



DELEGATIONS WORKSHOP

Mark Burdack, University Secretary
Linda Breen, Manager Corporate Governance

Sections

- What is a delegation?
- Why are delegations important?
- What's the difference between a delegation and an authorisation?
- Who decides what delegations or authorisations I can have?
- What does it mean for me?
- What are the rules?
- How do I know what delegations or authorisations I have?
- Where do I find them?
- How can I provide input or feedback on delegations?

What are delegations?

- The University is established as a corporation under the Charles Sturt University Act 1989.
- The “control and management” of the *functions* of the corporation is vested in the University Council.
- In order to manage the corporation on a day to day basis, the University Council “delegates” its functions to staff and committees of the University.
- A delegation is a conferral, by the University Council, of *its power and authority* to perform *functions* of the University on a member of staff or a committee.

Why is it important?

- Delegation is performance of the legal authority of the University.

Example

A recent Court decision looked at whether a University policy was approved properly by the Vice-Chancellor. The Court found that because the Council had not delegated its authority to approve policies, the Vice-Chancellor did not have authority to approve the policy and the policy was not binding on staff.

Delegations and Authorisations

Delegation

The conferral of actual authority on a member of staff or committee.

Where a Delegate exercises a delegation, it is as though the Council performed that function.

Authorisation

An authority granted by a “Delegate” to a subordinate to:

- a) execute a delegation for and on their behalf;
- b) perform a delegated function where it does not involve a “substantial exercise of independent judgment”.

Where an ‘Authorised Officer’ performs a function under authority, it is as though the Delegate performed that function.

Who decides delegations?



- ❑ The University Council approves each and every delegation.
- ❑ Council decides who gets what delegation based on recommendations made by the responsible area.
- ❑ For example, the Division of Finance recommends (through the VC) who gets what finance, expenditure and travel delegations for the whole University.

Who decides authorisations?



- ❑ Authorisations are granted by an officer or committee that has been conferred a 'delegation'.
- ❑ They can be 'Standing Authorisations' or 'Temporary Authorisations' (time limited).
- ❑ A Delegate can only authorise a member of staff or a committee to do something they have the power and authority to do.
- ❑ The Delegate is responsible for making sure that the 'Authorised Officer' has the capacity to carry out the authority.

What does it mean for me?

- ❑ The aim of the Policy on Delegations and Authorisations is to give staff greater authority to get things done.
- ❑ Staff carrying out delegations or authorisations need to:
 - ❑ understand the scope of the authority you have and any limits
 - ❑ know the rules around using them
 - ❑ always document what you do
 - ❑ make sure other people are doing the right thing
 - ❑ report any concerns.

What are the rules?

The Rules about how to use delegations and authorisations are set out in the Policy on Delegations and Authorisations. These are some of the one's you need to know:

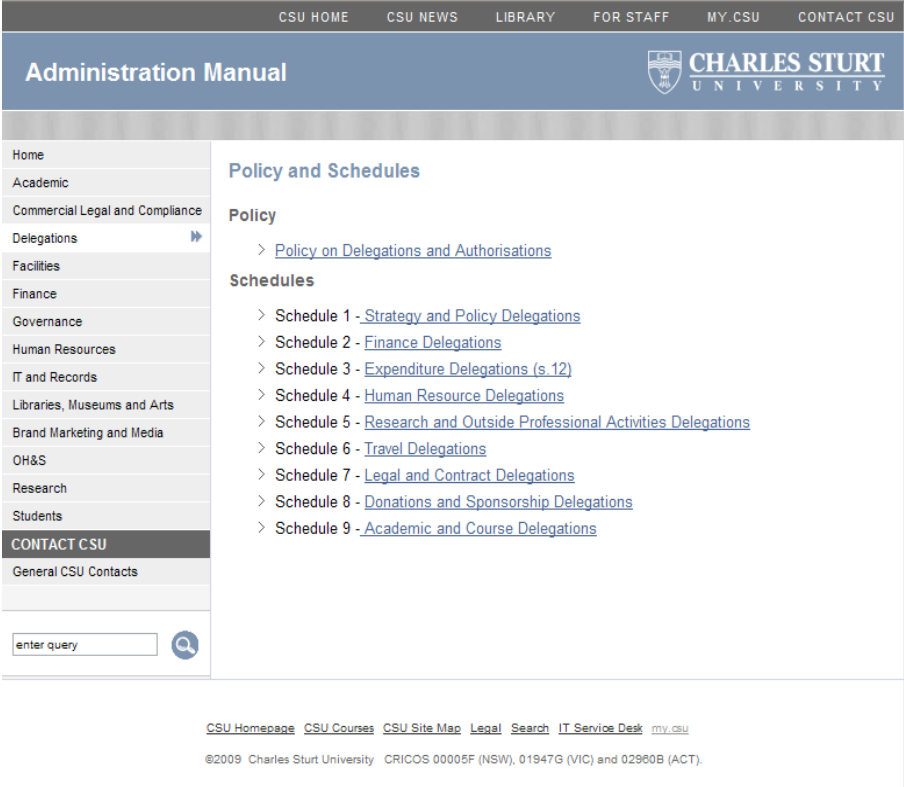
Rule	Heading	What does this mean?
16	Delegates may only exercise delegations for their own area	For example, you can't sign a purchase requisition for another School even if its routine.
18	Rule against sub-delegation	Only the Council can approve a delegation. You are not allowed to give your substantive delegated authority to anyone else. You can "authorise" someone, but not if it involves a "substantial exercise of independent judgment".
20	Approval to Execute Documents	A Delegate can authorise you to sign a contract on their behalf. Signing something is not a "substantial exercise of independent judgment". However, you generally can't approve the agreement itself – only the Delegate can do this.
24	Splitting Expenses	You can't split a bill to bring it under your delegated expenditure limit.
26	Delegations Limited by Budget	If you have delegated authority to sign a contract, you can't sign it unless you also have authority to approve the expenditure as well.

How do I know what I have?

1. Read the Policy on Delegations and Authorisations.
2. Find your band or approval level (eg. Band) (cl.2).
3. Carefully read all the Delegation Schedules that are relevant to your position and see what Delegations you are allowed to perform.

Where do I find them?

□ <http://www.csu.edu.au/adminman/dels>



The screenshot displays the Charles Sturt University Administration Manual website. At the top, there is a navigation bar with links for CSU HOME, CSU NEWS, LIBRARY, FOR STAFF, MY.CSU, and CONTACT CSU. Below this is a header section with the text 'Administration Manual' and the Charles Sturt University logo. A left-hand navigation menu lists various categories: Home, Academic, Commercial Legal and Compliance, Delegations (highlighted with a blue arrow), Facilities, Finance, Governance, Human Resources, IT and Records, Libraries, Museums and Arts, Brand Marketing and Media, OH&S, Research, Students, CONTACT CSU, and General CSU Contacts. The main content area is titled 'Policy and Schedules' and is divided into two sections: 'Policy' and 'Schedules'. Under 'Policy', there is a link for 'Policy on Delegations and Authorisations'. Under 'Schedules', there are nine links for different schedules, including 'Strategy and Policy Delegations', 'Finance Delegations', 'Expenditure Delegations (s.12)', 'Human Resource Delegations', 'Research and Outside Professional Activities Delegations', 'Travel Delegations', 'Legal and Contract Delegations', 'Donations and Sponsorship Delegations', and 'Academic and Course Delegations'. At the bottom of the page, there is a search bar with the text 'enter query' and a magnifying glass icon. The footer contains links for CSU Homepage, CSU Courses, CSU Site Map, Legal, Search, IT Service Desk, and my.csu, along with a copyright notice: ©2009 Charles Sturt University CRICOS 00005F (NSW), 01947G (VIC) and 02960B (ACT).

Providing input or feedback

- ❑ Provide input or raise concerns through the head of your area.
- ❑ The head of your area should write to the head of the area responsible for the delegations (eg. input into finance, expenditure or travel delegations should be referred to Executive Director, Finance).
- ❑ Recommendations for changes will be referred to the Delegations Implementation Working Group (involving all key areas) for consideration and progress to SEC and Council.



Thank you

Questions?