

2018 COUNCIL BUSINESS SCHEDULE

Where an item arises but is not scheduled it is addressed at the first available meeting.

In accordance with section 8.4 of Council's Operating Provisions this business schedule does not prevent Council considering any matter at any meeting as it determines is appropriate.

Responsibility or function	Ref ¹	No.	Council action	Report from	8-9 Feb	15 Mar	8 May	14 June	16 Aug	13 Sep	1 Nov	6 Dec
1. Strategic direction, budget and business plan												
Approve the mission and strategic direction of the University and its annual budget and business plan	8(3)(b)	1.1	Review and renewal of strategic direction	Vice-Chancellor	X				X			
	8(3)(b)	1.2	Analyse emerging trends in university sector nationally and internationally	Vice-Chancellor and guest presenters	X and as required							
	8(3)(b)	1.3	Consider and if appropriate approve Business Plan for the coming triennium, including the next year budget and three year financial plan including capital expenditure plan	CFO via FBAC							X	
2. Overseeing and reviewing the University's performance												
Appoint and monitor the performance of the Vice-Chancellor as chief executive officer of the University	8(3)(a)	2.1	Appoint Vice-Chancellor as required	Chancellor								
	8(3)(a)	2.2	Consider annual report on the Vice-Chancellor's performance review	Chancellor		X						
Oversee and review the management of the University and its performance	8(3)(c)	2.3	Review and if appropriate approve the University's Annual Report including annual financial statements and risk statement	Vice-Chancellor and CFO		X						
	8(3)(c)	2.4	Consider written and oral report from the Vice-Chancellor on current and strategic matters	Vice-Chancellor	X	X	X	X	X	X	X	X
	8(3)(c)	2.5	Monitor the performance of the University against all key performance indicators in the strategic plan	Vice-Chancellor		X			X			
	8(3)(c)	2.6	Consider Executive presentations on strategic matters and implementation of strategic plan	Executives	X	X	X	X	X	X	X	X
Oversee and review strategic human resources issues	8(3)(c) TEQSA 6.1.4	2.7	Consider minutes of Remuneration Committee meetings and reports on performance and reward policies, succession planning and strategic human resources issues	Chancellor		X						X
		2.8	Consider annual presentation on human resources issues, including: <ul style="list-style-type: none"> workplace health and safety staff satisfaction, retention and turnover human resources initiatives 	COO							X	
Oversee and review quality of student experience and student satisfaction	8(3)(c) TEQSA 6.1.4	2.9	Consider reports on student satisfaction levels, employment outcomes and welfare as data is available or issues arise	Vice-Chancellor								
		2.10	Hold annual student forum to receive perspectives from students from different areas and levels of study	Vice-Chancellor					X			
Maintain a clear distinction between governance and management	TEQSA 6.1.3, ASX 1	2.11 (see also 8.10)	Review actions taken in previous year to maintain distinction between governance and management	Council Secretary					X			X

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3. Overseeing the management and control of finances												
Oversee the management and control of the University finances 9(1)(e)	9(1)(e)	3.1	Consider and if appropriate approve end of year financial report, including cash flow projections, capital expenditure performance and investment performance	CFO via FBAC		X						
Safeguard integrity in financial reporting	ASX4,7	3.2 (see also 2.3)	Consider and if appropriate approve: <ul style="list-style-type: none"> audited annual financial statements to ensure that they comply with the University's statutory responsibilities and with accounting standards written statement by CFO to accompany financial statements regarding risk management and internal compliance and control 	VC and CFO via ARC		X						
	9(1)(e)	3.3	Monitor and review finances	CFO via FBAC		X Previous year's results	X 1 st quarter results	X	X Half year results	X	X 3 rd quarter results	X
	9(1)(e)	3.4	Approve and monitor major projects (Note: Reporting on major projects is in accordance with the Governance Framework for Projects endorsed by Council on 4 August 2016 which includes the circumstances in which a project must be brought back to the Committee and Council for approval in relation to variations to scope, budget and schedule.)	CFO via FBAC		X	X	X	X	X	X	X
	9(1)(e)	3.5	Consider outcomes of the Victorian Auditor-General's analysis of the financial performance of Victorian universities including financial sustainability indicators	CFO via ARC				X				
	9(1)(e)	3.6	Consider and if appropriate approved amendments to the Financial Delegations policy as required	CFO via FBAC								
	9(1)(e)	3.7	Consider minutes of the Finance and Business Affairs Committees meetings and any issues arising	Chair FBAC		X		X	X		X	X
Monitor activities of controlled and associated commercial entities	Commercial activity guidelines	3.8 see also 7.7	Receive summary quarterly reports on controlled commercial entities and consider any issues arising – FBAC	CEO or Company Secretary of controlled and associated entities via FBAC		X 4 th quarter and full year		X 1 st quarter	X 2 nd quarter		X 3 rd quarter	
4. University legislation and policies												
Make statutes and regulations	28	4.1	Consider and if appropriate approve proposals for making, amending and revoking legislation	Vice-Chancellor, Chair Academic Board or University Solicitor via LC			X	X	X		X	X
Establish policy and procedural principles for the operation of the University consistent with legal requirements and community expectations	8(3)(d) 9(1)(b)	4.2	Consider and if appropriate approve proposals for making, amending and revoking policies relating to the governance of the University, including the Policy Framework, as required	Responsible Officer via relevant committee								
		4.3	Receive annual report on policies made, amended and revoked during the year	Council Secretary								X
		4.4	Consider minutes of Legislation Committee meetings and any matters arising	Chair and Deputy Chair Legislation Committee			X	X		X		X

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5. Overseeing and monitoring academic activities												
Oversee and monitor the academic activities of the University	8(3)(g), TEQSA 6.1.1, 6.2.1f	5.1	Consider reports on academic governance, including admission and assessment standards, student progression and compliance with TEQSA academic governance requirements	Chair Academic Board		X	X	X	X		X	X
Protect free intellectual inquiry and expression in learning, teaching, and research	TEQSA 6.1.4	5.2	Consider annual review of activities by the Academic Board to uphold academic standards, quality assurance and academic freedom	Chair Academic Board								X
Oversee conferral of higher education awards	TEQSA 6.1.1, 6.2.1h	5.3	Consider reports on conferral of higher education awards at graduation ceremonies	Vice-Chancellor		X Round 1 ceremonies			X Round 2 ceremonies		X Round 3 ceremonies	
Consider conferral of higher doctorates	Reg 5.2(5)	5.4	Consider and if appropriate approve conferral of higher doctorates as required	Chair Academic Board								
Consider reports on research initiatives including commercialisation of research projects	8(3)(g)	5.5	Consider reports on research initiatives Consider and if appropriate approved research initiatives of strategic significance including major research commercialisation initiatives, as required	Vice-Chancellor DVCR								
Consider presentations from Faculties and Institutes on academic activities	8(3)(g)	5.6	Consider presentations from Faculties and Institutes on academic activities	Faculty Executive Deans and Institute and research staff			X	X		X	X	
6. Overseeing and monitoring risk management, systems of control and accountability												
Oversee and monitor the assessment and management of risk across the University	8(3)(f)	6.1	Consider the Deakin risk profile, including the treatment of high risks	Director Internal Audit via ARC		X		X	X		X	X
	8(3)(f)	6.2	Consider risk management program and monitor University risk register	Director Internal Audit via ARC		X		X	X		X	X
	8(3)(f)	6.3	Consider minutes from meetings of the Audit and Risk Committee minutes and any issues arising	Chair ARC		X		X	X		X	X
Oversee and monitor the assessment and management of risk across University controlled and associated entities	8(3)(e)	6.4	Consider twice yearly risk assessment of controlled and associated entities	CEO or Company Secretary of controlled and associated entities via ARC		X					X	
Oversee and monitor systems of control and accountability across the University	8(3)(e)	6.5	Receive annual reports on matters pertaining to the adequacy of University compliance management including breach reporting and prevention of fraud and corruption	Director Internal Audit via ARC				X				
	8(3)(e)	6.6	Oversee internal audits and consider issues arising from audits as required	Director Internal Audit via ARC								
	8(3)(e)	6.7 see also 7.6	Receive annual report on crisis and emergency management and updates Consider reports on crisis events as arising	COO via ARC Vice-Chancellor					X			
Consider annual report on student complaints and monitor the availability of information about internal grievance procedures	TEQSA 2.4 Code 9	6.8	Review handling of student complaints Monitor availability of information on staff grievance procedures and issues arising	DVCE via ARC				X				

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7. Overseeing the management and control of property and business affairs												
Oversee the management and control of the property and business affairs of the University	9(1)(d)	7.1	Consider and if appropriate approve the acquisition of property, as required	COO via FBAC								
	9(1)(d)	7.2	Receive reports on any property acquired exercising delegated authority from Council, as required									
	9(1)(d)	7.3 see also 3.3 above	Consider and if appropriate approve business cases for projects over \$10m and variations to those projects in terms of scope, budget, schedule	Project sponsor via FBAC		X	X		X		X	X
	9(1)(d)	7.4	Consider and if appropriate approve commercial ventures including establishing or joining companies, as required	Vice-Chancellor								
	9(1)(d)	7.5	Consider annual report on campus infrastructure and utilisation plan	COO via FBAC	X					X		
	9(1)(d)	7.6	Note actions on any issues arising from annual asset management report	CFO via FBAC								X
	9(1)(d) and 8(3)(f)	7.7 see also 6.7	Note actions on any issues arising from annual report on disaster and critical incident management affecting the management and control of property	COO via ARC					X			
Overseeing the management and control of commercial activities	Commercial activity guidelines	7.8 see also 3.7	Review and approve commercial activities covered by Ministerial guidelines as required	Vice-Chancellor								
		7.9	Review and if appropriate approve changes to the Commercial Activities and Entities policy and procedure	CFO via FBAC								
Oversee the management of University investments	46	7.10	Establish and review Guidelines for the Future Fund as required	CFO via FBAC and IC								
	46	7.11	Authorise payments from the Future Fund as required	Vice-Chancellor via FBAC								
	46	7.12	Consider minutes from Investment Committee meetings and any issues arising	Chair IC			X	X		X		X
	46	7.13	Note any changes to the Investment Management policy and associated documents	Chair IC			X and as required					
	46	7.14	Consider annual environmental, social and governance investment strategy review	CFO via IC								X
8. Council's own affairs, appointments and effectiveness												
Appoint the Chancellor	Reg 3.1(1)	8.1	Elect Chancellor as required by term of office	Search Committee for a Chancellor								
Appoint Deputy Chancellors	Reg 3.1(1)	8.2	Appoint Deputy Chancellors as required by terms of office	Chancellor						X		
Appoint Council appointed members and recommend government appointees	9(1)(a), 13(1)-(3) TEQSA 3.2	8.3	Make Council appointments and recommendations required to fill vacancies, ensuring appropriate expertise, diversity and independence	Chancellor via CAC					X and as required			
Manage Council's own affairs	TEQSA 6.1	8.4	Consider minutes from Chancellor's Advisory Committee meetings and any issues arising	Chancellor		X	X	X		X		X
Establish and empower committees	Sch 1, 15	8.5	Consider minutes from each meeting of committees and oral reports from Chairs highlighting key issues	Committee Chairs		X	X	X	X	X	X	X

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	Sch 1, 15	8.6	Appoint committee members, Chairs and Deputy Chairs	Chancellor via CAC							X	
Approve business schedule	8(3), 9(1)	8.7	Consider and if appropriate approve annual Council business schedule	Council Secretary via CAC						X		
Review fulfilment of responsibilities	8(3), 9(1)	8.8	Receive reports on fulfilment of business schedules for previous year by Council and committees	Council and Committee Secretaries								X
Conduct effectiveness review of Council and committees every two years	Code 6	8.9	Establish and complete Council and committee reviews alternating every two years	Council Secretary or consultant						X		
Review implementation of improvement actions from previous review	Code 6	8.10	Consider report on implementation of actions arising from Council or committees review of previous year	Council Secretary						X		
Review and approve Council Charter	ASX 1	8.11	Review Council Charter every two year and approve updates	Council Secretary						X		
Council member remuneration	16(1)	8.12	Approve principles for Council member remuneration and receive annual report from the Remuneration Committee on remuneration set for the coming year	Council Secretary								X
Consider corporate governance update	Code 3, 5	8.13	Receive and consider presentation on latest developments in corporate governance	External presenters as arranged								
9. University appointments												
Appoint Executives	27(2), Reg 3.1 (2,3,4)	9.1	Consider and if appropriate approve the appointment of Executive members (DVCs, Faculty Executive Deans and Chief University Officers), as required	Vice-Chancellor								
Appoint Emeritus Professors	Reg 3.1(5)	9.2	Consider and if appropriate confer the title of Emeritus Professor	Vice-Chancellor via Academic Board								
Appoint Alfred Deakin Professors	Academic Promotion policy	9.3	Consider and if appropriate confer the title of Alfred Deakin Professor	Vice-Chancellor								
Approve Honorary Degrees	Reg 5.2(6)	9.4	Consider and if appropriate approve the conferral of Honorary Degrees	Vice-Chancellor via HDC								X and as required
	Reg 5.2(6)	9.5	Consider minutes of Honorary Degrees Committee meetings and any issues arising	Chancellor								X and as required
10. Naming approvals and other reports												
Faculties	Reg 2.3(1)	10.1	Consider and if appropriate approve the establishment and names of Faculties, as required	Vice-Chancellor								
Institutes	Statute 2.4	10.2	Establish and disestablish Institutes as required	Vice-Chancellor								
Facilities	Naming of Facilities and Entities policy	10.3	Consider and if appropriate approve proposals for honorific or philanthropic naming of campuses, buildings, rooms or outdoor spaces	Vice-Chancellor								
Named Professorial Positions		10.4	Consider and if appropriate approve proposals to name organisational areas or named professorial positions	Vice-Chancellor								
University seal and contracts report	Statute 8.1 and Contracts policy s 18	10.5	Receive report regarding affixation of seal and execution of contracts where reporting to Council is required by the Contracts Policy	University Solicitor		X	X	X	X	X	X	X

¹References:

- Numbers without any further text refer to sections of the *Deakin University Act 2009 (Vic)*
- TEQSA = Provider Registration Standards stipulated by the Tertiary Education Quality and Standards Agency
- Code = 'Voluntary Code of Best Practice in University Governance' published by Universities Australia
- ASX = 'Principles of Good Corporate Governance and Best Practice Recommendations' published by the Australian Stock Exchange
- Reg = University regulation
- Statute= University statute
- ToR = Terms of reference of relevant committee