

CHANCELLOR'S ADVISORY COMMITTEE'S FULFILMENT OF ITS 2019 BUSINESS SCHEDULE

The Chancellor's Advisory Committee fulfilled all of its responsibilities in 2019 as set out in the below table.

In particular in 2019 the Committee:

- advised the Chancellor on the approval of three matters on behalf of Council:
 - the appointment of Mr David St. John as an expert member of the Investment Committee
 - changes to the term of the University's loan to Carbon Revolution pending the outcome of its capital raising
 - further investment in LeMond Composites in the context of its Series A capital raising
- set the framework for the 2019 Council Performance Review, considered the report from the Review and recommended the Action Plan to Council for approval
- made recommendations to Council and the Minister on the (re) appointment of Council and Government appointed members respectively
- made recommendations to Council on the appointments of Deputy Chancellors, Committee Chairs and Committee Members from 1 January 2020
- provided feedback to the Legislation Committee on elements of the proposed new University Statute and Council Regulation.

The below table also sets out the report on the exercise of delegated authority held by the Chancellor and the Committee. All delegations continue to be current and appropriate.

All of the Committee's recommendations to Council were approved.

12 December 2019

Terms of Reference	Actions	Outcomes	Achieved
<p>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.</p>	<p>Matters approved by the Chancellor on behalf of Council The Committee advised the Chancellor on matters requiring action ahead of a Council meeting.</p>	<p>Each of these matters was approved, implemented and reported to the next meeting of Council.</p>	<p>Yes</p>
<p>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.</p>	<p>(Re)appointments of Council appointed members The Committee reviewed Council's skill matrix and the schedule for expiry of Council members' terms and paid particular attention to terms expiring in 2019 (Meeting 1 2019).</p>	<p>The Committee approved updates to Council's skills matrix and the list of prospective Council members.</p>	<p>Yes</p>
	<p>The Committee (in the absence of Ms Kathy Grigg) recommended to Council that Ms Kathy Grigg be reappointed as Council appointed member from 1 January 2020 to 30 June 2021.</p>	<p>Council reappointed Ms Kathy Grigg as a Council appointed member from 1 January 2020 to 31 June 2021. Mr Stephen Bubb and Mr Richard Carr joined Council from 1/1/2019 as Council appointed members following approvals in 2018. Mr Jean-Marc Kurban joined Council as the elected student member from 1/1/2019.</p>	<p>Yes</p>
<p>3. To make recommendations to the Minister on proposed Government appointed members of Council.</p>	<p>(Re)appointments of Government appointed members The Committee recommended the following (re)appointments of Government appointed members of Council:</p> <ul style="list-style-type: none"> • Ms Carol Boyer-Spooner for a further term of office until 31 December 2021 • Ms Miranda Douglas-Crane for a further term of office until 31 December 2021 • Mr Ryan Leemon as a new appointee from 1 July 2019. 	<p>The Chancellor and Vice-Chancellor met with the Hon Gayle Tierney, Minister for Training and Skills and Minister for Higher Education on 8 February 2019 to discuss Deakin's proposed appointments. The Government approved Deakin's three recommended appointments in June 2019. Mr Leemon joined Council from 1 July 2019 and received his induction session on 25 July 2019.</p>	<p>Yes</p>
	<p>Appointment Guidelines The Committee considered amendments to the Guidelines on the Appointment and Remuneration of Council Members (Meeting 5, 2019).</p>	<p>The Committee recommended amendments to the Guidelines on the Appointment and Remuneration of Council Members to Council at its meeting on 14 November 2019. The amendments especially address Government expectations regarding open and competitive appointment processes.</p>	<p>Yes</p>

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<p>4. To make recommendations to Council on the appointment of chairpersons and members of committees of Council.</p>	<p>Appointment of Deputy Chancellors The Committee made recommendations to Council on the appointment of Deputy Chancellors.</p>	<p>Council appointed the following Deputy Chancellors for 2020 alongside Ms Philippa Kelly:</p> <ul style="list-style-type: none"> • Ms Kathy Grigg reappointment to 30/06/2021 • Mr Peter Niblett to 31/12/2020. <p>Council noted that Mr Niblett's appointment as a third Deputy Chancellor was a special arrangement for 2020 to ensure that there was a Deputy Chancellor based in Geelong for this year.</p>	<p>Yes</p>
	<p>Appointments to Committees of Council The Committee considered (re)appointments to Committees of Council from 1/1/2020 at its meeting on 25 October 2019 (Meeting 5, 2019).</p>	<p>The Committee made recommendations for (re)appointments to Committees to the Council meeting on 14 November 2019.</p>	
<p>5. To advise Council on and to make recommendations to Council regarding:</p> <p>a) 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 committees of Council review their own performance;</p> <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>University Annual Report The Committee reviewed the Report of Operations and Governance sections of the 2019 University Annual Report including statements of compliance with TEQSA provider standards and the Voluntary Code of Best Practice for the Governance of Australian Universities.</p>	<p>The 2019 University Annual Report was approved by Council on 21 March 2019 and tabled in the Victorian Parliament on Wednesday 1 May 2019.</p>	<p>Yes</p>
	<p>2019 Council Performance Review The Committee set the framework for the 2019 review of Council by an external reviewer; facilitated the appointment of the reviewer; and considered the report and action plan from the review.</p>	<p>A targeted call for EoIs to conduct the Council review was issued in March 2019 and reviewer was selected to conduct the review by a committee comprising the Chancellor, Deputy Chancellor Grigg and Council Secretary.</p> <p>The review was conducted in June and July 2019.</p> <p>The Chancellor's Advisory Committee considered the report from the review and proposed action plan at its meeting on 16 August 2019. The Committee endorsed the action plan for consideration by Council.</p> <p>Council considered the report from the review and, subject to certain additions and areas of emphasis, approved the action plan for implementation.</p>	
	<p>Professional development program for Council In addition to recommendations arising from the 2019 Council Performance Review the Committee considered reports on the availability of the AICD-UCC training program in University governance.</p>	<p>Three members attended the AICD-UCC training course in University governance in 2019. The attendees reported back on the course to the next available Council meeting.</p>	

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(iii) Council Operating Provisions; (iv) registers pertaining to standing Council resolutions and delegations; c) the University's compliance with the Provider Standards attached to the Tertiary Education Quality and Standards Agency Act (TEQSA) 2010; and d) such further or other corporate governance responsibilities as Council may refer to it.		A number of Council members unable to attend the training in 2019 have registered their interest for 2020.	
	Council meeting and business schedule The Committee considered Council's 2020 meeting and business schedules.	The Committee recommended the 2020 Council meeting and business schedules to Council for approval.	
	Reports on current matters The Committee considered oral reports from the Chancellor and Vice-Chancellor on current matters at each meeting and provided advice on those matters.	Council received the minutes of all Committee meetings and oral reports from the Chancellor and Vice-Chancellor on current matters.	
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.	Please see term of reference 1.		Yes

OTHER MATTERS

Matter	Actions	Outcomes	Achieved
Report on fulfilment of 2019 business schedule.	The Committee considered and endorsed at its meeting on 25 October 2019.	Reported to Council on 12 December 2019 (along with similar reports from other Committees) and published on Council's website afterwards, excluding any confidential matters.	Yes
2020 Chancellor's Advisory Committee business schedule.	The Committee considered its 2020 business schedule at its meeting on 25 October 2019.	Reported to Council on 12 December 2019 (along with similar reports from other Committees) and published on Council's website afterwards, excluding any confidential matters.	Yes

ACTIONS TAKEN BY THE CHANCELLOR AND THE CHANCELLOR ADVISORY COMMITTEE EXERCISING DELEGATED AUTHORITY, 2018

Delegation	To Whom	Actions taken under delegation	Reporting / Recording
Authority to act on Council's behalf, on the advice of Chancellor's Advisory Committee, on urgent matters that cannot wait until the next meeting of Council.	Chancellor on advice from the Chancellor's Advisory Committee	The Committee advised the Chancellor on matters requiring action ahead of a Council meeting.	Outcomes on each of the matters were reported to Council on approval or to the next available meeting of Council as appropriate.
Delegation to the Chancellor of the power to confer academic awards of the University.	Chancellor or, in the absence of the Chancellor, a Deputy Chancellor	Conferral of academic awards to duly qualified graduands as per schedule of graduation ceremonies.	Recorded on list of graduands maintained by the Division of Student Administration.
Authority to make recommendations to the Minister regarding the proposed appointment of members of Council by the Governor.	Chancellor on advice from the Chancellor's Advisory Council	The Chancellor and Vice-Chancellor met with the Hon Gayle Tierney, Minister for Training and Skills to discuss Deakin's Government appointments. On the advice of the Chancellor's Advisory Committee the Chancellor approved three recommendations to the Minister for Government appointments to Council.	Reported and updates provided to Council at first available meeting.
To conduct the annual review of the Vice-Chancellor's performance and remuneration and make relevant recommendations to the Remuneration Committee.	Chancellor	The Chancellor conducted the 2019 performance review for Professor Jane den Hollander in June 2019 and made recommendations arising to the Remuneration Committee by circular resolution. The Chancellor conducted the 2019 performance review for Professor Iain Martin in December 2019 and made relevant recommendations by circular resolution to the Remuneration Committee.	Outcomes reported to first available meeting of Council.
Approval for student member of Council to intermit their studies while retaining status of an enrolled student.	Chancellor	In accordance with Regulation 2.1(1) – <i>The Council</i> the Chancellor may confer approval for the student member of Council to intermit their studies without losing the status of an enrolled student.	Approval conferred in accordance with a submission from one member. Relevant advise provided to the University Registrar.