



## DELEGATIONS POLICY AND PROCEDURES

### Purpose

Integral to the operation of Lincoln Education Australia (LEA\*\*) as a higher education provider is a clear Delegations framework that ensures all necessary functions of the organisation are carried out effectively by appropriately qualified staff, with appropriate monitoring and reporting lines in place. As a governance mechanism, the Delegations framework establishes clearly defined levels of decision-making authority, with the Corporate Governance Board remaining accountable and exercising appropriate oversight.

The *Delegations Policy and Procedures* defines the principles and procedures guiding this system. Accountability and transparency is built into all delegations of authority through comprehensive record-keeping processes, staff training and information, and reporting and monitoring cycles.

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

### POLICY

#### Scope

This policy applies to LEA Boards and Committees, including external members, and all LEA staff. It covers all organisational functions including administrative, legal, financial, human resource management, research, and academic functions.

#### Principles

The Corporate Governance Board is accountable for all activities undertaken under delegated authority and shall maintain appropriate oversight, ensuring that delegations are compliant with relevant regulatory frameworks and effectively implemented in accordance with this policy.

LEA recognises that an effective delegations system is a key component of effective risk management.

Delegations of authority are made to positions and bodies, not individuals. The level of authority shall be appropriate to the capabilities and seniority of the position or body to whom it is delegated.

Some positions and bodies are entitled to further delegate their responsibilities to other positions or bodies.



Delegations of authority should be made as efficiently as possible. As such, decision-making power should remain as close as possible to the process or product that it affects. Academic authority is delegated to the Academic Board, remaining separate to the Corporate Governance Board, which in turn delegates duties down through relevant committees and senior management.

All delegations shall be consistent and internally coherent with other delegations, regardless of the area of operation.

Accurate and comprehensive records of delegations shall be kept in the form of a Delegations Register, and made available to all relevant staff.

## **PROCEDURES**

### **Delegations Register**

The Corporate Governance Board documents and approve the Delegations Register. Each delegation of authority in LEA is to be recorded according to:

- Position or body to which authority is delegated
- Specific roles and duties of the delegation
- Limits to authority

The Delegations Register shall be available to all staff. It shall be version controlled with dates of most recent amendment.

The Delegations Register shall be reviewed and updated annually or more often as required.

### **Delegations Structure**

The Corporate Governance Board delegates authority to the:

- Academic Board
- Senior management
- Finance Risk and Audit Committee.

The Academic Board delegates to:

- Academic committees.

Senior management delegates to:

- Staff.

It is the responsibility of the Corporate Governance Board to:

- Clearly define roles and duties of delegations
- Establish delegations and record details in the Delegations Register

- Define responsibilities that cannot be delegated
- Monitor the effective implementation of delegations

It is the responsibility of the Academic Board to:

- Carry out the responsibilities identified in the *Academic Governance Policy and Procedures* and the *Academic Board Terms of Reference*, under delegated authority from the Corporate Governance Board
- Delegate activities to academic committees
- Define responsibilities that cannot be delegated
- Ensure that academic delegations are implemented
- Provide advice and report to the Corporate Governance Board on academic matters, including delegations.

For further information, consult the *Governance Framework*.

## Responsibilities

The position or body responsible for approving a delegation of authority shall ensure that:

- Authority is delegated to appropriately qualified positions or bodies
- There are clear limits to the authority delegated
- Details of the delegation are recorded in the Delegations Register
- Ensure that the individual(s) occupying the position or body are properly informed of their responsibilities, and receive training if necessary
- Monitor the activities that are carried out under the delegation.

The individual(s) occupying the position or body to which a delegation of authority is made shall at all times:

- Act within the limits of their delegated authority
- Act in good faith
- Comply with the policies and procedures of LEA
- Attend any training or information sessions regarding their responsibilities
- Contribute actively to all reporting and monitoring activities as required
- Refer to the Delegations Register if unsure about any aspect of their authority

Additionally, positions or bodies with delegated authority should be aware that:

- A staff member occupying a position or body with delegated authority who does not believe they are appropriately qualified to exercise their delegated authority may refer to their superior
- All individuals at LEA are expected to refrain from exercising their delegated authority if a conflict of interest presents itself, and to disclose that conflict of interest at the earliest opportunity.

## Breaches



Any breach of this policy shall be treated as a serious failing of LEA’s responsibility to remain accountable and transparent in its operations, which in turn presents a risk to LEA operations. If any within the organisation (staff, student, or visitor) detects a problem with a delegation of authority, they are strongly encouraged to report it senior management, who shall then report it to the Corporate Governance Board.

LEA shall determine the disciplinary response depending on the level of severity of the breach.

Disciplinary responses may include:

- Written warning
- Removal of or further limitations on delegated authority
- Suspension
- Demotion
- Termination of employment

## Compliance

All staff members, including board and committee members at LEA, and relevant external members are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in disciplinary action.

<b>File Number</b>	LEA-GEN-COR-70027-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Registrar
<b>Legislative Compliance</b>	<ul style="list-style-type: none"><li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li><li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li></ul>
<b>Supporting Documents</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"><li>• <i>Delegations Schedule</i></li><li>• <i>Governance Framework</i></li><li>• <i>Business and Marketing Plan</i></li><li>• <i>Financial Management Policy and Procedures</i></li></ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	1 January 2022
<b>Next Review</b>	3 years from the effective date

## Definitions

**Corporate Governance Board:** Governing body responsible for oversight of all higher education operations, including the ongoing viability of LEA and the quality of its higher education delivery. The Corporate Governance Board guides the Management and delegates responsibility for academic matters to the Academic Board.

**Business and Marketing Plan:** Details how LEA shall reach its financial goals in order to achieve its overall strategic and academic goals.



**Delegation:** A shift of decision-making authority from one level of the organisation to a lower level. An individual who delegates work remains responsible and accountable for the outcomes of that work.

**Delegations Register:** A record of all delegations made at LEA.

### **Review Schedule**

This policy shall be reviewed by the Corporate Governance Board every three years.

<b>Version History</b>			
<b>Version number:</b>	<b>Approved by:</b>	<b>Approval Date:</b>	<b>Revision Notes:</b>
1.0	Corporate Governance Board	17/12/2020	New policy
1.1	Corporate Governance Board	22/02/2023	TEQSA and CRICOS requirements incorporated