

1. Purpose

This policy is designed to establish a clear and accountable framework for the delegation of decision-making and operational responsibilities within Country Universities Centre Norfolk Island (CUCNI). This policy ensures that authority is assigned to appropriate roles in a transparent, consistent, and controlled manner, enabling timely and effective operational management while maintaining robust governance, compliance with legislative and regulatory obligations, and alignment with organisational strategy. It supports efficient service delivery, empowers staff to act within defined boundaries, and safeguards the organisation through clear expectations, oversight mechanisms, and documented lines of responsibility.

2. Scope

This policy applies to the CUCNI:

- Centre Manager and Staff,
- Board members,
- Encompasses administrative, human resources, compliance, and service delivery functions where authority is delegated.

3. Policy

A. Delegated Authority Limits

The Board of Directors confers on the Centre Manager the authority to exercise the powers and duties vested in the Board of Directors. As such, the Centre Manager will ensure CUCNI operates with maximum efficiency and within approved budget guidelines. The Centre Manager has the authority, granted by the Board, to exercise their power subject to the limitations prescribed to:

Centre Success

- Determine the terms and conditions under which people may attend or make use of CUCNI premises, equipment, facilities or services.
- Let, hire or make available CUCNI premises, equipment, facilities and services to individuals, groups or organisations in accordance with the Space Hire Policy.
- Promote activities of CUCNI to enhance its reputation locally and nationally as appropriate.
- Provide and maintain premises, equipment and other facilities for CUCNI activities.
- Foster the establishment and maintenance of facilities and amenities for social and recreational activities for students and employees.
- Purchase, lease, exchange, or hire, and sell, lease or dispose of any property (excluding real estate and buildings) and arrange for the purchase and supply of goods and services for the CUCNI to amounts authorised in the Finance Policy.

Staff and contractors

- Appoint and determine terms and conditions of employment (according to appropriate legislation, Award structures and/or relevant industrial agreements) for any position if that



position is within budgeted (or specially funded) expenditure and/or within budgeted EFT allocations with approval from the Board Chair.

- Appoint and employ contractors, general and administrative employees according to the provisions of appropriate legislation, relevant CUCNI policies, awards and contracts and with approval from the Chair of the Board.
- Ensure the duties of contractors, general and administrative employees are carried out according to appropriate legislation, awards or agreements, and CUCNI policies.
- Delegate appropriate duties as required to other employees in accordance with their position descriptions and employment agreements.
- Reimburse travel and accommodation expenses, including at ATO rates for private vehicle usage, provided this is documented on the Expenses Reimbursement Claim Form.
- Following consultation and agreement from the Board Chair, suspend, dismiss or otherwise discipline any CUCNI employees in accordance with procedures laid down in legislation, contracts, agreements, awards or CUCNI policies under which they are employed, provided that all disciplinary efforts have been exhausted.
- Coordinate the preparation and negotiation of the employee annual performance reviews and other performance reviews as may occur from time to time.

Financial, Contractual, and Strategic Decision-Making

- Coordinate with the Public Officer for the preparation of the annual budgets and provide reports to the Board on the progress of CUCNI finances against the budget.
- Sign funding agreements and addendums.
- Apply for licenses, funding or concessions that will benefit CUCNI.
- Accept tenders or quotations, entered into subject to the conditions of the Finance Policy.
- Enter into contracts/agreements up to sums stated in the Finance Policy.
- Coordinate the development, provisions and implementation of a Strategic Plan approved by the Board, which provides guidelines for the successful, continued operation of CUCNI.

Limitations

- The Board of CUCNI expects the Centre Manager to operate and manage the CUC in a reasonable manner, and to use reasonable and sound judgement in the exercising of these delegations and in referring matters to the Board of Directors.
- All leases and other contracts not included in approved budgets must be approved by the Board Chair.
- Excludes governance-level authorities reserved for the Board or its committees, unless explicitly delegated in writing.

B. Authorised Persons/Signatories

The Centre Manager is recognised as an authorised person under this policy and may exercise delegated authority within their designated service area, including decision-making, approvals, and actions necessary for effective day-to-day management, provided these remain within the limits of their formal delegation. The Centre Manager is an authorised signatory of the organisation for the purposes outlined in this policy. They are an authorised signatory for the purposes of payroll and banking procedures and for statutory requirements pertaining to the respective positions.

4. Resources

- Finance Policy