

PLANNING AND RESOURCES COMMITTEE
2009 SCHEDULE OF BUSINESS

Matter to be considered	Responsibility	Outcome
Senior Managers' Planning Conference – 12–13 February		
To consider planning and resources implications from the: <ul style="list-style-type: none"> • Report on University performance against 2008 Operational Plan (University PREP report) • Strategic Plan Report (comprising the previous Council Performance Indicators report and the previous report against the targets in the Strategic Plan) • Final report against the AUQA Implementation Strategy. 		
To develop an addendum to the 2009 Operational Plan		
To identify any issues for the 2010 Operational Plan		
Meeting 1 – Friday 13 February Agenda deadline – noon, Friday 30 January		
To consider an addendum to the 2009 University Operational Plan	Vice-Chancellor	Council (via the Vice-Chancellor)
To consider a report on Enrolment Plan outcomes from 2008, including a preliminary indication of 2009 enrolment and revenue outcomes	Vice-President	
To receive 2008 annual reports on exchange partnerships and DUELI	Pro Vice-Chancellor (International)	
To receive 2008 annual reports on activities of TAFE alliances and agreements, and MIBT	Deputy Vice-Chancellor (Academic)	
To receive a summary of first releases from the 2008 Australian Graduate Survey (AGS) of 2007 graduates	Vice-President	
To consider a draft statement on risk management for incorporation in the 2008 Annual Report	Chief Financial Officer	
To receive the Staff Satisfaction with Administrative Services report for 2008	Vice-President	
To receive a summary of the outcomes of the Australasian Survey of Student Engagement (AUSSE)	Vice-President	
To receive the terms of reference and composition of the Planning and Resources Committee and each of its Subcommittees and Working Groups	Secretary	

Matter to be considered	Responsibility	Outcome
<p>To receive reports from meetings of the following subcommittees:</p> <ul style="list-style-type: none"> • Access, Equity and Equal Opportunity (from meeting on 20 November 2008) • Contracts Assessment • Occupational Health and Safety (from meeting on 25 November 2008) • Business Continuity Management (from meeting on 18 December 2008) • Research Management (from meeting on 3 December 2008) 	Subcommittee Secretaries	
<p>Meeting 2 – Wednesday 18 March Agenda deadline – noon, Wednesday 4 March</p>		
To consider a report on progress with regard to performance against the 2009 targets in the 2009–2011 Enrolment Plan	Vice-President	
To consider enrolment planning parameters for the 2010–2012 Enrolment Plan	Vice-President	
To receive a report on the 2008 student satisfaction survey	Vice-President	
To consider a report on the financial performance of the University and its organisational units against their budgets as at 31 December 2008	Chief Financial Officer	
To receive a report on the student evaluation of teaching and units from semester 2, 2008	Vice-President	
To receive a report on low course and unit enrolments for trimester 3 2008	Deputy Vice-Chancellor (Academic)	
<p>To receive reports from meetings of the following subcommittees:</p> <ul style="list-style-type: none"> • Capital Expenditure (from meeting on 22 January) • Contracts Assessment • Deakin Student Experience Subcommittee (from meeting on 19 February) • Business Continuity Management (from meeting on 29 January) • Research Management (from meeting on 4 February) • Risk and Compliance Management (from meeting on 27 January) 	Subcommittee Secretaries	

Matter to be considered	Responsibility	Outcome
Meeting 3 – Wednesday 15 April Agenda deadline – noon, Wednesday 1 April		
To receive a progress report on the 2009 Enrolment Plan following the 31 March census date.	Pro Vice-Chancellor (Development)	
To consider the RAM allocations to Faculties and Institutes based on the information contained in the progress report on the 2009 Enrolment Plan following the 31 March census date.	Chief Financial Officer	
To consider proposed budget parameters for the framing of the University's operating and capital expenditure for 2010.	Chief Financial Officer	Finance and Business Affairs Committee (via the Chief Financial Officer)
To consider a proposed approach for the development of the 2010 operating expenditure budget	Chief Financial Officer	
To consider a proposed approach to the treatment of known 2009 budget variations	Chief Financial Officer	
To receive reports from meetings of the following subcommittees: <ul style="list-style-type: none"> • Access, Equity and Equal Opportunity (from meeting on 12 February) • Business Continuity Management (from meeting on 26 February) • Capital Expenditure (from meeting on 26 February) • Continuous Quality Improvement (from meeting on 16 February) • Contracts Assessment • Information Technology (from meetings on 26 February and 26 March) • Occupational Health and Safety (from meeting on 24 February) • Scholarships (from meeting on 10 March) 	Subcommittee Secretaries	
Meeting 4 – Wednesday 20 May Agenda deadline – noon, Wednesday 6 May		
To consider a draft 2010 Operational Plan	Vice-Chancellor	
To consider a report recommending any necessary revisions to Faculty and Institute 2009 budgets arising from revised RAM allocations.	Chief Finance Officer	
To consider proposed international (off shore) student tuition fees to apply in 2010	Pro Vice-Chancellor (International)	Finance and Business Affairs Committee (via the Pro Vice-Chancellor (International))
To receive a report on the student evaluation of teaching and units from trimester 3 2008	Pro Vice-Chancellor (Development)	

Matter to be considered	Responsibility	Outcome
To consider student contributions for CSP for 2010 following release of the Commonwealth budget and review domestic and international onshore fees arising from any changes in the CSP base for 2010	Pro Vice-Chancellor (Development)	
To consider an Indigenous Education Statement for inclusion in Deakin's Institution Assessment Framework submission	Director, Institute of Koorie Education	
To receive 2008 annual reports from Faculty Centres/Institutes	Deans	
To receive a report on the University's financial performance for the period ended 31 March and the forecast to 31 December 2009	Chief Financial Officer	Also reported to Finance and Business Affairs Committee (via the CFO)
To receive reports from meetings of the following subcommittees: <ul style="list-style-type: none"> • Business Continuity (from meeting on 26 March) • Capital Expenditure (from meeting on 2 April) • Contracts Assessment • Deakin Student Experience Subcommittee (from meeting on 16 April) 	Subcommittee secretaries	
<ul style="list-style-type: none"> • Information Technology (from meeting on 23 April) • Research Management (from meeting on 8 April) • Risk and Compliance Management (from meeting on 7 April) 		
Meeting 5 – Wednesday 17 June Agenda deadline – noon, Wednesday 3 June		
To consider a proposed Deakin Institution Assessment Framework (with the exception of the Indigenous Education Statement)	To be determined	
To consider a report on the status of risk registers, including consideration of the University Risk Register	Risk and Compliance Management Subcommittee	Audit and Risk Committee
To receive a report on low course and unit enrolments for trimester 1 2009	Deputy Vice-Chancellor (Academic)	
To receive reports from meetings of the following subcommittees: <ul style="list-style-type: none"> • Access, Equity and Equal Opportunity (from meeting on 16 April) • Business Continuity Management (from meeting on 23 April) • Continuous Quality Improvement (from meeting on 27 April) • Contracts Assessment 	Subcommittee Secretaries	

Matter to be considered	Responsibility	Outcome
PRC Performance Review and Planning Conference – 16–17 July		
To consider adjustments to the Resource Allocation Model for the 2010 budget.		
To provide advice to the Vice-Chancellor regarding 2010 allocations from the Strategic Growth and Operational Support Funds		
To consider the draft 2010–2012 Enrolment Plan		
To review the draft 2010 Operational Plan in light of preliminary budget information, including enrolment planning matters		
Meeting 6 – Friday 17 July		
Agenda deadline – noon, Friday 3 July		
To note proposed adjustments to the Resource Allocation Model for the 2010 budget, following their consideration at the Performance Review and Planning Conference	Chief Financial Officer	
To note preliminary decisions taken by the Vice-Chancellor in relation to 2010 allocations from the Strategic Growth and Operational Support Funds following their consideration at the Performance Review and Planning Conference	Vice-Chancellor	
To consider a summary of major capital projects identified to be funded in 2010	Capital Expenditure Subcommittee	
To consider the Deakin Coursework Scholarships Program for 2010	Scholarships Subcommittee	
To consider a report on the performance against the budget for the Scholarship Fund and a proposal for the following year's Fund.	Pro Vice-Chancellor (Development)	
To consider the draft 2010–2012 Enrolment Plan	Pro Vice-Chancellor (Development)	
To consider a biannual risk assessment of University controlled and associated entities	Risk and Compliance Management Subcommittee	Audit and Risk Committee
To consider a mid-year report on performance against 2009 enrolment targets set in the 2009–2011 Enrolment Plan, based on actual enrolments and forecasts following the first DEEWR submission	Pro Vice-Chancellor (Development)	
To receive a summary of the results for the 2008 Australian Graduate Survey of 2007 graduates	Pro Vice-Chancellor (Development)	
To receive the Faculties academic and general staff plan for 2010	Deputy Vice-Chancellor (Academic)	
To receive the Deakin University Animal Welfare Committee 2008 Annual Report	Deputy Vice-Chancellor (Research)	

Matter to be considered	Responsibility	Outcome
<p>To receive reports from meetings of the following subcommittees:</p> <ul style="list-style-type: none"> • Business Continuity Management (from meeting on 21 May) • Capital Expenditure (from meeting on 28 May) • Contracts Assessment • Deakin Student Experience Subcommittee (from meeting on 18 June) • Information Technology (from meeting on 28 May) • Occupational Health and Safety (from meeting on 9 June) • Research Management (from meeting on 3 June) • Scholarships (from meeting on 9 June) 	Subcommittee Secretaries	
<p>Meeting 7 – Wednesday 19 August Agenda deadline – noon, Wednesday 2 August</p>		
To review the tuition fee pricing principles and tuition fee-setting process for 2010 tuition fees	Pro Vice-Chancellor (Development)	
To receive a report on the University's financial performance for the period ended 30 June and the forecast to 31 December 2009	Chief Financial Officer	Also reported to Finance and Business Affairs Committee (via the CFO)
To receive mid year reports on the activities of DUELI and MIBT	Pro Vice-Chancellor (International)	
To receive a summary of the results for the 2008 Australian Graduate Survey of 2007 postgraduates	Pro Vice-Chancellor (Development)	
To receive a summary of the 2008 AGS reports regarding Graduate Destinations, Graduate Salaries and Graduate Course Experience	Pro Vice-Chancellor (Development)	
To receive a mid year progress report on the 2009 Enrolment Plan	Pro Vice-Chancellor (Development)	
To receive the University's 2010 Schedule of Meetings, including PRC's meeting dates	Secretary	

Matter to be considered	Responsibility	Outcome
<p>To receive reports from meetings of the following subcommittees:</p> <ul style="list-style-type: none"> • Access, Equity and Equal Opportunity (from meeting on 18 June) • Business Continuity Management (from meeting on 18 June) • Capital Expenditure (from meeting on 2 July) • Continuous Quality Improvement (from meeting on 22 June) • Contracts Assessment • Information Technology (from meeting on 25 June) • Risk and Compliance Management (from meeting on 30 June) 	Subcommittee Secretaries	
PRC Budget Conference – 17–18 September		
To finalise decisions taken by the Vice-Chancellor in relation to 2010 allocations from the Strategic Growth and Operational Support Funds following their consideration at the Performance Review and Planning Conference	Vice-Chancellor	
To consider the draft 2010 University budget		
To consider the 2010-2012 Capital Expenditure Plan		
Meeting 8 – Friday 18 September		
Agenda deadline – noon, Friday 4 September		
To consider the University's draft 2010 Operational Plan	Vice-Chancellor	Council (via the Vice-Chancellor)
To consider the draft 2010 University budget	Chief Financial Officer	Finance & Business Affairs Committee (via the Chief Financial Off)
To consider the 2010-2012 Capital Expenditure Plan	Capital Expenditure Subcommittee	Finance and Business Affairs Committee (via the Chief Financial Officer)
To receive a progress report on the 2009 Enrolment Plan	Pro Vice-Chancellor (Development)	
To receive a summary of the Graduate Careers Australia Postgraduate Destinations 2008 and Postgraduate Research Experience 2008	Pro Vice-Chancellor (Development)	
<p>To receive reports from meetings of the following subcommittees:</p> <ul style="list-style-type: none"> • Business Continuity Management (from meetings on 16 July and 13 August) • Capital Expenditure (from meeting on 20 August) • Contracts Assessment • Information Technology (from meeting on 23 July) • Research Management (from meeting on 5 August) 	Subcommittee Secretaries	

Matter to be considered	Responsibility	Outcome
Meeting 9 – Wednesday 14 October Agenda deadline – noon, Wednesday 30 September		
To consider the draft Internal Audit Plan for 2010	Internal Auditor	
To receive a report on the student evaluation of teaching and units from trimester 1 2009	Pro Vice-Chancellor (Development)	
To consider the Information Technology Plan 2009–2011	Information Technology Subcommittee	
To consider the annual report on Asset Management	Chief Financial Officer	Audit and Risk Committee
To receive reports from meetings of the following subcommittees: <ul style="list-style-type: none"> • Access, Equity and Equal Opportunity (from meeting on 20 August) • Business Continuity Management (from meeting on 10 September) • Continuous Quality Improvement (from meeting on 24 August) • Contracts Assessment • Deakin Student Experience (from meeting on 3 September) • Information Technology (from meeting on 27 August) • Occupational Health and Safety (from meeting on 8 September) 	Subcommittee Secretaries	
Meeting 10 – Wednesday 18 November Agenda deadline – noon, Wednesday 4 November		
To receive a report on the University's financial performance for the period ended 30 September and the forecast to 31 December 2009	Chief Financial Officer	Also reported to Finance and Business Affairs Committee (via the CFO)
To consider Marketing Division and Deakin International reports and recommendations on the rates of increases for both undergraduate and postgraduate units by discipline level for 2011 and a proposed schedule of fees based on the recommended percentage increases contained in the reports.	PVC(I), PVC(D)	Finance and Business Affairs Committee's February 2010 meeting (via Vice-President)
To receive a report on outcomes against Enrolment Plan targets	Pro Vice-Chancellor (Development)	
To receive a report on the 2009 Timely VTAC Popularity Polls	Pro Vice-Chancellor (Development)	
To receive a report on low course and unit enrolments for trimester 2 2009	Deputy Vice-Chancellor (Academic)	
To consider the reappointment of PRC nominees on subcommittees	Secretary	

Matter to be considered	Responsibility	Outcome
To consider the Committee's draft 2010 Schedule of Business	Secretary	
To receive reports from meetings of the following subcommittees: <ul style="list-style-type: none"> • Business Continuity Management (from meeting on 8 October) • Deakin Student Experience Subcommittee (from meeting on 22 October) • Information Technology (from meeting on 24 September) • Research Management (from meeting on 7 October) • Scholarships (from meeting on 13 October) 	Subcommittee Secretaries	
Meeting 11 – Wednesday 16 December Agenda deadline – noon, Wednesday 2 December		
To receive report on the PRC self review process	Secretary	
To receive a report on the VTAC pop polls	Pro Vice-Chancellor (Development)	
To receive a report of member attendance at PRC meetings in 2009	Secretary	
To receive: <ul style="list-style-type: none"> • a list of those courses for which course continuation has been approved in 2009 • a list of those courses for which course continuation expires on 31 December and a course continuance application or a request for postponement of a scheduled course continuance has not been approved 	Secretary	
To receive a list of those courses for which strategic approval expires at the end of 2010	Secretary	
To receive reports from meetings of the following subcommittees: <p>Business Continuity Management (from meeting on 5 November)</p> <ul style="list-style-type: none"> • Capital Expenditure (from meeting on 29 October) • Continuous Quality Improvement (from meeting on 19 October) • Contracts Assessment • Information Technology (from meeting on 29 October) • Risk and Compliance Management (from meeting on 27 October) 	Subcommittee Secretaries	