

## DELEGATIONS POLICY AND PROCEDURE

<b>Approving Authority</b>	Council	<b>Approval Date of Last Revision</b>	18 March 2026
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<b>Policy Category</b>	Governance		
<b>Governing Authority</b>			
<b>Responsible Officer</b>	General Manager		
<b>Related Documents</b>	Delegations Register AIHE Constitution Deed Poll of Delegation Terms of Reference: Council Terms of Reference: Academic Board		

\* Unless otherwise indicated, this Policy/Procedure will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.1	17/12/2020	The next review date is updated to reflect the date set by the Council at its Meeting 5/2020
2.0	18/03/2026	Significant rewrite to better align with TEQSA expectations

## **PURPOSE**

1. This Policy establishes the arrangements for the delegation of strategic, academic, managerial, financial and operational powers within Adelaide Institute of Higher Education (AIHE) and ensures all delegations are formally recorded in the AIHE Delegations Register.

## **POLICY**

2. AIHE fulfils its governance, financial and reporting responsibilities in accordance with legislated requirements and applicable standards. In performing its functions, Council complies with all applicable regulatory obligations.
3. The following principles apply to delegations at AIHE:
  - 3.1 Delegations are made to positions or bodies, not to individual office holders.
  - 3.2 Where a delegation is made to a position, it applies to the substantive holder of the position and to any staff member formally appointed to act in that position.
  - 3.3 Where a position is temporarily shared or performed on a part-time basis, the division of delegations must be formally documented.
  - 3.4 A person holding a delegation must not sub-delegate that power or function unless expressly authorised.

## **PROCEDURE**

4. Pursuant to the Constitution, the AIHE Board delegates authority to Council for the operation, management and governance of the Institute's higher education activities.
5. Council approves delegations in accordance with the terms set out in the Deed Poll of Delegation.
6. Council approves delegations for financial and operational matters to committees and the Chief Executive Officer, and oversees delegations made through academic governance structures
7. All approved delegations are recorded in the Delegations Register.
8. Council reviews the Delegations Register annually.
9. Approved delegations are communicated to staff through established management channels.
10. Delegations may be amended as a result of:
  - changes to organisational structure
  - revisions to position descriptions or allocation of duties
  - operational issues identified through management or committee processes
  - changes to legislation or regulatory requirements
  - alterations to corporate structure.

## **COMPLIANCE**

11. Actions taken outside approved delegations may be invalid and will be addressed under relevant governance, financial management or staff conduct frameworks. Serious breaches may result in disciplinary action or legal consequences.