

Delegations of Authority

Policy Number	STF01
Version	2.3
Approving Authority	Board of Directors
Date Implemented	6/12/2018
Date Last Reviewed	04/02/2025
Date of Next Review	13/02/2026
Last Approved Date	13/02/2025
Responsible Officer	Chief Finance and Operations Officer
Related Policies, Procedures and Documents	

Contents

Section 1 Introduction	5
1. Scope.....	5
1.1. Powers of the Board of Directors	5
1.2. Application	5
1.3. General principles of delegation	5
2. Section 2 NIDA Policy	7
2. Policy delegations.....	8
Section 3 Financial authorities and functions	10
3.1 Banking arrangements	10
3.2 Loans	10
3.3 Insurance	11
3.4 Expenses (including entertainment and accommodation)	11
3.5 Procurement and Purchasing	12
3.6 Revenue and Course Fees	12
3.7 Capital Expenditure (including motor vehicles)	13
3.8 Sale of Property Plant and Equipment * (includes motor vehicles).....	13
3.9 Travel	13
3.10 Reporting	13
Section 4 Personnel authorities and functions	15
4. Appointment to positions.....	15
Section 5 Academic authorities and functions	17
5.1 Academic governance	17
5.2 Student admissions	17
5.3 Deferral	18
5.4 Credit	18
5.5 Variations to degree course regulations	18

5.6 Student Mobility	18
5.7 Withdrawal	18
5.8 Failure to re-enrol.....	18
5.9 Courses and subjects	18
5.10 Assessment	18
5.11 Residential study.....	19
5.12 Failure before the end of session	19
5.13 Withholding results.....	19
5.14 Assessment	19
5.15 List of graduands	19
5.16 Graduation	20
5.17 Testamurs	20
5.18 Academic grievance.....	20
5.19 Student academic misconduct	20
5.20 Special consideration	20
5.21 Appeals	20
Section 6 Administrative and general authorities and functions.....	22
6.1 Legal Services	22
6.2 Workplace Surveillance	22
6.3 Nida Property.....	22
6.4 Public Announcements	23
Section 7 Delegations of Authority Governance.....	23
7.1. Breaches of policy	23
7.2. Governance.....	23
8. Definitions	23
9. Consultation	24
10. Change history	25

Section 1 Introduction

1. Scope

The purpose of the Register of Delegations (the Register) is to be the source of the functions which the Board of Directors authorises particular officers and bodies of NIDA to carry out regularly. However, this Register is not an exclusive statement of all delegated authority. Some delegations of Board authority are and will be, from time to time, stated in other resolutions of the Board and in Policy documents.

Procedures to be followed by delegates in the exercise of their delegated authority do not appear in this Register.

Where the authority of an officer derives expressly from a delegation, the exercise of that authority is in the officer's capacity as a delegate.

Other functions are, or may be, performed by various officers pursuant to authority derived from other legislation, including the Constitution and Governance Manual, or applicable industrial agreements, for example.

The delegations of authority in this Register do not imply, and may not be construed to authorise any officer or body other than the Board to:

- Appoint or terminate the appointment of the CEO.
- Determine the budget of NIDA.
- Establish Policy affecting only the NIDA Chair, NIDA Committee Chairs, and NIDA Board members in their capacity as directors.

1.1. **Powers of the Board of Directors**

The Board of Directors has the power to do all things within the authority of a Public Company following the rules set out in its Constitution and the *Corporations Act 2001* (Cth).

1.2. **Application**

The Delegations of Authority policy document is prepared by the Chief Finance and Operations Officer, reviewed by the CEO, Audit Finance and Risk Committee, and Academic Board, and approved by the Board of Directors.

The Delegations of Authority policy is to be published on NIDA Intranet. All staff will be advised of the location of the Policy and the necessity to read and understand it before proceeding with any approved delegation.

1.3. **General principles of delegation**

The following principles apply to a delegate's level and scope of authority under any delegation of authority:

1.3.1 A reference to a delegation to a position or to a body is, if the position or the body is abolished, restructured or re-named, to be taken to be a reference to the principal successor to the functions of that position or body.

1.3.2 A person duly appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.

1.3.3 A delegate may sign any document which is necessary to give effect to his or her function or authority. Except for the legally binding agreements specifically delegated to others in this Register (such as documents requiring the seal of NIDA), this includes, for example, the execution of a binding legal agreement such as a contract.

1.3.4 In some instances, a delegation of authority is given to several officers, including instances where a delegate has a direct reporting relationship to one of the other delegates. Any of the named officers may exercise the delegation.

1.3.5. In addition to those cases, as a general principle, (unless noted specifically to the contrary in the Register), a delegate's supervisor may exercise the delegated authority given to the delegate even if not mentioned by title in the "Approving Authority" column. This principle extends to each supervisor in the hierarchy up to the CEO, provided that any exercise of a delegation under this principle must only be by an officer who holds immediate, intermediate or ultimate line management responsibility for the delegate.

1.3.6 The principle set out in paragraph 1.3.5 does not:

- apply if a subordinate delegate has already, in a particular case, exercised the delegation;
- enable an individual officer or another body to exercise a delegation conferred on a body or a committee, or
- permit a supervising delegate to exceed his or her own financial delegation or act outside his or her Accountability Area.

1.3.7 If a delegate appoints or instructs another officer or body to give advice or make recommendations about the exercise of delegated authority, the delegate nevertheless remains responsible and accountable for the decision or action.

1.3.8 Unless expressly required to do so by this Register or otherwise by the Board, no delegate is authorised to nominate another officer to perform his or her delegated authority or function.

1.3.9 Where nomination is permitted, the nominating officer cannot exercise the same authority in a particular case if the nominee has already exercised it.

1.3.10 Unless the context requires otherwise, a delegation ordinarily relates only to authorities or functions within the delegate's Accountability Area.

1.3.11 Nothing in this Register authorises a delegate to do anything which is, or is likely to be, a breach of an approved code of conduct of NIDA.

1.3.12 A delegation cannot be exercised where the officer holding the delegation would be put in a position of conflict of interest. This includes, in particular, where the officer would obtain a personal benefit of some material kind. In such circumstances the conflicted delegate must refer the decision to his or her supervisor and must not exercise the delegated authority without the counter signature of his or her supervisor.

2. Section 2 NIDA Policy

Policy

Introduction

- A.** Policy Framework is established by the Board and, under delegated authority, by the CEO, NIDA Chair or Academic Board.
- B.** The order of precedence is: 1. Policy, 2. Procedure and 3. Guideline. A document lower in the hierarchy may not provide for matters outside the scope of, or be inconsistent with, a document higher in the hierarchy.
- C.** A Policy, Procedure or a Guideline relating to the operation of the business of a specific department may be made by an officer specifically delegated or nominated under Section 2.
- D.** A Policy, Procedure or Guideline made by delegated authority has effect from the date of its approval by the delegate (or Nominee) or such other date as the delegate (or Nominee) determines.
- E.** The Board affirms the principal role of the Academic Board in consulting with and advising the Board, the NIDA Chair and the CEO on academic matters.

2. Policy delegations	
Function/Authority	Approval Authority
2.1 Policy Governance a) Policy Governance Policy b) Institutional Policy Register	a) Board of Directors b) Company Secretary
2.2 Organisation-level policies Official high-order statements that establish: <ul style="list-style-type: none"> • NIDA's position on an issue • principles guiding action and decision-making, and • expectations for conduct and practice. This includes but is not limited to: <ul style="list-style-type: none"> • Governance Manual • Policy Governance Policy • Register of Delegations • Child Safe Policy • Staff Code of Conduct • Course Development Monitoring Review and Disestablishment Policy • Equity and Diversity Policy • Intellectual Property Policy • Privacy Policy • Whistleblower Policy • Work Health and Safety Policy • Student Charter • Honorary Award Degrees and Fellowships Policy • Naming Rights Policy • Scholarships and Awards Policy • Anti-Discrimination and Harassment Policy 	Board of Directors
2.2.1 Minor amendments to organisational-level policies and procedures (as defined in the Policy Governance Policy) are approved. 2.2.2 Corrections to organisational-level policies and procedures are made by the responsible officer(s). Corrections include updating or correcting links, official position titles and references to regulatory instruments.	Responsible Officer subject to reporting to the Policy's Approval Authority

<p>2.3 Academic Policies</p> <p>Academic Policies</p> <p>Academic Polices relating to the educational, research and scholarly functions at NIDA conferred on Academic Board as set out in the Academic Board Charter detailed in the Governance Manual. See the Institutional Policy Register for details of the policies approved by Academic Board for establishment by the CEO as principal executive officer at NIDA.</p>	<p>Approval Authority</p> <p>Academic Board</p>
<p>2.3.1 Minor amendments to Academic Policies and procedures are approved</p> <p>2.3.2 Corrections to academic policies and procedures are made by the responsible officer. Corrections include updating or correcting links, official position titles and references to regulatory instruments</p>	<p>Director of Learning and Innovation</p>
<p>2.5 Management policy</p> <p>2.5 1 Management policy refers to any policy and procedures developed by administrative units and other business areas to implement and support the organisational and/or local governance, strategy or operations.</p> <p>2.5.2 Management policy instruments are subordinate to all organisational-level policy instruments defined in section 2.2.</p>	<p>Executive Team subject to reporting to AFR</p>
<p>2. 6 Procedures and Guidelines</p> <p>Establish Procedures and Guidelines, including pursuant to a Policy, or nominate an officer to establish a Procedure or a Guideline.</p>	<p>Executive Team</p>

Section 3 Financial authorities and functions

Introduction

- A. The exercise of a financial delegation involves binding NIDA and an external party in a legally binding agreement. The purpose of delegating such authority to approve expenditure is to devolve the responsibility for those actions to appropriate operational levels.

In this regard, note that NIDA's accounts are subject to external audit (add relevant legislation)

- 1) Expenditure shall be committed or incurred by an officer of an authority only within the limits of a delegation in writing conferred on the officer by a person entitled to make the delegation.
 - 2) An officer of an authority who commits or incurs expenditure shall be responsible for the exercise of due economy.
- B. This Policy sets the financial limits and authority of management and staff in respect of several key functions. These functions include the authority to enter significant financial commitments including contracts and hiring new staff. This policy also provides guidelines and sets the limits of authority within NIDA for financial commitments. The key areas regulated by this policy include:
- Operating Expenditure
 - Capital expenditure, both specifically funded by the Commonwealth Government and capital expenditure funded by NIDA
 - Financial commitment from appointment and remuneration of staff; and
 - Entering into external contracts and financial commitments

Where a delegation authorises approval "up to" a specified amount or time or percentage, the authority includes approval of that amount, time or percentage.

C. Responsibilities

Each Executive is responsible for ensuring compliance by staff with the policy limits within their area of responsibility.

Questions in relation to the operation of this policy can be referred to the Chief Finance and Operations Officer.

3. Financial Commitments	
Function/Authority	Approving Authority
3.1 Banking arrangements	
3.1.1 Guarantees	
a) Unlimited b) Up to \$100,000 c) Up to \$50,000	a) Board of Directors b) CEO c) Chief Finance and Operations Officer
3.2 Loans	
3.2.1 Loan Facilities	
a) All loan facilities	a) Board of Directors

<p>3.2.2 Bank Accounts</p> <p>a) new bank account b) authority to add/change bank signatories c) change primary/secondary signatories: (signatories would usually be CEO and CFOO)</p>	<p>a) Board Chair or Chair, AFR Committee b) Board Chair or Chair, AFR Committee c) Board Chair or Chair, AFR Committee</p>
<p>3.3 Insurance</p>	
<p>3.3.1 Insurance</p> <p>a) Group Insurance Program b) Settlement of claims; i. Over \$15,000 ii. Up to \$15,000</p> <p>c) All claims made under the Directors Indemnity Policy must be notified to the Board of Directors.</p> <p>Where relevant claims must be notified to insurer irrespective of anticipated amount.</p>	<p>a) Board of Directors b) i. Chief Executive Officer ii. Chief Finance and Operations Officer</p>
<p>3.4 Expenses (including entertainment and accommodation)</p>	
<p>3.4.1 Approvals</p> <p>a) Incurred by Chair b) Incurred by AFR Committee c) Incurred by non-executive members of the Board Sub-Committees d) Incurred by Director/s e) Incurred by CEO f) Incurred by Executive Team g) Incurred by non-executive staff or others entitled to incur expenses</p>	<p>a) Chair AFR Committee b) NIDA Chair c) NIDA Chair or Chair AFR Committee d) Board of Directors e) Chair f) CEO g) Chief Finance and Operations Officer</p>
<p>3.4.2 Operating Expenditure</p> <p>Single item within budget</p> <p>a). Unlimited b). Up to \$200,000 c.) Up to \$100,000 d). Up to \$25,000 e.) Up to \$10,000</p> <p>Single item not within the budget</p> <p>f). Unlimited g). Up to \$75,000 h). Up to \$50,000</p> <p>Items above \$25,000 at g) and) h) to be reported to AFR Committee.</p>	<p>a). Board of Directors b). CEO c) Chief Finance and Operations Officer d). Responsible Executive Team member e). Department Manager</p> <p>f). Board of Directors g). CEO h). Chief Finance and Operations Officer</p>

3.5 Procurement and Purchasing	Approval Authority
<p>3.5.1 Supplier Agreements (Spend Commitments)</p> <p>a. Unlimited b. Up to \$250,000 c. Up to \$150,000</p> <p>If specified in the approved budget or forecast</p> <p>d. Unlimited e. Up to \$250,000 f. Up to \$75,000</p> <p>If not specified in the budget or forecast</p> <p>g. Unlimited h. Up to \$50,000 i. Up to \$25,000</p>	<p>a. Board of Directors b. CEO c. Chief Finance and Operations Officer</p> <p>d. Board of Directors e. CEO f. CFOO</p> <p>g. Board of Directors h. CEO i. CFOO</p>
3.6 Revenue and Course Fees	
<p>3.6.1 Course and Student fees</p> <p>a) Determine fees for award programs b) Determine fees and charges for non-award programs</p> <p>c) Determine fees for goods and services of any kind</p> <p>d) Determine scales for fines and penalties e) Discount / Rebates unlimited f) Group Discounts/Rebates (including staff) g) Discount/ Rebate up to 5% h) Customer Group Discounts/Rebates i) Customer Specific Discounts/Rebates j) Waive the whole of, or part of, an individual student's fees.</p>	<p>a) Board of Directors b) Board of Directors, or CEO and CFOO jointly</p> <p>c) CEO solely or Chief Finance and Operations Officer and either Director Commercial Development or Director Learning and Innovation d) Chief Finance and Operations Officer and Director Learning and Innovation e) Board of Directors f) Board of Directors</p> <p>g) Chief Finance and Operating Officer h) CEO i) CEO j) CEO ,or jointly Chief Finance and Operating Officer with either Director Learning and Innovation or Director Commercial Development (to be reported to AFR).</p>
<p>3.6.2 Sales Contracts</p> <p>a) Unlimited b) Up to \$250,000 c) Up to \$100,000 d) Up to \$30,000 e) Up to \$15,000</p>	<p>a) Board of Directors b) CEO c) Chief Finance and Operations Officer or d) Responsible Executive Team member e) Head of Department</p>

3.6.3 Credit Approvals and Policies	
Credit Terms a) Unlimited b) Customer terms up to 60 days from invoice or up to \$100,000 c) Customer terms up to 30 days from invoice or up to \$50,000	a) Board of Directors b) CEO c) Chief Finance and Operations Officer
3.7 Capital Expenditure (including motor vehicles)	
If specified in the board approved capital budget or forecast a) Unlimited b) Up to \$250,000 c) Up to \$100,000 If not approved in the budget d) Unlimited e) Up to \$20,000 a time up to a maximum of \$100,000 in any 12 month budget period	a) Board of Directors b) CEO c) Chief Finance and Operations Officer d) Board of Directors e) CEO reporting to AFR
3.8 Sale of Property Plant and Equipment * (includes motor vehicles)	
	Approval Authority
a) Unlimited b) Up to \$25,000 (and advising Board of Directors) c) Up to \$10,000 * Value based on book value or sale value	a) Board of Directors b) CEO c) Chief Finance and Operations Officer
3.9 Travel	
a) International Travel by CEO or over \$15,000 b) International Travel by all other staff up to \$15,000 c) Domestic Travel Unlimited d) Domestic Travel up to \$10,000 e) Domestic Travel up to \$4,000	a) NIDA Chair b) CEO c) CEO d) Chief Finance and Operations Officer e) Responsible executive team member
3.10 Reporting	
3.10.1 Bad Debts Write Off	
Approve write-off of bad debts up to and including: a) Unlimited b) Up to \$50,000 c) Up to \$20,000	a) Board of Directors b) CEO c) Chief Finance and Operations Officer

<p>d) Up to \$2,000</p>	<p>d) Executive Team members</p>
<p>3.10.2 Write down of equipment and other assets</p> <p>Approve disposal of assets or equipment by:</p> <p>a) Unlimited b) Up to \$10,000 c) Up to \$1,000</p>	<p>a) CEO b) Chief Finance and Operations Officer c) Executive Team members</p>
<p>3.11.1 Gifts, bequest and sponsorship</p> <p>a) Unlimited b) Up to \$250,000 c) Up to \$100,000</p> <p>d) Up to \$50,000</p>	<p>a) Board of Directors b) CEO c) Chief Finance & Operating Officer together with Director Commercial Development d) Director Commercial Development</p>

Section 4 Personnel authorities and functions

Introduction

- A. In the event of any inconsistency between these delegations in Section 4 and any relevant industrial instrument, the provisions of the industrial instrument prevail.
- B. The financial authorities and functions delegations in Section 3 do not apply to limit the delegations given under this Section 4.
- C. In this Section 4, unless otherwise stated, a delegation to appoint to a position includes a delegation to appoint a person to act in a position.
- D. Where there is a reference in this Section 4 to a named office with the addition of the words “or Nominee”, the officer occupying the office may nominate in writing one or more appropriate officers to have that same authority. The officer entitled to make a nomination must only nominate such minimum number of Nominees as is necessary for the exercise of the authority, having regard to the nature of the task, such as the Nominee’s specialist knowledge attaching to a particular centre or other authority or body.

4. Appointment to positions	
Function/Authority	Approval Authority
4.1 CEO a) Hiring b) Dismissal c) Remuneration	Board of Directors
4.2 Direct Reports of CEO a) Hiring b) Dismissal c) Remuneration	a) Board of Directors b) Board of Directors c) Remuneration Committee
4.3 Direct Reports of Executive Team member a) Hiring b) Dismissal c) Remuneration	a) CEO b) CEO c) CEO on the recommendation of Executive Team member
4.4 All other staff (permanent or part-time) a) Hiring – Increases b) Hiring – Replacements c) Vary an employment contract	a) CFOO b) Responsible Executive Team Member and jointly Director, People & Culture (or Nominee) c) Responsible Executive Team Member and jointly Director, People & Culture (or Nominee)

<p>4.5 Casual and Temporary Staff</p> <p>a) Casual and Temporary Staff (outside the budget) b) Casual and Temporary Staff (within the budget)</p>	<p>a) Chief Finance and Operations Officer b) Responsible member of the Executive Team (or Nominee)</p>
<p>4.6 Consultants</p> <p>4.6.1 Non-CWEP - Specified within the budget a) Unlimited b) Up to \$ 70,000 c) Up to \$10,000</p> <p>4.6.2 Non-CWEP - Not specified within the budget a) Unlimited b) Up to \$35,000 c) Up to \$15,000</p> <p>4.6.3 CWEP – Specified within CWEP budget a) Unlimited b) Up to \$100,000 c) Up to \$25,000</p> <p>4.6.4 CWEP – Not – specified within the budget a) Unlimited b) Up to \$100,000 c) Up to \$25,000</p>	<p>a) Board of Directors b) CEO c) Chief Finance & Operating Officer</p> <p>a) Board of Directors b) CEO d) Chief Finance and Operations Officer</p> <p>a) Board of Directors b) CEO c) Chief Finance and Operations Officer</p> <p>a) Board of Directors b) CEO c) Chief Finance and Operations Officer</p>

Section 5 Academic authorities and functions

Introduction

The purpose of delegating authority to approve academic decisions in key areas is to devolve the responsibility for those actions to appropriate operational levels. However, in taking these actions it is expected that those with delegated authority will:

- a) Consult regularly with the CEO on important decisions
- b) Report such decisions to the Academic Board at the next appropriate meeting.

The following delegations apply to all accredited courses offered by NIDA, including the higher education courses managed by the NIDA Conservatoire and the vocational education and training courses managed by the Pathways and Partnerships division.

The operational area of the Director of Learning & Innovation is Higher Education (Bachelor and Masters degree courses), and Vocational Education and Training (Diplomas and Certificate III) (VET). Any delegated authority to this positions will apply only to their respective area of responsibility.

5. ACADEMIC GOVERNANCE	APPROVAL AUTHORITY
Function: The Authority for managing the academic governance of all NIDA accredited courses, as identified in this section, is delegated from the Board of Directors to the Academic Board.	
5.1 Academic governance	
Endorse new and revised courses, and the disestablishment of courses no longer required, consistent with accreditation requirements, for final approval by the Board of Directors	Academic Board
Approve academic policies and procedures, including academic matters such as those relating to entry requirements, admission, enrolment, assessment, special consideration, credit, language proficiency, discipline and exclusion	Academic Board
Monitor quality assurance	Academic Board
Approve academic requirements for admission to an accredited course	Academic Board
5.2 Student admissions	
Approve admission of students to accredited courses	Director, Learning and Innovation.
Approve waiver or variation of an English language requirement for an applicant to an accredited course (domestic students)	Director, Learning and Innovation

only)	
5.3 Deferral	
Approve the deferral of enrolment of a student in an accredited course	Director, Learning and Innovation on the recommendation of Course Leaders or Deputy Director, Learning and Innovation
5.4 Credit	
Approve credit or recognition of prior learning	Director, Learning and Innovation on the recommendation of Course Leaders and Head of Academic Development and Research
5.5 Variations to degree course regulations	
Vary the requirements of a degree course	Academic Board Any financial implication – to be approved by AFR
5.6 Student Mobility	
Approve applications to undertake student mobility programs	Director, Learning and Innovation
Cancel enrolment if student fails to complete the course within the time allowed	Academic Board on the recommendation of the Examination and Progress Committee
5.7 Withdrawal	
Approve withdrawal after the census date	1. For withdrawal without academic penalty - Academic Board on the recommendation of the Examination and Progress Committee 2. For withdrawal without financial penalty – CEO on the recommendation of Director Learning and Innovation
5.8 Failure to re-enrol	
Place student on leave of absence (defer) or approve withdrawal from a course for failure to re-enrol	Director, Learning and Innovation
Determine appeal against withdrawal of a student from a course for failure to re-enrol	CEO on the recommendation of the Director Learning and Innovation
5.9 Courses and subjects	
Approve course regulations and monitor implementation	Academic Board
5.10 Assessment	
Approve assessment in a course and across individual subjects	Academic Board
Undertake assessment of a student's work in a subject	Academic lecturer, tutor or mentor responsible for assessing students' work
Finalise grades awarded for assessment in accredited courses	Examination and Progress Committee for approval by Academic Board and approval by Board of Directors

Notify students of grades following approval by the Academic Board	Director, Learning and Innovation on recommendation from Examination and Progress Committee
Approve additional assessment in a subject and the nature of such assessment	Director, Learning and Innovation on the recommendation of Course Leaders and/or Head of Academic Development and Research.
5.11 Residential study	
Approve inclusion of compulsory or optional residential study requirements in a subject	Academic Board
Approve exemption from attendance at a compulsory residential study requirement	Director, Learning and Innovation on the recommendation of Course Leaders, and/or the Head of Academic Development and Research
Approve appropriate action for non-attendance at a compulsory residential study requirement	Director, Learning and Innovation on the recommendation of Course Leaders, and/or the Head of Academic Development and Research
5.12 Failure before the end of session	
Prevent a student from completing a subject, industry placement or project, or submit/present a final assessment	CEO on the recommendation of Director Learning and Innovation
Determine a grade (withdrawn or fail) for a student who is prevented from completing a subject, industry placement or project, or submitting/presenting a final assessment	Examination and Progress Committee on the recommendation of Course Leaders and the Head of Academic Development and Research
5.13 Withholding results	
Withhold a student's results due to indebtedness to NIDA	Director, Learning and Innovation
5.14 Assessment	
Approve special conditions for an assessment or examination for a student	Director, Learning and Innovation on the recommendation of Course Leaders, and/or the Head of Academic Development and Research.
Approve action to be taken where an assessment activity is cancelled or terminated due to unforeseen circumstances	Director, Learning and Innovation on the recommendation of Course Leaders, and/or the Head of Academic Development and Research.
5.15 List of graduands	
Approve the list of graduands	Board of Directors on the recommendation of the Academic Board
Formally advise students that they are eligible to apply for graduation after	Director, Learning and Innovation

approval by the Board of Directors	
5.16 Graduation	
Approve the admission of a graduand to a degree	Board of Directors on the recommendation of the Academic Board
Confer a degree on a graduand at a graduation ceremony	NIDA Chair or their delegate
Confer degrees on a graduand in absentia	NIDA Chair or their delegate
Approve the time, date and location of a graduation ceremony	CEO on the recommendation of Director, Learning and Innovation
Withhold a student's graduation due to indebtedness	Board of Directors on the recommendation of the CEO
5.17 Testamurs	
Approve the form of testamur attesting to the admission of a graduate to a degree	Both the Director, Learning and Innovation and Chief Finance & Operating Officer
Approve the issuance of a testamur to a graduate under NIDA's Common Seal certifying that a graduate has been admitted to a degree of NIDA	Board of Directors
5.18 Academic grievance	
Make a determination in response to an academic grievance	Examination and Progress Committee on the recommendation of Director of Learning and Innovation in consultation with Course Leaders
Undertake an external review of a decision in relation to an academic grievance	External Academic Reviewer nominated by the Academic Board (higher education) Or LEADR – Association of Dispute Resolvers (vocational education)
5.19 Student academic misconduct	
Initiate an investigation into an allegation of academic misconduct; make a finding of academic misconduct;	Director, Learning and Innovation reporting to Academic Board
To impose a penalty for academic misconduct	Director of Learning and Innovation makes recommendation to Examination and Progress Committee
Cancel a student's enrolment	CEO
5.20 Special consideration	
Make a determination in relation to an application for special consideration	Director, Learning and Innovation on the recommendation of relevant Course Leaders
5.21 Appeals	
Make a determination in relation to student appeals	CEO

5.22 Research and Scholarship Ethical Approval	Research and Scholarship Committee will manage ethical approvals and report to Director of Learning and Innovation and Academic Board.
5.23 Research Awards Scheme	Research and Scholarship Committee will oversee the Research Awards Scheme and report to Director Learning and Innovation and Academic Board
5.24 Research related Activities and Output	Academic Board on the recommendation from the Head of Academic Development and Research and Director Learning and Innovation
5.25 Research related policies	Scrutinised by Research and Scholarship Committee and Academic Board. Approval authority is the Board of Directors

Section 6 Administrative and general authorities and functions

Introduction

Unless expressly provided in this Section 6, the delegations in this Section 6 do not operate to extend the financial delegations given to the named delegates under Section 4 and 5.

6.1 Legal Services	APPROVAL AUTHORITY
<p>6.1.1 Legal Engagement</p> <p>a) Appointment of legal counsel for NIDA b) Legal claims - Unlimited c) Legal claims up to \$20,000 (including employment) d) Legal advice more than \$10,000 in fees for single matter</p> <p>e) Legal advice up to \$10,000 in fees for single matter (where the fees exceed \$10,000 during the preparation of the advice, they be reported to the Audit, Risk and Finance. Committee.)</p>	<p>a) Board of Directors or CEO as delegate b) Audit, Finance and Risk Committee c) CEO</p> <p>d) Member of Audit, Finance and Risk Committee, or NIDA Chair or CEO as delegate e) CEO</p>

6.2 Workplace Surveillance	
<p>6.2.1 Workplace Surveillance</p> <p>The Workplace Surveillance Act 2005 (NSW) requires that NIDA has a policy, which sets out the specific basis upon which NIDA may monitor the IT usage of NIDA employees.</p> <p>a) Workplace surveillance policy b) Workplace surveillance procedure</p>	<p>a) Board of Directors b) CEO</p>

6.3 Nida Property	
FUNCTION/AUTHORITY	APPROVAL AUTHORITY
<p>6.3.1 Property Leases - New</p> <p>a) Unlimited b) Rental up to \$100,000 pa c) Rental up to \$50,000 pa</p> <p>NIDA premises on hire/lease d) Short-term hire – Price list and margin e) Long-term lease over 5 years or over</p>	<p>a) Board of Directors b) CEO c) Chief Finance and Operations Officer</p> <p>d) Chief Finance and Operations Officer with Director Commercial Development e) Board of Directors</p>

\$100,000 f) Lease up to 5 years or up to \$100,000 g) Lease less than \$50,000	f) CEO g) Chief Finance and Operations Officer
6.2.2 Property Leases – Exercise Options	CEO
6.2.3 Equipment Leases a) Unlimited b) Rental up to \$100,000 pa c) Rental up to \$50,000 pa	a) Board of Directors b) CEO c) Chief Finance and Operations Officer

6.4 Public Announcements	
Function/Authority	APPROVAL AUTHORITY
6.4.1 Public Announcements Making public announcements, statements or presentations to press comments/interviews relating to NIDA in matters where: <ul style="list-style-type: none"> a) high risk reputational and commercial significance to the organisation b) all other formal public announcements 	<ul style="list-style-type: none"> a) Board of Directors b) CEO

Section 7 Delegations of Authority Governance

7.1. Breaches of policy

Breaches of this policy may result in consideration being given as to whether it should be considered a breach of discipline. Breaches by the Executive Team or CFOO are reported to the CEO. Breaches by the CEO go to the Board of Directors.

7.2. Governance

The approval authority for the Delegations of Authority is the Board, with the Responsible Officer as the Chief Finance and Operating Officer.

Section 8 Definitions

Academic Board	Means the standing committee of the Board of Directors authorised under clause 47(a) of the NIDA Constitution being the principal academic authority in the governance of NIDA.
Accountability Area	Means an individuals relevant area of responsibility.
Audit Finance & Risk Committee	Means the standing committee of the Board of Directors authorised under clause 47(a) of the NIDA constitution to advise the Board of Directors on financial matters, including audit and matters relating to risk management at NIDA.
Board of Directors	Means the Board of NIDA
Delegation	Means the formal granting of authority from the Board of Directors or a senior officer to another person or position to make decisions and take action on behalf of the Board of Directors.
Executive	Means the Chief Executive Officer (CEO), Chief Finance & Operations Officer (CFOO), The Director of Learning & Innovation, Director of People & Culture, Director Commercial Development, Director of First Nations, Director of Partnerships & Engagement
Executive Team	Means a quorum of four Executives but must include two of CEO, CFOO and Director of People & Culture.
NIDA	Means The National Institute of Dramatic Art
Responsible Officer	Means the individual accountable for ensuring compliance with delegations, typically an Executive.
Policy Governance Policy	Means the Policy approved by the Board of Directors for managing NIDA policies.

Section 9 Consultation

Consultation on this policy has included the CEO, members of the Executive, members of the Finance team and members of the NIDA Board.

Section 10 Change history

Date	Change Description	Reason for Change	Author/s	Version
8/12/18			Approval authority - Board	1.0
21/2/19	Section 5	Academic Delegations	Approval authority – Board	1.1
13/5/19	3.4.2, 3.5.1, 3.6.2, 3.6.3	Financial Management	Approval authority – Board	1.2
5/12/19	Updating Director/CEO to CEO	All sections where relevant	Approval authority – Board	1.3
14/5/20	Section 2 – 2.1 – 2.6: Section 5 –updated Academic Leadership delegations. Removed 5.8.	Policy Delegations Academic Delegations	Approval authority – Board	2.0
12/11/23		Financial Management	Approval authority – Board	2.1
13/2/25	Updating CFO and COO to CFOO		CFOO	2.2
06/02/25	Updating of definitions and Sections 3, 4 and 5		AFR	2.3

Section 11 Benchmarking and acknowledgements

Legislation and regulatory framework	
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