

REVIEW OF UNIVERSITY COMMITTEE STRUCTURES

At its March meeting Council agreed to establish a Working Group to Review Governance Committee Structures, which should seek to distinguish those matters properly determined by Council from those properly dealt with by the Vice-Chancellor and senior management, and bring forward recommendations for a simplified committee structure. The Group comprised the Chancellor, Deputy Chancellors, Vice-Chancellor, President of the Academic Board and the Chair of the Human Resources Committee, and was to be advised by the Senior Vice-Principal and University Secretary.

The Working Group met twice, on 3 August and 25 August, and considered a paper prepared by the Senior Vice-Principal and the University Secretary, together with submissions from the Vice-Principal (Human Resources), Faculty General Managers, the Director Sport and Physical Recreation, the Chair of the Access and Equity Committee, the Chair of the Interim Student Representative Committee and the Manager, Equity and Diversity.

Subject to certain provisos which have been incorporated below, Council at its 5 September meeting gave in principle endorsement to the following recommendations of the Working Group regarding Council Committees, on the understanding that the necessary formal recommendations of amendments to terms of reference etc would be brought to a subsequent meeting, with a view to having the amended committee structures in place from 1 January 2006.

Executive Committee

1. That the Executive Committee of Council be disestablished

University Relations Committee

2. That a new University Relations Committee of Council be established, to advise on strategies for enhancing the interface between the University and the external community, including in particular the area of advancement. (Proposals will be submitted to Council through Planning and Budget Committee for an Advancement Committee to operate as a PBC Sub-Committee, and the University Relations Committee will consider and advise Council on priorities and programs recommended by the Advancement Committee)

Finance Group

3. That the monitoring of commercial operations and the performance of University companies and "auxiliary operations" of the University (MTC, the bookshop, Childcare, etc.) be consolidated as the responsibility of the Subsidiaries Sub-Committee. Biannual reports should be submitted to Council to improve its understanding of the operations of these bodies.
4. That the name of the Subsidiaries Sub-Committee be reviewed by Finance Committee

5. That Finance Committee review its processes for overseeing financing strategies and other capital management issues (such review may lead to a recommendation that a Capital Management Sub-Committee be established).
6. That the Audit and Risk Committee be re-established as a committee reporting directly to Council (and also reporting to Finance Committee on matters relevant to it), and take up additional responsibility for monitoring the probity of contracting and tendering processes

Legislation and Trusts Group

7. That the amendments to the terms of reference for the Legislation and Trusts Committee (clarifying the respective roles of the Committee and the Vice-Chancellor) prepared by the General Counsel for recommendation by that Committee to Council be approved.
8. That the Russell and Mab Grimwade Miegunyah Fund Committee report to Council through the Legislation and Trusts Committee.

Buildings and Estates Group

9. That, in view of the proposals to be submitted to Council through Planning and Budget Committee for the Capital Projects Committee and the Information Strategy Committee to be amalgamated as a University Infrastructure Committee, Buildings and Estates Committee terms of reference be broadened to enable it to consider and advise Council on capital project and infrastructure priorities and the related annual program recommended by the University Infrastructure Committee. (The arrangement will be similar to that currently adopted in the financial area, where Finance Committee receives the proposed annual budget from PBC for recommendation to Council.)
10. That in addition to its current role of developing University land use plans and monitoring compliance with them, the Committee should monitor the external design, appearance, and impact on external communities of University structures, as well as the impact of non-University structures (e.g. college buildings, tram stops, Swanston Street projects immediately opposite the campus) on the University.
11. That the Landscape Advisory Group which previously reported to the Capital Projects Committee in future report to the Buildings and Estates Committee
12. That except in so far as required for the Committee to carry out its duties proposed in recommendation 10, neither management matters (such as how to house the latest Federation Fellow) nor projects not cleared by the University Infrastructure Committee should be submitted to the Buildings and Estates Committee

13. That the Committee considering its altered responsibilities review its title and bring forward a recommendation to Council.

Human Resources Group

14. That the Committee of Staff Salaries be restructured as the Remuneration and Employment Conditions Committee, its terms of reference being revised to ensure that they encompass all matters currently dealt with by COSS as well as any other governance level issues in relation to conditions of employment and benefits for staff.
15. That the Senior Appointments Committee be restructured as the Honours Committee, its terms of reference being revised to concentrate its responsibilities to focus on proposals for national honours, honorary doctorates, designation of professors as laureate professors, eminent scholars and Vice-Chancellor's Fellows. (The current Eminent Scholars Panel to be disbanded.)
16. That the Human Resources Committee be disestablished (Proposals will be submitted to Council through Planning and Budget Committee for a Human Resources Advisory Committee to operate as a PBC Sub-Committee.)
17. That a decision on whether to disestablish the Equal Employment Opportunity Committee be deferred. (Proposals will be submitted to Council through Planning and Budget Committee for a new Diversity and Equity Committee to operate as a PBC Sub-Committee. Any decision regarding the replacement of the Equal Employment Opportunity Committee with a Diversity and Equity Committee is to be deferred until Council has the opportunity to review an outline of the justification for the change and the proposed terms of reference for the new committee.)
18. That there be no governance level involvement in selection for, or approval of appointment to, professorial level positions. (The Vice-Chancellor will set up an advisory committee to have oversight of this area.). Selection committees for Chairs and for Professorial Fellowships will not be part of the governance committee structure, though they may include a member of Council if there are particular circumstances to make that appropriate.

Semi-Autonomous Bodies

19. That a decision on whether to add Melbourne University Sport to this group, with its structure established by regulation and its budget and financial statements monitored by the Subsidiaries Sub-Committee, be deferred until further consultation with stakeholders has taken place.

Meeting Schedules for Council Committees

20. That each Committee of Council review its meeting cycle so that it reflects the timing of its business rather than merely adopting a

monthly pattern, e.g. adjust meeting requirements to reflect the peaks and troughs of their annual business, or simply meet on a two-monthly or quarterly pattern. With the exception of Finance Committee, no Council committee or sub-committee is to be scheduled to meet on a monthly basis.

Academic Board Committees

The Working Group considered the views expressed by the Senior Vice-Principal and the University Secretary on a possible restructuring of Academic Board committees. The Group also considered a report from the President of the Academic Board on these matters. The Working Group made some suggestions to the President, and she will report separately to Council in due course when the Academic Board has considered such matters.

Management Committees

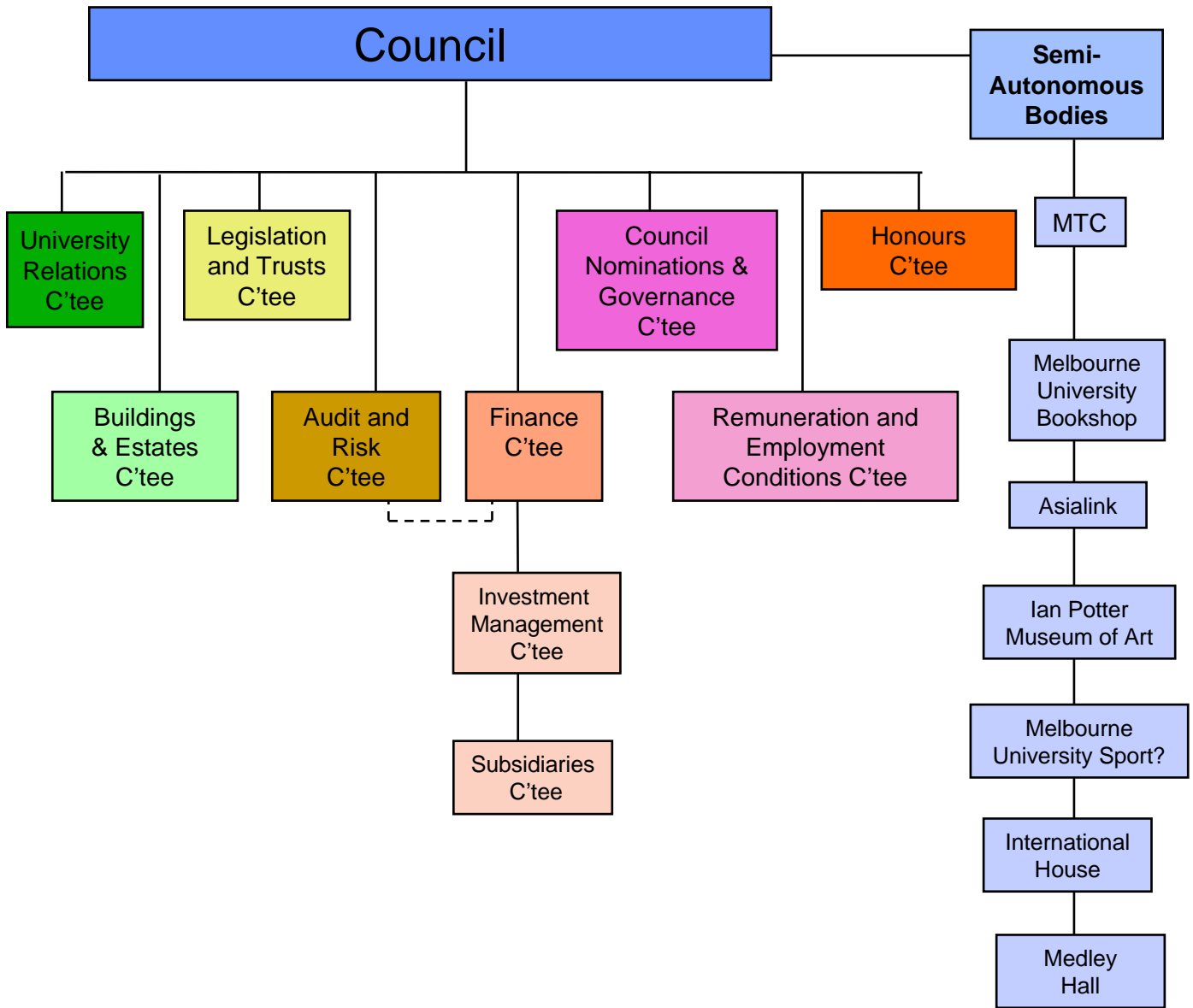
The Vice-Chancellor will report separately on the proposed restructure of the management committees which report to him or to Planning and Budget Committee.

Charts of the New Structure Proposed

Charts illustrating the proposed committee structures for Council and the Planning and Budget Committee are attached for information. It should be noted that the PBC proposals include discontinuation of any of the existing committees reporting through the Vice-Chancellor which have not been continued as part of the Planning and Budget Committee substructure.

Ian Renard
Chancellor

Council Committees



Planning and Budget Committee and Reporting Committees

