

## COUNCIL SCHEDULE OF BUSINESS FOR 2011

*Academic Board (AB); Audit and Risk Committee (ARC); Campus Planning Committee (CPC); Chancellor's Advisory Committee (CAC); Finance and Business Affairs Committee (FBAC); Legislation Committee (LC); University Appeals Committee (UAC)*

Matter to be considered	Council Function <sup>1</sup>	Responsibility	Recommendation to Council
<b>Meeting 1 – Thursday 24 February</b>			
<b>Strategic and higher level matters</b>			
1 Presentation and discussion of the outcomes of the Review of the Trimester System.	1	Vice-Chancellor	To be considered
2 Presentation and discussion of the draft AUQA Audit Performance Portfolio and preparations for the Audit.	1	Vice-Chancellor	To be considered
3 Presentation from the Chief Financial Officer proposing changes to the annual Budget approval process.	5	Vice Chancellor	To be considered
<b>Routine matters</b>			
1 Presentation from the Vice-President (Enterprise and Engagement) regarding community engagement.	1,8	Vice-Chancellor	To be considered
2 Report on the University's performance against its student load targets for 2010.	1	Vice-Chancellor	To be received
3 Report on University Governance, including: <ul style="list-style-type: none"> <li>• fulfilment of Council's functions and obligations under legislation</li> <li>• actions taken under Council delegations</li> <li>• compliance with former National Governance Protocols (NGPs)</li> </ul>	3, 4, 5, 6, 9	CAC (NGPs 1 –9); FBAC (NGPs 10 and 11); ARC (NGP 11)	To be considered
4 University Governance statement for inclusion in the Deakin University Annual Report, 2010.	3, 9	CAC	To be approved
5 Report on major building projects and campus redevelopment.	1, 5	CPC and FBAC	To be received
6 Council schedule of business for 2011.	9	CAC	To be approved
7 Council Standing Committees' schedules of business for 2011.	9	CAC	To be approved

<sup>1</sup> The nine Council Functions are shown at Appendix 1

<b>Meeting 2 – Thursday 17 March</b>			
<b>Strategic and higher level matters</b>			
1	Review of the University's Performance in 2010 based on the Report on University Performance against the 2010 Operational Plan (University PREP Report for 2010); the Strategic Plan Report (2010).	1	Vice-Chancellor To be considered
2	Report on high-level issues to be addressed by the University in 2011.	1	Vice-Chancellor To be considered
3	Strategic Plan – 2011 iteration.	1	Vice-Chancellor To be approved
4	Quality Improvement Plan – 2011 iteration.	1	Vice-Chancellor To be considered
5	Draft Deakin University Annual Report 2010 (including the Annual Financial Statements 2010).	3, 5, 9	Vice-Chancellor/ ARC To authorise the signing of the audited financial accounts and to approve the Annual Report.
<b>Routine matters</b>			
1	Presentation from the Chief Operating Officer on infrastructure	1,8	Vice-Chancellor To be considered
2	Presentation from the Executive Director, HRSD on Human Resources issues	1	Vice-Chancellor To be considered
<b>Meeting 3 – Thursday 14 April</b>			
<b>Strategic and higher level matters</b>			
1	Confidential oral report on the review of the Vice-Chancellor's performance during 2010.	2	Chancellor To be received
2	Oral report on confirmed lists of goals for 2011 and longer-term or major objectives against which the Vice-Chancellor's performance will be reviewed in 2012.	1, 2	Chancellor To be received
<b>Routine matters</b>			
1	Presentation from the Deputy Vice-Chancellor (Research) regarding research.	7	Vice-Chancellor To be considered
2	Report on key financial issues in the University.	5	FBAC To be received
3	Financial report for the period to 31 December 2010	5	FBAC To be received
4	Summary report of cash flow projections 2011 – 2013.	5	FBAC To be received
5	Summary report on performance of University controlled commercial entities and DeakinPrime to 31 December 2010.	6	FBAC To be received and any issues considered
6	Report on the approval of student tuition fees and charges for international and domestic students to apply in 2012.	5, 6	FBAC To be received
7	Report on University risk management.	4	ARC To be received
8	Report on major building projects and campus redevelopment.	1, 5	CPC and FBAC To be received

9	Proposals for making, amending and rescinding legislation.	3	LC	To be approved
10	Institute of Koorie Education Annual Report 2010	3, 5	Vice-Chancellor	To be received
11	Report of feedback from Council members following the 2011 Council Planning Conference	9	CAC	To be received and any issues considered
<b>Meeting 4 – Thursday 9 June</b>				
<b>Strategic and higher level matters</b>				
1	Report on the April Budget revision.	5	FBAC	To be approved
<b>Routine matters</b>				
1	Presentation from the Pro Vice-Chancellor (Academic) regarding performance in teaching and learning.	7	Vice-Chancellor	To be considered
2	Report on key financial issues in the University.	5	FBAC	To be received
3	Financial report for the period ended 31 March 2011.	5	FBAC	To be received
4	Summary report on performance of University controlled commercial entities to 31 March 2011.	6	FBAC	To be received and any issues considered
5	Report of approval of University parking fees for 2012.	5, 6	FBAC	To be received
6	Report on University risk management.	4	ARC	To be received
7	Report on University compliance.	3	ARC	To be received
8	Proposals for making, amending and rescinding legislation.	3	LC	To be approved
9	Schedule of Council meetings for 2012.	9	CAC	To be approved
<b>Meeting 5 – Thursday 11 August</b>				
<b>Strategic and higher level matters</b>				
1	Progress report on high-level issues being addressed by the University in 2011.	1	Vice-Chancellor	To be received and any issues considered
2	Report of exceptions with respect to mid-year performance against the University's Operational Plan 2011.	1	Vice-Chancellor	To be received and any issues considered
<b>Routine matters</b>				
1	Presentation from the Deputy Vice-Chancellor (International and Development) regarding the University's philanthropy strategy.	1	Vice-Chancellor	To be considered
2	Report on the University's performance against its student load targets for 2011.	1	Vice-Chancellor	To be received
3	Report on key financial issues in the University.	5	FBAC	To be received
4	Report on University risk management.	4	ARC	To be received
5	Annual report on capital projects and their compliance with Campus Masterplans.	1, 5	CPC	To be received
6	Report on University commercial property lease arrangements.	6	CPC	To be received

7	Proposals for making, amending and rescinding legislation.	3	LC	To be approved
<b>Meeting 6 – Thursday 6 October</b>				
<b>Strategic and higher level matters</b>				
1	Report on Council Function 4: steps taken to enhance and protect the University's reputation.	4	Vice-Chancellor	To be received
2	Report on Council Function 7: oversight and management of academic standards in teaching, assessment and research.	7	AB	To be received
3	Report on Council Function 8: University culture: <ul style="list-style-type: none"> <li>• fulfilment of the University's obligations to students in relation to academic programs and the general University experience</li> <li>• fulfilment of the University's obligations to staff in respect of employment practices and professional development</li> <li>• strategies and actions to ensure that the University culture: is consistent with the mission and core commitments, facilitates upholding the academic freedom of staff, encourages links with the community.</li> </ul>	8	Vice-Chancellor/ AB	To be received
4	Report on the August Budget revision.	5	FBAC	To be approved
<b>Routine matters</b>				
1	Presentation from the Chief Operating Officer on infrastructure.	1	Vice-Chancellor	To be considered
2	Presentation from the Executive Director, HRSD on Human Resources issues	8	Vice-Chancellor	To be considered
3	Report on key financial issues in the University.	5	FBAC	To be received
4	Financial report for the period ended 30 June 2011.	5	FBAC	To be received
5	Summary report on performance of University controlled commercial entities to 30 June 2011.	6	FBAC	To be received and any issues considered
6	Report on major building projects and campus redevelopment.	3	CPC and FBAC	To be received
7	Proposals for making, amending and rescinding legislation.	1, 5	LC	To be approved
8	Council Conference theme for 2012.	1, 9	CAC	To be approved
9	Council professional development 2012.	9	CAC	To be approved
10	Framework for the conduct of the Council's biennial evaluation process in 2012.	9	CAC	To be approved

<b>Meeting 7 – Thursday 8 December</b>				
<b>Strategic and Higher Level Matters</b>				
1	Deakin University Operational Plan 2012.	1	Vice-Chancellor	To be approved
2	Deakin University Business Plan 2012–2014, comprising the 2012 Budget, the University Financial Plan 2012–2014 (including a capital expenditure plan).	5	FBAC	To be approved
3	Internal Audit Plan 2012.	3, 4, 5	ARC	To be received
4	Annual report on University risk management and the status of risk registers, including the highest level University risk register.	4	ARC	To be received
<b>Routine Matters</b>				
1	Report on key financial issues in the University.	5	FBAC	To be received
2	Financial statements for the period ended 30 September 2011.	5	FBAC	To be received
3	Summary report on performance of University controlled commercial entities to 30 September 2011.	6	FBAC	To be received and any issues considered
4	Summary report on approval of Business Plans of University controlled entities.	6	FBAC	To be received
5	University asset management report 2011.	5	ARC	To be received
6	Council schedule of business for 2012.	9	CAC	To be approved
7	Council Standing Committees' schedules of business for 2012.	9	CAC	To be received
8	Report on major building projects and campus redevelopment.	1, 5	CPC and FBAC	To be received
9	Proposals for making, amending and rescinding legislation.	3	LC	To be approved
10	Report on appeals considered by the University Appeals Committee in 2011.	8	UAC	To be received
11	Report on the handling of student complaints within the University during 2011.	7, 8	ARC	To be received
12	Appointments to Standing Committees of Council for 2012.	9	CAC	To be approved

## COUNCIL'S FUNCTIONS

- 1 **The strategic direction**
  - shaping, approving and reviewing the University's mission and strategic and operational plans
  - monitoring University progress generally against performance indicators and, more specifically, against targets
  - determining the future development of the University's campuses.
- 2 **The Vice-Chancellor**
  - appointing the Vice-Chancellor as the chief executive officer of the University
  - overseeing review of the Vice-Chancellor's performance and remuneration.
- 3 **Key policies, legislation and compliance**
  - overseeing the establishment of key University policies
  - defining University policies and procedures consistent with community expectations where those expectations are relevant and can be identified
  - establishing University legislation
  - overseeing University compliance, including with obligations set out in the *Deakin University Act* (2009).
- 4 **Risk management**
  - overseeing University risk management
  - overseeing the protection and enhancement of the University's reputation.
- 5 **Control and accountability**
  - approving the University's budget and business and financial plans
  - approving individual major capital expenditure projects<sup>1</sup>
  - monitoring University performance against the budget and plans
  - overseeing University asset management
  - overseeing the sound management of the University.
- 6 **Commercial activities and controlled entities**
  - approving major University commercial ventures
  - overseeing the effective operation and performance of significant commercial activities, including those conducted through University controlled incorporated entities.
- 7 **Academic standards**
  - ensuring adequate procedures for the maintenance and monitoring of University academic standards in teaching, assessment and research.
- 8 **University culture**
  - satisfying itself that the University is fulfilling its obligations to its students both as regards its academic programs and the general University experience
  - satisfying itself that the University is fulfilling its obligations to staff both as regards its employment practices and their general development
  - satisfying itself that the University culture:
    - is consistent with the mission and core commitments
    - facilitates upholding the academic freedom of staff
    - encourages links with the wider community.
- 9 **Council's own affairs**
  - establishing procedures to meet Council's responsibilities
  - ensuring clear delegations to the Vice-Chancellor, to Academic Board, to committees of Council and as otherwise required
  - managing Council's own performance.

<sup>1</sup> Major capital expenditure projects are defined as being individual projects worth in excess of \$10 million.

