

**JAMES COOK UNIVERSITY**  
**2016 - COUNCIL AND ITS COMMITTEES MEETING DATES AND PATHWAYS**  
**DATES – SUBJECT TO CHANGE**

16 <sup>th</sup> Council								
Dates proposed in 2016		TSV	TSV	TSV	CNS	TSV	CNS	TSV
<b>COUNCIL</b> Meeting Dates (usu. Thursday) (if with workshop, Friday)		26 February (Friday)	7 April	27 May (F) (Workshop)	14 July	1 September	21 October (F) (Workshop)	^8 December (3pm)
<b>Council Circular (usually Friday)</b>		11 February	+23 March (Wed)	12 May	1 July	19 August	7 October	^25 November
<b>Workshop Dates (usu. Saturday)</b>				28 May (All day)			22 October	
<b>Gap Between Meetings (in weeks)</b>	11	6	7	7	7	7	^7	^11
COMMITTEES, BOARDS AND SUB-COMMITTEES OF COUNCIL								
<b>ACADEMIC BOARD</b> (Monday, except where Public Holiday) H: 12.00pm – 2.00pm)			14 March*	3 May (Tuesday)	20 June	8 August	26 September	7 November
<b>Education Committee</b> (Monday) 11.00 am – 1.00 pm			15 February	29 March (Tuesday)	30 May	11 July	5 September	17 October
<b>Research Committee</b> (Tuesday) 11.00 am – 1.00 pm			23 February	30 March (Wednesday)	31 May	12 July	6 September	18 October
<b>FINANCE COMMITTEE</b> (Thursday) [UniHealth, UniCare, UniNet, and UniVet report to Finance Committee] 3.00pm – 5.00pm		22 February (M) 3pm - 5pm  JOINT MEETING WITH AUDIT		5 May		11 August		22 November (Tues)
<b>Investment Sub-Committee</b> (Thursday) 3:00 -4:30 pm		10 February (Wednesday)				10 May (Tuesday)		25 August 10 November
<b>Controlled Entities Sub-Committee</b> (Thursday) 3:00 -4:30 pm						12 May		10 November (11.00 am – 12.30pm)
<b>JCU Enterprises Board</b>  (JCUS reports to JCH who in turn reports to JCUE) (tbc)		February Combined with JCUS & JCH						
<b>ESTATE BOARD</b> (Thursday) 4.00pm – 5.30pm			15 March (Tues)		16 June		6 October	
<b>HUMAN RESOURCES COMMITTEE</b> (Tuesday) 11.00am – 1.00pm			18 March (Fri)		14 June	16 August		9 November (Wed)
<b>Ceremonial &amp; Honorary Degrees Sub-Committee</b> (Thursday) 4.00pm – 5.30pm			18 February (Thu)			21 July		15 September
<b>Student Focus Sub-Committee</b> (Tuesday) 1.00 pm – 2.30 pm					18 May (Wed)			4 October
<b>FUTURES COMMITTEE</b> (Thursday) 1.00 – 2:30pm			21 March		9 June	18 August		17 November
<b>AUDIT COMMITTEE</b> (Thursday) 3.00 – 5.00pm		22 February 3pm – 5pm JOINT MEETING WITH FINANCE	21 March		9 June	18 August		17 November
<b>Risk Management Sub-Committee</b> (Thursday) 3.30 – 5.00 pm <b>Stood Down for 12 Months in 2015</b>								
<b>HEALTH SAFETY ENVIRONMENT COMMITTEE</b> (Friday) 10am – 12 noon			18 March (1-3pm)		10 June		9 September	11 November

#### NOTES ON COUNCIL BUSINESS

- February meeting: to enable Financial Statements and Councillor's Report to be certified by 28 February 2015 – signed by Auditor General on 2 March 2015.
- Final accounts won't receive Finance Committee's approval earlier than 23 February. Provisional accounts to be sent to Council in February subject to Finance Committee's consideration.
- April meeting: KPI/KPM acquittal
- May meeting: Strategy Performance Report 2015
- July meeting: endorse University Plan post VCAC retreat
- September meeting: undertake 2015 Budget Review and interim 2015 KPI results
- October meeting: receive the 2015 Interim Performance Report.
- December meeting: Triennium Budget Sign-off and 2016 KPI/KPM targets

#### OTHER FACTORS

- Queensland public holidays in 2016 are 1/1, 26/1, 25/03, 28/03, 25/4,2/5, (TSV show day 4/7, CNS show day 22/7), 3/10, 26/12, 27/12.
- Singaporean public holidays in 2016 are 1/1, 8/2, 9/2,25/3, 2/5, 6/7, 9/08, 12/9, 25/12, 26/12
- Graduations: TSV - 16/03 (3:30pm), 17/03(11:00am & 3:30pm ), 21/12 (11:00am & 3:30pm); CNS - 3/03 (3:30pm), 19/12(3:30pm); SNG – 2/04 (11:00am), 30/07 (11:00am), 3/12 (3:30pm); BNE – 16/09; BJJ – TBC
- IRU Staff Forum – 28 – 29 September
- V8 Weekend Townsville – 8 -10 July 2015
- Higher Education Conference – Universities Australia – 9 - 11 March
- VCAC Planning Retreat – TBC – 22-24 June
- Senior Staff Conference – 23-25 November
- Melbourne Cup – 1 November
- Commonwealth Games – 4-15 April 2018

#### NOTES ON COMMITTEE AND SUB COMMITTEE BUSINESS:

- Investment Sub Committee meetings must occur no sooner than 7 weeks after a quarter ends (31 March, 30 June, 30 September, 31 December) this is to allow for the Mercer report to be completed and presented at the appropriate meeting
- Finance Committee meeting to occur a minimum of 3 weeks before Council Meeting and dates to meet up with Period 3,7 and 10 of the Financial Statements reporting period
- **Health, Safety & Environment Committee to follow HSEAC Meetings (3 week turn around)**

^The Council Meeting scheduled for 1 December has been rescheduled for the 8 December to allow for the Singapore Graduation Ceremony scheduled on 3 December.

+ The Council Circular distribution scheduled for 25 March has been brought forward to a Wednesday to allow for Easter Friday Public Holiday.

\* A pre-meeting of the Academic Board, Education Committee and Research Committee will take place before the 14 March AB Meeting to discuss Annual reports and Sub-committee ToRs.

The Council Meeting scheduled for the 26 February has been placed there to allow time for the minutes from the Finance/Audit joint meeting on 22 Feb to be written and prepared for Council.

Draft 2017		TSV		TSV		TVE		CNS		TSV		CNS		TSV
<b>COUNCIL</b> Meeting Dates (usu. Thursdays) (if with workshop, Fridays)		23 Feb		7 April (F) (w'shop)		25 May		13 July		31 August		20 October (F) (w'shop)		7 Dec (3pm)
<b>Workshop Dates (usu. Saturday)</b>				8 April								21 October		
<b>Gap Between Meetings (in weeks)</b>	12		6		7		7		7		7		7	