

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 |
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| Corporate and Compliance | | |
| HH1 | Act as University public officer for purposes of s.324CL of <i>Corporations Act</i> , including accept service of notices and other process | Senior Vice-President and Chief Operating Officer |
| HH2 | 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 and Chief Financial Officer |
| Appointments to Companies and Other Entities | | |
| HH3 | Approve appointment or removal of directors on boards of University controlled and associated entities | Vice-Chancellor and President - or if the Vice-Chancellor is conflicted or unable to act, Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global Administrative Notes Any change of directors approved by the Vice-Chancellor and President (or the Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global) must be regularly reported to the Board of Trustees, via the Remuneration and Nominations Committee. |
| HH4 | 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 Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global - research-related entities such as cooperative research centres Administrative Notes Schedule CC5 (research-related entities). |
| Organisational Structure, Affiliations and Student Bodies | | |
| HH5 | Approve establishment, restructures (including mergers) or disestablishment of schools, research institutes and divisions | Board of Trustees - not delegated |
| HH6 | Approve internal changes to structures and naming of existing schools, research institutes and divisions | Vice-Chancellor and President |

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| HH7 | Approve affiliation, accreditation or endorsement of research and educational organisations with the University | Board of Trustees - not delegated | Legislation - University Act and University By-Law Administrative Notes Act - s.40(1)(u) |
| HH8 | Approve policies and procedures for student representation | Vice-Chancellor and President Deputy Vice-Chancellor and Vice-President, Education - procedures only | Student Representation and Participation Policy |
| Governance and Policy | | | |
| HH9 | Approve new and major changes to University Rules and other Policy Documents related to the strategy of the University | Board of Trustees | Legislation - University Act and University By-Law Policy Framework Administrative Notes Act - s.40,41 By-law - Pt.4 Policies to be approved by the Board must, where relevant, first be endorsed by the relevant Committee of the Board of Trustees. |
| HH10 | Approve new and major changes to Policy Documents related to the management and operations of the University | Vice-Chancellor and President | Legislation - University Act and University By-Law Policy Framework Administrative Notes Act - s.41 By-law - Pt.4 |
| HH11 | Approve new and major changes to policy documents related to academic activities of the University | Academic Senate | Academic Governance Policy Legislation - University Act and University By-Law Administrative Notes Act - s.41 All policy documents to be approved by Academic Senate must first be endorsed by Academic Senate Policy Committee. |

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| HH12 | Approve minor changes and limited changes at scheduled review for all Policy Documents | Category 8 - relevant Division Head responsible for the document | Policy Framework Administrative Notes Policy documents must be endorsed by the relevant Unit Head as listed in the Policy DDS. |
| HH13 | Approve new and changes to Guidelines | Category 7 - relevant Unit Head listed in the Policy DDS Category 6 - relevant Unit Head listed in the Policy DDS | Policy Framework |
| HH14 | Temporarily suspend or vary Policy Documents approved by Academic Senate relating to academic matters of the University in an emergency or urgent circumstances | Chair, Academic Senate | Academic Governance Policy Delegations of Authority Policy |
| HH15 | Approve editorial changes to University Policy Documents to correct numbering or grammatical errors, or to update references (including changes to titles, positions or laws) | University Secretary Director, Governance Services | Policy Framework |
| HH16 | Approve administrative changes to policy documents to reflect: <ul style="list-style-type: none"> • reassignment of functions following approved changes to management or organisational structures • amendments to clarify or correct an issue which do not change the context or intent of the policy • changes to associated document names or additional documents where they do not alter the intention of the Policy Document | University Secretary Director, Governance Services | Policy Framework |
| HH17 | Approve retirement of redundant or superseded Policy Documents | University Secretary Director, Governance Services | Policy Framework |
| Legal | | | |
| HH18 | Accept service of court documents, including subpoenas and notices to produce documents | General Counsel Lawyer, Office of General Counsel Executive Officer, Office of General Counsel - third party subpoenas only | Litigation, Claims and Disputes Policy Administrative Notes Subpoenas and other notices addressed to individuals to give evidence must be served personally on the individual. |

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| HH19 | Accept service of statutory notices from government agencies to produce documents or provide information other than notices referred to in HH1 and HH2 | General Counsel Lawyer, Office of General Counsel Chief People Officer - notices related to University employees or work-related matters (including work, health and safety) University Secretary Director, Governance Services - notices related to students and University controlled entities | |
| HH20 | Commence or defend legal proceedings involving the University, including give instructions about matters related to conduct of legal proceedings | Vice-Chancellor and President Senior Vice-President and Chief Operating Officer General Counsel - defend only | Legal Services Policy Litigation, Claims and Disputes Policy |
| HH21 | Approve terms of settlement of a dispute, whether or not arising from legal proceedings, on behalf of the University | Vice-Chancellor and President Senior Vice-President and Chief Operating Officer - limited to where the total value of settlement sum is less than \$50,000 Dean - as related to School - limited to where the total value of the settlement sum is less than \$50,000 | Litigation, Claims and Disputes Policy Administrative Notes This delegation must only be exercised after obtaining advice from the Office of General Counsel. |
| HH22 | Execute deeds, deed polls or other instruments to give effect to settlement of a dispute, whether or not arising from legal proceedings, on behalf of the University, first approved under HH20 | Vice-Chancellor and President Senior Vice-President and Chief Operating Officer General Counsel | Litigation, Claims and Disputes Policy Western Sydney University (University Seal and Authentication) Rule Administrative Notes Exercise of this delegation should be exercised only after obtaining advice from the Office of General Counsel. |
| HH23 | 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 General Counsel Chief People Officer - HR matters only Senior Lawyer, Office of General Counsel | Legal Services Policy Administrative Notes This delegation should be exercised in consultation with the Office of General Counsel. |

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| HH24 | Execute non-disclosure or confidentiality agreements with third parties to protect confidential information of either or both parties | Senior Deputy Vice-Chancellor and Vice-President, Research, Enterprise and Global - research related only Senior Vice-President and Chief Operating Officer Vice-President, Operations and Commercial - commercial and infrastructure transactions Executive Director, Infrastructure and Commercial Performance - commercial and Infrastructure transactions Executive Director, Research Services - research related only General Counsel Dean - School-related only Director, Research Institute - Research Institute related only | Administrative Notes These agreements must be in a form first approved by the Office of General Counsel. |
| Use of University Seal | | | |
| HH25 | 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 and Vice-President, Research, Enterprise and Global | Western Sydney University (University Seal and Authentication) Rule |
| HH26 | Authorise affixing of University Seal to testamurs, award or other instrument authorised by the Board of Trustees to be issued to a person: 1. Who has satisfied the University's requirements for award of a degree, diploma, certificate or other award for academic achievement; or 2. As an honorary title or award conferred by the Board of Trustees. | Vice-Chancellor and President Senior Vice-President and Chief Operating Officer | Graduation Policy Western Sydney University (University Seal and Authentication) Rule |
| Revocation of Degree or Other Award | | | |
| HH27 | Approve revocation of degree or other award conferred by the University | Board of Trustees - not delegated | Revocation of Awards Rule Student Misconduct Rule |
| Miscellaneous | | | |
| HH28 | Approve the registration of a Business Name under the University's ABN | Category 8 - for business names not requiring Ministerial approval University Secretary - for business names requiring Ministerial approval | Administrative Notes Applications for business names that do not require Ministerial approval must be made via the Company Secretary, Entities and Associate Director, Secretariat. |

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| HH29 | Approve access to federal and state government online systems on behalf of the University | Category 8 | <p>Administrative Notes</p> <p>This delegation must only be exercised after first seeking advice from the Company Secretary, Entities and Associate Director, Secretariat.</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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