

Delegations Policy and Schedule

Approving body	Governing Board (GB)
Date approved	27 Feb 2025
Date of effect	Commencement of operation
Next scheduled review	Yearly from when policy commences
Policy owner	Chief Executive Officer (CEO)
Policy contact	Chief Executive Officer (CEO)
Related Documents	Zenith / the Institute Higher Education Constitution Zenith Governance Framework
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 6.1.1, 6.1.3 and 6.3.1

Purpose

1. This Policy sets out the powers and functions which the Governing Board (GB) have delegated to committees and persons at **Zenith Innovation Institute (Zenith / ZII / the Institute)**).

Scope

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

Policy

Statement

3. As the body with the ultimate oversight and accountability for the Institute's higher education operations, the Governing Board (GB) has a broad range of responsibilities, which can be delegated to a committee or a position.
4. The GB Terms of Reference (TOR) have reserved the following matters for the GB and cannot be delegated:
 - (a) approve or vary the Strategic Plan;
 - (b) approve Zenith's annual budget or Business Plan;
 - (c) approve Zenith's annual report to submit to TEQSA;
 - (d) approve the introduction of new courses to the Institute's profile;
 - (e) approve the submission to TEQSA of regulatory applications; and

(f) monitor the Institute's commercial activities to ensure they do not have any adverse impact on or pose an unreasonable risk to the financial sustainability and operations of the Institute.

Principles

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

- (a) powers and functions are delegated in accordance with the Constitution of Vanhoo Education Institute Pty Ltd (trading as Zenith Innovation Institute);
- (b) delegations can only be made to established bodies and positions within the organisational structure, not to an individual person;
- (c) powers and functions delegated to a committee should be recorded in that committee's TOR and/or a similar governance document;
- (d) 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;
- (e) all financial delegations are to be exercised only within the stated financial parameters and limits as articulated in Schedule of Delegations; and
- (f) all delegations in the Schedule of Delegations will be reviewed at least annually.

Responsibilities

6. The responsibilities across Zenith / the Institute are as follows:

Responsibility	Description
Governing Board (GB)	<p>The GB is responsible for:</p> <ul style="list-style-type: none"> • Delegating powers and functions in accordance with this Policy and Schedule • Reviewing the Schedule of Delegations annually
Delegate	<p>When exercising a delegated function, the delegate:</p> <ul style="list-style-type: none"> • Must comply with this Policy and Schedule • Must maintain compliance with relevant legislation, regulations and all relevant policies • Must avoid any real or perceived conflict of interests by disclosing these 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

Definitions

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

Responsibility	Description
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 GB and the Academic Board (AB)
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 Institute intends to enter or has entered into an arrangement. The arrangement could be for the following: <ul style="list-style-type: none"> the Institute delivering a course (or courses) on behalf of the partner the partner delivering an Institute course on behalf of the Institute

Schedule of delegations

Matters Reserved for the GB

No.	Delegation	Related Instruments
1	Appoint and monitor the CEO's performance	TOR: GB
2	Set, approve and monitor the Institute's future directions in higher education	TOR: GB
3	Approve and monitor the Institute's budget	TOR: GB
4	Monitor any unbudgeted and unexpected expenditure for an item over \$10,000 ex GST after review by the Finance Committee* (once operational)	TOR: GB
5	Approve the Institute's organisational structure	TOR: GB
6	Approve, monitor and review delegations listed in this Schedule of Delegations	TOR: GB
7	Approve the Risk Management Framework	TOR: GB
8	Approve the award ZII of higher education qualifications on recommendation of the Academic Board (AB)	TOR: GB
9	Approve all regulatory applications including registration, accreditation and CRICOS applications to TEQSA and to other relevant government or statutory bodies.	TOR: GB
10	Approve the AB TOR and appointment of inaugural members including the independent Chair	TOR: GB
11	Removal of AB members in consultation with AB Chair	TOR: AB
12	Establish committees of the GB and approve Chairs of committees	TOR: GB
13	Establish committees of the AB, upon recommendation from the AB	TOR: GB
14	Approve all corporate policies	TOR: GB
15	Approve external auditors	TOR: GB
16	Approve external governance reviews and appoint the independent reviewer	TOR: GB
17	Approve the introduction of new courses to the Institute's profile	TOR: GB
18	Approve responses to Provider Information Requests (PIR) from TEQSA	TOR: GB
19	Approve funding applications for HESA	TOR: GB

Governance related delegations (not sure why we need an Authority section as all Authority is from the GB)

No.	Delegation	Delegated to	Authority	Related Instruments
1	Manage and mitigate risks across the Institute, including cybersecurity risks	CEO	GB	Position Description: CEO
2	Monitor and update the risk register	CEO	GB	Position Description: CEO
3	Academic governance of the Institute including academic freedom and academic integrity	AB	GB	TOR: GB
4	Establish Committees of the AB	AB	GB	TOR: AB
5	Lead development of the Institute's strategic plan, working closely with the GB	CEO	GB	Position Description: CEO

Financial delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1	Endorse the annual financial statements of the company	ARC*	GB	TOR: ARC*
2	Oversee the appointment and performance of both external and internal auditors	ARC*	GB	TOR: ARC*
3	Approve financial expenditure in line with the approved annual budget	CEO	GB	Position Description: CEO
4	Approve any unexpected on-campus expenditures up to \$10,000** ex GST	CEO	GB	Position Description: CEO
5	Approve changes to domestic and international student fees	CEO	GB	Position Description: CEO
6	Imposing or waiving student fees/penalties as provided for under a refund policy	CEO	GB	Position Description: CEO
7	Payment of all staff salaries	CEO	GB	Position Description: CEO
8	Open and close bank accounts of ZII	CEO	GB	Position Description: CEO



No.	Delegation	Delegated to	Authority	Related Instruments
9	Prepare the annual budget and operational plan for review by the Finance Committee* once operational	CEO	GB	Position Description: CEO

*Once Audit and Risk Committee (ARC) is operational

** Total amounts for an activity cannot be split into multiple transactions to remain below the limit

Academic delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1	Oversee academic governance matters including compliance with relevant requirements of the HESF	AB	GB	TOR: AB
2	Approve academic policy and procedures	AB	GB	TOR: AB
3	Approve academic admission standards for accredited higher education courses	AB	GB	TOR: AB
4	Recommend approval of the Institute's applications to TEQSA for course accreditation, to the GB for final approval	AB	GB	TOR: AB
5	Approve minor course changes	AB	GB	TOR: AB
6	Oversight of academic risk and academic integrity	AB	GB	TOR: AB
7	Maintain the Institute's academic staff profile and workloads that reflects the budget set by the GB	Academic Dean	CEO	Position Description: CEO / Academic Dean
8	Approve credit for prior learning	Academic Dean	AB	TOR: AB Position Description: Academic Dean
9	Approve articulation agreements	CEO with consultation of the Academic Board	GB	Position Description: CEO
10	Conferal of award, upon recommendation by the AB	GB	GB	TOR: GB



No.	Delegation	Delegated to	Authority	Related Instruments
11	Issue record of results	CEO	GB	Position Description: CEO

Operational delegations

No.	Delegation	Delegated to	Authority	Related Instruments
1	Review performance of third party partners and education agents	CEO*	GB	Position Description: CEO
2	Manage the Institute's library and learning resources provision	CEO*	GB	Position Description: CEO
3	Appoint and manage professional staff according to an approved policy framework	CEO*	GB	Position Description: CEO
4	Approve minor administrative changes and updates to policies as required	CEO*	GB	Position Description: CEO
5	Renew, monitor and terminate agreements with education agents and report to the Governing Board	CEO*	GB	Position Description: CEO
6	Act as the authorised signatory for third party partner contracts	CEO*	GB	Position Description: CEO
7	Approve or refuse the release of a conditional or full offer of admission	CEO*	GB	Position Description: CEO
8	Exclusion for non-payment of fees	CEO*	GB	Position Description: CEO
9	Liaise with TEQSA and other regulatory agencies and accreditation bodies	CEO*	GB	Position Description: CEO
10	Represent the Institute in public forums	CEO*	GB	Position Description: CEO
11	Amend personal information as requested by the student	CEO*	GB	Position Description: CEO
12	Approve marketing and promotional materials	CEO*	GB	Position Description: CEO
13	Manage the data security and digital aspects within the Institute to adhere to compliance and security.	IT Manager*	GB	Position Description: IT Manager

* CEO may delegate this function to an appropriate operational position when Zenith Innovation Institute is fully functional

Employment delegations

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

Version History

Version	Changes	Approval Body	Approval Date
1.0	New Policy	Governing Board (GB)	
1.1	Under Academic Delegations Point 6, where the term “manage” was replaced with “oversight” in relation to academic risk.	Governing Board (GB)	21 Nov 2024
1.2	Next Scheduled Review updated from three years to yearly Point 4 c) added “to submit to TEQSA”	GB	27 Feb 2025