

## Delegation Schedule HH - Corporate, Governance and Legal Delegations

This Schedule HH is to be read in conjunction with the Delegations of Authority Policy.

Function	Holders and Limits	Document Reference and Guidance
Corporate and Compliance		
<b>HH1</b>	Act as University public officer for purposes of s.324CL of <i>Corporations Act</i> , including accept service of notices and other process	Vice-President, Finance and Resources
<b>HH2</b>	Act as proper officer for the purposes of the <i>Income Tax Assessment Act</i> and other tax-related legislation, including accept service of notices and other process	Vice-President, Finance and Resources
Appointments to Companies and Other Entities		
<b>HH3</b>	Approve appointment or removal of directors on boards of University controlled and associated entities	Board Executive Committee  <a href="#">Controlled and Associate Entities Governance Framework</a>
<b>HH4</b>	Approve appointment of University representatives (including directors) on entities other than those specified in HH3	Vice-Chancellor and President - entities that are not controlled or associated entities Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - research-related entities such as cooperative research centres  <b>Administrative Notes</b> Schedule CC5 (research-related entities).
Organisational Structure, Affiliations and Student Bodies		
<b>HH5</b>	Approve establishment or disestablishment of schools, research institutes and divisions	Board of Trustees - not delegated  <a href="#">Research Institute Policy</a>
<b>HH6</b>	Approve internal changes to structures and naming of existing schools, research institutes and divisions	Vice-Chancellor and President
<b>HH7</b>	Approve affiliation, accreditation or endorsement of research and educational organisations with the University	Board of Trustees - not delegated  <a href="#">Legislation - University Act and University By-Law</a>  <b>Administrative Notes</b> Act - s.40(1)(u)
<b>HH8</b>	Approve policies and procedures for student representation	Vice-Chancellor and President Chief Student Experience Officer - procedures only  <a href="#">Student Representation and Participation Policy</a>
Governance and Policy		

<b>HH9</b>	Approve rules and policies related to governance of the University, including Commercial Activities Guidelines	Board of Trustees Finance and Investment Committee - finance and investment policies	<a href="#">Legislation - University Act and University By-Law Policy Framework Policy</a>  <b>Administrative Notes</b> Act - s.40,41 By-law - Pt.4  All policies to be approved by the Board must first be endorsed by the relevant Board of Trustees Committee(s).
<b>HH10</b>	Approve rules and policies related to management and operations of the University, including Policy Framework Policy, Procedures and Guidelines	Vice-Chancellor and President	<a href="#">Legislation - University Act and University By-Law Policy Framework Policy</a>  <b>Administrative Notes</b> Act - s.41 By-law - Pt.4
<b>HH11</b>	Approve rules and policies related to academic activities - academic scholarships and prizes, academic awards, admission, enrolment, assessment and examination, student progress, student academic discipline, course, unit and program structures, monitoring and review	Academic Senate	<a href="#">Academic Governance Policy</a> <a href="#">Legislation - University Act and University By-Law</a>  <b>Administrative Notes</b> Act - s.41 Academic Governance Policy - cl. (4)
<b>HH12</b>	Approve procedures and guidelines implementing policies	Vice-Chancellor and President - policies approved by Board Academic Senate - policies approved by Academic Senate	<a href="#">Academic Governance Policy</a> <a href="#">Policy Framework Policy</a>  <b>Administrative Notes</b> Head of operational area designated in Policy Implementation Plan (policies approved by Vice-Chancellor and President).
<b>HH13</b>	Temporarily suspend or vary policies or procedures approved by Academic Senate (except the Academic Governance Policy) relating to academic matters of the University in an emergency or urgent circumstances	Chair, Academic Senate	<a href="#">Academic Governance Policy</a> <a href="#">Delegations of Authority Policy</a>  <b>Administrative Notes</b> Delegations of Authority Policy - cl. (16) and (17)

<b>HH14</b>	Approve minor textual or editing changes to University rules, policies, procedures or guidelines to correct numbering or grammatical errors, or to update references (including changes to titles, positions or laws)	University Secretary and General Counsel Director, Governance Services	<a href="#">Policy Framework Policy</a>
<b>HH15</b>	Approve changes to rules or policies to reflect reassignment of functions following approved changes to management or organisational structures	University Secretary and General Counsel Director, Governance Services	<a href="#">Policy Framework Policy</a>
<b>HH16</b>	Approve retirement of redundant or superseded policies, procedures or guidelines from Policy Directory	University Secretary and General Counsel Director, Governance Services	<a href="#">Policy Framework Policy</a>
Legal			
<b>HH17</b>	Accept service of court documents, including subpoenas and notices to produce documents	University Secretary and General Counsel Lawyer, Office of General Counsel Executive Officer, Office of General Counsel - third party subpoenas only	<a href="#">Disputes, Claims and Litigation Policy</a>  <b>Administrative Notes</b> Subpoenas and other notices addressed to individuals to give evidence must be served personally on the individual.
<b>HH18</b>	Accept service of statutory notices from government agencies to produce documents or provide information	University Secretary and General Counsel Lawyer, Office of General Counsel Chief People Officer - notices related to University employees Director, Governance Services - notices related to student	
<b>HH19</b>	Commence or defend legal proceedings involving the University, including give instructions about matters related to conduct of legal proceedings	Vice-Chancellor and President Senior Deputy Vice-Chancellor University Secretary and General Counsel - defend only	<a href="#">Disputes, Claims and Litigation Policy</a> <a href="#">Legal Services Policy</a>
<b>HH20</b>	Approve terms of settlement of legal proceedings on behalf of the University	Vice-Chancellor and President Senior Deputy Vice-Chancellor Dean - as related to School	<a href="#">Disputes, Claims and Litigation Policy</a>  <b>Administrative Notes</b> Exercise of this delegation should be exercised only after obtaining advice from the Office of General Counsel.
<b>HH21</b>	Execute deeds or other documents to give effect to settlement of legal proceedings first approved under HH20	Vice-Chancellor and President Senior Deputy Vice-Chancellor University Secretary and General Counsel Dean - as related to School	<a href="#">Disputes, Claims and Litigation Policy</a>  <b>Administrative Notes</b> Exercise of this delegation should be exercised only after obtaining advice from the Office of General Counsel.

<b>HH22</b>	Instruct external lawyers or patent or trade mark attorneys to provide legal or other professional services to the University	Vice-Chancellor and President Category 8 - Divisional matters only University Secretary and General Counsel Chief People Officer - HR matters only Senior Lawyer, Office of General Counsel	<a href="#">Legal Services Policy</a>  <b>Administrative Notes</b> This delegation should be exercised in consultation with the Office of General Counsel.
<b>HH23</b>	Execute non-disclosure or confidentiality agreements with third parties to protect confidential information of either or both parties	Senior Deputy Vice-Chancellor Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - research related only Vice-President, Finance and Resources - commercial and infrastructure transactions University Secretary and General Counsel Executive Director, Research Services - research related only Dean - School-related only Director, Research Institute - Research Institute related only	<b>Administrative Notes</b> These agreements must be in a form first approved by the Office of General Counsel.
Use of University Seal			
<b>HH24</b>	Authorise affixing of University Seal to documents other than testamurs and other awards in urgent circumstances between Board of Trustees meetings	Chancellor Deputy Chancellor Vice-Chancellor and President Senior Deputy Vice-Chancellor Deputy Vice-Chancellor and Vice-President, Academic Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International Vice-President, Finance and Resources Vice-President, People and Advancement Pro Vice-Chancellor, Aboriginal and Torres Strait Islander Education, Strategy and Consultation Pro Vice-Chancellor, International Pro Vice-Chancellor, Learning Futures Pro Vice-Chancellor, Research University Secretary and General Counsel	<a href="#">University Seal Policy</a>

<b>HH25</b>	Authorise affixing of University Seal to testamurs and other University awards where recipient is eligible for conferral	Vice-Chancellor and President Vice-President, People and Advancement Chief Student Experience Officer	<a href="#">Graduation Policy</a> <a href="#">University Seal Policy</a>  <b>Administrative Notes</b> The positions exercising function as Registrar or Academic Registrar are the Vice-President, People and Advancement and the Chief Student Experience Officer - refer to Schedule HH27.
Revocation of Degree or Other Award			
<b>HH26</b>	Approve revocation of degree or other award conferred by the University	Board of Trustees - not delegated	<a href="#">Revocation of Awards Rule</a> <a href="#">Student Misconduct Rule</a>
Miscellaneous			
<b>HH27</b>	Exercise function designated as one to be exercised by a Registrar or an Academic Registrar	Vice-President, People and Advancement Chief Student Experience Officer	<b>Administrative Notes</b> If these delegates cannot exercise that function and cannot designate an alternative nominee, then the Vice-Chancellor may designate another person to exercise that function.  This delegation has been made by the Board of Trustees and is designed to deal with remainder references to functions exercisable by a designated Registrar or Academic Registrar.
<b>HH28</b>	Approve the registration of a Business Name under the University's ABN	University Secretary and General Counsel - for business names requiring Ministerial approval Category 8 - for business names not requiring Ministerial approval	<b>Administrative Notes</b> Applications for business names that do not require Ministerial approval must be made via the Director, Governance Services.

<b>HH29</b>	Approve access to federal and state government online systems on behalf of the University	Category 8	<p><b>Administrative Notes</b></p> <p>This delegation must only be exercised after first seeking advice from the Director, Governance Services.</p> <p>Examples of online government systems include the Provider Digital Access (PRODA), Australian Business Register (ABR), Centrelink, Australian Tax Office (ATO), Early Childhood Contract Management System (ECCMS), Health Professional On-line Service and Workplace Gender Equality Agency (WGEA) Portal.</p>
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