

CONFIDENTIAL

THE UNIVERSITY OF WESTERN AUSTRALIA

**MINUTES OF A MEETING OF THE SENATE AND THE SENATE STRATEGIC SEMINAR
HELD ON MONDAY 11 MARCH 2019 FROM 8AM IN SEMINAR ROOM 1, UNIVERSITY CLUB**

MEMBERS OF THE UNIVERSITY SENATE – PRESENT

The Chancellor, as Chair (The Hon Robert French, AC)

The Pro-Chancellor and Chair of Strategic Resources Committee (Mr Frank Cooper, AO)

Vice-Chancellor (Professor Dawn Freshwater)

Chair of Audit and Risk Committee (Ms Michele Dolin)

Chair of Academic Board (Professor Raymond da Silva Rosa)

Governor Appointees: Dr Lynton Hayes

Ms Sue Murphy

Elected by Convocation: Mr Simon Dawkins

Adjunct Professor Warren Kerr

Elected by Academic Staff: Dr Jamie O'Shea

Elected by General Staff: Mr Craig Williams

Elected by Students: Mr Conrad Hogg (Guild President)

Mr Alexander Tan (President, Postgraduate Student's Association)

Co-opted members: Dr Sue Gordon

Mr Michael Byrne

INVITEE FOR SENATE MEETING

Chief Financial Officer (Mr Jonathan Cowper) for Item 10

INVITEES FOR SENATE STRATEGIC SEMINAR (Item 16):

Senior Deputy Vice-Chancellor (Professor Simon Biggs); Deputy Vice-Chancellor (Research) (Professor Robyn Owens); Deputy Vice-Chancellor (Education) (Professor David Sadler); Executive Director, Corporate Services (Mr Robert Webster); Faculty of Arts, Business, Law and Education Executive Dean (Professor Matthew Tonts); Faculty of Engineering and Mathematical Sciences (Professor John dell); Faculty of Health and Medical Sciences (Professor Wendy Erber); Faculty of Science (Professor Tony O'Donnell)

SECRETARIAT:

Acting University Secretary (Dr Kabilan Krishnasamy)

1. CHANCELLOR'S WELCOME AND INTRODUCTION

The Chancellor welcomed all members to the meeting, including Dr S Gordon and Mr M Byrne to their first Senate meeting.

2. DECLARATIONS OF INTEREST– Ref F4815

Members were referred to Clause 6 of the Senate Code (adopted by Senate Resolution 275/00) which deals with Conflicts of Interest. The following declaration was made:

- Dr S Gordon in relation to Mindaroo and the item relating to the Forrest Hall 2 project

3. CONFIRMATION OF MINUTES - Ref F73146

RESOLVED – 1

that the minutes of the meeting of the Senate held on 10 December 2018 be confirmed, subject to an amendment to Resolution 76, which should read as follows:

“to approve the renaming of Taylor’s College as UWA College and that the University proceed with negotiating a detailed license and services agreement consistent with the controls set out in the Business Case”.

4. APPOINTMENTS AND PROMOTIONS

The list of appointments and promotions circulated with the agenda in accordance with Senate Resolution 274/00 was noted.

5. CONFERRING OF DEGREES, DIPLOMAS AND CERTIFICATES

In accordance with Statute 14 clause (2)(2) made under the University of Western Australia Act 1911, members noted that the Vice-Chancellor conferred degrees, diplomas and graduate certificates on a number of students on 29 January 2019 and 27 February 2019. A Copy of the conferral lists were noted to be available on request.

6. OVERVIEW OF REPORTS FROM SENATE COMMITTEES

Members noted the inclusion of reports from the following committees:

- Report of the Senate Executive Committee meetings held on 21 January and 31 January 2019 dealt in closed session.
- Report of the Chancellor's Committee meeting held on 20 February 2019 dealt in closed session.
- Reports of the Strategic Resources Committee meeting held on 11 February 2019 and the Noting of Decisions made on 27 February by way of circular dealt in closed session.
- Verbal report provided by the Chair of the Audit and Risk Committee on a meeting held on 7 March 2019.

7. BOARDS OF DISCIPLINE - APPOINTMENT OF PANELS FOR 2019 – REF F19786

7.1 Appointment of Panel from which Chair can be selected

In terms of Regulation 15(1)(a) of the *Regulations for Student Conduct and Discipline* pursuant to Statute No. 17 (Student Discipline), Senate is required annually to appoint a panel comprising members of the Senate or senior members of academic staff from which the Chair of a particular Board of Discipline can be selected by the Chancellor.

RESOLVED – 2

that the Panel from which Chairs of Boards of Discipline are selected for the period to 1 December 2019 comprise:

- Professor Matthew Tonts
- Professor Tony O'Donnell
- Professor John Dell
- Professor Wendy Erber
- Professor Peter Dean
- Professor Graham Brown
- Dr Brenda McGivern

7.2 Appointment of Panel of staff

In terms of Regulation 15(1)(d) of the *Regulations for Student Conduct and Discipline* Senate is required annually to appoint a panel of staff from which one member can be selected by the Chair of the Academic Board to serve on a particular Board of Discipline.

RESOLVED – 3

that the staff Panel for Boards of Discipline for the period to 1 December 2019 comprise:

- Professor Tim Ackland
- Miss Jill Benn
- Ms Meredith Blake
- Associate Professor Tanya Daiziell
- Dr Mark Dixon
- Associate Professor Joanna Elfving-Hwang
- Ms Jacqueline Flowers
- Ms Sophie Giles
- Associate Professor Peter Hammond
- Associate Professor Dianne Hesterman
- Dr Mark Sachmann
- Professor Natalie Skead
- Ms Heather Williams

- Mr Tamas Zegrean

7.3 Appointment of Student Panel

In terms of Regulation 15(1)(e) of the *Regulations for Student Conduct and Discipline* Senate is required annually to appoint, on the recommendation of the President of the Student Guild, a panel of students from which one member can be selected by the President of the Guild to serve on a particular Board of Discipline.

RESOLVED – 4

that the student Panel for Boards of Discipline for the period to 1 December 2019 comprise:

- Mr Lincoln Aspinall
- Mr Joseph Chan
- Mr Alexander Tan
- Ms Khairunnisa Shahrin
- Ms Brehany Shanahan
- Ms Patricia Paguio

8. SENATE COMMITTEES – AMENDMENTS TO CONSTITUTIONS AND FILLING OF VACANCY

8.1 Amendments to Constitution of Committees – Strategic Resources Committee and Audit and Risk Committee

At its meeting held on 20 February 2019 the Chancellor's Committee endorsed by R3/19 to recommend to Senate that "the membership term for co-opted members of Senate Committees be amended from a two-year term with a possibility of re-appointment to a three-year term for up to three terms".

Accordingly, the Strategic Resources Committee and the Audit and Risk Committee considered proposed amendments to their Constitutions, which have been endorsed by the relevant Committees for consideration and approval by Senate.

The Chair of the Audit and Risk Committee pointed out that the list of standing invitees should be reviewed annually in light of the changes to organisational structure and portfolios.

RESOLVED – 5

- that the membership term for co-opted members of Senate Committees be amended from a two-year term with a possibility of re-appointment to a three-year term for up to three terms, effective immediately;
- the proposed amendments to the Constitutions of the Strategic Resources Committee, as attached to the agenda be approved, effective immediately; and
- the proposed amendments to the Constitution of the Audit and Risk Committee, as attached to the agenda be approved, effective immediately.

8.2 Strategic Resources Committee Membership – Filling of Vacancy

At its meeting held on 11 February 2019, the Strategic Resources Committee resolved by R3/19 to endorse and recommend to Senate that Mr C. Williams be appointed as the professional staff Senate member on the Strategic Resources Committee. Senate,

RESOLVED – 6

to approve the appointment of Mr C Williams as the professional staff Senate member on the Strategic Resources Committee.

9. ANNUAL REPORT 2018 – ANIMAL ETHICS COMMITTEE – REF F12717

Members had before them the 2018 Reports from the Blue and Green Animal Ethics Committees.

The Chair of the Audit and Risk Committee confirmed that in accordance with the Australian Code for the Care and Use of Animals for Scientific Purposes the 2018 Annual Report from the Animal Ethics Committee had been considered by the Audit and Risk Committee at its meeting on 07 March 2019. The Chair of the Animal Ethics Committee was also interviewed.

There was a brief discussion on the mechanisms in place to manage any breaches of the Animal Ethics Code. On the advice and recommendation of the Audit and Risk Committee, Senate

RESOLVED – 7

to adopt that the Annual Ethics Committee has conducted an annual review in accordance with clause 2.2.37 of the *Australian code for the care and use of animals for scientific purposes* 8th edition, 2013 (the *Code*).

10. VICE CHANCELLOR'S REPORT ON PERFORMANCE IN 2018 INCORPORATING THE APPROVAL OF THE 2018 ANNUAL REPORT

The Vice Chancellor presented a snapshot summary report of performance against key strategic indicators emphasising that members have seen this information at meetings in 2018.

The following were amongst the key issues discussed:

- a) National trends indicate all Universities have been experiencing an average of 4 per cent decline in undergraduate student numbers to take up a Commonwealth Supported Place. This has significant impact on revenue for all universities in the sector.
- b) With regard to student satisfaction and the CEQ (Course Experience Questionnaire), which collects information on the quality of education provided by Australian institutions by asking graduates to indicate their level of agreement to a series of statements about their study experience, UWA has been performing above the national average.
- c) Higher degree by research completion rates were reported to be above the national average.
- d) There was a brief discussion on campus management and strategies to increase revenue for the University through the sale of its assets.

The Chair of the Audit and Risk Committee (ARC) reported on the Exit Meeting with the Office of the Auditor General (OAG) and made a few observations with regard to the University's Information Technology (IT) maturity model. As reported by the OAG, the Chair of ARC asserted that currently there was no approved documented policy or procedure that outlined the key controls to manage databases. An assessment and evaluation of the IT capability maturity was reported to be far less than optimal (with a rating of 2 out of 5). Without appropriate database controls and security in place, there was an increased risk that the confidentiality, integrity and availability of sensitive information might be compromised. Further, the University's change management policies and procedures were out of date, and that this could in turn pose an increased risk that the IT systems changes might not be appropriately controlled and managed.

The Chair of ARC further reported that feedback on the general working relations between the OAG and the University's related teams were positive. Members of the Audit and Risk Committee reviewed the audited financial statements and resolved to recommend to Senate that the audited Financial Statements and Performance Indicators be approved and certified.

RESOLVED – 8

- (i) to adopt the draft Annual report of the University of Western Australia for 2018 including the audited Financial Statements and the Key Performance Indicators;
- (ii) to approve the certification of the audited Financial Statements and Performance Indicators; and
- (iii) to authorise the Chancellor to sign off and transit to the Minister the Annual Report including the audited Financial Statements and Key Performance Indicators

Confirmed

CHAIR

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