

## 2016 Chancellor's Advisory Committee Business Schedule

Term of Reference	Item No.	Item in Agenda	Responsibility	Outcome	Feb 4	April 22	June 9	Aug 23	Nov 17
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.	1.1	To consider as required pursuant to Regulation 3.1(1) – <i>The Chancellor and Deputy Chancellors</i> .	Advisory Committee to advise Chancellor	Determination by Chancellor on behalf of Council and reporting to Council at first available meeting	As required, pursuant to Regulation 3.1(1)				
2. As 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.	2.1	Recommendations regarding proposed appointments of Council appointed members, including for any vacancies arising in January 2017.	Chancellor advised by Committee	To recommend to Council		X	X		
	2.2	Review List of Prospective Council members.	Chancellor advised by Committee	To review and update List			X		
3. To make recommendations to the Minister regarding the proposed appointment of members of Council by the Governor in Council.	3.1	Recommendations regarding proposed appointments to members appointed by the Governor in Council for vacancies arising in January 2017.	Chancellor advised by Committee	To recommend to the Minister and advise Council			X		
4. To make recommendations to Council on the appointment of chairpersons and members of committees of Council.	4.1	Recommendations on the appointment of Deputy Chancellors, Chairs, Deputy Chairs and members of committees of Council.	Chancellor advised by Committee	To recommend to Council				X	
5. To advise Council on and to make recommendations to Council regarding: (a) the performance of Council and the terms of reference, composition and rules of operation of standing committees of Council both generally, and in particular, at the times at which Council and standing committees of Council review their own performance; (b) the conduct, maintenance and orderly review of Council operations including, but not limited to, the annual review of: i. Council's obligations and powers under University legislation; ii. the annual schedule of Council business; iii. Council Operating Provisions (rules of operation) iv. the register of standing Council resolutions and delegations. (c) the University's compliance with the Provider Standards set down by the Tertiary Education Quality and Standards Agency; and (d) such further or other corporate governance responsibilities as Council may refer to it.	5.1	(a) Annual report on University Governance, including: • fulfilment of Council's functions and obligations under legislation • actions taken under Council delegations • compliance with former governance protocols (b) Draft University Annual Report 2015, excepting the financial statements.	(a) Secretary (b) Vice-Chancellor	(a) To consider the report and recommend its receipt by Council (b) To review the chapters on Operations and Governance for the University's 2016 Annual Report and recommend their approval to Council	X				
	5.2	Report on Committee's fulfilment of its business schedule for 2015.	Secretary	To consider any proposed areas of improvement	X				
	5.3	Review of delegations register, actions taken under delegation and matters requiring Council decision.	Secretary	To review and ensure currency	X				
	5.4	Arrangements for 2016 Council review.	Secretary	To consider approach and make recommendation to Council	X				
	5.5	Outcomes from 2016 Council review.	Secretary	To consider outcomes and recommendations to Council				X	
	5.6	Council Charter and Operating Provisions.	Secretary	To review and recommend to Council at its meeting				X	
	5.7	Council business schedule for 2017.	Secretary	To recommend to Council at its meeting		X		X	
	5.8	Program for the 2017 Council Strategy Conference.	Vice-Chancellor	To review			X		
	5.9	2017 Committee business schedule.	Secretary	To approve				X	
	5.10	Approve acknowledgements to be made to any retiring Councillors or committee members.	Secretary	To recommend to Council at its meeting					X
	5.11	Any other matters requiring conclusion in 2016 or consideration ahead of 2017.	Chancellor advised by Committee						X

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<b>6. 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 its employment practices and their general development.</b>	6.1	Ensure annual presentation is made to Council by Executive Director Human Resources Division addressing human resources policies and staff satisfaction survey as appropriate.	Secretary		Presentation to Council at its meeting on 27 October 2016				
<b>7. 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.</b>	7.1	To consider as required.	Secretary	To act on Council's behalf in respect of referred matters and to report to Council	As required, pursuant to Regulation 3.1(1)				

Version: 11 April 2016