

Delegation of Authority Policy and Schedule

Purpose

1. This Policy outlines the delegated authority from the Board of Directors to committees or persons for the effective governance and management of Global Higher Education (GHE).

Scope

2. The Policy and its schedule of delegated authority applies to the Board of Directors, its committees, senior executives and academics and other senior members of staff as relevant.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

4. Schedule 1: Delegation of Authority Schedule forms part of this Policy. There is no procedure for this Policy.

Policy

Principles

5. Delegations of authority within the governance structure are articulated in the **Governance Framework** and are made within approved Terms of Reference documents.
6. Delegations can only be made to established bodies and identified roles within the organisational structure.
7. Delegates are to avoid and disclose any real or perceived conflict of interest that relates to or could be perceived as related to, the delegated authority, functions or activities for which they are responsible.
8. Delegations and delegates must be aware of the responsibility that accompanies the delegation of authority and maintain compliance with relevant legislation, regulations, the **Governance Framework** and all relevant policies.
9. Delegates must maintain formal records and any other forms of documentation relevant to the exercise of their delegation including decisions.
10. All delegated decisions or activities are reported to the authorising body from which the authority has been delegated and documented in the meeting minutes.
11. A delegate may, in the exercise of a delegated function, exercise other functions that are incidental or necessary to complete the delegated function.
12. All financial delegations are to be exercised only within the stated financial parameters and limits as articulated in Schedule 1.
13. All delegations are reviewed at least annually by the body authorised to delegate authority and periodically reviewed by an external and independent reviewer.

14. As the corporate governing body, the Board of Directors has authority to delegate functions and activities but remains ultimately accountable and responsible for the quality and integrity of all higher education operations.

Implementation

15. Delegations should only be authorised to committees or persons that have been assessed as able to competently exercise the delegation effectively.
16. Delegated functions, authority and responsibilities are set out in:
 - a) the approved terms of reference of the Board's committees;
 - b) the approved position description for each role; and
 - c) Schedule 1 attached to this Policy.
17. Schedule 1 is updated as necessary to reflect only current authorised delegations. As the organisation develops and evolves, further delegations will be established and updated.
18. The Chief Executive Officer is responsible for:
 - a) monitoring the implementation of delegations as outlined in this Policy;
 - b) updating Schedule 1 on the basis of the Board's approval for delegated authority;
 - c) all records management arising from this Procedure.

Conflicts of interest

19. If a delegate believes there is a real or perceived conflict of interest in accordance with the **Conflict of Interest Policy**, the delegate must not exercise the delegated authority. In deciding whether there is a conflict of interest, delegates must ensure that there would be no direct or indirect benefit in exercising the delegation.
20. As per cl 13 of the **Conflict of Interests Procedure**, staff holding a financial delegation must complete an Annual Declaration of Private Interests Form to be reviewed and authorised by their supervisor.

Breaches of delegated authority

21. Breaches of delegated authority are considered as serious and may be dealt with under the relevant misconduct policy or other available legislative means.
22. Any member of the GHE community who has concerns about misuse of authority or that a breach of delegated authority has occurred must report the matter to the Chief Executive Officer or to the Chair of the Board.

Associated information

Related Internal Documents	Governance Framework Conflict of Interest Policy Conflict of Interest Procedure Glossary of Terms
Related Legislation, Standards and Codes	<i>Corporations Act 2001</i> <i>The Tertiary Education Quality and Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Australian Qualifications Framework 2013</i>
Date Approved	22 October 2019
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Approval Authority	Board of Directors
Policy Custodian	Governance Officer
PinPoint DocID	2512

Change history

Version Control	Version 1.5	
Change Summary	22-Oct-19	V1.0 Draft approved Board of Directors (BoD) with minor amendments
	7-Nov-19	V1.1 Draft incorporating BoD requested amendments plus administrative updates approved by Chair
	10-Mar-20	V1.2 draft amendments following 20-Dec-19 Academic Board and 31-Jan-20 ARC meeting approved by BoD 21-Feb-20 plus administrative updates.
	25-May-20	V1.3 Amendment of schedule plus administrative updates approved by BoD 5-Jun-20
	25-Sept-20	V1.4 Amendment to schedule to change responsibility for approval of annual financial statements and signing of leases approved by the BoD 25-Sep-20
	10-Oct-23	V1.5 addition of cl20 and administrative updates following TEQSA registration

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Schedule 1: Delegation of Authority Schedule

Matters Reserved for the Board of Directors	Related Instruments
Appoint and review performance of the Chief Executive Officer	Terms of Reference: Board of Directors
Set, approve and monitor the strategy and targets for GHE's higher education operations	Terms of Reference: Board of Directors
Approve the organisational structure	Terms of Reference: Board of Directors
Set, approve and monitor the budget for GHE's higher education operations	Terms of Reference: Board of Directors
Approve, monitor and review delegations of authority to effectively run the GHE	Terms of Reference: Board of Directors
Endorse decisions of delegates where relevant	Terms of Reference: Board of Directors
Approve the Risk Framework	Terms of Reference: Board of Directors
Approve the award of higher education qualifications on the recommendation of the Academic Board	Terms of Reference: Board of Directors
Approve all regulatory applications including registration, accreditation and CRICOS applications to TEQSA and to other relevant government or statutory bodies.	Terms of Reference: Board of Directors
Approve the terms of reference of the Academic Board and appointment of independent Chair	Terms of Reference: Board of Directors
Establish committees of the Board and approval of Chairs of committees	Terms of Reference: Board of Directors
Approve education partners/third party providers for the delivery of any part of a GHE-accredited course	Terms of Reference: Board of Directors
Approve all corporate policies	Terms of Reference: Board of Directors
Approve external auditors	Terms of Reference: Board of Directors
Approve and commission external governance reviews	Terms of Reference: Board of Directors
Approve a GHE workforce plan	Terms of Reference: Board of Directors
Final approval of proposals and business cases for new higher education courses	Terms of Reference: Board of Directors
Approve the audited annual financial statements	Terms of Reference: Board of Directors
Sign leases (2 Directors / Shareholders)	Campus Facilities and Management Policy

Key Delegations

No.	Delegation	Delegate	Authority Given by	Related Instruments
1.	Academic governance of the GHE	Academic Board	Board of Directors	Terms of Reference: Board of Directors
2.	Oversee academic matters including compliance with relevant Standards	Academic Board	Board of Directors	Terms of Reference: Academic Board
3.	Approve academic policy and procedures subject to Board endorsement	Academic Board	Board of Directors	Terms of Reference: Academic Board
4.	Approve academic admission standards for accredited higher education courses	Academic Board	Board of Directors	Terms of Reference: Academic Board
5.	Approve courses for accreditation applications to TEQSA, subject to the Board of Directors endorsement	Academic Board	Board of Directors	Terms of Reference: Academic Board
6.	Approve minor course changes	Academic Board	Board of Directors	Terms of Reference: Academic Board
7.	Establish Committees of the Academic Board	Academic Board	Board of Directors	Terms of Reference: Academic Board
8.	Manage academic risk	Academic Board	Board of Directors	Terms of Reference: Academic Board
9.	Risk management of GHE	Audit and Risk Committee	Board of Directors	Terms of Reference: Audit and Risk Committee
10.	Oversee the appointment and performance of both external and internal audit functions	Audit and Risk Committee	Board of Directors	Terms of Reference: Audit and Risk Committee
11.	Review performance of third parties and education agents	Audit and Risk Committee	Board of Directors	Terms of Reference: Audit and Risk Committee
12.	Responsible for all academic and management functions of GHE	Chief Executive Officer	Board of Directors	CEO Position Description
13.	Lead development of the Strategic Plan and associated performance targets in close collaboration with the Board	Chief Executive Officer	Board of Directors	CEO Position Description

No.	Delegation	Delegate	Authority Given by	Related Instruments
14.	Monitor and report on the implementation of the Strategic Plan	Chief Executive Officer	Board of Directors	CEO Position Description
15.	Act to renew, monitor and terminate agreements with education agents and report to the Board.	Chief Executive Officer	Board of Directors	CEO Position Description
16.	Act as the authorised signatory for third party contracts for the delivery of any part of an GHE accredited course as approved by the Board.	Chief Executive Officer	Board of Directors	CEO Position Description
17.	Be the Principal Executive Officer for liaison with TEQSA and other regulatory agencies and accreditation bodies noting that the formal submissions to government and other bodies will need to be approved formally by the Board of Directors.	Chief Executive Officer	Board of Directors	CEO Position Description
18.	Oversee the GHE library and learning resources provision.	Chief Executive Officer	Board of Directors	CEO Position Description
19.	Prepare the annual budget and operational plan.	Chief Executive Officer	Board of Directors	CEO Position Description
20.	Be responsible for planning, preparation of business plans for new courses, marketing, financing, student support and administration, management of staff, management of the higher education operations and provision of facilities and systems.	Chief Executive Officer	Board of Directors	CEO Position Description
21.	Oversee the appointment and management of all staff according to an approved policy framework and in consultation with governance bodies where relevant.	Chief Executive Officer	Board of Directors	CEO Position Description
22.	Represent GHE in public forums and as necessary as a spokesperson for GHE.	Chief Executive Officer	Board of Directors	CEO Position Description
23.	Approve financial expenditure in line with the approved annual GHE budget including executing contracts up to AUD 10,000.	Chief Executive Officer	Board of Directors	CEO Position Description
24.	Approve financial expenditure in line with the annual GHE budget.	Chief Executive Officer	Board of Directors	CEO Position Description

No.	Delegation	Delegate	Authority Given by	Related Instruments
25.	All academic functions.	Academic Director	Board of Directors	CEO and AD Position Descriptions
26.	Approve minor administrative changes and updates to policies as required.	Governance Officer	Policy Custodian (CEO and Academic Director)	CEO and AD Position Descriptions