



<h2>Principles of Delegation Policy</h2>			
Body adopting policy:	Diocesan Council	Date of adoption or last review:	28/11/2018
Related Documents:	Diocesan Council Delegations Register	Review schedule:	11/2020

1. Rationale

The Constitution of the Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated (Synod) grants power to delegate the performance of its functions to the Diocesan Council (s9(1)(o) and s22 of the Constitution). Diocesan Council, as the executive committee of Synod, is responsible for good governance in the Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated. In order to maximise the effectiveness, efficiency and reliability of the services provided by the Synod, Diocesan Council wishes to record the principles that govern when and how other entities and staff within the Synod can be granted delegated authority to act on behalf of the Synod.

2. Scope

This policy relates to the Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated. All Synod staff and Diocesan Council sub committees and related Boards and Councils are required to comply with this policy.

3. Principles

- 3.1 When exercising the authorities or powers delegated to them, members of Diocesan Council, members of other Diocesan committees and Boards and Synod staff (together referred to as 'delegate') must:
 - 3.1.1 act in the interests of the Synod
 - 3.1.2 act in accordance with any applicable Ordinances, and with any legislative, regulatory, contractual or Diocesan policy requirements
 - 3.1.3 comply with any limits or conditions attached to the delegation
 - 3.1.4 apply their own informed discretion and professional judgement to the matter, based on consultation and advice as the situation requires, and
 - 3.1.5 obtain sufficient evidence to confirm that goods and services have been received commensurate with the value of the commitment.
- 3.2 A delegate must not exercise a delegation in order to approve a recommendation made either wholly or partly by the delegate.

- 3.3 Delegations will normally attach to a position, not to the occupant of that position. A person who has been formally appointed to act in a position can exercise any delegations that attach to that position, subject to any limits or conditions that may be imposed.
- 3.4 A delegate cannot sub-delegate unless the instrument of delegation allows it. Where an individual has been appointed into a position temporarily in an “acting” capacity, the delegation levels applicable to the position in which the individual is acting will apply.
- 3.5 A delegate may appoint a person or group, such as a committee, to advise about the exercise of a delegation, but the delegate remains responsible for making the decision.
- 3.6 A delegate is not compelled to exercise delegations. The fact that a delegate holds a delegation does not oblige the delegate to exercise the delegation if, in the opinion of the delegate some special or unusual circumstances (such as the existence of a material personal interest in the subject matter) are involved which make it sensible that the issue should receive consideration at a more senior level.
- 3.7 The exercise of a delegation must relate to the whole of a transaction not to parts or instalments thereof. (For example, a delegation limit will have been breached when a delegate approves the payment of instalments for the acquisition of an item where the total cost is above the financial limit held by the delegate.)
- 3.8 Where a financial commitment extends over time, for the purposes of determining the appropriate delegation level the value attached to the commitment decision is the whole life of the contract or commitment at the time the commitment is made. (For example, the delegation level of a ten year lease would be determined by the total ten year expected outlay.)
- 3.9 Where there is an increase in the cost of an acquisition from the original documented commitment, or a variation in scope which results in an increase in the cost, the same delegate giving the original approval should also approve the supplementary amount. If the new amount (an instalment amount or new whole of life commitment amount) exceeds the delegate's level of delegation then another delegate with the appropriate level of delegation or Diocesan Council must approve the transaction.
- 3.10 No person may make, or authorise the making of, a decision that could reasonably be expected to result (whether directly or indirectly) in a cost or liability which exceeds the financial limit, if any, of that person’s delegated authority.
- 3.11 A delegate must disclose any material personal interest in the subject matter of a matter that has been delegated to that person. All such conflicts or material personal interests are to be recorded in a Register maintained for that purpose by the Secretary of Synod.