

Delegation Schedule BB - Real Estate and Infrastructure Delegations

This Schedule BB is to be read in conjunction with the Delegations of Authority Policy, including the requirement that expenditure may only be incurred in accordance with an approved budget or other source of funds.

| | Function | Holders and Limits | Document Reference and Guidance |
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| Part A - Real Estate and Campus Related | | | |
| Acquisition, Sale or Development of Real Estate | | | |
| BB1 | Approve acquisition, sale or development of real estate (including as part of a commercial activity) | Board of Trustees - not delegated | Commercial Activities Guidelines Legislation - University Act and University By-Law Administrative Notes Part 4, Division 2, Western Sydney University Act These transactions must first be endorsed by the University Infrastructure Committee and Finance and Investment Committee. Development transactions must also first be endorsed by Audit and Risk Committee. |
| BB2 | Negotiate and approve variations to conditions of contract where acquisition, sale or development of real estate as long as consistent with terms as approved by Board of Trustees | Vice-Chancellor and President Vice-President, Operations and Commercial | Commercial Activities Guidelines Legislation - University Act and University By-Law Administrative Notes Part 4, Division 2, Western Sydney University Act Any variations must be reported to University Infrastructure Committee. |
| BB3 | Approve and execute all contracts, plans and other instruments necessary to give effect to a transaction for acquisition, sale or development of real estate that has previously been approved by the Board of Trustees | University Infrastructure Committee - approve only Vice-Chancellor and President - any value Vice-President, Operations and Commercial - value does not exceed \$5 million | Commercial Activities Guidelines Legislation - University Act and University By-Law Administrative Notes Part 4, Division 2, Western Sydney University Act Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument. |

| Lease and Licences of Real Estate | | |
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| BB4 | <p>Approve leases and licences (including agreements to lease or licence, surrenders, variations and consents to dealing with the lease or licence) as lessor or licensor over University owned or controlled land where:</p> <ul style="list-style-type: none"> • gross rent income (excluding outgoings and GST) over total term (including option to renew) does not exceed specified limits except as specified; • total term of lease or licence (including any option to renew) does not exceed 10 years; and • Ministerial approval not required under s.24 Western Sydney University Act | <p>Vice-Chancellor and President - \$15 million Vice-President, Operations and Commercial - \$10 million Director, Commercial Services and Governance - \$1 million</p> |
| BB5 | <p>Approve leases and licences (including agreements to lease or licence, surrenders, variations and consents to dealing with the lease or licence) as lessee or licensee for real estate owned by third party where:</p> <ul style="list-style-type: none"> • gross rent (excluding outgoings and GST) over total term (including option to renew) does not exceed specified limits; • total term of lease or licence (including any option to renew) does not exceed 10 years; and • lease or licence does not include an option to purchase that real estate | <p>Vice-Chancellor and President - \$15 million Vice-President, Operations and Commercial - \$10 million Director, Commercial Services and Governance - \$1 million</p> |
| Easements and Covenants | | |

[Commercial Activities Guidelines](#)
[Legislation - University Act and University By-Law](#)

Administrative Notes
Part 4, Division 2, Western Sydney University Act

Note 1: Any leases or licences must be consistent with any principles or guidelines dealing with key areas of risk, including reputational risk, approved by the Board of Trustees or University Infrastructure Committee.

Note 2: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.

Note 3: All approved transactions must be reported to University Infrastructure Committee.

[Commercial Activities Guidelines](#)
[Legislation - University Act and University By-Law](#)

Administrative Notes
Part 4, Division 2, Western Sydney University Act

Note 1: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.

Note 2: All approved transactions must be reported to University Infrastructure Committee.

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| BB6 | Approve granting of easements or covenants over University-owned land | Board Executive Committee - of Board of Trustees on recommendation of University Infrastructure Committee | <p>Commercial Activities Guidelines Legislation - University Act and University By-Law</p> <p>Administrative Notes Part 4, Division 2, Western Sydney University Act</p> <p>Note 1: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.</p> <p>Note 2: All approved transactions must be reported to University Infrastructure Committee.</p> |
| Development Applications and Voluntary Planning Agreements | | | |
| BB7 | Approve, sign and lodge development applications in respect of University owned or controlled lands, including obtaining owners' consents and approving designs for any works or services in connection with that application | Vice-Chancellor and President Vice-President, Operations and Commercial Executive Director, Infrastructure Strategy and Planning - projects no more than \$500,000 | <p>Commercial Activities Guidelines Legislation - University Act and University By-Law</p> <p>Administrative Notes Part 4, Division 2, Western Sydney University Act</p> <p>Note 1: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.</p> <p>Note 2: All applications must be reported to University Infrastructure Committee.</p> |
| BB8 | Approve and enter into voluntary planning agreements with councils | Vice-Chancellor and President Vice-President, Operations and Commercial | <p>Legislation - University Act and University By-Law</p> <p>Administrative Notes Section 24 (4A) Western Sydney University Act</p> <p>Note 1: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.</p> <p>Note 2: All applications must be reported to University Infrastructure Committee.</p> |

| Other Real Estate and Campus-Related Activities | | | |
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| BB9 | Approve compensation for compulsory acquisition or imposition of compulsory easement, covenant or other interest in University owned land | Vice-Chancellor and President | <p>Administrative Notes</p> <p>Note 1: Also refer Delegations of Authority Policy which authorises affixing of the University Seal where transaction is documented by way of deed or similar instrument.</p> <p>Note 2: All transactions must be reported to University Infrastructure Committee.</p> |
| BB10 | Develop, approve and implement campus security, disaster recovery and business continuity plans | Vice-Chancellor and President - approve Director, Campus Safety and Security - develop and implement | <p>Administrative Notes</p> <p>Note 1: To be developed in consultation with Director, Audit and Risk Assessment</p> <p>Note 2: All approved plans must be notified to and endorsed by Audit and Risk Committee.</p> |
| BB11 | Approve naming of buildings, facilities and other physical spaces (such as lecture theatres, library spaces, etc.) | Board of Trustees - Not delegated | Naming Recognition Policy |
| Part B - Technology and Communication Delegations | | | |
| Policy and Procedures | | | |
| BB12 | Approve policies and procedures relating to security, allocation and use of technology and communications infrastructure (including devices) | Vice-Chancellor and President Chief Information and Digital Officer - procedures only Chief Information and Security Officer - procedures only | <p>Email and Internet Policy</p> <p>Mobile Telecommunication Devices Policy</p> <p>Administrative Notes</p> <p>All approved policies must be notified to Audit and Risk Committee.</p> |
| BB13 | Develop and implement cyber security, disaster recovery and business continuity plans for technology and communications infrastructure | Vice-Chancellor and President - approve Chief Information and Digital Officer - develop Chief Information and Security Officer - develop and implement | <p>Cyber Security Policy</p> <p>Administrative Notes</p> <p>Note 1: To be developed in consultation with Chief Audit and Risk Officer</p> <p>Note 2: All approved plans must be notified to and endorsed by Audit and Risk Committee.</p> |

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| BB14 | Approve acquisition of technology or communications systems or services, including software and cloud-based solutions, from third party providers, where funding has been already approved or allocated in a budget | Chief Information and Digital Officer Chief Information and Security Officer | Digital Services Implementation Policy Procurement Policy Administrative Notes This delegation means that any delegate must first obtain approval under this delegation, before exercising any financial delegation under Schedule AA. This is to ensure that any new technology systems or services align with the University's technology and communications strategy. |
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