

D1 DELEGATION AND AUTHORITIES POLICY¹

1. PURPOSE

The purpose of this policy is for *BBI The Australian Institute of Theological Education* (BBI-TAITE) Board of Directors to delegate its functions and authorities to Institute committees, positions, and authorised officers as specified in this policy and the delegation schedule.

1.1 This policy implements BBI-TAITE's authority to assign any or all of its functions and activities, except that of delegation, to positions and committees of BBI-TAITE.

1.2 The following sections of the *Higher Education Standards Framework (Threshold Standards) 2021* state:

6.1.3 The governing body attends to governance functions and processes diligently and effectively, including:

b. defining roles and delegating authority as is necessary for effective governance, policy development and management; and monitoring the implementation of those delegations.

and

6.2.1 The provider is able to demonstrate, and the corporate governing body assures itself, that the provider is operating effectively and sustainably, including:

f. mechanisms for competent academic governance and leadership of higher education provision and other academic activities have been implemented and these are operating according to an institutional academic governance policy framework and are effective in maintaining the quality of higher education offered.

and

6.3.2 Academic oversight assures the quality of teaching, learning, research and research training effectively, including by:

- a. developing, monitoring and reviewing academic policies and their effectiveness*
- b. confirming that delegations of academic authority are implemented*
- c. critically scrutinising, approving and, if authority to self-accredit is held, accrediting or advising on approving and accrediting, courses of study and their associated qualifications²*

¹ This policy is modelled on similar policies of the University of Sydney and Charles Sturt University.

² HESF (Threshold Standards). 2021. Online at: https://www.legislation.gov.au/Details/F2021L00488/Html/Text#_Toc67664721

2. DEFINITIONS

Academic delegations: The delegations relating to the academic decision making of BBI-TAITE as exercised relevant to academic policy and procedure. Academic delegations include, but are not limited to those that relate to:

- a. determining academic policy and procedure
- b. membership of Academic Board
- c. membership of the committees of Academic Board
- d. orientation
- e. admission
- f. English language proficiency
- g. credit
- h. enrolment
- i. courses
- j. assessment and assessment task extensions
- k. moderation of grades
- l. nomenclature of awards
- m. academic integrity
- n. anti-discrimination, bullying and harassment
- o. code of conduct
- p. graduation
- q. complaints, and
- r. students at risk

Academic staff refers to the full-time, fractional and sessional appointed academic staff of BBI-TAITE

BBI-TAITE or the Institute: BBI The Australian Institute of Theological Education

Board of Directors: The Board of Directors of *BBI The Australian Institute of Theological Education*

Body means a board or committee of BBI-TAITE, for example, the Academic Board or the Assessment Review Committee.

Executive Leadership Team refers to BBI-TAITE staff appointed to the positions of:

- Principal/CEO
- Associate Dean (Academic)
- Associate Dean (Courses)
- Director Research
- Head of Mission and Theology, and
- Director Student Services and Operations

Institute Executive means the Executive Leadership Team of BBI-TAITE

Line supervisor means a position that oversees the work and performance of another position

Operational delegations: The delegations relating to operational decision making of BBI-TAITE as exercised relevant to Institute policy and procedure. Operational delegations include, but are not limited to, those that relate to:

- a. determining operational policy and procedure
- b. governance
- c. legal matters

- d.* human resources
- e.* insurance
- f.* appointment of Institute representatives
- g.* naming
- h.* information and communication technologies
- i.* safety, health, and wellbeing
- j.* professional development and travel
- k.* agreements and finance, including:
 - i* budgeting
 - ii* contracts
 - iii* procurement
 - iv* pricing and services, including fees and charges
 - v* payments and expenditure
 - vi* investment
 - vii* banking
 - viii* credit control
 - ix* borrowing
 - x* gifts and bequests
 - xi* real property and leasing, and
 - xii* fundraising.
- l.* affiliation with external organisations
- m.* memorandums of understanding
- n.* Alumni. and
- o.* Academic and Professional Staff appointments, including:
 - i* establishment of positions
 - ii* appointment
 - iii* probation and performance
 - iv* promotion
 - v* external employment/affiliations
 - vi* confer and revoke titles, and
 - vii* termination of employment.

3. PRINCIPLES FOR THE EXERCISE OF DELEGATIONS

- 3.1 Delegations are made to boards and committees, positions, and officers, not to individuals, and are conferred by the Board of Directors through a schedule of delegations particular to the type of delegation. These are:
 - a.* Policy delegations
 - b.* Academic and course delegations
 - c.* Operational delegations, and
 - d.* Delegations conferred by specific resolution of the Board of Directors.
- 3.2 A delegation may be exercised by the person appointed, either continuing or acting, to the position named in the delegation schedule (refer 3.5 below), or by resolution of a board or committee (a body) named in the delegation schedule (refer 3.4.a below).
- 3.3 Delegates, including boards and committees, may not sub-delegate their delegated functions or activities, except for those indicated under 3.4.b., c. & d. below.

3.4 Where a delegation is to a body:

- a. the delegation must be exercised by formal resolution of that body and appropriately recorded in the minutes of that body
- b. the Presiding Officer or Chair of a body may exercise a delegation of the body through Executive Approval. This Executive Approval must be appropriately documented and ratified at the next meeting of that body. For example, a Change of Grade form for which the Assessment Review Committee has the appropriate delegation, or an amendment to academic policy and procedure for which the Academic Board holds the appropriate delegation
- c. and that body has a Standing Committee, the Standing Committee may exercise the delegations of that body between meetings of the body. For example, the Academic Board has a Standing Committee, however, the Academic Board only meets four times per year. The Academic Board Standing Committee may exercise the delegations of the Academic Board as appropriate between meetings of the Academic Board. The actions of that Standing Committee must be appropriately documented and ratified at the next meeting of the Academic Board
- d. a body may appoint an Authorised Officer to execute routine tasks of the delegation of that body, however, the body retains responsibility for the actions/decisions of the Authorised Officer relevant to its delegation. Exercising of this delegation by an Authorised Officer will be accepted as though the body has exercised the delegation
- e. and it becomes inquorate so that it is unable to fulfill its responsibilities, the delegations of that body will move to the board or committee that body reports to. For example, if the Assessment Review Committee becomes inquorate the delegations move to the Academic Board – the body the Assessment Review Committee reports to
- f. and the delegation confers the authority to approve expenditure on a body, any documentation concerning that expenditure must be signed by either the Presiding Officer of that body, or the Principal/CEO or their nominee

3.5 Where a delegation is to a position:

- a. the delegation is to any continuing/substantive occupant of that position or to any person acting in the position
- b. the occupant of that position, whether continuing or acting, must be officially appointed in writing to that position before they may exercise the delegation of the position
- c. delegates, whether continuing or acting, may only exercise the delegations and functions particular to their appointed position
- d. delegates may only approve expenditure that has been accounted for as part of an approved budget, or they have confirmed with the Manager Financial Services that there is another source of funding that can cover the expenditure
- e. the delegate must avoid actual or likely conflicts of interest and where any conflict or potential for conflict is perceived they must refer to their line supervisor for resolution

- f. the delegate must not exercise a delegation that is in respect to themselves, or where they may maintain any particular benefit from the exercise of that delegation, for example, they may not authorise their own travel or expenditure
- g. and the delegate proposes to exercise a Human Resource delegation that concerns a direct report to their position, they must seek the approval of their line supervisor prior to exercising the delegation
- h. a delegate may appoint an Authorised Officer to execute routine tasks of the delegation of that delegate, however, the delegate retains responsibility for the actions/decisions of the Authorised Officer relevant to their delegation. Exercising of this delegation by an Authorised Officer will be accepted as though the delegate has exercised the delegation
- i. of a particular level of seniority then a position with a higher level of seniority may exercise that delegation if they are within the line of authority for that position
- j. if a signature is required for the exercise of a delegation, the following apply:
 - i. the delegation may be exercised by the delegate signing a hard copy of the relevant document(s), or
 - ii. the approval is from an approved email account of the delegate, and
 - iii. the email includes an email signature indicating the position of the delegate, and
 - iv. the email indicates the nature of the approval. For example, "APPROVED," or "DECLINED."

3.6 The Principal/CEO has the authority to exercise any delegation conferred by the Board of Directors, except

- a. where the delegation is to a member or officer of the Board of Directors, or
- b. where the delegation is made to a sub-committee of the Board of Directors, for example the Academic Governance Committee, the Audit and Risk Committee, or the Academic Board, or
- c. where the delegation relates to the position of Principal/CEO.

3.7 Where a delegation is to approve, this also implies a delegation to rescind, alter, or postpone/suspend an approval.

3.8 Appropriate evidence must be provided where a delegation is exercised. For example, resolutions or minutes of a meeting of a relevant body, an executive approval memorandum, a register of delegated actions, or an authorised Institute form.

4. INTERPRETATION OF THE SCHEDULES OF DELEGATIONS

The delegations are specified in table format with the following elements:

Associate Dean means an Associate Dean, either Academic or Courses, of BBI-TAITE, appropriately appointed, who may exercise the delegation(s) conferred on their position by the Board of Directors.

Academic Board means the sub-committee of the Board of Directors appropriately appointed for the governance oversight of the academic activities of the Institute.

Audit and Risk Committee means the sub-committee of the Board of Directors appropriately appointed for governance oversight of the operational and risk elements of BBI-TAITE.

Conditions means the provisions applied to the exercise of the delegation.

Chair/Deputy Chair of the Board of Directors means the Chair of the Board of Directors, or the Deputy Chair of the Board of Directors.

Delegate means the body or position authorised to exercise the delegation conferred on it by the Board of Directors.

Delegation means the focus or administration of the action to which the delegation relates.

Delegation code means the unique identifying code applied to each delegation to delineate it from other delegations.

Endorse means to declare support for.

Principal/CEO means the Principal and Chief Executive Officer of BBI-TAITE, responsible to the Board of Directors for the direction and management of BBI-TAITE, with extensive experience in and proficient knowledge of the higher education sector. Refer clause 3.5 above for limitations on the delegated authority of the Principal/CEO.

Reference means BBI-TAITE policy, state or federal legislation, or threshold standard from which the policy derives its purpose if relevant.

5. DELEGATION SCHEDULES

Schedule 1 – Policy Delegations

Schedule 2 – Academic Delegations

Schedule 3 – Operational Delegations

6. RELEVANT LEGISLATION

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

7. 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
 - Schedule 3 – Operational Delegations

8. NOTES

Contact Officer	Chair of the Board of Directors Principal/CEO Associate Dean (Academic)
Implementation Officer/s	Chair of the Board Principal/CEO Associate Dean (Academic)
Approval Authority/ Authorities	The Board of Directors Audit and Risk Committee (Endorsement) Academic Board (Endorsement)
Date Approved	29 November 2021
Date of Commencement	29 November 2021
Date for Review	24 months
Amendment History	November 2021 – New policy created. This policy is modelled on similar policies of the University of Sydney and Charles Sturt University.
Key Stakeholders	The Board of Directors Audit and Risk Committee Academic Board Principal/CEO Associate Dean (Academic) Associate Dean (Courses)