

UNIVERSITY COUNCIL MEETING NO. CS208

CONFIRMED Minutes of the University Council meeting
held at 10.00am on Friday 3 April 2020
in the Council Room, University of Canberra.

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))	1 January 2014	30 June 2020
Ms Belinda Robinson	Acting Vice-Chancellor & President (s11(1)(b))	13 January 2020	5 April 2020
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
Mr Glenn Keys AO	Ministerial Appointee (s11(1)(d))	1 July 2017	30 June 2020
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 Pampa	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 10.10am with an Acknowledgement of Country and welcomed members and attendees.

The Chancellor advised that Council Member Mr Michael Schaper has requested that his leave of absence approved by Council at its meeting on 28 February be varied so as to end on 3 April 2020 rather than the previously approved date of 20 July 2020. His request was a result of the approved change in Council meeting format from face to face meetings to videoconferencing over the next few months.

RESOLUTION C208/1

The Council resolved to **approve** the change in end date for the unpaid leave of absence for Dr Michael Schaper from 20 July 2020 to 3 April 2020.

Present:

Professor T Calma AO	Chancellor
Dr C Faulks	Deputy Chancellor
Ms B Robinson	Acting Vice-Chancellor and President
Prof E Martinez-Marroquin	Chair, Academic Board
Dr T Karmel AM	External Member
Ms P Kelly PSM	External Member
Mr B Mewett	External Member
Ms A Pegrum AM	External Member
Mr D Sturgiss	External Member
Assoc Prof Kate Pumpa	Academic Staff Member
Ms Melissa Hankinson	General Staff Member
Mr Anthony Davidson	Postgraduate Student Member
Ms Emma Montgomery	Undergraduate Student Member

In attendance:

Professor G Crisp	Deputy Vice-Chancellor, Academic (DVCA) (Item 4.4.1 part only)
Professor L Sullivan	Deputy Vice-Chancellor, Research and Innovation (DVCR&I)
Ms V Williams	Vice-President, Finance and Infrastructure/COVID-19 Coordinator (VPF&I/CV19)
Ms W Flint	Acting Chief Executive People and Diversity (CEPD) (Item 4.4.1 only)
Mr I Cox	Acting Vice-President University Relations & Strategy (A/VPUR&S) (Item 4.4.1 only)
Mr D Formica	Acting Vice-President, Finance and Infrastructure (A/VPF&I)
Ms A McKenzie	Director, Office of the Vice-Chancellor (Item 4.4.1 only)
Ms K Auden	Director, Finance and Business Services
Mr E Wells	General Counsel and University Secretary (GCUS)
Ms S Norton	Deputy University Secretary (minutes) (Item 2.4.1 only)
Ms C Venning	Governance Coordinator (minutes) (Item 2.4.1 only)

Apologies:

Mr G Keys AO	External Member
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Approved Leave of Absence:

Dr M Schaper	External Member (until 3 April 2020)
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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. There were no additional declarations made.

1.3 REVIEW OF AGENDA

The Council agreed to move into Closed Session for Item 4.4.1 COVID-19 Response.

PART 2 CONSENT AGENDA

2.1 MATTERS FOR ACCEPTANCE OR NOTING FROM COMMITTEES

RESOLUTION C208/2

The Council resolved to **accept** the confirmed minutes of the Joint Meeting of the Audit and Risk Management and Finance Committees held on 4 March 2020.

RESOLUTION C208/3

The Council resolved to **accept** the unconfirmed Minutes of the Joint Meeting of the Audit and Risk Management and Finance Committees held on 25 March 2020.

PART 3 GENERAL BUSINESS

There was no General Business at this meeting.

PART 4 MATTERS FOR DECISION AND/OR DISCUSSION

4.1 STRATEGIC DIRECTION

There were no reports submitted to the meeting.

4.2 CFO'S REPORT

4.2.1 2019 UC GROUP FINANCIAL STATEMENTS

The Chair of the Audit and Risk Management Committee (**ARMC**), Mr Barry Mewett, provided an overview of the discussions held in the Joint Meetings of the ARMC and Finance Committee regarding the 2019 Financial Statements and advised that the ARMC and Finance Committee have recommended to Council that:

- the tabled 2019 Financial Statements be approved;
- the Chancellor and Vice-Chancellor be authorised to sign the 2019 Financial Statements *Council Members Declaration*; and
- the Chancellor be authorised to sign the 2019 Financial Statements *Report by Members of the University of Canberra Council*.

Mr. Mewett advised that the ACT Audit Office has undertaken an audit of the 2019 Financial Statements to enable it to provide an opinion that the 2019 Financial Statements, in all material respects, have been presented fairly in accordance with the *Financial Management Act 1996* (as amended by the *University of Canberra Act 1989*), *Australian Charities and Not-for profits*

Commission Act 2012 and Australian Accounting Standards including other mandatory professional accounting requirements.

In its Audit Close Report, the ACT Audit Office concluded that it intended to issue an unmodified auditor's report on the financial statements of the University subject to the University Council approving the financial statements and indicating that the University can pay its debts as and when they fall due.

Mr. Mewett advised that the ARMC and Finance Committee also recommended that the Chancellor sign the tabled Management Representation Letter to the ACT Auditor-General.

Mr. Mewett acknowledged the efforts of University staff to produce the 2019 Financial Statements and thanked Ms Vicki Williams, Vice-President Finance and Infrastructure, and Ms Karma Auden, Director Finance and Business Services (**DFBS**) and their team.

The DFBS referred to the financial impact of COVID-19 as an identified matter subsequent to the end of the financial year.

RESOLUTION C208/4

The Council resolved to:

1. **approve** the Financial Statements for the University of Canberra (University and UC Consolidated Group) for the year ended 31 December 2019;
2. **authorise** the Chancellor and Vice-Chancellor to sign (by digital signature) the *Council Members' Declaration* on behalf of the Council;
3. **authorise** the Chancellor to sign (by digital signature) the *Report by the Members of the University of Canberra Council* on behalf of the Council; and
4. **authorise** the Chancellor to sign (by digital signature) the Management Representation Letter to the ACT Auditor-General.

4.3 STRATEGIC FUNDS

There were no reports.

4.4 OTHER MATTERS FOR DISCUSSION AND/OR DECISION

4.4.1 COVID-19 Response

This item was moved to Part 5 Closed Session.

4.5 COMMITTEE REPORTS

There were no reports.

4.6 PRESENTATIONS FROM MANAGEMENT

There were no presentations.

The Council moved into Closed Session

PART 5 CLOSED SESSION

THE MINUTES OF THIS SESSION ARE CONFIDENTIAL.

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 Ordinary Meeting of Council is scheduled to be held from 9.00am to 4.00pm on Friday 1 May 2020 in the Council Room, University of Canberra.

6.4 MEETING CLOSE

There being no further business the meeting concluded at 12.00pm.

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