

Australian Guild of Music Education

Higher Education Delegation and Responsibility Policy

Governing authority:	Higher Education Committee
Responsible officer:	Chair, Higher Education Committee
Date of approval:	12th February 2018
Date of effect:	12th February 2018
Endorsed	Governing Body
Review date	February 2021

Purpose

This policy outlines AGME's approach and decision-making arrangements across the higher education operations of the organisation.

Policy principles

The Delegation and Responsibility Policy is an integral part of AGME's higher education governance arrangements. It clarifies the responsibilities and accountabilities of each facet of AGME's higher education operations.

Delegations of authority are intended to:

- Support the efficiency and effectiveness of the higher education operations of AGME
- Support the efficiency and transparency of decision-making processes; for higher education
- Ensure appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
- Ensure internal controls are effective.

The Delegation and Responsibility Policy sets out general principles for exercising delegations, roles and responsibilities, matters reserved for the Governing Board of AGME and those within the scope of responsibility for the Higher Education Committee, the Academic Board and higher education staff. These relate to:

- Financial delegations
- Employment delegations
- Academic delegations
- General managerial and other delegations

Scope

This policy applies to all staff employed by AGME and involved in the higher education operations of AGME.

This policy, where relevant, refers to matters reserved for the Governing Board of AGME but only in relation to the higher education functions of AGME and as delegated to the Higher Education Committee as the corporate governing body of higher education at AGME.

Definitions

Delegate: A person given the authority to carry out the functions, powers or duties of others. This means the substantive or temporary occupant formally appointed to a position with delegated authority under this policy.

Delegation: An authority given to a delegate to exercise powers and make decisions.

Principles

- All delegations outlined are relevant to the higher education functions of AGME
- All delegations are to be exercised in accordance with relevant legislation, industrial awards and agreements, and AGME policies and procedures.
- Delegations are conferred on a position and thus to the incumbent of the position at that time. This extends to temporary or acting appointments where that appointment has been formally approved.
- All delegations relate to the line management responsibilities of that delegate – delegates cannot exercise delegations that are outside their area of responsibility.
- A delegation to a Committee or a Board, means to the committee or board as a whole acting in accordance with its terms of reference, and not to individual members.
- Where committees or positions are abolished or revised, the delegation applies to the successor of the functions of that committee or position.
- A delegate is not obliged to exercise a delegation if there are circumstances that make it appropriate to escalate the decision to a more senior level.
- No delegate is able to sub-delegate his/her/their functions, unless approved by the Higher Education Committee.
- If the delegation incurs expenditure, the delegation must be exercised in accordance with the relevant budget or an approved source of funds.
- Delegates must not exercise a delegation if this would involve a contravention of the Conflict of Interest Policy.
- Delegates must not exercise a delegation where this would involve a personal benefit, e.g. approve their own appointment or any form of personal remuneration.
 - o All exercised delegations must be officially recorded. This may be achieved using forms or secure computerised systems that can track individual users and decisions.
 - o A delegate who has been found to have exercised a delegation improperly may be subject to disciplinary action and have that delegation revoked.

Table1: Delegations and Responsibilities

Name	Delegation/Responsibility
Governing Body	Approval of Chair of Higher Education Committee
	Endorse members of the Higher Education Committee
	Approve Higher Education Budget for AGME
	Approve AGME Business Plan
	Approve Risk Policy
	Approve AGME wide corporate policies relevant to higher education operations including Critical Incident, OHS, Privacy, Financial Controls and Mismanagement.
Higher Education Committee	Approve Higher Education Strategic Plan
	Establishment of higher education Academic Board and appointment of members
	Approve HE Student and Workforce Plan 2018-2019
	Design of higher education budget
	Approve corporate policies related only to higher education operations of AGME
	Approve higher education expenses in line with approved budget
	Conferral of higher education awards
	Approve tuition fees and refund of tuition fees
	Create and approve appointments for higher education
	Approve third party/agent costs in line with budget
	Approve expenditure on learning resources and equipment for higher education
	Conduct student misconduct (non-academic) hearings
	Identify and approve appropriate external arbiter in the case of student or staff appeals
	Approve applications to TEQSA or other government agencies,

Implementation & Monitoring

All staff shall be responsible for complying with this policy, and other AGME policies that promote the respectful and equitable treatment of others.

Managers and supervisors have a responsibility to ensure that information is provided as part of staff induction and training, and to model appropriate standards of behaviour and encourage open communication. Supervisors help staff to resolve concerns respectfully and informally wherever possible and appropriate.

The Higher Education Committee will review this policy annually against operations.

Accountability

The Higher Education Committee has responsibility for the approval and implementation of this policy. The Governing Body will be responsible for endorsing this Policy.

Review Procedures

This policy will be reviewed every three years by the Higher Education Committee or as anytime considered necessary.