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Delegations Framework

Policy UP22/7

Approver	Senate
Sponsor	Vice-Chancellor
Owner	University Secretary
Secretary	Corporate Secretary
Policy Type	Institutional
Policy Category	Corporate Governance

1 Purpose

1.1 The purpose of this Policy is to —

(a) establish the Delegations Framework, consisting of this Policy and all Instruments of Delegation;

(b) express the practices and behaviour expected in relation to Delegation and the exercise of Delegations;

(c) ensure Delegations are properly governed, recorded and accessible, as is appropriate; and

(d) facilitate institutional effectiveness, efficiency and accountability.

1.2 This Policy is to be read in conjunction with the following —

(a) Matters Retained by the Senate.

(b) The relevant Instrument of Delegation, including:

i. Delegation of Financial Authority;
ii. Delegation of Signing Authority;
iii. Delegation of People and Culture Authority; and
iv. Delegation of Academic Authority.

2 Definitions

Term	Definition
Business Unit	Any academic or administrative area of the University with its own University cost centre.
Delegate	A person or persons invested with the authority to carry out the powers, authorities, duties, functions or commitments.
Delegation	The formal assignment of powers, authorities, duties, functions or commitments, to enter into official and legitimate commitments on behalf of the University.
Delegations Framework	The Delegations Framework means (as they may be amended from time to time) — (a) the *University of Western Australia Act 1911* (WA) (b) other relevant legislation including the *University of Western Australia Statute (2020),* University regulations and by-laws; (c) Matters Retained by the Senate; (d) Instruments of Delegation; and (e) other formal instruments including enterprise agreements and employment contracts. Responsibility for developing and managing elements of the framework are set out in section 7 (as may be amended from time to time and approved by the Vice-Chancellor).

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Term	Definition
Delegations Guidelines or Procedures	A relevant internal document or documents that provides additional explanatory information or step-by-step instruction about the particular Delegation and relevant Policies, that may be updated frequently.
Employee	An individual employed by the University.
Financial Commitment	Expenditure, assets and attractive items acquisition and disposal, contract authorisations, quotations waivers, tender waivers, and related variations or adjustments.
Instrument of Delegation	The approved document (as it may be amended from time to time) used to express the powers, authorities, duties, functions or commitments an individual (or entity) is authorised to carry out on behalf of the Senate or Vice-Chancellor and includes — (a) University Committee constitutions; (b) Matters Delegated to the Vice-Chancellor; (c) University Policies; and (d) Other instruments of delegation such as power of attorney
Matters Retained by the Senate	The Matters Retained by Senate as approved by the Senate on 2 December 2024 and updated from time to time.
Senate	The governing body of the University, as defined in the *University of Western Australia Act 1911* (WA).
Senate Committee	A committee of the Senate to which the Senate has delegated responsibilities under section 16G of the UWA Act.
Senate Member	Defined in Part 4 section 8 of the *University of Western Australia Act 1911* (WA).
University	The University of Western Australia established under the *University of Western Australia Act 1911 (WA)*
University Committee	A committee of the Senate and Academic Board including their sub-committees and AdHoc Committees established by Senate from time to time.
University Community	All individuals who engage in University activity and/or use University property.
University Executive	A member of the Executive as appointed by the Chancellor's Committee including each of the following; (a) Vice-Chancellor (b) Senior Deputy Vice-Chancellor (c) Deputy Vice-Chancellors (d) Chief Financial Officer.
University Officer	means any individual employed, appointed, engaged or otherwise authorised by the University to perform duties or exercise functions on behalf of the University, including, but not limited to: (a) Senate Members and Senate committee members; (b) Employees (full-time, part-time, fixed term and casual); (c) Contractors; (d) holders of honorary, adjunct or clinical appointments; and (e) holders of the title Emeritus or Emerita.

3 Scope

3.1 The scope of this Policy applies to the entire University and its Officers.

4 Delegations

4.1 The Senate is the ultimate authority for all University duties, powers and functions. It may delegate its duties, powers and functions (except its powers in relation to the making of statutes, regulations and by-laws) to —

(a) any Senate Member; or

(b) a committee, council or other body of the University; or

(c) any officer who is an employee of the University, unless otherwise authorised by the Senate.

4.2 The Vice-Chancellor, as the executive officer of the University, has the powers and duties as may be prescribed by or under the UWA Act.

4.3 The Senate may authorise a Delegate to further delegate (sub-delegate) the power, authority, duty or function to a person or body.

4.4 The Vice-Chancellor may sub-delegate their delegated power, authority, duty or function either unilaterally or when expressly permitted by the Senate.

5 Exercising Delegations

5.1 Delegates must at all times-

(a) act in the best interests of the University;

(b) act within the scope of their responsibilities;

(c) comply with University policies and procedures;

(d) not exercise authority where a conflict exists;

(e) exercise authority within available budgets and resources.

5.2 Delegations must be formally recorded, and be transparent and accessible to Senate, University Committees, and relevant members of the University Community

5.3 Delegations must —

(a) reflect the organisational and hierarchical structure of the University; and

(b) be in writing in accordance with the relevant Delegations Procedure.

5.4 Persons and entities engaged by the University who are not Employees of the University cannot exercise delegated authority on behalf of the University unless authorised in a document such as a Power of Attorney.

5.5 Delegations apply —

(a) to a committee, not the individual Committee Members; and

(b) to a position, not the person occupying the position.

5.6 The person or body who made a Delegation may, at any time —

(a) exercise the Delegation; or

(b) in writing, revoke or vary the Delegation.

5.7 The Senate may exercise all of the powers, authorities, duties, functions or commitments of the University, regardless of all Delegations.

5.8 The principles applying to Delegations also apply to sub-delegations.

6 Delegations Accountability

6.1 Delegates will be responsible and accountable for the decisions they make while exercising their Delegations. Delegates will be liable to account, to the person or body who made the Delegation, for how that Delegation is carried out.

6.2 The person or body who made a Delegation remains accountable for the decision or action of the Delegate or sub-delegate (as relevant).

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6.3 The Vice-Chancellor will submit an annual compliance report to Senate on compliance with delegations and sub-delegations.

7 Instruments of Delegation

7.1 Responsibility for developing, managing and reviewing the Instruments of Delegation, and making them available to relevant members of the University Community, is specified below (as may be amended from time to time and approved by the Vice-Chancellor).

7.2 The Instruments of Delegation must be reviewed biennially unless otherwise specified to ensure ongoing relevance, appropriateness and consistency with legislative requirements and the University's strategic plan and policies.

Document	Responsibility	Approval
Delegations Policy	University Secretary	Senate
Delegations Framework Diagram	University Secretary	University Secretary
Delegations Guidelines or Procedures	Relevant Business Unit	Head of the relevant Business Unit
Instrument: Delegations of Financial Authority	Chief Financial Officer	Senate
Instrument: Delegations of Signing Authority	General Counsel	Senate
Instrument: Delegations of People and Culture Authority	Chief People and Culture Officer	Chancellor's Committee
Instrument: Delegations of Academic Authority	University Secretary	Academic Board

8 Power of Attorney

8.1 A Power of Attorney approved by the Senate may permit the signing of all documents required to be sealed.

8.2 The University Secretary must maintain a register of all documents executed under Power of Attorney and must seal any documents authorised by the Senate on behalf of the University.

8.3 A person executing a document under Power of Attorney authorised by the Senate must advise the University Secretary within seven days after the date on which the document was executed and provide a copy of the executed document.

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End

UWA Delegations Framework

***University of Western Australia Act 1911* ('the Act')**

The Act s.13 *"…entire control and management of…the University…"*

Senate Instruments of Delegation

- Audit and Risk Committee Constitution
- Chancellor's Committee Constitution
- Honorary Degrees Committee Constitution
- Investment Committee Constitution
- Senate Legislative Committee Constitution
- Senate Nominations Committee Constitution
- Strategic Resources Committee Constitution

SENATE

Matters Retained by the Senate
- Matters specified in the Act, legislative or policy instruments
- Matters Senate determines to retain

Matters Delegated to the Vice-Chancellor
- Powers, authorities, duties and/or functions under the Act delegated by Senate to the Vice-Chancellor

Academic Board Regulations

UWA Statute

VICE-CHANCELLOR

UWA (INSTITUTIONAL) POLICY

By-laws

Regulations

ACADEMIC BOARD

- Academic Board Legislative Committee Constitution
- Academic Year Planning Committee Constitution
- Academic Quality and Standards Committee Constitution
- Board of Graduate Research School Constitution
- Coursework Scholarships Committee Constitution
- Curriculum Committee Constitution
- Education Committee Constitution
- Research Committee Constitution

ACADEMIC POLICY

ADMINISTRATIVE POLICY

UNIVERSITY EXECUTIVE
(The collective "University Executive" is not an approving authority. Delegations may be given to individual Executive members)

- Delegations of Financial Authority
- Delegations of Signing Authority
- Delegations of Human Resources Authority
- Delegations of Academic Authority

Delegations Registers

Notes:
Senate instruments of delegation are to be maintained/updated by the Director, Governance and/or the University Secretary
Policies are to be managed, maintained/updated in accordance with the Policy Framework Policy
Delegations Register documents are to be maintained/updated by the relevant custodian

Key:

- **APPROVING AUTHORITY**
- **Instrument of Delegation**
- **Draft Instrument of Delegation**