



## DELEGATIONS POLICY AND PROCEDURE

<b>Approving Authority</b>	Council	<b>Approval Date of Last Revision</b>	17 Dec 2020
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<b>Document No</b>	PLG3	<b>Version</b>	1.1
<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 Fit & Proper Persons Requirements 2011 AIHE Strategic Plan AIHE Risk Register AIHE Quality Assurance Framework Financial Management Policy Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018		

\* Unless otherwise indicated, this 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

## 1. PURPOSE

1.1 To establish the delegations and stakeholders of strategic, managerial and financial powers and functions within AIHE and ensure documentation of delegations in a Delegations Register.

## 2. POLICY

2.1 It is the policy of AIHE to manage its financial and reporting obligations in line with legislated requirements and applicable standards.

In considering these matters the Council will comply with all relevant regulatory requirements and standards.

2.2 A delegation is to a position and not the individual occupying the position.

2.3 A power or function delegated to a position extends to the substantive Authorised Officer of that position and any staff member acting in the position on a temporary basis.

2.4 Delegations to a position may be divided when a staff member is acting in position on a temporary basis. In this situation the division of delegations need to be formally stated.

2.5 An Authorised Officer cannot sub-delegate their delegated function.

## 3. PROCEDURE

3.1 Pursuant to the constitution of the Institute, the AIHE Board has chosen to delegate its powers to the AIHE Council in regard to the operation, management and governance of the higher education operated by the Institute.

3.2 The Council approves delegations in accordance with the terms and conditions set out in the Deed Poll of Delegation.

3.3 The Council approves the delegations for financial and operational decisions to committees and the General Manager. Delegations are reviewed by Council annually.

3.4 This policy is approved by the Council members at a meeting. The approved delegations are recorded in the delegations register and distributed to staff in line with the policy framework.

3.5 Triggers for changes to this policy include, but are not limited to:

- Changes in the workforce development plan
- Redesign of job descriptions and allocation of duties
- Notice of issues relating to operational application of the delegations being tabled at a staff, management or committee meeting
- Changes to legislation for corporations or education providers
- Alterations to the company structure.

3.6 This policy is subject to the Policy Framework.

## 4. CONSEQUENCES

4.1 Any individual or group of individuals failing to comply with the delegations of this policy or inappropriately using AIHE funds or authority will be subject to dismissal and may be subject to legal prosecution.