Minutes of Senate held on 30 November 2022
at 4:00pm in the River Room, Customs House,
399 Queen Street, Brisbane

Minutes Confirmed on 21 February 2023

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Attendance
Present: Mr P N Varghese AO (Chancellor), Ms T Dwyer (Deputy Chancellor), Professor D Terry AO (Vice-Chancellor and President), Ms J Alroe, Ms S Atkinson AO, Ms C Chalmers, Dr L Duffield, Professor C Franklin, Professor G Hainge, Mr P Hennessy AO, HHJ N Jarro, Mr R Jones, Mr R Lee, Professor K Lyons, Adjunct Professor Dr S Pitkin AO (AVT) (items 1-9), Ms E Scott, Ms C Wake and Dr D Willox.

Apologies: Ms A Cross AM, Mr G Murdoch, Dr M Naidoo.

In attendance: Provost, Professor A Byrne; Chief Operating Officer, Mr A Flannery; Acting Deputy Vice-Chancellor (Academic), Professor D Macdonald; Deputy Vice-Chancellor
Acknowledgement of Country
On behalf of the Senate, the Chancellor acknowledged the Traditional Owners and their custodianship of the lands on which the meeting took place, and paid respect to their Ancestors and their descendants.

The Chancellor confirmed the Senate's ongoing commitment to the University's Reconciliation Action Plan.

Welcome and Apologies
The Chancellor welcomed members to the final meeting for 2022. Apologies were noted for Ms Anne Cross AM, Mr G Murdoch, and Dr M Naidoo.

Congratulations were offered to Richard Lee who had been elected as President of UQU for 2023.

Request for starring/ Approval of items not starred
Having provided members with an opportunity to star any additional agenda items, it was resolved that Senate approve or note en bloc all items that were not starred.

Declaration of Interests
Members' interests for November 2022 were circulated with the agenda and noted.

The Chancellor provided members with an opportunity to advise of any changes to the interests circulated and to declare any perceived, potential, or actual conflict with any of the meeting agenda items. Members noted that updates to Ms Emily Scott's declarations would be reflected in the register.

Confirmation of Minutes – 27 October 2022
The minutes of the meeting held on 27 October 2022, having been circulated, were confirmed.

Matters Arising from Previous Meeting
Members noted the updates pertaining to matters arising from previous Senate meetings, as set out in the papers.

Update from the Chancellor
The Chancellor discussed the following during his update:

- A number of reviews relevant to the university sector were underway. The University Chancellor's Council (UCC) would consider opportunities to make submissions.
- A discussion on the University's regulatory and compliance obligations would be scheduled in 2023, with a focus on understanding the resources required.
- A joint UCC and Queensland Vice- Chancellor's Committee dinner is being held in the coming weeks. The joint meetings provide a mechanism to share
perspectives and explore opportunities to collectively engage with state government on key priorities.

8. **Vice-Chancellor and President’s Report**
Taking the report as read, the Vice-Chancellor’s discussion highlighted the following items:

- The Chancellor was congratulated on his election as an Honorary Fellow to the Australian Academy of Humanities.
- Members noted UQ’s recent success in the ARC Centres of Excellence (CoE) announcements, with the awarding of the following three Centres:
  - Indigenous Futures, the first Indigenous-led CoE;
  - Quantum Biotechnology; and
  - Green Electrochemical Transformation of Carbon Dioxide.
- CEPI would provide up to AU$8.5 million towards the development of UQ’s re-engineered technology for use in vaccine responses to future disease outbreaks. Human trials would commence in 2023 for a second-generation molecular clamp vaccine.
- UQ recorded the highest number of Highly Cited Researcher Awards of any Australian university in 2022. Forty-five UQ researchers received the Awards, which identified global research and social scientists who have demonstrated exceptional influence and impact.
- Professor Ian Frazer’s significant contributions to UQ and globally were celebrated at the annual Jian Zhou Oration, where the renaming of the UQ Diamantina Institute as the Frazer Institute was also announced.
- The Universities Accord process had recently been announced, with consultation underway across the sector regarding the terms of reference to inform the focus areas. Key groups such as UA, UCC and Go8 would be engaged in the process.
- UQ’s Deputy Vice-Chancellor (Research and Innovation) is leading UQ’s submission to the ARC Review.
- No notifiable HSW incidents had been recorded in the last month. Members noted that an investigation was underway regarding a high potential incident in chemistry. Two cases involving time sensitive chemicals were being reviewed, with one lab closed pending outcomes of the review. A time sensitive chemicals working group had been established.
- Members noted the new KPI scorecard to track performance against key measures in the Strategic Plan.
- Consultation had been undertaken with stakeholders regarding plans for the Union complex. The University’s commitment to maximising the adaptive reuse of the precinct and buildings would inform the tender documentation. The Conrad Gargett report would be shared with members.

9. **Strategic Matters**

9.1 **Student Misconduct – Academic Integrity Update**

*Mark Erickson, Academic Registrar and Rowena Bower, Associate Director, Student Conduct and Integrity were in attendance for this item.*

Members considered the Academic Integrity and Student Misconduct Presentation and Academic Misconduct Report. Members noted that academic integrity had been identified as a top risk for UQ. The documents outlined the processes and controls in place to manage this risk, and reported on academic misconduct in 2021 and 2022.

During discussion, the following key points were raised:
• The University’s ‘zero-tolerance’ approach reflected the practice of taking action on all detected cases of misconduct. Prevention methods included education through mandatory training, issuing penalties, and ensuring the penalties are well understood throughout the community. UQ publishes deidentified case studies of penalties and suspensions.

• Members noted that the range of behaviours considered under TEQSA’s definition of contract cheating includes any outsourcing of assessment to commercial operators, family and friends. The determination may be made on the basis of a partial aspect of the assessment as well as the whole piece of assessment.

• Members noted the importance of developing a consistent definition of contract cheating to support a clear understanding of the categories and associated penalties.

• The University calibrates judgement across the organisation, establishing a shared understanding of mitigating circumstances and the application of judgements as they relate to penalties.

• The sector will continue to identify best practice tools to detect contract cheating behaviour. Education and prevention are important aspects of best practice.

• Members noted the mechanisms for reporting misconduct. It was noted that the introduction of the online complaints tool provided a mechanism for students to report instances of possible misconduct. Students may also bring matters to the attention of course coordinators.

• Members noted that UQ policies cover the spectrum of academic misconduct, from inadvertent plagiarism through to more intentional misconduct where a student may make payment for a service. Members discussed whether the University’s zero tolerance approach should be strengthened through the implementation of more severe penalties such as immediate suspension or expulsion. The Chancellor noted that in clear cut cases of contract cheating, expulsion would send a strong deterrent message. Further consideration will be given to how deterrents, education and penalties apply across the spectrum of cases. It was noted that in cases of misconduct a grade of ‘G’ is noted on the academic transcript, representing a zero grade. It was noted that TEQSA do not provide advice on penalties.

• The University will continue to assess the issues and ensure that policies and treatments are appropriate. Advice would be sought from the Go8 Deputy Vice-Chancellors (Academic) and Presidents of Academic Board groups to understand the approaches being adopted across the Go8.

Senate noted the Student Misconduct – Academic Integrity Update presentation.

9.2 Faculty of Science Distribution of Disciplines Proposal

Professor Melissa Brown, Executive Dean, Faculty of Science was in attendance for this item.

Members noted the presentation on the review of the Faculty of Science School Structure. The review was initiated in response to the outcomes of processes such as Program Architecture project. Three major schools, namely Agriculture and Food Sciences, Biological Sciences, and Earth and Environmental Sciences, had been in place since the 2013 Faculty review. A number of disciplines were taught across the three schools, and the opportunity had been identified to improve coherence in the disciplinary focus of schools. The review sought to reduce duplication, fragmentation and overall teaching loads, while enabling improved opportunities for collaboration in teaching and research.
The review proposed the disestablishment of the existing three schools and the formation of two new schools, provisionally named the School of the Environment and the School of Agriculture and Food Sustainability. Members noted that the establishment and disestablishment of schools had been delegated to the Vice-Chancellor. The Faculty was finalising the placement of urban and regional town planning, OHS and geosciences disciplines into appropriate schools.

Members noted that the proposal had been considered by Academic Board Standing Committee and the Academic Board with feedback addressed in a revised proposal. The President of the Academic Board confirmed the thorough approach to consultation. Following the establishment of the new structures, further consideration will be given to staffing and support requirements.

Senate noted the presentation on the review of Faculty of Science School Structure.

10. Academic Matters

10.1 Update from the Academic Board President

Members noted the update provided by the President of the Academic Board. Professor Franklin drew members attention to the body of work undertaken throughout the year, including reviews of schools and key academic policies.

11. Financial and Operational Matters

11.1 Final 2023 Budget

The Vice-Chancellor and Chief Financial Officer presented the proposed 2023 budget. The 2023 Budget is forecast to deliver a 5.7% EBITDA of $124m, with a proposed plan to return to a 10% EBITDA in coming years.

Members noted the key targets, impacts on costs and strategies for restraint on expenditure. Delivering priority activities to support the strategic plan remains an essential focus for 2023. It was noted that Finance Committee had requested that the University address backlog maintenance. Members noted the key risks and opportunities associated with the budget assumptions.

During discussion, the following key points were raised:

- The University was reviewing tuition fees. A conservative approach had been taken to fee settings through the pandemic in acknowledgement of the constraints faced by students, however the University maintained strong enrolments through the pandemic. Changes to fees would take effect from 2024.
- Consideration was being given to overhead costs for research projects with commercial entities.
- To meet budget targets, there would be limited capacity to increase staff numbers alongside the proposed increase in student numbers.
- As part of the strategy for addressing the constraints of the 2023 budget, a series of well-governed value generating projects would be implemented.

The 2023 UQ Budget Paper was approved.

11.2 Health and Recreation Precinct (HARP) Funding Request

At its 22 September 2022 meeting, Senate endorsed a revised budget envelope for the Health and Recreation Precinct (HaRP) and the North-East Quadrant project, to enable the tender process to be undertaken. It was noted that revised business cases with final budgets would be presented to Senate at the conclusion of the tending processes.
Members considered the Health and Recreation Precinct Funding Release submission, which had been supported by the Finance Committee. Members noted that the tender process had concluded, with bids received within the revised funding envelope.

Senate resolved to approve:

1. The release of total program funding of $68.4m for the HaRP and $25.9m for the Northeast Quadrant (NEQ) infrastructure project; and

2. The delegation to the Vice-Chancellor and the Chief Operating Officer permitting the execution and administration of contracts with the successful tenderer(s) for the program of works up to $94.3m.

11.3 BCC Contract for Lakes Bus Station

Members noted that in 2003, Senate approved the proposal for the Eleanor Schonell Bridge with a caveat that any variations must be approved by Senate. UQ is in negotiation with the Brisbane City Council regarding changes required to the Lakes Bus Station landing area to accommodate the Metro upgrade.

Members noted the key concerns raised by Senate during the initial discussions regarding the Bridge. The proposed delegation included a limitation to ensure that any decisions regarding future changes to the restrictions of thoroughfare through the campus would be retained by Senate.

The Senate resolved to approve:

1. A Deed of Amendment which varies the existing Bus Terminal Licence to:
   i. permit further amendments to the Bus Terminal Licence by delegates of the parties (i.e., delegates of the University’s Senate, and the respective delegate of Council and the State); and
   ii. acknowledge that Translink is no longer a party to the Bus Terminal Licence (with references to Translink being taken as a reference to the State going forward).

2. The delegation of its powers to administer and sign any future deed of amendment to the Bus Terminal Licence as set out in the Instrument of Delegation.

12. Governance Matters

12.1 TEQSA and CRICOS Renewal of Registration

Members considered the draft list of evidence for both the TEQSA and CRICOS renewal of registration applications to address the Confirmed Evidence Tables provided by TEQSA.

UQ had been assessed as low risk, with specific requirements identified by TEQSA for the University to address. No concerns had been identified with UQ’s compliance with academic integrity requirements.

TEQSA had identified two domains for UQ’s submission, namely, Institutional Quality Assessment and Governance and Accountability. TEQSA also had identified a list of programs for the submission, to demonstrate institutional quality assurance processes.

The Senate resolved to approve the draft evidence and written statements for the TEQSA and CRICOS renewal of registration applications.
12.2 Reporting of Senior Staff Remuneration

Members considered the University Chancellor’s Council Australian Universities Vice-Chancellor and Senior Staff Remuneration Code. Members noted that the Code recognised the importance of transparency in reporting the remuneration of university leadership. Members noted the previous discussions at Senate regarding the alignment of remuneration reporting with the UCC voluntary code.

The remuneration report would be included in the Annual Report, accompanied by details of the remuneration process overseen by Senate. Consistent with the principles established by the UCC, Senate agreed that the remuneration report would set out the Vice-Chancellor’s remuneration, with the reporting on other senior members of staff to be set out in bands.

The Senate resolved to:

1. Adopt the Australian Universities Vice-Chancellor and Senior Staff Remuneration Code; and
2. Approve the approach for reporting of senior staff remuneration for inclusion in the Annual Report, whereby:
   i. the remuneration for the Vice-Chancellor is set out; and
   ii. the remuneration for members of the University Senior Executive Team is reported in bands.

12.3 UQ Holdings – Appointment of Director

Members considered the recommendation to appoint Ms Charmaine Chalmers as a Director of UQ Holdings, replacing Mr Grant Murdoch whose term expires on 31 December 2022. Ms Chalmers was absent during consideration of this item.

The Senate resolved to approve the appointment of Ms Charmaine Chalmers as a Director of UQ Holdings Pty Ltd from 1 January 2023 for a period of three years, or as varied by Senate.

12.4 Health, Safety and Wellness - Due Diligence Action Plans

Following the presentation on HSW Obligations for Senators at the 27 October 2022 meeting of Senate, members noted the proposed WHS due diligence action plan (DDAP) for Senate members. The plan is designed to assist members of Senate in demonstrating compliance with their duty as “officers” under section 27 of the Work Health and Safety Act 2011.

During discussion, the following key points were raised:

- The DDAP articulates the legislative duties of officers of the University and the evidence required for members to support those duties.
- In the event of an incident, the DDAP would assist members to demonstrate an understanding of their obligations to a regulator. Although it had been proposed that Senate members provide a signed document to demonstrate their understanding of obligations, it was noted that a formal resolution of Senate to adopt the DDAP would be appropriate.
- Following discussions at Senate Risk and Audit Committee (SRAC), the regular HSW reporting to Senate, including through the Vice-Chancellor’s report, would be strengthened to ensure members remained informed of relevant issues and progress towards achievement of relevant KPIs. The key material presented to SRAC would be accessible to Senate.
• Members supported the DDAP, noting the importance of proactively demonstrating adherence to officer duties.

The Senate resolved to:

1. Note the proposed WHS due diligence action plan (DDAP) for Senate members; and
2. Adopt the template DDAP by members of Senate.

12.5 Campus Infrastructure Committee Terms of Reference
Members considered the revised Campus Infrastructure Committee (CIC) Terms of Reference. The changes ensured alignment with other Senate committees, specifying that the Committee would meet at least four times a year.

Senate resolved to approve the Terms of Reference for the Campus Infrastructure Committee.

12.6 Freedom of Speech and Academic Freedom Policy
Members considered the Freedom of Speech and Academic Freedom Policy and the proposed minor amendments to the UQ Governance and Management Framework to reflect the introduction of the new policy.

During discussion, the following key points were raised:

• In responding to the Independent Review of Freedom of Speech in Australian Higher Education conducted by the Hon Robert French AC, the University had adopted a Model Code for the Protection of Freedom of Speech and Academic Freedom, embedded in the Governance and Management Framework.
• The introduction of the new standalone policy sought to ensure the visibility of the University’s commitment to the Principles of Freedom of Speech and Academic Freedom.
• In response to a question from a member, it was noted that the University adopted the approach of the Hon Robert French AC in not seeking to define freedom of speech, as it is defined by the limitations on speech within the law.
• The President of the Academic Board noted that the Freedom of Speech Implementation Group (including the President, Academic Board) reviews all policies for alignment with the Model Code.

The Senate resolved to approve:

1. the Freedom of Speech and Academic Freedom Policy;
2. the subsequent amendments to the UQ Governance and Management Framework; and
3. the recission of the Intellectual Freedom Policy.

12.7 Freedom of Speech Attestation Statement
Members considered the draft 2022 UQ Freedom of Speech Attestation Statement, as endorsed by the Governance Committee on 15 November 2022. It was noted that the UCC introduced the Attestation Statement in 2021, for inclusion in university Annual Reports. The Statement would be updated to reference the introduction of the new Freedom of Speech and Academic Freedom Policy.

The Senate resolved to approve the draft 2022 UQ Freedom of Speech Attestation Statement.
12.8 Organisational Policies

12.8.1 Supervisory Organisational Structures Policy

Members considered the Supervisory Organisational Structure Policy, which provides a framework for the management of UQ’s formal organisational structure. The policy would operate alongside Senate’s broader delegation to the Vice-Chancellor, which is currently under review. It was noted that Governance Committee requested that Senate should retain power to establish, rename or disestablish faculties and institutes.

During discussion, it was agreed that the policy would be amended to clarify the role of Academic Board in the school and institute review process.

The Senate resolved to approve:

1. the Supervisory Organisational Structure Policy; and
2. that the delegation to the Vice-Chancellor be revised to align with the Supervisory Organisational Structure Policy.

12.8.2 Research Centres and Research Networks Policy

Members considered the Research Centres and Research Networks Policy.

The revisions to the Supervisory Organisational Structure addressed structural and supervisory arrangements for standalone institutes. The Research Centres and Research Networks Policy was developed to support virtual academic groupings where staff held affiliations, separate to their substantive appointments. The Research Centres and Research Networks Policy aimed to profile focused areas of activity and the building of links with external organisations.

Senate noted that the Supervisory Organisational Structure Policy and the Research Centres and Research Networks Policy will be included in the list of Senate reserved policies.

The Senate resolved to approve:

1. The Research Centres and Research Networks Policy; and
2. the recission of the Establishment, Management and Closure of Institutes, Centres and Research Networks Policy.

13. Senate Committee Reports

13.1 Campus Infrastructure Committee

The Campus Infrastructure Committee Report was noted.

13.2 Finance Committee

The Finance Committee report was noted.

13.3 Governance Committee

The Governance Committee report was noted.

The Chancellor noted the report on the progress towards implementation of recommendations adopted from the 2020 external review of Senate. The Manual for Senate members would be prioritised for delivery by mid-2023.

A further discussion would be scheduled regarding options for more regular internal evaluations of Senate, alongside the formal septennial external reviews required by TEQSA.
The Chancellor noted discussions at Governance Committee regarding a proposed increase to the financial delegation to the Vice-Chancellor to reflect inflation and increases in costs. A more detailed proposal would be submitted to a meeting of Senate in 2023.

13.4 Risk and Audit Committee
The Risk and Audit Committee report was noted.

14. Other Matters for Noting
14.1 25 Year Service Awards
The report on the 25 Year Service Award recipients was noted.

14.2 UQ Significant Litigation Report
The Significant Litigation Report for November 2022 was noted.

14.3 Senate Annual Calendar
The Senate Annual Calendar was noted.

15. Any Other Business
The Chancellor thanked members for their contributions throughout the year.

The meeting closed at 6:40pm.