Meeting commenced: 12.30pm

In attendance: Allison Magoffin (ITS), Amanda Walker (NCI), Anita Fitch (LAW), Charles Mazvidza (DRSS), Graeme Lindner (UAS), Gregory Lally (HR/LIB), Janice Carruthers (A&RP), Kerryn Blagdon (JAG), Matt Talbot (CASS), Robyn White (CAP), Tim Bateman (F&S), David Sturgiss (F&BS), Jaya Ganasan (F&BS), Trevor Langtry (F&BS), Luke Beckett (F&BS), Melissa Abberton (F&BS), Elsa Lee (F&BS)

Meeting concluded: 1.35pm

Minutes taken by: Elsa Lee (F&BS)

AGENDA

1. WELCOME & APOLOGIES (David Sturgiss)
2. MINUTES & MATTERS ARISING (Melissa Abberton)
3. SENIOR ADMINISTRATORS RETREAT (DAVID STURGISS)
4. OCR ROLLOUT – College Status (DAVID STURGISS)
5. 2014 BUDGET TIMETABLE (Melissa Abberton)
6. TM1 Budget Training & INFORMATION SESSIONS – (Melissa Abberton & Trevor Langtry)
7. FINANCE FORUM (All)
8. OTHER BUSINESS
2. MINUTES & MATTERS ARISING (Melissa Abberton)

- Apologies from Charles Mazvidza and Renee Brand.

3. 2014 BUDGET PROCESS (Melissa Abberton)

- 2014 Budget model parameters

  - Upcoming Retreat (14 & 15 August 2013) for Deans and Executive.
    - One of the issues to be discussed at the retreat relates to putting together the model used to allocate the Recurrent budget for this year. There are currently 5 options being looked at
    - Base allocation – takes $20.25m, including efficiency dividend. Splits revenue streams and includes full fee.
    - Equalisation of the CGS/HECS allocation rate with th DTF rate.
    - Harmonise the CGS/HECS rates – at the moment, Leaw and Medicine have different rates to other Colleges but looking to realign and treat all the same.
    - Off the top, load-sensitive – this is potentially contentious. Considerations in this include:
      - strategic indices,
      - possible taxing of HDR waivers – current discussion is to go with commencing rather than continuing
    - Strategic Modeling – Adjust gross for complete levies (eg. Q94, IT allocation, collections etc.) then allocate

- Load Planning:

  - F&BS (MA): asked for feedback on the load planning model that had been distributed to Colleges by PASS for use in the 2014 budget process templates.
    - CASS (MT): noted frustration that the sheets do not link, totals are a problem and some of the pipelining assumptions do not appear to be logical. This view was shared with other College Finance Managers. Finance Managers also noted that for next year the spreadsheets provided at funding level would be more useful
  - CASS / CAP: expressed concern about targets imposed centrally and would prefer to budget more conservatively because concerned that aspirational projected load numbers would also serve to be a problem when not met.
  - MA (F&BS): noted that the challenge at the moment is to balance funding allocation with incentivised growth. Planning needs to be realistic but they need to work out how to fill the gap and not be punishing those who put out high numbers.
  - LAW (AF): currently have online vs. on-campus modes of delivery and need to accurately work out the two.
  - Also needs to be over a longer period of time

- Draft 2014 Budget Timetable

  MA advised that it would be likely that the timetable would change following the Senior Administrators Retreat but she would appreciate any feedback on potential issues with the timetable.

  - CAP (RW): expressed concern with meeting 13/9 deadline. The way they operate, this deadline will be challenging to meet.
    - MA (F&BS): dates are just a place-marker, they have up to October to do this. Idea is to have Deans aware.
• CAP (RW): P10 Budget Review falls at the same time budgets are to be uploaded to TM1.
  o MA: proposed to be exceptions-based at this stage, subject to confirmation. Not intended to be a formal meeting, exists to cater to areas that will want to have a discussion.
• MA (F&BS): Conceptually, in terms of pushing for deadlines to finish earlier, what are the thoughts on this?
  o CBE (AM): Great
  o CASS (MT): Great, prefer to start earlier.
  o CAP: Load planning- start earlier is a new pressure for school directors and managers. They have this in mind but find it takes time to turn that into budget.
• A&RP (JC): Need to adjust endowments reporting- at the moment is 31 Dec.

4. TM1 Budget Model – (Melissa Abberton & Trevor Langtry)

Please refer to TM1 updates documentation prepared by Trevor.

TM1 Update - August 2013.pdf

- CAP (RW) asked whether we had sufficient licences. F&BS (JG) noted that we have sufficient licenses at this stage. If anyone needs more, contact Jaya directly.

5. SPF UPDATE (Luke Beckett)

- ARC/NHMRC Statements for projects ending before 31/12/13
  • F&BS (LB): This is just a heads up to Colleges that SPF will be sending out statements soon in preparation for next year when SPF are going to be short on staff.

- SPF Visits to Colleges by Lorraine Piper
  • FB&S (LB): This is just to let everyone know that Lorraine is doing these visits to the Colleges.
  • F&BS (MA): Luke is going to come up with a time-table/structure for organizing these visits according to the needs/structure of each college.
  • F&BS (LB): SPF are in the process of implementing some other educational mechanisms on top of Lorraine’s visits.

6. OTHER BUSINESS

- ANU Edge (Anita Fitch) – Refer attached email for background - Who else has dealt with ANUE?
  o CASS (MT): Issue has happened to CASS as well. Concerns over ANUE not observing the right processes, considering impacts on delegations etc. Issues in poor quality budgeting, direct dealings with academics.
  o F&BS (DS): Suggests dealing with Research Director.
  o F&BS (MA): Suggests approaching Research Office. Issue best dealt with colleges coming together and dealing directly with research office and ANUE.
**360 Degree Survey (F&BS, DS):**
- This is a staff development initiative. Some people would have received the emails by now and while these are not mandatory to do, it will be appreciated if done. It takes around 10-15 minutes to complete.

**Delegations (CBE, AM):**
- Now a nesting approach.

**OCR roll-out (CECS, MN):**
- F&BS (TL): OCR roll outs are not scheduled at this stage and if you want to know about when your college will have this implemented, please contact Trevor directly.

Next Meeting: Tuesday 10 September 2013