

## DEAKIN UNIVERSITY COUNCIL

### **OPERATING PROVISIONS FOR STANDING COMMITTEES OF COUNCIL**

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#### **COMPOSITION AND TERMS OF REFERENCE AND MEMBERSHIP**

Council shall approve the composition and terms of reference for all standing and ad hoc committees of Council.

Membership of standing and ad hoc committees of Council will be in accordance with the composition approved by Council.

The following terms of office shall apply to membership of standing committees of Council, unless otherwise prescribed by any University legislation pertaining to a particular committee:

- Chairs and Deputy Chairs, to be appointed from amongst the external members of Council – 1 year;
- members appointed by Council who are external members of Council—1 year;
- members who are University staff elected to Council—1 year;
- members who are University students elected to Council—1 year;
- members appointed by Council but who are not members of Council—1 year;
- where appropriate, members will be eligible for reappointment;
- pursuant to Regulation 3.1(1)—*The Chancellor and Deputy Chancellors* and Regulation 3.1(2)—*The Vice-Chancellor and Deputy Vice-Chancellors*, the Chancellor and Vice-Chancellor shall be members, *ex officio*, of all standing committees of Council, although the Vice-Chancellor may choose not to exercise his or her right to membership of the Audit and Risk Committee;
- standing committees of Council may recommend to Council the appointment of additional members where appropriate.

#### **RIGHTS OF AUDIENCE AND DEBATE**

The Chair, upon receipt of advice from the Vice-Chancellor, may approve the attendance of named persons with rights of audience and debate.

A standing committee has the right to meet on its own as a committee if desired. Should any significant issue of concern arise out of such a meeting it should, in the normal course, be reported first to the Vice-Chancellor and then, if not resolved to the committee's satisfaction, to the Chancellor.

#### **CHAIR**

Excepting the Chancellor's Advisory Committee, which shall be chaired by the Chancellor, chairpersons of standing committees of Council shall each be appointed by Council.

#### **QUORUM**

Pursuant to Regulation 7.1(2) — *Meetings*, a quorum of any standing committee of Council shall be one-third of members or three members, whichever is the greater, unless otherwise specified.

#### **REVIEW OF PERFORMANCE AGAINST TERMS OF REFERENCE**

Standing committees of Council shall review on a biennial basis, and in accordance with processes established by Council on the recommendation of the Chancellor's Advisory Committee:

- their performance , including but not limited to an assessment against their terms of reference; and
- their composition and terms of reference, and identify potential areas of change.

Reviews by standing committees of Council shall be conducted at an appropriate time to enable the findings to inform Council's review of its own performance.

Following their performance reviews, committees shall report and make any recommendations on the outcome to the next meeting of Council, via Chancellor's Advisory Committee. As part of the biennial review process, the Vice-Chancellor shall be invited to make an assessment of the adequacy and effectiveness of the system of standing committees of Council and shall report on the outcome of that review to Chancellor's Advisory Committee. That committee shall then determine advice and any recommendations to Council arising from the Vice-Chancellor's assessment.

The requirement for biennial reviews of committees' performances will not prevent any committee of Council from reviewing its performance at any time, where such a review is considered necessary, nor will it prevent Chancellor's Advisory Committee from requesting such a review at any time.

In addition to the formal biennial reviews by standing committees of Council of their own performance, the chairperson of each standing committee shall review, at the end of each year, the extent to which his or her committee has worked effectively during that year and shall report to Council on the outcome of that review, via Chancellor's Advisory Committee.

#### **INDUCTION OF NEW MEMBERS**

An induction program shall be conducted for each new member of each standing committee of Council which shall include, but may not be limited to, an informal meeting with the chairperson of the standing committee and the secretary, prior to the first committee meeting which the new member is due to attend. Additional informal meetings with recently appointed members of Council standing committees may be held throughout the year as required.

#### **SECRETARIAT**

In accordance with section 6 of Regulation 2.1(1)—*The Council*, "Except where otherwise provided, the Vice-President<sup>1</sup> shall be responsible for the secretarial and administrative work of Council and all committees of the Council, including the preparation of advice for consideration by Council or by any such committee". Pursuant to section 7 "the Vice-President<sup>2</sup> may delegate in writing the responsibility or any part of the responsibility set out in clause 6 to another officer of the University".

#### **AGENDAS AND MINUTES**

Agendas for meetings of standing committees of Council will be circulated to all members seven days prior to the meeting. Minutes will be available to all members within fourteen days following the meeting. Agendas and minutes for all standing committees of Council will be prepared in accordance with the format approved by Council for Council agenda and minutes.

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<sup>1</sup> The 'Vice-President' will be changed to 'Council Secretary' in the next amendment of Regulation 2.1(1)—*The Council*

<sup>2</sup> As for footnote 1

### **DECLARATIONS OF INTERESTS**

Members of standing committees of Council will comply with relevant provisions contained in the Statement and Guidelines on Declarations of Interests of Council Members and Members of Council Committees.

### **SCHEDULES OF BUSINESS**

Each standing committee of Council, with the exception of the University Appeals Committee which meets only as required, shall establish at the end of each year an annual schedule of business setting out that committee's obligations for the following year, in accordance with the powers and responsibilities set out in its terms of reference. Schedules of business for standing committees of Council for the following year shall be reported to the last meeting of Council in each year by Chancellor's Advisory Committee.

At its last meeting in each year, each standing committee of Council (with the exception of the University Appeals Committee) shall review the extent to which it has fulfilled the obligations set out in its schedule of business for that year. Each committee shall report to Council, via Chancellor's Advisory Committee, on the outcome of that review and on any action which has been deemed appropriate arising from it.

Items of business to be considered at any scheduled special meeting of any standing committee of Council must be listed on that committee's schedule of business for that meeting. However, additional items of business can be considered at any ordinary meeting of any standing committee of Council.

*Approved by Council on 10 June 2010*