

REGISTER OF COUNCIL DELEGATIONS AND REPORT ON EXERCISE OF THOSE DELEGATIONS IN 2024

COUNCIL POWERS SET OUT IN THE ACT	Item no	DELEGATION OR CONFERRAL OF POWERS				Use and reporting
		Nature of delegation or conferral	To whom	Date made	Further details	
<p>S 8 The Council—</p> <p>a) is the governing body of the University; and</p> <p>b) has the general direction and superintendence of the University; and</p> <p>c) subject to the Act, the university statutes and university regulations, may exercise all the powers, functions and duties of the University.</p>	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	Authority specified in University Statute 7c and Chancellor’s Advisory Committee term of reference .	There were no matters approved by the Chancellor on behalf of Council between meetings in 2024 (2023-5).
	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 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 . All contracts signed by the Vice-Chancellor in excess of his financial delegation under s 18 of the Contracts Policy were reported to Council at the first available meeting under ‘Matters since the previous meeting’. At its meeting on 13 December 2024 Council will consider conferring authority on the Vice-Chancellor to sign a contract for the renewal of the lease for Deakin Downtown premises.
	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. Under the policy the Vice-Chancellor has financial delegation for general expenditure up to \$20 million and up to \$10 million for major projects and commercial activities.	Used regularly in the course of business in accordance with the Delegations Policy . The current Delegations Policy came into effect on 4 March 2019 alongside the University’s finance system, UniFi. The policy was reviewed in 2023 and is up to date.
	1.4	Authority to make and receive gifts and donations.	Vice-Chancellor	25 October 2001	Authority set out in Delegations Policy and Gifts and Hospitality Acceptance Procedure .	Used in the course of business in accordance with the Gifts and Hospitality Acceptance Procedure .
	1.5	Authority to purchase or dispose of 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 and relevant Government requirements where relevant, with all such transactions being reported to Council.	Vice-Chancellor on the advice of the Deputy Vice-Chancellor University Services	Antecedent delegation made 13 August 2009, updated 9 August 2012 and 8 May 2014. Current delegation made 4 May 2017, updated 13 December 2024.	Purchases are arm’s length transactions in accordance with Victorian Government requirements	The current form of this delegation was approved by Council on 4 May 2017. Updates to terminology were made in 2024 to reflect current Vic Gov approval requirements. Property disposal/purchases in Portland Vic were reported to Council at its meeting on 8 November 2024. The properties provide accommodation for medical students undertaking rural clinical placements and the use of funding has been approved by the Australian Health Department. Previous uses of the delegation – 2023-1, 2022-0, 2021-0, 2020-0, 2019-0, 2018-1.
	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 and as amended by Council on 4 August 2021.	Used regularly in the course of normal business in accordance with the Policy Framework . All policy approvals and versions are listed on the Deakin Policy Library .

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	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 University Statute 11 2c , the Academic Board Policy and the Policy Framework approved by Council.	Used regularly in the course of normal business. The Chair of the Academic Board reports to Council following each meeting of the Board, including on policies approved, and provides an annual list of all policy changes to the final meeting of Council each year in December.
	1.8	Authority to approve courses for offer.	Academic Board	(i) 4 October 2012 (ii) 3 December 2015 (iii) Academic Boards Regulations effective 1 January 2021	Authority set out in: <ul style="list-style-type: none"> • Academic Board Regulations 13 • Higher Education Courses Policy and Higher Education Courses Approval and Review Procedure. 	Used regularly in the course of normal business in accordance with the Higher Education Courses policy and Higher Education Courses Approval and Review procedure, both of which were updated during the year. The Chair of the Academic Board reports to Council following each meeting of the Board including 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 and Partnerships Policy and International Relations Regulation Policy approved by Council on 8 July 2022.	Used regularly in the normal course of business in accordance with the relevant policies and procedures. The named policies were approved in their current versions by Council on 8 July 2022.
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 Schools.	Vice-Chancellor	11 December 2008	Authority set out in Vice-Chancellor Regulations 7.1 .	Used as required to make appointments. The names of Principal Officers of Schools and any changes are reported to the People and Culture Committee at its first and final meeting each year.
	2.2	Authority to appoint honorary and adjunct staff.	Vice-Chancellor	11 December 2008, updated 4 October 2012	Processes 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> and maintained in accordance with record keeping requirements (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.	People and Culture Committee	30 June 2016 (to the then Remuneration Committee which became the People and Culture Committee on 28 September 2023)	Authority set out in the People and Culture Committee terms of reference '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'.	The People and Culture Committee sets the level of remuneration for the Chancellor and Council members each year, for implementation from the commencement of the next year. This is reported to Council at its final meeting each year or to an earlier meeting as applicable. Council has approved the Council Members Appointment and Remuneration Procedure (current version approved 10 November 2023). The People and Culture Committee considers a report at its final meeting of the year about the compliance of the University's remuneration arrangements for Council with Victorian Government Guidelines.

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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 'To make recommendations to the Minister regarding the proposed appointment of Government appointed members of Council'. Recommendations are made in line with the Council Members Appointment and Remuneration procedure approved by Council.	In 2024 the Chancellor recommended the reappointment of two Government appointed members of Council. This followed the completion of performance reviews of each member. All relevant correspondence and supporting information was reported to Council.
	5.2	Authority to conduct the annual review of the Vice-Chancellor's performance and remuneration and make relevant recommendations to Council via 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 People and Culture Committee terms of reference updated 28 September 2023 and 21 March 2024.	The Chancellor conducts the Vice-Chancellor's performance and remuneration review annually in December and makes recommendations to the People and Culture Committee for consideration and if appropriate approval. This is reported to Council. See agenda item 2.
	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 terms of reference 5 'To consider and report to Council as appropriate on the University's internal audit coverage and approve the Internal Audit Plan, ensuring that it covers the University's significant business risks.' and 6 'To monitor progress of the Internal Audit Plan, reviewing management responses to internal and external audit findings and ensuring compliance with recommendations contained in those reports, and report to Council accordingly.'	Used annually to approve and update the Internal Audit Plan. The 2025-2027 Strategic Audit Plan was approved by the Audit and Risk Committee on 25 November 2024 and reported to Council on 13 December 2024.
	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 11 'To consider reports on fraud and corruption control to ensure that an appropriate framework is maintained by the University.'	Incorporated into the Audit and Risk Committee's annual business schedule. The Audit and Risk Committee reports on relevant issues to Council following each of its meetings. At its meeting on 23 May 2024 Council received a report from the Audit and Risk Committee on its annual comprehensive review of the University's fraud control framework and related activities.
	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 '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 Affairs Committee's annual business schedule. The Committee did not exercise this delegation in 2024 and instead made recommendations to Council on the Controlled Entities Procedure, the Commercial Activities and Entities Policy and the Treasury Policy. Relevant approvals were conferred by Council at its meetings on 21 March, 26 September and 8 November 2024 respectively.
	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 '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.

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						At its meeting on 21 March 2024 Council approved a new Controlled Entities Oversight and reporting Procedure, following up improvements on 8 September 2023 to the process for appointing directors under the Commercial Activities and Entities Policy , effective from 10 October 2023.
	5.7	Authority to act on Council's behalf in the event of an urgent response required by a cybersecurity incident.	Chancellor's Advisory Committee	6 October 2022	As resolved by Council on 6 October 2022.	Resolved by Council following the cybersecurity session on 6 October 2022. Not exercised in 2023. Council conducted a cybersecurity session on 18 November 2024.
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 Future Fund.	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.	Incorporated into the Investment Committee's annual business schedule. The Investment Committee reported to Council on all decisions concerning the allocation of funds following each Committee meeting. At its meeting on 23 May 2024 Council received the updated Investment Policy and Investment Management Procedure.
	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 Policy, Investment Management Procedure and Treasury Policy and Procedure.	Chief Financial Officer	4 March 2008	Authority set out in the Investment Governance Framework and oversight by the Investment Committee.	The Chief Financial Officer reports to the Investment Committee on use of this authority. The Committee in turn reports to Council following each meeting.
GIFT CITY DELEGATIONS						
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.	7.1	Authority to act as the University's Authorised Representative in India for specified purposes – Special Economic Zone Application, Tax Registration and Service of Document	Ravneet Pawha (named Representative), Vice-President (Global Engagement) and CEO South Asia	4 June 2023	Set out in full in agenda item 4.1 CAC2023-4A.	Used to established GIFT City accreditations and operations.
	7.2	Authorised signatories on ICICI GIFT City Bank account	9 named staff for specified purposes and within specified limits	13 October 2023	Set out in full in agenda item 12 CAC2023-7A.	Used to establish and operate bank account for specific purposes and within specified limits.
	7.3	Authorised signature for execution of lease for premises in GIFT City	Ravneet Pawha (named Representative), Vice-President (Global Engagement) and CEO South Asia	15 December 2023	Set out in full in tabled agenda item C2023-6A.	Used to execute lease for premises now occupied.
	7.4	Authorisation for ICEGATE Registration (to receive goods incoming into the GIFT City Special Economic Zone)	David Das (named Representative), Head Campus Operations	15 December 2023	Set out in full in tabled agenda item C2023-6A.	Used to receive goods for use at the campus.

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	7.5	Authorised Signatory for Registration of Employee Provident Fund (superannuation equivalent)	Ravneet Pawha (named Representative), Vice-President (Global Engagement) and CEO South Asia	15 December 2023	Set out in full in tabled agenda item C2023-6A.	Used to fulfil Indian regulatory requirement.
	7.6	Appointment of additional staff to conduct tax transactions, further to 7.1 above	Three named staff to be Authorised Signatories further to Ravneet Pawha (named Representative), Vice-President (Global Engagement) and CEO South Asia	15 December 2023	Set out in full in tabled agenda item C2023-6A.	Used to provide further signatories rather than just single Authorised Signatory for the specified purpose, being that the University is registered as having tax exempt status in the Special Economic Zone.
	7.7	Authorised Representative for lodging forms with the Ministry of Corporate Affairs in accordance with requirements of the Companies Act 2013	David Das (named Representative), Head Campus Operations	26 September 2024	Set out in full in agenda item 16 of that meeting.	Used to lodge Annual Financial Statements with the Ministry of Corporate Affairs.
	7.8	Authority to make and revoke appointment of Authorised Representatives of the GIFT City Campus for specified purposes to fulfil Indian regulatory requirements	Vice-Chancellor	13 December 2024	Set out in full in agenda item 16 of that meeting.	Anticipated for use in 2025.

Report received by Council on 13 December 2024