected, 9 must be in attendance.

b) Notification of Referendum was provided by calling a SGM with at least 10 days' notice, and provision of the question at hand and any associated papers;

The question was put to vote, and a majority supported

Part 19. Constitutional Amendments

a) No alteration, repeal or addition shall be made to this Constitution except at the Annual General Meeting, or Special General Meeting called for that purpose.

b) Notice of all motions to alter, repeal or add to the Constitution shall be given to representatives fourteen (14) days prior to the Annual General meeting, or ten (10) days prior to a general meeting called for such purpose.

c) Notice of motions should include the proposal, and any additional papers so relevant to the motion.

d) UNE students may be invited to any meeting where a motion to alter, repeal or make an addition to this Constitution relevant to UNE students is an agenda item, and should be afforded voting rights on such motions.

e) All motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to vote.

f) Amendments, alterations and or additions should be posted on the SCC

D21/38874

website for general student review and endorsement for seven (7) days after the successful vote, for student comment and endorsement. Where no comment is made, the amendment, alteration or addition is to be taken as accepted.

g) This Constitution may not be altered, repealed or amended retrospectively, unless the alteration proposed is only rectification of any identified unintentional error, mis-description, omission, or typographic error of a cosmetic nature, which may be corrected without the necessity of a special resolution.

Part 20. Student Consultative Committee Review

The SCC should, at the end of each Term of Office, seek student and staff opinion on SCC Representation process, requesting advice or comment to be passed onto the next Committee. This should act as a method of reviewing the SCC function, and identifying areas of improvement to be made for the benefit of students. Comment on specific individuals is to be disregarded.

Part 21. Dissolution and Votes of No Confidence

The SCC as student consultative body may only be dissolved where a vote of the whole student body has taken place, and at least 20% of all current UNE students have engaged in this vote, and a 75% majority of those students have indicated that the SCC is no longer viable.

21.1 A vote may be undertaken by the Committee, after the unsuccessful completion of all dispute resolution processes, to determine if a particular member of the Committee, including but not limited to the Chair, has lost confidence of the Committee in their undertaking their duties. Such a vote must follow the procedures outlined above in 18.2.

21.2 If, in the instance of the Committee being discontinued, any property and or monies remaining after the satisfaction of any and all debts, outstanding acquittals and liabilities, should be distributed to;

a) Another representative body with similar objectives and aims as the UNE SCC; or

b) For charitable purposes.

D21/38874

Briefing Document: An update on the SCC 2021

Purpose	To provide information and an update on the newly established Student Consultative Committee to the Deputy Vice-Chancellor
Key issues	- The establishment of the SCC - A model of partnership - Moving forward

Background

In 2020 a group of students and staff (the Student Consultative Committee Working Group) came together to establish a student representative committee for UNE. Extensive research was undertaken to gain an understanding of how students are represented in tertiary institutions in Australia and overseas. Our attention was drawn to universities that have adopted a partnership model, including, ANU, UNSW, USC, RMIT, Open Universities UK, the University of Dundee and the University of Edinburgh. By compiling this research we identified student representation processes that would be suitable for UNE. As UNE is unique in its nature and structure, it required a specific mix of models that would be to be blended into a unique fit for our institution. The SCC Working Group decided that UNE needed to adopt a partnership model in order to have students and staff work collaboratively to achieve common goals. In Trimester 2 2020 elections were held, with 16 students being elected to form to first UNE Student Consultative Committee. This group worked to draft a constitution, which is being presented to the UNE Executive for comment, after which it will be progressed to the UNE Council to formal approval. The SCC is now a functioning body of the university, however, moving forward support from the university is essential.

What is the SCC?

The SCC is main student representative body for UNE. The SCC was established with a goal of re-designing how the student voice is engaged in decision making processes at UNE. Although the SCC has essentially replaced the pre-existing student association, UNESA, it will operate in a functionally and structurally different way. The fundamental premise of the new model is that students and staff will work collaboratively to better the University, rather than the institution relying solely on student 'consultation' to inform decision making.

D21/39719

To achieve this, a working partnership needs to be embedded between students and staff, which relies on a commitment from both parties to ensure collaborative decision making takes place. The SCC does not separate itself from the institution as an advocating body for students, however, it aims to work with staff and the broader community of UNE to achieve agreed goals.

The SCC is made up of 16 student representatives, such as online representatives, International representatives and Indigenous representatives (meet our reps here). This ensures the student voice is adequately represented and that UNE is meeting the requirements of the Higher Education Standards Framework (2015).

A model of Partnership at UNE

The SCC is adopting a partnership model that has been effectively used in multiple institutions in Australia and internationally. This model is widely used in the United Kingdom, for example at Open Universities UK, in which a relationship agreement outlines parties' commitment and the process of working collaboratively, a great tool for establishing such an important relationship and ensuring functionality. Australian National University was the first Australian university to establish a partnership agreement between the University and their student association. The agreement represents a commitment from both parties, and aims to promote the engagement of students at ANU. This agreement was something that we felt could be established at UNE via a formalised agreement with the SCC and the institution.

The University of the Sunshine Coast and James Cook University partnership models incorporate a student consultative forum which encourages student participation in decision making and widespread consultation of students. JCU and USC have both adopted an advisory forum model, to ensure students feel that their feedback is being heard and acted upon.

At USC, each year, students are invited to participate in the Student Forum. The student representative body chooses a topic for the forums, based on feedback provided by students, for example Curriculum Changes. Feedback provided by students is uploaded onto the USC official website, alongside the action that the University is taking in response to the matter. This ensure the USC is closing the feedback loop, by publicly reporting back to students.

JCU's forum model operates in a similar way, encouraging effective student engagement. The forum simply provides students with the opportunity to provide feedback to the University on issues of interest to students, and also invites students to be actively part of decision making. The SCC intends to organise student forums to gain widespread student feedback and promote discussion on student priorities

D21/39719

The UNE SCC Vision

The SCC has a clear vision of what we'd like to achieve. The basis of this arises from the lack of communication channels and the absence of an effective feedback loop between the University and students. The consultative forum model aims to encourage students to participate and engage in decision making to benefit the university and the student experience. However, students will not be inclined to participate and provide feedback when the outcome of their feedback is not reported back to them. Therefore, an effective feedback loop is essential. The SCC aims to work in collaboration with the University to ensure students are informed of the current and end state of the feedback they have provided. Preferably UNE will adapt a similar model to USC, which ensures students are kept 'in the loop' regarding the feedback they have provided. The information is provided on the USC official website, allowing public access to this information.

Activity over the past 6 months

The SCC has been successfully functioning for approximately 6 months. Shortly after elections, the elected representatives participated in an induction program. The restraints of the COVID-19 pandemic meant that the induction had to be held via video conferencing. The induction program was adopted from content freely available from SPARQS (Student Partnerships in Quality Scotland), who provide student representative training. Following the induction and training program, the committee started meeting on a fortnightly basis.

Since the committee has been functioning we have:
- Had a chair handover from the previous Student Representative on the UNE University Council (Louisa Quiddington) to the newly elected Student Representative (Emma Wellham)
- Written a constitution for the SCC, being reviewed by the Executive Team for progression to UNE Council for approval
- Established the SCC website
- Drafted the first SCC student newsletter
- Established an SCC sub-committee that focuses on Well-being, Inclusion, Access, Disability
- Re-written the SSAF survey for 2021
- In the process of making recommendations on SSAF processes at UNE
- Gained Expressions of Interest from staff who are interested in acting as staff liaisons with the SCC

Moving forward the SCC has several endeavours they aim to accomplish. Firstly, the SCC aims to hold the first student forum, which will be based on a topic that students prioritise. Secondly, the SCC aim to hold a RUN (Regional Universities Network) universities conference, inviting the student representatives from other regional universities to discuss student

D21/39719

representation. The SCC also wishes to be actively involved in providing SSAF recommendations and the process of distribution of funding.

The establishment of the SCC offers an opportunity for all students at UNE to contribute to decision-making in the University. However, partnership requires leadership, and students and staff working at every level to achieve common goals. Further, it must involve engaging students and staff in the conversation to discover how partnership will work at UNE. Consequently, it promises to enrich the student experience, educational outcomes for all students, and the culture of the University as a whole. Finally, this partnership model will enable students and staff to work collaboratively to achieve significant and positive change at UNE.

Louisa Quiddington, Student Consultative Committee Immediate past-Chair and current administrative support to the SCC
Alicia Zikan, UNE staff liaison for SCC
13 April 2021

D21/39719

4.2. Council Policies #21073

Council is asked to NOTE the report on Council Policies, report #21073.

For Noting

Presented by Gabrielle Price

Authority	COUNCIL CONFIDENTIAL	*Date*	21 May 2021
Report Ref	#21073	*Item No*	4.2
Proposer	Mrs Gabrielle Price, Director Governance and University Secretary		
Developed with	Ms Alicia Zikan, Head of Records Policy and Governance (Acting)		
Authorised by	Mr James Harris, UNE Chancellor		

#21073 – Council Policies

Report Purpose & Origin

Purpose	To provide Council with an outline of proposed schedule for review and approval of 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 #21073.

Executive Summary

This paper outlines the proposed schedule for review and approval of governance policies.

A number of policy instruments in the governance group have been approved and others were provided in draft form for review by Council in late 2020. The attached schedule proposes the timing for review and approval of this policy group.

Policies will first be considered by the Executive Team Committee and the Vice-Chancellor prior to being sent out for general consultation, and then provided to the Council Committee, Academic Board and/or Council for review and final comments prior to approval.

Future Fit Alignment	Contribution of this initiative
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	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.

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

Management Action Guidance

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

Appendices / Supporting Documentation

Attachment 1: Update re key Governance Policies and Schedule for Review and Approval

#21073 Attachment 1 – Update re Governance Policy Review and Timing

Table 1 – Published Governance Policies

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
1. **UNE Council Charter** Outlines the role of Council and management, the processes to support the discharge of council member duties and monitor performance of the peak governance body	• Appointment of the Chancellor and Deputy Chancellor Rule • Authority Retained by Council Rule • Code of Ethics for University of New England Council • Constitution of Council Rule • Power and Authority of the Chancellor and/or the Deputy Chancellor Policy • Role and Function of Council Policy • University Secretary Rule • Appointment of Acting Vice-Chancellor Rule	• Outlines the Council's Code of Ethics and links this code to the University's values • Simplifies 8 policies into 1 Charter plus 3 annexures	• Annexures – 1 to 3 • Terms of Reference of Council Committees	**Published**
2. **Privacy Management Plan** Outlines the plans UNE has in place to support the rights of persons to privacy of information.	• Privacy Management Rule	• Provides contemporary privacy guidance • Covers in more detail the principles and approach at UNE • Supports users to better implement or 'live' privacy principles at UNE.	Privacy Management Toolkit (templates etc)	**Published**
3. **Controlled Entity Rule and Guidelines**	• Controlled Entity Rules • Controlled Entity Guidelines	• Combines 2 existing policies into 1 • Includes specific section on Related Party Transactions for both Controlled Entities and UNE	Related Party Transactions templates/practices	**Published**

Page **1** of **8**

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
Outlines UNE's control relationship with its Controlled Entities				
4. **Freedom of Speech Principles and Academic Freedom Statement** Identifies Academic Freedom and Freedom of Speech as fundamental UNE values	• Intellectual Freedom Rule	• Aligns UNE with Model Code	• Freedom of Speech and Academic Freedom Guidelines	**Published**

#21073 Attachment 1 – Update re Governance Policy Review and Timing

Table 2 – Governance Policies For Review at June Council Committees and approval July Council meeting

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
1. **Risk Management Guidelines**	• Corporate Risk Management Rule • Corporate Risk Framework	• Aims to better describe the value add of risk and the principles of how UNE supports the implementation of risk across the institution	Corporate Risk Framework + Templates and Guides to undertaking and reporting risk assessments	June Audit and Risk Endorsement – then Council in July
2. **Pubic Interest Disclosure and Whistleblower Guidelines**	• Public Interest Disclosure Procedures • Public Interest Disclosure Rule	• Combines 2 existing policies into 1 • Enables the new whistleblower activities	Internal forms supporting the process	June Audit and Risk Endorsement – then Council in July
3. **UNE Delegations Framework Guidelines** Outlines how functions and delegations are assigned (and key roles and governance terminology relevant to the exercise of delegations at UNE	• Financial Delegations Rule • University Seal and Signing Documents Rule • Council Documents Rule • Authority Retained by Council Rule	• New policy (fills a current gap) • Outlines principles for use of delegations (concepts of due diligence and accountability) • Confirms terms associated with decision making • Proposes (for discussion and agreement!) the role of governance bodies vs management committees and SE authority • Provides guidance on how the delegations schedules will be kept up-to-date when policies and positions are changed.	Delegations Schedules	June Audit and Risk Endorsement – then Council in July
4. **Conflict of Interest and Duty Guidelines** Outlines how UNE supports integrity in governance and decision making via	• Conflicts of Interest Policy • Conflicts of Interest Procedures	• Combines two policies into 1 • Provides a decision framework to help persons consider potential conflicts	None	June Audit and Risk Endorsement – then Council in July

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
disclosure and management of Conflicts of Interest				
5. **Grievance Process for Common Law Contract Staff**	New	• Provides clear grievance process for staff on common law contracts and where the grievance falls outside current policy processes		Remuneration Committee of Council
6. **Code of Conduct (TBC)** Updated to reflect academic freedom as core value and expectation	• Code of Conduct	• Updated to reflect Academic Freedom Working Group feedback and further discussions	• Freedom of Speech Principles and Academic Freedom Statement • Freedom of Speech and Academic Freedom Guidelines	TBC* –Academic Board June and July Council

Timing may be delayed as is dependent on timing of Academic Board endorsement and JCC feedback.

Page **4** of **8**

Table 3 – Governance Policies For Review and Approval at July Council Meeting

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
1. **Governance Integrity and Standards Principles** Sets out the principles for governance at UNE	New	• 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 are understood.	None	July Council
2. **UNE Governance Framework Guidelines** Describes the UNE Governance Framework	• UNE Governance Chart Guideline • UNE Governance Framework	Changes include: • 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 Committees and Academic Board). In effect it aims to be more comprehensive • 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 1	None	July Council
3. **Vice-Chancellor & CEO and Management Guidelines**	• Functions of the Vice-Chancellor Rule	• No significant changes • Provides clarity on the functions which are assigned to the Vice-Chancellor and CEO	• ToRs for management committees	July Council

Page **5** of **8**

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
Outlines the key functions of the Vice-Chancellor and the supporting management structures that support the operations of the University				
4. **Use of the University Seal Rule**	• Existing Rule	• Updates for clarity and efficiency in signing of documents including Deeds		July Council

Table 4 – Governance Policies For Review and Approval at August Committee members and/or September Council Meeting

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
1. **Governance One Page** Landing page outlining UNE Governance principles and indicating relevant policies within the group.	New	• Provides a ready reference to the governance policies at UNE. • Helps with navigation and helps the reader to understand how different policies relate to each other.	Links to all other policies within this group.	September Council
2. **Academic Quality Assurance Guidelines** Outlines each of the varied academic quality assurance processes for University	• Academic Quality Assurance Rule • Quality Assurance Procedures for Courses and Units (Coursework) • School Monitoring and Review Procedures	• Combines 3 or more policies into 1 • Covers all levels of academic quality assurance – from institutional level (e.g. reregistration; to research integrity, coursework and unit monitoring and monitoring student outcomes).	Review Templates/Toolkits	Academic Board and September Council
3. **Policy and Compliance Guidelines** Outlines how UNE's compliance and policy frameworks supports a compliance culture and achievement of consistent practice across UNE	• Compliance Rule • Compliance Procedures • UNE Governance - Policy Framework Procedures	• Combines three policies into 1; • Explains the link between legislative compliance and obligations and policy development	None	September Council
4. **Information Governance and Records Management Guidelines**	• Records Management Rule • Records Management Procedures	• Combines two policies into 1 • Updates current policy to reflect current standards • Introduces Information Governance – and recognition of records and other key information as 'University Assets'	Links to key Record keeping Standards for Retention and Disposal	September Council

Policy Element/Purpose	Replaces	Key Benefits/Changes	Associated Information (to new policy)	Approval
5. **Contracts and Commercial Activities Guidelines**	• Commercial Activities Rule • Memorandums of Understanding (MOUs)	• Fills a current gap in policies which guides contract management generally. • Simplifies the current commercial activities guidance – with emphasis on performance and reporting • Combines two policies in 1	Legal Templates	Audit and Risk Committee August and September Council
6. **Fraud and Corruption Prevention Guidelines**	• Fraud and Corruption Control Plan • Fraud and Corruption Prevention Rule	• Streamlines 2 current policies into 1 • Focuses on principles	Extended glossary of types of fraud and corruption	Audit and Risk Committee August and September Council
7. **Right to Information Guidelines** Outlines UNE's commitment to disclosure and how right for information requests are supported at UNE.	New	• Provides policy guidance on right of access to information • Outlines how UNE is supporting appropriate disclosure of information		*VC Approved Policy Council*

5. BUSINESS AS USUAL REPORTS

5.1. * Chair Academic Board Report #21023

Council is asked to:

1) APPROVE the revised Research Committee of Academic Board Terms of Reference; and

2) NOTE the Chair of Academic Board's report to Council, report #21023.

For Approval

Presented by Robyn Bartel

Authority	COUNCIL OPEN	*Date*	21 May 2021
Report Ref	#21023	*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		

#21023 – Chair Report – Academic Board

Report Purpose & Origin

Purpose	To advise the Council regarding key academic matters approved or considered by the Academic Board since the last Council meeting, including:
	• 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	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).
Accountability	UNE Council

Resolution

Council is asked to:
1) APPROVE the revised Research Committee of Academic Board Terms of Reference, and
2) NOTE the Chair of Academic Board's report to Council, report #21023.

TRIM: D21/32488
02/05/2021
Version 0.4

Page **1** of **13**

OPEN Council Meeting

Page 99 of 127

Executive Summary

University Medals

At the 08 March meeting of Academic Board Standing Committee, the Committee endorsed to Council (for Approval) the following students be awarded a University Medal at the 2021 Autumn graduation ceremony:

     a. Jazmine HOBBS (220109506),

     b. Sophie STEAINS (220181327)

and that:

     c. Dominic WATERS (220151591) be awarded the Edgar H. Booth Memorial Prize and Medal.

This resolution was approved by the Standing Committee of Council by flying minute on 09 March 2021.

Research Committee Terms of Reference

At the 26 April meeting of the Academic Board, the Board endorsed to Council (for Approval) the revised Terms of Reference for Research Committee (**Attachment 1**). The rationale for these minimal amendments is as follows:

- change of method of appointment of the Chair - to bring the Research Committee into alignment with the other Committees of Academic Board and ensure appropriate academic governance and leadership;
- inclusion of the Director of Research Services - to ensure appropriate expertise and representation on the Committee;
- amendment of the title of one of the Committees - to reflect its correct title which is currently inaccurate in the Terms of Reference; and
- ancillary corrections of a typographical nature to ensure clarity.

Curriculum Committee Graduation Lists

At its 13 April meeting, the Curriculum Committee endorsed those graduands eligible for conferment of their degrees, report #CC21035. Since then, 6 students had been identified as being eligible for conferment within this cohort, however, were previously missed due to a systems failure. These students were undertaking the Graduate Certificate in Data and Cyber Management—taught in BLOCKS rather than Trimesters—and as such were not identified in Callista reports as potential graduands. This issue related only to this course and does not affect any other courses where a student enrols in a BLOCK Course. These students were identified by the UNE Business School and have since been certified and endorsed for conferment by Flying Minute on 29 April (#CC21077). Moving forward, until Student Experience is able to determine why only this BLOCK course is affected—for future graduation rounds, Student Experience will identify potentially eligible students using Student Data Reporting Application APEX, alongside Callista reports.

General

The Academic Board on 26 April also endorsed minor amendments to the Assessment Guidelines.

The remainder of this report provides an overview of all major matters brought before Academic Board and Committees of Academic Board between 22 February and 29 April 2021. Summary coverage of all major matters is presented in **Annexure A**.

TRIM: D21/32488
02/05/2021
Version 0.4

OPEN Council Meeting

Page 2 of 13

Page 100 of 127

The following matters are reported in greater detail, in alphabetical order, below:
1) Academic Freedom policy response;
2) Academic Risk Register and treatments for the following areas: academic governance and reporting; course reviews; policies; third party arrangements;
3) Principal Dates 2023.

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 22 February and 29 April 2021.

AREA	OVERVIEW					COMMENTS
Academic Freedom	*Functional Alignment*					Revisions to policy response will return to Academic Board via Working Group report and recommendations.
Academic Board	TOR	HESF		Future Fit	Risk Register	
Date 26 April 2021	28 a iii 28 b i	6.3 1 c		1-3	-	
Report #AB21262	*Quality assurance and progress status*					
Provenance: Working Group of AB	Activity		Responsibility		Destiny	
Motion/Resolution: Noted	Detailed working group report and response provided to revised Code of Conduct.		Recommendations will be progressed through several channels.		Revisions to policy suite will return to working group for consideration.	

AREA	OVERVIEW				COMMENTS
Academic Governance and reporting (AB 2021+)	*Functional Alignment*				The April plan for June implementation mapped out greater alignment of functions, realization of capacity of committees of AB, elimination of duplication and facilitation of AB leadership role.
Academic Board	TOR	HESF	Future Fit	Risk Register	
Date 26 April 2021	28 a iii	6.3 1 c	1-3	Listed	
Report #AB21262	*Quality assurance and progress status*				
Provenance: CAB and AB Executive and Chairs	Activity		Responsibility	Destiny	

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **3** of **13**

Page 101 of 127

Motion/Resolution: Noted	Revised workplan development and agenda outlined.	Owners identified on Risk Register as EQ, DGUS and CAB and Chairs.	Series of actions and risk treatments planned.	

AREA	OVERVIEW				COMMENTS
Academic Risk Register	***Functional Alignment***				The Register will return to Academic Board twice annually for review, update, and assurance of the treatments to manage the risk that are being undertaken associated with the register.
Academic Board	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date 26 April 2021	28 b iv 28 b vii	6.3 1 g	1-3	Listed	
Report #AB21251	***Quality assurance and progress status***				
Provenance: Education Quality	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: Noted	Risks, treatments and compliance requirements discussed.	Owners identified on Risk Register for various treatments.	Series of actions and risk treatments planned.		

AREA	OVERVIEW				COMMENTS
Course reviews	***Functional Alignment***				Transformation of course reviews to a rubric based, threshold and thematic approach, will be piloted from July 2021.
Academic Board	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date 26 April 2021	28 b i 28 b iii	5.3	1	Listed	
Report #AB21260	***Quality assurance and progress status***				
Provenance: Education Quality	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: Noted	Revised review process and templates outlined.	Owner identified on Risk Register as EQ.	Series of actions and risk treatments planned.		

AREA	OVERVIEW				COMMENTS
Policies	***Functional Alignment***				Regular report to Academic Board on the policy reform project and timeframes.
Academic Board	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date 22 February 2021	28 b i 29	6.3 2 a	1-3	Listed	

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **4** of **13**

Page 102 of 127

Report #AB21200	Quality assurance and progress status			
Provenance: DGUS	Activity	Responsibility	Destiny	
Motion/Resolution: Noted	Ongoing reform of policy suite.	Owner identified on Risk Register as DGUS.	Ongoing schedule of works.	

AREA	OVERVIEW				COMMENTS
Principal Dates 2023	*Functional Alignment*				Work has commenced on the academic calendar project, including completion of research activities and development of draft principles and calendar options to guide development and consideration of a new calendar. Following completion of this initial development work, targeted consultation with key stakeholders will commence.
Academic Board	TOR	HESF	Future Fit	Risk Register	
Date 26 April 2021	28 b vi 28 b vii	7.2.1 7.2.2	1	-	
Report #AB21258	*Quality assurance and progress status*				
Provenance: DVC	Activity	Responsibility	Destiny		
Motion/Resolution: Noted	Overview of AB academic calendar (TLC) working group activity provided.	DVC	Working group to be folded/ dovetailed with academic calendar task force project that commenced March 2021.		

AREA	OVERVIEW				COMMENTS
Third party arrangements	*Functional Alignment*				Next report expected to AB will develop the policy framework for monitoring of current third-party arrangements for Academic Quality. This framework will place significant expectations on monitoring of third-party arrangements, in line with TEQSA and
Academic Board	TOR	HESF	Future Fit	Risk Register	
Date 26 April 2021	28 b iv	6.3 2 d 5.4	1-3	Listed on Academic risk register	
Report #AB21254	*Quality assurance and progress status*				
Provenance: Education Quality	Activity	Responsibility	Destiny		
Motion/Resolution: Noted	Risks, treatments and compliance requirements	Owners identified on Risk Register	Series of actions and risk		

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **5** of **13**
Page 103 of 127

	discussed, report included Third Party Provider Agreement Procedure.	as DEQ and DVCR.	treatments planned.	sector expectations. Currently scheduled for Q3 2021.

Chair Activity Diary	*MAJOR SCHEDULED MEETINGS*
22 February 2021	Appointed to Chair position – Academic Board 1:2020
25 February 2021	Council meeting
2 March 2021	Academic Board Executive and Chairs Meeting
2 March 2021	Developing educational offerings meeting
2 March 2021	DVCR Meeting
8 March 2021	Academic Board Executive and Chairs Meeting
8 March 2021	DVCR Meeting
8 March 2021	DC Meeting
8 March 2021	Teaching and Learning Committee Meeting
8 March 2021	Developing educational offerings meeting
10 March 2021	Research Committee Meeting
15 March 2021	Academic Board Executive and Chairs Meeting
15 March 2021	CFO Meeting
15 March 2021	Academic Board and Committees Workplan meeting
15 March 2021	Student Academic Representative Group Meeting
19 March 2021	Finance & Infrastructure and Audit & Risk
19 March 2021	Reps meeting
19 March 2021	Meeting with incoming Chair of Curriculum Committee
19 March 2021	Meeting with Chair of Teaching and Learning Committee
22 March 2021	Academic Board Executive and Chairs Meeting
22 March 2021	Low Enrolment Units and Alternative Assessment Working Group (CC)
22 March 2021	Academic Freedom Working Group meeting (AB)
23 March 2021	Academic Board Standing Committee meeting
25 March 2021	Academic Board and Committees Workplan meeting
26 March 2021	Academic Board and Committees Workplan meeting
29 March 2021	Academic Board Executive and Chairs Meeting
29 March 2021	DVC Meeting
29 March 2021	Reregistration risk register meeting
30 March 2021	Special Council meeting
30 March 2021	VC meeting
6 April 2021	Academic Board Executive and Chairs Meeting
6 April 2021	Reps meeting
6 April 2021	Teaching and Learning
6 April 2021	Developing educational offerings meeting
9 April 2021	Low Enrolment Units and Alternative Assessment Working Group (CC)
9 April 2021	OZCABS meeting

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **6** of **13**
Page 104 of 127

9 April 2021	Chair of Curriculum Committee handover meeting with reps
12 April 2021	Academic Board Executive and Chairs Meeting
12 April 2021	Courseloop Working Group (CC)
13 April 2021	Curriculum Committee Meeting
13 April 2021	Reps meeting
13 April 2021	DVCR meeting
13 April 2021	COVID-19 Response Document Mapping Working Group (ABSC)
15 April 2021	Academic Board and Committees Workplan meeting
16 April 2021	Academic Board and Committees Workplan meeting
19 April 2021	Academic Board Executive and Chairs Meeting
19 April 2021	Academic Board and Committees Workplan meeting with Deans
19 April 2021	Academic Freedom Working Group meeting (AB)
19 April 2021	Course reviews meeting
21 April 2021	Academic Board and Committees Workplan meeting with DGUS
21 April 2021	Reps meeting
21 April 2021	Academic Risk Register review meeting
21 April 2021	Academic Board and Committees Workplan meeting with elected reps
21 April 2021	Academic Board and Committees Workplan meeting with executive group
22 April 2021	Student Experience Division Meeting
22 April 2021	Academic Board and Committees Workplan meeting with Deans
26 April 2021	Academic Board meeting
26 April 2021	DVC meeting
26 April 2021	Reregistration risk register/quality enhancement meeting
29 April 2021	Audit & Risk; Finance & Infrastructure; HDTT; Nominations Committee meetings
29 April 2021	Developing educational offerings meeting
29 April 2021	*End date for this activity diary window*

Future Fit Alignment	Contribution of this initiative
☒ 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.
☒ 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

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **7** of **13**
Page 105 of 127

	knowledge with students, including for the benefit of local, regional and global communities. See further cl 26, 27 and 28 of AB TOR.
☒ 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

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.

Attachment(s)/Annexure(s)

Annexure A: Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

Attachment 1: Terms of Reference (Council Approved) Research Committee of Academic Board

TRIM: D21/32488
02/05/2021
Version 0.4
OPEN Council Meeting

Page **8** of **13**
Page 106 of 127

ANNEXURE A
Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

ACADEMIC BOARD						22 FEB	26 APR	(21) JUN	(23) AUG	(18) SEP	(06) DEC
Reports: *Motion*	Provenance	ToR	HESF 6.3 +	*F-Fit*	RR						
Academic Board 2021+: Note	CAB	28 a iii	6.3 1 c	1-3	Listed		#AB21262				
Academic Freedom: Note	Working Group	28 a iii 28 b i		1-3	-		#AB21219				
Academic Risks (prelim): *Noted*	EQ	28 b iv 28 b vii	6.3 1 g	1-3	Listed	#AB21202					
Academic Risks (update): Note	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				
Course Review Enhancements: Note	EQ	28 b i 28 b iii	5.3	1	Listed		#AB21260				
Future Fit (update): Note	VC & CEO	28 a iii	6.3 1 c	1-3	-		#AB21252				
Learning Management System (update): Note	DVC; COO	28 a i	2.1.2 3.3.1	1	-		#AB21264				
Policy reform project update: *Noted*	DGUS	28 b i 29	6.3 2 a	1-3	Listed	#AB21200					
Policy revision - Assessment Guidelines: Endorse	TLC/EdF/DVC	28 b i	5.2.2 5.3.7	1	-		#AB21229				
Principal Dates 2023 (update): Note	DVC	28 b vi 28 b vii	7.2.1 7.2.2	1	-		#AB21258				
Research Profile And Plan: Note	DVCR	28 a iii	6.3 1 c	1-3	-		#AB21253				
Tamworth Model: Note	VC & CEO	28 a iii	6.3 1 c	1-3	-						
Teaching Spaces: Note	COO	28 a i	2.1 3.3.1	1	-		#AB21250				
Third party arrangements: Note (report includes Third Party Provider Agreement Procedure)	EQ	28 b iv	6.3 2 d 5.4	1-3	Listed		#AB21254				
Students Report: Note	Student reps	28 c	6.3.3	1 3	-	#AB21212	#AB21244				

ANNEXURE A
Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

ACADEMIC BOARD STANDING COMMITTEE						23 MAR	(24) MAY	(19) JUL	(20) SEP	(01) NOV
Reports: *Motion*	**Provenance**	**ToR**	**HESF 6.3 +**	*F-Fit*	**RR**					
Academic Medals – Autumn Graduation: *Endorsed* to Council	EdF/DVC	23	6.3 1.4 1.5	1	-	#ABSC21405				

CURRICULUM COMMITTEE						13 APR	(03) MAY	(08) JUN	(06) JUL	(10) AUG	(07) SEP	(05) OCT	(16) NOV
Reports: *Motion*	**Provenance**	**ToR**	**HESF**	*FFit*	**RR**								
Academic Risks: Note	EQ	4 16	6.3 1 g	1-3	Listed	#CC21064							
Course Advisory Board (CAB): Note and Endorse to DVC for Approval - TOR for CABs	EQ	16 b	5.3	1	-	#CC21013							
CDF Implementation: Note	ERS	16 a	3.1	1	-	#CC21075							
Course Review Enhancements: Endorse	EQ	16 b	5.3	1	Listed								
Graduation Lists: Endorse (Flying Minute 29 April)	DVC	18	1.5.1 1.5.3	1	-	#CC21035 (#CC21077)							
Low Enrolment Working Group (interim): Note		16 a			-	#CC21076							
Course amendments, establishment and disestablishment: Endorse	Faculties	16 c 16 d	5.1	1	-	#CC21034; #CC21033							
Student Representatives Report: Note	Student reps	19	6.3.3	1 3	-	#CC21024							
Third Party Arrangements: Note and advise	EQ	16 a	6.3 2 d 5.4	1-3	Listed	#CC21068							

ANNEXURE A
Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

TEACHING AND LEARNING COMMITTEE						08 MAR	06 APR	(03) MAY	(28) JUN	(02) AUG	(13) SEP	(09) NOV
Reports: *Motion*	**Provenance**	**ToR**	**HESF 6.3 +**	*FFit*	**RR**							
Academic Risks (prelim): *Noted*	EQ	15a 15c.iii	6.3 1 g	1-3	Listed	#TLC21103						
Academic Risks (update): Note	EQ	15a 15c.iii	6.3 1 g	1-3	Listed		#TLC21139					
Assessment – Online exams and alternatives: *Noted*	EF	15b.iv 15c.i 15c.iii	1.4.3 1.5 3.2.3 5.3.2	1	-	#TLC21102						
Board of Examiners Report: *Noted* 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						
Policy revision - Assessment Guidelines: Endorse	EF/DVC	15 e	5.2.2 5.3.7	1	-		#TLC21141					
Policy discussion – Teaching and Learning Expectations: Note	Chair	15 b iv 15 e	1.4.1 2.2.1 3.1 3.2 3.3 7.2.2	1	-		#TLC21141					
Student Report: *Noted*	Student reps	15 d	6.3.3	1	-	#TLC21106	#TLC21123					
Student Survey (SES, GES, QILT): *Noted*	EQ/DVC	15 b 15 c	5.3.3 5.3.7	1	-	#TLC21108						
Unit Monitoring T2 2020: *Noted*	EQ/DVC	15 b i 15 c	1.3.5 5.3.4 5.3.7	1	-	#TLC21100						
Unit Reviews: Note	EQ/DVC	15 a 15 b 15 c	5.2.1 5.3	1	-		#TLC21140					

ANNEXURE A
Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

RESEARCH COMMITTEE						10 MAR	(12) MAY	(14) JUL	(15) SEP	(17) NOV
Reports: *Motion*	Provenance	ToR	HESF 6.3 +	*FFit*	RR					
Academic Risks (prelim): *Noted*	EQ	14 c iv 14 c vii	6.3 1	1-3	Listed	#RC21336				
Ethics Committee Report: *Noted*	DVCR	14	4.1 4.2 5.2 5.4	2	-	#RC21325				
Graduate Research Committee: *Noted* (report includes reference to Masters Upgrade Guidelines)	DVCR	14	4.2	2	-	#RC21330				
Research Services: *Noted* (report includes draft Research Data Management Guidelines)	DVCR	14	4.1 4.2	2	-	#RC21310				
Students Report: *Noted*	Student reps	14 d	6.3.3	1	-					
Terms of Reference: *Endorsed*	EQ	14 c 1	6.3 1 6.3.2	3	-	#RC21335				

ANNEXURE A
Academic Governance Matters and Monitoring Table *(22 February to 29 April 2021)*

KEY	
Acronyms and Abbreviations	*Formatting and Notes*
AB — *Academic Board*	Left Columns list 'Motions/Resolutions' and are *Italicised* where the minutes have been confirmed by the relevant Board Committee.
ABSC — *Academic Board Standing Committee*	
CAB — *Chair, Academic Board*	
CC — *Curriculum Committee*	
DCAB — *Deputy Chair, Academic Board*	
EdF (EF) — *Education Futures (Executive Principal, Professor Steven Warburton)*	Rows that have been shaded have been/are addressed in more detail within the body of the main Chair's report.
EQ — *Education Quality (Director, Mr Ewan Evans)*	
FFit — *Future Fit [https://www.une.edu.au/strategic-plan]*	
HESF — Higher Education Standards Framework (threshold Standards) *[https://www.legislation.gov.au/Details/F2015L01639]*	
RR — *Academic Risk Register*	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) — *Research Committee*	
SE — *Student Experience (Executive Principal, Ms Barb Shaw)*	
ToR — *Terms of Reference [https://www.une.edu.au/policies]*	
TLC — *Teaching and Learning Committee*	

Terms of Reference ~~(Council approved)~~TBA - Research Committee

Section 1 - Overview

Research Committee

(1) The Research Committee is established as a University Committee to support the Academic Board.

(2) These Terms of Reference for the Research Committee prescribe the following:

    a. the members of the Research Committee and the members' method and term of appointment;

    b. the functions of the Research Committee; and

    c. other matters in connection with the Research Committee and its operation.

(3) The establishment of this committee and the terms of reference of the committee to carry out the business of Academic Board are actions authorised under Section 23 of the UNE By-Law 2005. The provisions of these Terms of Reference take effect as a Council Rule made under Section 29 of the UNE Act.

Objectives

(4) The role of the Research Committee is to oversee and report to the Academic Board on the Academic Governance of research and research training at the University.

Section 2 - Research Committee Membership

Membership

(5) The Research Committee members are:

a. Chair

    i. ~~A Faculty Associate Dean (Research)~~ The Chair of the Research Committee is appointed by the Chair of Academic Board after a call for expressions of interest from Level D/E academic staff. The Chair of Academic Board may ask the Research Committee to recommend a candidate for appointment.

    b. Ex officio mMembers
        i. Deputy Vice-Chancellor Research;
        ii. A Deputy Chair of Academic Board who is not a member of the Teaching and Learning Committee;
        iii. Chair of Academic Board or nominee who is a senior academic (level D or E) and an elected member of the boardBoard;
        iv. Chairs of the University's ethics committees;
        v. Chairs of the Faculty Research Committees (normally the Associate Deans Research);
        vi. Chair of the Graduate Research SubcommitteeCommittee;
        vii. Director of Research Services; and
        vii.viii. Director Library Services and University Librarian or nominee..;
    c. Appointed members
        viii.i. One director of a research centre Director with a strong research track record, from outside the Faculties appointed by the Deputy Vice-Chancellor Research;
        ix.ii. One member of academic staff or HDR Current Student who identifies as being of Aboriginal or Torres Strait Islander descent, appointed by the Ceommittee after an expression of interest process;
        x.iii. One early career researcher appointed by the Ceommittee after an expression of interest process—; and
        iv. One HDR Current Student appointed by the Cehair after an expression of interest process. consultation with a relevant studentrepresentative body or bodiesThe HDR Current Student may be a student representative elected to Academic Board, but it is not a requirement.
    c. Current Student member

In attendance

(6) The Research Committee can co-opt members in order to achieve or maintain gender balance, where the membership does not include at least two women and two men. At the discretion of the chair, the committee can also invite non-voting individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion.

Appointment procedure for appointed members

(7) Appointed members of the Research Committee are appointed when a vacancy occurs.

Appointments

(8) Appointment of members will be conducted as per these Terms of Reference and Academic Board's Standing Orders.

Automatic vacancy by an appointed member

(9) An appointed position becomes vacant automatically if:

    a. the appointed member is absent without prior leave from three consecutive Research Committee meetings, or
    b. the appointed member loses his/her original qualification for appointment.

Acting ex officio members

(10) An ex officio member of the Research Committee includes a person who has been appointed on an 'acting' basis to the role.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to UNE Policy Library for the latest version. **Page 2 of 7**

OPEN Council Meeting   Page 113 of 127

Term of office

Ex officio members

(11) The ex officio members will be Research Committee members while they hold their primary office.

Appointed members

(12) The term of office of an appointed member is three years. Appointed members may stand for re-appointment.

Gender representation objectives

(13) Gender representation shall accord with the Gender Representation on Decision-Making and Advisory Committees Policy.

Section 3 - Terms of Reference

Functions

(14) The functions of the Research Committee are:

    a. To oversee the Academic Governance of research and research training at the University and report to the Academic Board on these matters, so as to enable the Academic Board to provide assurance (or otherwise) to the Council.

    b. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that processes and structures are established and responsibilities are assigned that collectively:

        i. achieve effective academic oversight of the quality of research and research training

        ii. set and monitor institutional benchmarks for academic quality and outcomes

        iii. establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered, and

        iv. provide competent advice to the Academic Board and management on academic matters, including advice on academic outcomes, policies and practices.

    c. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that academic oversight assures the quality of research and research training effectively, including by:

        i. developing, monitoring and reviewing academic policies and their effectiveness

        ii. confirming that delegations of academic authority are implemented

        iii. critically scrutinising, approving and accrediting or advising on approving and accrediting, courses of study and their associated qualifications

        iv. maintaining oversight of academic and research integrity, including monitoring of potential risks

        v. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes

        vi. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations

        vii. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities, and

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to UNE Policy Library for the latest version.   *Page 3 of 7*

OPEN Council Meeting   Page 114 of 127

viii. monitoring and reporting to the Academic Board on the quality of research and research training.

d. To the extent it relates to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that Students have opportunities to participate in Academic Governance.

e. The Research Committee will consider new University rules and policies that are developed in relation to research or research training, and any replacement or major changes to them. If the rule or policy is considered to be in order then the Research Committee will recommend it to the Academic Board for endorsement.

f. The Research Committee may exercise such other authority as may be delegated to Research Committee in a University Rule.

General

(15) The Research Committee may form working groups from time to time to undertake specific projects and tasks related to their functions.

Authority

(16) The Research Committee is authorised to seek data and information from the University through the Deputy Vice-Chancellor Research to meet the Research Committee's functions.

Section 4 - Related Committees

(17) Each Faculty will have a Faculty Research Committee that oversees research and research training matters at a Faculty level.

Section 5 - Authorities

Committee of Academic Board

(18) The Research Committee is established as a committee of Academic Board to perform the functions set out in the terms of reference above and all matters ancillary to those functions.

Section 6 - Conduct of Business

Reporting

(19) The Research Committee reports to the Academic Board.

Meetings

(20) The Research Committee will meet at least five times per year or otherwise as required, in order to perform its functions.

Business papers

(21) Unless the Chair directs otherwise, Research Committee business papers will be distributed to members and official attendees at least seven days prior to the meeting, or such shorter period as is practicable in the

circumstances.

(22) Public disclosure of business papers, minutes and other information received by the Research Committee should only be made via the Chair or Secretary to the committee.

Quorum

(23) At any meeting of the committee, one half of the voting membership plus one constitutes a quorum.

Use of technology

(24) For its business papers, meetings and otherwise to conduct its business, the University Research Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary to the committee.

Resolutions

(25) The Research Committee may pass a resolution by 'flying minute' provided that the resolution has been approved by a simple majority of committee members at the time the resolution is made.

Confirmation of minutes

(26) Draft minutes will normally be circulated to members for comment promptly after each meeting. Next, the minutes (with any necessary changes) will be circulated for adoption by the Research Committee. The minutes will be finalised and adopted when they have been approved by a majority of the members that were present at the relevant meeting. Alternatively, the minutes may be included in the business papers for the next committee meeting and considered and adopted by the committee at that meeting.

Self-review

(27) Once annually the Research Committee shall devote part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

Secretary to Research Committee

(28) The University Secretariat will provide secretarial and administrative support.

Section 7 - Definitions and Interpretation

Definitions

(29) Words and phrases used in this document have the following meanings, unless the context requires otherwise:

   a. Academic Governance means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.
   b. Current Student means a person who is at the time a Student and who is enrolled in a higher degree course.
   c. Senior Executive means the Vice-Chancellor and Chief Executive Officer and her/his direct reports above Director level.
   d. Student means a person who has been accepted into a higher degree by research course at the University.

    e. UNE Act means the [University of New England Act 1993 (NSW)](#).

    f. UNE By-law means the [University of New England By-law 2005 (NSW)](#).

Interpretation

This document should be interpreted using the following principles.

(30) Where Research Committee membership is defined by reference to an office held (e.g. 'Chair of Academic Board'), that office-bearer is a member ex officio and has all of the same rights and responsibilities (including voting) as other committee members whilst holding the office specified.

(31) This document does not override or otherwise affect:

    a. the [Authorities Retained by Council Rule](#); or

    b. the [Functions of the Vice-Chancellor Rule](#).

    c. however, it operates under the authority vested in Academic Board by the [UNE Act](#) and [UNE By-law](#) to establish committees and terms of reference to carry out the business of Academic Board.

Governing documents

(32) The existing terms of reference governing the Research Committee at the time these new Terms of Reference are approved, are replaced and have no further operation.

Status and Details

Status	Current
Effective Date	17th May 2018
Review Date	17th May 2019
Approval Authority	Council
Approval Date	~~16th March 2018~~
Expiry Date	To Be Advised
Unit Head	Gabrielle Price ~~Brendan Peet~~ Director Governance and University Secretary ~~Chief Legal and Governance Officer~~ 61 2 6773 3445 ~~729~~
Author	~~Brendan Peet~~ ~~Chief Legal and Governance Officer~~ ~~61 2 6773 3729~~
Enquiries Contact	Director Governance and University Secretary ~~Office of the Chief Legal and Governance Officer~~ Secretariat@une.edu.au ~~+61 2 6773 3729~~

Glossary Terms and Definitions

"Academic Governance" - Means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.

5.2. UNE Council WHS - Due Diligence Obligations #21078

Council is asked to NOTE the UNE Council WHS - Due Diligence Obligations, report #21078.

For Noting

Presented by Peter Creamer

Authority	COUNCIL OPEN	Date	21 May 2021
Report Ref	#21078	*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		

#21078 – 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 #21078.

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 this quarter have continued to focus on the COVID-19 response – in particular to support a return to teaching, learning and other campus-based activities to the extent we safely can. Additionally, to identify avenues for continual improvement of our WHS Management System.

Key Information

Incident Report & Investigation

- There have been no incidents notifiable to the regulator this quarter (18 March –18 May 2021).
- There has been one incident with a staff member requiring time off work after fracturing her fibula during a fall at work. The affected worker has made returned to work full-time.
- There have been no positive tests to COVID-19 reported amongst staff or students attending our campus's this period.

Notable incidents and hazards

Vehicle v Pedestrian

A retrospective report from March 2021 was submitted where a student reported being hit by a vehicle and others described near hit events at the pedestrian crossing adjacent to Mary White College. There have been previously recorded incidents/hazards reported for this crossing and others along the Armidale Regional Council owned Trevanna Road. The WHS team has re-engaged with the council to re-activate a previously considered plan to install audio – tactile surfacing on the approaches.

Extreme fatigue

Three incident reports and one hazard report were submitted for workload related fatigue. The affected work area – School of Science and Technology Technical staff is now subject to a Working Group review of resourcing. The Head of School is investigating and providing corrective action to ensure adequacy of immediate resourcing and support for affected workers.

Mouse Plague

Numerous hazard and incident reports relate to the ongoing mouse plague conditions this period. Hazard reports are notably increased in February with 28 hazards reported due to the mouse plague. All of campus has had baits placed throughout kitchens and areas that mice may be potentially be attracted to, with baiting stations located on the Western District of campus.
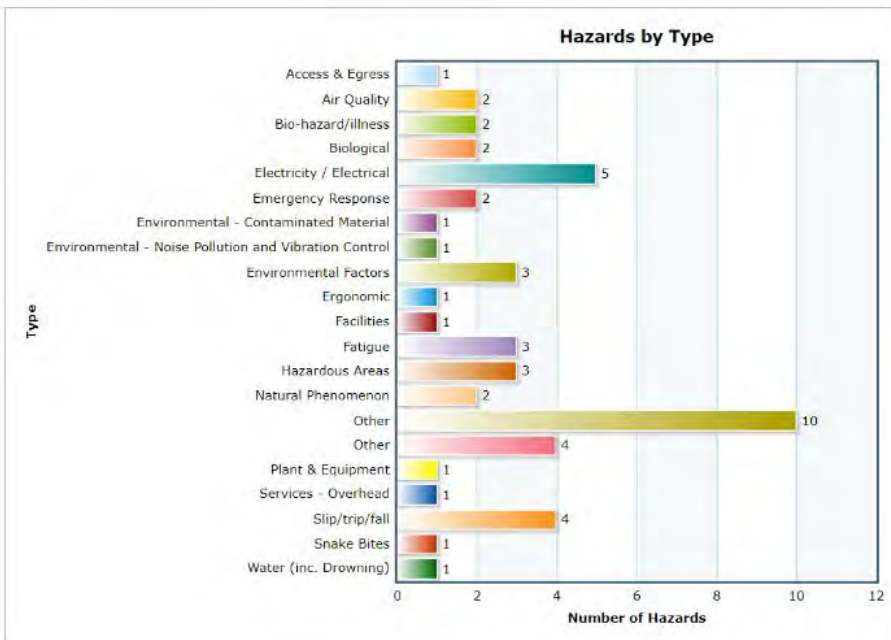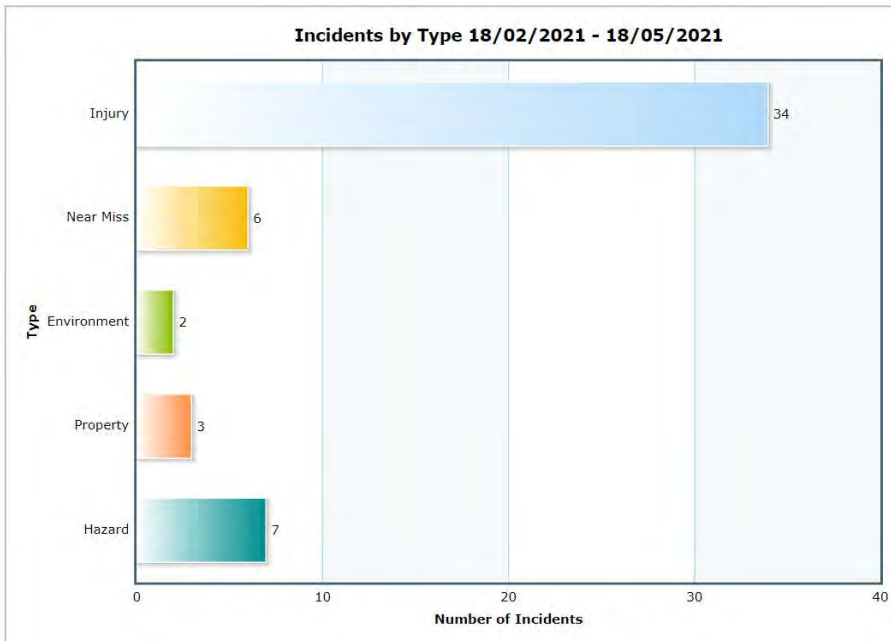
Major Incidents

The storm related incident on the 28.10.2020 where a tree limb struck a vehicle resulting in the fatality of the driver has been investigated by Safework NSW. The University's controls for vegetation management have been considered adequate and there is no further action.

The electrocution injury sustained 16.01.2021 underwent an internal ICAM investigation resulting in a number of improvement opportunities which have been adopted. Significantly – the asset management program of testing and tagging is underway for the regulated five yearly test and tagging of standard electrical equipment and annual and six-monthly inspections of high-risk electrical equipment. Additional improvements are being adopted in the incident management response, induction training, first aid training and response for electrical incidents and test and tag process for new equipment.

Safework NSW has reviewed the internal investigation and attended UNE Academic and Residential Campus for a site inspection of the testing and tagging process. The Work Health and Safety Regulation 2017 clause 150 describes the requirements of a Person Conducting a Business or Undertaking regarding inspection and testing of

electrical equipment. They have requested the testing and tagging schedule be completed as a priority to ensure UNE are fulfilling their requirements under the legislation. No further formal action will be undertaken however quarterly reporting against the schedule is to be provided to the local Safework NSW directorate. The program is reported to be tracking to or slightly better than the schedule with successful recruitment of three electrician positions and a concurrent contract.

Incidents by Type 18/02/2021 - 18/05/2021

Type	Number of Incidents
Injury	34
Near Miss	6
Environment	2
Property	3
Hazard	7

Hazards by Type

Type	Number of Hazards
Access & Egress	1
Air Quality	2
Bio-hazard/illness	2
Biological	2
Electricity / Electrical	5
Emergency Response	2
Environmental - Contaminated Material	1
Environmental - Noise Pollution and Vibration Control	1
Environmental Factors	3
Ergonomic	1
Facilities	1
Fatigue	3
Hazardous Areas	3
Natural Phenomenon	2
Other	10
Other	4
Plant & Equipment	1
Services - Overhead	1
Slip/trip/fall	4
Snake Bites	1
Water (inc. Drowning)	1

Health and Wellbeing

Injuries
One injury this reporting period has progressed to a worker's compensation claim. The member of staff has been supported with necessary treatment and appropriate recovery at work plan.

There have been no positive COVID-19 cases diagnosed this quarter.

Wellbeing
The WHS team is investigating opportunities for wellbeing initiatives focused on mental health in 2021.

Individual work areas are participating in initiatives including Estate and Built Environment (EBE) and Environmental and Rural Science.

The annual *Flu Vaccination* program has commenced in collaboration with UNE Life and Medical Centre. Vaccinations have been undertaken throughout April and May resulting in:

- 830 vaccinations for staff (including some day students)
- 486 residential students.

A further clinic is to be scheduled to support a higher vaccination rate particularly amongst the student cohort.

Free Active programs for staff have resumed with staff attending a weekly Relaxation Yoga sessions held at lunch time on Thursdays.

The *Employee Assistance Program* contract is due for renewal in June 2021. The WHS team has undertaken consultation with membership of the WHS Committee and WHS Management Committee, the Diversity Committee and directly from members of staff in response to the Vice Chancellors encouragement to reach out. Five organisations have responded to the request for quote process ad shortlisting is underway.

It is noted that particularly following the challenging conditions that COVID-19 has presented - digital health and wellbeing solutions have evolved significantly and opened up a greater offering/capability than was previously available. This is reflected in the responses received.

COVID – 19 and Return to Campus
In recognition of the ongoing and relatively stable public health advice in response to COVID-19 – the WHS team continues to support a risk-based approach to resuming campus-based activity to the extent it can be safely achieved. In this regard:

- A COVID Safe Campus Risk Assessment has been developed, consulted on and adopted to support a streamlined approach to "normal business" activities of the University for staff and students.
- An Events Management Framework with supporting guidance for visitors and organizers is undergoing final consultation and refinement prior to full implementation.
- Development of an approach to domestic and international travel approval is underway.

- The COVID-19 induction content for staff is undergoing consolidation and renewal as a General WHS Induction on-line program.

The NSW Public Health orders are monitored frequently to ensure compliance with these guidelines. Vaccination supply and access is being monitored should there be an opportunity to support accelerated vaccination.

Emergency Management

Practical Part B emergency warden training is resuming this year with evacuation drills undertaken with the residential colleges, Dixon Library and Yarmgwanga. Staff orientation sessions continue to promote emergency warden training to assist with resourcing these roles across campus.

First Aid training has resumed and will continue to be held monthly. An average of 30 staff obtain qualifications each month. As an investigation outcome from the electrical incident, content now refers to first aid response to incidents of an electrical nature.

Compliance Update

It is important to note that WHS Management is considered a constantly evolving journey of continual improvement. Both opportunities and risks can be identified when new hazards emerge. The COVID-19 pandemic has presented many challenges and is expected to be with us for some time. As an "opportunity" observation, the WHS team has noted an enhanced literacy around utilization of the Skytrust WHS Digital Management System and greater embedded capability with regards to risk management as a result of UNE's pandemic response. Both these capability's support greater understanding and application of WHS responsibilities throughout UNE.

With respect to compliance with the WHS Act 2011. The diversity of the University's activities poses challenges to achieving full legal compliance in all areas of our operations. Fundamental compliance tasks are operational including:

- Reporting and monitoring of hazard and incident management through Skytrust
- Full adherence to the Consultation Committee framework (WHS Committee, WHS Management Group, Hazardous Substances, Radiation Safety and BioSafety Committees)
- WHS related training for emergency management, induction, first aid
- Progress against the Annual School and Directorate WHS Inspections and Plans
- Implementation of the Risk Management framework

Building on existing WHS capability:

- An internal WHS Management Systems Audit against ISO 45001 has been undertaken with Executive consultation to commence and confirm priorities for improvement opportunities.
- Vendor consultation with Skytrust has resumed with a view to optimizing platform capability.
- A UNE wide WHS Training Needs Analysis is undergoing consultation to capture requirements and guide resource allocation.
- WHS Due Diligence training is scheduled for the Executive Team and Senior Leadership Group on 15th and 16th July respectively. A session for Council is also to be scheduled.

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

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

6. MEETING FINALISATION

6.1. * Next Meeting and Close

The next Council meeting is scheduled for Friday, 30 July 2021.

Presented by James Harris