Delegations of Authority Policy

Policy ID	G003
Previous versions	23 February 2013, 27 March 2023
Current version	Approved by Board of Governors, 30 March 2026
Scheduled review date	March 2029
Threshold Standard	6.1 (3b)
Responsible person	CEO
Appendix A:	Schedule of delegations of authority
Appendix B:	Full list of amendments

1. Introduction

Delegations are a key element in effective governance and management of the Adelaide Central School of Art (the 'School') and provide formal authority to make commitments on behalf of the School and/or incur liabilities

2. Purpose

The purpose of this policy is to provide clear guidance on the delegations of authority from the Board of Governors to the Chief Executive Officer and other managers at the School

3. Scope

This policy applies to financial and other decisions affecting resource management at the School

4. Policy

4.1 The Board has delegated certain defined authorities to the Chief Executive Officer to enable them to efficiently operate the School within an appropriate framework.

4.2 Delegations of Authority Schedule is located in APPENDIX A

4.3 The Board retains control over its statutory obligations and key decisions and to monitor issues that significantly impact the School from time to time. These matters as well as issues which fall outside the scope of the CEO's delegated authority are reserved for the Board decision-making processes.

4.4 The Board may delegate authority for special projects as required.

5. Responsibilities

5.1 The Chairperson of the Board in consultation with the Chief Executive Officer of the School is responsible for ensuring that the delegations prescribed in Appendix A are adhered to.

5.2 The CEO will report on the delegations at two Board of Governors meetings each year.

6. General Principles

These delegations apply to all transactions, commitments and other arrangements to which the School is a party. In exercising a delegated authority to either approve a transaction or to execute a document, the CEO must observe the following principles:

6.1 Unless otherwise specified, powers are delegated to a position not a person;

6.2 In exercising their delegated authority, the CEO must ensure that:
- There is a provision in the budget for the proposed expenditure or is otherwise approved by the Board
- The expenditure is for a proper purpose in the conduct of the business of the School
- The authority does not relate to the CEO's own personal expenses or situation

6.3 Unless otherwise specified, an authority delegated to a position extends to any person acting in the position

6.4 The CEO must not exercise their delegated authority if in doing so they would personally benefit or if it creates a conflict of interest

6.5 Delegation limits apply to the total value of the transaction (not individual instalments)

6.6 Delegation limits are inclusive of GST

6.7 In exercising delegated authority to execute a contract, agreement or otherwise commit the School, the CEO is to ensure that entry into the contract has been approved by a party with appropriate authority and also are to ensure that satisfactory legal and commercial due diligence has been undertaken

6.8 A person who approves a transaction beyond their delegation limit will be in breach of this policy

6.9 In the event that there is an ambiguity as to what delegation might apply, the CEO must apply a conservative approach and apply the lowest delegation that might apply

APPENDIX A: Schedule of Delegations of Authority

Subject to the Constitution of the Adelaide Central School of Art, and the policies and budgets as determined by the Board of Governors expenditure must be for organisational related items and must reflect the objective set out in the Strategic Plan.

Any expenditure above the following limits must be referred to the Board of Governors for approval.

No.	Delegation	Position	Notes
1	**Human Resource Delegations**		
1.1	To formulate, determine and review human resources policy	CEO	Policy to be approved by the BoG
1.2	To approve staff appointments and promotions within the quantum of staff salaries, wages and allowances as approved by the Board of Governors in the course of the annual budgeting process	CEO FAR Committee to approve the establishment of staff positions Board appoints CEO	By reference to the Organisational Chart approved by the BoG
1.3	To determine the quantum of staff salaries, wages and allowances	Board	CEO to determine each staff members salary within the agreed quantum. Board determines the CEO's salary package
1.4	To approve leave for staff	Chairperson approves CEO's leave	
1.5	To approve staff development arrangements	CEO & Academic Director	
1.6	To approve overtime and additional hours of work within budget limits	CEO	
1.7	To approve outside consultancies, secondments or exchange of staff	CEO; otherwise the Board	Subject to Board approval if value over $20,000
1.8	To approve interstate and local travel for staff	CEO	
1.9	To authorise deductions from staff salaries for approved purposes (eg superannuation)	CEO with the Accountant	
1.10	To approve agreements with staff and Unions on industrial matters	CEO	
1.11	To issue group certificates	Operations Manager & Accountant	
1.12	To accept terminations, resignations and/or redundancies	CEO Other than for the CEO	
1.13	To conduct annual staff performance reviews	CEO, Academic Director, Operations Manager Chairperson reviews CEO in March	

No.	Delegation	Position	Notes
2	**Financial Delegations**		
2.1	To authorise payment of staff salaries, wages and allowances	CEO	
2.2	To allocate funds from within the budget approved by BoG.	CEO with the Accountant Board approves Budget	
2.3	To authorise expenditure on purchase of equipment, furniture, goods and services within budget allocations and specially funded accounts	CEO & Operations Manager	Up to $20,000 Up to $5,000
2.4	To accept tenders and quotations	CEO & Operations Manager	Up to $20,000 (within budget) Up to $5,000 (within budget)
2.5	To approve purchases	CEO, Operations Manager, Academic Director Heads of Department	Up to $20,000 (within budget) Up to $5,000 (within budget) Up to $5,000 (within budget) Up to $1,000 (within budget)
2.6	To approve travel expenses for official School business	CEO	Up to $20,000 (within budget)
2.7	To sign School cheques and approve direct payments	CEO + Accountant	
2.8	To invest School funds (including banking arrangements) as per Board policy	CEO with the Accountant	Up to $100,000
2.9	To recover debts by instalment	CEO with the Operations Manager + Accountant	
2.10	To write off bad debts	FAR Committee Board approval based on report	Up to $1,000 otherwise BoG
2.11	To approve the reduction, waiver or refund of fees	CEO & Operations Manager	Based on advice from Academic Director and the Academic Committee
2.12	To approve unbudgeted expenditure	FAR Committee Board	Up to $10,000 per item Over $10,000
No.	**Delegation**	**Position**	**Notes**
3	**Delegations to Sign Specific Contracts**		
3.1	To sign licences and leases on behalf of the School	CEO If under Seal, Board only	
3.2	To sign documents that protect, regulate or commercialise any form of intellectual property in which the School claims or may claim an interest	CEO	Major or strategic agreements require BoG approval

3.3	To sign agreements or contracts relating to the construction, maintenance or renovation of a building or major facility	CEO	Major or strategic agreements require BoG approval
3.4	To sign Memoranda of Understanding with educational institutions and professional bodies	CEO	Major or strategic agreements require BoG approval
No.	**Delegation**	**Position**	**Notes**
4	**Property and Equipment Delegations**		
4.1	To let School space to third parties	CEO	
4.2	To authorise the trade-in of School assets	CEO	
4.3	To determine what assets are no longer required for School purposes and authorise their disposal	CEO & Operations Manager	
4.4	To allocate space throughout the School	CEO with Academic Director and Heads of Departments	
4.5	To write off assets and inventories that are lost or no longer serviceable	CEO & Operations Manager with the Accountant	
4.6	To authorise construction and/or minor alterations to buildings and site services	CEO Construction projects require Board approval	
4.7	To authorise use of School equipment	CEO, Operations Manager Academic Director	
No.	**Delegation**	**Position**	**Notes**
5	**Academic**		
5.1	To approve changes to academic programs as permitted under the provisions of TEQSA accreditation	Academic Board	
5.2	To approve academic policies and plans	Academic Board	
5.3	To approve initial submissions for TEQSA accreditation	Board	CEO with Academic Director
5.4	To approve renewal submissions for TEQSA accreditation and registration	Board	CEO with Academic Director and Heads of Departments
5.5	Prizes & Scholarships	Academic Director and Academic Committee	
5.6	To approve the waiving of course requirements for individual students in award courses relating to volume of learning requirements and the minimum amount of study required under the RPL policy	Academic Director	
5.7	To approve changes to unit outlines as per the Unit Change Guide Course (Appendix C: Course Review Policy & Procedures)	Academic Committee, Academic Board	

5.8	To certifying semester student grades	Academic Committee	
No.	**Delegation**	**Position**	**Notes**
6	**Legal**		
6.1	Accept service of legal documents	CEO with Board	
6.2	Approve commencement of legal proceedings and approve settlement of legal proceedings	CEO with Board	
6.3	Appoint externals lawyers	CEO with Board	

APPENDIX B: Policy Amendments

1. Minor amendment (position title change for Finance Officer to Finance Manager) Approval not required. 10 August 2016
2. Minor amendment (position title change for Finance Manager to Operations Manager) March 2023
3. Include academic and legal delegations March 2023