

DELEGATION TIPS



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This tip sheet supports but does not replace the Delegations and Authorisations Policy. Delegates are advised to read the policy to understand how delegations may be exercised.

How authority is conferred

The [Charles Sturt University Act](#) gives the University Council authority to carry out the objects and functions of the University, and the authority to delegate these functions.

Delegations (as well as Rules and resolutions) are how Council authorises staff and committees to exercise its authority under the *Act*.

Rules, policies and procedures set out the authorities, responsibilities and provisions to support the exercise of delegations and functions.

Authorisations allow other staff to exercise delegations for and on behalf of the delegate.

[Delegations and Authorisations Policy](#)

Where to find delegations

Delegations Register: <https://delegations.csu.edu.au>

Governance committee Rules: <https://policy.csu.edu.au/masterlist.php#G>

Searching delegations

Search option: delegations may be to staff position groups (e.g. [Bands](#)), specific positions or committees. The [Search holders tab](#) lets you search delegations by one or all of these options.

Browse option: browse the [delegation schedules](#) individually or click on the '[View All Schedules link](#)' to see them all. Use your browser search function (CTRL F for Windows or Command F for Mac) to search for terms.

Exercising delegations

The [Delegations and Authorisations Policy](#) sets out the rules for exercising delegations – Parts B and C in particular.

Financial/contractual delegation approvals must be given before any transaction is entered into.

Evidence must be kept when a delegation is exercised. Where approvals are not captured in a system workflow, delegates must ensure that records of their approval is captured by other methods.

Authorisations

A delegate may authorise other staff to exercise their delegated authority. The [Delegations and Authorisations Policy](#) Part D states the rules for these.

An authorisation is always exercised for and on behalf of the delegate, not by the authorised officer in their own right.

Authorisations can be sent to policy@csu.edu.au for publication on the [standing authorisations register](#).

Changes to delegations

Delegations may be updated and delegation identifiers may renumber or reorder. Delegates should refer to the delegation register to ensure that any function or authority they are exercising is current.

The [summary of changes](#) page lists amendments made to the delegation register. Historic versions of delegation schedules are available from policy@csu.edu.au.

To request a change to a delegation, see Part E of the [Delegations and Authorisations Policy](#) or contact the University Secretary or policy@csu.edu.au for assistance.