

## 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 Delegations Register and may also be incorporated in governance or 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 repository. 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.

Authority to amend **Schedule A** of the Delegations Register is reserved for 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). Formal written approval of amendments to delegations captured in Schedule A or Schedule B, as set out above, authorises the General Counsel to enter approved amendments in the Delegations Register against the relevant band or position. The General Counsel will inform relevant delegates and relevant University officers about changes made to the Delegations Register.

The Chief Operating Officer will approve amendments to Schedule A and Schedule B in the Delegations Register that are considered editorial in nature, as indicated in section 3.7 of the Policy Governance Procedure, and pursuant to the delegation made by Council at the August 2011 (3/2011). Examples of editorial changes include updates to redundant terminology or updates to position titles or names of organisational units.

##### 3.2 Delegations Model

Delegations are assigned and captured in the Delegations Register, in two broad types:

- Banded delegations
- Specialist delegations.

University officers across the University have been classified into five (5) bands of delegate as presented below:

<i>Delegate Band</i>	<i>Work Value Band</i>	<i>Typical positions include:</i>
Band 0	-	Council, Chancellor
Band 1	Grade 6	Vice Chancellor and President
Band 2a	Grade 5	Provost, Chief Operating Officer, Deputy Vice Chancellors
Band 2b	Grade 4	Pro Vice Chancellors, Vice Presidents, Chief Officers, Academic Registrar, Director (Campus Life), General Counsel
Band 3	Grade 3	Deans, Directors of Administrative Elements
Band 4	Grade 2 and 1	Deputy Directors, Associate Directors of Administrative Elements, Research Centre/Institute Directors, Heads of School/Department
Band 5	-	Academic, Professional and Support staff

A delegation assigned to a band (banded delegation) is assigned to all roles within that band, subject to any conditions or limitations noted in the Delegations Register and the principles of the Delegations Policy. Human Resources and Safety will inform people of their delegation band. All positions are assessed using a classification methodology in the University. The classification process informs the work value of the position. The work value is grouped into a band and, for the purpose of delegations of authority, correlates to the level of accountability, complexity, impact and breadth of decision making the position is required to exercise.

Specialist delegations are assigned to designated positions or committees, rather than to a delegation band.

### 3.3 Assigning Delegations and Delegations Limits

Delegations are formally assigned by Council to the Vice Chancellor, to another University officer, or to a University Committee. Delegations or sub-delegations are assigned by the Vice Chancellor to a University officer.

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.

It is the responsibility of University officers to understand the delegations assigned to them and undertake necessary training prior to commencing exercise of delegations.

### 3.4 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.

### 3.5 Reporting and review

The General Counsel will coordinate the annual compliance reporting outlined in the policy on behalf of the Vice Chancellor.

### 3.6 Induction and training

The Chief People Officer will ensure that information on delegations is included as part of staff orientation and induction processes.

The General Counsel will inform relevant University officers of delegation amendments and where to access appropriate training materials for exercising delegations.

### 3.7 Proposals for new or amended delegations

Proposals requesting amendments to delegations and therefore the Delegations Register should be copied to the General Counsel at the time the request is submitted to the relevant approval authority.

## 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, University officer or University committee authorised to carry out a delegation or act on behalf of the University.

**Delegations** means an authority to exercise a power or function. 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. 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 officers or to a University committee.
- b. Vice Chancellor for sub-delegations of Council delegations and all other delegations to University officers.

**Sub-delegation** means where Council delegates a power or function to the Vice Chancellor and the Vice Chancellor assigns the capacity to exercise the delegated power or function to an appropriately qualified member of the University staff. See Sections 3.3, 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	2021/0000003
Purpose	This procedure provides for the operationalisation of the Delegations Policy.
Audience	Public
Category	Governance
Subcategory	Governance
Effective date	29 June 2021
Review date	2022
Policy advisor	General Counsel
Approving authority	Vice Chancellor

## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<a href="#">Griffith University Act 1998</a>
Policy	<a href="#">Conflict of Interest Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Delegations Policy</a> Delegations Register incorporating: Schedule A – Reserved Council Powers and Delegations of Authority to Committees and Vice Chancellor 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. <a href="#">Policy Governance Policy</a>
Procedures	<a href="#">Policy Governance Procedure</a>
Local protocols	N/A
Forms	N/A