

# Policy: Delegations of authority

## Purpose

To outline the policy and principles that govern the Delegations Framework for delegating authority within the University and the responsibilities of those individuals who exercise delegations.

## Overview

The Delegations Framework is an integral part of the University governance framework. It supports high standards of governance, is accessible and understandable, and provides effective internal processes for ensuring compliance with the framework.

The [\*ANU \(Governance\) Statute 2023\*](#) (Part 7) deals with the delegation and sub-delegation of the functions and powers of the Council, the Vice-Chancellor and other University entities. The Delegations Framework operationalises these provisions in a systematic way to appropriate levels within the University's organisational structure and sets out decision-making arrangements.

## Scope

This Policy applies to all individuals who are assigned a delegated authority to act on behalf of the University, as identified by the Delegations Framework.

## Definitions

**Area of responsibility** is the organisational unit or portfolio for which a Delegate is responsible operationally and/or financially, as reflected in their position description and/or employment contract.

**Delegate** is a person who holds a position which is assigned delegated authority to carry out specific functions and powers on behalf of the University.

**Delegation** (or delegated authority) is an authority recognised by the Delegations Framework, which is assigned to a **Delegate** to exercise on behalf of the University.

**Delegation Profile** is a grouping of delegations of the same level of authority or type of responsibility into a single profile name for more efficient assignment to positions.

**Senior Delegate** is a staff member in a senior position which has the authority to assign delegations to sub-ordinate positions in an area of responsibility.

## Policy statement

### Delegations Framework

1. The ANU Council, under its charter, has delegated authority to the Vice-Chancellor to oversee the management of the Delegations Framework and approve amendments to it from time to time.
2. Delegations are sourced from legislation, policy and procedure, and established within the Delegations Framework to enable the assignment of delegated authority on matters concerning the University and its interests including, but not limited to, financial, contractual and legislative decisions.
3. The Delegations Framework reflects the University organisational structure.
4. Delegations are assigned to positions and may be exercised by any individual appointed to that position. They may also extend to an individual acting in that position for a specified period.
5. In some circumstances, it may be deemed necessary to assign delegations to individuals who do not have an employment relationship with the University including:
  - \* Visiting and Honorary Appointments (VaHA);
  - \* Persons of Interest (PoI); and
  - \* Students.

### Responsibilities of Delegates

6. Delegates are given the authority to make decisions that bind or affect the University on matters for which they hold a delegation.
7. Under the University Policy: [Code of Conduct](#), Delegates must act in good faith in exercising their delegated authority. Delegates are also required, under the [Public Governance, Performance & Accountability Act](#), to exercise their delegated authority with care and diligence, and for proper purpose.
8. Delegations are exercised within the framework of relevant University legislation, policy, procedures, standards and guidelines, and any external legislative and regulatory requirements. Delegates must adhere to the scope and limitations of the delegation, as framed by the wording of the delegation and the context of its source legislation or policy documents.
9. Delegates may only exercise delegations in regard to matters within their own area of responsibility or those of positions within their line management, and within the limits of the relevant approved budget or other available source of funds.

10. Delegates may not exercise delegations in respect of themselves or their own position. Delegates may not approve any action or transaction that provides them with a direct personal benefit.

11. Whilst authority is delegated to a Delegate to enable them to make a decision, if the Delegate considers there are special or unusual circumstances which make it sensible for the matter to be considered at a more senior level, the matter can be referred to a more senior Delegate for decision.

12. A Delegate may hold delegations, as part of a Delegations Profile, which they may or may not be required to exercise depending on business processes in their areas of responsibility and the directions of their Senior Delegate.

### **Responsibilities of the Senior Delegate**

13. A Senior Delegate is accountable to their line manager and, ultimately, the Vice-Chancellor, for the proper management and exercise of delegations in their area of responsibility.

14. The level of delegation assigned by a Senior Delegate to a subordinate position must be appropriate to the responsibilities and relative level of that position in the University organisational structure.

## Document information

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