

REGISTER OF COUNCIL DELEGATIONS AND REPORT ON EXERCISE OF THOSE DELEGATIONS IN 2019

COUNCIL POWERS SET OUT IN THE ACT	DELEGATION OR CONFERRAL OF POWERS					
	Item no	Nature of delegation or conferral	To whom	Date made	Further details	Use and reporting ¹
S 8 The Council— a) is the governing body of the University; and b) has the general direction and superintendence of the University; and c) subject to the Act, the university statutes and university regulations, may exercise all the powers, functions and duties of the University.	1.1	Authority to act on Council's behalf, on the advice of Chancellor's Advisory Committee, on urgent matters that cannot wait until the next meeting of Council.	Chancellor	9 August 2001	Conferral specified in Regulation 3.1—The Chancellor and Deputy Chancellors , Section 2(e) approved by Council on 11 December 2008 including all amendments to 2 July 2013. Also set out in Chancellor's Advisory Committee term of reference 1 'To advise the Chancellor in regard to matters which the Committee considers need to be dealt with before the next scheduled meeting of Council'.	On the advice of the Committee the Chancellor approved on behalf of Council: <ul style="list-style-type: none"> the appointment of David St. John to the Investment Committee (13 February 2019) amendments to terms and investment into commercial entities (3 May 2019). These matters were reported to Council on being approved.
	1.2	Authority to sign contracts.	As set out in relevant policy document	11 August 2005	Authority specified in Contracts policy approved by Council on 15 March 2018. Where the Vice-Chancellor signs a contract in excess of their financial delegation in accordance with s 21 of the Contracts procedure this is reported to the next scheduled meeting of Council.	Used regularly in the course of business in accordance with the Contracts policy and the Delegations policy . In 2019 there were no contracts signed by the Vice-Chancellor in excess of her or his financial delegation (1 in 2018).
	1.3	Authority to approve expenditure.	As set out in relevant policy document	25 October 2001	Delegations specified in Delegations policy approved by Council on 6 December 2018 and effective from 4 March 2019.	Used regularly in the course of business in accordance with the Delegations policy . The updated Delegations policy came into effect on 4 March 2019 alongside the University's new finance system, UniFi.
	1.4	Authority to make and receive gifts and donations.	Vice-Chancellor	25 October 2001	Authority set out in Regulation 6.1(1) – Gifts and Bequests and the Delegations policy approved by Council on 4 October 2012 and incorporating all amendments to 3 March 2016.	Used in the course of business in accordance with the Gifts and Hospitality Acceptance policy .
	1.5.1	Authority to purchase and sell properties associated with Faculty of Health clinical placements, with an individual value of less than \$550,000 and purchased through an external grant, with all such transactions and sales being reported to Council.	Vice-Chancellor on the advice of the Chief Operating Officer	13 August 2009, updated 9 August 2012 and 8 May 2014	Purchases are arm's length transactions at values approved by the Victorian Valuer-General and comply with the <i>Victorian Government Policy and Instructions for the Purchase, Compulsory Acquisition and Sale of Land</i> .	Purchases are reported to Council on a periodic basis after a series of purchases is made. In 2019 there were no purchases for reporting to Council (0 in 2018).
	1.5.2	Authority to purchase property or land up to a value of \$10 million that is of a strategic nature and in accordance with the Campus Infrastructure and Utilisation Plan, with all such transactions being reported to Council.	Vice-Chancellor on the advice of the Chief Operating Officer	4 May 2017	Purchases are arm's length transactions at values approved by the Victorian Valuer-General and comply with the <i>Victorian Government Policy and Instructions for the Purchase, Compulsory Acquisition and Sale of Land</i> .	This delegation was approved by Council on 4 May 2017. No properties were acquired using this delegation in 2019 (1 in 2018).
	1.6	Authority to approve operational policies of a non-academic nature.	Vice-Chancellor	9 October 2003	Authority set out in the Policy Framework approved by Council on 7 December 2017.	Used regularly in the course of normal business in accordance with the Policy Framework . In 2019 the Vice-Chancellor approved 26 new or amended policy suites (15 in 2018) and revoked five policy suites (0 in 2018). These are listed at the bottom of this report and all changes are published and explained on the Deakin Policy Library .

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						The greater number of changes in 2019 was largely attributable to numerous changes early in the year consolidating follow-up items commenced in 2018 in line with implementation of the Enterprise Agreement 2017.
	1.7	Authority to approve new or amended policies, procedures and schedules relating to all academic matters.	Academic Board	8 August 2002	Authority set out in Regulation 2.2(1) – <i>The Academic Board</i> 26 September 2019, the Academic Board policy approved by Council on 25 July 2019 and the Policy Framework approved by Council on 7 December 2017.	Used regularly in the course of normal business in accordance with the Policy Framework . In 2019 the Academic Board approved two new and 19 amended policies.
	1.8	Authority to: (i) approve courses for offer (ii) update the lists of University awards in schedules to Regulation 5.2(2) – <i>Higher Education Award Courses – General</i> and Regulation 5.2(7) – <i>Vocational Education and Training Courses</i> .	Academic Board	(i) 4 October 2012 (ii) 3 December 2015	Authority set out in: <ul style="list-style-type: none"> course approval process approved by Council on 4 October 2012 consistent with the Higher Education Courses policy and Higher Education Courses Approval and Review procedure Regulation 5.2(2) – <i>Higher Education Award Courses – General</i> and Regulation 5.2(7) – <i>Vocational Education and Training Courses</i> approved by Council on 3 December 2015. 	Used regularly in the course of normal business in accordance with Regulation 5.2(2) – Higher Education Award Courses - General . The Chair of the Academic Board reports to Council following each meeting of the Board on the approval of courses for offer, revision or discontinuation.
	1.9	To enter partnerships with external organisations.	Vice-Chancellor	8 May 2014	Authority set out in External Relationships policy approved by Council 8 May 2014 and Partnership policy approved by the Vice-Chancellor 29 May 2014.	Used regularly in the normal course of business in accordance with the relevant policies and procedures.
S 6 (3) The University may employ persons ... and terminate the employment of any members of staff.	2.1	Authority to appoint Principal Officers of Faculties and Schools.	Vice-Chancellor	11 December 2008	Authority set out in Regulation 3.1(7) – Principal Officers of Faculties and Regulation 3.1(8) – Principal Officers of Schools as amended 20 September 2011.	Used as required to make appointments and reported to Council in the Vice-Chancellor’s report. Appointments of Principal Officers of Faculties (Executive Deans) are approved by Council. In 2019 Council approved the appointment of Professor Rachel Huxley as Executive Dean Health (meeting of 25 July 2019). Appointments of Principal Officers of Schools are reported to Council as part of the Vice-Chancellor’s regular report on senior staff appointments and departures.
	2.2	Authority to appoint Pro Vice-Chancellors who are not members of the Executive.	Vice-Chancellor	11 September 2008, updated 29 October 2014	Authority set out in Regulation 3.1(3) – Pro Vice-Chancellors . Authority to appoint any Pro Vice-Chancellors who are members of the Executive resides with Council.	Used as required to make appointments and reported to Council in the Vice-Chancellor’s report. In 2019 appointments of Pro Vice-Chancellors who are not members of the Executive were reported to Council on 21 March (Pro Vice-Chancellor Teaching and Learning) and 14 November (Pro Vice-Chancellor Indigenous Strategy and Innovation).

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	2.3	Authority to appoint honorary and adjunct staff.	Vice-Chancellor	11 December 2008, updated 4 October 2012	Authority set out in the Honorary Appointments Procedure .	Used as required to make honorary and adjunct appointments in accordance with the Honorary Appointments Procedure .
S 10 Subject to the university statutes and university regulations, the Council has power, and is deemed always to have had power, to confer any degree or grant any award in any discipline, except divinity.	3.1	Delegation to the Chancellor of the power to confer academic awards of the University.	Chancellor	19 June 1997 (version incorporating amendments to 31 August 2005)	In the absence of the Chancellor, a Deputy Chancellor may also confer awards consistent with section 25(4) of the Act.	Used at graduation ceremonies to confer academic awards in person or <i>in absentia</i> . List of conferrals maintained by the Division of Student Administration (the so called 'Council List').
S 16 At the discretion of the Council, a member of the Council ... may be paid the remuneration and fees that are fixed from time to time by the Minister for that member.	4.1	Authority to set the level of remuneration for the Chancellor and Council members eligible for remuneration.	Remuneration Committee	30 June 2016	Authority set out in Remuneration Committee term of reference 5 'To set the level of remuneration for the Chancellor and Council members on an annual basis within bands set down in the 'Victorian Government's Appointment and Remuneration Guidelines for governing bodies of non-departmental entities'.	At its meeting on 12 December 2019 Council received the minutes of the Remuneration Committee meeting of 14 November 2019 at which the Committee set the level of Council remuneration for 2020.
S 18 The Council by instrument may delegate its powers and functions to a member of the Council, or a committee of the Council; or any member of staff of the University; or the academic board or its equivalent; or any other entity prescribed by the university statutes. The Council must not delegate this power of delegation; or the power to appoint officers or the power to make university statutes.	5.1	Authority to make recommendations to the Minister regarding the proposed appointment of Government appointed members of Council.	Chancellor on advice from Chancellor's Advisory Committee	20 February 2003	Authority set out in Chancellor's Advisory Committee term of reference 3 'To make recommendations to the Minister regarding the proposed appointment of Government appointed members of Council'. Recommendations are made in line with the 'Guidelines on the Appointment and Remuneration of Council Members' approved by Council on 14 November 2019.	The following recommendations were made: <ul style="list-style-type: none"> • reappointment of Ms Carol Boyer-Spooner to 31 December 2021 • reappointment of Ms Miranda Douglas-Crane to 31 December 2021 • appointment of Mr Ryan Leemon to 30 June 2022. These recommendations were reported to Council and made by the Government.
	5.2	Authority to conduct the annual review of the Vice-Chancellor's performance and remuneration and make relevant recommendations to the Remuneration Committee.	Chancellor	25 November 1999, 24 October 2002, 30 June 2016	Authority approved by Council on 30 June 2016 and set out in the Remuneration Committee term of reference 4 'To consider and if appropriate approve the recommendations by the Chancellor for adjustments to the Vice-Chancellor's conditions of employment and remuneration arising from the Chancellor's annual review of the Vice-Chancellor's performance and remuneration.'	The Chancellor conducted the 2019 performance review for Professor Jane den Hollander in June 2019 and made recommendations arising to the Remuneration Committee by circular resolution. The Chancellor conducted the 2019 performance review for Professor Iain Martin in December 2019 and made relevant recommendations by circular resolution to the Remuneration Committee. Outcomes are reported to the first available meeting of Council.
	5.3	Authority to approve the Internal Audit Plan.	Audit and Risk Committee	10 April 2003	As set out in the Audit and Risk Committee term of reference 5 'To approve an Internal Audit Plan, to consider the University's internal audit coverage, and to report annually to Council on those matters.	Used at least annually to approve and update the Internal Audit Plan. The 2020-2022 Strategic Audit Plan was noted by Council at its meeting on 12 December 2019. Council received reports following each meeting of the Audit and Risk Committee including on the Internal Audit Progress report.

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	5.4	Authority to consider reports on fraud and corruption control to ensure that an appropriate framework is maintained by the University.	Audit and Risk Committee	29 October 2015	As set out in the Audit and Risk Committee term of reference 10 'To consider reports on fraud and corruption to ensure that an appropriate framework is maintained by the University'.	Incorporated into the Audit and Risk Committee's annual business schedule. At its meeting on 14 November 2019 Council received a report from the Audit and Risk Committee on its consideration of the University's fraud control framework.
	5.5	Authority to approve policies relating to the University's Financial Plan and the management of the University's assets.	Finance and Business Affairs Committee	22 February 2001 7 June 2012	As set out in the Finance and Business Affairs Committee term of reference 3 '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'.	Incorporated into the Finance and Business Committee's annual business schedule. At its meeting on 14 November 2019 Council considered reports on the Finance and Business Affairs Committee's consideration of the annual asset management report and a presentation from the Chief Operating Officer on the Campus Infrastructure and Property Strategy.
	5.6	Authority to approve the business plans of University controlled entities.	Finance and Business Affairs Committee	10 April 2008	As set out in the Finance and Business Affairs Committee term of reference 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'.	Incorporated into the Finance and Business Committee's annual business schedule. Council received reports from the Committee on its quarterly review of the business plans and performances of university entities.
S 46 The University may invest any money of the University in any manner of investment authorised by the Council.	6.1	Authority to determine the allocation of funds in the Long Term Investment Pool, including the proportion to be allocated to the Environmental, Social and Governance Pool.	Investment Committee	7 August 2013 12 December 2013	As set out in the Investment Committee's terms of reference, the Investment Management policy and the Investment Governance Framework approved by Council on 8 May 2018.	Incorporated into the Investment Committee's annual business schedule. The Investment Committee reported to Council on all decisions concerning the allocation funds following each Committee meeting.
	6.2	Authority to review, approve and report to Council as appropriate on policies relating to the investment of surplus funds held by the University	Investment Committee	12 December 2013, updated 7 August 2014		
	6.3	Authority to approve cash and fixed interest investments in accordance with the Investment Governance Framework.	Chief Financial Officer	4 March 2008	Authority set out in the Investment Governance Framework and oversight by the Investment Committee.	Following each meeting the Investment Committee reported to Council on the University's cash and fixed interest investments (the Short Term Investment Pool).

Further to item 1.6 above the following new or amended policies and procedures were approved by the Vice-Chancellor in 2019:

- Academic Promotion policy and procedure
- Academic Study Program procedure
- Admission Process, Enrolment, Fees and Charges policy and procedure
- Art Collection and Galleries procedure
- Business Assets Management policy and procedure
- Casual Staff Employment procedure
- Compliance Management policy
- Conflict of Interest procedure
- Contractors and Consultants procedure
- Corporate Mobile Communication Devices procedure
- DeakinAchieve - Performance and Development Program procedure
- Elections procedure
- Employment of Staff policy
- Flexible Work Arrangements policy and procedure

- Gifts and Hospitality Acceptance policy
- Government and Political Engagement policy
- Leaving Deakin procedure
- Making Reasonable Adjustments for a Member of the University with a Disability or Health Condition procedure
- Performance and Development policy
- Probation (Academic Staff) procedure
- Remuneration procedure
- Sexual Assault Prevention and Response policy and procedure
- Space Management and Allocation policy and procedure
- Travel procedure
- Workloads and Hours of Work procedure
- Workplace Relations policy and procedure.

The following policies were revoked in 2019:

- Breach Management procedure
- Compliance Management procedure
- Induction procedure
- Succession Planning procedure
- Workforce Design and Planning policy.

All policy changes are recorded and explained on the Deakin policy library at <https://policy.deakin.edu.au/home.php>

Report received by Council on 12 December 2019.

¹ In this document references to committee 'reports' includes committee minutes provided to Council.