

Delegation Schedule H - Legal Delegations

| Function | Holders and Limits | Document Reference and Guidance |
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| Agreements | | |
| H1 | For approvals of UNE Council and Committees of UNE Council, authority to sign all documents required to implement the approval in accordance with its terms. | Vice-Chancellor and Chief Executive Officer Financial Delegations Rule |
| H2 | Approve UNE standard form of agreements. | Director Legal Services |
| H3 | Authority to approve agreements and variations between the University and an external party involving any lending of funds, borrowing, debt financing, hedging, sale and lease back, or similar financing arrangement. | Council - >\$10,000,000 Finance and Infrastructure Committee - \$10,000,000 Vice-Chancellor and Chief Executive Officer - \$5,000,000 Chief Financial Officer - \$1,000,000 Chief Operating Officer - \$1,000,000 Provost and Deputy Vice-Chancellor - \$500,000 Financial Management Rule Administrative Notes Delegation is to be exercised on advice of the Chief Financial Officer and Chief Legal and Governance Officer and processed through Contracts. The authority level for the approval of contract variations is to be assessed at the full value of the revised contract, not just the variation amount. For example; if a contract was initially approved for \$1,000,000 and a variation is sought for \$100,000 then the approval for this variation can only be granted by those individuals or Committees who have authority for \$1,100,000. |
| H4 | Authority to approve and sign insurance agreements. | Chief Financial Officer - \$1,000,000 Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |

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| H5 | Authority to sign agreements and variations (non-research, non-educational) for procurement activities only. | Vice-Chancellor and Chief Executive Officer - \$5,000,000 Expenditure Delegates | Procurement Policy Procurement Procedures Administrative Notes Delegation is to be exercised on advice of the Chief Operating Officer and/or the Chief Legal and Governance Officer and processed through Contracts. The authority level for the approval of contract variations is to be assessed at the full value of the revised contract, not just the variation amount. For example; if a contract was initially approved for \$1,000,000 and a variation is sought for \$100,000 then the approval for this variation can only be granted by those individuals or Committees who have authority for \$1,100,000. |
| H6 | Authority to approve and sign any agreement not covered elsewhere in this Schedule within delegate's financial delegation limit. | Vice-Chancellor and Chief Executive Officer - \$5,000,000 | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |
| Confidentiality Agreements | | | |
| H7 | Authority to sign non-disclosure/confidentiality agreements imposing obligations on third parties to protect confidential information owned or held by the University. | Vice-Chancellor and Chief Executive Officer Band 2 Band 3 | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |
| H8 | Authority to sign non-disclosure confidentiality agreements imposing obligations on the University to protect confidential information owned or held by third parties. | Vice-Chancellor and Chief Executive Officer Band 2 Band 3 | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |
| Educational Services Agreements | | | |

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| H9 | Authority to approve and sign agreements and variations for education related activities (including articulation agreements, student exchange and study abroad) with another educational institution or with educational providers. | Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations) | Commercial Activities Rule Administrative Notes Delegation is to be exercised on the advice of the Chief Legal and Governance Officer and/or the Legal Office; in accordance with the Commercial Activities Rule and processed through Contracts. |
| H10 | Authority to approve and sign agreements and variations for provision or acquisition of educational services from a commercial or non-commercial partner, where those services are badged or not badged with the University logo or otherwise identified as being produced by the University. | Vice-Chancellor and Chief Executive Officer - \$5,000,000 Provost and Deputy Vice-Chancellor - \$500,000 Pro Vice-Chancellor (Academic Innovation) - \$250,000 Pro Vice-Chancellor (External Relations) - \$250,000 | Commercial Activities Rule Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office; in accordance with the Commercial Activities Rule and processed through Contracts. The authority level for the approval of contract variations is to be assessed at the full value of the revised contract, not just the variation amount. For example; if a contract was initially approved for \$1,000,000 and a variation is sought for \$100,000 then the approval for this variation can only be granted by those individuals or Committees who have authority for \$1,100,000. |
| Fee-For-Service Agreements (non-research) | | | |
| H11 | Authority to approve and sign Fee-For-Service Agreements (non-research) and variations. | Provost and Deputy Vice-Chancellor Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law | Administrative Notes This delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |
| Information Systems and Infrastructure Agreements | | | |
| Information Systems and Infrastructure Agreements are noted in the Information Systems and Infrastructure Delegations Schedule. | | | |
| International Student Agreements | | | |

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| H12 | Authority to approve and sign agreements and variations with overseas agents with respect to international student recruitment activities or other overseas agency arrangement. | Vice-Chancellor and Chief Executive Officer - \$5,000,000 Pro Vice-Chancellor (External Relations) - \$250,000 | <p>Administrative Notes</p> <p>This delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts.</p> <p>The authority level for the approval of contract variations is to be assessed at the full value of the revised contract, not just the variation amount. For example; if a contract was initially approved for \$1,000,000 and a variation is sought for \$100,000 then the approval for this variation can only be granted by those individuals or Committees who have authority for \$1,100,000.</p> |
| Prizes and Scholarships Funding Agreements | | | |
| H13 | Authority to approve and sign any funding agreements for undergraduate and postgraduate coursework prizes and scholarships not covered elsewhere in this Schedule. | Provost and Deputy Vice-Chancellor | <p>Administrative Notes</p> <p>This delegation is to be exercised on advice of the Legal Office and processed through Contracts.</p> |
| H14 | Authority to approve and sign any funding agreements for research related prizes and scholarships not covered elsewhere in this Schedule. | Deputy Vice-Chancellor Research | <p>Administrative Notes</p> <p>This delegation is to be exercised on advice of the Legal Office and processed through Contracts.</p> |
| Research Agreements | | | |
| Research Agreements are noted in the Research Delegations Schedule. | | | |
| Staff Exchange Agreements | | | |
| H15 | Authority to approve and sign staff exchange agreements (eg exchanges with other educational institutions, government bodies, NGO's) and variations. | Provost and Deputy Vice-Chancellor | <p>Administrative Notes</p> <p>This delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts.</p> |
| Work Integrated Learning Agreements | | | |
| H16 | Authority to approve and sign agreements related to work integrated learning activities (e.g. placement, internship) and approve variations involving single Faculty or University School. | Dean Faculty of Humanities, Arts, Social Sciences and Education Dean Faculty of Medicine and Health Dean Faculty of Science, Agriculture, Business and Law | <p>Work Integrated Learning Procedure Work Integrated Learning Rule</p> <p>Administrative Notes</p> <p>This delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts.</p> |

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| H17 | Authority to approve and sign agreements related to work integrated learning activities (eg placement, internship) and approve variations including multiple Faculties or University schools. | Provost and Deputy Vice-Chancellor Pro Vice-Chancellor (Academic Innovation) | Work Integrated Learning Procedure Work Integrated Learning Rule Administrative Notes This delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office and processed through Contracts. |
| Business Names/Trade Marks | | | |
| H18 | Authority to register and renew a business name on behalf of the University or wholly owned University entities. | Chief Legal and Governance Officer | |
| H19 | Authority to register and renew a trade mark on behalf of the University or University entities. | Deputy Vice-Chancellor Research Chief Legal and Governance Officer | |
| Certification | | | |
| H20 | Authority to certify decisions of the UNE Council and University as true and correct. | Chief Legal and Governance Officer | |
| Compliance | | | |
| H21 | Provide all statements of compliance required to be made by the University or UNE Council in accordance with legislation and the requirements of proper authorities under legislation. | Vice-Chancellor and Chief Executive Officer | |
| H22 | Maintain register of Legal and Other Requirements regarding environmental laws and regulations and communicate changes to relevant level of management. | Environmental Sustainability Manager | Environment and Sustainability Policy |
| Deeds | | | |
| H23 | Authority to execute Deeds under the University Seal. | Chancellor Deputy Chancellor Vice-Chancellor and Chief Executive Officer Chair of Academic Board Chief Legal and Governance Officer | University Seal and Signing Documents Rule Administrative Notes Delegation must be jointly exercised by two delegates and the delegates must notify the next meeting of UNE Council. |
| Intellectual Property Rights | | | |

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| H24 | Authority to approve and sign documents required to register, protect and commercialise registrable intellectual property rights of the University. | Deputy Vice-Chancellor Research | Knowledge Assets and Intellectual Property Policy Administrative Notes Delegation is to be exercised on advice from the Legal Office. |
| H25 | Authority to approve assignment of intellectual property rights in accordance with University Policy. | Deputy Vice-Chancellor Research | Knowledge Assets and Intellectual Property Policy |
| H26 | Authority to approve and sign stand-alone intellectual property assignments and/or licences. | Deputy Vice-Chancellor Research | Administrative Notes Delegation is to be exercised on advice from the Legal Office. |
| Legal Processes and Execution | | | |
| H27 | Authority to commence or settle court, legal or other formal proceedings (including apprehended or threatened proceedings) and legally bind the University for any University matter where the University is a plaintiff or defendant. | Vice-Chancellor and Chief Executive Officer | Administrative Notes In exercising this delegation the delegate must consult with the Chief Legal and Governance Officer and notify UNE Council. Any agreement must be co-signed by the Vice Chancellor and Chief Executive Officer and the Chief Legal and Governance Officer. |
| H28 | Authority to 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. | Chief Legal and Governance Officer | |
| H29 | Authority to appoint and manage external lawyers to act on behalf of the University. Approve costs agreements and authorise payments. | Chief Legal and Governance Officer | |
| H30 | Waive University's right to maintain legal professional privilege in a specific instance. | Vice-Chancellor and Chief Executive Officer Chief Legal and Governance Officer | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office. |
| Memoranda of Understanding | | | |
| H31 | Authority to approve and sign Memoranda of Understanding and variations. | Vice-Chancellor and Chief Executive Officer | |
| Property Leases/Licences/Residential Agreements | | | |

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| H32 | Authority to approve and sign terms of student residential agreements. | Director UNE Residential System | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office. |
| H33 | Authority to approve and sign leases and licences whether as tenant or landlord of University real property. | Vice-Chancellor and Chief Executive Officer - \$5,000,000 Chief Operating Officer - \$1,000,000 Chief Legal and Governance Officer - \$100,000 | Administrative Notes Delegation is to be exercised on advice of the Chief Legal and Governance Officer and/or the Legal Office. |
| Records and Information Management | | | |
| H34 | Authority to make access directions and decisions required under Part 6 of State Records Act 1998 (NSW). | Chief Legal and Governance Officer | Administrative Notes In exercising this delegation the delegate should consult as appropriate the Manager Records Management Office. |
| H35 | Make decisions in respect of requests made under the Government Information (Public Access) Act 2009 for access to documents. | Chief Legal and Governance Officer GIPA Officer | Administrative Notes Delegation must be exercised in accordance with the Government Information (Public Access) Act 2009. |
| H36 | Determine outcome of internal review against decisions made in respect of requests made under the Government Information (Public Access) Act 2009. | Director Legal Services | Administrative Notes Delegation must be exercised in accordance with the Government Information (Public Access) Act 2009. |
| University Premises | | | |
| H37 | Authority to ban persons other than students from UNE premises. | Vice-Chancellor and Chief Executive Officer Chief Operating Officer | Administrative Notes Delegation is to be exercised on the advice of the Chief Legal and Governance Officer. |