

SCHEDULE 1 – POLICY DELEGATIONS ¹

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

Kathryn Try

Chair, Board of Directors

Code	Authorities and Powers ²	Delegate/Body	Conditions	Reference
POL1	AUTHORITY TO approve academic policies and procedures, and amendments to these; to establish committees of Academic Board; to undertake the scheduling of meetings of Academic Board and its committees; to oversee the voting of Academic Board and its committees; and, to conduct the business of Academic Board and its committees.	Academic Board	Minor amendments may be Executively Approved by the Presiding Officer of the Academic Board and ratified at the next meeting of the Board.	Policy Framework Policy
POL1A	AUTHORITY TO approve operational policies and procedures, and amendments to these, including, but not limited to, student-related policies; human resources policy; work health and safety policy; computing and communications usage policy; code of conduct policy; marketing policy; financial policies; and legal affairs policy.	Audit and Risk Committee	On the recommendation of the Principal/CEO. New policies must be endorsed by the Institute's Executive Team prior to approval by the Delegate.	
POL2	AUTHORITY TO approve policy principles for the management of the Institute and amendments to these.	Principal/CEO	New policy principles must be endorsed by the Institute's Executive Team prior to approval by the Delegate.	
POL3	AUTHORITY TO approve procedures and guidelines to support the management of the Institute consistent with POL2.	Principal/CEO; Director Student Services and Operations	New management procedures, guidelines and amendments must be endorsed by the Institute's Executive Team prior to approval by the Delegate.	Policy Framework Policy
POL4	AUTHORITY TO approve editorial changes to any policy, procedure, or guideline which do not alter the primary meaning of the text.	Chair of Academic Board		Policy Framework Policy
POL5	AUTHORITY TO establish operational committees and to approve their membership and terms of reference	Principal/CEO		

¹ This delegations schedule is modelled on the delegation schedules of Charles Sturt University and the University of Sydney.

² 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.

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 2 – Academic and Course Delegations
 - Schedule 3 – Operational Delegations

3. NOTES

Contact Officer	Chair of the Institute Board of Directors Principal and Chief Executive Officer Associate Dean (Academic)
Implementation Officer/s	Chair, BBI The Australian Institute of Theological Education Board of Directors Principal and Chief Executive Officer Associate Dean (Academic)
Approval Authority/Authorities	BBI The Australian Institute of Theological Education Board of Directors Audit and Risk Committee of the Institute Board Academic Governance Committee of the Institute Board Academic Board
Date Approved	Academic Board - Endorsed D1 24/08/2021 Academic Governance Committee – Endorsed XXX BBI Board – Approved XXX
Date of Commencement	1 January 2022
Date for Review	24 months
Amendment History	08/11/2021 – New schedule of policy delegations created. Schedule is modelled on similar schedules of the University of Sydney and Charles Sturt University. October 2022 – Change of title from 'Presiding Officer' to 'Chair.'
Key Stakeholders	BBI The Australian Institute of Theological Education Board of Directors Audit and Risk Committee Academic Governance Committee Academic Board