

FINANCE AND BUSINESS AFFAIRS COMMITTEE BUSINESS SCHEDULE 2017

Terms of reference	Item No	Item	Responsibility	Meetings				
				1 6 Mar	2 26 Apr	3 1 Aug	4 1 Nov	5 27 Nov
1. To advise and make recommendations to Council on matters concerning the University's consolidated finances, investments, borrowings and fixed assets including (but not limited to):	1.1	Report on the administration of the Student Loan Fund in 2016.	Executive Director, Division of Student Administration	X				
	1.2	Annual report on appointment in 2017 of Financial Delegates with general expenditure limit of >\$100k.	Chief Financial Officer					X
	1.3	Report on financial issues as required.	Chief Financial Officer	X	X	X	X	X
	1.4	To consider future growth opportunities, as required	Chief Financial Officer	X	X	X	X	X
a) annual consideration of the University's Financial Plan and recommendation to Council for receipt, consideration and, if appropriate, approval.	1.5	Progress report on the development of the Deakin University Financial Plan 2018-2020, comprising of the 2018 Budget.	Chief Financial Officer			X		
	1.6	Proposed Deakin University Financial Plan 2018-2020, comprising of the 2018 Budget.	Chief Financial Officer				X	
b) consideration of business cases for the individual major ¹ projects that comprise the capital expenditure program and their recommendation to Council for receipt, consideration, and if appropriate, approval	1.7	Business case for major capital works as required.	Chief Financial Officer / Executive	X	X	X	X	X
c) consideration at each meeting of the University's financial report including cash flow projections, reports of performance against the budget for project expenditure and a summary of investment performance and their recommendation to Council for consideration.	1.8	2016 end of year financial report, including forecast projections for the year, capital expenditure performance and investment performance for the period ending 31 December 2016.	Chief Financial Officer	X				
	1.9	Financial Report, including cash flow projections for the year and capital expenditure performance and Portfolio Report for the most recent monthly reporting period for 2017.	Chief Financial Officer	X Jan	X Mar (Outlook 1)	X Jun	X Sept (Outlook 2)	X Oct
2. To review, approve and report to Council as appropriate on policies relating to the University's Financial Plan and the management of the University's fixed assets.	2.1	To consider recommendations relating to financial policies as required.	Chief Financial Officer	X	X	X	X	X

¹ Major capital projects are defined as being individual projects for which expenditure will be \$10 million or greater.

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3. To provide effective governance oversight of university entities, incorporated and unincorporated, and report any issues to Council, and to consider other reports as determined appropriate.	3.1	Reports of reviews by the boards of University controlled entities, of their own performance, for 2016.	Chief Operating Officer	X				
	3.2	Review the corporate governance statements and board memberships for controlled incorporated and unincorporated commercial entities.	Chief Operating Officer			X		
	3.3	Review of DeakinDigital Pty Ltd.	Chief Financial Officer			X		
	3.4	Deakin Residential Services Pty Ltd 10 Year Strategic Plan.	Chief Operating Officer		X			
	3.5	Draft 2018 Business Plans from University controlled incorporated and unincorporated commercial entities.	Chief Operating Officer					X
	3.6	Quarterly reports of performance against 2017 Business Plans, from University controlled commercial entities.	Chief Operating Officer	X 4 th	X 1 st	X 2 nd	X 3 rd	
	3.7	Report on performance of companies which Deakin University has significant shareholdings.	Chief Financial Officer			X		
	3.8	Report on exempt commercial activities on basis of annual expenditure <\$1.5m or low risk, as required.	Vice-Chancellor	X	X	X	X	X
4. To receive and monitor the budgets, financial accounts and financial sustainability of student associations pursuant to service level agreements or other agreements with the University.	4.1	Deakin University Student Association (DUSA) financial statements for the year ended 31 December 2016.	Chief Financial Officer		X			
	4.2	Financial report for DUSA as at 30 June 2017.	Chief Financial Officer				X	
	4.3	Draft Deakin University Student Association (DUSA) 2018 budget.	Chief Financial Officer					X
	4.4	Annual review of DUSA.	DUSA					X
	4.5	Discharge of obligations under University provided funds (i.e. Student Services and Amenities Fund).	Executive Director, Division of Student Life		X			

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5. To consider plans for the development, maintenance and utilisation of physical infrastructure at each campus and make recommendations to Council for their approval and/or amendment as required.	5.1	Report on Campus Infrastructure and Utilisation Plan as it relates to campus development.	Chief Operating Officer			X		X
6. To receive an annual report on the utilisation of University buildings for teaching, research and other purposes.	6.1	Report on Campus Infrastructure and Utilisation Plan as it relates to the utilisation of University buildings.	Chief Operating Officer			X		
7. To review an asset management report and upon identification of any issue, propose actions to Council.	7.1	University asset management report 2017.	Chief Financial Officer					X
8. To advise and make recommendations to Council on any matters referred to it by Council.	8.1	To consider recommendations as required.		X	X	X	X	X
9. To make such recommendations to Council as the Committee considers appropriate in respect of the matters referred to in the foregoing paragraphs.	9.1	To consider recommendations as required.		X	X	X	X	X

OTHER ITEMS RELATING TO COMMITTEE FUNCTIONS

Item No.	Item	Responsibility	Action/Outcome	Meetings				
				1 6 Mar	2 26 Apr	3 1 Aug	4 1 Nov	5 27 Nov
9.1	Annual review of the Committee's performance. Report on the fulfilment of the Committee's obligations as set out in its 2017 business schedule.	Executive Officer	To be considered and reported to Council.					X
9.2	Report from the Chairperson assessing the effectiveness of the Finance and Business Affairs Committee during 2017.	Chairperson	To be considered.					X
9.3	2018 Finance and Business Affairs Committee business schedule.	Executive Officer	To be considered.					X
9.4	2018 Finance and Business Affairs Committee meeting schedule.	Executive Officer	To be considered.				X	
9.5	Finance and Business Affairs Committee review of terms of reference.	Executive Officer/All	As required.					

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