

2012 Chancellor's Advisory Committee Business Schedule – draft as at November 2011

Term of Reference	Item No.	Item in Agenda	Responsibility	Outcome	Feb	Mar	May	July	Aug	Sep	Nov
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.									
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.	2.1	Consider the list of prospective members who have expressed interest in being appointed to Deakin's Council and update the Committee's Register of Prospective Members of Council accordingly. <i>[Also relates to Term of Reference 3]</i>						x			
	2.2	Recommendations regarding proposed appointments to members of Council in the categories of members appointed by Council and members appointed by the Governor in Council for vacancies arising in December 2012. <i>[Also relates to Term of Reference 3]</i>	Chancellor, Vice-Chancellor and Committee	To be recommended to Council				x			
3. To make recommendations to the Minister regarding the proposed appointment of members of Council by the Governor in Council.	3.1	<i>Relates to term of reference 2 and covered by agenda items 2.2, 2.3, 2.4 and 2.5]</i>									
4. To make recommendations to Council on the appointment of chairpersons and members of committees of Council.	4.1	Appointment of chairs, deputy chairs and members of standing committees of Council and Investment Advisory Committee arising from the filling of Council membership vacancies in 2012.	Secretary	To recommend to Council			x				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	5.1	Annual review of Chancellor's Advisory Committee's performance comprising: <ul style="list-style-type: none"> report on the extent to which the Chancellor's Advisory Committee has fulfilled its obligations under its Terms of Reference for 2011 advice from the Chair as to whether 	Secretary	To recommend to Council any proposed areas for improvement	x						

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times at which Council and standing committees of Council review their own performance;		he considers that the Chancellor's Advisory Committee has worked effectively during 2011									
(b) the conduct, maintenance and orderly review of Council operations including, but not limited to, the annual review of: <ol style="list-style-type: none"> i. Council's obligations and powers under University legislation; ii. the annual schedule of Council business; iii. Council Operating Provisions (rules of operation) iv. Registers pertaining to: <ul style="list-style-type: none"> • Standing Council resolutions and delegations; • Permission granted by the Deputy Vice-Chancellor (International and Development) for use of the University's name and logo; v. the University's compliance with the National Governance Protocols, which shall be incorporated in the annual schedule of Council business; and 	5.2	(a) Annual report on University Governance, including: <ul style="list-style-type: none"> • Fulfilment of Council's functions and obligations under legislation • Actions taken under Council delegations • Compliance with former National Governance Protocols <p><i>[Secretary's note: Finance and Business Affairs Committee provides advice to Council in respect of Protocol 10 (regarding controlled incorporated entities); Finance and Business Affairs Committee and Audit and Risk Committee provide advice to Council in respect of Protocols 10 and 11 (regarding University commercial entities).]</i></p> (b) University Governance statement for inclusion in the University's Annual Report 2011.	Secretary	To recommend to Council	x						
(c) such further or other corporate governance responsibilities as Council may refer to it.	5.3	Report on the fulfilment by all standing committees of Council of their 2011 schedules of business and on the extent to which the chairperson of each standing committee of Council considers that his or her committee has worked effectively in 2011.	Secretary	To recommend to Council		x					
	5.4	Report on feedback from the 2012 Council Planning Conference.	Vice-Chancellor	To be considered		x					

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	5.5	Schedule of Council meetings for the following year.	Council Secretary	To recommend to Council			x				
	5.6	Confirmation of the framework for the conduct of the biennial self evaluation process for the Council standing committees.	Secretary	To recommend to Council			x				
	5.7	Proposed Council Schedule of Business for 2013, and determine recommendations to Council in respect of it.	Secretary	To recommend to Council						x	
	5.8	Theme for the 2013 Council Conference and for any professional development to be offered in 2013.	Vice-Chancellor and Chancellor	To recommend to Council						x	
	5.9	Confirmation of the framework for the conduct of the Council's biennial evaluation process in 2013.	Secretary	To recommend to Council						x	
	5.10	2013 Schedules of Business of standing committees of Council.	Secretary	To be considered							x
6. (a) To determine the conditions of employment and remuneration of the Vice-Chancellor and advise the Chancellor on an annual basis in confidence as to the performance of the Vice-Chancellor in the immediately preceding year; and (b) to receive for consideration not less than annually a report from the Vice-Chancellor on the conditions of employment and remuneration of senior University officers, including allowances and loadings, "senior officers" being defined as academic	6.1	Determine the conditions of employment and remuneration of the Vice-Chancellor and advise the Chancellor as to the performance of the Vice-Chancellor in 2011.	Senior Salaries Subcommittee	Chancellor to provide a confidential oral report to Council		x					
	6.2	Report on the conditions of employment and remuneration of senior University officers, including allowances and loadings ("senior officers" being defined as academic staff or professorial rank or having appointments at Head of School level or above, and general staff classified as Higher Education Worker Grade 10 or above). <i>Senior Salaries Committee considers this</i>	Vice-Chancellor	Senior Salaries Committee to report to Council							x

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staff or professorial rank or having appointments at Head of School level or above, and general staff classified as Higher Education Worker Grade 10 or above. (c) To consider the Vice-Chancellor's confidential succession plans in respect of members of the Senior Executive and Deans.		<i>report.</i>									
	6.3	Report on the Vice-Chancellor's succession plan in relation to her direct reports. <i>Senior Salaries Committee considers this report.</i>	Vice-Chancellor	To be considered							x
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 discharge its prescribed obligations regarding staff ¹ .	7.1	To consider as required.									
8. To consider nominations and make recommendations to Council on honorary awards.	8.1	To consider as required.									
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.	9.1	To consider as required.									

¹ Council function 9, University Culture, requires that Council satisfy itself "that the University is fulfilling its obligations to staff both as regards its employment practices and their general development".