

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		
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 Deputy Vice-Chancellor and Provost
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, Finance 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	Board Executive Committee Controlled and Associated Entities Governance Framework
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 Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - 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 Research Institute Policy
HH6	Approve internal changes to structures and naming of existing schools, research institutes and divisions	Vice-Chancellor and President
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 Chief Marketing and Experience Officer - procedures only Student Representation and Participation Policy
Governance and Policy		

HH9	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	Legislation - University Act and University By-Law Policy Framework Policy Administrative Notes 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).
HH10	Approve rules and policies related to management and operations of the University, including Policy Framework Policy, Procedures and Guidelines	Vice-Chancellor and President	Legislation - University Act and University By-Law Policy Framework Policy Administrative Notes Act - s.41 By-law - Pt.4
HH11	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	Academic Governance Policy Legislation - University Act and University By-Law Administrative Notes Act - s.41 Academic Governance Policy - cl. (4)
HH12	Approve procedures and guidelines implementing policies	Vice-Chancellor and President - policies approved by Board Academic Senate - policies approved by Academic Senate	Academic Governance Policy Policy Framework Policy Administrative Notes Head of operational area designated in Policy Implementation Plan (policies approved by Vice-Chancellor and President).
HH13	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	Academic Governance Policy Delegations of Authority Policy Administrative Notes Delegations of Authority Policy - cl. (16) and (17)

HH14	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 Director, Governance Services	Policy Framework Policy
HH15	Approve changes to rules or policies to reflect reassignment of functions following approved changes to management or organisational structures	University Secretary Director, Governance Services	Policy Framework Policy
HH16	Approve retirement of redundant or superseded policies, procedures or guidelines from Policy Directory	University Secretary Director, Governance Services	Policy Framework Policy
Legal			
HH17	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.
HH18	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	
HH19	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 and Provost General Counsel - defend only	Legal Services Policy Litigation, Claims and Disputes Policy
HH20	Approve terms of settlement of a dispute, whether or not arising from legal proceedings, on behalf of the University	Vice-Chancellor and President Senior Deputy Vice-Chancellor and Provost - limited to where the total value of the 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.

HH21	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 Deputy Vice-Chancellor and Provost 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.
HH22	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.
HH23	Execute non-disclosure or confidentiality agreements with third parties to protect confidential information of either or both parties	Senior Deputy Vice-Chancellor and Provost Deputy Vice-Chancellor and Vice-President, Research, Enterprise and International - research related only Vice-President, Infrastructure and Commercial - commercial and infrastructure transactions Director, Commercial Services and Governance - 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			
HH24	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 Provost	Western Sydney University (University Seal and Authentication) Rule Administrative Notes Clause 8(2) in the Rule.

HH25	<p>Authorise affixing of University Seal to testamurs, award or other instrument authorised by the Board of Trustees to be issued to a person:</p> <p>1. Who has satisfied the University's requirements for award of a degree, diploma, certificate or other award for academic achievement; or</p> <p>2. As an honorary title or award conferred by the Board of Trustees.</p>	<p>Vice-Chancellor and President Vice-President, People and Advancement Chief Data and Planning Officer Pro Vice-Chancellor, Student and University Planning</p>	<p>Graduation Policy Western Sydney University (University Seal and Authentication) Rule</p>
Revocation of Degree or Other Award			
HH26	<p>Approve revocation of degree or other award conferred by the University</p>	<p>Board of Trustees - not delegated</p>	<p>Revocation of Awards Rule Student Misconduct Rule</p>
Miscellaneous			
HH27	<p>Approve the registration of a Business Name under the University's ABN</p>	<p>Category 8 - for business names not requiring Ministerial approval University Secretary - for business names requiring Ministerial approval</p>	<p>Administrative Notes Applications for business names that do not require Ministerial approval must be made via the Company Secretary, Entities and Associate Director, Secretariat.</p>
HH28	<p>Approve access to federal and state government online systems on behalf of the University</p>	<p>Category 8</p>	<p>Administrative Notes 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>

Organisational Changes

22/09/2023: Position title changed from Chief Student Experience Officer (CSEO) to Chief Marketing and Experience Officer (CMEO)