

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	Vice-President, Strategy and Governance
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 Senior Deputy Vice-Chancellor, 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 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 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 All policies to be approved by the Board must 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 Academic Governance Policy - cl. (4) All policy documents to be approved by Academic Senate must first be endorsed by Academic Senate Policy Committee.
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 Administrative Notes Delegations of Authority Policy – cl. (16) and (17)
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.
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 Vice-President, Strategy and Governance 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 Vice-President, Strategy and Governance - 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 Vice-President, Strategy and Governance 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.
HH24	Execute non-disclosure or confidentiality agreements with third parties to protect confidential information of either or both parties	Senior Deputy Vice-Chancellor, Research, Enterprise and Global - research related only Vice-President, Operations and Commercial - commercial and infrastructure transactions Vice-President, Strategy and Governance 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

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	Western Sydney University (University Seal and Authentication) Rule Administrative Notes Clause 8(2) in the 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 Chief Data and Planning Officer Pro Vice-Chancellor, Student and University Planning	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.
HH29	Approve access to federal and state government online systems on behalf of the University	Category 8	Administrative Notes This delegation must only be exercised after first seeking advice from the Company Secretary, Entities and Associate Director, Secretariat. 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.

05/09/2024: Position title changed from Vice-President, Finance and Digital Services (VP, F & DS) to Vice-President, Finance and Chief Financial Officer (VP, F & CFO)