

# Governance

## University Council

Under *The University of the Sunshine Coast Act 1998*, Council is designated as the University's governing body and has the power to appoint University staff, and manage and control University affairs, property and finances. In 2004, Council consisted of five official members, eight appointed members and seven elected members, with the option to have an additional two members appointed. The Chancellor and Deputy Chancellor lead Council. In 2004 Mr Ian Kennedy, AO, was reappointed as Chancellor for a further three-year term.

### Council Membership

#### Chancellor

Mr Ian Kennedy, AO

#### Deputy Chancellor

Mr Tim Fairfax, AM, FAICD

#### Vice-Chancellor

Professor Paul Thomas, BSc(Hons), DipEd Wales, MA Lough., PhD Qld. FACE, LRPS

#### Nominee of the Chief Executive of the Department of Education

Mr Robin McAlpine, BA, DipEd Qld.

#### Chairperson of the Academic Board

Professor Paul Clark BSc (Hons), PhD Exe., DipEd (Tert) Monash, FAIP, FIICA (Jan-Aug)

Professor Robert Elliot, BA(Hons) NSW, MA La Trobe, DipEd Melb., PhD Qld. (Aug-Dec)

#### President, USC Student Guild

Mr Daniel McIntyre

#### Eight members appointed by the Governor in Council

Ms Norelle Deeth, BA, BComm, DipEd, Qld., FAICD

Mr Tim Fairfax, AM, FAICD

Emeritus Professor R D (Gus) Guthrie, AM, FTSE, DSc Lond., DUniv Technol.Syd., DUniv Griff.

Ms Elizabeth Jameson, BA, LLB(Hons) Qld. (resigned October 2004)

Dr Robin King Cullen, BArch Syd., GradDipUrb&RegPlan Qld.UT, MPPM Monash, PhD Qld.

Mr Bruce McDiarmid

Ms Julie-Anne Mee, BBus CIAE, MAdmin Griff.

Mr Michael Williams

#### Three members of the University's academic staff

Professor Deborah Ralston, BEc, GradDipFinMgt, MEc NE, PhD Bond

Dr Joanne Scott, BA(Hons) Qld., GCertEd(HEd) Qld. UT, PhD Qld.

Dr Peter Slade, BBusSt, MBS, PhD Massey

#### One member of the University's full-time general staff

Miss Heather Carney

#### A member of the student body

Daniel Morgan (January to June)

Russell Warner (October to December)

#### Two members of the Convocation

N/A

#### Two additional members

Fr John Dobson, OAM

Mr Phillip Harding

Council met on eight occasions in 2004.

### Strategic Plan

In February 2004, Council resolved to undertake a major review of the University's Strategic Plan and in May met with senior staff to discuss its development and structure. During the next five months, an extensive consultation process with staff, students, graduates and community members led to a draft statement being presented to Council at its October meeting. In December, Council approved the *Strategic Plan 2005–2010* which clearly defines priorities, indicators of success, and benchmarks critical to the University's success over the next five years. This planning document is available on the University's website and more information is available on page 11 of this Report.

### Amendments to the Act

During 2004, the Government forwarded to Council the *University Legislation Amendment Bill 2005*, which included proposed amendments to the *University of the Sunshine Coast Act 1998*. Council was asked to respond to the State Minister for Education and the Arts on Council's intentions and preferences regarding the future governance of the University. In December Council met to consider the amendments and recommended that:

- a) the size of the University of the Sunshine Coast Council be eighteen members; and



*The mace has gradually become the symbol of the formal authority of a university and is carried by the Yeoman Bedell in formal ceremonies at which the Chancellor is present.*

- b) Council membership was to include four coopted appointees, at least one of whom must be a graduate of the University.

### Structure and Staffing

A restructuring of the senior management group supporting the Vice-Chancellor was approved. Changes involved a review of the position of Deputy Vice-Chancellor and the establishment of two new senior positions – Pro Vice-Chancellor, International and Development, and Executive Director, Corporate Services.

### Risk Management

The University's Planning and Resources Committee includes in its terms of reference the functions of an audit committee, and as such, has the role of advising Council in relation to risk management. The Committee developed a draft Internal Audit Charter, a draft Internal Audit Plan, a Risk Management Policy and proposed Risk Management Procedures for 2005. The University continued to raise awareness of risk management processes and techniques and Council approved the establishment of an Audit and Risk Management Committee. The members of this committee will be appointed by Council on the advice of the Vice-Chancellor in consultation with the Chancellor in early 2005.

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## Academic Matters

Council agreed to a 25 percent increase in student fees under the Higher Education Contribution Scheme and stipulated that the increase in the revenue in 2005 be used to upgrade student facilities. Council approved the establishment of two new professorial positions and the formation of an Institute for Sustainability, Health and Regional Engagement.

The *Research and Research Training Plan 2005–2007* was adopted. One undergraduate and four postgraduate programs were discontinued and Council accredited the following new degree programs:

- Bachelor of Regional and Urban Planning;
- Bachelor of Education/Bachelor of Arts;
- Bachelor of Education/Bachelor of Business;
- Bachelor of Education/Bachelor of Science;
- Graduate Certificate in Climate Change Management;
- Graduate Certificate in Coastal Environments Management;
- Graduate Certificate in Wetlands Management;
- Graduate Certificate in Environmental Management; and
- Master of Information Technology by research.

## Infrastructure

Council agreed to the appointment of architects to undertake the design and design documentation of the Stage VI Science and general-purpose buildings.

## Policy Development

Council approved the following new policies:

- Giving and Receipt of Gifts and Benefits in relation to Officers and Employees of the University;
- New Risk Management Policy;
- Student Fees and Charges Policy;
- Aboriginal and Torres Strait Islander Admission Policy; and
- Policy on the Selection of Students for Commonwealth Learning Scholarships Policy.

Council approved the following policy revisions:

- Internal Seed Research Grants Policy;
- Student Conduct and Discipline Policy;
- Smoking Policy;
- University Health and Safety Policy;
- Library Resources and Intellectual Freedom Policy; and
- Code of Conduct (For more information refer to page 10).

## Academic Board

The Academic Board is the University's senior academic body. The 17 member Board was established under the *University of the Sunshine Coast Act 1998* to:

- advise the Council about teaching, scholarship and research matters concerning the University;
- formulate proposals for the academic policies of the University;
- monitor the academic activities of the University's faculties; and
- promote and encourage scholarship and research at the University.

## Major Decisions and Activities

The Board deliberated and made recommendations to Council on:

- the development of new programs to meet the needs of students in line with the allocation of new student places from 2005.

The Board accredited the following degree programs:

- the Master of International Business, Graduate Diploma in International Business and Graduate Certificate in International Business;
- the Graduate Diploma in Creative Writing and the Graduate Certificate in Creative Writing;
- Bachelor of Business (Human Resource Management);
- Bachelor of Business (Financial Planning);
- Bachelor of Science (Exercise Therapy); and
- Bachelor of Health (Health Promotion).

The Board reaccredited the following programs:

- Master of Financial Planning, Graduate Diploma in Financial Planning and Graduate Certificate in Financial Planning; and
- Graduate Diploma in Information Systems and Graduate Certificate in Information Systems.

The Board approved:

- enabling courses to be offered by the Faculty of Science; and
- conditions for the award of the Caloundra RSL Scholarship.

## Planning and Resources Committee

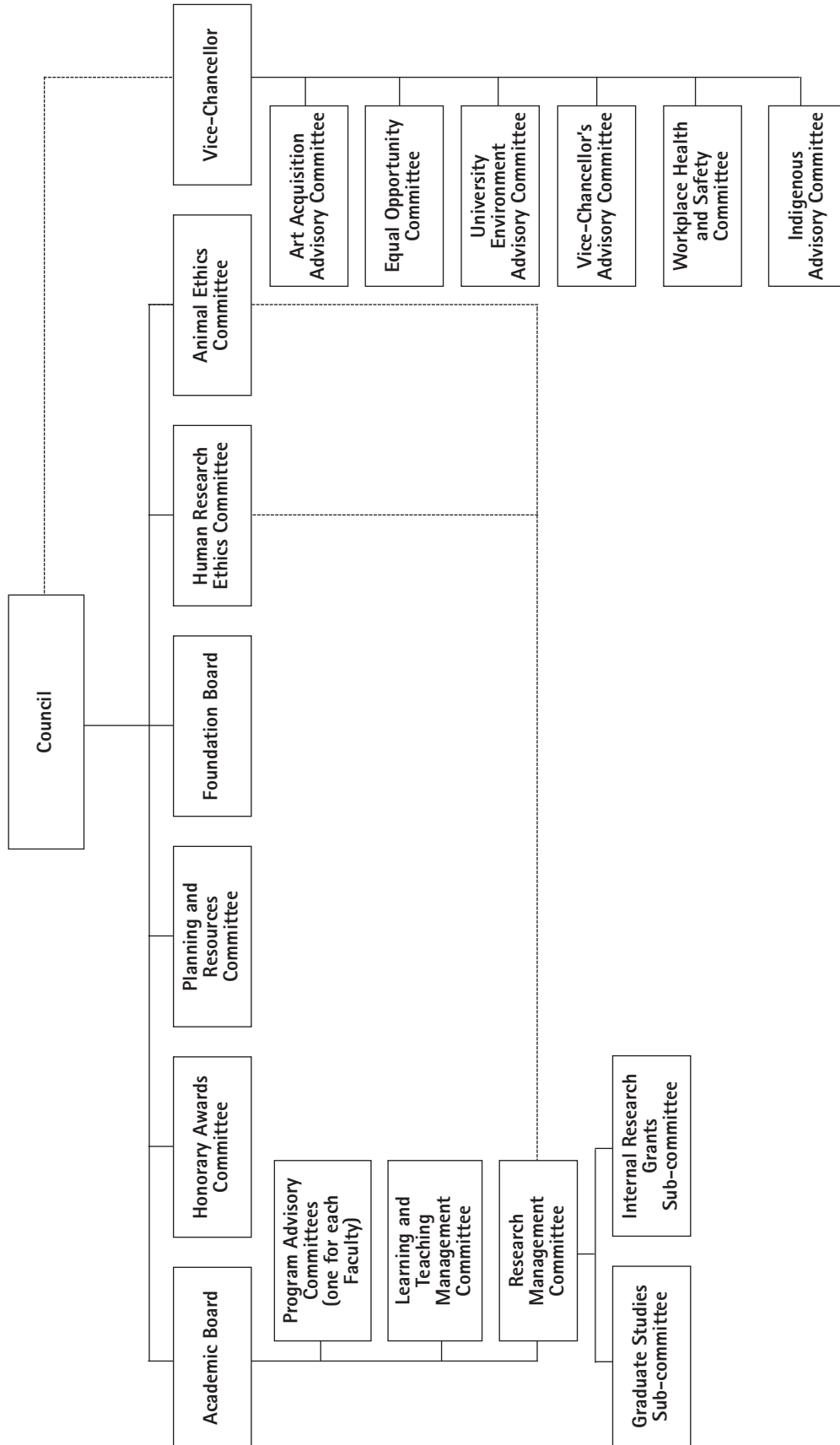
The Planning and Resources Committee reports to Council on strategic planning and resource matters, budgets, funding and insurance issues, resource implications of academic and physical development proposals, and staffing issues. In 2004 it also acted as the University's Audit Committee.

## Major Activities

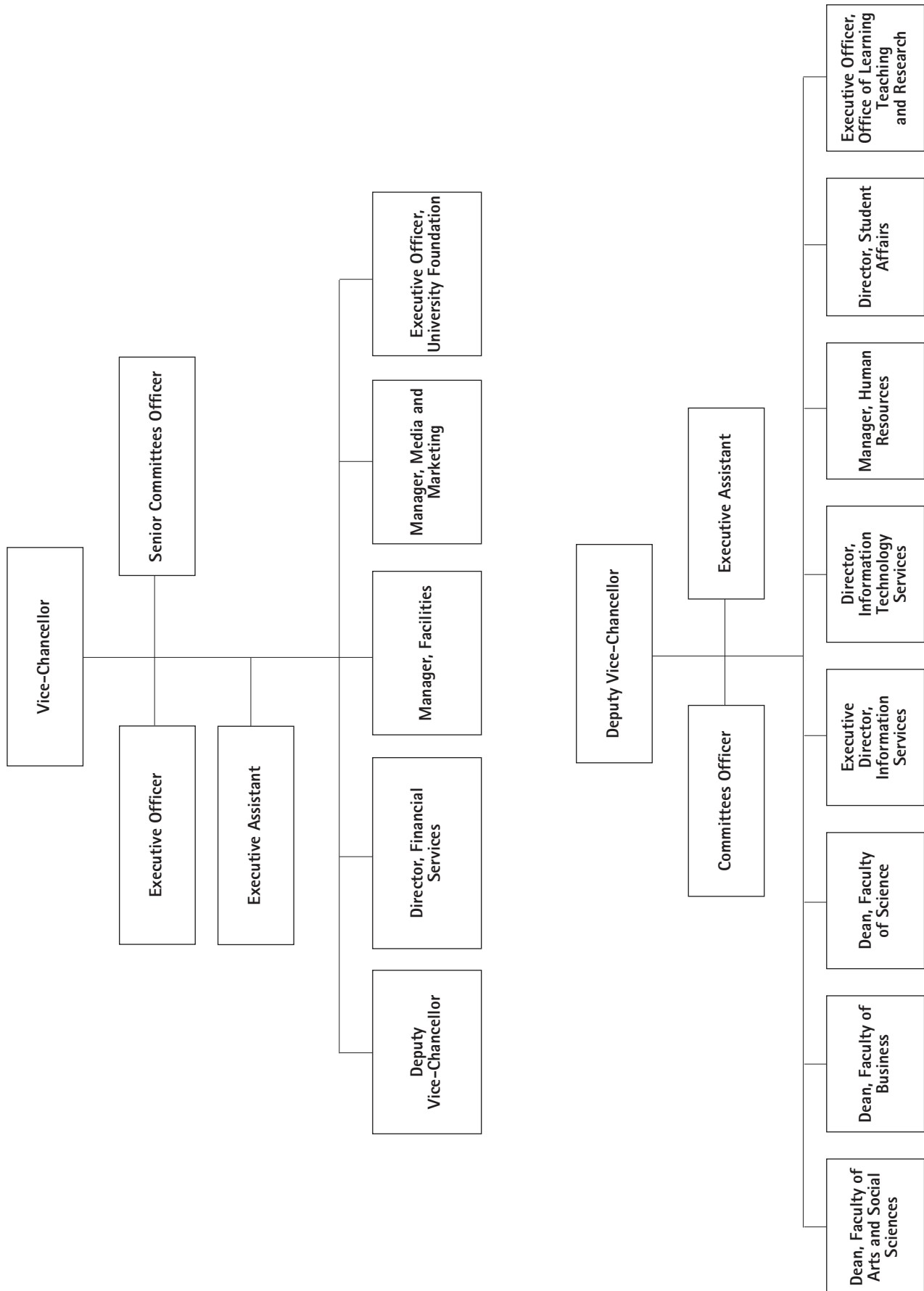
Discussion of, and where appropriate recommendation to Council on, matters such as:

- compliance with the International Financial Reporting Standards;
- development of a draft Internal Audit Charter and draft Internal Audit Plan for 2005;
- the formation of an Audit and Risk Management Committee;
- the development of a Risk Management Policy and proposed Risk Management Procedures;
- Commonwealth funding, student contributions and fees;
- Strategic Plan 2005–2010; and
- proposed capital developments.

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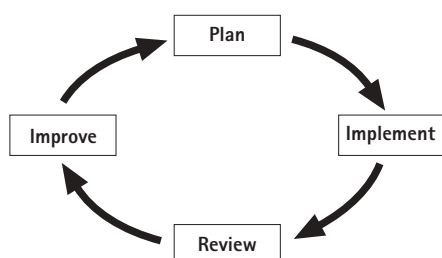


# Governance

## Monitoring Quality

The University strives for quality across all areas of the institution. In 2004, the Quality Assurance Working Party continued to prepare for a quality audit by the Australian Universities Quality Agency (AUQA) in 2006. A University Quality System was developed which will enable the University to undertake systematic evaluation and continuous improvements processes in all of its operations.

The University's Quality System (QS) can be represented as:



## Ethical Standards

The University's Code of Conduct defines acceptable conduct for those studying and working at the University under five main headings:

- respect for the law and system of government;
- respect for persons;
- integrity;
- diligence; and
- economy and efficiency.

The policy, originally developed in 1997, was amended in 2004 and approved by Council. An electronic copy of the Code is available on the staff and student Intranet and the University's website. The code is provided to all new staff as part of the induction process.

## Privacy of Information

Subject to the *Freedom of Information Act 1992 (Queensland)*, the University supports openness in its operation and towards the information it maintains. The University also recognises the rights of individuals to privacy regarding their personal affairs.

The University of the Sunshine Coast Privacy Plan was developed in 2003 to comply with the *Queensland Government Information Standard 42*. All staff are encouraged to familiarise themselves with the Plan. It is available on the staff intranet and the

University's website. In addition, a hyperlink to the Privacy Statement is displayed in the footer bar on each page of the website.

## Freedom of Information

In 2004 there were five requests for information under the *Freedom of Information Act 1992 (Queensland)*:

- three external applications – two non-personal, one personal;
- one student application for personal information; and
- one staff application for personal information.

## Whistleblowers

The *Whistleblowers Protection Act of 1994* requires the University to include any actions relevant to the Act in its Annual Report. There were no actions, disclosures or complaints made in 2004.

## Controlled Entities

The Innovation Centre Sunshine Coast Pty Ltd was formed by the University of the Sunshine Coast on 26 October 2000, under the *University of the Sunshine Coast Act 1998 Part 2 (6)*. The primary purpose of the company is to provide regional leadership and support for new businesses designed to create wealth and employment opportunities in the region. It operates a technology business incubator located in the Innovation Centre building, a \$7m facility on the edge of the University campus. The Queensland Audit Office audits the company's financial statements which are reported in the Consolidated Statements section of the University's financial statements for the year ended 31 December 2004.

## Expenditure on consultancies

The table below shows the expenditure on each category of consultancies under the State Purchasing Policy.

Category	\$ Value
Professional/Technical	525,214
Communications	41,011
Finance/Accounting	288,345
Information Technology	146,774
Human Resource Management	5,361
Management	68,468
General	7,270
Total	1,082,443

## Systems

The University has a strategic recordkeeping implementation plan approved by Queensland State Archives. A specialised record-keeping unit is responsible for the maintenance of the University's records management system, an electronic recordkeeping system, where University records are indexed and may be stored. The system may also manage the creation and capture, storage, security, access and disposal of records. Normally all University records are recorded in the records management system. However, the University does have some systems, databases, etc which also function as recordkeeping systems, eg PeopleSoft for corporate student, finance and human resource records.