



**MELBOURNE LAW SCHOOL**  
Australia's first, Australia's global

# **Structure and Governance Arrangements**

This page blank for printing

## Faculty Structure

---

### **Departments**

Melbourne Law School is a single department Faculty.

### **Centres and Institutes for Research and Research Training**

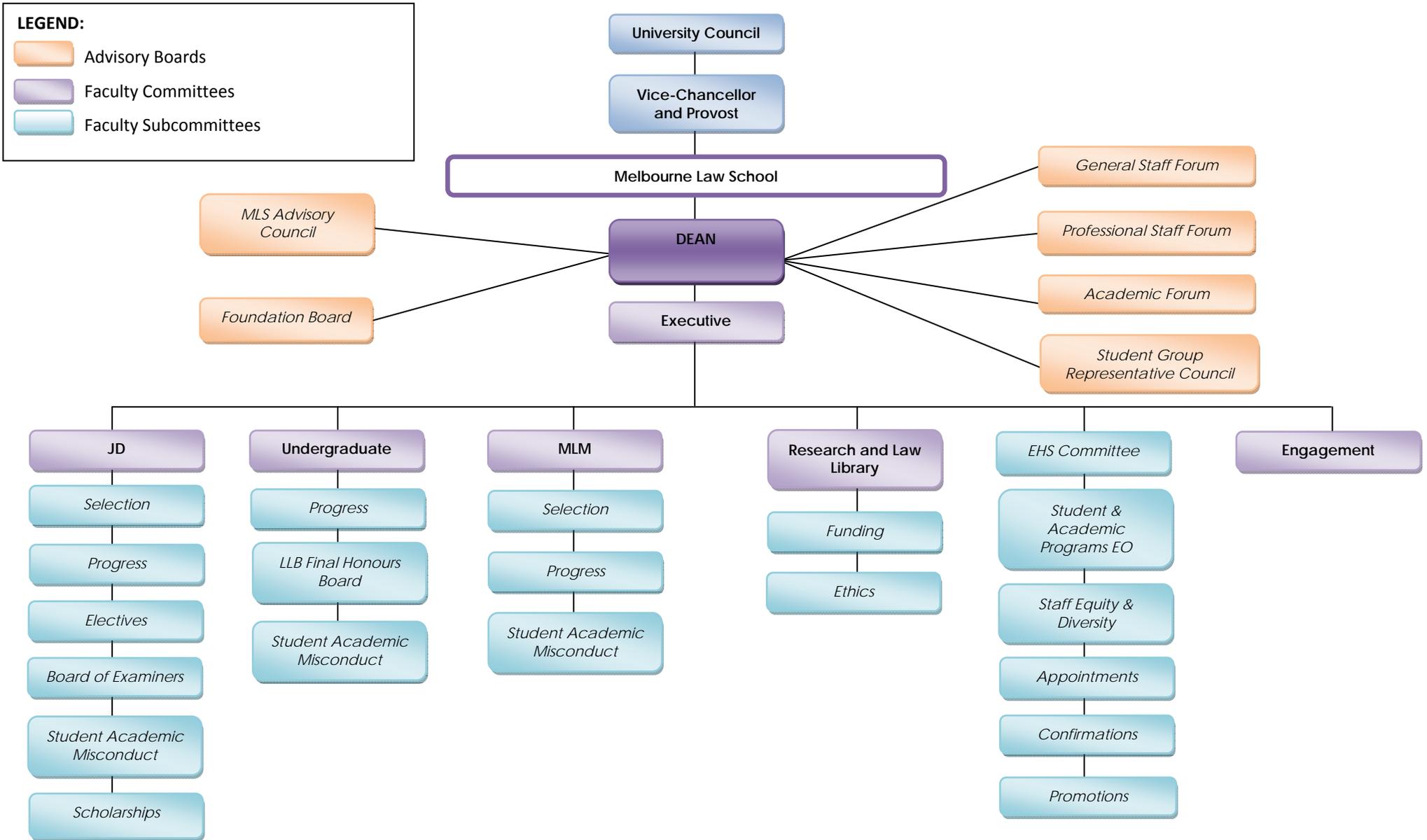
Details of MLS centres and institutes for research and research training can be found in the central list on University Secretary's web site: this list is regularly up-dated

<http://www.unimelb.edu.au/Statutes/contents.html#S5>

### **Other Academic Units**

There are no other academic units in MLS.

# Overview



The overview chart on the previous page shows reporting lines for each board, committee and sub-committee. The supervisory committee or individual has responsibility for receiving reports from the other boards, committees or sub-committees and for broadly ensuring that they carry out their assigned roles. Supervisory committees may also consider matters of policy as to the continued need for, operation or scope of activities of a board, committee or sub-committee either at the request of the reporting body or on their own motion. Each of the subcommittees reports to the relevant Faculty committee and not to any other sub-committee.

Some of the subcommittees, particularly those with involvement in student selection, progress and misconduct, ethics approval and the award of scholarships are not subject to oversight by the committee to which they report with respect to particular decisions where those decisions are taken under relevant University statutes or regulations. In such cases, there are usually other mechanisms in place for review of the decisions of such bodies.

The provisions of this document are subject to the overriding provisions of University legislation and policies.

While the centres and institutes are not part of the MLS governance structure, they play an important role in assisting MLS to carry out high quality research, teaching and engagement. The Directors of the centres and institutes will be consulted with respect to any changes to MLS policy or practice that impacts on centres or institutes.

# 1 Executive

---

## Purpose

The Executive is the senior management group of Melbourne Law School (MLS) with overall responsibility for making recommendations to the Dean on the strategic development of MLS teaching, research and engagement activities. Executive is responsible for obtaining and providing input on matters of key strategic importance to MLS and works to ensure the academic leadership and management required to facilitate a collegial, productive and safe working environment within MLS.

## Terms of Reference

The role of the Executive is:

- To advise the Dean in the governance of the MLS
- To formulate and periodically review the MLS Strategic Plan, which informs MLS business planning
- To develop and review strategies and policies
- To oversee the strategic and operational activities of the MLS in the implementation of the Strategic Plan
- To review and approve recommendations from MLS committees
- To ensure effective and collegial governance of the MLS through its committees, establishing committees and working groups as may be necessary for the conduct of its business
- To monitor and ensure continuing performance against the Strategic Plan of all aspects of the MLS
- To advise the Dean on the performance of the teaching and learning, research and engagement activities within MLS and on policies that will improve their performance
- To oversee the MLS budget, and to advise the Dean on the management and allocation of revenue and resources
- To ensure compliance with Environmental Health and Safety legislation and policies

## Reports

The Executive reports to the Dean.

## Reporting

The following committees have been established as operational committees reporting to Executive.

The terms of reference and composition of these committees will be reviewed annually and may be amended or disbanded by Executive as required.

- JD Committee
- Undergraduate Committee
- LLB Final Honours Board
- MLM Committee
- Engagement Committee
- Research and Law Library Committee

## Membership

Membership of the Executive is linked to the take-up of Faculty roles in line with University policy.

### Chair - Dean

Deputy Dean

Faculty General Manager

Associate Dean (Undergraduate)

Associate Dean (Research)

Associate Dean (Engagement)

Associate Dean (JD)

Associate Dean (MLM)

Associate Dean (International)<sup>1</sup>

One Associate Dean (Staff Development)

Manager (Finance and Planning)

**Executive Officer** (Dean's EA)

---

<sup>1</sup> Note that the position of Associate Dean (International) is a new position that will be filled in 2013.

### Meeting Cycle

Executive will meet formally on a fortnightly basis or as required.

## 2 Advisory Councils and Forum

---

### 2.1 MLS Advisory Council

The MLS Advisory Council will provide advice on matters of strategic or significant long-term implications for MLS as well as the performance of MLS in relation to internal and external benchmarks and measures. It will provide a link between the legal profession and other employers of law students and MLS. The MLS Advisory Council will consider business agreed in advance by the Dean and Chair.

The role of the Council is to:

- Provide advice and support the development of world class programs particularly the JD and MLM
- Facilitate increased opportunities for research collaboration between the profession and MLS
- Assist in the development of links between MLS and the wider legal, business, government and community sectors for teaching and other purposes
- Provide feedback on the standing of MLS generally and particular programs from the point of view of potential employers and to assist with the development of high quality careers services and advice for MLS students
- Facilitate advocacy on behalf of MLS
- Enable dialogue between the profession and MLS on matters of mutual concern
- Facilitate constructive engagement with the legal profession broadly conceived

**Chair** – *appointed from non-staff representatives*

Dean

Representative of the Professoriate (minimum of two)

No fewer than eight external members who are:

- highly respected and well known within the legal, corporate, government or community sectors
- with not less than four members being alumni of MLS
- representative of a range of potential employers for law graduates from both law and non-law sectors including at least one representative of each of the Law Institute of Victoria, the Victorian Bar and the Victoria Law Foundation

Where possible at least one representative should be from outside Victoria

**Executive Officer:** (Executive Officer)

*NB: Members of Executive are invited to meetings*

### Meeting Cycle

The MLS Advisory Council will meet two to three times per year.

### 2.2 General Staff Forum

MLS will hold regular staff forums as a means of sharing information about matters critical to the operation of MLS as well as showcasing work being undertaken by our staff and students. The meetings will focus on a particular area of importance or interest to members of MLS and all staff members are invited to attend. Selection of appropriate topics for discussion will be a matter for the Executive with all staff given an opportunity to contribute ideas or suggestions. Once each semester the forum will take the form of a departmental meeting that will give an overview of MLS performance against the Strategic Plan and include reporting from all portfolios and committees.

Meetings will be chaired by the Dean, and the Dean's EA will serve as Executive Officer.

### Meeting Cycle

A minimum of six Staff Forums and two departmental meetings a year.

### **2.3 Academic Forum**

MLS will hold a bi-annual forum for academic staff to discuss issues relating to teaching, research and engagement. Selection of appropriate topics for discussion will be a matter for the Executive with all academic staff given an opportunity to contribute ideas or suggestions. The forum will receive reports from the Research and Law Library Committee, the JD Committee, the MLM Committee, the Undergraduate Committee and the Engagement Committee. The Academic Forum will be provided with information about changes to academic programmes, including new subjects and new policies, and where possible will be given the opportunity to discuss major changes in advance. The Academic Forum will also receive information about the research and teaching achievements of academic staff and students, including major publications and PhD completions. Each centre, institute or research group shall report once each year to the Academic Forum. Academic staff who have taken SSP(L) leave will provide a report to the Academic Forum on their return.

Meetings will be chaired by the Dean, and the Dean's EA will serve as Executive Officer.

#### **Membership**

All academic staff.

#### **Meeting Cycle**

The academic forum will be held twice each year.

### **2.4 Professional Staff Forum**

MLS will hold a bi-annual forum for professional staff to discuss issues relating to administration and professional staff roles. Selection of appropriate topics for discussion will be a matter for the Senior Managers Group with all professional staff given an opportunity to contribute ideas or suggestions. The Professional Staff Forum will also receive information about the achievements of professional staff, including awards and innovations.

Meetings will be chaired by the Faculty General Manager, and the Deputy Dean's EA will serve as Executive Officer.

#### **Membership**

All professional staff.

#### **Meeting Cycle**

The professional staff forum will be held twice each year.

### **2.5 Foundation Board**

The Foundation Board is established under the University rules in UTR7.135, which includes all relevant information regarding the terms, membership and purpose of the Foundation Board. The Foundation Board's main purposes include assisting in raising philanthropic funding for MLS.

### **2.6 Student Group Representative Council**

The Student Group Representative Council will develop links and facilitate contact between law societies and clubs and MLS and to provide advice to the Dean on student related matters. It will also provide a forum in which the Dean and Executive can report back on key MLS developments to a range of students.

The role of the Student Group Representative Council is to:

- Advise the Dean as to issues of concern to students
- Advise the Dean as to issues relating to students as requested by the Dean
- Coordinate activities of the various groups and MLS
- Make recommendations to the Dean for enhancing the student experience at MLS

Members of the Council or Executive can request consideration of matters with the agreement of the Chair.

## Membership

Membership comprises:

- Dean or nominee
- Associate Dean (JD)
- Associate Dean (MLM)
- Associate Dean (Research)
- Director of Teaching
- Manager of the Student Centre
- President of Law Students Society or nominee
- President of Global Law Students Society or nominee
- President of Melbourne Law Masters Student Association or nominee
- President of Graduate Researchers Association or nominee
- One editor of the Melbourne University Law Review
- One editor of the Melbourne Journal of International Law
- President of any other law student group with a membership of 50 or more students recognised annually by the Dean for this purpose
- Associate Director, External Relations Development (Executive Officer)

## Meeting cycle

The Student Group Representative Council will meet at least three times a year.

## 3 Academic Program Committees

---

### 3.1 Juris Doctor Committee

*Terms of reference:*

- To maintain an overview of all aspects of the design and delivery of the JD and of the experience of JD students in the Melbourne Law School
- To advise on the structure of the JD and on significant proposals for change to subjects offered in the compulsory curriculum
- To advise on the configuration of the program of elective subjects from year to year, including subjects to be offered intensively in the summer and winter breaks
- To advise on research and engagement in the JD
- To advise on questions of significant policy in relation to assessment requirements, skills development and the integration of the curriculum
- To advise on course rules, policies and procedures, to the extent that they raise significant policy questions
- To advise on ways in which the quality of the program as an innovative and fully graduate law degree might be further enhanced
- To advise generally on quality assurance and strategic directions in relation to the JD
- To monitor the resources, performance and support offered by the Law Library, ISS and other parts of MLS, for JD teaching activities and make recommendations where appropriate to enhance them
- To make recommendations of principle or policy on any of these matters to the Associate Dean, Course Directors, Deputy Dean, Dean, Law School or to any other Law School board or committee as appropriate
- To report to the Melbourne Law School on these matters

*Membership:*

- Associate Dean (JD)
- Associate Dean (Undergraduate)
- JD Course Directors
- Faculty General Manager
- Student Centre Manager

- Academic Programs Team Leader
- Law Librarian or Delegate
- Director, External Relations or Delegate
- Director, Office of Teaching and Learning in Law or Director of Teaching
- Other academic and professional staff members
- Two JD students nominated jointly by the Law Students Society and the Global Law Students Association

The Committee is chaired by the Associate Dean (JD) or their designate.  
Secretary to the Committee: EA to Associate Dean (JD).

### **3.1.1 JD Selection Committee**

*Terms of reference:*

- To perform the functions of MLS in relation to selection of applicants into the Juris Doctor
- To report to MLS and relevant committees on selection outcomes

*Membership:*

- Associate Dean (JD)
- JD Course Directors
- Other academic members as required

### **3.1.2 JD Progress Committees**

JD Progress Committees will be established as needed from among the members of the JD Committee. Membership of the JD Committee entails serving on these Committees. Meetings of the Progress Committee will be chaired by an academic staff member.

### **3.1.3 JD Electives Subcommittee**

*Terms of Reference:*

- To approve proposals for new elective subjects and to approve changes to existing elective subjects.

*Membership:*

- Deputy Dean
- Associate Dean JD
- Other academic and professional staff members

### **3.1.4 Board of Examiners**

*Terms of Reference*

- To provide oversight of the assessment outcomes for JD compulsory subjects to ensure that appropriate and equitable standards of marking are being applied across different subjects
- To make recommendations about changes to the MLS marking policy, including changes to the recommended distribution of marks, if appropriate at any time.

The Board will meet at least 1 day before final results are due in each semester so that there is time to adjust marks if required. A supplemental meeting may be required if any compulsory subjects are held particularly late in the exam period.

*Membership*

- Deputy Dean (Chair)
- Subject coordinators for all compulsory JD subjects taught in a given semester

### **3.1.5 Student Academic Misconduct Committee**

Student academic misconduct committee may be formed, if needed, from among academic staff. Relevant student members will be added in accordance with University policy. It is MLS practice to have the same person chair the student misconduct committees for all programs.

### **3.1.6 Scholarships Committee**

*Terms of reference:*

- To ensure the proper establishment and administration of new scholarships and awards
- To ensure there is appropriate promotion of all scholarships and awards for which MLS students are eligible
- To make recommendations to the Dean on the award of particular scholarships and awards

*Membership:*

- At least two academic members (one to chair)
- At least one professional staff member

### **3.2 Undergraduate Committee**

*Terms of reference:*

- To maintain an overview of all aspects of the design and delivery of undergraduate teaching (in all law-related undergraduate subjects and the LLB) and of the experience of undergraduate students
- To advise on the structure of undergraduate offerings and on significant proposals for change to subjects offered in the curriculum
- To advise on the configuration of the program of subjects from year to year, including subjects to be offered intensively in the summer and winter breaks
- To advise on research and engagement in the undergraduate program
- To advise on questions of significant policy in relation to assessment requirements, skills development and the integration of knowledge and skills
- To advise on course rules, policies and procedures (including in relation to the termination of LLB subjects and the transition to the JD) to the extent that they raise significant policy questions
- To advise on ways in which the quality of the undergraduate program might be maintained and further enhanced
- To advise generally on quality assurance and strategic directions in relation to the undergraduate program
- To monitor the resources, performance and support offered by the Law Library, ISS and other parts of MLS, for undergraduate teaching activities and make recommendations where appropriate to enhance them
- To make recommendations of principle or policy on any of these matters to the Associate Dean, Deputy Dean, Dean, Law School or to any other Law School board or committee as appropriate
- To report to the Melbourne Law School on these matters

*Membership:*

- Associate Dean (Undergraduate)
- Associate Dean (Juris Doctor)
- Faculty General Manager
- Student Centre Manager
- Academic Programs Team Leader
- Law Librarian or Delegate
- Director of Teaching
- Other academic members including at least one who teaches regularly in the business law program and professional staff members
- Two LLB student members nominated jointly by the Law Students Society and the Global Law Students Association

The Committee is chaired by the Associate Dean (Undergraduate) or their designate.

### **3.2.1 Undergraduate Progress Committees**

Undergraduate Progress Committees will be established as needed from among the members of the Undergraduate Committee. Membership of the Undergraduate Committee entails serving on these Committees. Chairs of the Progress Committees will include:

- Academic members

### **3.2.2 LLB Final Honours Board**

*Terms of reference:*

- To exercise on behalf of MLS the powers and functions of certifying candidates for admission to the LLB with honours

*Membership:*

- Dean
- Associate Dean (Undergraduate)
- Academic member

### **3.2.3 Student Academic Misconduct Committee**

Student Academic Misconduct Committee may be formed, if needed, from among academic staff. Relevant student members will be added in accordance with University policy. It is MLS practice to have the same person chair the student misconduct committees for all programs.

## **3.3 Melbourne Law Masters Committee**

*Terms of reference:*

- To maintain an overview of all aspects of the design and delivery of the Melbourne Law Masters and related programs (MLM) and of the experience of MLM students in the Melbourne Law School
- To advise on the structure of the MLM to the extent that this raises significant issues of policy
- To advise on questions of significant policy in relation to assessment requirements, skills development and the integration of knowledge and skills in the MLM
- To advise on course rules, policies and procedures, to the extent that they raise significant issues of policy
- To advise on ways in which the quality of the program as an innovative and fully graduate law degree might be further enhanced
- To advise generally on quality assurance and strategic directions in relation to the MLM
- To monitor the resources, performance and support offered by the Law Library, ISS and other parts of MLS, for MLM teaching activities and make recommendations where appropriate to enhance them
- To advise on related opportunities for continuing graduate level education
- To make recommendations of principle or policy on any of these matters to the Associate Dean, Course Directors, Deputy Dean, Dean, Program Manager, Law School or to any other Law School board or committee as appropriate
- To report to the Melbourne Law School on these matters

*Membership:*

- Associate Dean (Melbourne Law Masters)
- Program Manager, Melbourne Law Masters
- Director, Office of Teaching and Learning in Law or Director of Teaching
- Law Librarian or Delegate
- MLM program directors
- Director, External Relations or Delegate
- Professional Staff Members (2)
- Two students, at least one of whom is enrolled in the MLM program, nominated by the Postgraduate Law Students' Association

The Committee is chaired by the Associate Dean (Melbourne Law Masters) or their designate.

### **3.3.1 MLM Selection Committee**

*Terms of reference:*

- To perform the functions of MLS in relation to selection of applicants in the MLM program
- To report to MLS and relevant committees on selection outcomes

*Membership:*

- Associate Dean (Melbourne Law Masters)
- Program Manager, Melbourne Law Masters
- Academic Members

### **3.3.2 MLM Progress Committee**

MLM Progress Committees will be established as needed from among the members of the MLM Committee. Membership of the MLM Committee entails serving on these Committees. Meetings of the Progress Committee will be chaired by an academic staff member.

### **3.3.3 Student Academic Misconduct Committee**

Student Academic Misconduct Committee may be formed, if needed, from among academic staff. Relevant student members will be added in accordance with University policy. It is MLS practice to have the same person chair the student misconduct committees for all programs.

## **4 Other MLS Committees**

---

### **4.1 Research and Law Library Committee**

*Terms of reference:*

- To monitor and advise on MLS's research performance and make recommendations where appropriate to enhance MLS's performance on key research indicators
- To monitor and advise on MLS's performance in obtaining external grants and research funding and make recommendations where appropriate to enhance MLS's performance in obtaining external funding
- To monitor and advise on significant issues of policy in relation to the allocation of Research Support Funds to staff and Research Higher Degree students within MLS
- To monitor and advise on the quality and performance of MLS's Research Higher Degree programs, using national and international benchmarking where appropriate
- To advise and make recommendations of principle or policy on any of these matters to the Associate Dean, Deputy Dean, Dean, Law School or to any other Law School board or committee as appropriate
- To monitor the resources, performance and support offered by the Law Library, ISS and other parts of MLS, for MLS's research activities and make recommendations where appropriate to enhance them
- To report to the Melbourne Law School on these matters

*Membership:*

- Associate Dean (Research)
- Manager, Office for Research
- Law Librarian or Delegate
- Other academic and professional staff members
- A nominee of the Postgraduate Law Students' Association

The Committee is chaired by the Associate Dean (Research) or their designate.

#### **4.1.1 Research Funding Subcommittee**

*Terms of reference:*

- to advise on applications for funding under schemes whose administration has been delegated to the Associate Dean (Research)

*Membership:*

- Academic and professional staff members

The Chair of the Research Committee may draw further membership of the Research Funding Subcommittee from the Research Committee.

#### **4.1.2 Law School Human Ethics Advisory Group (HEAG)**

*Terms of reference:*

- HEAG may approve low risk projects may be approved by using the Minimal Risk Review or Project-within-Program process, assuming the research meets the criteria for these approvals.
- The HEAG will review all other research projects and provide a recommendation to HESC for approval. The HEAG may refer any project it wishes to the HESC at any stage.
- The chair of HEAG will provide assistance and advice to staff and students making an ethics application and assist the Associate Dean (Research) with providing appropriate ethics training for Graduate Research Students as requested.

*Membership:*

- Four academic members including at least one Professor (one to chair)
- One graduate research student
- One professional staff member from the Law Research Office

## **5 Engagement Committee**

---

*Terms of reference:*

- To monitor MLS's engagement activities and to make recommendations where appropriate, to enhance MLS's performance
- To advise and make recommendations of principle or policy on any of these matters to the Associate Dean, Deputy Dean, Dean, Law School or to any other Law School board or committee as appropriate
- To report to the Melbourne Law School on these matters

*Membership:*

- Associate Dean (Engagement)
- Faculty General Manager
- Director External Relations
- Associate Director Advancement
- Associate Director Alumni
- Associate Director Communications and Events
- Associate Director Careers Office
- One JD student nominated by the Associate Dean (Engagement) in consultation with the LSS, GLSA, PLSA and RSS
- Other academic members

The Committee is chaired by the Associate Dean (Engagement) or their designate.

Secretary to the Committee: EA to Deputy Dean

## **6 EO, Human Resources and Academic Staffing Committees**

---

### **6.1 Student and Academic Programs Equal Opportunity Committee**

#### *Terms of reference:*

- To advise and assist MLS in the implementation of the University's equal opportunity policy in relation to the School's students and academic programs
- To provide a forum for student concerns and suggestions on equality issues
- To make recommendations of principle or policy on any of these matters to the Dean, Deputy Dean, Associate Deans, Law School or to any other Law School board or committee as appropriate

#### *Membership:*

- Chair
- Deputy Chair
- Chair, Staff Equity and Diversity Committee
- Human Resources Manager
- Student Centre Manager
- Academic Programs Team Leader
- Program Manager, Melbourne Law Masters
- Manager or Delegate, Office for Research
- International Students EO Liaison Officer
- Queer (LBGTI) Students EO Liaison Officer
- Indigenous Students EO Liaison Officer
- Gender EO Liaison Officer
- Disability EO Liaison Officer
- Later Law Students and Family Responsibilities EO Liaison Officer

#### *Student Representatives*

- Two student members nominated by the Law Students' Society
- One student member nominated by the Global Law Students Association
- Two student members nominated by the Postgraduate Law Students' Association, including one coursework student and one RHD student

The Chair may request the attendance of other members of staff to attend for discussion of issues relevant to their Law School responsibilities.

Secretary to the Committee: EA to Deputy Dean.

### **6.2 Staff Equity and Diversity Committee**

#### *Terms of reference:*

- To advise MLS in the development and implementation of the University's and MLS's equal opportunity policy in relation to the school's staff
- To make recommendations of principle or policy on any of these matters to the Dean, Law School or to any other Law School board or committee as appropriate

#### *Membership:*

- Chair
- Deputy Dean
- Faculty General Manager
- Human Resources Manager
- Other academic and professional members

### **6.3 Appointments Panel**

#### *Terms of reference:*

- To advise the Dean on appointments of academic staff members at Levels A, B, C and D

#### *Membership – appointments to Level A:*

- Head of Department (Chair)
- At least two other people, one of whom is an academic staff member and one of whom is a local Human Resources representative

#### *Membership – appointments to Levels B and C:*

- Dean (Chair)
- At least three other people, at least one of whom is at Level E and one of whom is a local Human Resources representative

#### *Membership – appointments to Level D:*

- Dean (Chair)
- Deputy Dean or Head of Department
- At least four other people, at least two of whom are external to faculty and all of whom are at levels D or E or of equivalent standing if external to the University

#### **Appointments to fill an existing Level E position**

The Dean establishes a Professorial Appointment Committee which makes a written recommendation to the University's Senior Appointments and Promotions Committee.

#### *Membership*

- Dean (Chair)
- Two external members at least one of whom must be from another faculty within the University
- Two members internal to the faculty or department
- Up to three other co-opted members who have discipline expertise or professional or industry links

Appointments to all professional and academic positions not referred to above will be in accordance with University legislation and policy.

The appointments panel is expected to approach a gender balance.

### **6.4 Confirmation Panel**

#### *Terms of reference:*

- To undertake confirmations with respect to appointment at levels A, B, C and D

#### *Membership:*

- Dean (Chair)
- At least two members of academic staff, including the Deputy Dean
- At least two other members who are external to faculty
- Senior HR Adviser or HR Manager (Executive Officer)

A senior Professor or Professors will act as Head of Department with respect to Confirmations.

The Confirmations Panel is expected to approach a gender balance.

### **6.5 Promotions Panel – Level C**

#### *Terms of reference:*

- To advise the Dean in respect of promotions to Level C

*Membership:*

- Dean (Chair)
- At least three members of academic staff, including the Deputy Dean
- At least one other member who is external to faculty
- Senior HR Adviser or HR Manager (Executive Officer)

A senior Professor or Professors will act as Head of Department with respect to Promotions.

The Promotions Panel – Level C is expected to approach a gender balance.

## **6.6 Promotions Panel – Levels D and E**

*Terms of reference:*

- To make recommendations to the Senior Appointments and Promotions Panel and the Provost on the promotion of faculty members to levels D and E

*Membership:*

- Dean (Chair)
- At least two members of academic staff, including the Deputy Dean
- At least two external members, at least one of whom is from another Faculty within the University
- Up to 3 co-opted members
- Senior HR Adviser or HR Manager (Executive Officer)

Where consideration is being given to applications for promotion to Level D, academic members must be Associate Professors or above. Where consideration is being given to applications for promotion to Level E, members must be Professors (or hold an equivalent rank if external to the University).

The Promotions Panel – Levels D and E is expected to approach a gender balance.

## **6.7 Environmental Health and Safety Committee**

*Terms of reference:*

- To make recommendations on policy and for initiating action with respect to:
  - All environmental health and safety matters in the faculty;
  - The promotion of a safe and healthy work and study environment for all faculty staff and students;
  - Facilitating the identification of safety and environmental risks across the faculty.
- To endorse new procedures and policies for the faculty manual in accordance with relevant guidelines from the University EHSM.
- To review and disseminate standards, rules and procedures relating to health and safety generally in the faculty.
- To receive reports from faculty staff with specific health and safety responsibilities.

The meeting must be held at least quarterly and incorporate an appropriate agenda and minute-taking structure to facilitate the document and records management of the National Self Insurer OHS Audit Tool (NAT).

*Membership:*

- Facility Manager (Chair)
- Faculty General Manager
- At least one representative from MLS Human Resources office
- At least one elected staff representative
- Other members of academic or professional staff

## 7 Guidelines for Committee Operations

---

The following guidelines have been outlined to provide common operating principles for all MLS Committees and Subcommittees. Advisory Committees may follow these principles but have no provision for quorum or voting as they are advisory bodies only.

### Co-option and Proxies

Committees and Subcommittees may from time to time co-opt up to 10 percent of its membership (in the event that there are less than ten members, one additional member may be co-opted). Any co-opted member must have expertise in matters pertinent to the Committee's terms of reference.

A co-opted member is a full member of the committee and will have their membership reviewed annually by the Chair.

There is no provision for proxies within the Faculties system of Committees and Subcommittees.

### Papers

Agenda and papers will ordinarily be circulated electronically and at least three working days before a meeting. A call for agenda items will be issued at least one week prior to meetings. Copies of agenda, papers (other than confidential papers) and minutes will be made available to staff via MLS's intranet (published on the staff only network). Documents will be made available to non-staff members of committees via email or in hard form where required.

Meeting Minutes will capture key decisions made and critical discussion points; they will not serve as a record of discussion at the meeting.

### Timetable

MLS will publish an annual schedule of meetings which will be overseen by staff in the Office of the Dean and General Manager. This document will be published on MLS's intranet.

### Decision Making and Quorums

The minimum quorum provision is as outlined below for all committees except those relating to academic promotion and confirmation:

Committee Size	Quorum
5	3
6	4
7	4
8	5
9	5
10 or more	60%

The quorum for committee meetings relating to promotion to levels D and E is four, with at least two of those present at the meeting being either external to faculty or co-opted members. The quorum for committee meetings relating to confirmation is four.

Committee meeting decisions will be made by show of hands. As far as possible, committees shall work by consensus.

### Chair Responsibilities

The Chair will assist with the operational direction of MLS, ensuring that committee work underpins decisions which support the strategic direction of MLS. They achieve this by:

- Chairing meeting in a timely manner, in line with agenda and committee objectives;
- Drafting agenda with view to Faculty's strategic and operational needs in line with the remit of the Committee
- Facilitating group process throughout meeting, ensuring all members have an opportunity to participate as appropriate; ensuring all discussion items end with a decision, action or definite outcome
- Reporting as appropriate to the parent committee

- Reviewing and authorising minutes as a formal record of the meeting
- Promoting Committee decisions

### **Executive Officer Responsibilities**

Executive Officers are allocated to committee roles by MLS General Manager, unless nominated by role in the tables above. The Committee Executive Officer will be responsible for:

- Scheduling of meetings, ensuring booking of facilities to support committee business; liaison with Committee members
- Advising the Chair on the agenda
- Collation and distribution of meeting papers, documentation and coordination of committee business including drafting meeting minutes which record apologies and attendance and key outcomes of discussions and any decisions
- Being familiar with university policy in respect of the committee's remit and advising the Chair accordingly
- Maintaining appropriate records, publishing committee minutes (as appropriate) to Staff network
- Liaising with Committee Chair, ensuring submission of committee recommendations to Executive; liaising with other Committee Executive Officers and Chairs to ensure the cycle of business and reporting requirements are met

### **Committee Member Responsibilities**

Committee members may be serving on Faculty committees in a variety of different capacities, depending on how their position is defined. Members may be appointed to represent the interests of a particular group, such as professional or academic staff, students, or for the contribution they can make in a specific discipline or area of professional expertise.

Members of committees:

- Act as a representative of MLS and disseminate information, discussion and agreement as appropriate
- Participates fully in the business of the committee, including attending scheduled meetings
- Acts with respect for the viewpoints and consideration of fellow members

### **Appointment of Committee Members**

In many instances, appointment to a committee is tied directly to a role undertaken e.g. a Graduate Program Coordinator automatically takes up membership on the Graduate Committee.

Where student positions are listed as being nominated, it is intended that the relevant student body will nominate a member to represent that student constituency.

Where positions are nominated as elected representatives, the Faculty General Manager will be responsible for calling for nominations and running an election if needed.

### **Review of Terms of Reference**

Executive will review the terms of reference for all committees on an annual basis. Committees can make representation to amend or alter their terms as required.