

## Delegation Schedule F - Delegations Relating to Organisational, Legal and Miscellaneous Matters

Function		Holders and Limits	Document Reference and Guidance
Organisational and Miscellaneous Matters			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy.			
<b>F1</b>	Approve the financial management policies of the University except where otherwise designated by the Board of Trustees.	Finance and Investment Committee	
<b>F2</b>	Approve the policies of the University, and retirement of redundant University policies, except policies approved by the Board of Trustees or Academic Senate or as otherwise provided by this schedule.	Category 9	
<b>F3</b>	Approve procedures and guidelines issued via the University's Policy directory, and retirement of redundant procedures and guidelines.	Category 8 Category 6 - If approved by Vice-Chancellor and President. Category 7 - If approved by Vice-Chancellor and President.	<b>Administrative Notes</b> Under the Policy Framework Policy, all University rules and University-wide policies, procedures and guidelines must be approved using the Policy DDS approval process, and must be published in the Policy DDS.
<b>F4</b>	Approve minor textual and editing changes to University policies, procedures and guidelines to maintain accuracy and currency where there is no change to policy content or meaning.	Director, Governance Services	
<b>F5</b>	Approve minor textual amendments to University rules where there is no change to content or meaning , as follows: a. update references to position, unit or division titles where those titles have changed; b. correct typographical, grammatical and numbering errors; c. update references to policies and/or legislation where the names of those instruments have changed.	For position, unit or division title changes: Vice-Chancellor and President  For errors and changes to names of instruments: General Counsel Director, Governance Services	
<b>F6</b>	Approve establishment of Schools, Institutes and Divisions.	Category 10 - Not Delegated.	
<b>F7</b>	Approve granting of affiliation, accreditation or endorsement with the University of an external party or organisation including student associations.	Category 10 - Not Delegated.	<a href="#">Western Sydney University (Governance) Rule</a>
<b>F8</b>	Exempt students or graduates on grounds of conscience, from membership of the University's body corporate.	Category 9	<b>Administrative Notes</b> Refer s.36 of the Western Sydney University Act 1997.
Legal Matters			

<b>F9</b>	Approve engagement of external lawyers to act on behalf of the University, and authorise lawyers and patent attorneys to act on behalf of the University in accordance with a power of attorney.	Category 9 Vice-President, People and Advancement Category 8 - (other than Vice-President (People and Advancement) - after first consulting the General Counsel General Counsel Pro Vice-Chancellor, Research and Innovation - after first consulting the General Counsel	<b>Administrative Notes</b> The General Counsel must be notified of each enactment of this delegation.
<b>F10</b>	Settle legal action or dispute and bind the University to any settlement.	Category 9 Vice-President, People and Advancement General Counsel	<b>Administrative Notes</b> This delegation is to be exercised on advice of the General Counsel.
<b>F11</b>	Accept service of court and other legal process or orders issued to the University, except subpoenas addressed to individual officers or employees to appear and give evidence at any hearing.	Vice-President, People and Advancement General Counsel	
<b>F12</b>	Approve commencement of legal action by the University against another party.	Category 9 Vice-President, People and Advancement	<a href="#">Disputes, Claims and Litigation Policy</a>  <b>Administrative Notes</b> This delegation is to be exercised on advice of the General Counsel. Refer to Disputes, Claims and Litigation Policy.
<b>F13</b>	Approve the licence or other use of the University's name, emblem or logo (including any trade mark) by parties external to the University.	Category 9 Vice-President, People and Advancement	<b>Administrative Notes</b> This delegation is to be exercised on advice of the General Counsel.
<b>F14</b>	Direct the affixing of the Seal of the University to documents, other than testamurs or other awards, where the sealing is urgently required and should not be delayed.	Chancellor Deputy Chancellor Category 9 Category 8 University Secretary Pro Vice-Chancellor	<a href="#">University Seal Policy</a>  <b>Administrative Notes</b> Attested by any two of these officers  The exercise of this delegation must be reported to the next meeting of the Board of Trustees.
<b>F15</b>	Direct the affixing of the Seal of the University to awards and testamurs issued in respect of a degree, diploma certificate to which a person has been admitted.	Registrar	<a href="#">University Seal Policy</a>  <b>Administrative Notes</b> Attested by any two officers authorised under the University Seal Policy.