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
Part A - Real Estate and Campus Related			
Aquisition, 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 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 Chief Operating Officer	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 Finance and Investment 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	Finance and Investment Committee - approve only Vice-Chancellor and President - any value Chief Operating Officer - 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			

BB4	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: • 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 15 years; and • Ministerial approval not required under s.24 Western Sydney University Act	Vice-Chancellor and President - $20 million Chief Operating Officer - $10 million Chief Property and Commercial Officer - $5 million Executive Director, Infrastructure and Commercial Performance - $1 million Senior Manager, Commercial Services - $50,000	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 the relevant Board 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 Finance and Investment Committee.
BB5	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: • 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 15 years; and • lease or licence does not include an option to purchase that real estate	Vice-Chancellor and President - $20 million Chief Operating Officer - $10 million Chief Property and Commercial Officer - $5 million Executive Director, Infrastructure and Commercial Performance - $1 million Senior Manager, Commercial Services - $50,000	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.
Easements and Covenants			

BB6	Approve granting of easements or covenants over University-owned land	Board of Trustees - on recommendation of Finance and Investment Committee Vice-Chancellor and President	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 Finance and Investment Committee. **Note 3**: The Vice-Chancellor and President may subdelegate this authority in accordance with the Delegations of Authority Policy. **[BoT Resolution Ref: 03/09/2026:3]**
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 Chief Operating Officer Chief Property and Commercial Officer Executive Director, Infrastructure Strategy and Planning - projects no more than $500,000	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 applications must be reported to Finance and Investment Committee.

BB8	Approve and enter into voluntary planning agreements with councils	Vice-Chancellor and President Chief Operating Officer	Legislation - University Act and University By-Law **Administrative Notes** Section 24 (4A) 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 applications must be reported to Finance and Investment Committee.
Other Real Estate and Campus-Related Activities			
BB9	Approve compensation for compulsory acquisition or imposition of compulsory easement, covenant or other interest in University owned land	Vice-Chancellor and President	**Administrative Notes** **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 transactions must be reported to Finance and Investment Committee.
BB10	Develop, approve and implement campus security, disaster recovery and business continuity plans	Vice-Chancellor and President - approve Chief Operating Officer - approve Chief Property and Commercial Officer - develop and implement Chief Audit and Risk Officer - develop and implement	**Administrative Notes** **Note 1**: To be developed in consultation with the Chief Risk Officer **Note 2**: All approved plans must be notified to and endorsed by Audit and Risk Committee.
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 Officer - procedures only Chief Information Security Officer - procedures only	Email and Internet Policy Mobile Telecommunication Devices Policy **Administrative Notes** All approved policies must be notified to Audit and Risk Committee.

BB13	Develop and implement cyber security, disaster recovery and business continuity plans for technology and communications infrastructure	Vice-Chancellor and President - approve Chief Information Officer - develop and implement Chief Information Security Officer - develop and implement	Cyber Security Policy **Administrative Notes** **Note 1**: To be developed in consultation with Chief Risk Officer **Note 2**: All approved plans must be notified to and endorsed by Audit and Risk Committee.
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 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.