

SCHEDULE OF DOCUMENTS

<i>Number</i>	<i>Date</i>	<i>Description</i>	<i>Release</i>	<i>Total pages</i>
1.	26 October 2018	Email trail with attached Stem and Innovation thinking paper	Yes, release in part, and exempt in part, s36(1) of the Act	9
2.	undated	Recommendation to the Executive Group	Yes, release in full	6
3.	14 January 2015	Minute to Minister with attached Cabinet brief and CVs of Susan Chen and Rhys Edwards	Yes, release in part, and exempt in part, s36(1) of the Act	13
4.	20 January 2015	Cabinet Decision	Yes, release in full	1
5.	30 January 2018	Email and attached ministerial appointment letters	Yes, release in part, and exempt in part, s36(1) of the Act (part out of scope)	3
6.	13 April 2018	Email and attached spreadsheet and letter	Yes, release in part, and exempt in part, s36(1) of the Act (part out of scope)	4
7.	24 December 2018	Email	Yes, release in part, and exempt in part, s36(1) of the Act	1
8.	21 May 2019	Email and attached list of Council members	Yes, release in full (part out of scope)	2

**From:** [Jack, Liz \(DoE\)](#)  
**To:** [Pearce, Trudy A \(DoE\)](#); [Bullard, Tim \(DoE\)](#); [Burgess, Jenny \(DoE\)](#); [Wilson, Jodee C \(DoE\)](#)  
**Subject:** RE: Hobart City Deal: STEM working group [DLM=For-Official-Use-Only] [DOE-EP.UR14453208]  
**Date:** Friday, 26 October 2018 9:30:32 AM

Thanks Trudy. I've had a quick read and wonder whether UTAs hasn't underplayed the implications for Hobart's transport and other infrastructure if it were to relocate from Sandy Bay entirely. I've not seen the City Deal documents, so perhaps it's picked up in those.

The other thing is that the focus on supporting an entrepreneurial and start-up culture in Hobart links nicely with Libraries Tasmania's plans for pre-entrepreneurship spaces in its redeveloped Hobart building plans. If that ever went ahead there would be an opportunity to collaborate with UTAs to help "support a thriving 'start up' ecosystem".

And whatever opportunities were considered for reuse of the Sandy Bay campus, the fact that the buildings are at the end of their usable life would have to be factored in.

Liz

Ph (03) 6165 5685  
 M [REDACTED]  
[liz.jack@education.tas.gov.au](mailto:liz.jack@education.tas.gov.au)

**From:** Pearce, Trudy A (DoE)  
**Sent:** 25 October, 2018 7:19 PM  
**To:** Bullard, Tim (DoE) <[tim.bullard@education.tas.gov.au](mailto:tim.bullard@education.tas.gov.au)>; Burgess, Jenny (DoE) <[Jenny.Burgess@education.tas.gov.au](mailto:Jenny.Burgess@education.tas.gov.au)>; Wilson, Jodee C (DoE) <[jodee.wilson@education.tas.gov.au](mailto:jodee.wilson@education.tas.gov.au)>; Jack, Liz (DoE) <[liz.jack@education.tas.gov.au](mailto:liz.jack@education.tas.gov.au)>  
**Subject:** FW: Hobart City Deal: STEM working group [DLM=For-Official-Use-Only]

Please see attached current City Deal - Stem and Innovation thinking and paper. Any insights or thoughts would be welcomed.

Of particular interest, is the UTas STEM relocation discourse and Ensuring the Sandy Bay campus is put to its highest and best use, should UTas vacate the site.

**Trudy Pearce**

**From:** [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)>  
**Sent:** Thursday, 25 October 2018 3:37 PM  
**To:** CARDER,Susan <[Susan.Carder@education.gov.au](mailto:Susan.Carder@education.gov.au)>; Corrigan, Stan (StateGrowth) <[stan.corrigan@stategrowth.tas.gov.au](mailto:stan.corrigan@stategrowth.tas.gov.au)>; Pearce, Trudy A (DoE) <[trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@education.tas.gov.au)>; Noye, Neil <[noven@hobartcity.com.au](mailto:noven@hobartcity.com.au)>; Penelope Ratcliffe <[penelope.ratcliffe@utas.edu.au](mailto:penelope.ratcliffe@utas.edu.au)>; Kate Huntington <[kate.huntington@utas.edu.au](mailto:kate.huntington@utas.edu.au)>; Shirley, Pip (DPaC) <[Pip.Shirley@dpac.tas.gov.au](mailto:Pip.Shirley@dpac.tas.gov.au)>; Paterson, Alexandra (DPaC) <[Alexandra.Paterson@dpac.tas.gov.au](mailto:Alexandra.Paterson@dpac.tas.gov.au)>  
**Cc:** Beach, Anne (StateGrowth) <[Anne.Beach@stategrowth.tas.gov.au](mailto:Anne.Beach@stategrowth.tas.gov.au)>; Hollingsworth, Stuart (Skills Tas) <[Stuart.Hollingsworth@skills.tas.gov.au](mailto:Stuart.Hollingsworth@skills.tas.gov.au)>; Bowles, Mark (StateGrowth) <[mark.bowles@stategrowth.tas.gov.au](mailto:mark.bowles@stategrowth.tas.gov.au)>; [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)>; [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)>; [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)>  
**Subject:** Hobart City Deal: STEM working group [DLM=For-Official-Use-Only]

Hi All,

First, my apologies for the delay is re-writing our advice to senior officials.

Attached is the re-draft. Consistent with the below I have redrafted the narrative and actions to focus on Jobs for the Future and Smart City outcomes, in addition to the future opportunities presented by a possible STEM precinct in the city centre (thanks [REDACTED] for the help in re-drafting).

Grateful for your comments and additions to the advice, including any additional actions you want to include. The next steps will be providing the advice to senior officials to support ongoing City Deal discussions and then drafting of the final City Deal, which we will continue to consult on. I'm not proposing to hold another working group at this stage (no new information to convey), but very happy to discuss/clarify on a bilateral basis.

Comments by COB Tuesday, 30 October would be greatly appreciated.

Regards

[REDACTED]  
 Director | Tasmanian Section  
 Strategy and Engagement | Cities Division  
 Department of Infrastructure, Regional Development and Cities  
 GPO Box 594, Canberra ACT 2601  
 e [REDACTED] <[\[REDACTED\]@infrastructure.gov.au](mailto:[REDACTED]@infrastructure.gov.au)> | w [www.infrastructure.gov.au](http://www.infrastructure.gov.au)



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# STEM and Innovation

## Supporting the Jobs of the Future, including encouraging innovation and the use of Smart Technologies

City Deal Partners are considering actions to support improved educational, liveability and economic outcomes driven by innovation, use of Smart Technologies, and supporting the uptake of STEM study. Relative to other Australian cities, Greater Hobart is compact and well connected. With the right policy settings, and modest infrastructure investments, this presents an opportunity to support a thriving 'start up' ecosystem that supports jobs growth, and helps all levels of government to solve some difficult urban challenges.

City Deal Partners envision Greater Hobart as a connected city - a test bed for innovative technology - 'a living lab' that supports improvements in the everyday lives of the people who live and visit. Higher levels of collaboration, research commercialisation, and innovation will also deliver the types of jobs that are likely to attract young people to live and work in Greater Hobart.

In parallel, the University of Tasmania is considering options to establish a new STEM facility, including considering the best approach, and location, to deliver the University's programs and services. See Background for further information.

## Objectives

Key objectives to be achieved from the project include:

- Creating state-of-the-art STEM facilities in Hobart that attracts uptake in the study of STEM subjects, both domestically and internationally.
  - Improving the educational outcomes for Tasmanians by demonstrating the benefits of STEM study, and making it easier for domestic students to attend University.
  - Aligning government and university policy to support STEM jobs, women in STEM and STEM pathways.
- Working with industry to create a skilled workforce for the jobs of the future.
  - Supporting an entrepreneurial and start-up culture to create STEM jobs and sustainable economic growth, building on existing competitive strengths and innovation potential.
- Increasing the uptake of smart technologies that improve liveability, and educational and economic outcomes.
- Improving the coordination between UTas and government to ensure any move into the city centre is well planned to maximise opportunities and minimise negative outcomes to the way the city functions.
- Ensuring the Sandy Bay campus is put to its highest and best use, should UTas vacate the site.



## Potential actions

Through the Hobart City Deal, the following actions have been identified and will be prioritised.

### 1. Jobs of the Future and Smart City

Action	Funding required/allocated	Lead	Timeframe
1. 1 Support an entrepreneurial and start-up culture in Hobart	Australian Government - \$122,455 to support the expansion of Enterprize  Australian Government - establish an Entrepreneurship facilitator for Hobart.  [other State/Council/UTas programs]	All	Australian Government support
1. 2 Support pathways into STEM jobs	Utilise resources and support provided by Australian Government Department of Education and Training <a href="#">school STEM initiatives</a>  [other State/Council/UTas programs]		
1. 3 Increase the uptake of smart technologies that improve liveability and educational and economic outcomes.	[State/Council/UTas activities to increase the use of smart technologies]		

**2. STEM in the City (if University Council decides to vacate Sandy Bay)**

Action	Funding required/allocated	Lead	Timeframe
2.1 Develop a project plan outlining the proposed process and timeframe to build STEM facilities in the city, including planning requirements to address housing and transport implications		University of Tasmania	Contingent on agreement from University Council to relocate STEM facilities (February 2019)
2.2 Continue conversations with the Clean Energy Finance Corporation to explore financing options.		University of Tasmania and the Clean Energy Finance Corporation	Underway and contingent on University Council decision and timing for relocation, and suitability for funding from the Clean energy Finance Corporation.
2.3 Explore opportunities to use value capture to fund STEM facilities		University of Tasmania, Hobart City Council, Tasmanian Government and Australian Government (Infrastructure and Project Financing Agency)	To be undertaken at the same time as settling funding and financing
2.4 Support development application process		University of Tasmania and Hobart City Council	Contingent on project plan timeframes

**3 Sandy Bay Redevelopment (if University Council decides to vacate Sandy Bay)**

Action	Funding required/allocated	Lead	Timeframe
3.1 Develop a masterplan to redevelop a vacated UTas Sandy Bay site		University of Tasmania, Hobart City Council, Tasmania Government and Australian Government	Contingent on University Council decision



## Indicators of success

Indicator	Measure	Current status	Target
Increase in STEM related jobs in Tasmania	<i>Measure:</i> Number of STEM jobs in Tasmania <i>Source: ABS data</i>		
Increase in the proportion of women choosing to study in STEM fields	<i>Measure:</i> Proportion of women enrolled and completing STEM degrees, on 2018 baseline. <i>Source: UTas data</i>	To be provided  <i>Source: UTas data</i>	To discuss  <i>Source: UTas data</i>
Increase in collaboration with industry and increase in the commercialisation of research	<i>Measure:</i> Number of industry-supported research projects Increase in revenue generated from commercialisation <i>Source: UTas data</i>	To be provided  <i>Source: UTas data</i>	To discuss  <i>Source: UTas data</i>

## Links to other Hobart City Deal focus areas:

- **Transport:** Relocating UTas to the city centre will make it easier to commute using public transport, compared to the Sandy Bay site. However, the increase in students and staff in the city centre will add to the existing congestion problems the city faces. Pedestrian flows in and around the city will need to be considered to support a University in the city. Planning for these impacts should be considered as part of developing transport commitments for the City Deal.
- **Affordable Housing:** Demand for housing in the city and on key public transport routes will increase, adding to existing tight market conditions. Planning for these impacts can be considered as part of developing affordable housing commitments for the City Deal.
- **Antarctic and Science Precinct:** UTas are a key player in supporting research, and training the future workforce in the Antarctic and related sciences. The links between UTas's STEM campus and the Antarctic and Science Precinct will be important.
- **Metropolitan governance:** planning for city-shaping impacts of relocating UTas will be critical to ensure the city continues to be liveable.

## Implementation

The implementation of these actions and key measures will be overseen by the STEM Working Group.

## Our stakeholders

The City Deal partners will work closely with the following key stakeholders to progress the identified actions:

- University of Tasmania staff and students
- Tasmanian Chamber of Commerce and Industry
- TasTAFE
- Glenorchy City Council\*
- Clarence City Council\*
- Kingborough City Council\*
- Enterprize

\*noting the Hobart City Council is represented on the STEM working group

## Further Background on UTas STEM relocation

The University of Tasmania (UTas) is considering building a \$400 million Science and Technology Precinct in the city centre on land it owns at the junction of Argyle and Melville Streets. The Precinct would replace current facilities at the Sandy Bay campus, that are fragmented, and nearing the end of their usable life. In 2017, Infrastructure Australia listed the Precinct as a priority project, due to the likelihood of the project generating benefits greater than expected costs (UTas assessed the net present value at \$364 million, with a benefit-cost ratio of 1.95).

UTas is also considering its future at the existing Sandy Bay campus, given the majority of its campuses will be in the city if the STEM campus relocates. With a potential increase of [x: UTas to provide] students and staff in the city, relocating all Sandy Bay campuses will have major impacts on the Hobart city centre, particularly traffic and pedestrian flows and housing. The University Council is expected to make a decision on UTas' future footprint in Southern Tasmania in February 2019.



## Advice to Senior Officials Group

The table below provides the STEM working group's advice to Senior Officials consistent with Terms of Reference 1 and 2.

Term of Reference	Working Group advice
<p><b>1a. Proposed process and timeframes for relocating the University of Tasmania's STEM campus from Sandy Bay to the Hobart city centre</b></p>	<p>The University Council is expected to consider the future location of the University of Tasmania's (UTas) Southern campuses in February 2019. The key consideration is whether UTas continues to operate hubs at Sandy Bay and the city centre, or to consolidate its presence in the city.</p> <p>The outcome will allow UTas to undertake the planning necessary to sequence the relocation of its STEM campus. UTas expects to be able to communicate the proposed process and timing to the Senior Officials Group by [date: UTas to provide]</p> <p>If the University Council decides to consolidate its presence in the city centre, we recommend UTas, Hobart City Council, Tasmanian Government and Australian Government jointly plan and sequence the required relocations, including the STEM campus.</p>
<p><b>1b. Funding and financing options including value uplift and capture opportunities.</b></p>	<p>UTas is currently in conversation with the Clean Energy Finance Corporation on possible financing options for the STEM campus relocation.</p> <p>UTas' funding capacity is dependent on the timing and sequencing of any campus relocations. This, in turn, is dependent on a decision by the University Council on the location of UTas Southern campuses.</p> <p>The business case for the UTas Hobart Science and Technology Precinct anticipates that a proportion of students who will commence studies at the Precinct would not otherwise have attended university. The business case also provides analysis of barriers to higher education for school leavers, and highlights UTas' development of associate degrees as an alternate educational pathway. However, there is no scope for growth in student load under the current freeze on the Commonwealth Grant Scheme funding for bachelor students, beyond the modest performance based indexation based on population growth from 2020.</p> <p>Under the Jobs and Growth 2016 election commitment, the Australian Government has committed \$150 million (2017-18 to 2020-21) in capital funding to UTas for the Northern Tasmanian Transformation project, to support the relocation and development of the Launceston and Burnie campuses. In addition</p>



	<p>the Government agreed in the 2018-19 Budget to provide UTas with \$41.1 million over 2017-18 to 2021-22 for the delivery of associate degree courses. The funding will cover 500 additional sub-bachelor CSPs in 2018, and 1,000 additional sub-bachelor CSPs ongoing, from 2019.</p> <p>If the University Council decides to consolidate UTas Southern campuses into the city centre, we recommend further work be undertaken to identify funding and financing options, including value uplift and capture opportunities.</p>
<p><b>2. The planning and city-shaping impact of the proposed relocation of STEM facilities. This includes, but is not limited to considering:</b></p>	<p>Currently UTas has [x] students and [x] staff studying and working in the city centre. This is expected to increase by [x] students and [x] staff with the relocation of the STEM facilities. If the entire Sandy Bay campus were to relocate, it is expected to increase student numbers in the city centre by [x] and staff by [x]. This will have city-shaping impacts.</p>
<p><b>a. the demand for, and availability of affordable housing and other associated student support services and infrastructure.</b></p>	<p>UTas will shortly have 1,040 rooms to accommodate students in the city centre. Demand for student accommodation in the city centre has been high and it is expected that an additional [x] rooms will be required if the STEM campus relocates and an additional [x] rooms will be required if entire Sandy Bay campus is relocated.</p> <p>Other student support services and infrastructure requirements include:</p> <ul style="list-style-type: none"> <li>• [UTas to complete]</li> </ul>
<p><b>b. transport implications, including demand for mass transit options within and to the city centre, parking, and pedestrian and cycling city centre flows</b></p>	<p>[UTas/Hobart City Council/Metro Tasmania to provide general information on the patterns of travel for staff and students. For example, how many expected to commute daily, the time periods that they will generally be travelling and mode. If possible, can this include information on how this might change with the STEM relocation and entire Sandy Bay relocation?]</p> <p>To manage the transport implications in and out of the city, as well as between city centre locations, we recommend UTas, Hobart City Council, Tasmanian Government and Australian Government jointly plan and sequence the required relocations, including the STEM campus (as per advice in 1a).</p>
<p><b>c. options for future development of the Sandy Bay site</b></p>	<p>UTas have undertaken some preliminary master planning exercises for the existing Sandy Bay site should it vacate the site. Options include:</p> <ul style="list-style-type: none"> <li>• [insert options from UTas preliminary master planning]</li> </ul> <p>If the University Council decides to consolidate UTas Southern campuses into the city centre, we recommend UTas, Hobart City Council, Tasmanian Government and the Australian Government work together to consider options for the future use of the Sandy Bay site.</p>



**d. opportunities to maximise the benefits of relocating STEM courses to the city centre**

Opportunities to maximise benefits of relocating STEM courses include:

- encouraging greater industry involvement in the build and curriculum, including through:
  - MoUs with employer organisations (e.g. Tasmanian Government MoU with Engineers Australia)
  - Creating workforce development plans (e.g. IT plan)
  - Provide opportunities for existing small and medium businesses to collaborate with the university to address identified problems and commercialise research.
- Supporting entrepreneurial and start-up culture in STEM fields. Potential partners include:
  - Enterprize
  - Department of Jobs and Small Business – currently seeking applications for a Hobart-based entrepreneur facilitator
- Supporting women in STEM, including through
  - SAGE – Science in Australia Gender Equality
- Supporting STEM pathways through
  - Utilising resources and support provided by Australian Government Department of Education and Training [school STEM initiatives](#), including: STEM Professionals in Schools, Principals as STEM Leaders, Digital Technologies Massive Open Online Courses, Digital Technologies in Focus, Australian Digital Technologies Challenges & Dive into Code, Primary Connections, Science by Doing, reSolve: Maths by Inquiry, Curious Minds, digIT, and the Digital Technologies Hub.
  - Integrating TAFE with higher education and creating associate degree pathways, mainly through the University College
  - facilitate partnerships between schools, industry and tertiary education providers to encourage and support more young people to pursue STEM pathways beyond school (for example (P-TECH)
  - [UTas outreach to schools and other facilities to engage the community in STEM]

**We recommend these opportunities be progressed by exploring the ability to align government policy and funding streams with the objectives of the new UTas Science and Technology Precinct.**





# EXECUTIVE GROUP MEETING

FILE NO: DOC/18/19/1082

- There is also discussion around the future accommodation needs and consolidation of DoE Administrative staff, with over 600 staff situated across multiple sites (leased and owned), including Parliament Square, 199 Collins St, Murray St, Bathurst St, Letitia House and other greater Hobart suburban sites.
- An anticipated site area of 7ha and a fully enclosed covered area (FECA) of 8,795sqm would be required to sufficiently accommodate an Educational Facility of the proposed size. Further consideration is required as to particular requirements for any specialty subjects / trades to be taught at the facility.
- Additional 7,320sqm of FECA would be required for the centralisation of the Administration staff.
- The potentially available site and facilities available on the UTAS site is around 14ha and over 36,000sqm of floor area (plus ancillary buildings), which far exceeds the anticipated requirement. Sufficient space would be available for the proposal, as well as capacity for some existing UTAS functions to remain if required, which could provide opportunities for a closer alignment and partnership between the two institutions.
- The UTAS Sandy Bay site provides an estimated 560 staff / student car parking spaces on this lower end of the campus. Parking is also available at Letitia House. Consideration of parking and the best 'fit' for various functions across available sites would need to be considered in future planning.
- It must be noted that, according to the "University of Tasmania Strategic Asset Management Framework (2013)", a Condition & Functionality Audit revealed that the building stock at Sandy Bay campus was poorly rated for both condition and functionality, and that several of the key buildings have reached the end of their serviceable lives. Many of the facilities are no longer considered to be "fit for purpose". There is also a significant backlog liability component.
- If the site is deemed suitable, significant refurbishment and/or demolition and new construction would be required to make the facilities fit for purpose.
- The costs and space requirements indicated are high level estimates only, and if the proposal is deemed viable, a detailed feasibility study and cost estimate by a suitably qualified consultant would need to be carried out.

## CONSULTATION:

- Facility Services have conducted this review in Consultation with representatives from Taroona High School, Hobart College and the University of Tasmania.

## COMMUNICATION STRATEGY:

- Not applicable at this stage

## ATTACHMENTS:

- 1) DOC/18/19/1083 – UTAS Sandy Bay Campus Site Aerial Imagery
- 2) DOC/19/8411 – UTAS Sandy Bay Campus & DoE Project Proposal Cost Estimates Summary



### University of Tasmania – Sandy Bay Campus

#### UTAS Sandy Bay Campus

Address: 2 Churchill Avenue, SANDY BAY TAS 7005

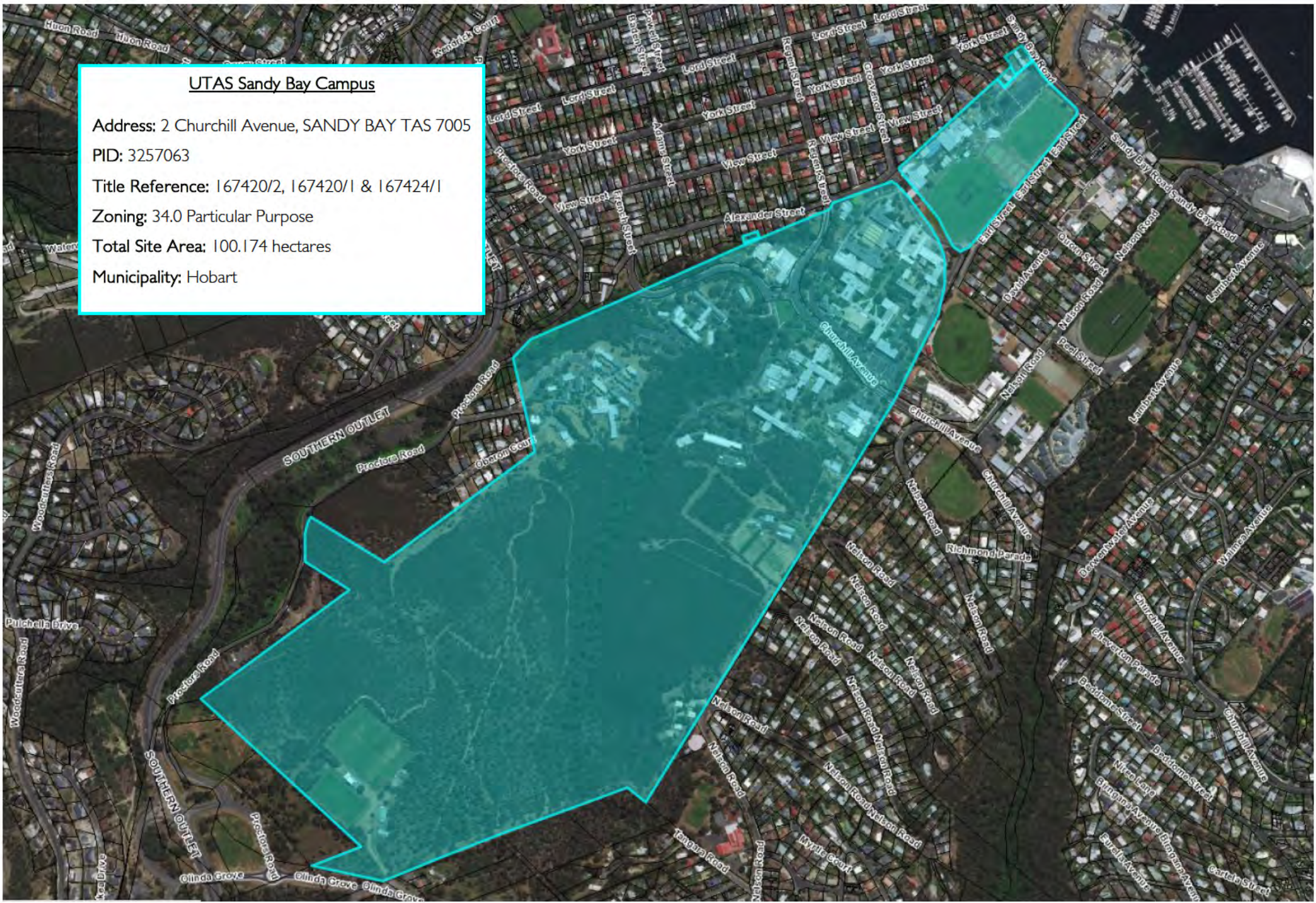
PID: 3257063

Title Reference: 167420/2, 167420/1 & 167424/1

Zoning: 34.0 Particular Purpose

Total Site Area: 100.174 hectares

Municipality: Hobart





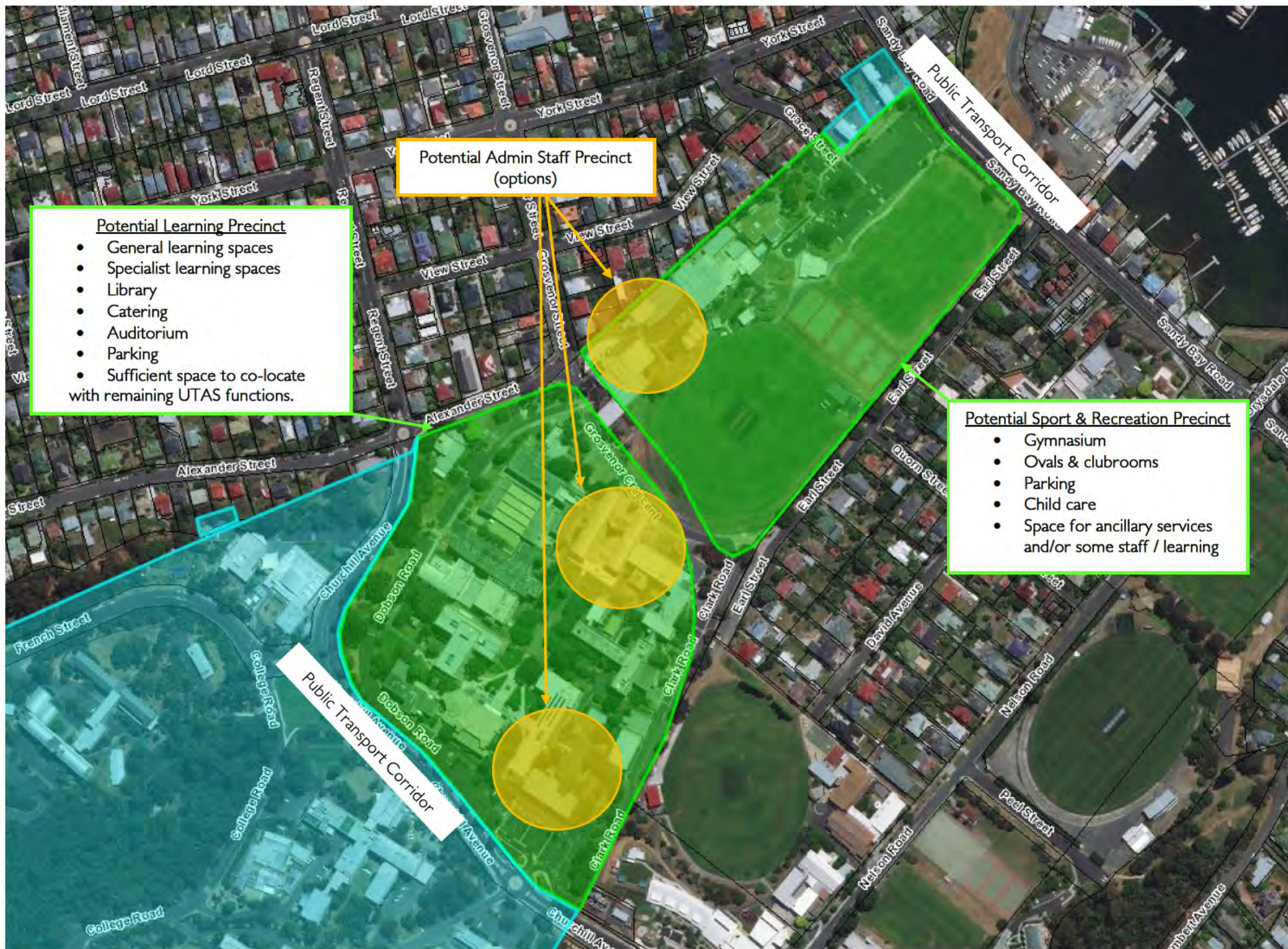


UTAS – DoE – Area of Site Interest  
Total Site Area: 14 hectares (approx.)

Portion 2  
Area: 6.4 hectares (approx.)

Portion 1  
Area: 7.6 hectares (approx.)





Potential Admin Staff Precinct (options)

- Potential Learning Precinct**
- General learning spaces
  - Specialist learning spaces
  - Library
  - Catering
  - Auditorium
  - Parking
  - Sufficient space to co-locate with remaining UTAS functions.

- Potential Sport & Recreation Precinct**
- Gymnasium
  - Ovals & clubrooms
  - Parking
  - Child care
  - Space for ancillary services and/or some staff / learning



## University of Tasmania - Sandy Bay Campus & Department of Education Project Proposal

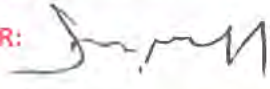
UTAS Total Floor Area Available (m2)	36,000
DoE Required Floor Area (m2)	16,115
Proposed Area to Refurbish (m2)	8,795
Proposed Area - New Build (m2)	7,320
Ballpark Cost	\$53,416,597

<u>Proposed High School</u>							
ENROLMENT CAPACITY	SITE AREA (As recommended by Commonwealth Guidelines)	FECA (Based on average of existing Schools of this capacity)	REFURBISHMENT SPACE REQUIREMENTS (m2)	REFURBISHMENT COST (@ \$*/m2)	NEW CONSTRUCTION SPACE REQUIREMENTS (m2)	NEW CONSTRUCTION COST (@ \$*/m2)	ESTIMATED TOTAL REFURBISHMENT & CONSTRUCTION COSTS
750	7 hectares	8,795	3,795	2,500	5,000	3,500	26,988,375

<u>Proposed Office Accommodation</u>							
STAFF NUMBER	AREA REQUIRED (Source m2/person rate)	TOTAL FLOOR AREA REQUIRED	REFURBISHMENT SPACE REQUIREMENTS (m2)	REFURBISHMENT COST (@ \$*/m2)	NEW CONSTRUCTION SPACE REQUIREMENTS (m2)	NEW CONSTRUCTION COST (@ \$*/m2)	ESTIMATED TOTAL REFURBISHMENT & CONSTRUCTION COSTS
610	12	7,320	5,000	2,500	2,320	3,500	20,620,000

<b>Total Ballpark Refurbishment &amp; Construction Costs</b>	\$47,608,375
<b>Contingency (10%)</b>	\$4,760,838
<b>Project Management (2%)</b>	\$1,047,384
<b>TOTAL PROJECT COST</b>	<b>\$53,416,597</b>

# Department of Education

APPROVED/NOT APPROVED
MINISTER: 
DATE: 22-12-14

## MINUTE TO THE MINISTER

CRITICAL DATE: 14 January 2015

DoE reference number: 35189

**SUBJECT: APPOINTMENT TO THE UNIVERSITY OF TASMANIA COUNCIL –  
REAPPOINTMENT OF SUSAN CHEN AND RHYS EDWARDS**

### RECOMMENDATION:

That you:

- sign the attached **Cabinet Brief** recommending the reappointment of Susan Chen and Rhys Edwards as members of the **University of Tasmania Council** effective 1 January 2015 until 31 December 2017
- forward the signed **Brief** to the **Cabinet Office** by midday, **Wednesday, 14 January 2015** for consideration at the **Cabinet meeting of 20 January 2015**
- provide a signed copy of the **Brief** to **Ministerial Services**.

### BACKGROUND:

- The membership of the University of Tasmania Council is established under the provisions of Section 8 of the *University of Tasmania Act 1992* (the Act).
- Under Section 8 (1) (d) you are responsible for appointing 2 persons to the Council.
- The current Ministerial appointments to the Council are Susan Chen and Rhys Edwards, with both appointments expiring on 31 December 2014.
- You recently consulted with the Secretary of the Council and have agreed that both Susan Chen and Rhys Edwards will be reappointed for a term of 3 years commencing on 1 January 2015 until 31 December 2017.
- The purpose of this Minute is to formally approve these appointments through the Cabinet process.
- Attached is a Cabinet Brief for your approval.



Colin Pettit  
Secretary

DATE: 17/12/2014



**Cabinet In Confidence**

HON JEREMY ROCKLIFF MINISTER FOR EDUCATION AND TRAINING

**UNIVERSITY OF TASMANIA COUNCIL – REAPPOINTMENT OF 2  
MINISTERIAL APPOINTMENTS**

To advise Cabinet of the reappointment of 2 ministerial appointments on the University of Tasmania Council.

January 2015

Government policy requires that Cabinet is advised of proposed appointments to boards.

No criticism is expected.

Urgent as the current appointments expired on 31 December 2014.

Under Section 8 (5) the Minister consulted with the Secretary of the University Council regarding the reappointment of both members.

Council members are not remunerated.

N/A

N/A

## Cabinet In Confidence

## PROPOSED APPOINTMENT TO BOARD OR COMMITTEE

Position	University of Tasmania Council – Under the <i>University of Tasmania Act 1992</i> S8 (1) (d) the Minister appoints 2 members to the Council.
Period of Appointment	For a term of three years commencing 1 January 2015 to 31 December 2017
Nominees	Susan Chen DoB: 9/5/1952 Rhys Edwards DoB: not advised
Qualifications and Experience	Attached are copies of the nominees CV's.
Probity Checks	Both nominees have declared in writing that they have no interests other than any required as a prerequisite for the office, which might appear to raise a material potential conflict with their public duty as a member of the Council.
Remuneration and Conditions	Board members do not receive remuneration for sitting on the Council.
Urgency	The current appointments expired on 31 December 2014 therefore Cabinet approval is required as soon as possible.
Consultation	As required under Section 8 (5) (b) the Minister has consulted with the Secretary of the University Council regarding the reappointment of both members.
Publicity	N/A



## Cabinet In Confidence

Governor-in  
Council  
Approval

N/A

Support/Criticism  
Expected

There is no criticism expected with the reappointment of both members.

Number of male  
and female  
members

Current membership 5 women 10 men  
Proposed membership \_\_\_\_\_ women \_\_\_\_\_ men

The Minister is responsible for appointing 2 members to the Council.  
The University appoints all other members.

Have women  
been  
considered for  
this appointment

Yes

Was the  
Tasmanian  
Women's  
Register  
consulted about  
Nomination

No – the Minister is reappointing a female to the Council.

The nomination should set out in full the name of the nominee, the name of the position, the period of appointment, the remuneration and conditions as follows:

I Jeremy Rockliff nominate Mrs Susan Chen and Mr Rhys Edwards for appointment to the position of members of the University of Tasmania Council from 1 January 2015 to 31 December 2017 both dates inclusive.

Members of the Council do not receive remuneration.

I am satisfied that the nominee has no interests, other than any required as a prerequisite for the office, which might appear to raise a material potential conflict with the nominee's public duty.



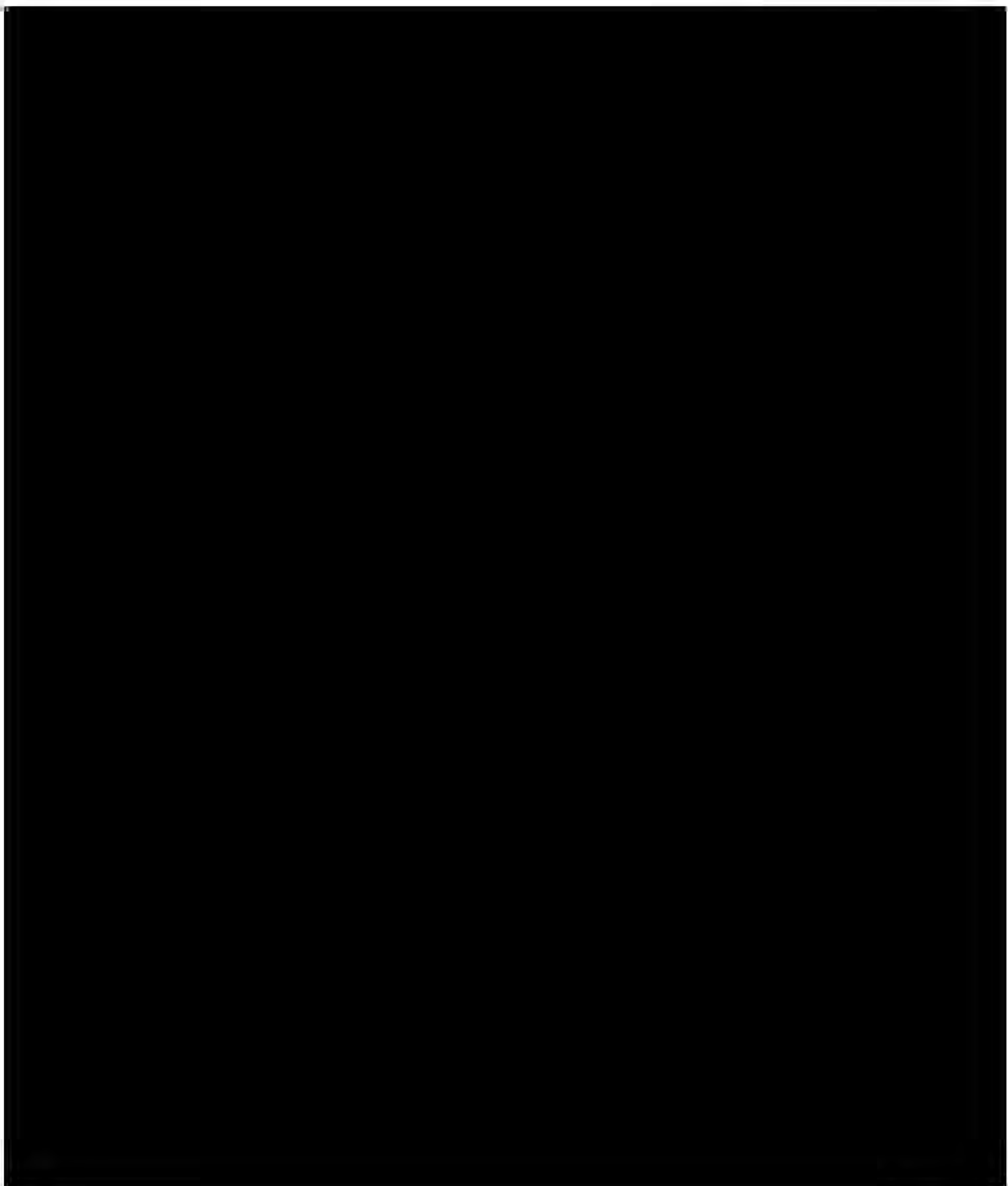
Hon Jeremy Rockliff  
Minister for Education and Training

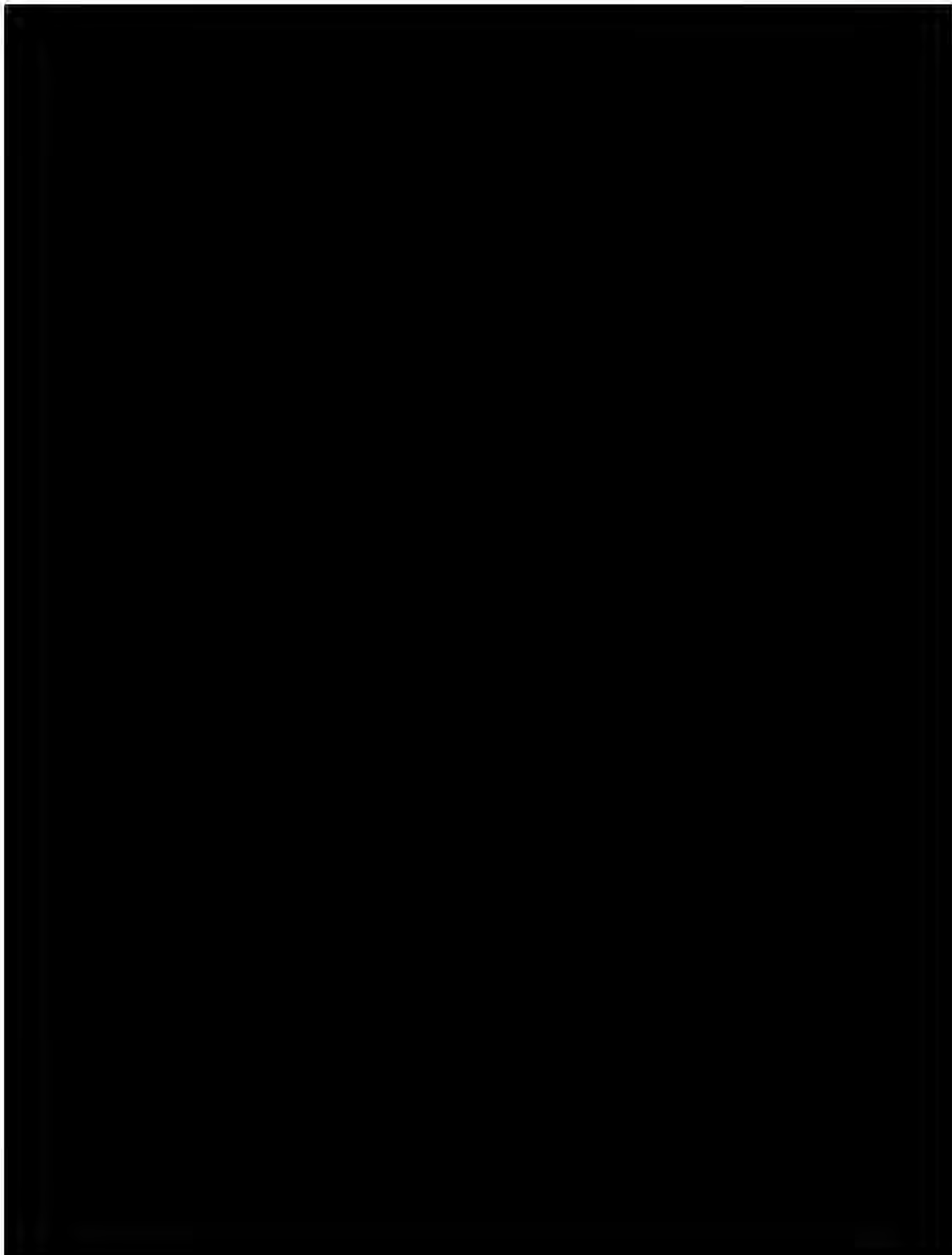
**Attachments:**

- Attachment 1 CV - *Susan Chen*
- Attachment 2 CV - *Rhys Edwards*

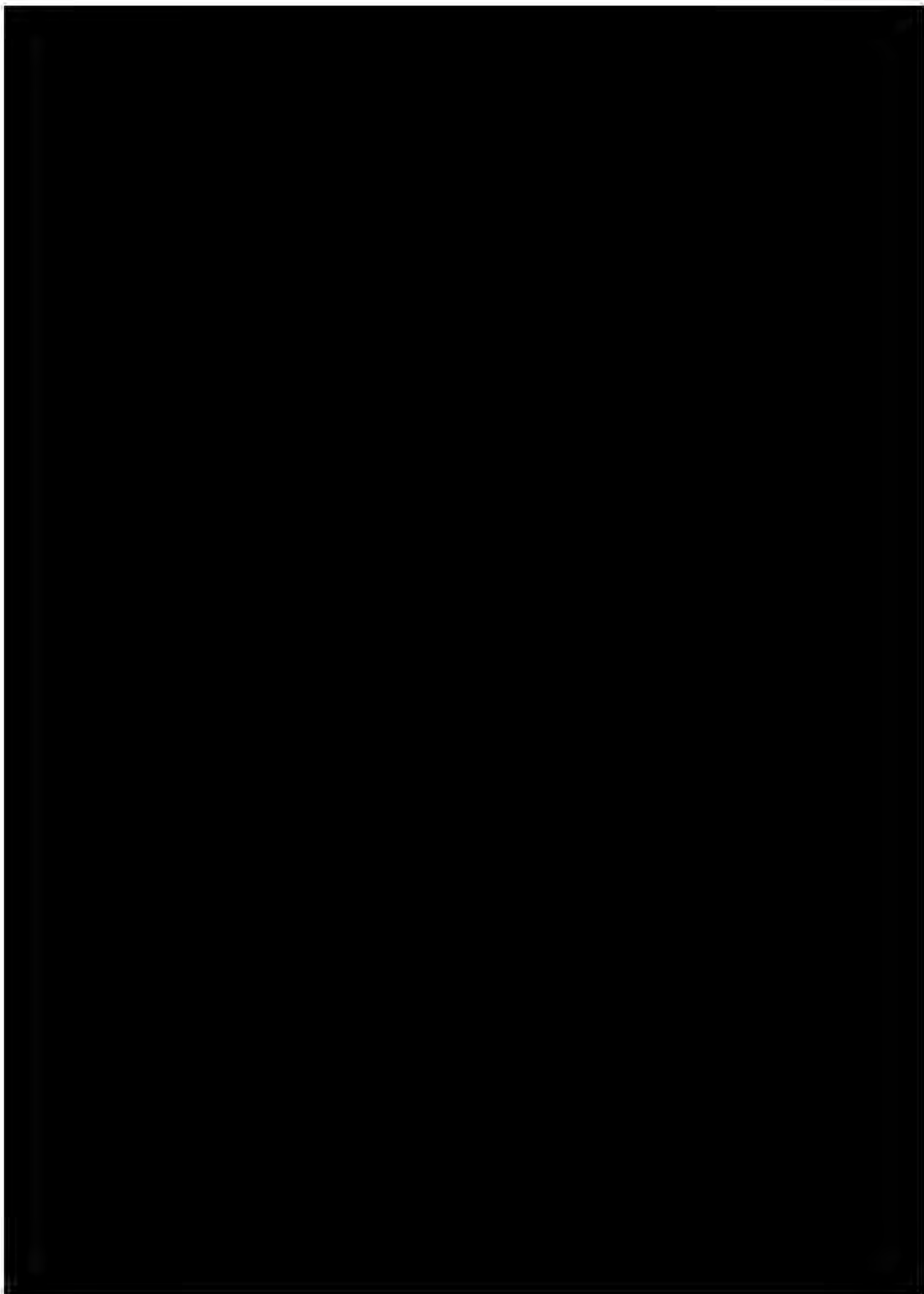


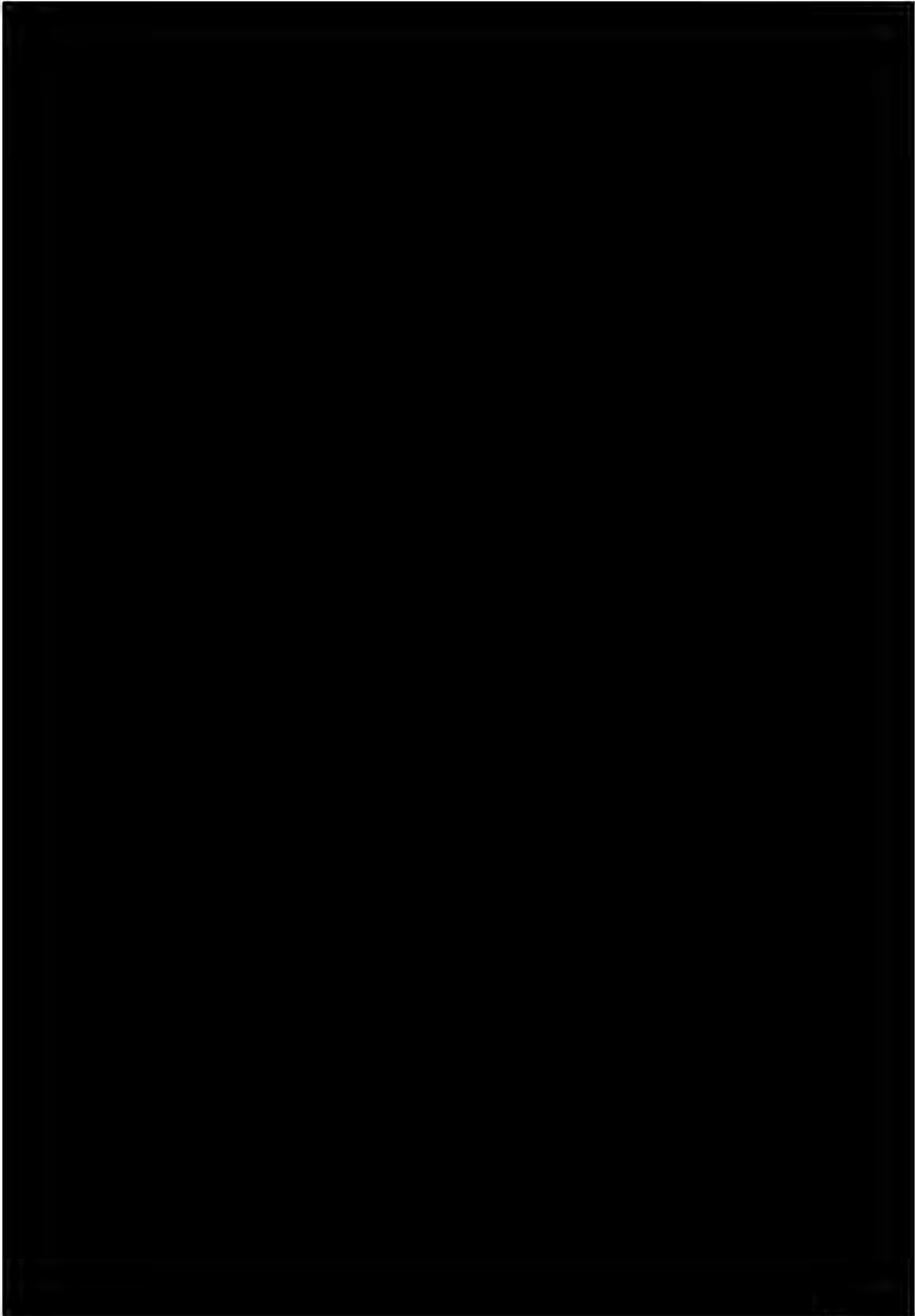
Attachment 1



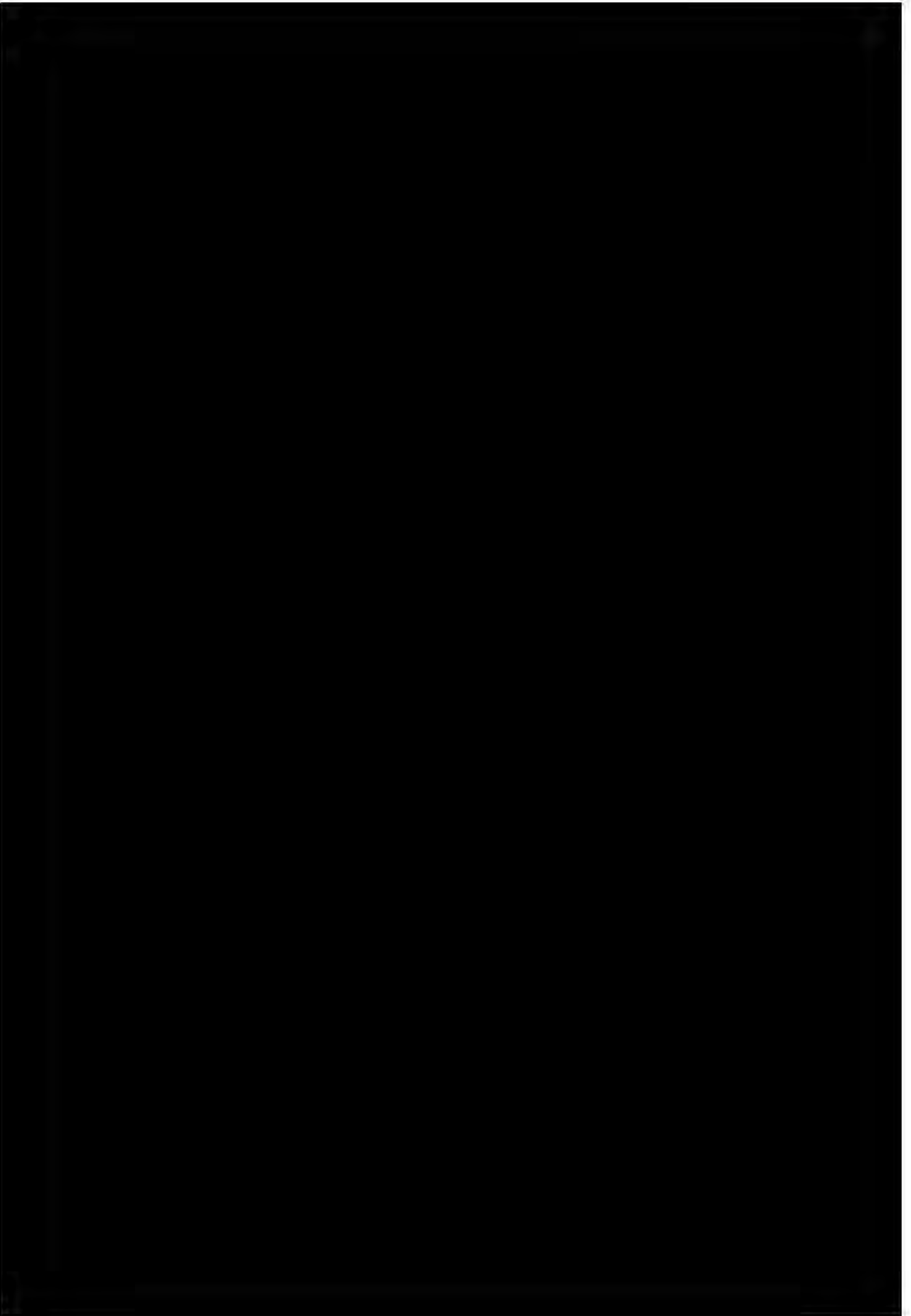












Susan Chen



15 December 2014

Ms Belinda Webster  
Governance and Legal  
University of Tasmania  
Private Bag 42  
Hobart 7000

Dear Belinda

I do not have any business or personal interests, which conflict with the interests of the University of Tasmania.

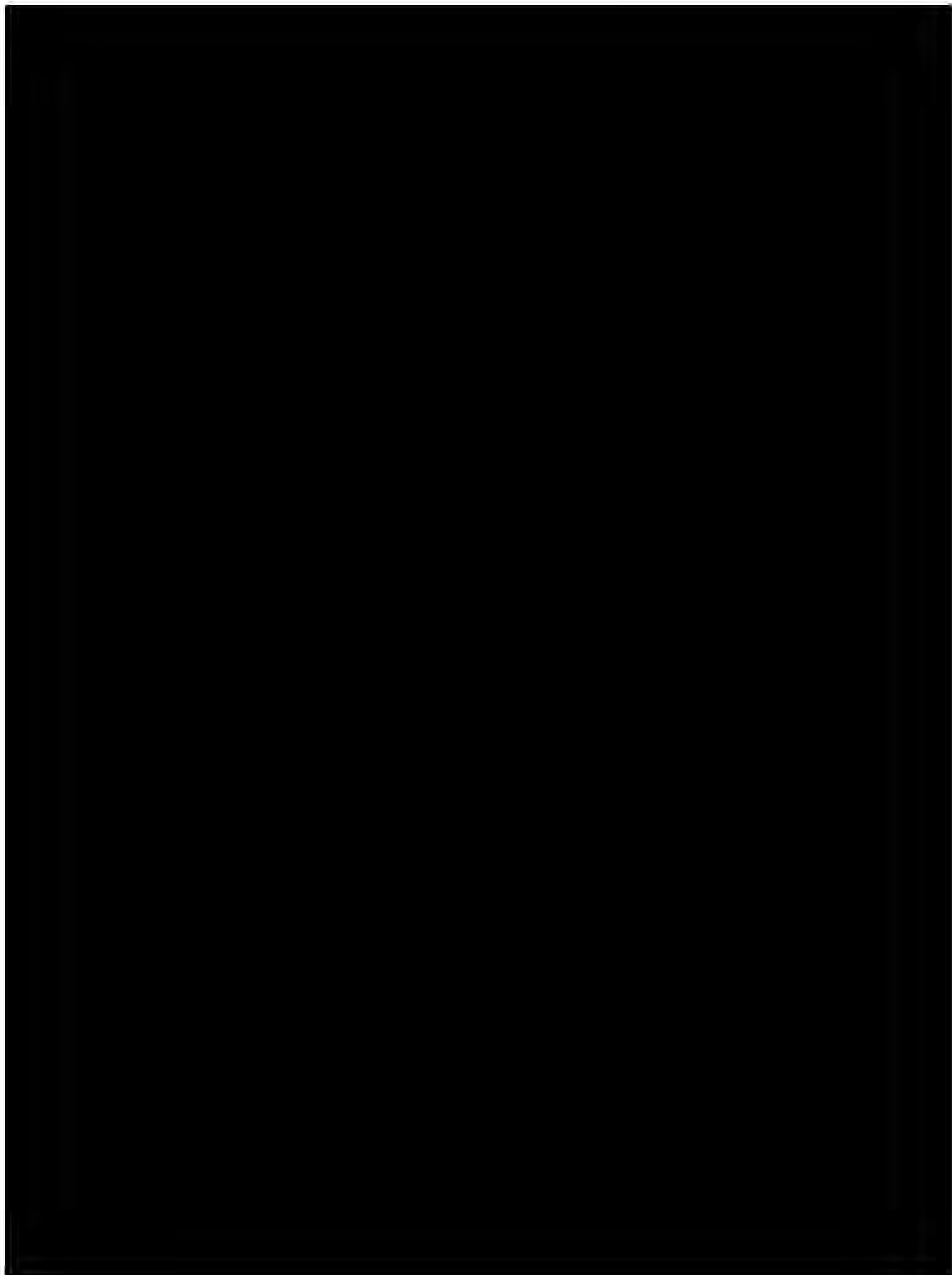
I am retired and am focusing on supporting the university through Council membership. My only other Board responsibilities outside of the university are with Ability Tasmania Group (ATG), a "not for profit", which seeks to support people with disabilities in the areas of intellectual impairment and autism.

Yours sincerely



Susan Chen





Rhys Edwards

17 December 2014 <sup>RE</sup>

Ms Belinda Webster  
Secretary to the University Council  
University of Tasmania  
Private Bag 51  
HOBART TAS 7001

Dear Belinda

As per our recent discussion regarding the potential reappointment by the Minister for Education to the University Council I am happy to declare that I have no interests other than those required as a prerequisite for the office, which might appear to raise a material potential conflict with my public duty as a member of the board.

Yours sincerely



Rhys Edwards



Department of Premier and Cabinet  
Cabinet Office



Tasmanian  
Government

DECISION

20 January 2015

MINISTER FOR EDUCATION AND TRAINING


UNIVERSITY OF TASMANIA COUNCIL - TWO MINISTERIAL APPOINTMENTS

Cabinet today deliberated on the material submitted to it in relation to the University of Tasmania Council and decided to endorse the appointment of Susan Chen and Rhys Edwards as Members for a term of three years.

Members are not remunerated but may receive reimbursement of actual out-of-pocket expenses reasonably incurred in conducting official business.

(Decision ADD 386)

(Matter AD 384)

  
Greg Johannes  
SECRETARY

Copy to:

Secretary, Department of Education



**From:** [Alastair McDougall](#)  
**To:** [jeremy.rockliff@parliament.tas.gov.au](mailto:jeremy.rockliff@parliament.tas.gov.au)  
**Cc:** [Heather Patterson](#); [Gordon, Nicole \(DPaC\)](#)  
**Subject:** Ministerial appointments to the University Council  
**Date:** Tuesday, 30 January 2018 5:11:33 PM  
**Attachments:** [image001.jpg](#)  
[JGale appt Council 2018.pdf](#)  
[Sue Chen appt Council & BEIC 2018.pdf](#)

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Dear Minister

At its meeting in December 2017, the University's Council noted your agreement to the reappointment of Mrs Sue Chen and the appointment of Ms Jenny Gale to the University Council, both for 3-year terms ending 31 December 2020. (Council resolution no. 08/12/2017\_UC\_3003-2323).

A copy of letters to both Ms Gale and Mrs Chen are attached for your reference.

Kind regards

**Alastair McDougall**

Executive Director University Governance | Office of the Chief Operating Officer

University of Tasmania

Private Bag 51, Hobart TAS 7001

T +61 3 6226 1564 | [REDACTED]

[Alastair.McDougall@utas.edu.au](mailto:Alastair.McDougall@utas.edu.au)



CRICOS 00586B

University of Tasmania Electronic Communications Policy (December, 2014).

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UNIVERSITY of  
TASMANIA

**Office of the  
Chancellor**

11 January 2018

Ms Jennifer Gale  
University Council Member

By email:



Dear Ms Gale

**University Council**

I am pleased to confirm that at its meeting on 8 December 2017, Council noted your appointment as a member of the University Council for a 3-year term ending 31 December 2020.

Congratulations on your appointment. I hope that you will find your time on Council is enjoyable and rewarding.

The Council meeting dates for 2018 are-

9 February (Hobart)  
23 March (Launceston)  
11 May (Hobart)  
22 June (Burnie)  
3 August (Hobart)  
21 September (Launceston)  
9 November (Hobart)  
14 December (Launceston).

If you have any queries about your role as a member of Council, or the role and operation of Council itself, please contact either Alastair McDougall, Executive Director University Governance (03 6226 1564) or myself.

Yours sincerely,

**Hon Michael Field AC**  
Chancellor

cc.  
Human Resources



UNIVERSITY of  
TASMANIA

**Office of the  
Chancellor**

15 December 2017

Mrs Sue Chen  
University Council Member

By email:



Dear Sue

**University Council and Built Environment & Infrastructure Committee**

As you know, the Minister reappointed you to the University Council for a 3-year term ending 31 December 2020. Congratulations on your reappointment!

Also, confirming that at its meeting on 8 December 2017, Council:

- appointed you as Chair of the Built Environment & Infrastructure Committee for a 3-year term ending 31 December 2020 **out of scope**



Thank you for your ongoing support to Council and to BEIC and I hope that it continues to be rewarding.

Best Regards

**Alastair McDougall**  
Executive Director University Governance  
and Secretary to Council

cc.  
Human Resources



**From:** [Heather Patterson](#)  
**To:** [Ministerial Services \(DoE\)](#)  
**Subject:** FW: URGENT - University Council of Tasmania Members  
**Date:** Friday, 13 April 2018 1:40:33 PM  
**Attachments:** [image004.jpg](#)  
[image005.png](#)  
[DIRECT REPLY - Hon Michael Field \(Chancellor, University of Tasmania\) fr....pdf](#)  
[Ministerial appointments to the University Council.msg](#)  
[UTAS - Boards database - Members Expiring.xlsx](#)

---

Sorry. Here's the spreadsheet too.

Cheers  
Heather

---

**From:** Heather Patterson  
**Sent:** Friday, 13 April 2018 1:38 PM  
**To:** 'Ministerial Services (DoE)' <[ministerial.services@education.tas.gov.au](mailto:ministerial.services@education.tas.gov.au)>  
**Cc:** Alastair McDougall <[alastair.mcdougall@utas.edu.au](mailto:alastair.mcdougall@utas.edu.au)>  
**Subject:** RE: URGENT - University Council of Tasmania Members

Hi Belle

As discussed, here's the updated spreadsheet and correspondence relating to the appointments.  
Please let me know if I can help any further.

Kind regards  
Heather

**Heather Patterson**  
Council Executive Officer and  
Executive Assistant to the Chancellor  
and Executive Director University Governance  
University of Tasmania  
Private Bag 51, Hobart TAS 7001  
T +61 3 6226 2508 | M [REDACTED]



CRICOS 00586B

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**From:** Ministerial Services (DoE) <[ministerial.services@education.tas.gov.au](mailto:ministerial.services@education.tas.gov.au)>  
**Sent:** Friday, 13 April 2018 12:51 PM  
**To:** University Secretary <[University.Secretary@utas.edu.au](mailto:University.Secretary@utas.edu.au)>  
**Subject:** URGENT - University Council of Tasmania Members  
**Importance:** High

Good afternoon Heather

I have been contacted by DPAC to supply updates on the attached spreadsheet.

Can you please update the information for the University Council and send it back to me.

Please do not hesitate to contact me if you have any questions.

Kindest regards

Belle Clark | Ministerial Support Officer  
Ministerial Services | Department of Education  
Salamanca Building, Parliament Square  
Level 8, 4 Salamanca Place | GPO Box 169, Hobart, TAS 7001  
(03) 6165 5738 (ext. 55738)  
[www.education.tas.gov.au](http://www.education.tas.gov.au)

email signature



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**Department of Education****Members Expiring - last 3 to 6 months**

Department	Board	Position	Member	Sitting fee	Annual Fee	Appointed	Expires
Department of Education	University of Tasmania Council	Susan Chen	Member			30/01/2012	31/12/2020
Department of Education	University of Tasmania Council	Rhys Edwards	Member			1/01/2007	31/12/2017
Department of Education	University of Tasmania Council	Jenny Gale	Member			1/01/2018	31/12/2020

**Members Expiring - last 6 to 12 months**

Department	Board	Position	Member	Sitting fee	Annual fee	Appointed	Expires
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Deputy Premier  
Minister for Education and Training  
Minister for Primary Industries and Water  
Minister for Racing

Level 10 15 Murray Street HOBART TAS 7000 Australia  
GPO Box 123 HOBART TAS 7001 Australia  
Ph: +61 3 6165 7754  
Email: [Jeremy.Rockliff@dpac.tas.gov.au](mailto:Jeremy.Rockliff@dpac.tas.gov.au)



27 NOV 2017

The Hon Michael Field AC  
Chancellor  
University of Tasmania  
Email: [chancellor@utas.edu.au](mailto:chancellor@utas.edu.au)

Dear <sup>Michael</sup> Chancellor

Thank you for your letter of 16 August 2017 outlining the process and recommendations for the two Ministerial positions on the University of Tasmania Council.

I agree with the proposed appointments of Ms Susan Chen and Ms Jenny Gayle, and appreciate the work undertaken by the selection panel in reviewing applications for these positions.

I also congratulate the University of Tasmania on the appointment of Professor Rufus Black to the position of Vice Chancellor. I very much look forward to working with Professor Black once he commences in 2018.

Yours sincerely

Jeremy Rockliff MP  
Deputy Premier  
Minister for Education and Training

**From:** [Alastair McDougall](#)  
**To:** [Clark, Belle \(DoE\)](#)  
**Cc:** [Heather Patterson](#); [Katherine Walsh](#)  
**Subject:** Appointment process for University Council  
**Date:** Monday, 24 December 2018 2:35:26 PM  
**Attachments:** [image001.jpg](#)

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Hi Belle

Following your recent discussion with Heather Patterson, and so that we may comply with the University of Tasmania Act 1992, the proposed timing and process for public notification of vacancy and Ministerial appointment to University Council will be as follows:

- The University will issue public notification (via advert in the Mercury, Advocate and Examiner newspapers) of the Ministerially appointed vacancy on Council. It is proposed that adverts be included in these publications on Saturday 19 January.
- Applicant responses due to the University by COB 29 January 2019.
- The University will provide all applications to the Minister's Office following close of nominations for consideration and decision.
- Minister to advise the University of preferred candidate in advance of University's Council meeting in mid-February 2019.

The Minister's office has also been advised of these details.

Regards

**Alastair McDougall**

Executive Director University Governance | Office of the Vice-Chancellor  
University of Tasmania  
Private Bag 51, Hobart TAS 7001  
T +61 3 6226 1564 | [REDACTED]  
[Alastair.McDougall@utas.edu.au](mailto:Alastair.McDougall@utas.edu.au)



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**From:** [Heather Patterson](#)  
**To:** [Clark, Belle](#)  
**Cc:** [Alastair McDougall](#)  
**Subject:** RE: Women on Boards Statistics for Budget Estimates  
**Date:** Tuesday, 21 May 2019 11:17:45 AM  
**Attachments:** [image002.png](#)  
[University of Tasmania Council as at 21 May 2019.docx](#)

---

Hi Belle

Sorry I missed your call this morning.

Attached is a current list of Council members. I have highlighted the Ministerial appointments.

Cheers  
Heather

---

**From:** Clark, Belle (DoE) <belle.clark@education.tas.gov.au>  
**Sent:** Tuesday, 21 May 2019 10:55 AM  
**To:** Heather Patterson <heather.patterson@utas.edu.au>; Alastair McDougall <alastair.mcdougall@utas.edu.au>  
**Subject:** Women on Boards Statistics for Budget Estimates

Good morning

Can you please send me a list of your Board Members for the University Council. Can you also please highlight the members that the Minister of Education nominated. As I am compiling information for DPAC for Budgets Estimates can this please be done ASAP. Please do not hesitate to contact me if you have any questions.

Kindest regards and many thanks

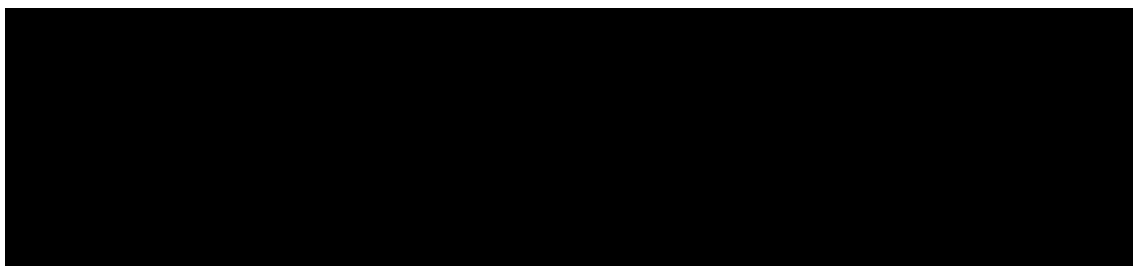
Belle

**Belle Clark** | Ministerial Administration Officer  
Ministerial Services  
Department of Education  
Salamanca Building, Parliament Square  
Level 8, 4 Salamanca Place | GPO Box 169, Hobart, TAS 7001  
(03) 6165 5738  
[www.education.tas.gov.au](http://www.education.tas.gov.au)





## University of Tasmania Council as at 21 May 2019



### Appointed by Minister for Education

- [Mrs Jenny Burgess](#) : Current Term of office 14/2/19 - 31/12/20
- [Mrs Susan Chen](#) : Current Term of office 1/1/18 - 31/12/20

