

REGISTER OF DELEGATIONS

Nomination Process



The Register of Delegations contains instances where the Council allows for designated officers (e.g. Vice-Chancellor, or Director of Finance) to nominate other officers who will then have delegated authority for the purposes described in the Register.

The general principles of delegation and the nomination process are in sections 1.2 and 1.4 of the Register. These sections of the Register should be consulted before making a nomination.

Sections of the Register which concern nominations are:

Policy	4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7.
Finance	Section 5 Introduction, paragraphs D and E, 5.1.4, 5.3.4, 5.3.6, 5.3.7, 5.3.8, 5.3.9.
Personnel	Section 6 Introduction, paragraphs D, E, and F, 6.1.6, 6.1.7, 6.1.12, 6.1.15, 6.1.16, 6.1.20(b), 6.1.21, 6.2.6, 6.2.7, 6.2.10, 6.2.12, 6.2.14, 6.4.1(d), 6.4.2(c), 6.5.2, 6.6.1(c), 6.6.2(b), 6.6.4
Academic	7.4.1, 7.4.2, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.5.10, 7.5.11, 7.5.12, 7.5.13, 7.5.14, 7.5.16, 7.5.19, 7.5.20, 7.5.21, 7.5.22, 7.5.23.
Administrative and general	8.2.2, 8.2.3, 8.3.1, 8.3.2.

Process

1. Financial Delegation Nominations under 5.3.4(a)

These nominations are made by the Vice-Chancellor by individual letter to the Nominee. The letter of nomination should be expressed as follows:

“By the authority of the Council of the University under Section 5.3.4 (a) of the Register of Delegations, I nominate [title of Executive Team member] to authorise expenditure up to, and including, the value of \$[amount].”

A copy of the letter sent to the Nominee must be submitted to [Governance](#) and to the Director of Finance for inclusion in the complete current record of all financial delegations maintained under section 5.3.4(b).

2. Financial Delegation Nominations under 5.3.4(b)

Nominations by the Director of Finance under Section 5.3.4(b) need not be made individually, provided that each Nominee is notified in writing of the delegated authority. For nominations by the Director of Finance under Section 5.3.4(b) a complete, current, record of all such nominations must be maintained in a manner which allows its reduction, as a whole, to be printed from promptly upon the request of the Chancellor or the Vice-Chancellor. This record is maintained by the Director of Finance.

3. All other Nominations

1. The Nominator prepares the nomination on the [nomination form](#) using a separate form for each different position title. A nomination **must** have the following information:
 - a. Position title of the Nominee.
 - b. Section number of the Register under which the nomination is being made.
 - c. The corresponding Function/Authority to the section number of the Register, **exactly** as expressed in the Register.
 - d. Effective date(s) (commencement and end date, if applicable) of the nomination.
 - e. Name, position title and signature of the Nominator.
 - f. Date the nomination is made.
 - g. If the nomination is under section 4 of the Register then:
 - i. **for section 4.2.4** - specify the name of the Policy, statute or the authorised subject area under which a Procedure or Guideline is to be developed and indicate which document type(s) are to be established.
 - ii. **for section 4.2.5** - specify the function or responsibility expressed or implied in a Policy/Procedure which is being delegated.
2. The Nominator **must** notify the Nominee in writing of the delegated authority.
3. A copy of the completed nomination and notification to the Nominee **must** be submitted to [Governance](#).

REGISTER OF DELEGATIONS

Nomination

By the authority of the Council of the University under Section(s) _____ of the Register of Delegations, I nominate as follows:

Position Title: _____

Section	Function/Authority (as set out in the Register of Delegations)	Effective date(s)	Complete for nominations under Section 4 of the Register of Delegations
			For nominations under Section 4.2.4 , specify a. the name of the Policy or statute under which Procedures/Guidelines are to be developed, or provide the subject area if the document(s) are not directly linked to a Policy. b. if a Procedure or Guideline (or both) is to be established by the Nominee. For nominations under Section 4.2.5 , specify the function or responsibility expressed or implied in the Policy or Procedure which is being delegated to the Nominee. Provide specific section references if possible.

Nominator: _____

Position Title: _____

Signature: _____

Date: _____

Nominator:

1. Send copy to Nominee
2. Retain copy for own records
3. Send original to [Governance](#)