WESTERN SYDNEY UNIVERSITY



ACADEMIC SENATE

Confirmed Minutes of Meeting 22/03 of the Academic Senate of Western Sydney University held on Friday 17 June 2022 at 9.30AM at Parramatta South Campus, Boardroom 1(PS-EB.2.01) and via Zoom.

Present:

Professor Robert Mailhammer (Chair)

Professor Sarah Zhang (Deputy Chair)

Dr David Arness

Dr Evan Atlantis

Professor Clive Baldock

Professor Simon Barrie

Professor Simon Bedford

Dr Maria Bhatti

Professor Anna Cody

Dr Evan Crawford

Associate Professor Ann Dadich

Dr Maggie Davidson

Professor Kevin Dunn

Ms Jess Gleeson

Professor Barney Glover AO (Out at 11.30am)

Professor Deborah Hatcher

Associate Professor Ana Hol

Ms Leanne Hunt

Professor Mike Kagioglou

Professor Gregory Kolt

Dr Ranjith Liyanapathirana

Professor Samanthika Liyanapathirana

Dr Erin Mackenzie

Professor Amir Mahmood

Professor Matt McGuire

Professor Tanya Meade

Associate Professor Jennifer Mensch

Professor Neil Merrett

Dr Nicolene Murdoch

Professor Susan Page

Associate Professor Alexie Papanicolaou

Professor Clare Pollock

Professor Alphia Possamai-Inesedy

Dr Margarite Poulos

Professor Catherine Renshaw

Dr Ana Rodas

Professor Yenna Salamonson

Professor Simeon Simoff

Professor Brian Stout

Associate Professor Corrinne Sullivan

Professor Deborah Sweenev

Professor Linda Taylor

Professor Michelle Trudgett

Associate Professor Jacqueline Ullman

Ms Matija Burrett (Disability Matters Student Member) (In at 10.30am)

Dr Ritesh Chimoriya ((Postgraduate Student Member)

Mr Bakar Mohamad (Undergraduate Student Member)

Ms Kelly Pham (Postgraduate Student Member)

Ms Tiffany Sharpe (Aboriginal and Torres Strait Islander Student Member)

Apologies:

Professor Janice Aldrich-Wright

Professor Dennis Chang

Associate Professor Liza Cubeddu

Professor Gary Dennis

Dr Erika Gyengesi

Distinguished Professor Annemarie Hennessy

Professor Andy Marks

Ms Fiona Salisbury

Ms Ayda Succarie

Professor Michele Simons

Professor Kate Stevens

Associate Professor Michael Tyler

Ms Vidushi Sethi (International Student Member)

In attendance

Mr Kerry Holling, Chief Digital Officer (3.1)

Dr Shantala Mohan, Director Research Impact and Integrity (3.2)

Mr Matthew Hunter, International Relations Development Manager (3.2)

Mr Anthony Mitri, Executive Director, Academic Studies, The College (3.3)

Ms Nikki Meller, Deputy Head, Technology Enabled Learning (3.3)

Mr Pat Loria (in attendance for Ms Fiona Salisbury)

Dr Chloe Taylor (in attendance for Professor Janice Aldrich-Wright)

Ms Sophie Buck, Director Office of Governance Services

Ms Jo Maguire, Manager, Policy & Governance and Privacy Officer, Office of Governance Services

Ms Shubha Devadasen, Associate Director, Office of Governance Services

Ms Allyson McDonald, Executive Governance Officer, Office of Governance Services

Ms Emily Preval, Senior Governance Officer, Office of Governance Services

Ms Maret Brennan, Senior Governance Officer, Office of Governance Services

CONFIRMED MINUTES

1 PROCEDURAL MATTERS

1.1 INTRODUCTION, WELCOME, AND APOLOGIES

The Chair of Academic Senate, Professor Robert Mailhammer, chaired the meeting and opened the meeting by acknowledging the Traditional Owners.

The Chair welcomed all members and attendees, with a specific mention to:

• Ms Debra Farrelly, newly appointed Pro Vice Chancellor, Student and University Planning.

Newly appointed Student Representatives:

- Ms Kelly Pham, Post Graduate Student Representative;
- Dr Ritesh Chimoriya, Higher Degree by Research Student Representative.

Who are replacing:

- Mr Samudaya Nanayakkara;
- Mr Khandakar Al Farid Uddin.

The Chair thanked them for their contributions to the Committee.

The chair welcomed the following people who will be in attendance at the meeting:

- Mr Kerry Holling, Chief Digital Officer (3.1)
- Dr Shantala Mohan, Director Research Impact and Integrity (3.2)
- Mr Matthew Hunter, International Relations Development Manager (3.2)
- Mr Anthony Mitri, Executive Director, Academic Studies, The College (3.3)
- Ms Nikki Meller, Deputy Head, Technology Enabled Learning (3.3)
- Mr Pat Loria (in attendance for Ms Fiona Salisbury)
- Dr Chloe Taylor (in attendance for Professor Janice Aldrich-Wright)

The Chair advised that he would be taking six months leave from the position of Chair of the Academic Senate and that this would be his last meeting until next year. Professor Sarah Zhang, Deputy Chair, will be the Chair for this period. He urged all members to assist Professor Zhang in her new role.

1.2 DECLARATIONS OF INTEREST

No declarations of interest were reported.

1.3 STARRING OF ITEMS

Apart from procedural items, items already starred on the agenda were:

- 3.1 Student Management System Update
- 3.2 Foreign Arrangements and Interference at Western Sydney University
- 3.3 Short Form Credentials Strategy and Policy
- 3.4 Chair's Report
- 3.5 Vice Chancellor's Report
- 3.6 Students Report
- 3.9 Policy Review (all papers)
- 3.10 Analysis of Senate Academic Appeals and Integrity Committee Work

The Committee requested that agenda item **3.11 Approval of Scholarships** be added to the starred items.

It was resolved (AS 22/03:01):

That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be approved.

1.4 ORDER OF BUSINESS

There was no change to the order of business.

1.5 OTHER BUSINESS

Members were invited to nominate other relevant matters noting that such items will normally be included on the agenda for a future meeting.

No Other Business was raised.

1.6 MINUTES OF THE PREVIOUS MEETING

The Chair noted one change to the Minutes in Agenda Item 3.2.1 Graduations and SMS. The number of students who had missed graduation was 867 not 880.

With this amendment the unconfirmed minutes of the Academic Senate meeting held on Friday 29 April 2022 (Meeting 22/02) were confirmed as an accurate record of the meeting by those who had been present at the meeting.

It was resolved (AS 22/03:02):

That with one amendment Academic Senate confirms the minutes of the Senate meeting held on Friday 29 April 2022 (Meeting 22/02), as an accurate record.

1.7 ACTION SHEET FROM LAST MEETING

AS21/05.3.7 Lecture /Tutorial Recordings -

Professor Robert Mailhammer was to take the issues of privacy, consent and accessibility of capture of teaching activities to the Academic Senate Policy Committee (ASPC) so the committee membership can review current Multimedia policies and Privacy Procedures and suggest solutions to these issues.

This was discussed with Professor Clare Pollock, Chair of APSC who had sought advice from the General Counsel regarding this matter. The advice was:

- The existing policy framework is sufficient;
- There are no legal concerns around recording;
- Can record tutorials if required.

The Committee discussed the pedagogical concerns around participation in tutorials. Students are expected to engage with tutorials and not watch passively.

Professor Anna Cody noted that Equity and Diversity would like to develop some guidelines with the schools, as well as Senate Education Committee.

The Chair noted this item was now **closed**.

AS20/05:3.2 Jobs Ready Graduate Package – HASS Course Fees.

Professor Stout advised that this item had been raised as a request by the previous Pro Vice Chancellor, HASS Cluster. The information will be provided by the Director, Data Integrity, Quality and Operations, Ms Jess Gleeson.

2 BUSINESS ARISING

There was no Business Arising.

3 GENERAL BUSINESS

3.1 STUDENT MANAGEMENT SYSTEM UPDATE

The Chair welcomed Mr Kerry Holling, Chief Digital Officer, Ms Ann Emms, Program Manager, SMS Portfolio Ms Libby Hughan, Senior Manager Student Systems and Aizza Biason, Stream Lead Enrolments and Studentship and Ms Renee Clampett, Practice Adoption Adviser.

Mr Holling introduced Ann Emms who is the new Program Manager, SMS Portfolio.

The Committee noted that updates would be provided on:

Resulting (RePs)

- Clean up activity is close to being complete;
- Access verification has been underway with Schools to confirm the correct access;
- RePs User group including academic staff meets weekly

Risks

- Having latest data ensuring clean up complete;
- Late access requests being received;
- Changes to Grade Centre training and monitoring to provide assistance.

September Graduations

- June conferrals will be ready to be sent to the Chair of Academic Senate today;
- Contrary Program Rules feedback from schools; second batch to be sent within the next week.

The Committee discussed the support that would be available for academic staff during the resulting period. The team noted there were not sufficient resources to have a dedicated hotline, but that an SMS Project Inbox and a WesternNow form would be available from next week. An information sheet outlining the support available would be distributed next week.

The Committee also requested that the information that was provided should be less technical.

The presentation is available at this link **ITDS** Presentation

The Chair thanked everyone involved in working towards resolving these issues for their contribution.

3.2 FOREIGN ARRANGEMENTS AND INTERFERENCE AT WESTERN SYDNEY UNIVERSITY

The Chair welcomed Dr Shantala Mohan, Director of Research Ethics and Integrity and Mr Matthew Hunter, International Relations Development Manager who will make this presentation to the Committee.

The Committee noted:

- The background and context of the Foreign arrangements Scheme was explained;
- The establishment of the Foreign Arrangements Working Group at Western and its role;
- A total of 238 Foreign arrangements have been entered into by WSU
- A foreign arrangements Web Portal and SharePoint are being established to create a knowledge base for academic staff and to guide through the processes involved;
- Education and Communication Building stakeholder engagement and an institutional culture around risk awareness and mitigation through various engagement opportunities.

The Committee noted that every case is different and how it is treated will depend how it impacts on WSU. Generally, many typical academic activities, such as reviewing, thesis examinations and editorial board memberships may not require reporting,

Mr Hunter noted that they have not been to all Schools or Institutes but that it is their intention to do so. Schools and Institutes may also contact Mr Hunter or Dr Mohan to arrange a suitable time. Mr Hunter also noted that the Web Portal and the SharePoint are still being developed and improved.

Professor Kolt noted that WSU is leading the sector for our handling of foreign arrangements and interference and our case studies are being used by Universities Australia and that is thanks to Dr Mohan and Mr Hunter.

The Chair thanked Dr Mohan and Mr Hunter for their presentation.

The presentation is available at this link Foreign Arrangements Presentation.

3.3 SHORT FORM CREDENTIALS – STRATEGY AND POLICY

Professor Simon Bedford, Pro Vice Chancellor Learning Futures, Mr Anthony Mitri, Executive Director Academic Studies, The College and Ms Nikki Meller, Deputy Head Technology Enabled Learning presented to the Committee.

Professor Bedford advised that the following staff had also been involved in this project but were unable to attend today:

- Emeritus Professor Paul Wormell has led the Working Party.
- George Karliychuk is the only full-time member and responsible for most of the work.

The Committee noted:

- Launched in March 2021, as part of a 21Cproject, with the strategic imperative to create new products for new markets with a view to support the financial resilience of Western;
- Now known as Short Form Credentials (SFC) as it includes microcredentials as well as alternate credentials which is outlined in the Policy Statement;
- SFCs up skill, reskill provide pathways into or back into Western Sydney University. It is not a categorization of our existing education program;
- Western aims at both the microcredentials and alternate credentials market;
- Courses are predominately online short courses, or professional certificates and development, Pre and Post Bachelor Courses, Pathways into Postgraduate courses;
- B2B is Business to Business, B2G is Business to Government, Students of SFCs are known as Learners;
- Western has been able to quickly establish some short courses such as Transition ATSI Foundation Nursing Foundation Short Course and a Numeracy Short Course to meet identified needs;
- Western's professional development can also fall into this category;
- International Load- the largest uptake is in India.

Mr Mitri presented the following information:

- The Process for setting up the Sydney Children's Health Program;
- Identified a number of STEM Alternative Credentials that have been identified for development;
- Identified a number of businesses that Western has partnered with to produce SFCs
- Briefly described how to create business case and noted that a short course has been set up on how to create a short course

The Committee discussed how the pricing or value of an SFC is determined and what motivates a learner do an SFC.

The Committee discussed if SFCs could be used to react to Government initiatives to set up for new credentials – how long would it take to set a program; e.g. the Western Diabetes Program went to market quite quickly.

There were concerns raised around the scope of the policy and the workload of the SFC Steering Committee and it was suggested that the policy could include an "inclusion/exclusion" criterion.

The Committee noted that the questions raised by the Committee would be answered offline.

The slides are available at this link Short Form Credentials Presentation

As the Vice Chancellor had another meeting to attend The Vice Chancellor's Report was . The minutes reflect the order of the agenda.

3.4 THE CHAIR'S REPORT

The Committee noted the report provided.

Noted.

The Chair invited Chairs of Senate Standing Committees to provide an update to the Senate, noting that the Academic Senate Policy Committee update was at Agenda Item 3.9.

Professor Simon Barrie, Deputy Vice-Chancellor (Academic) (DVC-A), Chair of the Academic Planning and Curriculum Approval Committee (APCAC) advised that for the last six months the Committee had been working on Modes of Study descriptions. New Modes of Study that aggregate up from the teaching activities in that subject have been developed. The Director, Data Integrity Quality and Operations (DIQO) has been working on the implementation plans.

APCAC has also working on gathering data for sustaining success metrics around partnership pedagogy and industry participation and NPILF Targets.

Professor Alphia Possamai-Inesedy, Pro Vice Chancellor Engagement and Advancement, Chair of the Third Party Provider Committee (TPPC) advised:

- the Third Party Provider Policy has been sent to School Academic Committee (SAC) Chairs for noting at the next meeting and to remind Schools of their obligations in relation to quality assurance processes for TPPs and expectations of scholarship for the staff of the TPPs.
- The TPPC Risk Register has been completed and annual reports will be reviewed against it.
- The TPPs are being asked to send the minutes from their top layer governance meeting to the TPPC for review and any recommendations will be forwarded to the DVC,-A.

The Chair thanked the Committee Chairs for their reports

3.5 REPORT FROM THE VICE-CHANCELLOR

The Chair invited the Vice-Chancellor to speak to his report.

Vice Chancellor advised he would take the report as read and noted the following items:

Meetings with Ministers

• recently met with the Hon. Jason Clare the new Federal Education Minister at new campus at Bankstown which is close to his electorate of Blaxland; the minister was very interested in education and in Western Sydney. The minister will use the peak body, University Australia, to consult with the sector to work on a University Compact.

- Job Ready Graduate Package is due for review this year.
- Indexation of Commonwealth funding lagging and it won't reflect inflation until 2024; this is a key issue for funding.
- Foreign interference not likely to be less important than with previous government.
- Recently met with NSW Minister Henskens.
- Increased funding for higher education in NSW of \$500M for two large projects, the Advanced Manufacturing Research facility at Bradfield and the RNA Pilot Facility at North Ryde. There is \$120M for research and development, not infrastructure.
- Noted that the abolishment of A vs. B subject distinctions in ATAR calculation had been approved by the VC-Committee.
- Higher Education Strategy in NSW creates an opportunity to meet the government's priorities and to ask for resources to do that. A review of the Strategy is underway
- Roundtable with Minister on how we can improve technology for learning and teaching and access for women from culturally and linguistically diverse backgrounds.
- Noted the overall good financial position of the University but forecasts are cautious.

The Vice Chancellor reminded everyone to have their flu vaccinations.

The Chair thanked the Vice Chancellor for his report.

The Vice Chancellor left the meeting at 11.30 am

Morning Tea 11.30am to 11.45am

3.6 STUDENT REPORT

Ms Tiffany Sharpe presented her report and discussed the ongoing need for increased indigenous learning and teaching required for all students before placement in indigenous areas.

Professor Michelle Trudgett advised that Ms Fiona Towney has advised there will be a walk around Campbelltown Campus in August and Ms Sharpe will be invited to attend.

Professor Susan Page noted the cultural competency is mandatory indigenous curriculum across several schools and would not expect that students would be skilled until they finish their degrees.

Professor Simon Barrie noted that a 21C minor—understanding and caring for country, is being developed and this will help address the education gap.

Mr Bakar Mohamad highlighted two main points in his report

- 1. The results of a survey undertaken on student preferences for lecture delivery online live, onsite live and then the hybrid over 50% preferred pre-recorded lectures.
- 2. Maintaining access to the student's record on vUWS until the student completes their degree.

Professor Barrie advised that less than 1% of students access their records and it is expensive to store the records this way. There is a way that students can archive their record on vUWS and have access to it all the time they are at the University.

The Committee discussed the different methods of lecture delivery preferred by students and staff and noted that the University seemed to be moving away from the Lecture model.

There were concerns raised about additional process requirements that students with a disability face. A report will be provided by the disability student member at a future meeting to promote discussion of how lecturers and university staff can provide support to reduce the burden of these process requirements.

The Committee also discussed the sense of belonging that seemed to be lacking compared to other Universities. It was noted WSU students are more likely to have things going on in their lives, including work or taking care of their children. There is not the concentration of young students that you might find at other universities. This has impact on sense of belonging. Also, the University is encouraging more people from disadvantaged backgrounds to study here. Consequently, the University needs to work out ways to meet their needs.

The Chair thanked the Student Representatives for their papers and comments.

3.7 QUESTIONS ON NOTICE

Questions on Notice are a tool academics from across the University can use to engage with Senate. Questions must be sent to the Chair and the Secretary at least two weeks prior to Senate and must fit within the scope of the <u>Terms of Reference</u> of Senate. All questions that fit this criterion will be answered, it is up to the discretion of the Chair if questions will be tabled at Senate.

No Questions on Notice were submitted for discussion at this meeting.

3.8 HOT TOPICS

In response to the Senate Review Report recommendations, Senate members have the opportunity to submit a 'Hot Topic' for discussion prior to each meeting of Senate. The Chair encouraged anyone to get any hot topics to the Chair so there is sufficient time to prepare papers for the Committee.

No Hot Topics were submitted for discussion at this meeting.

3.9 POLICY REVIEW

3.9.1 Academic Senate Policy Committee Update

The Committee noted the report provided.

3.9.2 Review of Terms of Reference for the Academic Senate Policy Committee

The Committee agreed to the changes to be made to the Terms of Reference for the Academic Senate Policy Committee.

It was resolved (AS 22/03:03):

That the Academic Senate approves the revised Terms of Reference and Membership of the Academic Senate Policy Committee (ASPC).

3.10 ANALYSIS OF SENATE ACADEMIC APPEALS AND INTEGRITY COMMITTEE WORK

The Committee noted the report provided.

3.11 APPROVAL OF SCHOLARSHIPS

The Committee the discussed the Donor Funded Scholarship proposals and noted the following issues:

- (1) The following scholarships have eligibility criteria that specifies that permanent humanitarian visas granted in the last 5 years are "usually preferred":
 - Emmeke Kuijpers Scholarship

- The Liz Hallahan Scholarship in Diabetes Care
- The Moruya Medical Centre & Liz Hallahan Scholarship in Diabetes Education
- Revolution Women in STEM Scholarship
- Revolution Women in Business Scholarship

Academic Senate did not support the inclusion of this "preference" and agreed that the eligibility criteria should simply state that permanent humanitarian visa holders are eligible to apply.

- (2) The following scholarships have eligibility criteria that specifies "Applicants enrolled in double degrees are eligible to be supported for either of the above degrees included therein.":
 - Emmeke Kuijpers Scholarship
 - Weir Consulting Indigenous Scholarship

Academic Senate considered that this criterion is ambiguous; if a student was to graduate from a single component of their double degree (called Early Award) while continuing with their second component, would they lose eligibility for the 3rd or 4th year of the scholarship (depending on when they graduated from the first component)? Noting students could graduate after 2 years with approved Credit.

The Committee agreed that this criterion be revised or removed in favour of "double degrees containing one of the above specified programs" under the 'Course(s)' section in the Overview.

- (3) The following scholarship has eligibility criteria that specifies "Preference will be given to mature age applicants":
 - Emmeke Kuijpers Scholarship

The threshold for a 'mature age applicant' is not defined and is an outdated term in modern admission language. The correct term is "noncurrent school leaver" or "non-school leaver" but this could be anyone who is not graduating from Year 12 in the current year (e.g. an 18 year old). What is the age threshold for which preference will be given? This should be specified explicitly if it is to be included in the criteria.

It was agreed that the proposed Scholarships and the amendments to the existing Scholarships be approved with the amendments discussed and agreed to by the Committee.

It was resolved (AS22/03:04)

That the Academic Senate approves the following eight proposed new Donor Funded Scholarships subject to the amendments discussed at the meeting:

- Emmeke Kuijpers Scholarship
- Weir Consulting Indigenous Scholarship
- The Liz Hallahan Scholarship in Diabetes Care
- The Moruya Medical Centre and Liz Hallahan Scholarship in Diabetes Education (Postgraduate)
- Dr Jennifer Fraser Undergraduate Scholarship
- DR Jennifer Fraser Yarramundi Scholarship (Postgraduate)
- Revolution Women in STEM Scholarship
- Revolution Women in Business Scholarship

It was resolved (AS22/03:05)

That the Academic Senate approves the amendments to the following Scholarships:

- Baxter Healthcare Aboriginal and Torres Strait Islander Scholarship in Nursing
- Perfection Fresh Scholarship in Protected Cropping
- Protected Cropping Australia Next Gen Scholarships
- AIS Greenworks Protected Cropping Scholarship
- Costa Group Scholarship in Protected Cropping
- FPA Women in Finance and Economics Scholarships Masters
- All Applicable Donor Funded Scholarships where donors have stipulated a specific year of study
- Orro Scholarship in Engineering and IT
- All applicable Donor Funded Scholarships assessed on "Equity considerations (excluding Indigenous Scholarships)

4 REPORTS AND RECOMMENDATIONS FROM SENATE COMMITTEES

Items 4.1 - 4.9 provide an overview of the matters dealt with by Senate standing committees.

4.1 SENATE EXECUTIVE COMMITTEE

There were no Senate Executive Committee Meetings held since the last Academic Senate Meeting on 29 April 2022.

Noted

4.2 RESEARCH COMMITTEE

The Research Committee met on Wednesday 6 April 2022 (Meeting 22/02). The minutes of this meeting were appended.

Noted

4.3 RESEARCH STUDIES COMMITTEE

The Research Studies Committee met on Tuesday, 12 April 2022 (Meeting 22/03) and Tuesday 10 May 2022 (Meeting 22/04) The de-identified minutes were appended.

Noted

4.4 SENATE EDUCATION COMMITTEE

Senate Education Committee met on Thursday, 21 April 2022 (Meeting 22/02). The minutes were appended.

Noted

4.5 ACADEMIC PLANNING AND CURRICULUM APPROVALS COMMITTEE

The Academic Planning and Curriculum Approvals Committee (APCAC) met on Tuesday 10 May 2022 (meeting 22/04) and Tuesday 7 June 2022 (meeting 22/05). The reports for both meetings were appended.

It was resolved (AS 22/03:06):

That Academic Senate notes the report of the Academic Planning and Curriculum Approvals Committee meetings held on Tuesday 10 May 2022 (22/04) and on Tuesday 7 June 2022 (22/05) and approves the recommendations contained therein.

4.6 SENATE ASSESSMENT COMMITTEE

The Senate Assessment Committee met on Tuesday, 12 April 2022 (meeting 22/02) The confirmed minutes are appended

Noted

4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE

The College Academic Pathway Program Committee met on Thursday 31 March 2022 (WSTC 22/02). The minutes were appended.

Noted

4.8 ACADEMIC SENATE POLICY COMMITTEE

The Academic Senate Policy Committee (ASPC) met on Wednesday, 11 May 2022 (22/03). The minutes were appended.

Noted

4.9 THIRD PARTY PROVIDER COMMITTEE

The Third-Party Provider Committee met on Thursday 31 March (meeting 22/02). The minutes were appended.

Noted

4.10 BOARD OF TRUSTEES

The next meeting of the Board of Trustees is scheduled for **3 August 2022.** Summaries and minutes of the Board of Trustees meetings are available on the University website at:

https://www.westernsydney.edu.au/about_uws/leadership/board_of_trustees/board_meetings

5 FOR INFORMATION

The Chair noted of the recent passing of Professor Anne Cutler in the Netherlands. She who was a great researcher in her field and a valuable member of WSU staff.

6 NEXT MEETING

The next Academic Senate meeting is scheduled for **Friday 12 August 2022** For information, meeting dates for 2022 are as follows:

- 14 October 9 December

Meetings commence at 9.30AM and conclude by 12.30PM.

The meeting formally closed at 12.30PM.