

# Delegation of Authority Policy



## Purpose/objective

A delegation is a conferral by the Board of Directors (BD) of its power and authority to perform functions to an officer or body of the Australasian Academy of Higher Education (“the Academy”). Delegations provide formal authority for officers, committees or other bodies to commit the Academy to actions or decisions, incur liability for the Academy or otherwise use the powers provided under law. The Board retains and can exercise all delegated powers and authorities.

The Delegation of Authority Policy provides the Academy with a framework in which delegations can occur. The framework will guide appropriate responsibility and accountability for various actions, steer decision making to appropriate levels and be clear and transparent.

## Scope

This Policy applies to all activities and can include any action that commits the Academy to a binding agreement.

## Policy

### 1. Principles and Guidelines

- 1.1. Delegates are required to act with care and diligence when exercising their delegation. Delegates must avoid actual, perceived or potential conflicts of interest. Accordingly, delegates must not be able to approve their own expenses.
- 1.2. Delegation levels are established to enable transparent, timely and appropriate decision making. (Details pertaining to who can delegate and who can be a delegate are outlined in Schedule 1.)
- 1.3. Delegations can only be made if the role is in the scope of the delegate’s level of responsibility.
- 1.4. All delegations are subject to the delegate’s financial delegation, as outlined in Schedule 2.
- 1.5. Delegations held by the least senior delegate are also held by that delegate's immediate supervisor or line manager and successively by each subsequent supervisor or line manager within the chain of delegation.
- 1.6. Delegates may make binding decisions on behalf of the Academy but due consideration must be given to wider implications of the decision.
- 1.7. Delegates must act with diligence and seek expert advice where necessary. If expert advice is disregarded, delegates should document reasons for acting against advice.
- 1.8. Limits, including financial transaction limits, should be set for action by delegates. Within these limits delegates have the authority to negotiate and approve actions.

- 1.9. Authorised officers may be appointed by delegates but those officers cannot make any decisions above the level of responsibility of the delegate.
- 1.10. Delegate actions include, but are not restricted to, providing authorising signature, approval of expenditure, instructions to other staff, documentation and reporting of decisions.
- 1.11. Delegates must maintain records, receipts and any other form of documentation relevant to the exercise of their delegation in accordance with the Records Management Policy.
- 1.12. Delegations must be reported to the Board of Directors if the delegate is acting on behalf of the Board.
- 1.13. Any matter that is not included in these delegations must be referred to the Dean for clarification in the first instance.
- 1.14. To ensure this rule is applied consistently across the Academy, any clarification of the requisite authority should always be sought from above in the relevant management reporting line.

## Schedule 1: Delegations of Authority

This schedule outlines the authorities that have been delegated to particular positions or committees along with the relevant limits to those authorities.

#	Function	Authority	Delegate
<b>1.0 Delegations of Authority</b>			
<b>General</b>			
1.1	Approve policy in the following areas:		
	Governance	BD	
	Academic Matters	BD	Academic Board (AB)
1.2	Approve procedures, guidelines and processes for the implementation of policies in the following areas:		
	Academic Matters	AB	Dean
	Corporate engagement and advancement, alumni and communications	BD	Principal and Chief Executive Officer (CEO)
	Marketing and Communication	BD	Registrar
	Finance	BD	Chief Operating Officer (COO)
	Human Resources	BD	COO
	Information Technology	BD	COO
	Infrastructure and Facilities	BD	COO
	Risk and Compliance	BD	CEO
	Library	BD	Dean
	Records retention	BD	Registrar
	Quality Assurance	BD	CEO
	Scholarly activity (research)	AB	Dean
	Student administration	BD	Registrar
	Student wellbeing	BD	Registrar
<b>Corporate governance</b>			
1.3	Strategic planning	BD	
1.4	Changes to delegation of authority	BD	
<b>2.0 Legal - Delegations of Authority</b>			
<b>Legal documents</b>			
2.1	Acceptance of formal legal documents	BD	CEO
2.2	Statement of compliance to the regulators	BD	CEO
2.3	Addressing legal disputes	BD	

#	Function	Authority	Delegate
2.4	Appointment of legal counsel	BD	
2.5	Appointment of financial counsel	BD	
2.6	Instruct legal counsel	BD	
2.7	Represent the Academy (AAHE) in legal proceedings	BD	CEO
2.8	Make decisions relating to AAHE's legal matters	BD	
<b>Contracts and Agreements</b>			
2.9	Approve the establishment of a new campus	BD	
2.10	Approval of contracts relating to employment	BD	COO
2.11	Approval of contracts relating to operations	BD	COO
2.12	Approval of deeds	BD	
2.13	Approval of agents agreements	BD	CEO
<b>Whistleblowers</b>			
2.14	Receive whistleblower disclosures	BD	CEO
<b>3.0 Finance Delegation of Authority</b>			
<b>General Finance approvals</b>			
3.1	Forms that relate to finance	BD	COO
3.2	Budget approvals	BD	
3.3	Funds allocation	BD	
3.4	Approve annual financial statements	BD	
<b>Borrowing and investments</b>			
3.5	Borrowing	BD	
3.6	Investments	BD	
<b>Expense approvals</b>			
3.7	Individual expenses	CEO	COO
3.8	Department expenses	CEO	COO
3.9	Crisis expenditure in accordance with the Critical Incident Policy	CEO	Refer to Schedule 2
<b>Banking</b>			
3.10	Opening and maintaining bank accounts	BD	CEO
3.11	Appoint officers to sign, countersign or endorse instruments required to operate AAHE bank accounts (two (2) signatures must be required for all documents)	CEO	COO
3.12	Approve the issue of, and credit limits associated with, corporate credit cards for staff	CEO	COO
3.13	Appoint persons to sign contracts, purchase orders and other vouchers used for the supply of goods and services by AAHE	CEO	COO

<b>Fees and charges</b>			
3.13	Approve annual schedule of tuition fees and associated tuition charges	BD	
3.15	Waive or refund domestic student fees	CEO	COO
3.16	Waive or refund domestic student charges	CEO	COO
3.17	Waive or refund international student fees	CEO	COO
3.18	Waive or refund international student charges	CEO	COO
3.19	International student scholarship (discounted fees)	CEO	COO
3.20	Fees for exam invigilators	CEO	COO
<b>Insurance</b>			
3.21	Approve risk framework	BD	COO
3.22	Insurance Renewal	BD	
3.23	TPS premium	CEO	COO
<b>Payments to staff</b>			
3.24	Approve detailed arrangements for the payment of salaries, wages and allowances.	CEO	COO
3.25	Superannuation payments	CEO	COO
3.26	Payments made to third parties in the event of death	BD	COO
<b>Asset disposal, debt recovery and write offs</b>			
3.27	Asset disposal	BD	
3.28	Authorise debt recovery	BD	COO
3.29	Write off assets and debt	BD	CEO
3.30	Write off other payments, such as salary over payments	BD	CEO
<b>Staff Travel</b>			
3.31	Approve domestic travel expenses	CEO	COO
<b>4.0 Information Technology - Delegations of Authority</b>			
<b>Infrastructure</b>			
4.1	Design, provide, maintain, upgrade and modify digital campus networks and approve or deny device attachments and network interconnections	CEO	COO
4.2	Approve or deny changes to Information Systems Management framework	CEO	COO
4.3	Approve electronic interfaces to enterprise production systems	CEO	COO
4.4	Develop and implement an IT Business Continuity plan incorporating measures for disaster avoidance and recovery	CEO	COO
4.5	Approve digital certificates and domain name registrations	CEO	COO
4.6	Redesigning of the website	CEO	COO

<b>Information Security</b>			
4.7	Take necessary action to assure continuity and security of the digital campus	CEO	COO
4.8	Approve commissioning and operation of outsourced and cloud- sourced services	CEO	COO
4.9	Authorise action in relation to information security requests in the context of the urgent procedures that protect computing and information systems	CEO	COO
4.10	Restrict email, network or software application threats and malware	CEO	COO
<b>5.0 Human Resources - Delegations of Authority</b>			
<b>Recruitment and appointment</b>			
5.1	Board of Directors	BD	
5.2	Appointment and remuneration of CEO	BD	
5.3	Academic Board	BD	AB
5.4	Executive Management Committee (EMC)	BD	CEO
5.5	Learning and Teaching Committee (LTC)	AB	LTC
5.6	Course Advisory Committee (CAC)	AB	CAC
5.7	Student Representative Council	BD	EMC
5.8	Course Coordinators	BD	AB
5.9	Dean	BD	AB
5.10	Academic Staff	CEO	Dean
5.11	Administration Staff	CEO	COO
5.12	Quality Assurance Manager	CEO	COO
5.13	Consultants	CEO	COO
5.14	Appointments above normal academic and professional staff levels	CEO	COO
5.15	Remuneration allowances	CEO	COO
5.16	Academic staff workload allocation	CEO	Dean
5.17	Professional staff working hours	CEO	Registrar
5.18	Approve professional staff reclassification	CEO	COO
5.19	Approve disciplinary action for unsatisfactory performance or misconduct	CEO	Registrar or Dean
5.20	Terminate employment (except via resignation/retirement)	CEO	Registrar or Dean
5.21	Approve allowances (e.g. for First Aid Officer)	CEO	COO
<b>Leave (e.g. Annual, Long Service, Maternity, Leave without Pay)</b>			
5.22	Approving Leave	CEO	COO or Registrar

<b>Performance Management</b>			
5.23	Probation – Confirmation of Employment:	CEO	Dean
	a) Continuing Academic Staff	CEO	Dean
	b) Fixed-Term Academic Staff	CEO	Dean
	c) Professional Staff	CEO	COO
5.24	Performance Review and Planning process/ Professional Development Planning and Review or equivalent	CEO	Line Manager
5.25	Professional development course approval	CEO	Line Manager
5.26	Study time and/or financial assistance	CEO	COO
<b>Separation from Employment</b>			
5.27	Dismissal, termination or suspension	CEO/COO/BD	COO
<b>6.0 Academic and Student Matters - Delegations of Authority</b>			
<b>General</b>			
6.1	Approve academic calendar for each year	BD	AB
6.2	Award coursework degrees, associate degrees, diplomas	BD	AB
6.3	Preside at graduation ceremonies	BD	AB
6.4	Revoke and require the surrender of an award	BD	AB
6.5	Authorise fixing the seal to testamurs	BD	2 staff authorised by BD
<b>Academic Awards Course Offerings</b>			
6.6	Approve establishment of a degree, diploma, or other award course, or non-award course, including approve program and course rules and academic requirements	BD	
6.7	Approve discontinuation or suspension of a degree, diploma, or other award course, or non-award course	BD	
6.8	Approve admission rules requirements for degree, diploma, or other award course, or non-award course	BD	AB
<b>Student Admissions</b>			
6.9	Approve admission of students	AB	Dean
<b>Student enrolment and Progression</b>			
6.10	Approve annual enrolment load planning for students	AB	Dean
6.11	Determine minimum rate of progress in a program of study	AB	Dean
6.12	Approve recognition of prior learning, credit transfer and cross-institutional enrolment	Dean	Course Coordinator
6.13	Determine that the requirements for a degree have been satisfied	AB	Dean
6.14	Terminate candidature of a student for failure to progress	AB	Dean

6.15	Cancel enrolment due to non- payment of fees	AB	Dean	
6.16	Determine whether a student's circumstances warrant the granting of special consideration	AB	Course Coordinator	
6.17	Determine whether a student's circumstances warrant the granting of a deferred examination	AB	Registrar	
6.18	Approve final grade for a unit of study	AB		
<b>Student Complaints and Appeals</b>				
6.19	Consider and determine an appeal	Academic	AB	Dean
		Administration	COO	Registrar
6.20	Consider and resolve a complaint:			
	a) Academic matters	AB	Dean	
	b) Non-academic matters	COO	Registrar	
<b>Student Misconduct</b>				
6.21	Breaches of academic honesty	AB	Dean	
6.22	Student general misconduct	COO	Registrar	
<b>7.0 Research Administration</b>				
<b>Staff Research programs</b>				
7.1	Research Support Program	AB	Dean	
7.2	Approval for:	AB	Dean	
	a) Academic Staff			
	b) Administration Staff	CEO		
	c) Members EMC	CEO		
<b>8.0 Educational, Academic and International Agreements</b>				
<b>Memoranda of Understanding and Third Party Agreements</b>				
8.1	a) Negotiate, b) approve and enter into, and c) terminate, an agreement for course delivery	BD		
8.1	a) Negotiate, b) approve and enter into, and c) terminate, a mutual benefit type memorandum of understanding (or similar document) with other non- commercial entity without specific financial commitment	CEO	COO	
8.2	a) Negotiate, b) approve and enter into, and c) terminate, an agreement (commercial or non- commercial) with another non-commercial entity pursuant to an existing MOU or agreement	CEO	COO	
8.4	Approve assignment of rights and applications, maintenance, prosecution and registration of intellectual property	CEO	COO	
<b>Articulation Agreements</b>				
8.3	Enter into an articulation agreement with another educational institution	AB	Dean	



8.4	Approve the terms and conditions under which affiliated educational, research, or support organisations gain access to the facilities or services of AAHE	AB	COO
<b>9.0 Education Agents</b>			
<b>International</b>			
9.1	Approve appointment of international Education Agents	COO	
9.2	Approve commission structures	COO	
9.3	Approve establishment of off-shore agencies	COO	
<b>10.0 Library and Collections</b>			
<b>Library</b>			
10.1	Suspend or exclude a student from the Library and/or impose a fine for a breach of Library policies, procedures, guidelines, rules or processes	AB	Dean
<b>11.0 Marketing and Communication</b>			
<b>Marketing and Branding</b>			
11.1	Approve style of AAHE's name and logo	BD	MM
11.2	Approve AAHE brand	BD	
11.3	Approve use of AAHE logo or other indicia by other parties in third party agreements (commercial or non-commercial)	BD	MM
11.4	Approve applications for assignment of trademarks (including cancellation).	BD	MM
11.5	Approve other dealings in trademarks (including renewals)	BD	MM
11.6	Approve marketing campaigns	CEO	COO
11.6	Approve media releases	CEO	COO
<b>12.0 Other Authority of Delegation</b>			
12.1	All other delegation of authority will be at the discretion of the Chair of the Board of Directors and/or the CEO as required	BD	

## Schedule 2: Financial delegations for incurring expenditure or signing contracts

Amounts authorised are for the total value of the contract over its life. Delegated authority is only granted up to approved budget expenditure for the area of responsibility.

<b>Officer</b>	<b>Approved amount - \$</b>
Chief Executive Officer	\$ 100,000
Chief Executive Officer - For Board Approved Contracts	Contract value
Chief Operating Officer	\$ 60,000
Dean	\$ 20,000
Registrar	\$ 10,000
Marketing Manager	\$ 40,000
Course Coordinator - Bachelor of Cyber Security	nil
Course Coordinator - Graduate Programs	nil
Lecturer C – Bachelor of Cyber Security	nil
Lecturer C – Graduate Programs	nil
Lecturer B - Bachelor of Cyber Security	nil
Lecturer B – Bachelor of Cyber Security	nil
Lecturer B – Grad. Cert & Grad. Dip. Cyber Security	nil
Admissions Officer	\$ 2,000
Finance Officer	\$ 2,000
HR Officer	\$ 2,000
IT / Learning Management System Officer	\$ 2,000
Student Support Officers	\$ 500
Quality Assurance Manager	nil
Board Secretary	nil
Executive Assistant to CEO	nil

### Related legislation and documents

AAHE Staff Code of Conduct

Records Management Policy

Higher Education Standards Framework (Threshold Standards) 2021, Standard 6.1

## Document information

Owner: Board of Directors

<b>Version</b>	<b>Approved by</b>	<b>Approved on</b>	<b>Implementation date</b>	<b>Changes made</b>
1	Board of Directors	14 October 2021	1 October 2023	
1.1	Board of Directors	28 March 2024	28 March 2024	Changes to delegates responsible for marketing, human resources and agents