

Fulfilment of the 2015 Chancellor's Advisory Committee business schedule

Terms of Reference	Meetings	Actions	Outcomes	Achieved
1. To advise the Chancellor in regard to matters which the Committee considers need to be dealt with before the next scheduled meeting of Council	Circular resolution Oct 2015	The Committee advised the Chancellor to deal with the proposal for Deakin to acquire shares in Quickstep Holdings Limited to increase R&D and manufacturing capability.	The Chancellor approved Deakin investing up to \$5m in Quickstep Holdings Limited via an institutional share placement opportunity, which would result in Deakin having a 5-6% shareholding in Quickstep. Reported to Council on 29 October 2015.	Yes
2. To advise Council on the maintenance and orderly review of Council membership and to make recommendations to Council on the appointment of members of Council by the Council.	3 Feb 28 April 11 June	Taking into consideration Council's skills matrix and members' contributions to Council the Committee made recommendations on the (re)appointment of Council members: - to Council for Council appointed members - to the Minister for Government appointed members.	At its meeting on 29 October 2015 Council reappointed: Ms Helene Bender, Mr Stuart Hamilton and Mr Peter Meehan. The Committee keep Council advised of the status of Government appointments on Council. Timely recommendations were made as required by the Minister on interim appointments and substantive reappointments of Government appointed members: Mr John Stanhope, Prof David Ashbridge, Ms Miranda Douglas-Crane, Mr Peter Niblett, Ms Glenys Phillipot, Dr Simon Eassom, Ms Carol Boyer-Spooner.	Yes
3. To make recommendations to the Minister on proposed Government appointed members of Council.	26 August 1 Oct 12 Nov	The Committee recommended to Council the approval of Guidelines on the Appointment of Council and Government Appointed Members of Council. The Search Committee for a Chancellor established in 2014 on the recommendation of the Committee completed its work in May 2015.	At its meeting on 29 October 2015 Council approved the Guidelines on the Appointment of Council and Government Appointed Members of Council. At its meeting on 7 May 2015 Council elected Mr John Stanhope as Chancellor from 1 January 2016.	
4. To make recommendations to Council on the appointment of chairpersons and members of committees of Council.	26 Aug 12 Nov	The Committee considered committee appointments in the context of changes to Council membership from 2016. The Committee made recommendations to Council on the appointment of chairpersons and members of committees from 1/1/2016.	Recommendations on appointments are to be considered by Council at its meeting on 3 December 2015.	Yes

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<p>5. To advise Council on and to make recommendations to Council regarding:</p> <p>a) the performance of Council and the terms of reference, composition and rules of operation of committees of Council both generally, and in particular, at the times at which Council and committees of Council review their own performance;</p>	<p>28 April</p> <p>26 August</p>	<p>The Committee approved the format and the questionnaire for the 2015 review of Council committees.</p> <p>The Committee considered the results of the 2015 committee questionnaire for:</p> <ul style="list-style-type: none"> - Council's committee system as a whole - the Committee itself. 	<p>The 2015 review of Council committees was conducted from 2 to 20 July and attracted 55 responses on all committees from 26 individuals.</p> <p>The results of the 2015 committee review were reported to Council on 6 August 2015.</p> <p>Individual reports were considered by each committee at its first available meeting.</p> <p>A consolidated report on all actions arising from the review was received by Council at its meeting on 29 October 2015.</p>	<p>Yes</p>
<p>b) the conduct, maintenance and orderly review of Council operations including, but not limited to, the annual review of:</p> <p>(i) Council's obligations and powers under University legislation;</p>	<p>3 Feb</p>	<p>The Committee reviewed the report on Council's fulfilment of its 2014 business schedule, incorporating Council's obligations and powers under University legislation.</p>	<p>Council received the report on its fulfilment of its 2014 business at its meeting on 5 March 2015.</p>	<p>Yes</p>
<p>(ii) the annual schedule of Council business;</p>	<p>26 August</p>	<p>The Committee considered items to be added to or removed from future Council business schedules as a result of the 2015 review of Council committees.</p>	<p>The 2016 Council business schedule is to be received by Council at its meeting on 3 December 2015.</p>	<p>Yes</p>
<p>(iii) Council Operating Provisions</p>	<p>1 Oct</p>	<p>The Committee recommended to Council updates and amendments to:</p> <ul style="list-style-type: none"> - the Council Charter - the Operating Provisions for Committees of Council. <p>No amendments were required in 2015 to Council's Operating Provisions.</p>	<p>At its meeting on 29 October 2015 Council approved the updated and amended:</p> <ul style="list-style-type: none"> - Council Charter - Operating Provisions for Committees of Council. 	<p>Yes</p>
<p>(iv) registers pertaining to standing Council resolutions and delegations</p>	<p>3 Feb</p>	<p>The Committee reviewed the register of Council delegations, which includes standing resolutions.</p>	<p>Council received the Register of Standing Delegations on 5 March and noted actions taken under delegated authority in 2014.</p>	<p>Yes</p>

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c) the University's compliance with the Provider Standards attached to the Tertiary Education Quality and Standards Agency Act (TEQSA) 2010; and	3 Feb	The Committee reviewed the report on Council's fulfilment of its 2014 business schedule, which incorporating relevant Provider Standards set down by TEQSA.	Council received the report on its fulfilment of its 2014 business at its meeting on 5 March 2015.	Yes
d) such further or other corporate governance responsibilities as Council may refer to it.	In 2015 there were no matters referred to the Committee by Council.			N/A
7. To ensure that Council is advised on the adequacy of the scope of the University's high level human resources policies and programs, excluding matters relating to the conduct of industrial relations, and on the appropriateness of their implementation by management, so as to enable Council to satisfy itself that the University is fulfilling its obligations to staff both as regards employment practices and general development.	Council received the annual presentation on human resource issues by the Executive Director, Human Resources Division on 29 October 2015. This presentation included information the results of the 2015 staff survey on areas such as overall staff satisfaction, wellbeing and staff development.			Yes
9. To advise Council on any matters referred to it by Council and where specifically requested by Council, to act on Council's behalf in relation to such matters.	In 2015 there were no matters referred to the Committee by Council.			N/A

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ACTIONS TAKEN BY THE CHANCELLOR AND THE CHANCELLOR ADVISORY COMMITTEE EXERCISING DELEGATED AUTHORITY, 2015

Delegation	To Whom	Actions taken under delegation	Reporting / Recording
<p>Authority to act on Council's behalf, on the advice of Chancellor's Advisory Committee, on urgent matters that cannot wait until the next meeting of Council.</p>	<p>On 8 October 2015 the Chancellor approved on behalf of Council Deakin investing up to \$5m in Quickstep Holdings Limited via an institutional share placement opportunity, which would result in Deakin having a 5-6% shareholding in Quickstep.</p> <p>This followed approval of a circular resolution recommending the investment on 8 October 2015 by the Chancellor's Advisory Committee, the Chancellor-elect and the Chairpersons of the Finance and Business Affairs Committee and the Investment Committee.</p>		<p>Reported to Council on 29 October 2015.</p>
<p>Delegation to the Chancellor of the power to confer academic awards of the University.</p>	<p>Chancellor or, in the absence of the Chancellor, a Deputy Chancellor</p>	<p>Conferral of academic awards to duly qualified graduands as per schedule of graduation ceremonies.</p>	<p>Recorded on list of graduands maintained by the Division of Student Administration</p>
<p>Authority to make recommendations to the Minister regarding the proposed appointment of members of Council by the Governor in Council.</p>	<p>Chancellor on advice from the Chancellor's Advisory Council</p>	<p>The Chancellor met with the Minister on 10 August to recommend (re)appointments to Council in context of the Government's plans for amendments to University Acts.</p> <p>On 28 October 2015 the University was advised that the Minister supported all of Deakin's recommendations and that applications would be considered by Cabinet in late November 2015.</p>	<p>Status of Government appointments reported to Council on 7 May, 9 July 10 September.</p> <p>Outcomes to be reported to Council on 3 December 2015 (when (re)appointments have been considered by Cabinet).</p>
<p>Authority to determine the conditions of employment and remuneration of the Vice-Chancellor and to evaluate annually the Vice-Chancellor's performance.</p>	<p>Chancellor on advice from the Remuneration Subcommittee</p>	<p>On 19 March the Remuneration Subcommittee completed the annual review of the Vice-Chancellor's performance and the determination of the Vice-Chancellor's conditions of employment and remuneration.</p>	<p>Reported to Council on 7 May 2015</p>