1. INTRODUCTION

The power of the Vice Chancellor to delegate responsibility is conferred by the Edith Cowan University Act (the Act) s.30 and Statute No.6 – Chief Executive Officer. These provisions provide the basis for the Vice Chancellor to delegate authority to specified officers of the University (delegates), and persons for the time being acting in those offices, to carry out certain functions in a manner consistent with the Act, Statutes, Rules and University policies, practices and procedures and with risk management and control requirements. Delegates are at all times responsible to, and subject to the direction and authority of the Vice Chancellor.

Delegations made by the Vice Chancellor also provide for delegates to authorise other office holders, or persons acting in those offices, within their areas of responsibilities to act as their agents in carrying out specific functions. Delegates are responsible and accountable for the actions of their agents and have the power to act themselves, irrespective of any grant of authority to agents. An agent is responsible at all times to the delegate for the proper carrying out of the agent’s function.

Delegations of authority will be made in a manner consistent with the following principles for the devolution of decision making within the University, which was endorsed by the Council on 11 December 1998, and will take into account appropriate risk management considerations.

2. DELEGATIONS – PRINCIPLES

Devolution of decision making at Edith Cowan University, and the consequential delegation of authorities, will occur in a manner consistent with the following statement of organisational principles and values, which was endorsed by Council in the context of approving the University’s "Strategic Plan 1998 – 2002".

"The University will maintain the process of devolving decision making to organisational units where expertise and experience at the local level can be utilised and optimised. The devolution of functions will only occur when the proposed outcome has been assessed to be in alignment with the strategic directions of the University, is of cost benefit to the University and does not adversely affect another area. The devolution process will be implemented in accordance with change management principles and practices."

Devolution will:
- be consistent with the governance principles enunciated by the Council;
- align with the organisational structure of the University;
- assist with the implementation of the University’s Strategic Plan and current priorities;
- align responsibility and accountability in a manner that facilitates efficiency and effectiveness;
- ensure that the University’s commitment to probity and equity in all of its activities is observed;
- place decision-making authority at the lowest appropriate levels within the University;
- minimise steps in decision-making processes;
- be accompanied by an audit of all University policies and procedures with a view to ensuring that all necessary policy gaps and inconsistencies are addressed;
- require comprehensive documentation of all University policies and procedures;
- ensure accessibility to all policies and procedures for all staff, including access by electronic and print media;
- ensure that staff exercising delegated authorities are fully informed about the University’s decision-making process, their duties and the extent of their authority;
- require that staff exercising delegated authorities receive training at a level sufficient to enable them to carry out their responsibilities;
facilitate the creation of an environment in which staff at all levels are encouraged to contribute to continuous improvements in policies, procedures, controls and services. (Endorsed by Council on 10 December 1998)

3. **DELEGATIONS – GENERAL CONDITIONS**

a. Except in instances where a delegate is specifically prevented from doing so, agents may be appointed to assist in carrying out the delegate’s functions. Where authority is not transferable, this will be indicated in this Manual by the letters NT. Details of appointments must be recorded.

b. Delegates and agents must consider the risks and controls (or treatment options) when exercising a delegation.

c. Delegation or agency given or established under the terms of this document relates to the delegate’s or agent’s position, not the individual in that position. Subject to any limitation imposed by a delegation or grant of agency, a delegate or agent acting in a position has the same level of delegation or agency as the substantive occupant.

d. Subject to any limitation imposed by a delegation or grant of agency, the delegate or agent may also give any approval, do anything or sign any document considered necessary to properly exercise the function in question or to complete a transaction.

e. The delegation or agency applies only to that delegate’s or agent’s accountability area.

f. An agent cannot authorise the occupant of another position to perform the whole or any part of that agent’s function.

g. Any delegation of financial authority or grant of agency is always subject to any approved budget or source of funds that applies to that accountability area. There is no authority to incur expenditure unless there is an approved source of funds. A delegate or agent who incurs expenditure beyond or without an approved source of funds is accountable for that expenditure.

h. A financial limit on a delegation or agency for the incurring of expenditure relates to the total cost of that transaction, not to instalments.

i. A delegate or agent with authority to incur expenditure must not approve expenditure for or reimbursement of expenditure incurred by and related to them. That expenditure must be approved by another delegate or agent within the same accountability area, preferably the occupant of a position at a higher level.

4. **DELEGATIONS OF AUTHORITY**

Details of delegations made by the Vice Chancellor are contained in the following sections of this Manual:

- Human Resources
- Financial
- Facilities and Services
- Agreements
- Research
- Other Administrative Functions
- Risk Management

5. **APPOINTMENTS OF AGENTS**

Delegates may appoint other members of their Faculty or Division to act as their agents in carrying out their functions.

The introduction of a system for the electronic recording of agents’ appointments is presently being examined. For the present, details of appointments must be recorded on forms provided by the relevant Centre.
6. MANAGEMENT

The Manager, Governance Services is responsible for the overall management and maintenance of the University’s Delegations Manual. Enquiries should be directed to Mr. David Lloyd on extension 2453 or at d.lloyd@ecu.edu.au.