



Council Members Appointment and Remuneration procedure

Section 1 - Preamble

(1) This Procedure is effective from 16 November 2023.

Section 2 - Purpose

(2) This Procedure implements the requirements for the appointment and remuneration of Council members set out in:

- a. the [Deakin University Act 2009 \(Vic\)](#)
- b. the Victorian [Government's Appointment, Remuneration and Diversity Guidance](#)
- c. resolutions of Deakin University Council.

Section 3 - Scope

(3) This Procedure applies to the appointment and reappointment of members by the Victorian Government or by Council. It does not apply to:

- a. the appointment of the official members of Council, the Chancellor, Vice-Chancellor and Chair of the Academic Board
- b. the election of members of Council by staff and students

which are governed by specific provisions of the [Deakin University Act 2009 \(Vic\)](#) and the [Deakin University Statute](#) and [Council Regulations](#).

Section 4 - Policy

(4) The [Deakin University Act 2009 \(Vic\)](#) governs the appointment and remuneration of Council members.

Section 5 - Procedure

(5) The appointment of Council members is subject to consideration by the [Chancellor's Advisory Committee](#) and recommendations to:

- a. the Minister for Higher Education in the case of Government appointments
- b. Council in the case of members appointed by Council.

(6) In considering appointments the Chancellor's Advisory Committee will have regard to:

- a. the [Deakin University Act 2009 \(Vic\)](#) and specifically sections 11-13 regarding Council membership and

appointments

- b. the Victorian [Government's Appointment, Remuneration and Diversity Guidance](#)
- c. this Procedure.

Principles

(7) In making recommendations on all appointments the Chancellor's Advisory Committee will consider:

- a. the optimal mix of skills and experience to meet the Council's governance responsibilities
- b. gender balance and inclusion of persons reflecting community diversity
- c. balancing the benefits of stability versus regular renewal in appointments and reappointments
- d. the University's long term strategic priorities and the needs of the communities the University serves.

(8) The Chancellor's Advisory Committee will:

- a. maintain Council's Skills Matrix encompassing the individual and collective range of skills, expertise and personal attributes required to meet Council's governance responsibilities to the highest possible standard
- b. review the Skills Matrix at least annually and prior to making any recommendations on appointments and reappointments
- c. ensure that any recommendations on priority skill needs arising from Council performance reviews are reflected in the Skills Matrix.

Government Appointments

(9) The following provisions adapted from the Victorian [Government's Appointment, Remuneration and Diversity Guidance](#) will inform recommendations on Government appointments and reappointments:

a. Appointments

- i. It is Government policy that no less than 50 per cent of all new appointments be women. All appointment submissions must provide details on how the appointment will affect the gender composition of the Council.
- ii. Appointments should, as far as practicable, reflect the diversity of the Victorian community. Opportunities to appoint women, Indigenous Australians, people with a disability, people from culturally and linguistically diverse backgrounds and lesbian, gay, bisexual, trans, gender diverse and intersex people should be actively explored.
- iii. An individual should hold no more than three Victorian Government appointed board positions (including University Council). This creates opportunities for a larger number of individuals to be represented on Government boards, and for boards to more accurately reflect the composition of the community.

b. Reappointments

- i. It is preferable that candidates being considered for reappointment undergo the same open and competitive selection process as candidates who have not served on the Council.
- ii. In circumstances where it is more appropriate to reappoint a member without an open and competitive selection process, a performance review of the member must be undertaken.
- iii. Performance reviews will include consideration of
 - the member's attendance record at Council and Council Committee meetings
 - feedback from the Chancellor on the member's participation and performance.

(10) The Chancellor holds a standing delegation from Council to make recommendations for Government appointments to the Minister and reports to Council on recommendations made.

(11) The Chancellor will discuss proposed appointments with the Minister as appropriate to explain the University's needs and approach to meeting those needs and to determine the Minister's views.

Council Appointments

(12) In considering recommendations to Council on the appointment and reappointment of Council members the Chancellor's Advisory Committee will consider all of the criteria set out under clauses 7-9 above including the effect on Council's skills mix of any potential Government appointments as discussed with the Minister in accordance with clause 11.

(13) Consistent with clauses 7 and 8 the Chancellor's Advisory Committee will consider:

- a. any relevant recommendations from recent performance reviews of Council
- b. emergent skill needs relevant to the University's strategic direction
- c. succession planning to meet Council's skills needs.

Appointment Process

(14) At least nine months before any appointed position is due to expire the Chancellor's Advisory Committee will consider the vacancy arising, having regard to Council's skills needs and the criteria set out in clauses 7-9 above. The Committee will identify the criteria required to fill the vacancy.

(15) The Committee will consider the best method of identifying candidates to meet the required criteria which may include:

- a. considering the incumbent member for reappointment
- b. identifying candidates from the List of Prospective Council Members maintained by the Council Secretariat and including but not confined to individuals who have expressed an interest in serving on Council
- c. targeted recruitment by the University
- d. advertising the vacancy or issuing a call for expressions of interest
- e. engagement of a search firm.

(16) The Chancellor's Advisory Committee will identify preferred candidates in accordance with the criteria set for the position.

(17) The Chancellor's Advisory Committee or the Chancellor on behalf of the Committee will meet with preferred candidates to ascertain their suitability and availability for appointment.

(18) On the advice of the Chancellor's Advisory Committee the Chancellor will recommend appointments to the Minister or the Council and recommendations will specify:

- a. the selection criteria informing the recommendation
- b. the method used to identify the best credentialed candidate
- c. the recommended candidate and the rationale for the recommendation.

Casual Vacancies

(19) Where any member of Council resigns or is unable to continue to hold office, the Council Secretary will declare a casual vacancy before the expiration of the term for which the member was appointed. The process for filling a casual

vacancy will be the same as that for filling an ordinary vacancy.

(20) If the vacancy occurs within six months before the expiry of the member's term of office, the office may be left vacant for the remainder of the term.

(21) A member appointed to fill a casual vacancy should normally be similarly qualified as the member whose office has become vacant.

(22) A member appointed to fill a casual vacancy is entitled to hold office for the remainder of that term.

Timelines

(23) All recommendations on (re)appointments will be made to Council or the Minister at least 12 weeks before the position is due to become vacant to facilitate planning by the University and by outgoing and incoming members.

Remuneration

(24) Where eligible, Council members will be entitled to remuneration at rates set by the People and Culture Committee of Council within bands set out in the [Government's Appointment, Remuneration and Diversity Guidance](#).

(25) Staff members of the University are ineligible for Council remuneration regardless of the time fraction of their staff appointment.

(26) The People and Culture Committee will determine by December each year:

- a. the remuneration payable to the Chancellor for the next year
- b. the remuneration payable to Council members for the next year
- c. any loadings payable for committee Chairs and members for the next year.

(27) In setting remuneration the People and Culture Committee will have regard to:

- a. the [Government's Appointment, Remuneration and Diversity Guidance](#) and any increments to remuneration bands in the Guidance made during the year
- b. relevant resolutions of Council
- c. benchmarking against other Victorian universities.

(28) The remuneration paid to Council members will be reported in the University's Annual Report.

Section 6 - Definitions

(29) There are no definitions arising under this Procedure.

Status and Details

Status	Current
Effective Date	16th November 2023
Review Date	16th November 2028
Approval Authority	University Council
Approval Date	10th November 2023
Expiry Date	To Be Advised
Responsible Executive	Glenn Nicholls Council Secretary +61 3 92468242
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