



IONA COLLEGE
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

Delegations Policy and Schedule

Approved by the Board of Directors on 28 September 2021

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1. Purpose

This policy sets out the powers and functions which the Board of Directors have delegated to committees and persons at Iona Trinity College of Higher Education (the College).

2. Scope

This Policy applies to all staff and governance members of the College.

3. Policy

3.1 Policy Statement

As the body with ultimate oversight and accountability of the College's higher education operations, the Board of Directors (BOD) has a broad range of responsibilities, which can be delegated to a committee or a position.

The BOD Terms of Reference (TOR) have reserved the following matters for the BOD and cannot be delegated:

- Approve or vary the Strategic Plan
- Approve the College's annual budget or business plan
- Approve the College's annual report
- Approve the introduction of new courses to the College's profile
- Approve the submission to TEQSA of regulatory applications, and
- Monitor the College's commercial activities to ensure they do not have any adverse impact on or pose an unreasonable risk to the finances and operations of the College.

3.2 Principles

In delegating powers and functions to a committee or a position, the BOD will have regard to the following principles:

- Powers and functions are delegated in accordance with the Constitution of Iona Trinity College of Higher Education
- Delegations can only be made to established bodies and positions within the organisational structure, not to an individual person.
- Powers and functions delegated to a committee should be recorded in that committee's TOR and/or a similar governance document.
- All delegated decisions or activities should be reported to the authorising body from which the authority has been delegated, and documented in the meeting minutes of that authorising body.
- All financial delegations are to be exercised only within the stated financial parameters and limits as articulated in Schedule of Delegations.
- All delegations in the Schedule of Delegations will be reviewed at least annually.

4. Responsibilities

The BOD is responsible for:

- Delegating powers and functions in accordance with this Policy and Procedure
- Reviewing the Schedule of Delegations annually

When exercising a delegated function, the delegate:

- Must comply with this Policy and Procedure
- Must maintain compliance with relevant legislation, regulations and all relevant policies
- Must avoid any real or perceived conflict of interests by disclosing this to the authorising body
- Must maintain formal records and any other form of documentation relevant to exercising the delegation including making decisions
- May exercise other functions that are incidental or necessary to complete the delegated function
- Should report to the authorising body

5. Definitions

For the purposes of this Policy, the following terms are defined as follows:

Delegate	Is a person who has been granted authority to carry out certain powers and functions on behalf of another position or governing committee, such as the BOD and the Academic Board
Delegation	Authority granted to a delegate, who shall remain responsible for the outcome of the delegation
Third-party partner	An external party with which the College intends to enter or has entered into an arrangement. The arrangement could be for the following: <ul style="list-style-type: none"> • The College delivering a course (or courses) on behalf of the partner • The partner delivering a College course on behalf of the College • The partner delivering services (e.g., information technology) for the College.

6. Version history

Version #	Changes	Approval Body	Approval Date
1.0	Original version	Board of Directors	28/09/21

1.1	Strengthen governance oversight of finances and clarify authority for approving expenditure over \$10,000 in Schedule of Delegations	Board of Directors	27/07/23
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7. Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Documents	Constitution of Iona Trinity College of Higher Education Terms of Reference – Board of Directors
Higher Education Standards Framework (Threshold Standards) 2021	Standards 6.1.1, 6.1.3 and 6.3.1
National Code of Practice for Providers of Education and Training to Overseas Students 2018	No relevant standard
Other Applicable Legislation and Instruments	Tertiary Education Quality and Standards Agency Act 2011

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Schedule of Delegations

1. Matters Reserved for the BOD

No.	Delegation	Related Instruments
1.	Appoint and monitor the Principal's performance	TOR: BOD
2.	Set, approve and monitor the College's future directions in higher education	TOR: BOD
3.	Approve and monitor the College's budget	TOR: BOD
4.	Monitor the College's financial position against budget at least quarterly	TOR: BOD
5.	Approve the College's organisational structure	TOR: BOD
6.	Approve, monitor and review delegations listed in this Schedule of Delegations	TOR: BOD
7.	Approve the Risk Framework	TOR: BOD
8.	Approve the award of higher education qualifications on recommendation of the Academic Board	TOR: BOD
9.	Approve all regulatory applications including registration, accreditation and CRICOS applications to TEQSA and to other relevant government or statutory bodies.	TOR: BOD
10.	Approve the TOR of the Academic Board and appointment of independent Chair	TOR: BOD
11.	Establish committees of the BOD and approve Chairs of committees	TOR: BOD
12.	Approve all corporate policies	TOR: BOD
13.	Approve the annual financial statements of the company	TOR: BOD
14.	Approve internal and external auditors	TOR: BOD
15.	Approve external governance reviews and appoint the independent reviewer	TOR: BOD
16.	Approve the introduction of new courses to the College's profile	TOR: BOD

2. Governance related delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1.	Manage the risks across the College	Principal	BOD	Position Description: Principal
2.	Monitor and update the risk register	Principal	BOD	Position Description: Principal
3.	Academic governance of the College	Academic Board	BOD	TOR: BOD
4.	Establish Committees of the Academic Board	Academic Board	BOD	TOR: Academic Board
5.	Lead development of the College's strategic plan, working closely with the BOD	Principal	BOD	Position Description: Principal

3. Financial delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1.	Approve financial expenditure in line with the approved annual budget including executing contracts up to \$10,000	Principal	BOD	Position Description: Principal
2.	Approve financial expenditure in line with the approved annual budget including executing contracts over \$10,000	CEO and Board of Directors	BOD	Financial Management Policy and Procedure
3.	Approve changes to domestic and international student fees	Principal	BOD	Position Description: Principal
4.	Imposing or waiving student fees/penalties as provided for under a refund policy [#]	Principal	BOD	Position Description: Principal
5.	Payment of all staff salaries	Principal	BOD	Position Description: Principal
6.	Open and close bank accounts [#]	Principal	BOD	Position Description: Principal

No.	Delegation	Delegated to	Authority	Related Instruments
7.	Prepare the annual budget and operational plan	Principal	BOD	Position Description: Principal
8.	On campus expenditures up to \$1,000 [#]	Principal	BOD	Position Description: Principal

[#] Delegate can assign this function to another staff position (e.g. Student Services Manager), who must report to the Delegate

4. Academic Delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1.	Oversee academic matters including compliance with relevant requirements of the HESF	Academic Board	BOD	TOR: Academic Board
2.	Approve academic policy and procedures	Academic Board	BOD	TOR: Academic Board
3.	Approve academic admission standards for accredited higher education courses	Academic Board	BOD	TOR: Academic Board
4.	Approve the College's applications to TEQSA for courses accreditation, subject to the BOD endorsement	Academic Board	BOD	TOR: Academic Board
5.	Approve minor course changes	Academic Board	BOD	TOR: Academic Board
6.	Manage academic risk	Academic Board	BOD	TOR: Academic Board
7.	Establish the College's staff profile and workloads that reflects the budget set by the BOD	Principal	BOD	Position Description: Principal
8.	Approve credit for prior learning [#]	Principal	BOD	Position Description: Principal
9.	Approve articulation agreements	Principal	BOD	Position Description: Principal

No.	Delegation	Delegated to	Authority	Related Instruments
10.	Conferral of award, upon recommendation by the Academic Board	BOD	BOD	TOR: BOD
11.	Issue academic transcripts [#]	Principal	BOD	Position Description: Principal

[#] Delegate can assign this function to another staff position (e.g. Student Services Manager), who must report to the Delegate

5. Operational delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1.	Review performance of third party partners and education agents	Principal	BOD	Position Description: Principal
2.	Manage the College's library and learning resources provision [#]	Principal	BOD	Position Description: Principal
3.	Appoint and manage professional staff according to an approved policy framework	Principal	BOD	Position Description: Principal
4.	Approve minor administrative changes and updates to policies as required	Principal	BOD	Position Description: Principal
5.	Renew, monitor and terminate agreements with education agents and report to the Board	Principal	BOD	Position Description: Principal
6.	Act as the authorised signatory for third party partner contracts	Principal	BOD	Position Description: Principal
7.	Approve or refuse the release of a conditional or full offer of admission	Principal	BOD	Position Description: Principal
8.	Exclusion for non-payment of fees [#]	Principal	BOD	Position Description: Principal
9.	Liaise with TEQSA and other regulatory agencies and accreditation bodies	Principal	BOD	Position Description: Principal

No.	Delegation	Delegated to	Authority	Related Instruments
10.	Represent the College in public forums	Principal	BOD	Position Description: Principal
11.	Amend personal information as requested by the student [#]	Principal	BOD	Position Description: Principal
12.	Approve marketing and promotional materials [#]	Principal	BOD	Position Description: Principal

[#] Delegate can assign this function to another staff position (e.g. Student Services Manager), who must report to the Delegate

6. Employment delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1.	Approval for recruitment process	Principal	BOD	Position Description: Principal
2.	Appointment of the Principal	BOD	BOD	TOR: BOD
3.	Make employment offers [#]	Principal	BOD	Position Description: Principal
4.	Approve salary for appointments other than the Principal	Principal	BOD	Position Description: Principal
5.	Approve academic promotion [#]	Principal	BOD	Position Description: Principal
6.	Dismissal for breach of staff code of conduct	Principal	BOD	Position Description: Principal
7.	Dismissal of the Principal	BOD	BOD	TOR: BOD

[#] Delegate can assign this function to another staff position (e.g. Student Services Manager), who must report to the Delegate