

2021 Chancellor's Advisory Committee Business Schedule

Term of Reference	Item No.	Item in Agenda	Responsibility	Outcome	Jan 29	April 16	June 4	Aug 19	Oct 29
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 pursuant to Council Regulations	Committee to advise Chancellor	Determination by Chancellor on behalf of Council and reporting to Council at first available meeting	As required, pursuant to Council Regulations				
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	Review expiry dates of Council members' terms.	Committee	To plan succession and smooth staggering of terms	X				
	2.2	Review Council skills matrix.	Committee	To review and update matrix and identify priority skill needs		X			
	2.3	Review List of Prospective Council members.	Committee	To review and update List		X			
	2.4	Recommendations regarding proposed appointments of Council appointed members, including for any vacancies arising in January 2022.	Committee	To recommend 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	Recommendations regarding proposed appointments to members appointed by the Governor in Council for vacancies arising in January 2022.	Chancellor advised by Committee	To recommend to the Minister and advise Council			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: (i) Deputy Chancellors (ii) Chairs, Deputy Chairs and members of committees of Council.	Chancellor advised by Committee	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 times at which Council and standing committees of Council review their own performance;	5.1	a) Reports 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 governance protocols and standards	a) Secretary	a) To consider the report and recommend its receipt by Council					X

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<p>b) the conduct, maintenance and orderly review of Council operations including, but not limited to, the annual review of:</p> <p>i. Council's obligations and powers under University legislation;</p> <p>ii. the annual schedule of Council business;</p> <p>iii. Council Operating Provisions (rules of operation)</p> <p>iv. the register of standing Council resolutions and delegations.</p> <p>c) the University's compliance with the Provider Standards set down by the Tertiary Education Quality and Standards Agency; and</p> <p>d) such further or other corporate governance responsibilities as Council may refer to it.</p>		b) Draft Deakin University Annual Report 2020, except the financial statements and statutory reporting, including statements of compliance with the corporate governance standards set down in the higher education threshold standards and the Voluntary Code of Best Practice for the governance of Australian universities.	b) Vice-Chancellor	b) To review the chapters on Operations and Governance for the University's Annual Report and recommend their approval to Council	X				
	5.2	2021 review of Council and Committees: - approve questionnaire - consider results and recommendations to Council	Council Secretary			X		X	
	5.3	Review Committee Operating Provisions.	Secretary	To review and recommend to Council				X	X
	5.4	Review of delegations register, actions taken under delegation and matters requiring Council decision	Secretary	To review and recommend to Council					X
	5.5	Report on any issues arising from 2020 updates to Deakin University Council Charter and Council Operating Provisions.	Secretary	To review and report			X		
	5.6	2022 Council business schedule.	Secretary	To recommend to Council			X		
	5.7	Program for the 2022 Council Strategy Conference.	Vice-Chancellor	To review					X
	5.8	2022 Chancellor's Advisory Committee business schedule.	Secretary	To approve					X
	5.9	2022 Professional Development program.	Secretary	To approve			X		
	5.10	Any other matters requiring conclusion in 2021 or consideration ahead of 2022.	Chancellor advised by Committee						X

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6. 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.	6.1	To consider as required.	Secretary	To act on Council's behalf in respect of referred matters and to report to Council		As required by Council resolutions			

Other matters

Term of Reference	Item No.	Item in Agenda	Responsibility	Outcome	Jan 31	April 17	July 3	Aug 21	Oct 23
7. Report on fulfilment by the Chancellor's Advisory Committee of its 2021 business schedule.	7.1	To consider report on fulfilment of business schedule including any actions on matters conferred by Council and taken under delegation from Council as at 5.1a above.	Secretary	To endorse, forward to Council and publish on Council website					X
8. 2022 Chancellor's Advisory Committee meeting schedule.	8.1	2022 meeting schedule.	Secretary	To endorse			X		
9. 2022 Chancellor's Advisory Committee business schedule.	9.1	Develop 2022 Chancellor's Advisory Committee business schedule as at 5.8 above.	Secretary	To approve					X

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