WESTERN SYDNEY
UNIVERSITY

ACADEMIC SENATE

Confirmed Minutes of Meeting 22/02 of the Academic Senate of Western Sydney University held on Friday 29 April 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)
Professor Janice Aldrich-Wright
Dr David Arness
Dr Evan Atlantis
Professor Simon Barrie
Dr Maria Bhatti
Professor Anna Cody
Dr Evan Crawford
Associate Professor Liza Cubeddu
Associate Professor Ann Dadich
Professor Gary Dennis
Professor Kevin Dunn
Ms Jess Gleeson
Dr Erika Gyengesi
Professor Deborah Hatcher
Distinguished Professor Annemarie Hennessy (In at 10.00am)
Associate Professor Ana Hol
Ms Leanne Hunt
Professor Mike Kagioglou (Out at 11.00am)
Professor Gregory Kolt
Dr Ranjith Liyanapathirana
Professor Samanthika Liyanapathirana
Dr Erin Mackenzie
Professor Amir Mahmood (Out at 11.00am)
Professor Matt McGuire
Professor Tanya Meade
Associate Professor Jennifer Mensch
Professor Neil Merrett (In at 9.50am)
Dr Nicolene Murdoch
Mr Samudaya Nanayakkara (Postgraduate Student Representative)
Professor Susan Page
Associate Professor Alexie Papanicolaou
Dr Ana Rodas
Professor Yenna Salamonson
Ms Fiona Salisbury
Ms Vidushi Sethi (International Student Representative)
Ms Tiffany Sharpe (Aboriginal and Torres Strait Islander Student Representative)
Professor Brian Stout
Ms Ayda Succarie
Associate Professor Corrinne Sullivan
Professor Deborah Sweeney
Professor Linda Taylor

Professor Michelle Trudgett (Out at 11.00am)
Associate Professor Michael Tyler
Associate Professor Jacqueline Ullman

Apologies:
Professor Barney Glover AO
Professor Clare Pollock
Professor Clive Baldock
Professor Simon Bedford
Professor Dennis Chang
Dr Maggie Davidson
Professor Alphia Possamai-Inesedy
Dr Margarite Poulos
Professor Catherine Renshaw
Professor Michele Simons
Professor Kate Stevens
Professor Simeon Simoff
Khandakar Farid Uddin (HDR Student Representative)
Mr Bakar Mohamad (Undergraduate Student Representative)
Ms Matija Burrett (Disability Matters Student Representative)

In attendance
Ms Maret Brennan, Senior Governance Officer, Office of Governance Services **(Secretary)**
Ms Jane Hutchison, University Secretary
Ms Sophie Buck, Director, Office of Governance Services
Ms Shubha Devadasen, Associate Director, Office of Governance Services
Ms Jo Maguire, Manager, Policy & Governance and Privacy Officer, Office of Governance Services
Ms Chelsea Mifsud, Governance Officer, Office of Governance Services
Mr Kerry Holling, Chief Digital Officer (Item 2.1)
Ms Karen Davies, Program Manager, SMS Portfolio (Item 2.1)
Ms Libby Hughan, Senior Manager Student Systems (Item 2.1)
Ms Aizza Biason, Stream Lead Enrolments & Studentship (Item 2.1)
Ms Renee Clampett, Practice Adoption Adviser (Item 2.1)
Associate Professor Kate Huppatz (Item 3.3)

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:

Two newly appointed members:

- Professor Susan Page, Director Indigenous Learning and Teaching; and

- Professor Janice Aldrich-Wright, Associate Dean, Research, School of Science.

The Chair farewelled Hollie Hammond the Undergraduate Student Representative who has completed her degree, and thanked Hollie for her contributions.

- Welcome to Mr Kerry Holling, the Chief Digital Officer who is in attendance to present item 2.1 SMS Project Update
- Ms Karen Davies, Program Manager, SMS Portfolio (Item 2.1)
- Ms Libby Hughan, Senior Manager Student Systems (Item 2.1)
- Ms Aizza Biason, Stream Lead Enrolments & Studentship (Item 2.1)
- Ms Renee Clampett, Practice Adoption Adviser (2.1)
- Associate Professor Kate Huppatz (3.3)

☆ **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 SMS Project Update
- 3.2 Question on Notice
- 3.3 Workload Allocation Principles Matrix Presentation
- 3.4 Chairs Report
- 3.5 Report from the Vice-Chancellor
- 3.6 Student Report
- 3.8 Policy Review (all items)

No other Agenda Items were starred for this Meeting.

It was resolved (AS 22/02:01):
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

☆ **1.6 MINUTES OF THE PREVIOUS MEETING**

The unconfirmed minutes of the Academic Senate meeting held on Friday; 25 February 2022 (Meeting 22/01) were confirmed as an accurate record of the meeting by those who had been present at the meeting.

It was resolved (AS 22/02:02):
That Academic Senate confirms the minutes of the Senate meeting held on Friday 25 February 2022 (Meeting 22/01), as an accurate record.

☆ **1.7**   **ACTION SHEET FROM LAST MEETING**

AS21/05.3.7 Lecture /Tutorial Recordings – The Chair of the Senate Education Committee Professor Simon Bedford provided the following advice to the Chair of the Academic Senate regarding this action item:

Senate Education Committee was invited to discuss the topic of lecture recordings and more broadly, capture of all teaching activities, especially tutorials. The Chair of the Senate Education Committee noted that the questions from the Schools/Staff and Student SAC RePs reports revolved around what should be recorded in the first place, noting that lecture recordings may be of more value than engagement or application activities like tutorials/workshops or practicals, the quality of what is recorded and its fitness for purpose are also paramount considerations

The Chair noted that the fitness for purpose and quality of recordings can be judged by applying academic judgment in pedagogy and appropriate technology standards and this involves teachers making a choice of whether to capture the activity and what technology to use if any. The Committee agreed that Senate Education Committee had resolved the issues around quality with the application of the Digital Learning Thresholds Standards, and this was the main issue raised in the Hot Topic session at the 12 August 2021 meeting of the Academic Senate.

The Senate Education Committee then discussed the issues regarding privacy, consent and accessibility and determined that these needs to be referred to the Academic Senate Policy Committee (ASPC) via Academic Senate to determine the university's stance and current policies and procedures.

Action: Professor Robert Mailhammer 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.

AS21/03:3.1 Commercialisation. Professor Deborah Sweeney advised that this item should wait until after the Election result is known.

2   BUSINESS ARISING

There was no Business Arising.

3   GENERAL BUSINESS

3.1   SMS Project Update

The Chair welcomed Mr Kerry Holling, Chief Digital Officer, Ms Karen Davies, 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 advised that this update would be focussed on RePS as the main area of concern, understanding how this process works and the improvements that have been made over the summer period.

Ms Clampett advised the Committee of the end to end resulting process in RePs and advised:

- The Subject Coordinators review the information provided by RePs;
- There are no longer temporary grades instead, comments are provided as to the reasons the subject is not complete;
- Quality Assurance Process is carried out by DAPs;
- DAPs cannot modify information from the Subject Coordinator. The record is placed on hold and returned the Subject Coordinator then be resubmitted to the DAP;
- The SAC reviews and approves the results;
- Assessment and Timetabling Team update the student's academic history and release results to students;
- Post release any Unfinalised grades are managed by the Subject Coordinator and when finalised are referred to the Deputy Dean for approval;
- The Assessment and timetabling Team release the result to the student.

The Committee noted the Assessment Item Clean Up activity that will be starting next week and is to be completed by the end of May. 1297 subjects need to be updated by the Subject Coordinators. The Team will be reporting to each school on weekly basis to make sure this process is completed.

Ms Biason provided a report on the Post Implementation Review of the recent round of results using RePs:

In February of 372 subjects processed 369 made it into RePs. This is about a quarter of the subjects expected in the new rounds.

Based on the February results experience:

1. Additional training is required;
2. Work with Schools to provide access to the appropriate people to Banner and to RePs;
3. Simplify the Quality Assurance process;
4. Recognise problem with Sessional Academics;
5. Data quality is a new concept and new training and knowledge articles have been developed.

The discussion following the presentations centred on resources, arrangements for casual staff to be paid for undertaking additional training, timelines, end-user involvement in the design and testing of processes and technical questions.

The Committee noted the constraints that are currently in place and that not all issues will be resolved in time for the next round of results.

The Committee agreed that the SMS Team must involve the schools in planning the next steps and establishing clear timeframes for actions to be taken. There also needs to be alignment between tasks and training. There are potentially a significant number of people involved in the new results rounds who haven't used the system before, and who would consequently need training.

The Committee agreed that going forward the process must involve some experienced academics/end-users, so they can provide feedback on their recent experience and guidance on the implementation of systems and procedures. An expert user group should be put

together to help design the training and determine where the first level of adjustments needs to be, reflecting the needs of Schools.

A copy of the slides used by the SMS Team can be found at this link 📄 SMS Presentation

The Chair thanked the SMS Team for their update and Senate members for their contributions. Academic Senate will continue to monitor this situation.

3.2   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 Terms of Reference 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.

3.2.1 Graduations and SMS

Associate Professor Jennifer Mensch presented this item to the Committee and highlighted the four challenges identified in the paper. Most of these challenges were connected to the SMS particularly the problems faced around graduations and the impact this had on students and staff within the School.

The Committee noted that the School of Humanities Communications and Arts (HCA) were not alone with these problems, every school experienced something similar. They were the first to write about it to the Senate.

The Questions asked were:

1. *In light of the challenges what are the concrete steps being taken now by the University to prevent these sort of challenges being faced by our students and staff ahead of the next graduations round?*

2. *Give the number of angry parents and disappointed students what are the concrete steps being undertaken by the University to repair the damage that has been done to the University's reputation within the Western Sydney communities we aim to support and, on whose support, we depend?*

In response Mr Holling advised that Program Compliance been a real issue and that the number of students with non-standard course composition was greatly underestimated. In some cases, the correct information was not in Callista or did not transfer accurately.

There is currently a proposal with the Vice Chancellor for a Program Compliance team under Director, Data Integrity, Quality and Operations (DIQO) to work through the backlog of current students including the students who didn't graduate this week, as a priority. Those students will be eligible for graduation in September.

All new students will have a combination of Banner and DegreeWorks which will be kept up to date and on track with curriculum rules. DegreeWorks will also allow students to monitor their own progress.

The Director, Data Integrity, Quality and Operations, Ms Jess Gleeson, advised that the Graduation Experience Team has contacted the 880 students who missed out on

the April graduations with a letter of apology, and noted that the University will pay for their graduation experience in September. Ms Gleeson emphasized that the University was taking this issue very seriously and that every effort will be made that all eligible students can graduate. She also highlighted the tremendous amount of work that professional staff have been doing supporting the SMS implementation and graduations. Ms Gleeson advised that students who are due to graduate in September can self-nominate to the Program Compliance Team if they think there is a problem that would mean they couldn't graduate in September.

The Committee noted that 7800 students graduated this week and acknowledged the huge amount of work that made this possible.

There were some follow-up questions asked regarding resourcing and the potential damage to the University's reputations. Members welcomed the proposed steps outlined by Mr Holling and Ms Gleeson.

Regarding Challenge 3 outlined in the paper, the DVC, Research, Enterprise and International, Professor Deborah Sweeney provided an update from the Graduate Research School and advised that:

- there had been staffing issues;
- there had been challenges resulting from the change to the Banner system (SMS) ;
- GRS Staff were now fully trained and new staff had been hired;
- the review of the GRS is now complete and will be discussed at a future Academic Senate meeting (probably in June);
- better compliance with time frames was achieve;
- the GRS acknowledged the seriousness of the situation.

The Chair thanked the everyone for the tremendous effort made by everyone to resolve this matter as well as it can be.

The Chair thanked the SMS Team for their input and Senate members for the constructive discussion.

The Academic Senate will continue to monitor this situation.

3.3	**WORKLOAD ALLOCATION PRINCIPLES MATRIX PRESENTATION**

Professor Janice Aldrich -Wright introduced this presentation to the Committee and noted that Science in Australia Gender Equity (SAGE) Workload Allocation Special Interest Group has brought together collective experts from all our network of institutions to co-design a sector-wide, evidence-based, best practice response to shared issues and priorities. SAGE will invite all institutions to give feedback on this presentation.

Associate Professor Kate Huppatz, previously Deputy Chair of Academic Senate and a sociologist specialising in gender work and families, is a member of SAGE and made the presentation on fair and equitable workload allocation. A copy of the presentation can be found at this link Workload Allocation Matrix.pdf

The Presentation included:
- a rationale for this work;
- background of the SAGE National Workload special interest group;
- Workload Allocation Principles Matrix (WAPM);

- an overview of the WAPM Matrix;
- three key areas of WAPM;
- the five principles of the WAPM;
- how to use the tool;
- link to the survey to provide feedback.

The Committee discussed the implications of the cultural load for indigenous staff particularly academics who do additional cultural work and whether indigenous academics had been considered in the study. Additional points raised were the diversity of career paths and the complexity of the matrix, as well as the need to further develop existing practices.

In the Matrix there are links to resources that may help. For example, the National Science Foundation developed a dashboard which is informative for staff understanding obligations at different levels of academia. Case studies are being developed to demonstrate how this may be taken up.

The Chair thanked Professor Aldrich-Wright and Associate Professor Huppatz for the presentation and the Senate members for the discussion.

Break 11.05 AM to 11.15AM

3.4   REPORT FROM THE CHAIR

A written report from the Chair covering activities undertaken on behalf of the Senate since 25 February 2022 had been circulated, the Chair's report to the 13 April 2022 meeting of the Board of Trustees was appended to the Chair's report. The Chair provided an update on recent developments.

The Chair took the report as read and highlighted the following points that weren't included in the report:

- The Academic Governance Policy was approved by the Board of Trustees at their meeting on 13 April 2022;
- Dr Evan Atlantis and Associate Professor Corrinne Sullivan have been appointed to the Academic Senate Executive Committee;
- There are a significant number of appeals in the report. The report flags the need for an amendment to the Progression Policy to allow additional panel members to be appointed.

The Chair invited Chairs of Senate Standing Committees to provide an update to the Senate.

Professor Simon Barrie, Deputy Vice-Chancellor (Academic), Chair of the Academic Planning and Curriculum Approval Committee (APCAC) advised there had been two APCAC meetings held since last Academic Senate Meeting and the following items were discussed:
- the proposed amendment to the Admissions Policy for international students and cohort tracking for students admitted under this policy and a priority for verification and authentication of identity.
- how to support Schools with alignment to the Curriculum Design and Approval Policy;
- relate the government's micro credentials framework to Western's approach to alternative credentials, which will eventually come to the Academic Senate.

Professor Deborah Sweeney, Deputy Vice-Chancellor (Research, Enterprise and International), Chair of the Research Committee advised:

- The Research Committee discussed data gathered on the gendered effects of COVID-19 on research outcomes. This information will go to the Vice Chancellor's Gender and Equity Committee and then onto the Senate for information;

Professor Kevin Dunn, Pro Vice-Chancellor, presented an update on the University's outstanding performance in the Times Higher Education Impact ranking. A copy of the presentation can be found at this link 📄 SDG Outcomes

Professor Dunn advised:

- Western has been ranked first in the Times Higher Education Impact Rankings for 2022 of 1406 Universities;
- top 100 outcome for 16 out of the 17 SDGs;
- top 10 outcomes for seven SDG;
- main areas that contributed to this result:
  - Clean water
  - Gender equality
  - Responsible consumption and production
  - Compulsory performance in partnership
- how the calculations were determined;
- the contribution of research to this award;
- that the University was already looking for areas for improvement for next year to remain in top 10.

Prof. Dunn noted that this was an excellent opportunity for Western and there would be a marketing campaign across Sydney. He thanked everyone who participated.

The Committee discussed the other opportunities that could be worked on for the submission for next year.

Noted.

3.5 **REPORT FROM THE VICE-CHANCELLOR**

The Committee noted the report provided by the Vice Chancellor.

Noted.

3.6 **STUDENT REPORT**

3.3.1 Student Report

The Student Report was provided by Ms Tiffany Sharpe, Aboriginal and Torres Strait Islander Student Representative who presented the report to the Committee.

The report concerned a project called "Loud and Proud: Including Indigenous voices in Decision Making". This project seeks to include Indigenous voices in climate change ad healthcare.

Noted.

The Chair thanked the Ms Sharpe for her first report to the Committee.

3.7 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.

3.8 POLICY REVIEW

3.8.1 Academic Senate Policy Committee Update

The Chair presented this paper to the Committee as Deputy Chair of the Policy Committee and advised he will take the paper as read and would answer any questions. There was discussion at the last meeting of the policy implications of alternative credentials and micro credentials development. The Committee is looking forward to more a more developed procedure for this matter.

Noted.

☆ 3.8.2 Policy Variations in Response to COVID-19 – International Admissions Review

Professor Linda Taylor, Pro Vice Chancellor International, advised the Committee that this variation gives flexibility to students that are still having difficulty accessing English Tests as they are traditionally held. The Committee noted that cohorts that come through under these arrangements are being tracked given the importance of English language proficiency in students progression.

Professor Taylor advised that International Admissions, including the authentication of student identities ,particularly online, should be an action to come back to the Academic Senate.

It was resolved (AS 22/02:03):
The Academic Senate approves the extension to the Admissions Policy variations outlined in the updated Policy Suspension or Variation Instrument - International Student Admissions Temporary Arrangements to accommodate international applicants impacted by the COVID-19 outbreak.

3.9 APPROVAL OF SCHOLARSHIPS

3.9.1 Donor Funded Scholarships

The Academic Senate approved the two proposed new Donor Funded Scholarships

It was resolved (AS 22/02:04):
That Academic Senate approves the following proposed new Donor Funded Scholarships:

- *Two Flavorite Emerging Leaders in Protected Cropping Post Graduate Scholarships*

3.9.2 University Funded Scholarships

The Academic Senate approved the following University Funded Scholarships

It was resolved (AS 22/02:05):
That Academic Senate approves the following University Funded Scholarships:

- *Opportunity Scholarship (changed eligibility criteria)*
- *Indigenous Engineering ASPIRE Program Scholarship (new)*

3.10 APPROVAL OF GRADUANDS

The Committee noted the Graduands that had been approved by the Chair of the Academic Senate on behalf of the Academic Senate.

3.11 APPROVAL OF UNIVERSITY MEDALS

The Committee noted the Graduands that had been approved by the Chair of the Academic Senate on behalf of the Academic Senate.

3.12 POSTHUMOUS AWARDS

The *Posthumous Awards and Aegrotat Grades Policy* states that Academic Senate and Senate Assessment Committee should be notified of the rationale and decision to approve a Posthumous award.

3.12.1 Posthumous Coursework Award – ███████████████ ████████

The School of Law Academic Committee approved the awarding of the course 2538 Bachelor of Social Science/Bachelor of Laws posthumously to ███████████ ██████████████████. This is also to be noted at the 17 May 2022 meeting of the Senate Assessment Committee.

Noted

3.13 SENATE EDUCATION COMMITTEE REVIEW OF TERMS OF REFERENCE

The Academic Senate approved the amendments to the Senate Education Committee Terms of Reference.

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

Senate Executive Committee conducted the following meetings:

Noted

4.2 RESEARCH COMMITTEE

The Research Committee met on Thursday 24 February 2022 (Meeting 22/01). The minutes of this meeting were appended.

Noted

4.3 RESEARCH STUDIES COMMITTEE

The Research Studies Committee met on Tuesday, 8 February 2022 (Meeting 22/01) and Tuesday 8 March 2022 (Meeting 22/02) The de-identified minutes were appended.

Noted

4.4 SENATE EDUCATION COMMITTEE

Senate Education Committee met on Thursday, 3 March 2022 (Meeting 22/01). The minutes were appended.

Noted

4.5 ACADEMIC PLANNING AND CURRICULUM APPROVALS COMMITTEE

The Academic Planning and Curriculum Approvals Committee (APCAC) met on Tuesday 1 March 2022 (meeting 22/02) and Tuesday 5 April 2022 (meeting 22/03).

The reports for these meetings were appended.

It was resolved (AS 22/02:06):
That Academic Senate notes the report of the Academic Planning and Curriculum Approvals Committee meetings held on Tuesday 1 March 2022 (22/02) and on Tuesday 5 April 2022 (22/03) and approves the recommendations contained therein.

4.6 SENATE ASSESSMENT COMMITTEE

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

Noted

4.7 THE COLLEGE ACADEMIC PATHWAY PROGRAM COMMITTEE

The College Academic Pathway Program Committee met on Thursday 17 February 2022 (WSTC 22/01). The minutes were appended.

Noted

4.8 ACADEMIC SENATE POLICY COMMITTEE

The Academic Senate Policy Committee (ASPC) met on Wednesday, 2 March 2022 (22/02). The minutes were appended.

Noted

4.9 THIRD PARTY PROVIDER COMMITTEE

The Third-Party Provider Committee met on Thursday, 27 January 2022 (meeting 22/02) and Thursday 31 March 2022 (meeting 22/03). The minutes for meeting

22/02 were appended. The Minutes for meeting 22/03 will be available at the next meeting of the Academic Senate.

Noted

4.10 2021 ANNUAL REPORTS

4.10.1 Multidisciplinary Teaching and Learning Committee – Humanities, Arts and Social Sciences (HASS) Cluster

The Committee noted the Annual Report provided by the MTALC HASS Cluster.

4.10.2 Multidisciplinary Teaching and Learning Committee – Science, Technology, Engineering and Mathematics (STEM) Cluster

The Committee noted the Annual Report provided by the MTALC STEM Cluster

4.10.3 Multidisciplinary Teaching and Learning Committee – Health and Medicine (H&M) Cluster

The Committee noted the Annual Report provided by the MTALC H&M Cluster.

4.10.4 Research Committee

This report was deferred to the next meeting of Academic Senate.

4.11 BOARD OF TRUSTEES

The next meeting of the Board of Trustees is scheduled for 8 June 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

5.1 Distribution of Academic Senate Papers for Future Meetings

Ms Sophie Buck, Director Office of Governance Services advised the Committee that papers for the future Academic Senate Meetings would only be provided electronically, on Diligent for those that already have a licence, and by the SharePoint for everyone else.

The Committee noted the information provided.

6   NEXT MEETING

The next Academic Senate meeting is scheduled for **Friday 17 June 2022.**

For information, meeting dates for 2022 are as follows:
- 12 August
- 14 October
- 9 December

Meetings commence at 9.30AM and conclude by 12.30PM.

The meeting formally closed at **12.00PM.**