

Delegations of Authority

Policy Category	Governance
Policy Code	GOV-HE-02
Policy owner	Principal Executive Officer
Responsible Officer	Principal Executive Officer
Approving authority	Board of Directors
Approval date	22 June 2023
Commencement date	29 June 2023
Review date	3 years – 2024 (or from time to time as the operations or organisational structure of the Institute may vary)
Version	2023.1
Related Documents	Institutional Quality and Governance Framework Academic Titles Policy and Procedure Quality Assurance Framework Graduation and Awards Policy and Procedure Academic Freedom Policy Advanced Standing Policy and Procedure Student Progression, and Exclusion Policy and Procedure Student Admissions Policy and Procedure Academic Misconduct Policy and Procedure Student Complaint and Appeal Policy and Procedure Grievance Policy and Procedure Student Assessment Policy & Procedure Records Management Policy Procedure Academic Continuous Improvement Policy and Procedure DOA 2022.1
HESF (Threshold Standards) 2021	6.1.3; 6.3.2

1. Purpose

This Delegation of Authority policy is established to define the limits of authority designated to specified positions of responsibility within the Australian Institute of Higher Education (AIH) ('the Institute').

2. Scope

This policy sets out the nature and extent of the authority formally delegated from the Board to the Executive Leadership Team and their respective teams.

To the extent that the Executive Leadership Team further delegates this authority, all delegated authorities and limits must be formally documented.

The Board reserves all decision-making authority to itself except to the extent that such power has been delegated to the Executive Leadership Team. This includes control at all times over its statutory obligations and key strategic directions and control and monitoring of all issues that may significantly impact the company.

This policy outlines:

- Types and maximum amount of obligations that may be approved by individuals or groups of individuals; and

- The designated responsibility for final approval on all financial and operational items within AIH.

All employees should be aware that conduct that violates the policy set forth is always considered outside the scope of their employment. Violating the policy could cause significant damage to the Institute and expose it to unintended legal and commercial liabilities. In addition, individuals who violate these policies are subject to appropriate disciplinary action by the Institute, including but not limited to the possible termination of employment.

Persons who have employees reporting to them should take all necessary steps to ensure their employees know and follow the policy. In this regard, all managers should periodically consult with their staff members to determine that appropriate procedures for implementation of the policy have been developed and are being followed and monitored.

3. Actions and Responsibilities

The role of the Board

The Board sets the overall strategic direction and the framework of policies and procedures necessary to achieve institutional objectives. It is ultimately responsible (to shareholders and/or stakeholders) for both corporate and academic outcomes.

The Board is responsible for identification of key risks and ultimate approval of mitigating policies and procedures.

In addition to matters expressly required by law to be approved by the Board, powers specifically reserved for the Board are as follows:

1. Appoint and remove the **Chief Executive Officer/Principal**, and determining his or her terms and conditions of employment (including remuneration).
2. Reviewing and approving each of the following:
 - Systems of governance, risk management and internal control, codes of conduct and legal, compliance, regulatory, financial and other reporting;
 - Major capital expenditure, capital management, and acquisitions and divestitures; and
 - Any matters in excess of discretions that, from time to time, may have been delegated to the Executive Leadership Team and senior management (for instance, in relation to capital expenditure)
3. Approving each of the following:
 - Vision, mission and core values of the Institute;
 - The Strategic Plan;
 - The Annual budget;
 - Material changes to the organisational structure;
 - The acquisition, establishment, disposal or cessation of any significant business of the organization; and
 - Any public statements (e.g. press, benchmarking exercises etc) which comment or reflect significant issues of the Institute's policy, performance or strategy.

The role of the Chief Executive Officer/Principal and delegated Executive Management:

- Act as the executive officer to the Board, including advising and informing the Board in its governance role;
- Work with the Board to deliver agreed strategic and business outcomes within the applicable budgetary and financial frameworks;
- Manage all of the day-to-day affairs and activities of the Institute within the Board-endorsed strategic plan, policies, risk management systems and financial framework;
- As approved, attract, motivate and retain a suitably qualified team of managers and staff;
- Provide reports, analysis and recommendations to the board as required; and
- Implement Board decisions and directives.

4. Policy in practice

- This policy and accompanying matrix of delegation is to be consulted prior to any purchasing decision, sale decision or action that may result in a material outcome for the Institute and approval prior to commitment;
- If at any point a situation arises where there is uncertainty over the delegation or the action at hand, notify management for clarification.
- The delegation of authority does not supersede the requirement of all employees to act ethically and in accordance with the core values of the Institute. If any action is approved or undertaken within a parties delegated level but which is perceived to be unethical or to contravene our core values, please notify the **Chief Executive Officer/Principal** immediately.

5. Version Control

This Policy has been endorsed by the Australian Institute of Higher Education Board of Directors as at March 2023 and is reviewed every 3 years, or from time to time as the operations or organisational structure of the Institute may vary. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Board	Development of new structure	4 August 2017	7 August 2017
2018-1	Board	Update to Delegation of Authority approved 4 August 2017	12 October 2018	12 October 2018
2019-1	Principal	Updated the Policy Owner, Responsible and Contact Officer to Principal. Updated delegations according to the new organisational structure. Inserted No.26 seek board approval for external communications.	27 September 2019	30 September 2019
2021.1	CEO/Principal	Review of policy, minor amendments to update policy name changes, and formatting with name changes.	22 April 2021	26 April 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021 Annual Review	16 June 2022	17 June 2022

2023.1	Executive Leadership Team	Amended to reflect appointment of COO and CFO.	9 March 2023	10 March 2023
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