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22 February 2005

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SENATE NOTICE OF MEETING

Date: **Tuesday, 22/02/2005**

Time: **4:30 pm**

Venue: **Senate room, South Street Campus**

Afternoon tea will be available in the foyer of the Senate Suite from 4pm. Would you kindly remember to wear your name badge?

After the meeting members are invited to have dinner in the Banksia Restaurant.

If you will be unable to remain for dinner, would you please advise my assistant, Janis Wittber, by phone as soon as possible, so we can finalise catering numbers? Her number is 9360 6614.

If any Senator would like additional information on any agenda item, or has a motion or changes to recommendations which could be included in a supplementary agenda, please to contact me as soon as possible via eMail to J.Pease@murdoch.edu.au. If you intend to speak to a particular item, please let me know in advance; this will assist the Chancellor in running the meeting.

JOHN PEASE
GENERAL COUNSEL
16/02/2005

AGENDA

1. MEMBERSHIP

1.1. Welcome for two new members of Senate, Barbara Whelan (Student Guild President) and Daniel Narbett (elected student representative).

1.2. A list of [current Senate members](#) is attached.

... Buff 1.3. A list of [current Senate committees](#) and working parties is attached.

2. APOLOGIES

2.1. Garry Hunt.

2.2. Any apologies received after circulation of the agenda will be reported to the meeting.

3. DECLARATIONS OF INTEREST ([SENATE STANDING ORDERS CLAUSE 4.2](#))

Members of Senate (and any member of staff presenting to Senate) must declare the nature, character and extent of any material personal interest in any matter included on the agenda.

PART A - MAJOR ISSUES

4. STATE OF THE UNIVERSITY ADDRESS

- 4.1. By resolution S/71/2001, the Senate resolved that at its first meeting each year the Vice Chancellor would provide a report on the state of the University (as at present) and an updated analysis of issues affecting the University's external environment.
- 4.2. The Vice Chancellor will speak to a PowerPoint presentation.

5. SENATE PRIORITIES FOR 2005

- 5.1. By resolution S/71/2001, the Senate resolved that at its first meeting each year, it will identify any key strategic issues which it wants to discuss during the coming year, and allocate responsibility for preparing discussion papers on them.
- 5.2. [Senate resolution S/17/2004](#) determined the Senate's priorities for 2004. A copy of this resolution is attached.
- 5.3. The Senate retreat on 12-13 March will finalise Senate priorities for 2005. However, as an introduction to the consideration, the Chancellor will invite comment and suggestions for appropriate priorities for the Senate to adopt. In consultation with the Vice Chancellor, the Chancellor provides the following suggestions as a starting point for discussion:
 - 5.3.1. Maximising the University's return on its assets, e.g. land, intellectual property. Establishing an appropriate endowment/investment policy.
 - 5.3.2. Engagement with external parties, i.e. the extent to which members of Senate can support and promote the University through their external contacts and networks.
 - 5.3.3. Identification of long-term goals for the University

PART B - OTHER ISSUES FOR DISCUSSION

6. [VICE CHANCELLOR'S REPORT](#)

The Vice Chancellor will speak to his report to Senate (attached).

7. AUDIT AND RISK MANAGEMENT COMMITTEE ANNUAL REPORT

- 7.1. In accordance with the Committee's terms of reference, the Chair of the Audit & Risk Management Committee will present its annual report, a copy of which is attached.
- 7.2. The Chair will also present the University's 2005 strategic risk management plan, a copy of which is attached, and move resolutions in accordance with the submission of the Director of Internal Audit & Risk Management.

... Buff

8. AUQA AUDIT

The PVC (Academic) will provide a brief update for Senate members in relation to preparations for the AUQA audit scheduled for 2006 (detailed briefing paper attached).

9. **APPROVAL OF THE UNIVERSITY'S ANNUAL REPORT**

The Senate must approve the University's annual report (cf. clause 3.1.45 of the Statement of Governance Principles).

The draft annual report is attached for approval. The financial statements that will be included with the annual report are dealt under a recommendation from the Resources Committee (cf. item 20 of the agenda). The Resources Committee has also noted the contents of the draft annual report.

The University must lodge the annual report and financial statements with the WA Minister for Education by 28/02/2005.

10. **RESIGNATION OF THE UNIVERSITY SECRETARY**

The Chancellor will move a vote of appreciation to Andrew Bain, who has recently resigned from the University.

PART C – OTHER ITEMS

The Chancellor will put the following as a single item for noting and for the approval/acceptance of any recommendations contained in them. Members of Senate may nominate any of these items to be reserved for discussion.

11. **MINUTES**

11.1. Confirmation of the [minutes of the meeting held on 22/11/2004](#).

... Buff

11.2. Confirmation of the minutes of the Summer Committee meeting held on 23/12/2004.

... Green

11.3. Note the attached report of action on resolutions passed at the previous meetings.

12. **DECISIONS BY CIRCULATION**

The Senate (via its Summer Committee) approved two proposals by circulation, summarised in the attached minutes. The date of effect is that shown on the heading, namely 13/12/2004, when an absolute majority of the members voted in support.

13. **ACADEMIC COUNCIL**

The minutes of the Academic Council meeting held on 02/02/2005 are attached. The following items contain recommendations to Senate:

... Green

AC/15/2005 Bachelor Degree Regulation 65(1) & (2)

Legislation Committee has endorsed the form of the legislative changes proposed, subject to a minor reformulation of the wording of the side-note (see agenda item 18 below - resolution LC/01/2005). The President of Academic Council has accepted these modifications on its behalf.

14. **AUDIT AND RISK MANAGEMENT COMMITTEE**

The minutes of the Audit and Risk Management Committee meeting held on 01/02/2005 are attached. The following items contain recommendations to Senate:

ARMC/06/2005 2005 strategic risk management plan (cf. item 7.2 of the agenda)

ARMC/07/2005 2004 annual report of the Audit and Risk Management Committee (cf. item 7.1 of the agenda)

15. CHANCELLOR'S COMMITTEE

The minutes of the Chancellor's Committee meeting held on 08/02/2005 are attached. The following item contains recommendations to Senate:

... Green CC/01/2005 University Secretary vacancy and consequential amendments to the Senate Charter and the terms of reference of the Chancellor's Committee

16. ENVIRONMENTAL COMMITTEE

The minutes of the Environmental Committee meeting held on 24/11/2004 are attached. There are no recommendations to Senate.

17. EQUITY & EQUAL OPPORTUNITY COMMITTEE

The Chancellor has appointed the Director of Human Resources as a member of this committee. The Senate needs to approve an amendment of the committee's terms of reference to implement this appointment.

18. HONORARY AWARDS AND CEREMONIAL COMMITTEE

The minutes of the Honorary Awards and Ceremonial Committee meeting held on 10/12/2004 are attached. The following items contain recommendations to Senate:

... Green HACC/06/2004 Amendment to guidelines for regalia
HACC/07/2004 Guidelines on Graduation Ceremonies

19. LEGISLATION COMMITTEE

The minutes of the Legislation Committee (on a decision by circulation) made on 14/02/2005 are attached. The following items contain recommendations to Senate:

LC/01/2005 Bachelor Degree Regulation 65(1) & (2) (cf. item 12 of the agenda)

20. RESOURCES COMMITTEE

The minutes of the Resources Committee meeting held on 15/02/2005 are attached. The following items contain recommendations to Senate:

... Green RC/01/2005 Capital allocation for chiropractic clinic and bookshop
RC/03/2005 Approval of 2004 financial statements
RC/04/2005 Approval of payments in excess of \$500,000
RC/05/2005 Amendment of the committee's terms of reference

21. ACADEMIC PROMOTIONS

A report on academic staff granted promotion with effect from 01/01/2005 has been deferred pending the outcome of appeals.

22. SENATE MEETING DATES 2005

22.1. The table at the end of the agenda lists the Senate's meeting dates for 2005.

- 22.2. Rather than the Senate holding one meeting at Rockingham and one in Mandurah each year, the Senate and Academic Council will alternate between each location each year.
- 22.3. In 2005 the Senate's June meeting will be at Rockingham and the Academic Council's March meeting will be at Mandurah. This will be reversed in 2006.

23. **OFFICIAL SEAL**

A report is provided in accordance with resolution S/54/2004 detailing the documents, if any, to which the official seal has been affixed since the previous Senate meeting.

24. **MATTERS FOR INFORMATION/NOTING**



FUTURE SENATE MEETING DATES	DEADLINE FOR AGENDA ITEMS
Tuesday, 29/03/2005	Thursday, 17/03/2005
Tuesday, 24/05/2005	Thursday, 12/05/2005
Tuesday, 28/06/2005 at Rockingham	Thursday, 16/06/2005
Tuesday, 16/08/2005	Thursday, 04/08/2005
Tuesday, 11/10/2005	Thursday, 29/09/2005
Tuesday, 22/11/2005	Thursday, 10/11/2005
<i>All Senate meetings will commence at 4.30 pm.</i>	

PDF last modified: 17 February 2005

Authorised by: [John Pease](#), General Counsel, [Office of Legal & Governance](#)

Modified by: [Kelsey Halse](#), Administrative Assistant, [Office of Legal & Governance](#)

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URL: <http://senate.murdoch.edu.au/2005/Feb/050222ag.pdf>