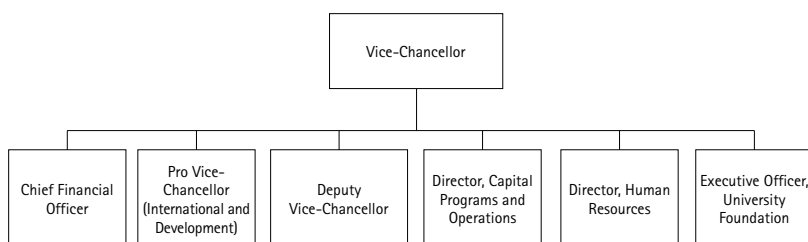
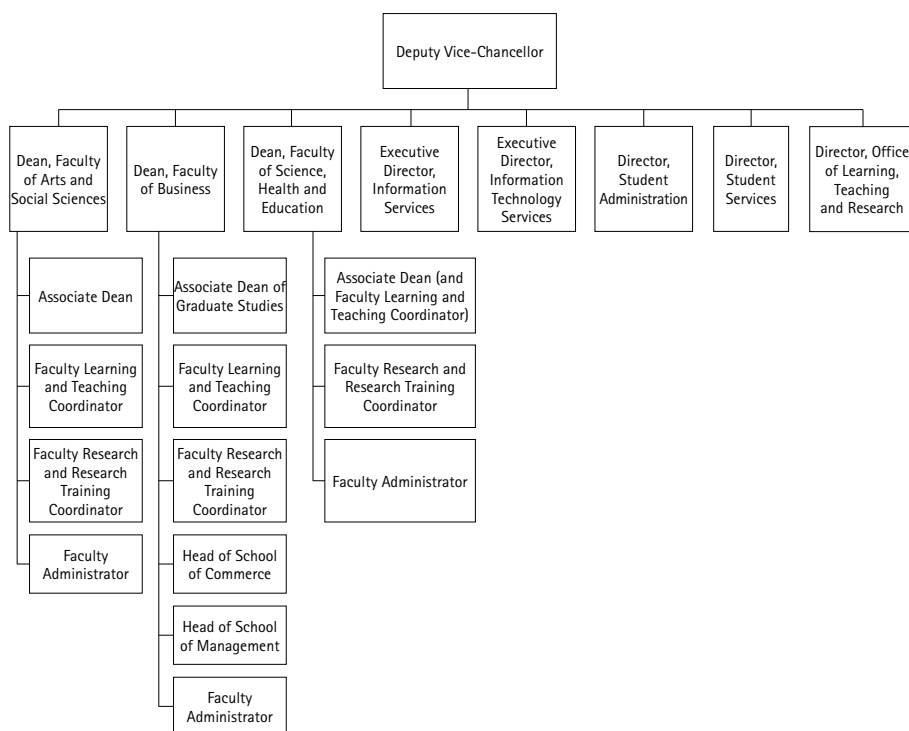


Corporate Governance

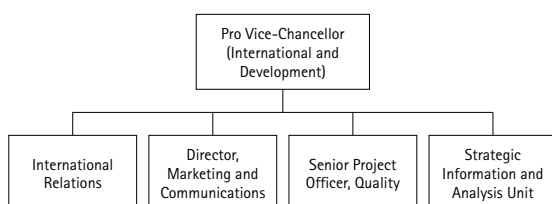
The 20 member Council (refer to page 6) that governs the University of the Sunshine Coast is led by the Chancellor. The Vice-Chancellor, Professor Paul Thomas, is the Chief Executive Officer and is responsible for the strategic development of the University as well as its day to day operations. Six positions within the University report directly to the Vice-Chancellor.



The Deputy Vice-Chancellor, Professor Greg Hill oversees the academic (learning, teaching and research) functions of the University and related support areas including Information Services, Information Technology, Student Services and Student Administration.



The Pro Vice-Chancellor (International and Development), Professor Robert Elliot oversees international relations, including recruitment, and a range of University-wide development activities.



*Professor Paul Thomas,
Vice-Chancellor.*



*Professor Greg Hill,
Deputy Vice-Chancellor.*



*Professor Robert Elliot,
Pro Vice-Chancellor
(International and Development).*

Council

In 2005 the Chancellor Mr Ian Kennedy, AO, presided over eight meetings of the Council consisting of five official members, eight appointed members, five elected members and two additional members. During the year there were a number of amendments made to *The University of the Sunshine Coast Act 1998*. The amendments involved:

- changes to the composition of the Council;
- changes to the eligibility requirements of a person wishing to remain in office, or become an elected, appointed or additional member of Council;
- inclusion of provisions enabling Council to remove a member from office under certain circumstances; and
- inclusion of requirements relating to conflicts of interest.

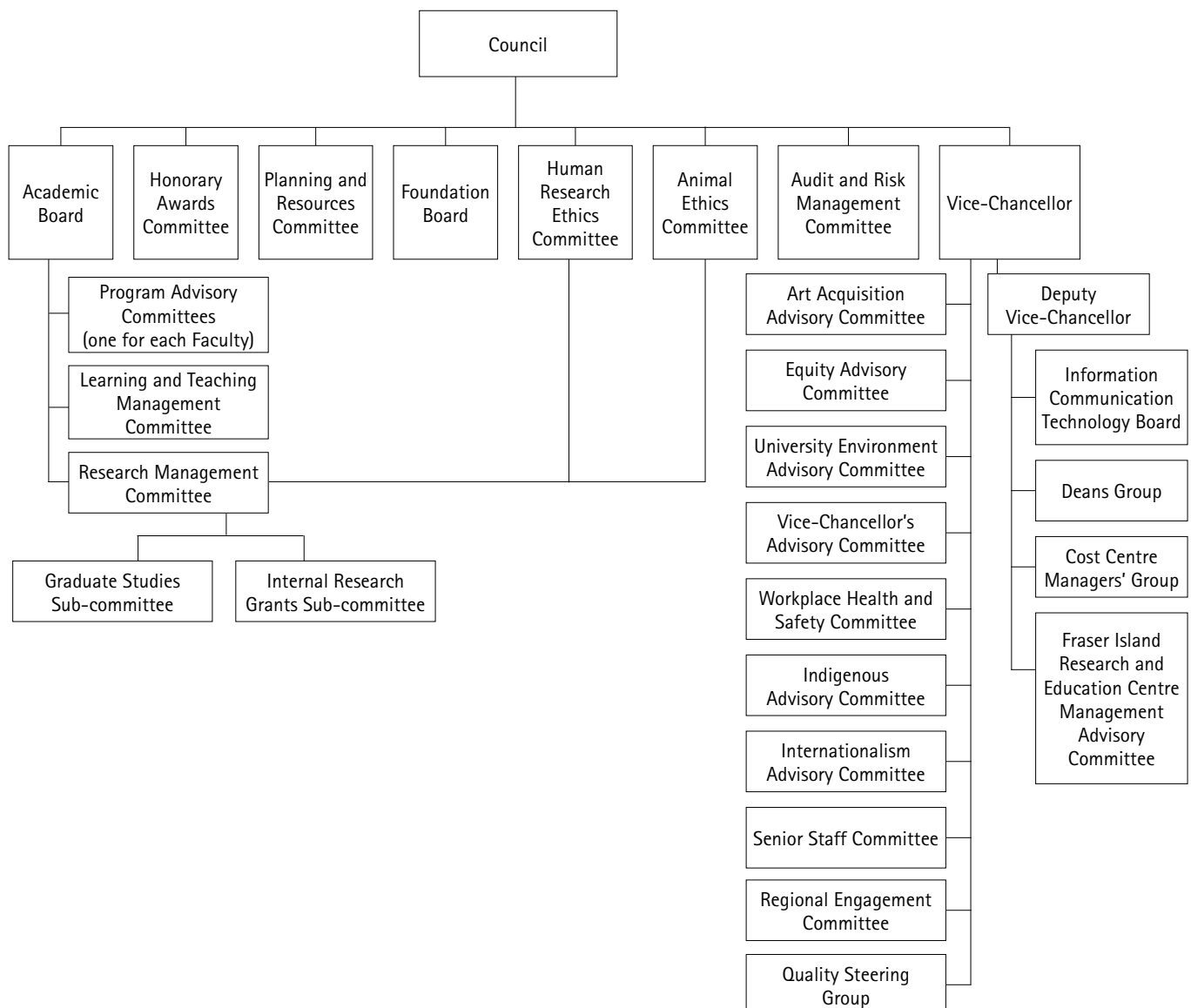
These changes, which were incorporated into *The University Legislation Amendment Act 2005*, were to be effected upon the appointment of six members by the Governor-in-Council within one year of the commencement of the amended Act. The Council was reconstituted in accordance with *The University of the Sunshine Coast Act 1998* as amended on 9 December 2005.

Actions were taken to ensure Council's compliance with the National Governance Protocols, as stipulated in the *Higher Education Support Act 2003*. Decisions were made in relation to the maximum period that may be served by appointed, additional and elected members of Council. In addition, Council undertook an end of term assessment of its performance. This review used a questionnaire, collated Council members' responses and held a special meeting to consider the responses to the survey. To

assist newly-elected Council members, a Council Handbook was approved for use as an induction and reference tool.

Council undertook a number of policy decisions and revisions in 2005. Policies approved included Copyright, use of the Corporate Website, Performance Management, Probation, Program Review and Course Evaluation, Space Management, Student Academic Integrity and Plagiarism and Study Assistance.

Revised policies included Evaluation and Improvement of Teaching, Financial Delegations, Honorary Awards, Human Resources Delegations, Parental Leave, Performance Planning and Review, the Professional Development Program, Promotion Policy for Teaching and Research Staff, Risk Management, Staff Development, Telephone and Vehicle Usage.



Council Membership to 8 December 2005

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 Robert Elliot, BA(Hons) *NSW*, MA
La Trobe, DipEd *Melb.*, PhD *Qld.* (to February)
Professor Greg Hill, CertTeach, BA(Hons), PhD *Qld.*
(from March)

President, USC Student Guild

Mr Daniel McIntyre (to April)
Mr Todd Winther (April-August)
Ms Treasa Taylor (from August)

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.*
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

A vacant position in this membership category was
not filled due to the anticipated reconstitution of
the Council

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

Mr Russell Warner (to May)
This position was not refilled due to the
anticipated reconstitution of the Council

Two members of the Convocation

Not applicable

Two additional members

Fr John Dobson, OAM
Mr Phillip Harding

Council Membership from 9 December 2005

Chancellor

Mr Ian Kennedy, AO

Deputy Chancellor

To be elected by and from the members

Vice-Chancellor

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

Chairperson of the Academic Board

Professor Greg Hill, CertTeach, BA(Hons), PhD *Qld.*

Six members appointed by the Governor in Council

Mr Tim Fairfax, AM, FAICD
Ms Jenny Haddrell, MEd *Qld.*
Emeritus Professor Phil Meade, BSc, BEd *Qld.*, MA
La Trobe, PhD *NSW*, FACE
Ms Julie-Anne Mee, BBus *CIAE*, MAdmin *Griff.*
Mr Michael Williams
One further appointment to be finalised in early
2006

Two members of the University's academic staff

Dr Karen Brooks, BA(Hons) *La Trobe*, CertEd, PhD
W'gong.
Mr Paul Corcoran, MEdAdmin(Hons) *NE*

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

Miss Heather Carney, BA(Comn) *Sunshine Coast*

Two members of the student body

Mr Daniel McIntyre, BA *Sunshine Coast*
Ms Carolyn Siddel

Four additional members

To be appointed in early 2006



*Mr Ian Kennedy, AO,
Chancellor.*

Governance Matters

Monitoring Quality

The University monitors quality and quality improvement across all areas of its activity through a system of regular reviews, which includes input from external audiences.

Throughout 2005 the University's Quality Steering Group, chaired by the Pro Vice-Chancellor (International and Development), continued to strengthen the University's approach to planning and policy development. A Quality Portfolio was prepared for the trial audit in March 2006, which will be followed by the University's first Australian Universities Quality Agency (AUQA) audit in October 2006.

All Australian universities are currently being audited for quality and accountability by AUQA. The AUQA audit covers all areas of university operations, including governance and management, quality assurance mechanisms, teaching and learning, research and research training, community engagement activities, internationalisation, resource utilisation and a range of support services, such as human resources, finance, capital development, media and the Foundation.

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.

An electronic copy of the Code is available on the staff and student Intranet and the University's website at <www.usc.edu.au>. A copy of 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 members are encouraged to become familiar with the Plan that is available on the University's website at <www.usc.edu.au/PrivacyPlan>. In addition, a hyperlink to the Privacy Statement is displayed in the footer on each page of the University's website.

Freedom of Information

Queensland's *Freedom of Information Act 1992* provides the public with the right to apply for access to documents held by the University. In 2005 there were six requests for information received under the FOI Act. Four of the applications were from people external to the University and two from University staff members. In addition, two external applications were carried over from 2004. By the end of 2005, seven of the applications had been finalised.

Section 18 of the FOI Act requires the University to publish annually a detailed statement of its affairs. The 2005/6 Statement of Affairs report is available online at <www.usc.edu.au/University/MediaPublications/Publications/AffairsStatement/>.

Employer of Choice for Women



In 2005, the University was named an 'Employer of Choice for Women' by the Federal Government's Equal Opportunity for Women in the Workplace Agency (EOWA) (refer to page 18).

Whistleblowers

The *Whistleblowers Protection Act of 1994* requires the University to include any actions relevant to the Act in its Annual Report. No actions, disclosures or complaints were made in 2005.

Systems

The University's strategic Record-keeping Implementation Plan has the approval of Queensland State Archives. A specialised record-keeping unit manages the electronic indexing system, which involves the creation, capture, storage, security, access and disposal of records. A computer software package called *PeopleSoft* is used for student, finance and human resource records.

Expenditure on Consultancies

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

Category	\$ Value
Professional/Technical	1,144,729
Communications	60,048
Finance/Accounting	45,953
Information Technology	282,784
Human Resource Management	28,992
Management	32,635
General	3,605
Total	1,598,746

Committees

Academic Board

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

- advise Council on 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.

In 2005, the Board approved the *Learning and Teaching Plan 2005-2007* and made changes to the processes of the Animal Ethics Committee to ensure compliance with the latest edition of the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*.

The Board accredited or recommended that Council accredit 21 new undergraduate degree programs and eight postgraduate programs. Accredited programs are as follows:

- Bachelor of Animal, Plant and Marine Biotechnology
- Bachelor of Animal, Plant and Marine Biotechnology (Honours)
- Bachelor of Arts (Creative Writing)
- Bachelor of Arts/Bachelor of Business (Design and Marketing)
- Bachelor of Arts/Bachelor of Business (Indonesian and International Business)
- Bachelor of Arts/Bachelor of Business (Japanese and International Business)
- Bachelor of Arts/Bachelor of Business (Marketing Communication)
- Bachelor of Arts/Bachelor of Business (Psychology and Human Resource Management)
- Bachelor of Arts/Bachelor of Science (Human Services and Health Promotion)
- Bachelor of Arts/Bachelor of Science (Planning and Environmental Science)
- Bachelor of Arts/Bachelor of Science (Psychology and Exercise Science)
- Bachelor of Arts/Bachelor of Science (Science Communication)
- Bachelor of Coastal Studies
- Bachelor of Communication (Public Relations)
- Bachelor of Food Science and Nutrition

- Bachelor of Human Services
- Bachelor of Journalism
- Bachelor of Social Science (Counselling)
- Bachelor of Social Science (Honours)
- Bachelor of Sport and Industry
- Bachelor of Sport and Technology
- Graduate Certificate in Health Promotion
- Graduate Certificate in Inclusive Education
- Graduate Certificate in Nursing (General Practice)
- Graduate Certificate in Professional Learning
- Graduate Diploma in Education
- Graduate Diploma in Health Promotion
- Master of Health Promotion
- Master of Professional Learning

A third Core Course entitled *Environment, Technology and Sustainability* was approved for offer from 2006. The requirement for undergraduate students to complete two Core Courses remains unchanged (refer to page 20).

Planning and Resources Committee

The Planning and Resource Committee consists of eight members including the Chancellor (Chairperson), Deputy Chancellor, Vice-Chancellor, one member of the University's Executive and three members with specific expertise in strategic financial management and planning, at least one of whom must be a member of Council.

The Deputy Vice-Chancellor and Chief Financial Officer attend meetings and have participating rights but do not vote.

The Committee met on five occasions in 2005 and discussion focused on financial matters, budget reports, staffing matters, policy and planning matters and capital developments and, prior to the commencement of the Audit and Risk Management Committee, on internal and external audit matters. The Committee recommended to Council on policy and planning issues, the University budget, capital developments and the adoption of a revised *Strategic Plan for 2005-2010*. The Committee considered reports on the University's compliance with the International Financial Reporting Standards and HECS Levy funds.

Audit and Risk Management Committee

The Audit and Risk Management Committee was established in accordance with Section 82 of the *Financial Management Standard 1997*. The committee facilitates and coordinates the audit process and the quality of the University's internal and external reporting. At the first meeting, the committee considered its membership and functions, and established meeting procedures.

Membership consists of a minimum of four and a maximum of six people, at least two of whom must be members of Council. At least one committee member must be a member of the professional accounting bodies or audit bodies in Australia and have a professional accounting, management consultancy or audit background. Membership is approved by Council and is for a period not exceeding five years.

In 2005, the Audit and Risk Management Committee:

- considered the University's Risk Management Policy and Procedures and recommended minor amendments to Council;
- considered and recommended approval of a Internal Audit Charter;
- discussed a draft Internal Audit Plan for 2005;
- discussed external audit issues; and
- considered a draft Fraud and Corruption Control Policy.