

	<b>Delegations Authority Policy and Schedule</b>
Document Type	Policy and Schedule
Administering Entity	Board of Directors , Committees of the Board of Directors, President, Vice President – Administration , Vice President – Academic, Chief Financial Officer, Heads of Campus, Director – People and Culture, Registrar, Director- Admissions
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Approval Authority	Board of Directors
Indicative time of Review	December 10, 2025

## 1. Purpose

This Policy outlines the delegated authority from the Board of Directors of S P Jain Global Management (S P Jain / the School) to committees or persons to make key corporate, academic and operational decisions. It provides the principles of delegation, including the requirement for review and monitoring of delegations to ensure they remain appropriate.

## 2. Scope

The Policy applies to the Board of Directors, Academic Board and its sub-committees, the President, other senior members of staff and the institution's higher education community.

## 3. Definition of Terms

**Delegate** means the committee or body of the School, staff member or officer to whom or to which a delegation of authority has been made under this policy.

**Delegation of Authority** is the partnership of authority and responsibility to another person to carry out specific activities and decision making. However, the person who has delegated the task remains accountable for the outcome of the delegated work.

**Board of Directors (BoD)** is made up of external and internal directors who are responsible for the overall governance of the School. The BoD is the governing body of the School.

**Academic Board (AB)** is made up of external and internal members and is authorised by the BoD to provide academic leadership to the School.

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<sup>1</sup> Policy changes approved by the BoD in meeting of 11 December 2024 for good order tabled and approved at BoD meeting of 15 May 2025.

**Committee** refers to any committee established by the Board of Directors in accordance with the Constitution.

**Director** means a director of S P Jain Global Management Pty Ltd, who has been duly appointed.

**Person** means the person occupying a particular position within the School.

**Conflict of Interest** refers to actual, potential or perceived circumstances in which a Director, committee member or person's personal interest conflicts with or could be considered to conflict their obligations to S P Jain, and where the interests of S P Jain are actually, potentially, or perceived to be compromised.

#### **4. Policy Principles**

- a. The purpose of delegations is to support efficient operations and administration, to allow committees and senior managers to focus on higher-level strategic goals and to empower staff to take ownership of specific tasks.
- b. Delegations shift responsibility and authority for specific tasks but the supervisor (or supervising committee) retains overall responsibility and oversight of the task and decision-making and may withdraw or restrict a delegation at any time.
- c. Delegations are made to a position in the organisational structure, not to an individual occupying a position. Individuals are however responsible and accountable for decisions that they make in exercising their delegations.
- d. Delegations are made to ensure that decisions are made by those with the most relevant expertise and knowledge.
- e. Delegations and delegates must maintain compliance with relevant legislation, regulations, the School's Constitution, and relevant policies.
- f. Delegates must be aware of and refer to all relevant policies, procedures and guidelines as well as external legislative requirements when exercising delegations.
- g. Delegates must maintain records and any other form of documentation relevant to the exercise of their delegation.
- h. Delegates must report all pertinent matters to their supervisor or the body from which the delegation of authority was made to allow for regular review of effective implementation of delegations.
- i. A delegate may, in the exercise of a delegated function, exercise other functions that are incidental or necessary to complete the delegated function. This means that a delegate can sign documents or give approval considered necessary to properly exercise the delegation, if they have been delegated decision-making authority.

- j. A delegate may appoint another staff member, officer, committee or body to provide advice about the exercise of delegated authority including decision-making. However, the delegate always remains responsible and accountable for the decision or action.
- k. Some delegations include a specific requirement for the delegate to seek advice before exercising the delegation. The delegate must be able to provide evidence of this consultation.
- l. Financial delegations are to be exercised within the budget approved by the Board of Directors and adhere to any limits or restrictions documented in the Delegation of Authority Schedule at Appendix 1.
- m. The expenditure delegations are detailed in the *Purchasing Policy and Procedures*.
- n. Policy level delegations are detailed in the specific policies.
- o. If a delegate is unable to carry out the duties associated with that delegation for any reason (including a conflict of interest, an absence or incapacity) the delegation must be exercised at a more senior level.
- p. This policy will be reviewed annually by the Board of Directors to monitor delegations and their effectiveness and determine if they remain appropriate.

## **5. Instruments of Delegation**

- a. The Board of Directors of the School has developed terms of reference for the relevant committees, sub-committees and position descriptions for persons (employees), which are the instruments of delegation, that have been approved by the Board of Directors.
- b. The terms of reference of the Board of Director Committees and the Academic Board Sub committees are reviewed periodically and are publicly accessible on the School's website.

## **6. Implementation**

- a. The Board of Directors has delegated authority to committees and sub-committees, consistent with the Constitution at Article 6.16, and established terms of reference for the delegated committees and sub-committees. Delegations should only be authorised to committees or persons that have appropriate expertise to carry out the function effectively. The Board of Directors may still exercise its powers even though they may have been delegated.
- b. The terms of reference for each sub-committee outline the decision-making capacity and responsibilities for each sub-committee, and the Delegation of Authority Schedule outlines further details of the delegations and any restrictions imposed.
- c. Delegations to staff are hierarchical. A delegate's supervisor may exercise the same level of authority as the delegate and is expected to maintain oversight of the delegated function.

- d. The approved *Delegation of Authority Schedule* contains the current authorised delegations. Each approved revision immediately supersedes any previous delegated authority. The Schedule should be updated after each review of delegations.

## **7. Conflicts of Interest**

- a. If a delegate believes there is an actual, potential or perceived conflict of interest, 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 to them in exercising the delegation.

## **8. Breaches of Delegated Authority**

- a. Breaches of delegated authority detailed in this policy are considered as serious and committee members or employees who believe that a delegation has been inappropriately exercised are obliged to report the matter as below:
  - i. Breaches of delegated authority by a committee of the Board or the President should be reported to the Chair of the Board of Directors.
  - ii. Breaches of delegated authority by a subcommittee should be reported to the Chair of the Committee overseeing the subcommittee.
  - iii. Breaches of delegated authority by the Vice President – Administration and Vice President -Academic should be reported to the President.
  - iv. Breaches of delegated authority by other employees should be reported to the Vice –President – Administration or Vice President – Academic.
- b. Breaches of delegations by employees will be managed as detailed in the *Staff Code of Conduct Policy*. Any decision made by the School can be appealed by the employees as set out in the *Staff Grievance and Complaints Policy and Procedures*
- c. Breaches by committees and sub committees will be managed on a case-to-case basis by the Chair of the Board of Directors.

## **Related Documents**

- a. Terms of Reference of the Academic Board
- b. Terms of Reference of the Board of Directors
- c. Terms of Reference of the Finance Committee
- d. Terms of Reference of the People and Culture Committee
- e. Terms of Reference of the Risk Management and Audit Committee

## **Appendix 1 - Delegation of Authority Schedule**

This Delegation of Authority Schedule summarises the key powers and decisions that are contained in the relevant terms of reference/position description. Whilst there is no official delegation warranted for the terms of reference for the Board of Directors (because this is implied within the grant of power to the board to manage the company contained within the

company's Constitution), key decisions are listed in this register for ease of identification of decision-making powers and regulatory purposes.

The delegations listed in the Schedule below are the only authorised delegations and supersede any previous delegated authority.

**Abbreviations:**

BoD	Board of Directors
RMAC	Risk Management and Audit Committee
PCC	People and Culture Committee
FC	Finance Committee
AB	Academic Board
ARCDC	Academic Regulations and Course Development Committee
LQAC	Learning, Teaching and Quality Assurance Committee
EB	Examinations Board
RKCC	Research and Knowledge Creation Committee
HoC	Head of Campus
ToR	Terms of Reference

**Schedule**

Delegation Authority Details	Delegation Source	Delegate To
Overall management and fiduciary duties	Constitution	BoD
Budget, financial viability and administration oversight	ToR BoD	BoD
Strategic direction, planning approval and monitoring	ToR BoD	BoD
Risk management oversight	ToR BoD	BoD
Overall quality assurance and regulation: approval of non-academic policies and procedures and regulatory submissions	ToR BoD	BoD
Approve policy extensions with any needed minor amendments on behalf of the BoD. Report back to the BoD of such approvals in the next meeting.	ToR BoD	Chair - BoD
Approve interim policy reviews where some amendments are required urgently (for example, to meet regulator deadlines) and a full review is scheduled to return to the BoD, Report back to the BoD of such approvals in the next meeting.	ToR BoD	Chair - BoD
Academic Board oversight	ToR BoD	BoD
Approve conferral of higher education awards. Report back to the BoD of such approvals in the next meeting.	ToR BoD	Chair - BoD

Development of risk management framework and monitoring of risk assessments and risk registers	ToR RMAC	RMAC
Quality assurance monitoring of audit outcomes, noting that the Finance Committee has primary responsibility for finance audits	ToR RMAC	RMAC
Oversight and review of short and long-term financial management, budgets, annual financial statements, internal and external finance audits and finance related policies	ToR FC	FC
Oversight of the strategic human resources (HR) issues, human resources learning and development programs, succession planning, staff health and wellbeing and overall School culture	ToR PCC	PCC
Academic governance oversight of sub-committees to ensure regulatory and quality standards are met	ToR AB	AB
Academic quality assurance and regulation: approval of academic policies and procedures and monitoring effectiveness of implementation	ToR AB	AB
Approve policy extensions with any needed minor amendments on behalf of the AB. Report back to AB and BoD of such approvals in the next meeting.	ToR BoD	Chair - AB
Approve interim policy reviews where some amendments are required urgently (for example, to meet regulator deadlines) and a full review is scheduled to return to the AB. Report back to AB and BoD of such approvals in the next meeting.	ToR BoD	Chair - AB
Curriculum and overall academic oversight: approval of courses; monitoring of teaching and learning quality and outcomes and associated resources and support	ToR AB	AB
Academic staff resourcing monitoring	ToR AB	AB
Curriculum development and review: limited to development and advisory role, and making recommendations to AB	ToR ARCDC	ARCDC
Academic policy development, monitoring, review and advice	ToR ARCDC	ARCDC
Learning and teaching overall monitoring and advice: L&T Plans, course content and associated resourcing reviews; scholarship; health and wellbeing of students and staff	ToR LTQAC	LTQAC

Overall quality assurance monitoring and continuous improvement: review of related policies and procedures; monitoring and analysis of student's performance and quality audits	ToR LTQAC	LTQAC
Research and research integrity monitoring, mentoring and reporting	ToR RKCC	RKCC
Oversee the admission, orientation, progression to the research phase, supervision, progression and support of Doctor of Business Administration students	ToR RKCC	RKCC
Assessment moderation and consistency of outcomes, approval of final grades, monitoring of academic misconduct and recommending graduand list for AB and BoD approval.	ToR EB	EB
Development, implementation and oversight of strategy, operational management, financial management, risk management and administration as appointed executive head of the School.	Position Description	President
Operational management and administration of day-to-day operational matters	Position Description	Vice President – Administration
Financial operational management and administration	Position Description	Chief Financial Officer
Degree courses and non-degree professional courses, teaching and research management and administration	Position Description	Vice President -Academic
Admissions decisions as per admissions policies approved by AB and monitoring, and reporting on statistic relating to admissions and student progress to AB	Position Description	Vice President - Administration/ Registrar/Director- Admissions
Student management and administration, including admissions	Position Description	Vice President - Administration/Registrar
Credit, articulation and RPL management and administration as per policy approved by AB: academic content decisions made by Course Directors (Deans)/Heads of Department; general decisions made by Registrar in consultation with Vice President - Administration	Position Description	Vice President - Administration/Registrar Heads of Department / Course Director (Deans)
Campus management and administration	Position Description	Head of Campus