The University Council has in place protocols which describe the basis on which Council, Council committees and members of Council are expected to interact with the executives of the University. The Standing Resolutions of Council states:

29 Relationship between Council and management:

(1) Council receives advice from:
   (a) the Vice-Chancellor on the affairs, concerns, finances, projects and property of the University; and
   (b) Academic Board on academic policy.

(2) Members of Council may, when the occasion warrants, provide informal advice and guidance to the Vice-Chancellor, the President of the Academic Board and senior executives in the University.

(3) Members of Council or Council committees may give directions to University executives or employees:
   (a) if the Vice-Chancellor expressly or impliedly consents; or
   (b) through the formal processes of Council or Council Committees or the boards of controlled entities which include Council members.

(4) Apart from (3), communication between Council members and University staff appointed by the Vice-Chancellor is not permitted except through the University Secretary.

(5) The protocols in (3)(a) and (b) do not constrain the right of members of Council to obtain advice directly from the University Secretary or the Vice-Chancellor.

University of Melbourne executives and employees are asked to note the following protocols for management communications with the Chancellor and members of Council (The 2018 membership of Council is attached as Appendix 1).

Protocols

1. The University Secretary is responsible for managing the interface between governance and management.

2. All communications between Council members, including the Chancellor, and University executives or employees (with the exception of the Vice-Chancellor) should be through the University Secretary.

3. University executives or employees should not approach Council members directly, except in the following circumstances:
   - Where the communication is with the consent of the Vice-Chancellor;
   - In the context of the formal business of Council or Council committee meetings; and
   - Where members of Council approach executives or employees for information or advice, in which case the University Secretary should be informed or copied into the correspondence.
4. All correspondence addressed to the Chancellor should be directed to Chancellor@unimelb.edu.au. Diary queries for the Chancellor may be sent to Ms Amanda Currie (a.currie@unimelb.edu.au). All other queries should be forwarded to the University Secretary, Dr Gioconda Di Lorenzo (gdlo@unimelb.edu.au).

5. Invitations addressed to the Chancellor and Council members for attendance at University events should be directed through the University Secretary.

6. The University Secretary will not release the personal contact details of Council members under any circumstances.
Appendix 1

2018 Council Membership

Council Members
Allan Myers, AC QC (Chancellor)
Professor Glyn Davis, AC (Vice-Chancellor)
Professor Nilss Olekains (President of Academic Board)
Martyn Myer, AO (Deputy Chancellor)
Jane Hansen (Deputy Chancellor)
Wendy Stops
Mark Leibler, AC
The Hon Justice John Middleton
Ross McPherson
Professor Joseph Sung
Dr Helen Szoke
Professor Marilys Guillemin
Tyson Holloway-Clarke

Further information on Council members