

# Delegations Policy and Schedule

Purpose.....	2
Scope.....	2
Policy .....	2
Statement .....	2
Principles.....	2
Responsibilities .....	2
Definitions .....	3
Version history .....	3
Additional Information .....	3
Schedule of Delegations .....	5

## Purpose

This policy sets out the powers and functions which the Board of Directors have delegated to committees and positions at the Australia Institute of Future Education (**AIFE**).

## Scope

This Policy and Procedure applies to all AIFE staff and governance members.

## Policy

### Statement

As the body with ultimate oversight and accountability of AIFE's higher education operations, the Board of Directors (BoD) has a broad range of responsibilities, which can be delegated to a committee or a position.

The BoD has delegated all academic matters to the Academic Board and management of AIFE to the CEO. The delegated functions are listed in the Schedule of Delegations below and are grouped into the following categories:

- Part A. Matters Reserved for the BOD
- Part B. Strategy and Risk Delegations
- Part C. Financial Delegations
- Part D. Academic Delegations
- Part E. Operational Delegations
- Part F. Employment Delegations

### Principles

In delegating powers and functions to a committee or a position, the BoD will have regard to the following principles:

- Powers and functions are delegated in accordance with the Constitution of Australia Institute of Future Education.
- Delegations can only be made to established bodies and positions within the organisational structure, not to an individual person.
- Powers and functions delegated to a committee should be recorded in that committee's TOR and/or a similar governance document.
- All delegated decisions or activities should be reported to the authorising body from which the authority has been delegated, and documented in the meeting minutes of that authorising body.
- All financial delegations are to be exercised only within the stated financial parameters and limits as articulated in Schedule of Delegations.
- All delegations in the Schedule of Delegations will be reviewed at least annually.

## Responsibilities

The Board of Directors is responsible for:

- Delegating powers and functions in accordance with this Policy
- Reviewing the Schedule of Delegations annually.

When exercising a delegated function, the delegate:

- Must comply with this Policy and its Schedule of Delegations
- Must maintain compliance with relevant legislation, regulations and all relevant policies
- Must avoid any real or perceived conflict of interests by disclosing this to the authorising body
- Must exercise only the powers delegated
- Must maintain formal records and any other form of documentation relevant to exercising the delegation including making decisions
- May exercise other functions that are incidental or necessary to complete the delegated function
- Should report to the authorising body

## Definitions

For the purposes of this Policy, the following terms are defined as follows:

Delegate	Is a person who has been granted authority to carry out certain powers and functions on behalf of another position or governing committee, such as the BoD and the Academic Board
Delegation	Authority granted to a delegate, who shall remain responsible for the outcome of the delegation
Third-party partner	An external party with which AIFE intends to enter or has entered into an arrangement. The arrangement could be for the following: <ul style="list-style-type: none"> <li>• AIFE delivering a course (or courses) on behalf of the partner</li> <li>• the partner delivering an AIFE course on behalf of AIFE</li> <li>• the partner delivering services (e.g. information technology) for AIFE.</li> </ul>

## Version history

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	3 November 2021

## Additional Information

Policy Status	Approved
Policy Owner	CEO

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Next Review Date	3 years from Approval Date
Related Internal Documents	Terms of Reference: Board of Directors
Higher Education Standards Framework (Threshold Standards) 2021	Standard 6.1.3b
Other legislative or regulatory instruments	Not applicable

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## Schedule of Delegations

Part A. Matters Reserved for the BoD (as specified in the BoD Terms of Reference)	
No.	Delegation
1.	Appoint and monitor the CEO's performance
2.	Set, approve and monitor the future direction of AIFE in higher education
3.	Approve and monitor AIFE's annual budget and business plan
4.	Monitor AIFE's commercial activities to ensure they do not have any adverse impact on or pose an unreasonable risk to AIFE' finances and operations
5.	Approve AIFE's annual report
6.	Approve the annual financial statements of the company
7.	Approve AIFE's organisational structure
8.	Approve, monitor and review delegations listed in this Schedule of Delegations
9.	Approve or vary the Strategic Plan
10.	Approve the Risk Management Framework
11.	Confer the award of higher education qualifications on advice of the Academic Board
12.	Approve all regulatory applications including registration and accreditation applications to TEQSA and to other relevant government or statutory bodies.
13.	Approve the TOR of the Academic Board and appointment of independent Chair
14.	Establish committees of the BoD and approve Chairs of committees
15.	Approve all corporate policies
16.	Approve external auditors
17.	Approve external governance reviews and appoint the independent reviewer
18.	Approve the introduction of new courses to AIFE's profile

Part B. Strategy and Risk Delegations				
No.	Delegation	Delegated to	Source of delegation	Authority of delegation
1.	Manage AIFE's risks	CEO	Position Description: CEO	BoD
2.	Monitor and update the risk register	CEO	Position Description: CEO	BoD
3.	Lead development of AIFE's strategic plan, working closely with the BoD	CEO	Position Description: CEO	BoD

Part C. Financial Delegations				
No.	Delegation	Delegated to	Source of delegation	Authority of delegation
1.	Approve financial expenditure in line with the approved annual budget including executing contracts up to \$10,000	CEO	Position Description: CEO	BoD
2.	Payment of all staff salaries	CEO	Position Description: CEO	BoD
3.	Open and close bank accounts <sup>#</sup>	CEO	Position Description: CEO	BoD
4.	Prepare the annual budget and operational plan <sup>#</sup>	CEO	Position Description: CEO	BoD
5.	On campus expenditures up to \$1,000 <sup>#</sup>	CEO	Position Description: CEO	BoD
6.	Approve changes to student fees <sup>#</sup>			CEO
7.	Imposing or waiving student fees/penalties as provided for under a refund policy <sup>#</sup>			CEO

<sup>#</sup> Delegate can assign this function to another staff position (e.g. Administration Manager), who must report to the Delegate

Part D. Academic Delegations				
No.	Delegation	Delegated to	Source of delegation	Authority of delegation
1.	Academic governance at AIFE	Academic Board	TOR: BoD	BoD

<b>Part D. Academic Delegations</b>				
<b>No.</b>	<b>Delegation</b>	<b>Delegated to</b>	<b>Source of delegation</b>	<b>Authority of delegation</b>
2.	Establish Committees of the Academic Board	Academic Board	TOR: Academic Board	BoD
3.	Oversee academic matters including compliance with relevant HESF requirements	Academic Board	TOR: Academic Board	BoD
4.	Approve academic policy and procedures	Academic Board	TOR: Academic Board	BoD
5.	Approve academic admission standards for accredited higher education courses	Academic Board	TOR: Academic Board	BoD
6.	Approve AIFE's applications to TEQSA for course accreditation, subject to the BOD endorsement	Academic Board	TOR: Academic Board	BoD
7.	Approve minor course changes	Academic Board	TOR: Academic Board	BoD
8.	Manage academic risk	Academic Board	TOR: Academic Board	BoD
9.	Establish AIFE's staff profile and workloads that reflects the budget set by the BOD	CEO and Dean	Position Description: CEO Position Description: Dean	BoD
10.	Approve articulation agreements	CEO	Position Description: CEO	BoD
11.	Conferral of award, upon recommendation by the Academic Board	BoD	TOR: BoD	
12.	Issue academic transcripts <sup>#</sup>			Dean
13.	Approve credit for prior learning	Dean		Dean

<sup>#</sup> Delegate can assign this function to another staff position (e.g. Administration Manager), who must report to the Delegate

Part E. Operational Delegations				
No.	Delegation	Delegated to	Source of delegation	Authority of delegation
1.	Review performance of third party partners and education agents <sup>#</sup>		Position Description: Dean	CEO
2.	Manage AIFE's library and learning resources provision <sup>#</sup>		Position Description: Dean	Dean
3.	Appoint and manage professional staff according to an approved policy framework	CEO	Position Description: CEO	CEO
4.	Approve minor administrative changes and updates to policies as required		Position Description: Dean	Dean
5.	Renew, monitor and terminate agreements with education agents and report to the Board	CEO	Position Description: CEO	BoD
6.	Act as the authorised signatory for third party partner contracts	CEO	Position Description: CEO	BoD
7.	Approve or refuse the release of a conditional or full offer of admission <sup>#</sup>			Dean
8.	Exclusion for non-payment of fees <sup>#</sup>			
9.	Liaise with TEQSA and other regulatory agencies and accreditation bodies	CEO	Position Description: CEO	BoD
10.	Represent AIFE in public forums	CEO and Dean	BOD meeting of 3 November 2021	BoD
11.	Amend personal information as requested by the student <sup>#</sup>			CEO
12.	Approve marketing and promotional materials <sup>#</sup>			CEO
13.	Representing AIFE in communications with the media / public relations	Chair of the BoD  CEO	BoD meeting of 3 November 2021	BoD

<sup>#</sup> Delegate can assign this function to another staff position (e.g. Librarian, Human Resources Manager), who must report to the Delegate



<b>Part F. Employment Delegations</b>				
<b>No.</b>	<b>Delegation</b>	<b>Delegated to</b>	<b>Source of delegation</b>	<b>Authority of delegation</b>
1.	Approval for recruitment process	CEO	Position Description: CEO	BoD
2.	Appointment of the CEO	BoD	TOR: BoD	BoD
3.	Make employment offers			CEO
4.	Approve salary for appointments other than the CEO			CEO
5.	Approve academic promotion			Dean
6.	Dismissal for breach of staff code of conduct			CEO
7.	Dismissal of the CEO	BoD	TOR: BoD	BoD