

UNIVERSITY COUNCIL MEETING NO. C212

CONFIRMED Minutes of the University Council meeting
held at 9.00am on Friday 28 August 2020
via Videoconference.

IMPORTANT NOTE:

The web version of these minutes has been edited to remove the confidential minutes of the Closed Session and management actions arising from the meeting.

MEMBERS OF THE UNIVERSITY COUNCIL

At the date of this meeting, the following people are the members of the University Council:

Member	Position	Term Commenced	Term Ends
Professor Tom Calma AO	Chancellor (s11(1)(a))	1 January 2014	31 December 2022
Dr Chris Faulks	Deputy Chancellor (s11(1)(d))	3 July 2020	2 July 2023
Professor Paddy Nixon	Vice-Chancellor and President (s11(1)(b))	6 April 2020	5 April 2025
Professor Elisa Martinez-Marroquin	Chair, Academic Board (s11(1)(c))	1 January 2020	31 December 2022
Dr Tom Karmel AM	Ministerial Appointee (s11(1)(d))	19 November 2018	18 November 2021
Ms Alice Tay	Ministerial Appointee (s11(1)(d))	3 July 2020	2 July 2023
Mr Barry Mewett	Ministerial Appointee (s11(1)(d))	21 October 2011	20 October 2020
Ms Annabelle Pegrum AM	Ministerial Appointee (s11(1)(d))	19 November 2018	18 November 2021
Dr Michael Schaper	Ministerial Appointee (s11(1)(d))	19 November 2018	18 November 2021
Mr David Sturgiss	Ministerial Appointee (s11(1)(d))	23 January 2018	22 January 2021
Ms Patricia Kelly PSM	Ministerial Appointee (s11(1)(d))	9 April 2019	8 April 2022
Assoc Prof Kate Pumpa	Elected Academic Staff (s11(1)(e))	1 January 2020	31 December 2021
Ms Melissa Hankinson	Elected General Staff (s11(1)(f))	1 January 2020	31 December 2021
Mr Anthony Davidson	Elected PG Student (s11(1)(g))	1 January 2020	31 December 2020
Ms Emma Montgomery	Elected UG Student (s11(1)(g))	1 January 2020	31 December 2020

1.1 WELCOME AND APOLOGIES

The Chancellor opened the meeting at 9.09am with an Acknowledgement of Country and welcomed members and attendees, in particular new Council member Ms Alice Tay and outgoing Council member Mr Barry Mewett. The Chancellor noted the reappointment of Dr Chris Faulk as the Deputy Chancellor.

Present:

Professor T Calma AO	Chancellor
Dr C Faulks	Deputy Chancellor
Prof Paddy Nixon	Vice-Chancellor and President
Prof E Martinez-Marroquin	Chair, Academic Board
Dr T Karmel AM	External Member
Ms P Kelly PSM	External Member
Ms Alice Tay	External Member
Mr B Mewett	External Member
Ms A Pegrum AM	External Member
Mr D Sturgiss	External Member
Dr M Schaper	External Member
Assoc Prof Kate Pumpa	Academic Staff Member (from 2.10pm)
Ms Melissa Hankinson	General Staff Member
Mr Anthony Davidson	Postgraduate Student Member
Ms Emma Montgomery	Undergraduate Student Member (left from 9.30am to 11.00am)

In attendance:

Professor Geoff Crisp	Deputy Vice-Chancellor, Academic (DVCA) (from 10.00am, except Item 5.3.2)
Professor Leigh Sullivan	Deputy Vice-Chancellor, Research and Innovation (DVCRI) (except Item 5.3.2)
Ms Vicki Williams	Vice-President, Finance and Infrastructure (VPFI) (left at 3.30pm)
Ms Wendy Flint	Acting Chief Executive, People and Diversity (CEPD) (left at 4.00pm)
Mr Ian Cox	Acting Vice-President, University Relations and Strategy (VPURS) (except Item 5.3.2)
Mr Eric Wells	General Counsel and University Secretary (GCUS) (left at 3.30pm)
Ms Sheri Norton	Deputy University Secretary (minutes) (DUS)
Mr John Owens	Associate Vice-President Campus Estate (Item 4.4.7. only)
Ms Elliot Spring	MGS Architects (Item 4.4.7. only)

Apologies:

Ms B Robinson	Vice-President, University Relations and Strategy (VPURS)
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1.2 DECLARATIONS OF INTEREST

The Chancellor called for any declarations of interest in addition to those included in the Register of Standing Interests. The following declarations were made.

- Ms Annabelle Pegrum reminded Council that she is on the National Capital Design Review Panel which has considered the UNSW Canberra Campus (Item 4.4.6)
- Dr Chris Faulks reminded Council that she is on the Board of Service One which has considered the UNSW Canberra Campus (Item 4.4.6)

1.3 REVIEW OF AGENDA

The Chancellor called for any other business, including items to be moved out of the Consent Agenda. There was no other business raised and the agenda was confirmed.

PART 2 CONSENT AGENDA

2.1 CONFIRMATION AND/OR NOTING OF PREVIOUS COUNCIL MINUTES

RESOLUTION C212/1

The Council resolved to **approve** the Unconfirmed Minutes of C211 Ordinary Council Meeting held on 26 June 2020.

RESOLUTION C212/2

The Council resolved to **note** Flying Minute FM 2020/2 Appointment of Deputy Chancellor dated 22 July 2020 and FM 2020/3 Nominations for Emeritus Professor and Honorary Degree dated 22 July 2020.

2.2 MATTERS FOR ACCEPTANCE OR NOTING FROM COMMITTEES

RESOLUTION C212/3

The Council resolved to **accept** the unconfirmed minutes of the Academic Board meeting held on 5 August 2020.

RESOLUTION C212/4

The Council resolved to **accept** the Unconfirmed Minutes of the Finance Committee Meeting held on 12 August 2020.

RESOLUTION C212/5

The Council resolved to **accept** the Report on Cash and Debt Position at August 2020.

RESOLUTION C212/6

The Council resolved to **note** the Workforce Profile as at 31 July 2020.

RESOLUTION C212/7

The Council resolved to **note** the Universities HR Benchmarking Program: 2020 Insights

RESOLUTION C212/8

The Council resolved to **accept** the Unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 6 August 2020.

RESOLUTION C212/9

The Council resolved to **accept** the Major Risks Update Report at July 2020.

RESOLUTION C212/10

The Council resolved to **accept** the Work Health and Safety Report April to June 2020.

RESOLUTION C212/11

The Council resolved to **accept** the Exercise of Financial Delegations Report April to June 2020.

RESOLUTION C212/12

The Council resolved to **note** the Internal Audit Charter.

RESOLUTION C212/13

The Council resolved to **accept** the Unconfirmed Minutes of the Special Planning and Development Committee Meeting held on 11 August 2020

RESOLUTION C212/14

The Council resolved to **accept** the Unconfirmed Minutes of the Special Planning and Development Committee Meeting held on 18 August 2020.

RESOLUTION C212/15

The Council resolved to **accept** the Unconfirmed Minutes of the Legislation Committee Meeting held on 10 August 2020.

2.3 OTHER MATTERS FOR NOTING OR RATIFYING**RESOLUTION C212/16**

The Council resolved to **note** the Child Safety and Wellbeing Policy.

RESOLUTION C212/17

The Council resolved to **note** the Conferral of Awards under Chancellor's Delegation for July and August 2020 as detailed in the report provided.

PART 3 GENERAL BUSINESS**3.1 REVIEW OF ACTION LIST**

Council noted the items listed on the Action Sheet and requested that any item delayed or on hold due to COVID19 be indicated in orange.

3.2 ANNUAL PLAN

The Council noted the amended Annual Workplan.

3.3 CHANCELLOR'S REPORT

The Chancellor proposed a condolence motion to recognise former Council member Ms Sue Salthouse, which was unanimously accepted.

RESOLUTION C212/18

The Council acknowledged the recent and tragic passing of former Council member, Ms Sue Salthouse, and recognised her life of service and contribution to both the University of Canberra and the broader ACT community through her work as an advocate for people with a disability and for women.

The Chancellor provided an update on Vice-Chancellor Remuneration Review commissioned by the University Chancellors Council and the proposed Voluntary Code.

The Chancellor acknowledged the recent opening of the new Ngunnawal Centre, which was attended by the Hon Ken Wyatt AM MP, Minister for Indigenous Australians. The Minister is supportive of the work of the University and interested in exploring how we may be able to work more closely in relation to policy development, particularly with the National Indigenous Australians Agency.

The Chancellor advised that the 2020 University Chancellors Conference and AICD Foundations of University Governance Courses have been deferred to 2021.

RESOLUTION C212/19

The Council resolved to **accept** the Chancellor's August 2020 verbal report.

3.4 VICE-CHANCELLOR'S REPORT AUGUST 2020

The Vice-Chancellor (**VC**) provided an overview of the key matters outlined in his August 2020 report and requested that it be taken as read. He highlighted the following matters.

- Students are returning to campus which has added vitality to the campus environment.
- The recent student town hall was well received, with positive feedback regarding the University's support of students over the past 6 months.
- The University continues to have positive engagement with the NTEU.
- Key challenges at present include:
 - recent Federal Government policy changes, with revisions to the Bill now tabled and currently being analysed. The VC has concerns about student fees and the impact on regional, Indigenous and ESL students and whether the reforms are a good outcome for the sector; and
 - the new Foreign Interference legislation, with the most significant impact for the University of Canberra being on research collaborations.
- There has been constructive engagement with the ACT government leading up to the election, including options for a Sports Facility as a replacement for the Australian Institute of Sport.
- The proposed partnership with the University of Western Sydney is currently being reviewed with a decision to be made in the next few weeks.
- There have been positive discussions with the University of Swansea and Navitas regarding an in-country partnership, possibly in South Korea.
- The ECA and UC Pro projects are both progressing well.
- The University is now #184 in the world in the Times Higher Education Rankings and #10 in Young Universities.

RESOLUTION C212/20

The Council resolved to **accept** the Vice-Chancellor's August 2020 Report.

PART 4 MATTERS FOR DECISION AND/OR DISCUSSION

4.1 STRATEGIC DIRECTION

4.1.1 University KPIs Refresh

The Chancellor advised that, since the proposed changes to the University Key Performance Indicators are relatively minor, he had agreed that they come directly to Council.

The VC introduced the report and advised that there are minor changes to the primary KPIs to reflect the different environment the University is now operating in given the challenges of COVID-19. He explained the rationale behind the changes and revised targets, noting that the secondary KPIs will also be reviewed to ensure that they properly inform the primary KPIs.

RESOLUTION C212/21

Council resolved to **approve** the recommended changes to the Primary KPI measures and targets.

4.2 CFO'S REPORT

4.2.1 Financial Management Report July 2020

Ms Vicki Williams, Vice-President Finance and Infrastructure, presented the Financial Performance Report for July 2020 and noted the following.

- The July result is favourable to budget, largely due to cost savings from measures such as the recruitment freeze, reduced staff leave balances and lower activity-based costs such as travel.
- Revenue is largely on track other than in those functions affected by the campus closure, primarily student accommodation, parking and commercial activities.

RESOLUTION C212/22

The Council resolved to **note** the Financial Management Report for July 2020.

4.2.2 YE Forecast #2

The VPFI presented the Year End Forecast for 2020, noting that the forecast result is better than anticipated due to:

- higher than anticipated winter term enrolments, semester 2 enrolments and continuing students; and
- commencing international on-shore postgraduate students, which had not been expected.

Cost saving initiatives will continue through to 2021, when the most significant financial impacts of COVID-19 are expected.

The VC advised that he will be holding a staff town hall on 17 September with a focus on explaining the University's financial position and the positive impact of reducing leave balances.

RESOLUTION C212/22

The Council resolved to **note** the Year End Forecast #2 and **recognised** the support of the staff in managing the financial challenges faced by the University situation by reducing leave balances.

4.2.3 Budget Approach and Parameters for 2021

The VPFI provided an overview of the report and advised that the key message for the 2021 Budget is uncertainty around international load and domestic funding given the current government reforms.

The VPFI advised that the Draft 2021 Group Budget will be presented to Council at the 11 December Council Meeting. The budget approach will be "top down", with a number of budget scenarios presented based on a range of policy positions and projections of international student load. It is likely to be a variable deficit budget, with different revenue options currently being modelled.

RESOLUTION C212/23

The Council resolved to **approve** the Budget Approach and Parameters for 2021.

4.3 STRATEGIC PROJECTS

There were no Reports.

4.4 OTHER MATTERS FOR DISCUSSION AND/OR DECISION

4.4.1 Items moved from Consent Agenda

There were no items moved from the Consent Agenda.

4.4.2 Broderick Review Implementation Report

The VC introduced the report, noting it will be the final formal report on the implementation of the recommendations from the Broderick Review. Future reporting will be through the VC's Report on an annual basis and by exception when necessary.

Professor Geoff Crisp, Deputy Vice-Chancellor Academic (**DVCA**), advised that 29 of the 39 of the recommendations have been implemented with many now incorporated into business as usual. He noted that the policy development has been more complex than expected and has expanded beyond the original focus of the Broderick Review.

The recent PWC Audit of the implementation identified issues with reporting, which needs to be more systematic with better data collection. There are now mechanisms in place to address this.

The DVCA confirmed that the Consent Matters training is being monitored and, where necessary, is mandatory.

RESOLUTION C212/24

The Council resolved to **note** the August 2020 Broderick Review Implementation Report and **approve** the proposed future reporting framework for the Respect. Now. Always. Committee.

4.4.3 Committee Membership

The Chancellor introduced the report and outlined the current vacancies on Council Committees. The Chancellor requested that nominations for all vacancies be forwarded to the Deputy University Secretary for consideration at the next meeting on 23 October 2020.

RESOLUTION C212/25

The Council resolved to **note** the report on current vacancies on Committees of Council.

4.4.4 Standing Orders

Mr Eric Wells, General Counsel and University Secretary (**GCUS**) introduced the report and outlined the proposed changes to the Standing Orders. The following matters were discussed by Council.

- It was agreed to introduce a requirement for an Acknowledgement of Country at the beginning of every meeting.
- Further clarity is required regarding the impact of a leave of absence under Standing Order 10 on director duties, particularly from the perspective of the regulator. The General Counsel and University Secretary agreed to consider this separately from the current review of the Standing Orders.
- It was agreed to amend Standing Order 20 to clarify that the Chancellor and Vice-Chancellor are both responsible for setting the agenda for Council meetings.

- An amendment was proposed to Standing Order 25 to clarify that late papers should only be accepted for urgent matters. The Chancellor and Vice-Chancellor advised that they were comfortable with the current provision.
- It was agreed to amend Standing Order 38 to reflect that a member **must** raise a point of order to draw attention to an irregularity or impropriety in the proceedings or a lack of quorum.
- It was agreed to amend Standing Order 48 to clarify that a motion is not carried in the event of a tied vote.
- The obligation on a Council member to maintain confidentiality under Standing Order 63 would appear to conflict with the ability for observers to attend. It was clarified that this is managed through the closed and confidential sections of the Council agendas.
- It was agreed to amend Standing Order 70 to ensure that Committee minutes should be distributed to Committee Chairs and then Committee members, if practical, before coming to Council.

Council requested that the proposed amendments be referred back to the Legislation Committee before being considered by Council at the next meeting.

RESOLUTION C212/26

The Council resolved to **note** the revised Standing Orders and requested that the further amendments be referred back to the Legislation Committee before being considered by Council at its next meeting.

4.4.5 Election Rules

The GCUS introduced the report and noted that the proposed changes to the Election Rules were primarily administrative. The following matters were discussed by Council.

- It was agreed that the full term “Academic Board” should be used in the Rules rather than “Board” to avoid confusion with the University Council.
- It was agreed to amend Rule 14(b) to provide for the Returning Officer to give a reason if a candidate’s statement is rejected as not appropriate.

RESOLUTION C212/27

Council resolved to **approve** the adoption of the University of Canberra (Election of Staff and Student Members to Academic Board and Council) Rules 2020, as amended.

4.4.6 UNSW Canberra City Campus

This item was deferred to the Closed Session.

4.4.7 Campus Master Plan

Dr Chris Faulks, Chair of the Planning and Development Committee (**PDC**), provided an introduction to the Campus Master Plan and an overview of the deliberations of the Steering Committee and the PDC in reviewing the Plan.

Dr Faulks acknowledged the excellent work of the Steering Committee and the Campus Estate Team, as well as MGS Architects in the development of the Plan.

Dr Faulks noted that the following key issues.

1. Given the projected financial impact of COVID-19 over the next few years, any approval by Council of the Masterplan should not be taken as approval to proceed with the staging or

priorities outlined in the Plan and further discussion will be required in the context of the financial considerations.

2. There is a need for a Commercial Plan to sit alongside the Academic Plan and the Master Plan to ensure that there is proper integration.
3. It will be important to decide what will be publicly released in relation to the Master Plan, as some of the background documents will be commercial in confidence.

Within this context, the Planning and Development Committee has recommended the Campus Masterplan to Council for approval.

The VC reiterated the importance of the Master Plan as a framework and structure for future planning. The Master Plan will be reviewed regularly to ensure it remains relevant to the changing circumstances of the University.

The VPFI confirmed that the implementation staging is still to be defined.

The next stage is the development of the Governance Model and Commercial Plan, as well as the Communication Strategy, which will include staff engagement and formal presentation to the ACT government.

RESOLUTION C212/28

The Council resolved to **approve** the University of Canberra Campus Master Plan 2020-2040 - version dated 24 August 2020.

4.5 COMMITTEE REPORTS

4.5.1 Academic Board

Professor Elisa Martinez-Marroquin, Chair of Academic Board, provided an overview of matters considered at the meeting of Academic Board on 5 August 2020 and in her Academic Board August 2020 Report.

RESOLUTION C212/29

The Council resolved to **accept** the August 2020 Academic Board Report presented by the Chair of Academic Board.

4.5.2 Finance Committee

Mr David Sturgiss, Chair of the Finance Committee, provided an overview of matters considered at its recent meeting noting that the major issues are addressed in the CFO's Report.

RESOLUTION C212/30

The Council resolved to **accept** the August 2020 verbal report from the Chair of the Finance Committee.

4.5.3 Audit and Risk Management Committee

Mr Barry Mewett, Chair of the Audit and Risk Committee, provided an overview of matters considered at its recent meeting.

RESOLUTION C212/31

The Council resolved to **accept** the August 2020 verbal report from the Chair of the Audit and Risk Management Committee.

4.5.4 Planning and Development Committee

Dr Chris Faulks, Chair of the Planning and Development Committee (PDC), provided an overview of matters considered at its two recent meetings regarding the Campus Masterplan.

Dr Faulks advised that in 2019 the Committee identified three key strategic policies and frameworks for development in 2019/20 with the following outcomes to date:

1. Campus Masterplan, now approved;
2. Environmental Sustainability Policy, now approved, with the underlying strategies to be considered at the next PDC meeting; and
3. Campus Development Principles, the final version of which is to be considered at the next PDC meeting.

The Committee will work with staff over coming months to review:

1. the Master Plan Communications Strategy;
2. the Master Plan Governance Model; and
3. the Commercial Plan.

RESOLUTION C212/32

The Council resolved to **accept** the August 2020 verbal report from the Chair of the Planning and Development Committee.

4.5.5 Legislation Committee

The Chair of the Legislation Committee provided an overview of matters considered at its recent meeting and advised that:

- the Committee Workplan is currently being reviewed and will be finalised at the next meeting; and
- the Draft Intellectual Property Policy will go to the next Committee meeting before coming to Council.

RESOLUTION C212/33

The Council resolved to **accept** the August 2020 verbal report from the Chair of the Legislation Committee.

4.6 PRESENTATIONS FROM MANAGEMENT

4.6.1 OATSILS Portfolio Report

Pro Vice-Chancellor Indigenous, Professor Peter Radoll, introduced the OATSILS Portfolio Report and presented an overview of portfolio activities over the previous 12 months.

RESOLUTION C212/34

The Council resolved to **accept** the annual OATSILS Portfolio Report and presentation from the Pro Vice-Chancellor Indigenous.

4.6.2 Faculty of Science and Technology Annual Report

Professor Geoff Crisp, Deputy Vice-Chancellor Academic (**DVCA**) introduced the Annual Report, noting that he is also currently acting as the Executive Dean of the Faculty of Science and Technology. He advised that no appointment has been made to the vacant position of Executive Dean, but recruitment action is expected to commence in September. Given the recent

departure of the Faculty Manager, there have been some management and leadership issues within the faculty and the budget is currently in deficit, but this is currently being addressed.

The DVCA introduced Professor Janine Deakin, Deputy Dean of the Faculty of Science and Technology, who presented the Report.

RESOLUTION C212/35

The Council resolved to **accept** the Faculty of Science and Technology Annual Report and presentation from the Deputy Vice-Chancellor Academic and the Deputy Dean of the Faculty.

The Council moved into Closed Session.

PART 5 CLOSED SESSION

THE MINUTES OF THIS SESSION ARE CONFIDENTIAL.

The Council moved out of Closed Session.

PART 6 MEETING FINALISATION

6.1 REVIEW ACTIONS TO BE TAKEN

There was no additional discussion.

6.2 MEETING EVALUATION

There was no additional discussion.

6.3 NEXT MEETING

The next meeting of Council is a Special Meeting to be held from 9.00am to 11.00am on Wednesday 2 September 2020 in the Council Room, University of Canberra and via videoconference.

The next Ordinary Meeting of Council is scheduled to be held from 9.00am to 4.00pm on Friday 23 October 2020 via videoconference.

6.4 MEETING CLOSE

There being no further business the meeting concluded at 4.25pm.

Signed as a true and correct record:

Professor T Calma AO
Chancellor

Date