

### SCHEDULE 3 – OPERATIONAL DELEGATIONS<sup>1</sup>

The following authorities and powers are conferred by the Board of Directors of BBI The Australian Institute of Theological Education (Board of Directors) on the bodies and positions specified in this schedule.

Virginia Ryan  
Chair, Board of Directors

Code	Authorities and Powers <sup>2</sup>	Delegate/Body	Comments
<b>Accounting, Audit, and Tax Services</b>			
OPD1	AUTHORITY TO approve Auditors, and determine engagement and scope of Audit	Board of Directors	Audit and Risk Committee recommends to the Board of Directors
<b>Banking</b>			
OPD2	AUTHORITY TO open bank accounts for business purposes	Board of Directors	
OPD2A	AUTHORITY TO appoint cheque signatories	Board of Directors	Authorization of new/amended bank account signatories on the recommendation of the Principal/CEO
OPD2B	AUTHORITY TO sign cheques and approve Electronic Funds Transfers (EFT) ≤ \$25,000	<i>Two of either</i> Principal/CEO; Director Student Services and Operations; <i>and/or</i> Manager Financial Services	Provide a summary report of out of budget items to the Board of Directors quarterly
OPD2C	AUTHORITY TO sign cheques and approve Electronic Funds Transfers (EFT) ≥ \$25,000	Chair, Board of Directors <i>and</i> Principal/CEO	
OPD2D	AUTHORITY TO sign cheques, or approve payroll expenditure	Manager Financial Services; <i>and one of</i> Principal/CEO; Director Student Services and Operations	
OPD2E	AUTHORITY TO transfer funds between existing accounts	Principal/CEO; Director Student Services and Operations Manager Financial Services	
<b>Budget</b>			
OPD3	AUTHORITY TO approve BBI-TAITE's annual budget	Board of Directors	Audit and Risk Committee recommends to the Board of Directors
<b>Complaints, Disputes and Claims</b>			
OPD4	AUTHORITY TO resolve complaints, including HR matters other than complaints involving Principal/CEO	Principal/CEO	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly
OPD4A	AUTHORITY TO resolve complaints involving Principal/CEO	Chair/ Deputy Chair, Board of Directors	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly
OPD4B	AUTHORITY TO approve settlement of claims/ex-gratia payments up to \$24,999	Principal/CEO	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly

<sup>1</sup> This delegation schedule is modelled on the delegation schedules of Charles Sturt University and the University of Sydney.

<sup>2</sup> Refer to *D1 Delegations and Authorities Policy Section 4 Interpretation of the schedules of delegations* for an understanding of the terms used in the schedule.

<b>Code</b>	<b>Authorities and Powers<sup>2</sup></b>	<b>Delegate/Body</b>	<b>Comments</b>
OPD4C	AUTHORITY TO approve settlement of claims/ex-gratia payments \$25,000 up to \$49,999	Chair/Deputy Chair of the Board of Directors	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly
OPD4D	AUTHORITY TO approve settlement of claims/ex-gratia payments \$50,000 or above	Board of Directors	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly
OPD4E	AUTHORITY TO settle court, legal or other proceedings that bind BBI-TAITE	Board of Directors	Provide a summary report of all complaints, disputes, and claims to the Board of Directors quarterly
<b>Contracts – Legal and Funding</b>			
OPD5	AUTHORITY TO negotiate, enter into, and sign memorandums of understanding	Principal/CEO	
OPD5A	AUTHORITY TO purchase property	Members of BBI-TAITE	On the recommendation of the Board of Directors and the Audit and Risk Committee
OPD5B	AUTHORITY TO enter into a lease of property of < 12 months duration	Principal/CEO	
OPD5C	AUTHORITY TO enter into a lease of property of ≥ 12 months duration	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD5D	AUTHORITY TO negotiate contract terms and conditions, including variations	Principal/CEO	
OPD5E	AUTHORITY TO approve and execute contracts within budget and/or BBI-TAITE's business plan	Principal/CEO	
OPD5F	AUTHORITY TO approve and execute contracts for funding agreements, property purchase or major capital works	Board of Directors	
OPD5G	AUTHORITY TO approve and execute leasing contracts with a duration of < 24 months for IT equipment	Principal/CEO	
OPD5H	AUTHORITY TO approve and execute leasing contracts with a duration of > 24 months for IT equipment	Board of Directors	On the recommendation of the Principal/CEO and the Audit and Risk Committee
<b>Course Fee Discounts</b>			
OPD6	AUTHORITY TO approve discounts on fees for units of study	Principal/CEO	
<b>Expenditure – Contracts</b>			
OPD7	AUTHORITY TO approve unbudgeted contracts < 12 months duration and < \$25,000	Principal/CEO	
OPD7A	AUTHORITY TO approve unbudgeted contracts < 12	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors

Code	Authorities and Powers <sup>2</sup>	Delegate/Body	Comments
	months duration ≥ \$25,000 and < \$50,000		
OPD7B	AUTHORITY TO approve unbudgeted contracts < 12 months duration and ≥ \$50,000	Board of Directors	
<b>Expenditure – Credit Control</b>			
OPD8	AUTHORITY TO approve bad debt write-off < \$10,000	Principal/CEO	
OPD8A	AUTHORITY TO approve bad debt write-off ≥ \$10,000	Chair/Deputy Chair of the Board of Directors	On the recommendation of the Audit and Risk Committee Report to the Board of Directors
OPD8B	AUTHORITY TO approve the disposal of an asset valued < \$10,000	Principal/CEO	
OPD8C	AUTHORITY TO approve the disposal of an asset valued ≥ \$10,000	Board of Directors	
<b>Expenditure – Credit Cards</b>			
OPD9	AUTHORITY TO issue new corporate credit cards to staff with a limit of ≤ \$12,000	Principal/CEO	
OPD9A	AUTHORITY TO issue a new corporate credit card to the Principal/CEO with a limit of ≤ \$15,000	Chair/Deputy Chair of the Board of Directors	
OPD9B	AUTHORITY TO approve credit card expenditure of staff members	Principal/CEO; Director Student Services and Operations	
OPD9C	AUTHORITY TO approve credit card expenditure of Principal/CEO	Chair/Deputy Chair of the Board of Directors	
OPD9D	AUTHORITY TO approve credit card expenditure ≤ \$100 without a tax receipt	Principal/CEO; Director Student Services and Operations	
<b>Expenditure – Donations/Sponsorship</b>			
OPD10	AUTHORITY TO approve donations to outside groups < \$10,000	Principal/CEO	
OPD10A	AUTHORITY TO approve donations to outside groups ≥ \$10,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD10B	AUTHORITY TO approve sponsorship of outside groups < \$20,000	Principal/CEO	
OPD10C	AUTHORITY TO approve sponsorship of outside groups ≥ \$20,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors

Code	Authorities and Powers <sup>2</sup>	Delegate/Body	Comments
<b>Expenditure – General and Recurrent</b>			
OPD11	AUTHORITY TO approve general and recurrent expenditure within budget	Principal/CEO; Director Student Services and Operations	
OPD11A	AUTHORITY TO approve unbudgeted expenditure < \$25,000	Principal/CEO	
OPD11B	AUTHORITY TO approve unbudgeted expenditure ≥ \$25,000 and < \$50,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD11C	AUTHORITY TO approve unbudgeted expenditure ≥ \$50,000	Board of Directors	
<b>Expenditure – Capital</b>			
OPD12	AUTHORITY TO approve capital expenditure within budget	Principal/CEO	
OPD12A	AUTHORITY TO approve unbudgeted capital expenditure < \$25,000	Principal/CEO	
OPD12B	AUTHORITY TO approve unbudgeted capital expenditure ≥ \$25,000 and < \$50,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD12C	AUTHORITY TO approve unbudgeted capital expenditure ≥ \$50,000	Board of Directors	
<b>Expenditure – Motor Vehicle Expenses</b>			
OPD13	AUTHORITY TO approve staff kilometre claim for reimbursement of motor vehicle expenses	Principal/CEO; Director Student Services and Operations	
OPD13A	AUTHORITY TO approve the Principal/CEO's kilometre claim for reimbursement of motor vehicle expenses	Chair/Deputy Chair of the Board of Directors	
<b>Expenditure – Petty Cash</b>			
OPD14	AUTHORITY TO authorise petty cash floats	Principal/CEO; Director Student Services and Operations	
OPD14A	AUTHORITY TO authorise petty cash payments subject to the provision of receipts by the claimant	Principal/CEO; Director Student Services and Operations	The accounts clerk administers petty cash payments
<b>Expenditure – Professional Development, Conferences &amp; Travel</b>			
OPD15	AUTHORITY TO approve <u>overseas</u> professional development, conferences, and travel for the Principal/CEO	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD15A	AUTHORITY TO approve <u>overseas</u> professional development, conferences, and travel for Institute staff within budget	Principal/CEO	

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OPD15B	AUTHORITY TO approve <u>interstate</u> and <u>local</u> professional development, conferences, and travel for Institute staff within budget	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
OPD15C	AUTHORITY TO approve post graduate courses for Institute staff	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic);	
<b>Expenditure – Travel</b>			
OPD16	AUTHORITY TO approve <u>international</u> travel for the Principal/CEO	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD16A	AUTHORITY TO approve <u>international</u> travel for BBI-TAITE staff within budget	Principal/CEO	Report to the Board of Directors
OPD16B	AUTHORITY TO approve <u>domestic</u> travel for BBI-TAITE staff within budget	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
<b>Human Resources</b>			
OPD17	AUTHORITY TO approve new positions within budget	Principal/CEO	
OPD17A	AUTHORITY TO approve new positions resulting in a deficit budget outcome < \$50,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD17B	AUTHORITY TO approve new positions resulting in a deficit budget outcome ≥ \$50,000	Board of Directors	
OPD17C	AUTHORITY TO approve recruitment	Principal/CEO	
OPD17D	AUTHORITY TO approve acting appointments	Principal/CEO	On the recommendation of Line Manager Report to the Board of Directors
OPD17E	AUTHORITY TO approve employee remuneration, including: <ul style="list-style-type: none"> <li>• salary packages;</li> <li>• variations in salary; and</li> <li>• variations to employee contracts</li> </ul>	Principal/CEO	
OPD17F	AUTHORITY TO approve redundancy and termination payments	Principal/CEO	Report to the Board of Directors
OPD17G	AUTHORITY TO approve <ul style="list-style-type: none"> <li>• annual leave;</li> <li>• sick leave;</li> <li>• time in lieu; and</li> <li>• leave without pay</li> </ul>	Principal/CEO; Director Student Services and Operations	On the recommendation of Line Manager
OPD17H	AUTHORITY TO approve parental leave	Principal/CEO	On the recommendation of Line Manager

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OPD17I	AUTHORITY TO approve long service leave	Principal/CEO	On the recommendation of Line Manager Report to the Board of Directors
<b>Insurance</b>			
OPD18	AUTHORITY TO renegotiate/renew insurance policies with CCI	Director Student Services and Operations	Report to the Audit and Risk Committee
<b>Investment of Funds</b>			
OPD19	AUTHORITY TO invest funds in CDF Term Deposits	Principal/CEO	Report to the Audit and Risk Committee
OPD19A	AUTHORITY TO invest funds in other financial institutions	Audit and Risk Committee	Report to the Board of Directors
<b>IT and Systems</b>			
OPD20	AUTHORITY TO purchase new budgeted IT and telecommunications equipment and software	Principal/CEO; Director Student Services and Operations	
OPD20A	AUTHORITY TO purchase new unbudgeted IT and telecommunications equipment and software < \$20,000	Principal/CEO	Report to the Audit and Risk Committee
OPD20B	AUTHORITY TO purchase new unbudgeted IT and telecommunications equipment and software ≥ \$20,000	Chair/Deputy Chair of the Board of Directors	Report to the Board of Directors
OPD20C	AUTHORITY TO approve system modifications (existing systems)	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
OPD20D	AUTHORITY TO test and develop modifications (existing systems)	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
OPD20E	AUTHORITY TO approve new systems users	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
OPD20F	AUTHORITY TO approve deletion of users from systems	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	
<b>Media, Advertising, Marketing and Public Relations</b>			
OPD21	AUTHORITY TO approve the release of media comments and press releases	Principal/CEO	Report to the Board of Directors
OPD21A	AUTHORITY TO respond to media requests for information, interviews, comments, both regional and local	Principal/CEO	

Code	Authorities and Powers <sup>2</sup>	Delegate/Body	Comments
OPD21B	AUTHORITY TO approve the use of BBI-TAITE's logo, letterheads, and public documentation	Principal/CEO; Director Student Services and Operations	
OPD21C	AUTHORITY TO approve and register trademarks	Director Student Services and Operations	
OPD21D	AUTHORITY TO approve BBI-TAITE's logo	Board of Directors	On the recommendation of the Audit and Risk Committee
OPD21E	AUTHORITY TO issue correspondence to regulatory bodies	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	As relevant to the Directorate
OPD21F	AUTHORITY TO approve the material, content, structure, and design of BBI-TAITE's website	Principal/CEO; Director Student Services and Operations; Associate Dean (Academic)	In consultation with the Associate Dean (Courses)
<b>Policies</b>			
Refer to <i>Schedule 1 – Policy Delegations</i> for all policy delegations			
<b>Procurement</b>			
OPD22	AUTHORITY TO approve new supplier standard terms	Principal/CEO; Director Student Services and Operations	
OPD22A	AUTHORITY TO approve non-preferred supplier terms.	Principal/CEO; Director Student Services and Operations	Obtain three quotes for all purchases ≥ \$6,000
<b>Regulatory Bodies</b>			
OPD23	AUTHORITY TO liaise with decision makers of regulatory bodies	Chair of the Board of Directors; Principal/CEO; Director Student Services and Operations; Associate Dean (Academic); Associate Dean (Courses); Manager Financial Services	As relevant to the Directorate, for example, TEQSA, ACNC, ATO, etc.

## 1. RELEVANT LEGISLATION

- The [Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act\)](#) as amended.
- The [Higher Education Standards Framework \(Threshold Standards\) 2021](#)

## 2. KEY RELATED DOCUMENTS

- All policies classified as Policy, Academic and Operational in the BBI-TAITE policy matrix.
- Delegations Schedules:
  - Schedule 1 – Policy Delegations
  - Schedule 2 – Academic and Course Delegations

### 3. NOTES

<b>Contact Officer</b>	Chair of the Board of Directors Principal/CEO Director Student Services and Operations Manager Financial Services
<b>Implementation Officer/s</b>	Chair, the Board of Directors Principal/CEO Director Student Services and Operations
<b>Approval Authority/Authorities</b>	The Board of Directors Audit and Risk Committee
<b>Date Approved</b>	
<b>Date of Commencement</b>	29 November 2021
<b>Date for Review</b>	24 months
<b>Amendment History</b>	November 2021 – New schedule of Operational Delegations created. Schedule is modelled on similar schedules of the University of Sydney and Charles Sturt University.
<b>Key Stakeholders</b>	The Board of Directors Audit and Risk Committee Principal/CEO Director Student Services and Operations Manager Financial Services