

## Delegations

### 1.0 Purpose

### 2.0 Scope

### 3.0 Procedure

### 4.0 Definitions

#### 1.0 Purpose

This procedure provides for the operationalisation of the Delegations Policy.

#### 2.0 Scope

This procedure applies to all University officers and to committees with delegated authority.

#### 3.0 Procedure

##### 3.1 Delegations Register

Delegations are recorded in the online searchable Delegations Register, and may also be incorporated in governance, policy or procedural documents which are linked to the Delegations Register.

The Delegations Register includes Schedules A and B and is the University's primary delegations document. In the event of any inconsistency between the Delegations Register and any other University document, the Delegations Register prevails. The General Counsel must be notified immediately about identified inconsistencies.

Variations to the Delegations Register are approved by the Vice Chancellor (**excluding variations to Schedule A and any variations to Schedule B where Council or a University Committee is listed as approved authority**).

University officers may only exercise delegations as assigned and within the scope of the delegation.

##### 3.2 Assigning Delegations and Delegations Limits

Delegations are formally assigned by Council to the Vice Chancellor or to another University officer or to a University Committee. Delegations or sub-delegations are assigned by the Vice Chancellor to a University officer. Examples of formal documents include:

- a. Council resolution
- b. In writing to the delegate from the Vice Chancellor
- c. Employment contracts including temporary secondment or higher duties arrangements
- d. Policy documents and role statements.

In assigning delegations or sub-delegations, the Vice Chancellor will be guided by the following principles:

- Delegations are devolved relevant to nature or subject matter;
- Delegations are aligned with the authority, accountability and capability of the delegate;
- Specialist delegations are assigned to designated positions.

University Officers must formally acknowledge the delegations assigned to them and undertake necessary training prior to commencing exercise of delegations.

The Vice Chancellor approves changes to the Delegations Register and authorises the General Counsel to enter approved delegations against the relevant position. The General Counsel will inform relevant delegates and relevant University officers about changes made to the Delegations Register.

Following formal assignment of financial delegations, it is the responsibility of the Chief Financial Officer to ensure that:

- University officers are formally advised and sign and return an acknowledgment regarding the assignment of delegation/s
- University officers are advised about required training and training is recorded as completed prior to the delegate exercising delegations
- relevant documentation is filed appropriately.

Following formal assignment of signing delegations, it is the responsibility of the General Counsel to ensure that:

- University officers are formally advised and sign and return an acknowledgment regarding the assignment of delegation/s
- University officers are advised about required training and training is recorded as completed prior to the delegate exercising delegations
- relevant documentation is filed appropriately.

Where employment contracts include formal assignment of delegations, it is the responsibility of the Chief People Officer to ensure that:

- an acknowledgment is included with the letter of offer and the delegate returns an acknowledgment regarding the assignment of delegation/s
- University officers are advised about required training and training is recorded as completed prior to the delegate exercising delegations
- relevant documentation is filed appropriately.

### 3.3 Avoiding Conflicts of Interest and Personal Benefits

Delegations must be exercised in accordance with relevant legislation and in compliance with University policy including the Delegations Policy, the [Conflict of Interest Policy](#) and the [Code of Conduct](#). Non-compliance will be dealt with under the [Code of Conduct](#). Suspected breaches or misuse of delegations must be reported and investigated in accordance with Section 3.6 of the Delegations Policy.

A delegate must not exercise a delegation that will result in any form of tangible benefit to themselves or any family, friends or other associated with them. For example, a delegate must not approve their own application for leave, the payment of their own overtime, the employment of a relative or friend, the grant of an allowance or reimbursement to themselves of expenditure, acquisition of items for use by the delegate, or own credit card payment. Further, a delegate must not have such approvals effected by an officer subordinate to them (irrespective of their level of delegation) but rather should submit them for approval by their own line supervisor.

A delegate, or any other staff member who has a conflict of interest, must not make a recommendation to, or seek to influence, a person with respect to the exercise of a delegation.

## 3.4 Reporting and review

Annual reports to Council from the Chairs of key University Committees (Academic Committee, Audit Committee and the Finance, Resources and Risk Committee) will include advice to Council about the appropriate exercise of delegations during the calendar year.

At the end of every year, the Vice Chancellor will seek written assurance from relevant Heads of Element that the policies of the University have been followed, financial controls exercised appropriately, and University resources applied for the sole and proper benefit of the University.

The Vice Chancellor will subsequently report to Council on compliance with delegations and sub-delegations as part of annual compliance reporting, specifically TEQSA Higher Education Standards Framework Standard 6.1.3(b) in terms of the obligation of the governing body to monitor the implementation of delegations. The annual compliance report will incorporate an update about sub-delegations authorised by the Vice Chancellor during the previous calendar year.

The General Counsel will coordinate the annual assurance and compliance reporting process on behalf of the Vice Chancellor.

The General Counsel will maintain the Delegations Register including undertaking a review at least biennially to ensure delegations are consistent with University legislation, appropriate, documented and observed.

## 3.5 Induction and training

Training relevant to the delegation will be completed as necessary, in accordance with section 3.2 of this Procedure. The Chief People Officer will ensure that information on delegations is included as part of staff orientation and induction processes.

Delegates will be required to complete delegations training as part of their induction and before they can exercise their delegations.

Delegates will be required to complete delegations training biennially.

People and Wellbeing will maintain records of this training as part of staff records.

## 3.6 Proposals for new or amended delegations

Authority to amend **Schedule A** of the Delegations Register is reserved to Council.

Authority to amend **Schedule B** of the Delegations Register is delegated to the Vice Chancellor (except where Council or a University Committee is listed as approving authority, in which case authority is reserved to Council).

Proposals requesting amendments to the Delegations Register must be sent to the General Counsel who will make a recommendation to the Vice Chancellor.

When a policy requires a change in delegation, this must be requested as part of the approval process for the policy, and the General Counsel and Policy Library Manager must be notified. (See the Policy Governance Procedure.)

The General Counsel will notify delegates and relevant University officers by email when a new or amended delegation is approved.

New or amended delegations will be recorded by the General Counsel in the Delegations Register and in relevant policies, procedures and forms (as detailed in section 3.1 and 3.2 of this Procedure).

## 4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

**The Act** means the Griffith University Act 1998.

**Delegate** means a Council member, officer or committee authorised to carry out a delegation or act on behalf of the University.

**Delegations** - The Act authorises Council to delegate a function or power to a specified officer or committee, or the holder of a specified office, by reference to the title of the office. Delegations may be general or limited; made from time to time and be revoked, wholly or partly, by the delegator to make decisions or otherwise act on the University's behalf. Delegations as a term refers to both conferring a statutory power or function and to conferring functions and powers (including making a decision) on a non-statutory basis.

**Delegator** means:

- a. Council for delegations to the Vice Chancellor or other University officer or to a University Committee.
- b. Vice Chancellor for sub-delegations of Council delegations and all other delegations to University officers

**Reserved duties, powers and functions** means those not delegated by Council.

**Sub-delegation** means where Council delegates a function or power to the Vice Chancellor and the Vice Chancellor confers the capacity to exercise the delegated power or function to an appropriately qualified member of the University staff. See Section 3.3 and Section 3.5e and 3.5f of the Delegations Policy.

**University officer** refers to a staff member of the University.

## INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Delegations Procedure
Document number	2020/0000042
Purpose	This procedure provides for the operationalisation of the Delegations Policy.
Audience	Public
Category	Governance
Subcategory	Corporate Governance
Effective date	10 August 2020
Review date	2021
Policy advisor	General Counsel
Approving authority	Vice Chancellor

## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<a href="#">Griffith University Act 1998</a>
Policy	<p><a href="#">Conflict of Interest Policy</a></p> <p><a href="#">Code of Conduct Policy</a></p> <p><a href="#">Delegations Policy</a></p> <p>Delegations Register incorporating:</p> <p>Schedule A – Reserved Council Powers and Delegations of Authority to Committees and Vice Chancellor</p> <p>Schedule B – Council reserves to itself the authority to amend approving authorities of University policies listed in this Schedule where either Council or a University Committee is the approving authority.</p> <p><a href="#">Policy Governance Policy</a></p>
Procedures	<a href="#">Policy Governance Procedure</a>
Local protocols	N/A
Forms	N/A