

**PRESENT:** Chancellor (Lieutenant General Grey AC) (Chair), Deputy Chancellor (Hon. P Lindsay), Vice Chancellor (Professor Harding), Chairperson of the Academic Board (Professor Gadek), Ms Cannon, Mr Charlton, Mr Dodge, Mr Gilliver, Mr Haddrick, Mr Harridge, Mr Kirkwood, Mr Landy, Professor Leggat, Associate Professor Leicht, Ms McLaughlin, Mr Mosch, Mr Phillips, Ms Polak Scowcroft, Dr Smorfitt, Mr Twomey, Dr Tyrell and Ms Walker.

**ATTENDANCE:** Mr Kern (Secretary). Ms Brand (Permanent Advisor).

**APOLOGIES:** Apologies were received from Professor Cocklin (Permanent Advisor).

## 1. **DECLARATION OF CONFLICTS OF INTERESTS:**

The following conflicts of interests were declared at the meeting:

1. The Vice Chancellor and Ms Cannon had a conflict of interests in relation to Confidential Item 13.
2. Mr Twomey declared a potential conflict of interests in relation to his role as Chair of the North Queensland Primary Health Care Network.

## 2. **MINUTES**

2.1 The following Minutes were adopted as a true and correct record:

N-SEC Ordinary Minutes of Meeting (1/15) held on 27 February 2015 as confirmed by the Chair.

2.2 Confidential Minutes of Meeting (1/15) held on 27 February 2015 as confirmed by the Chair.

N-SEC 2.3 Circular Minutes of Meeting (2/15) approved on 2 April 2015 as confirmed by the Chair.

## 3. **BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the Minutes.

## 4. **MATTERS NOT YET FINALISED:**

There were no matters not yet finalised.

## 5. **CHANCELLOR'S REPORT**

The Chancellor's Report was noted.

### MS MAGGIE GRANT – JCU SENIOR LECTURER

The Chancellor drew Council's attention to the passing of Ms Maggie Grant on 9 April 2015, a Senior Lecturer of James Cook University in General Practice and Rural Medicine and wife of Deputy Vice Chancellor, Division of Tropical Health and Medicine, Professor Wronski. The Chancellor acknowledged the work that Ms Grant had provided to the University and Council unanimously agreed to formally extend its condolences to Professor Wronski and his family.

### JCU SINGAPORE - AWARD OF EDUTRUST STAR STATUS

The Chancellor advised Council that JCU's Singapore Campus operation had been granted EDUTRUST Star status in Singapore for a 2 year period, the first University to have been such status in the history of Singapore.

N-SEC **RESOLVED:**

1. that the Chancellor's report, be noted;
2. that condolences be formally expressed on the passing of Ms Maggie Grant in view of Ms Grants contributions to the University; and
3. that the Deputy Vice Chancellor and Head of Singapore Campus be congratulated on the awarding of EDUTRUST Star status to JCU Singapore for a period of 2 years.  
*Acknowledged with acclamation.*

**6. VICE CHANCELLOR'S REPORT:**Presentation by Members of the Senior Management

Professor Nola Alloway, Dean, College of provided a presentation titled *Teacher Education under the Spotlight: Ground Hog Day or a New Nation-wide QA?*

A-VCEXEC  
OFF

The Vice Chancellor took on notice a question in relation to the SP1 intake student numbers in relation to Domestic HDR students at census date and also the projected shortfall against budget for 2015.

A-VCEXEC  
OFF

The Vice Chancellor took on further notice a request to provide a six month update in relation to JCU Brisbane/RHE JobLinks Program which is aimed at assisting Graduates to find employment in their home countries after graduation.

A-VCEXEC  
OFF

The Vice Chancellor agreed to contact the DVC, Global Strategy and Engagement to arrange a meeting with Dr Tyrell and Ms McLaughlin to better understand the University's relationships with Local Councils through Regional Council Engagement Strategy.

Ms Brand provided an update on progress with student accommodation arrangements on the Townsville Campus.

The Vice Chancellor's Report was noted.

N-SEC

RESOLVED:

that the Vice Chancellor's report, be noted.

**7. REPORT TO COUNCIL FROM CHAIRPERSON OF ACADEMIC BOARD**

The Chair provided an update on the Review of Academic Governance and explained that as consultation with the VCAC was only taking place at its 8 April meeting that the Chancellor had requested that the matter be deferred to the 14 May meeting.

The Report was noted.

N-SEC

RESOLVED:

that the Chairperson of Academic Board's report, be noted.

**8. REFER SEPARATE PAGES****9. ANNUAL REPORT ON THE OPERATIONS OF THE ACADEMIC BOARD**

Council members noted that it is important that the Academic Board reports on its operations annually to update the Council on the activities of the Board.

The Annual Report provided a consolidated summary of outcomes and considerations by the Board in 2014 relating to its delegations so that the Council could monitor progress of those delegated obligations. The Board's minutes had been provided to Council after each meeting. Council's attention was drawn to the significant work done on reducing course numbers and availabilities during the year.

Council advised that the Annual Report was useful.

N - CHRACBD

RESOLVED:

that the Annual Report from the Chair, Academic Board be noted.

**10. REVIEW OF ACADEMIC GOVERNANCE – THIS ITEM WAS WITHDRAWN****11. FULL YEAR ACQUITTAL OF 2014 KEY ULPMS, AND JCU PERFORMANCE REPORT**

Council noted that the University Level Performance Measures (ULPMs). The JCU Performance Report was an expanded report on the University's performance against 2014 ULPMS and highlighted areas of underperformance against targets, benchmarked where possible, factors that

contributed to the results and the effectiveness of the underlining strategies. Feedback from the Vice Chancellor, members of the University Executive, and members of Futures Committee had been incorporated into the JCU Performance Report. The Council noted the dashboard report of the ULPs for which Council had oversight responsibility which outlined the performance of these measures against the 2014 targets.

It was further noted that a process had been undertaken with key stakeholders (Domain Sponsors and heads of Divisions) by which the results had been validated and commentary reviewed, amended where required, and incorporated into reporting.

The Council also noted that in late March 2015, the Vice Chancellor assessed and approved the University's 2014 performance as High+. Futures Committee (at its meeting on 23/3/2015) separately assessed the University's 2014 performance and concluded a rating of High+, and noted and endorsed the Vice Chancellors assessment of High+. Futures Committee also noted that this level of performance was achieved in a year of high challenge and significant restructure.

Council considered and noted the JCU Performance Report 2014 and, approved the Future Committee's assessment of the University's 2014 performance rating of High+.

RESOLVED:

1. that the University's 2014 full year results for 'Key' University Level Performance Measures (ULPs) for which Council has oversight responsibility, be noted.
2. that the JCU Performance Report 2014 (Council version), be noted.
3. that the Future Committee's assessment of the University's 2014 performance as High+, be approved.

N - DIRQPA  
N - VC

**12. 2014 – JCU ANNUAL REPORT**

Council noted that JCU was categorised as a statutory body as per the Queensland Government reporting requirements and had to meet the minimum reporting requirements and produce an Annual Report in response to those requirements and guidelines. The 2014 Annual Report had been completed and submitted to the Queensland Government on time and a copy was provided for noting by the University Council.

As part of the University-wide restructure in 2014, the responsibility for the 2014 JCU Annual Report and future years was transferred from the former Governance and Corporate Services Directorate to the Quality, Planning and Analytics Directorate with no transfer of resources following the previous Annual Report writer (0.5 FTE) opting for a Voluntary Early Retirement.

The Annual Report process was reviewed and re-engineered to comply with the QLD Government's approach to minimum compliance reporting and a non-marketing focus for the document adopted, decisions endorsed by the Vice Chancellor and Chancellor in late 2014 with an estimated overall recurring cost saving of approximately \$104,000 per annum.

In late February 2015, the Queensland Government reviewed the draft 2014 Annual Report and confirmed that it met all requirements. The Annual Report was submitted to the Government's Governance, Strategic and Planning Unit on time, and was tabled in the Queensland Legislative Assembly on 31 March 2015.

RESOLVED:

that the 2014 JCU Annual Report, be noted.

N - DIRQPA

**13. REFER SEPARATE PAGES**

**14. HUMAN RESOURCES DELEGATIONS POLICY – CHANGE IN DELEGATIONS – COLLEGE MANAGERS TO APPROVE CASUAL APPOINTMENTS - AMENDMENTS**

Council endorsed the proposed introduction of two additional delegations in relation to casual appointments (≤ 6 months duration) to College managers (academic appointments) and Directors of Operations/Deans/Directors of Directorates (professional/technical appointments) and the

updating of *Schedule 3 – Council's Human Resources Delegations of Authority by Function* which was required to bring the titles of named Officers into line with the University's new organisational structure approved on 10 February 2014, as recommended by the Human Resources Committee.

RESOLVED:

A – DIRQPA that the amendments to the Delegations of Authority contained in the Human Resources Delegations Policy, be approved.

**15. HUMAN RESOURCES COMMITTEE – CHARTER – AMENDMENTS**

Council approved the consequential amendments to the Human Resources Committee Charter flowing from the 2014 organisational restructure and noted the inclusion of the DVC Services and Resources in the membership composition which had previously been approved by Council.

RESOLVED:

A - SEC that the proposed amendments to the Charter of the Human Resources Committee, be approved.

**16. ADOPTION OF THE ANNUAL REPORT TO THE COUNCIL ON THE ACTIVITIES OF AUDIT COMMITTEE FOR THE YEAR ENDED 31 DECEMBER 2014**

Council was asked to note the proposed Annual Report to the Council on Audit Committee Activities for the year 2014.

In accordance with section 1.7 of Schedule A of the Audit Committee Charter and section 35 (5) of the *Financial and Performance Management Standard 2009 (Qld)* it is a requirement that the Audit Committee provide a report on its activities annually to Council for the previous year as soon as practicable after the end of the financial year.

RESOLVED:

N-SEC that the Annual Report to the Council on Audit Committee Activities for the year 2014, be noted.

**17. REFER SEPARATE PAGES**

**18. COMPLIANCE FRAMEWORK AND COMPLIANCE POLICY**

Council noted that a more robust and integrated system of compliance had been developed by the University and had been reviewed and endorsed by the University Executive and the Audit Committee.

The intent of the Framework was to provide assurance to the Vice Chancellor and Council that the University was giving real attention to its legislative compliance requirements, actively considering impacts of any changes, and ensuring these were embedded in practice and procedures across the University.

The proposed three pillar approach to the Compliance Framework – *inform, comply* and *assure* has been embedded in the Framework and Policy documents provided to Council for approval.

*Timeframes for implementation:* The following timeframes for implementation of the framework were envisaged:

- Compliance Policy and Framework circulated for approval through UE, Audit and Council (March 2015)
- SAI global subscription being negotiated (March)
- Annual Declaration Statement issued for consultation in February, to be considered by Audit at its next meeting (June 2015)
- University Compliance Register in place (June 2015)
- Procedures documents drafted (next six months)

The creation of the Chief of Staff position and merger of former Directorates into the broader portfolio provided an opportunity to consider how the functions and services of the portfolio would be delivered and by whom, and to give effect to the opportunities and projects (Compliance being

one of these) identified through the Ernst & Young Review of Services and JCU Taskforce.

In the interim, between the last compliance audit and the implementation of the new Framework, the Executive and Council was assured that the University's compliance obligations were still being met through:

- ongoing review of outstanding compliance actions being undertaken and identified in the 2013 audit
- the review of delegations and policies initiated as part of the Policy and Delegations Framework being implemented by Quality, Planning and Analytics, which was responding to a requirement for more effective internal controls amongst other things
- accountabilities for compliance being incorporated into the refresh of Position Descriptions through the Academy and other change processes
- consultations and discussion with new appointments and current risk champions on compliance obligations
- monitoring of compliance breach triggers, through WHS incident reporting or the risk Register on RiskWare

RESOLVED:

A - COS

that the proposed *Compliance Framework* and *Compliance Policy*, be approved.

**19. CONFERRAL OF AWARDS IN ABSENTIA**

To consider and approve the conferral of awards of the University *in absentia*.

RESOLVED:

N - SEC  
A - EXAMS

that the following award be conferred *in absentia*, the date of conferral to be 10 April 2015:

Awardee

Degree/Diploma

JAN, Rachel Anna

BACHELOR OF OCCUPATIONAL THERAPY

**20. REFER SEPARATE PAGES**

**21. HEALTH, SAFETY AND ENVIRONMENT COMMITTEE REPORT – TABLED ITEM**

Mr Haddrick as Chair of the Committee provided the inaugural report to Council on the role and activities of the Health, Safety and Environment Committee and action being taken by management to address the Universities legislative obligations.

Council noted that Associate Professor Leicht had been appointed the Deputy Chair of the Committee at its (1/15) meeting.

N-SEC

RESOLVED:

that the tabled inaugural report to Council from the Chair of the Health, Safety and Environment Committee, be noted.

**22. GENERAL BUSINESS – there was no general business.**

The Meeting closed at 9 pm.

The Minutes were signed by the  
Chair

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Chair, 07/05/2015

## **CHANCELLOR'S REPORT TO COUNCIL**

### **Monday 16 March**

- Attended a JCU Townsville City Campus Official Opening.

### **Tuesday 17 March**

- Officiated at the Colleges of Health Care Sciences, Medicine and Dentistry, Marine and Environmental Sciences, Science, Technology and Engineering and Public Health and Veterinary Sciences Graduations in Townsville accompanied by Mrs Grey.

### **Wednesday 18 March**

- Officiated at the College of Business, Law and Governance and the College of Arts, Society and Education Graduations in Townsville accompanied by Mrs Grey.

### **Thursday 19 March**

- Attended the Estate Board Meeting, via telephone at home.

### **Friday 20 March**

- Attended the Health, Safety and Environmental Committee of Council Meeting, via telephone at home.

### **Monday 23 March**

- Attended the Futures Committee Meeting from the Cairns campus.

### **Tuesday 24 March**

- Chaired the Human Resources Committee Meeting from the Cairns campus.
- Initiated a JCU security alert reacting to the situation at the entry point to Lavarack Barracks.

### **Thursday 26 – Tuesday 31 March – JCU Singapore Campus**

- Friday 27 March, met with Dr Dale Anderson who facilitated a tour of the new campus at 149 Sims Drive, Singapore, accompanied by Mrs Grey.
- Officiated at the JCU Singapore Graduation at Marina Bay Sands, accompanied by Mrs Grey.

### **Tuesday 31 March**

- Attended a shortlisting meeting in connection with the candidates for the position of Deputy Vice Chancellor, Tropical Environments and Societies.
- Attended an Audit Committee Meeting via telephone at home.

### **Thursday 2 April**

- Officially opened the ANZAC Treasures Exhibition at Herberton Road, Atherton for the Tablelands Regional Council.

**Wednesday 8 April**

- Officiated at the Cairns Combined Division Graduations at the Cairns Entertainment Centre accompanied by Mrs Grey.

**Friday 10 April**

- Attended in company with the Vice Chancellor a visit by The Hon Julie Bishop MP, Minister for Foreign Affairs on the Douglas campus.