

Delegations

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 Recording Delegations and the Delegations Register | 3.2 Delegations Model | 3.3 Assigning Delegations and Delegations Limits | 3.4 Amendments to the Delegations Register | 3.5 Induction and Training | 3.6 Avoiding Conflicts of Interest and Potential Benefits | 3.7 Review and Reporting

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This procedure provides for the operationalisation of the Delegations Policy.

2.0 Scope

This procedure applies to Council members, Council committee members and all University officers with delegated authority.

3.0 Procedure

3.1 Recording Delegations and the Delegations Register

All delegations must be made in writing and recorded in the Delegations Register. They may also be referenced in governance, policy or procedural documents which are linked to the Delegations Register. The Delegations Register 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.

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:

DELEGATE BAND **TYPICAL POSITIONS INCLUDE:**

BAND 0 Council, Chancellor

BAND 1 Vice Chancellor and President

BAND 2A Provost, Chief Operating Officer, Deputy Vice Chancellors

BAND 2B Pro Vice Chancellors, Vice Presidents, Chief Officers, Registrar, Director of Campus Life, General Counsel, Director of Human Resources

BAND 3 Deans, Directors of Administrative Elements (not listed in Band 2B)

BAND 4A In Academic Elements = Heads of School
In Administrative Elements = Deputy Directors, Associate Directors, Heads

BAND 4B In Academic Elements = Directors of Schools, Centres and Institutes, Deputy Deans

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, which 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 power 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 by Council and the Vice Chancellor (including sub-delegations where authorised) are made in accordance with section 3.3 and 3.4 of the Delegations Policy.

In making delegations or sub-delegations, Council and 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.

Delegations may be general or limited; made from time to time and be revoked, wholly or partly, by the delegator. Any limitations on the authority of a delegate or sub-delegate will be recorded in the Delegations Register.

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 Amendments to the Delegations Register

Proposals for new or amended delegations (and therefore amendments to the Delegations Register) should be endorsed by the relevant Executive Group member before being sent to Corporate Governance. The proposal will be considered by the General Counsel before an instrument of delegation or sub-delegation is prepared by Corporate Governance and submitted to the proper approving authority (Council or the Vice Chancellor) for consideration.

Requests for editorial amendments should be directed to Corporate Governance who will refer the request to the Chief Operating Officer.

If the proposal is approved, then following receipt of formal written approval, Corporate Governance will:

- update the Delegations Register; and
- on behalf of the General Counsel, notify relevant University officers about changes to the Delegations Register which affect them.

3.5 Induction and Training

The Director, Human Resources will ensure that information on delegations is included as part of staff orientation and induction processes.

The General Counsel will ensure that appropriate training materials on exercising delegations are made available to all delegates.

3.6 Avoiding Conflicts of Interest and Personal Benefits

Delegations must be exercised in accordance with relevant legislation and in compliance with University policies 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 3.8 of the Delegations Policy.

3.7 Review and Reporting

The General Counsel:

- will review the Delegations Register at least once every two years to ensure ongoing relevance, appropriateness and consistency with University strategy and policy; and
- with assistance from Corporate Governance, will coordinate the annual delegations report for Council on behalf of the Vice Chancellor as outlined in the Delegations Policy.

4.0 Definitions

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

The Act means the Griffith University Act 1998.

Council committee refers to those committees that are established by Council and that Council has delegated certain of its powers in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld) and includes the Academic Committee, Audit and Risk Committee, Finance and Infrastructure Committee and People, Nominations and Remuneration Committee.

Delegate means a Council member, University officer or Council committee authorised to carry out a delegation or sub-delegation or otherwise 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:

- Council for delegations to the Vice Chancellor or other University officers or to a Council committee.
- 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, consistent with authority given by Council, the Vice Chancellor then sub-assigns authority to exercise the delegated power or function to an appropriately qualified member of the University staff. See Sections 3.4 and 3.7b of the Delegations Policy.

University officer refers to a staff member of the University.

5.0 Information

Title	Delegations Procedure
Document number	2023/0001129
Purpose	This procedure provides for the operationalisation of the Delegations Policy.
Audience	Public
Category	Governance
Subcategory	Governance
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal:

16: Peace, Justice and Strong Institutions

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Policy advisor Head, Corporate Governance

Approving authority Vice Chancellor

6.0 Related Policy Documents and Supporting Documents

Legislation *Griffith University Act 1998*

Policy [Code of Conduct Policy](#)
[Conflict of Interest Policy](#)
[Delegations Policy](#)
[Delegations Register](#)
[Policy Governance Policy](#)

Procedures [Policy Governance Procedure](#)

Local Protocol N/A

Forms N/A
