

Delegations Policy

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1. PURPOSE

This policy establishes the appropriate delegation of powers, duties, and functions at Barton Business School (“BBS”). It provides the structure for decision-making, accountability, and the exercise of delegated powers within BBS. It also ensures delegation of functions, powers, and duties are:

- a. easily accessible and appropriately recorded and governed;
- b. exercised in line with BBS’s relevant policies and procedures.

2. SCOPE

This policy applies to all members of BBS’s Board of Directors, the Academic Board, Audit and Risk Committee, Learning and Teaching Committee, Course Advisory Committee, Academic Integrity Committee, and all BBS staff and contractors while acting in their official capacity.

3. DEFINITIONS

Refer to Glossary of Terms

4. POLICY

Delegation is a crucial component of BBS’s governance framework. It must be managed in accordance with this policy. Delegations of authority must:

- a. signify BBS’s commitment to equity and integrity in all its activities;
- b. support the achievement of the goals and objectives in BBS’s strategic plan;
- c. be attached to a position and not to the person occupying the position (who may be temporarily acting in that position);
- d. unless stated otherwise, be limited to the area of responsibility and within budgetary limits;
- e. have a clear source of authority;
- f. align accountability and responsibility to facilitate effectiveness and efficiency;
- g. provide authority to staff, Boards, and Committees in line with BBS’s policies and procedures.

4.1. PRINCIPLES

The following principles guide the delegation of authority.

All delegations must:

- a. Be conferred in instruments of delegations such as:
 - i. formal written agreements;
 - ii. policies, procedures, and plans of BBS;
 - iii. terms of reference for Boards and Committees;
 - iv. Delegation Register;

- v. other instruments as the Board of Directors (BoD) sees fit.
- b. Establish appropriate responsibility and accountability for various functions.
- c. Be positioned close to the board, committee, group, or person that has the appropriate knowledge and skills.

Delegations may be for a specific purpose or occasion or on a regular basis. All continuing instruments of delegations must be recorded according to Records Management Policy.

A delegate must:

- a. maintain the delegations of authority and compliance with all relevant policies and procedures;
- b. review compliance with delegations of authority regularly;
- c. act by the principles and the delegations of authority;
- d. ensure approval of expenditure by a position (refer to the Delegations Register);
- e. not commit to an action unless holding a current delegation of authority;
- f. ensure that risk, legal, and other advice has been obtained;
- g. exercise due diligence before binding BBS to a decision;
- h. maintain a record of all authorisations granted and inform the relevant senior management.

4.2. ACTIONS AND RESPONSIBILITIES

4.2.1. BOARD OF DIRECTORS

- a. The Board of Directors (“BoD”) has the ultimate responsibility to oversee successful governance and operations of BBS and ensure compliance with all relevant laws, rules, and regulations.
- b. The BoD establishes BBS’s overall strategic direction and the framework and policies needed to achieve BBS’s vision, mission, values, and objectives.
- c. The BoD may delegate its functions to a member of the BoD, a committee of the BoD, or the CEO and through the CEO to members of the staff of BBS.
- d. The BoD is responsible to BBS’s shareholders and stakeholders for corporate and academic outcomes.
- e. The BoD is responsible for identifying any risks to BBS’s operations and the well-being of all staff and students.
- f. All members of the BoD must abide by the BoD’s Terms of Reference.

4.2.2. ACADEMIC BOARD

- a. The BoD establishes the Academic Board (AB) under the Terms of Reference for the AB.
- b. The BoD delegates responsibility for academic governance to the AB under the leadership of the Chair of the AB.
- c. All members of the AB must abide by the AB’s Terms of Reference.

4.2.3. AUDIT AND RISK COMMITTEE

- a. The BoD establishes the Audit and Risk Committee (“ARC”) under the Terms of Reference for the ARC.
- b. The ARC is responsible for monitoring and identifying any risk to BBS.
- c. All members of the ARC must abide by the ARC’s Terms of reference.
- d. The ARC does not have any specific delegation of authority.

4.2.4. LEARNING AND TEACHING COMMITTEE

- a. The AB establishes the Learning and Teaching Committee (“LTC”) under the Terms of Reference for the LTC.
- b. The LTC is responsible for advising and making recommendations to the AB concerning any higher-education courses established by the AB for BBS.
- c. All members of the LTC must abide by the LTC’s Terms of Reference.
- d. The LTC does not have any specific delegation of authority.

4.2.5. COURSE ADVISORY COMMITTEE

- a. The AB establishes a Course Advisory Committee (CAC) under the Terms of Reference for the CAC.
- b. A CAC provides the LTC with industry- or content-specific recommendations concerning its academic higher-education programs.
- c. All members of the CAC must abide by the CAC’s Terms of Reference.
- d. A CAC does not have any specific delegation of authority.

4.3. CONFLICT OF INTEREST

Staff and members of Boards and Committees must not exercise a delegation of authority or make a recommendation or influence a person with respect to the exercise of a delegation without declaring any conflict of interest.

4.4. WITHDRAWAL OF DELEGATIONS

- a. A supervisor may withdraw or restrict a staff member's exercise of delegation due to misconduct.
- b. A breach of the provisions of this policy may constitute misconduct and be subject to disciplinary action.
- c. If a staff member considers that a delegation of authority has been exercised improperly, they must follow the appropriate grievance procedures in line with BBS’s Staff Complaints and Appeals Policy and Procedure.

5. VERSION CONTROL

Document title	Delegations Policy	
Approved By	The Board of Directors	
Date of Review	This document is to be reviewed every two-years at a minimum from the date of final approval	
Related Documents	<ul style="list-style-type: none"> • Company Constitution • Conflict of Interest Policy • Course Design and Development Policy and Procedures • Course Monitoring and Review Policy and Procedures • Delegations Register • Facilities and Resources Plan • Library Policy • Marketing and Student Recruitment Policy • Records Management Policy • Risk Management Policy and Framework with Register • Staff Code of Conduct • Staff Recruitment and Selection Policy • Terms of Reference - Board of Directors • Terms of Reference - Academic Board • Terms of Reference - Audit and Risk Committee • Terms of Reference - Course Advisory Committee • Terms of Reference - Learning and Teaching Committee 	
Related Legislation and References	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency 2011 (TEQSA) – Guidance Note: Corporate Governance Version 2.4 (2019) • Universities Australia (July 2011) Voluntary Code of Best Practice for the Governance of Australian Universities 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • The first draft was tabled and approved with minor changes discussed in Section 4.2.1.i. 	09/08/2022
2.0	<ul style="list-style-type: none"> • Document approved subject to minor changes in sections 4.2, 4.2.2, 4.2.3, and 4.2.4. 	11/09/2023