

# Delegation / Sub-delegation by the Vice Chancellor – Approval Process

## Trigger

- A change is required to the Delegations Register in relation to either: 1) a new VC delegation / sub-delegation; 2) the amendment of an existing delegation / sub-delegation; or 3) a VC determination of approval authority for a policy.

## Request

- EG member makes the request to Corporate Governance (CG).
- Either CG or Legal Services (depending on the nature of the request) prepares the submission and instrument of delegation or instrument of sub-delegation.
- Submissions prepared by Legal Services are sent to CG.

## Approve

- CG sends approval submission for VC approval to Chief of Staff (CoS) via a Teams site.
- If approved, CoS arranges for the VC's signature and date of approval on the instrument and sends to CG.
- CG advises Legal Services of the outcome of their instruments by email to [legalservices@griffith.edu.au](mailto:legalservices@griffith.edu.au) cc. [delegations@griffith.edu.au](mailto:delegations@griffith.edu.au)
- If rejected, CoS advises CG of outcome cc. [delegations@griffith.edu.au](mailto:delegations@griffith.edu.au)

## Enact

- CG makes changes to Delegations Register, and relevant documentation is maintained for annual compliance report to Council. A copy of the signed VC delegation instrument is sent to [recopy@griffith.edu.au](mailto:recopy@griffith.edu.au)

## Advise

- CG advises relevant University officers of the change.
- Relevant and appropriate implementation and change management takes place.