



## Nominations and Senior Appointments Committee Charter

### Establishment

1. The
  - a. establish internal University working groups as required to assist it in the exercise of its responsibilities;
  - b. request the attendance of any University employee, officer of a Controlled Entity or Council ID 39 BDI Unit;
    - e. exercise such other functions and responsibilities set out in this Charter;

### Terms of Reference

5. The primary responsibilities of the Committee include:
  - a. making recommendations to the Council with respect to honorary degrees or naming, including:
    - i. considering proposals for admission to an Honorary Degree or awarding of the title of Emeritus Professor;

- b. making recommendations to the Council with respect to Council nominations and membership, including:
  - i. identifying candidates for consideration by the Chief Minister for appointment under section 11(1)(d) of the Act (Note: A Joint Selection Panel may be convened to make recommendations to the Committee);
  - ii. establishing nomination and selection processes for the identification of suitable candidates for appointment to the Council and processes for changes to the membership of the Council; and
  - iii. reviewing and recommending any policy matters regarding the membership of the Council.
- c. conducting searches for the office of the Chancellor, Deputy Chancellor and Vice-Chancellor and President.
- d. making recommendations to the Council with respect to Council performance and remuneration, including:
  - i. undertaking a biennial self-assessment of Council performance and the skills and experience of members, taking into account the *Voluntary Code of Best Practice for the Governance of Australian Universities* and the requirements of section 11A of the Act;



## Decisions

16. Decisions will be determined by resolution passed by at least two-thirds (2/3) of the members present at the Committee meeting.

## Meetings

17. The Committee will meet at least two times per year on dates determined by the Committee, unless otherwise agreed by the Chair.

18. The Chair is required to call a meeting if asked to do so by the Council and may determine whether a meeting is required if requested by another Committee member.

19. Meetings may be held in person, by telephone or by videoconference.

20. A Committee Annual Plan, including meeting dates and key agenda items, will be agreed by the Committee each year. The Annual Plan will cover all responsibilities as detailed in this Charter.

21. Papers may only be tabled at a meeting with the approval of the Chair.

## Quorum and Attendance

22. A quorum consists of a majority of the people for the time being holding office as members of the Committee.

23. The Chair may approve for the whole, or any part, of a meeting of the Committee, the attendance of:

- a. a member of the Council;
- b. an employee or contractor of the University; or
- c. any external persons for the purpose of the meeting.

23.

## Reporting

27. The Chair of the Committee or their delegate will report on the business of each Committee meeting at the next meeting of the Council.
28. The Committee will submit an annual report to the Council on its performance and activities, including:
  - a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
  - b. details of any outstanding business; and
  - c. details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.
29. The Council may request additional reports on the business of the Committee as it deems necessary.
30. The Committee may report to the Council any other matter it deems of sufficient importance to do so.