

2020 Finance and Business Affairs Committee Business Schedule

Terms of reference	Item No.	Item	Responsibility	Action/Outcome	Meetings				
					<u>1</u> 10 Mar	<u>2</u> 11 May	<u>3</u> 15 Jul	<u>4</u> 22 Sep	<u>5</u> 29 Oct
1. To advise and make recommendations to Council on matters concerning the University's consolidated finances, investments, borrowings and business assets including (but not limited to):	1.1	Report on the administration of the Student Loan Fund in 2019.	ED, DSA	To be considered.	X				
	1.2	Report on financial issues.	CFO	As required.	X	X	X	X	X
	1.3	Consider future growth opportunities.	CFO	As required.	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.	1.4	Progress report on the development of the Deakin University Financial Plan 2021-2023, incorporating the 2020 Budget.	CFO	To be endorsed.				X	
	1.5	Proposed Deakin University Financial Plan 2021-2023, incorporating the 2021 Budget.	CFO	To be considered, and if appropriate recommend to Council for approval.					X
	1.6	Business cases for major capital works/projects.	CFO / Executive	To be considered, as required, and if appropriate recommend to Council for approval.	X	X	X	X	X
b) consideration of business cases for the individual major projects that comprise the capital expenditure program and their recommendation to Council for receipt, consideration, and if appropriate, approval.	1.7	2019 end of year financial report, including forecast projections for the year, capital expenditure performance and investment performance for the period ending 31 December 2019.	CFO	To be considered, as required, and if appropriate recommend to Council for approval.	X				
c) consideration at each meeting of the University's financial report including cash flow projections, reports of performance against budget for project expenditure and a summary of investment performance and their recommendation to Council for consideration.	1.8	Financial Report, including cash flow projections for the year and capital expenditure performance for the most recent monthly reporting period for 2019.	CFO	To be considered and forwarded to each Council meeting for noting.		X OL1	X May	X OL2	
	1.9	Major Projects Report for the most recent monthly reporting period for 2020.	CFO	To be considered and forwarded to each Council meeting for noting.	X Jan	X Mar	X May	X Aug	X Sep
	1.10	Report on Post Implementation Reviews of projects.	CFO	To be considered.	X				
	1.11	Report on FBT project implementation.	CFO	To be considered.	X				

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2. To approve and report variations of up to 10 per cent to the budget of approved major projects provided that the variation is fully covered by the Financial Plan and does not exceed \$10 million.	2.1	Change requests for major capital works/projects.	CFO	To be considered, as required, and if appropriate recommend to Council for approval.	X	X	X	X	X
3. To review, approve and report to Council as appropriate on policies relating to the University's financial resources, business assets and commercial activities.	3.1	Review the Commercial Activities and Entities policy and procedure.	CFO	To be considered and if appropriate recommend to Council for approval.	X				
	3.2	Consider recommendations relating to financial policies.	CFO	As required.	X	X	X	X	X
4. 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.	4.1	Reports of reviews by the boards of University controlled entities, of their own performance, for 2019.	CFO	To be considered.	X				
	4.2	Review the corporate governance statements and board memberships for controlled incorporated and unincorporated commercial entities.	CFO	To be considered.	X				
	4.3	Draft 2021 business plans from University controlled incorporated and unincorporated commercial entities.	CFO	To be approved, and reported to Council.					X
	4.4	Quarterly reports of performance against 2020 business plans, from University controlled commercial entities.	CFO	To be considered.	X Q4 2019	X Q1	X Q2		X Q3
	4.5	Performance report for DeakinCo.	CFO	To be considered.				X July	
	4.6	Report on performance of companies which Deakin University has significant shareholdings.	CFO	To be considered and reported to Council for noting.	X				
	4.7	Report on new equity investments or significant changes to equity investments.	CFO	As required.	X	X	X	X	X
	4.8	Report on exempt commercial activities on basis of annual expenditure <\$1.5m or low risk.	VC	As required.	X	X	X	X	X

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5. 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.	5.1	Deakin University Student Association (DUSA) financial statements for the year ended 31 December 2019.	CFO	To be considered and reported to Council for noting.		X			
	5.2	Financial report for DUSA as at 30 June 2020.	CFO	To be considered and reported to Council for noting.				X	
	5.3	Draft Deakin University Student Association (DUSA) 2021 budget.	CFO	To be considered and reported to Council for noting.					X
	5.4	Discharge of obligations under University provided funds (i.e. Student Services and Amenities Fund).	ED, Student Life	To be considered and reported to Council for noting		X			
6. 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.	6.1	Campus Infrastructure and Property Strategy 2021-2026.	COO	To be considered and recommended to Council for approval.				X	
7. To receive an annual report on the utilisation of University buildings for teaching, research and other purposes.	7.1	Report on the utilisation of University buildings.	COO	To be considered.				X	
8. To review an asset management report and upon identification of any issue, propose actions to Council.	8.1	University asset management report 2020.	CFO	To be considered.					X
9. To advise and make recommendations to Council on any matters referred to it by Council.	9.1	To consider recommendations.		As required.	X	X	X	X	X
10. To make such recommendations to Council as the Committee considers appropriate in respect of the matters referred to in the foregoing paragraphs.	10.1	3 year plan for ICT strategy.	CDO	To be considered and recommended to Council for approval.				X	
	10.2	To consider recommendations.		As required.	X	X	X	X	X

Other items

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Report on the fulfilment of the Committee's obligations of its 2020 business schedule.	Executive Officer	To be considered and reported to Council.					X
2021 business schedule.	Executive Officer	To be considered.					X
2021 meeting schedule.	Executive Officer	To be considered.			X		
Review of Finance and Business Affairs Committee terms of reference.	Executive Officer/All	As required.	X	X	X	X	X
Finance and Business Affairs Committee biennial review of performance.	Executive Officer/All	As required.	X	X	X	X	X

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