

2024 Chancellor's Advisory Committee Business Schedule

Term of Reference	Item No.	Item in Agenda	Responsibility	Outcome	Feb 1	Mar 12	May 14	Aug 6	Oct 11
Council and Committee Membership									
1. 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.	1.1	Review expiry dates of Council members' terms.	Committee Council Secretary	To plan succession and smooth staggering of terms	X				
	1.2	Review Council skills matrix.	Committee Council Secretary	To review and update matrix and identify priority skill needs	X				
	1.3	Review List of Prospective Council members.	Committee	To review and update List	X				
	1.4	Recommendations regarding proposed appointments of Council appointed members	Committee	To recommend to Council		X			X
2. To make recommendations to the Minister regarding the proposed appointment of members of Council by the Governor in Council.	2.1	Recommendations regarding proposed appointments to members appointed by the Governor in Council for vacancies arising in January 2025 (positions expiring Gungadin, Williams).	Chancellor advised by Committee	To recommend to the Minister and advise Council			X		
3. To advise Council on the appointment of one or more Deputy Chancellor in accordance with section 8 of the Deakin University Statute and section 8 of the Council Regulations	3.1	Set timelines and call for Eols for Deputy Chancellor positions ahead of expiry of incumbents' terms	Chancellor Council Secretary	To recommend to Council		X			X
4. To make recommendations to Council on the appointment of chairpersons and members of committees of Council.	4.1	Recommendations on the appointment of Chairs, Deputy Chairs and members of committees of Council.	Committee	To recommend to Council					X
Corporate Governance Legislation, Codes and Best Practice									

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5. To advise Council on and to make recommendations to Council regarding:	5.1	a) To be dealt with as required	Committee supported by General Counsel and Council Secretary	To recommend to Council					X review
		b) the performance of Council and the terms of reference, composition and rules of operation of committees of Council both generally, and in particular, at the times at which Council and standing committees of Council review their own performance.	b) Report on implementation of action plan arising from 2023 Council performance review Report on governance components of University Accord process	Council Secretary Chancellor	Report to Council Report to Council	X and as req			X
c) the conduct, maintenance and orderly review of Council operations including, but not limited to, the annual review of:	5..	i) Reviews of: Council Charter Council Operating Provisions Operating Provisions for Committees of Council	Council Secretary	To recommend or report to Council			X	X	X
							X		
		ii) 2025 Council business schedule	Council Secretary	Receipt by Council					
		vi) Report to Council on Council standing delegations and their use	Council Secretary	Direct report to Council	X	X	X	X	X
v) Consider proposed programs for Council meetings	Committee	To refine or endorse proposed programs	X	X	X	X	X		

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d) the University's compliance with the corporate governance responsibilities set down in legislation, codes and policy, including:	5.4	i) Governance section of University Annual Report	Council Secretary	Recommendation to Council	X						
		ii) Annual review of Council's fulfilment of its business schedule	Council Secretary								X
		iii) TEQSA re-registration progress reporting	Council Secretary supported by Director Academic Governance and Standards								
d) such further or other corporate governance responsibilities as Council may refer to it.											
Dealing with certain Matters on behalf of Council											
6. To advise Council in regard to matters which the Committee considers need to be dealt with before the next scheduled meeting of Council in accordance with section 7c of the Deakin University Statute.	6.1	To consider as required	Committee	Chancellor approval on Council's behalf in respect of referred matters (to be reported to first available meeting of Council)	As required by urgent matters						
7. 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.	7.1	To consider as required	Committee	Advice to Council or action on behalf of Council (to be reported to first available meeting of Council)	As required by Council resolutions						

Other matters

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8. 2025 Chancellor's Advisory Committee meeting schedule.	8.1	2025 meeting schedule	Secretary	To endorse					X

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