TO MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 5 October 2007 in the Senate Room from 9.30 to 11.00am.

AGENDA

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia will provide an update on the Academic Council meeting held on 3 October 2007.

2. COMMITTEE EXECUTIVE OFFICER INTERACTIVE SESSION: 29 October 10.30 to 12.00

Trudi McGlade has asked for the following to be drawn to your attention:

“The Committee Executive Officer Interactive Session will be a lively forum in which you can share experiences, raise questions and deepen your understanding of the finer points of servicing a committee. An expert panel of Governance Services and Faculty staff will be available to answer questions and share their own best practice. The discussion will be informal and will take place in café style with morning tea provided.

Prior to this meeting, please think about an important learning experience that you have had in providing support to a committee. What has worked well or what went wrong? What did you learn from this? Please come prepared to share your experiences, as well as to ask questions.

Date: 10.30 - 12.00 Monday 29 October 2007
Place: Seminar Room 1, Organisational and Staff Development Services, 28 Broadway, Nedlands
Booking: Please contact OSDS (Jo Higgins Ext 1504)

For Noting

3. SPECIAL CONSIDERATION

Sylvia will report on progress.

4. LATE WITHDRAWAL FROM A UNIT

Sylvia will report on progress.

5. CONFLICT OF INTEREST

At the September meeting it was suggested that examples of what might constitute a conflict of interest would be useful. Marion has drawn attention to the following which she discovered in a Government Gazette:

In the Local Government (Rules of Conduct) Regulations 2007 there is a clause re Disclosure of Interest. There is a very broad definition of "interest" as follows:

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

For information.

6. ANY OTHER BUSINESS