REGULATION 1  GENERAL PROVISIONS

Approved by Council: 30 November 2005

1.1  The Chancellor

1.1.1  As required by section 14 of the University of Divinity Act, the Council must elect as Chancellor of the University a Council member who is:

a) appointed under section 7 (1) (c), (d) or (e) of the Act; and

b) is an external member of the Council

1.1.2  The Chancellor holds office for a term not exceeding three years or for the term of the member’s appointment to the Council, whichever is the shorter. A person appointed as Chancellor is eligible for reappointment provided the person continues to meet the requirements of the Act and this Regulation.

1.1.3  If a vacancy occurs during the term of a Chancellor the Council must elect an eligible member of Council to fill the vacancy as soon as practicable.

1.1.4  The Chancellor must preside at a meeting of the Council or at a graduation ceremony at which he or she is present. The Chancellor may appoint another member of the Council to preside at graduation ceremonies in his or her absence.

1.1.5  Except where Council in the Terms of Reference of a Council committee has expressly determined otherwise, subject to the Act and Regulations the Chancellor is a member of all boards and committees of the University.

1.1.6  Where the Chancellor is unable to perform the duties of office due to illness or absence, or where a vacancy occurs, then the Deputy Chancellor is the Acting Chancellor and may exercise all the powers of the office of Chancellor.

1.2  The Deputy Chancellor

1.2.1  As required by section 14 of the University of Divinity Act, the Council must elect as Deputy Chancellor of the University a Council member who is:

a) appointed under section 7 (1) (c), (d) or (e) of the Act; and

b) is not the Chancellor.
1.2.2 The Deputy Chancellor holds office for a term not exceeding three years or for the term of the member’s appointment to the Council, whichever is the shorter. A person appointed as Deputy Chancellor is eligible for reappointment provided the person continues to meet the requirements of the Act and this Regulation.

1.2.3 If a vacancy occurs during the term of a Deputy Chancellor the Council must elect an eligible member of Council to fill the vacancy as soon as practicable.

1.2.4 The Deputy Chancellor must preside at a meeting of the Council at which he or she is present and from which the Chancellor is absent.

1.3 The Vice-Chancellor

1.3.1 As required by section 19 (1) (a) of the University of Divinity Act the Council must appoint a person as the Vice-Chancellor.

1.3.2 The period of the Vice-Chancellor’s appointment, and the general terms and conditions under which the appointment is made, must be determined by the Council and must include the conditions under which the appointment may be terminated by either party.

1.3.3 The Vice-Chancellor is the chief executive officer of the University, exercises general oversight of its educational and administrative affairs, and may exercise any powers delegated by the Council to the Vice-Chancellor in accordance with section 18A of the University of Divinity Act.

1.3.4 Except where Council in the Terms of Reference of a Council committee has expressly determined otherwise, subject to the Act and Regulations the Vice-Chancellor is a member of all boards and committees of the University.

1.3.5 Where the Vice-Chancellor is unable to perform the duties of office due to illness or absence for a period of up to sixty calendar days, the Chancellor must appoint another member of the Council as the Acting Vice-Chancellor. The Acting Vice-Chancellor may exercise all the powers of the Vice-Chancellor during the period of illness or absence. The Chancellor must inform the Council of the appointment of an Acting Vice-Chancellor.

1.3.6 Where the Vice-Chancellor is unable to perform the duties of office due to illness or absence for a period greater than sixty calendar days, or where a vacancy occurs, the Council must appoint a person other than the Chancellor as Acting Vice-Chancellor. The Acting Vice-Chancellor may exercise all the powers of the Vice-Chancellor. Where urgent action is necessary, the Chancellor may appoint an Acting Vice-Chancellor for the period up to the next meeting of the Council and inform the Council of the appointment of an Acting Vice-Chancellor.

1.4 Procedure of Council

1.4.1 The Vice-Chancellor must attend all meetings of the Council unless excused by the Chancellor.

1.4.2 The Council may permit officers of the University who are not members of the Council to attend meetings of the Council on a regular basis.
1.4.3 Where it is judged to be advantageous to the considerations of the Council at its meeting, the Council or the Chancellor on behalf of the Council may arrange for such persons as necessary to attend all or part of any meeting of the Council.

1.4.4 Unless otherwise specified in a Regulation, Determination or Policy of the University, the quorum for any meeting of a board or committee of the University is half the members, rounded up to the next whole number, provided that:

a) a person present only by virtue of his or her office but not listed in the Regulation, Determination, Policy, or Terms of Reference constituting the board or committee must not be counted;

b) where an alternate or deputy is provided for in the Regulation, Determination, Policy or Terms of Reference constituting the board or committee and the alternate or deputy attends in place of the member for whom he or she is the alternate or deputy, the alternate or deputy must be counted in determining whether a quorum is present;

c) a member who attends a meeting by electronic or other means that allows his or her participation in the proceedings must be counted in determining whether a quorum is present.

1.4.5 If a matter is decided at a meeting by vote, all those present including those present by virtue of their office have a deliberate vote, but no casting vote. For a motion to be passed, the number of those present who vote for the motion must be greater than half the number present at the meeting.

1.5 Standing Committees of Council

1.5.1 In accordance with section 6 of the University of Divinity Act, the Council is the governing authority of the University. In carrying out its primary and general responsibilities, the Council has resolved to detail some matters in the Regulations of the University, including the appointment of certain committees.

1.5.2 Council has resolved to institute a number of Standing Committees of Council by determinations of the Council, where these are central to the operation of Council’s affairs. Committees so established must be published in association with this Regulation and include the terms of reference in each case.

1.5.3 Nothing in this Regulation prevents the Council from creating ordinary committees of the Council as it finds necessary to carry out its primary and general responsibilities.

1.6 The Seal of the University

1.6.1 The Seal of the University must be in the custody of the Vice-Chancellor and must be used only as hereinafter provided.

1.6.2 The Vice-Chancellor is authorised to affix the Seal:

a) to the testamur to be issued in respect of a degree to which a person has been admitted by the Council;

b) to a diploma or certificate granted by the Council.
1.6.3 Any other instrument required to be under the Seal of the University must have the Seal affixed to it by direction of the Council and not otherwise, provided that in matters which in the opinion of the Chancellor or the Deputy Chancellor are formal or of special urgency the Seal may be affixed by direction of the Chancellor or the Deputy Chancellor and the action thus taken must be reported to the Council at the first opportunity, and a record made in the Council minutes.

1.6.4 When the Seal is affixed under sub-section 1.6.3, the form used shall be: “Given under the Common Seal of the University of Divinity” by direction of the Council, the Chancellor or Deputy Chancellor (as the case may be) or to the like effect;

1.6.5 The Seal must be attested by affixing the signatures of the Chancellor (or the Deputy Chancellor) and the Vice-Chancellor in the case of testamurs, or such person as the Council may from time to time appoint for the purpose; such attestation will, with respect to any person dealing with the University, be sufficient evidence of the due affixing of the seal.

1.7 Conferring of Degrees and Awarding of Diplomas and Certificates

1.7.1 Degrees may only be conferred and diplomas and certificates may only be awarded at a conferring ceremony authorised by the Council at which the Chancellor or other member of the Council presides.

1.7.2 The general form of the ceremonial must be in accordance with the resolutions of the Council.

1.8 Academic Dress and University Mace

1.8.1 The Council may establish the forms of academic dress to be worn by members of the University and rules for the use of academic dress at public ceremonies of the University.

1.8.2 The Council must ensure that a register is maintained in perpetuity of the academic dress for each award of the University, including awards which are no longer offered.

1.8.3 The University Mace is carried before the Chancellor or the presiding officer at graduation ceremonies of the University and on such other occasions as the Chancellor determines.

1.8.4 The University Mace is carried by a member of the University appointed as Mace-bearer by the Vice-Chancellor.
DETERMINATIONS MADE BY THE COUNCIL RELATED TO REGULATION 1

Approved by Council: 4 December 2013

1.5 STANDING COMMITTEES OF COUNCIL

Whereas the Council has determined that it will appoint committees to assist with the execution of its responsibilities, this determination sets out the membership and terms of reference for its standing committees.

1. FINANCE AND INVESTMENT COMMITTEE

1.1 Membership

1.1.1 The Vice-Chancellor.

1.1.2 The Chief Financial Officer.

1.1.3 Two members of Council appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment.

1.1.4 One member with financial or commercial expertise external to the University appointed by the Council for a period of up to three years. A person so appointed is eligible for reappointment.

1.1.5 One member from a College of the University with business expertise appointed by the Council on the recommendation of the Finance and Investment Committee for a period of up to three years. A person so appointed is eligible for reappointment.

1.2 Chair and Deputy Chair

The Chair of the Committee is appointed by Council from the members of the Committee appointed under section 1.1.3. In his or her absence, the Chair is a member of the Committee elected by the Committee for that meeting.

1.3 Meetings

The Committee must meet no less than four times each year. The Committee must report to the Council after each meeting. A quorum is four persons including at least one external member. Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

1.4 Terms of Reference

The Finance and Investment Committee has responsibility for the following matters under the oversight of the Council:

a) advising Council on all matters relating to its financial strategies, investments, policies and procedures

b) analysing regular reports on the University's financial performance

c) preparing the annual budget for consideration by Council
d) making recommendations to Council on the rates of student tuition fees and of fees and payments to Colleges

e) monitoring the annual financial audit and the preparation of audited Financial Statements for approval by Council, in conjunction with the Risk Management and Audit Committee

f) monitoring Council's investment portfolio of the University, including an annual review, in consultation with the Risk Management and Audit Committee

g) ensuring the proper disbursement of all donations to the University and responsibility for all present and future funds under the control of the Council

h) evaluating the financial viability of institutions applying to become Colleges of the University.

2. GOVERNANCE AND NOMINATIONS COMMITTEE

2.1 Membership

2.1.1 The Chancellor.

2.1.2 The Deputy Chancellor.

2.1.3 The Vice-Chancellor.

2.1.4 Up to two members of Council appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment.

2.1.5 The Committee may co-opt one person for a period of up to three years. A person so appointed is eligible for reappointment.

2.2 Chair

The Chair of the Committee is the Chancellor, or in his or her absence, a member of the Committee elected by the Committee for that meeting.

2.3 Meetings

The Committee must meet no less than twice each year. The Committee must report to the Council after each meeting. A quorum is three persons. Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

2.4 Terms of Reference

The Governance and Nominations Committee has responsibility for the following matters under the oversight of the Council:

a) making recommendations to Council and, where necessary, its appointing bodies, on the appointment of members of Council, to ensure the terms of the University of Divinity Act are met, and to achieve an appropriate balance of skills, expertise, gender, and diversity.
b) making nominations to Council of persons for appointment as members of its Committees, taking into account factors such as skills, expertise, gender and diversity

c) establishment and oversight of a Council Charter

d) ensuring appropriate induction procedures are completed by new members of Council and its Committees and that ongoing training and development is provided

e) conducting performance reviews of the members of Council and its Committees

f) conducting annual reviews of the procedures and processes of Council and its Committees

g) ensuring the highest standards of probity are met by existing and potential members of Council and its committees including, where necessary, police and other external checks

h) advising Council on the interpretation of the University of Divinity Act consequent on seeking appropriate legal advice on issues raised by Council or the Committee

i) ensuring Council discharges its obligations to government in relationship to governance

j) inviting and considering nominations for the conferral of honorary degrees and higher doctorates or for appointment as an Emeritus Professor of the University, and making recommendations on these matters to Council.

3. RISK MANAGEMENT AND AUDIT COMMITTEE

3.1 Membership

3.1.1 The Vice-Chancellor.

3.1.2 The Chief Financial Officer.

3.1.3 Two members of the Council with financial or commercial expertise, appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment.

3.1.4 Three persons external to the University, appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment for a further three years, to a maximum of six years in total.

3.2 Chair

The Chair of the Committee is appointed by Council from the members of the Committee appointed under section 3.1.3. In his or her absence, the Chair is a member of the Committee elected by the Committee for that meeting.

3.3 Meetings

The Committee must meet no less than four times each year. The Committee must report to the Council after each meeting. A quorum is four persons including at least one person appointed under section 3.1.4. Persons able to provide additional expertise
may be invited by the Committee to attend meetings, but are not members of the Committee. The Committee may require the Vice-Chancellor and the Chief Financial Officer to withdraw from the meeting for specific items at its discretion.

3.4 Terms of Reference

The Committee advises Council on the financial integrity of the University, its audit and risk management procedures, taking into account the University's strategic plan, in accordance with the requirements of section 6 (2) (f) of the University of Divinity Act. Under the oversight of Council, it has the following responsibilities:

3.4.1 in conjunction with the Finance and Investment Committee, advising Council on the financial integrity of the University, its audit procedures and risk management, taking into account the University's Strategic Plan

3.4.2 in conjunction with the Finance and Investment Committee, assisting Council with oversight of accounting policy and reporting practices, including advising Council on the adequacy of accounting policy and internal controls and recommending any improvements.

3.4.3 recommending to Council the engagement or change of the University’s auditors, and report to Council the outcome and actions required following each audit, through:

a) arranging a meeting with the University’s auditor prior to year end to assess audit risk and to plan the year-end audit

b) holding a closing meeting with the auditor on finalisation of the audit to review the results and to obtain the auditor’s suggestions for improvements to internal controls

c) assessing the performance of the auditor.

3.4.4 assessing risk across the University and its Colleges, reviewing the management of risks, and reporting the outcomes to Council, including:

a) reviewing management reports on the laws and regulations the University is required to meet and how the University complies with these

b) advising management on the establishment of risk indicators

c) reviewing the University’s Risk Profile and reporting high-level risks and risk treatment strategies to Council

d) reviewing the University's collegiate governance structure

e) reviewing procedures for collection and audit of industry funding by the Office of the Vice-Chancellor and the Colleges pursuant to the Higher Education Research Data Collection.

3.4.5 receiving and assessing reports from the Occupational Health and Safety Committee.

3.4.6 ensuring the University’s insurances are adequate.

3.4.7 monitoring the control and protection of the University’s assets, and ensuring the fixed assets register is up to date and reconciled to the physical assets.
4. STRATEGIC PLANNING COMMITTEE

4.1 Membership

4.1.1 The Chancellor.

4.1.2 The Vice-Chancellor.

4.1.3 Two members of Council appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment.

4.1.4 Up to two Heads of Colleges of the University co-opted by the Committee for a period of up to three years. Persons so appointed are eligible for reappointment.

4.1.5 Up to two persons co-opted by the Committee for a period of up to three years. Persons so appointed are eligible for reappointment.

4.2 Chair and Deputy Chair

The Chair of the Committee is the Chancellor or in his or her absence, a member of the Committee elected by the Committee for that meeting.

4.3 Meetings

The Committee must meet no less than four times each year. The Committee must report to the Council after each meeting. A quorum is four persons. Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

4.4 Terms of Reference

The Strategic Planning Committee has responsibility for the following matters under the oversight of the Council:

a) identifying the strategic or critical operational issues facing the University, and reporting regularly to Council on discussions and strategic planning relating to those issues.

b) assisting the Vice-Chancellor in the creation of an annual Operational Plan to ensure the Strategic Plan is implemented.

c) assisting Council to review progress at least annually in implementation of the Strategic Plan.

d) reviewing the Strategic Plan annually and advising Council on any changes required.

5. VICE-CHANCELLOR’S REVIEW COMMITTEE

5.1 Membership

5.1.1 The Chancellor.

5.1.2 Two members of the Council appointed by the Council for a period of up to three years. Persons so appointed are eligible for reappointment.
5.1.3 Up to two persons co-opted by the Committee for a period of twelve months. Persons so appointed are eligible for reappointment.

5.2 Chair and Deputy Chair

The Chair of the Committee is the Chancellor or in his or her absence, a member of the Committee elected by the Committee for that meeting.

5.3 Meetings

The Committee must meet at least once each year, or as often as is necessary to ensure that the Vice-Chancellor’s key performance indicators are current and relevant. The Committee must report to the Council after each meeting. A quorum is two of the persons appointed under sections 5.1.1 and 5.1.2. Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

5.4 Terms of Reference

The Vice-Chancellor's Review Committee has responsibility for the following matters under the oversight of the Council:

a) setting Key Performance Indicators annually for the Vice-Chancellor and reporting them to Council, taking into account the Key Accountabilities, Duties, and Key Outcomes specified in the Vice-Chancellor's Employment Agreement.

b) reviewing the Vice-Chancellor's performance against the Key Performance Indicators annually and reporting to Council.

c) determining any change to the Vice-Chancellor's remuneration and additional benefits in light of such review.

The Committee may request submissions regarding the Vice-Chancellor's performance from any party, and may receive submissions from members of the Council.

6. HUMAN RESEARCH ETHICS COMMITTEE

6.1 Membership

6.1.1 Membership of the Committee must meet the minimum standards of the National Statement on Ethical Conduct in Human Research (2007).

6.1.2 The Committee must have nine members. As far as possible there should be equal numbers of men and women. At least one third of the members must be external to the University. The membership must include:

a) The Director of Research.

b) At least two lay people, one man and one woman, who have no other affiliation with the University and do not currently engage in medical, scientific, legal, or academic work.

c) At least two people with current research experience that is relevant to research proposals regularly considered by the Committee.
d) At least one person with knowledge of, and current experience in, the professional care, counselling or treatment of people.

e) At least one person who performs a pastoral role in the community, for example an Aboriginal elder or a minister of religion.

f) At least one lawyer, who is not engaged to advise the University.

6.1.3 All members except the Director of Research are appointed by the Council on the advice of the Governance and Nominations Committee for a term of up to three years. Persons so appointed are eligible for reappointment. No member may be appointed in more than one of the categories listed in section 6.1.2.

6.2 Chair

The Chair of the Committee is appointed by the Council from the membership of the Committee other than the Director of Research. In the absence of the Chair, a member of the Committee is elected by the Committee as acting Chair for that meeting.

6.3 Meetings

The Committee must meet no less than four times each year. The Committee must report to the Council after each meeting. In addition the Committee must submit an annual report to Academic Board. A quorum is five persons including at least one person appointed under section 6.1.2 b) and at least one person appointed under 6.1.2 c). Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

6.4 Terms of Reference

The Human Research Ethics Committee has responsibility for the following matters subject to the oversight, direction and control of the Council:

a) To review, in accordance with the National Statement on Ethical Conduct in Human Research, the ethical integrity of research projects undertaken by academic staff and honorary researchers of the University, and of research projects being undertaken by candidates for degrees and other awards of the University.

b) To monitor annually the progress of all research projects approved, and to receive immediate notification of serious or unexpected adverse effects on participants, unforeseen events that might affect the ethical integrity of any project, proposed changes to approved protocols, and the completion or discontinuation of approved projects.

c) To advise the Council and the Academic Board as to categories of research which merit ethical review.

d) To provide annual reports to the Council and to the National Health and Medical Research Council, through the Australian Health Ethics Committee.
7. GRANTS COMMITTEE

7.1 Membership

7.1.1 The Chair of the Finance and Investment Committee.

7.1.2 Two persons appointed by Council including at least one member of Council for a period of up to three years. Persons so appointed are eligible for reappointment. Council may remove a member at any time.

7.1.3 The Vice-Chancellor is not a member of this Committee but may attend and speak at meetings.

7.2 Chair

The Chair of the Committee is the Chair of the Finance and Investment Committee or in his or her absence, a member of the Committee elected by the Committee for that meeting.

7.3 Meetings

The Committee must meet at least twice each year. The Committee must report to the Council after each meeting. A quorum is two members and decisions must be made by majority of those present. If the votes on a proposed decision are equal, the Chair does not have a casting vote. Persons able to provide additional expertise may be invited by the Committee to attend meetings, but are not members of the Committee.

7.4 Terms of Reference

The Grants Committee has responsibility for the following matters subject to the oversight, direction and control of the Council:

a) Authorise expenditure from monies in an Internal Fund of the University in accordance with Regulation 44: Funds Governance.

b) Ensure such expenditure falls within statutory or regulatory requirements governing the use of such funds including deductible gift recipient donations, government grants, and determinations of the University Council.

c) Advise the Council on the adequacy of controls in relation to grants.