

FULFILMENT OF THE FINANCE AND BUSINESS AFFAIRS COMMITTEE'S 2015 BUSINESS SCHEDULE

| Terms of reference | Actions | Outcomes | Meetings | | | | |
|---|--|--|----------------|----------------|----------------|----------------|----------------|
| | | | 1 23 Feb | 2 28 Apr | 3 20 Jul | 4 20 Oct | 5 23 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): | Report on the administration of the Student Loan Fund in 2014. | Considered at meeting 1 as per <i>Regulation 10.1(1) – Student Loan Fund</i> . | X | | | | |
| | Report on financial issues as required. | Considered at Meeting 3, and recommended to Council to amend the Future Fund Guidelines. | | | X | | |
| a) annual consideration of the University's Financial Plan and recommendation to Council for receipt, consideration and, if appropriate, approval | Progress report on the development of the Deakin University Financial Plan 2016-2018, comprising of the 2016 Budget. | Considered. | | | X | | |
| | Proposed Deakin University Financial Plan 2016-2018, comprising of the 2016 Budget. | Considered at Meeting 5, 2015 and forwarded to Council for approval. | | | | | 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 | Business case for major capital works as required. | Consideration of business case for 505 bed student residence, and recommended to Council for approval. | 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. | 2014 end of year financial report, including forecast projections for the year, capital expenditure performance and investment performance for the period ending 31 December 2014. | Considered and forwarded to Council for consideration. | X | | | | |
| | Financial Report, including cash flow projections for the year and capital expenditure performance and Portfolio Report for the most recent monthly reporting period for 2015. | Considered at each meeting and reported to Council (including progress reports on major and ICT projects). | X Jan | X Mar | X Jun | X Sept | X Oct |

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

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| 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. | To consider recommendations relating to financial policies as required. | Pursuant to the Financial Delegations policy, received at Meeting 5, a report on the appointments of financial delegates by the CFO for expenditure limits over \$100,000. | | | | | X |
| 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. | Reports of reviews by the boards of University controlled entities, of their own performance, for 2014. | Considered. | X | | | | |
| | Draft 2016 Business Plans from University controlled incorporated and unincorporated commercial entities. | Deakin Residential Services Pty Ltd and Unilink Limited considered at Meeting 5. DeakinDigital Pty Ltd Business Plan to be considered at Meeting 2, 2016. | | | | | X |
| | Quarterly reports of performance against 2015 Business Plans, from University controlled commercial entities. | Received for Quarter 4, 2014 and Quarters 1, 2, 3, 2015. Considered and reported to Council. Quarter 4, 2015 will be submitted to Meeting 1, 2016. Received an update on the sale of Callista Software Services Pty Ltd at Meeting 1, following its recommendation (and subsequent approval) to Council from Meeting 7, 2014. | X 4 th | X 1 st | X 2 nd | X 3 rd | |
| | Proposal for changes to tax status and amendments to company constitution. | Considered at Meeting 5 a proposal that DeakinDigital Pty Ltd be converted from a taxable entity to a tax exempt entity, and adopt a new Constitution consistent with requirements of this change in tax status, and recommended to Council for approval. | | | | | X |
| | Proposal for Deakin Residential Services Pty Ltd to consider borrowing utilising tax offsets. | Considered at Meeting 3 and recommended to Council for approval. | | | X | | |

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| | Report on exempt commercial activities on basis of annual expenditure <\$1.5m or low risk, as required. | Received and noted a report on the approval to establish iHosp Pty Ltd on the basis of low risk. | | | | X | |
| 2. 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 | Deakin University Student Association (DUSA) financial statements for the year ended 31 December 2014. | Considered. | | X | | | |
| | Financial report for DUSA as at 30 June 2015. | Considered. | | | | X | |
| | Draft Deakin University Student Association (DUSA) 2016 budget. | Considered. | | | | | X |
| | Annual review of DUSA. | Considered. | | | | | X |
| | Discharge of obligations under University provided funds (i.e. Student Services and Amenities Fund). | Considered. | | X | | | |
| 3. 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. | Report on Campus Infrastructure and Utilisation Plan as it relates to campus development. | Received a presentation and progress report from the Vice-President (Enterprise) at Meetings 3 and 5. | | | X | | X |
| 4. To receive an annual report on the utilisation of University buildings for teaching, research and other purposes. | Report on Campus Infrastructure and Utilisation Plan as it relates to the utilisation of University buildings. | Received progress reports at Meetings 3 and 5. | | | X | | X |
| 5. To review an asset management report and upon identification of any issue, propose actions to Council. | University asset management report 2015. | Considered. | | | | | X |
| 6. To advise and make recommendations to Council on any matters referred to it by Council. | To consider recommendations as required. | No items were referred from Council for consideration during 2015. | | | | | |
| 7. To make such recommendations to Council as the Committee considers appropriate in respect of the matters referred to in the foregoing paragraphs. | To consider recommendations as required. | Items considered at Meetings 2, 3, 4 and 5 in relation to matters regarding the University's controlled entities and recommended to Council for approval. | | X | X | X | X |

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| Other matters relating to committee functions | Fulfilment by the Finance and Business Affairs Committee of its 2015 business schedule. | Considered at Meeting 5, 2015 and reported to Council that the Committee has fulfilled all of its responsibilities in 2015. | | | | | X |
| | Report from the Chairperson assessing the effectiveness of the Finance and Business Affairs Committee during 2015. | Considered. | | | | | X |
| | 2016 Finance and Business Affairs Committee business schedule. | Considered. | | | | | X |
| | 2016 Finance and Business Affairs Committee meeting schedule. | Received and noted. Amendments made to February and July meeting dates and times. | | | | X | |
| | Finance and Business Affairs Committee biennial review of performance. | Considered and reported to Council. The Committee agreed: <ul style="list-style-type: none"> • that no changes to the composition or terms of reference of the Committee were required • that it was satisfied with the level of reporting and made no recommendation for improvements to papers • that it had scope to devote attention to new growth opportunities for the University, and that this is to be accommodated in the 2016 business schedule. | | | | X | |
| | Finance and Business Affairs Committee review of terms of reference. | Reviewed and no amendments required. | | | | X | |