

## SCHEDULE 7 – LEGAL AND CONTRACT DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN  
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
LEG1 .	<b>Common Seal</b>	AUTHORITY TO approve terms and conditions of a document or instrument required to be sealed.	Authorised Officer		<a href="#">Governance (Common Seal) Rule 2013</a> <a href="#">Legal Policy</a>
LEG2 .		AUTHORITY TO affix the Common Seal of the University to a document or instrument required to be sealed.	University Secretary or nominee		<a href="#">Governance (Common Seal) Rule 2013</a> <a href="#">Legal Policy</a>
LEG3 .	<b>Certification</b>	AUTHORITY TO certify decisions of the Council and University as true and correct.	University Secretary		<a href="#">Legal Policy</a>
LEG4 .	<b>Memorandum of Understanding (MOU) Non-Binding – excluding an MOU with an overseas institution</b>	AUTHORITY TO approve a Memorandum of Understanding NOT imposing any binding obligations or liabilities on the University.	Band 6	Pre-approved Standard MOU templates are available from Legal Services which may be non-binding or partially binding in nature (e.g. generally non-binding but may contain standard commercial obligations related to confidentiality privacy and publications).  A non-binding MOU must clearly express the intent not to create legally binding obligations. Any document, MOU or otherwise, which contains legally enforceable rights, duties or liabilities (e.g. commits the University to provide resources, pay money, provide services etc.), regardless of what it is called will NOT be regarded as non-binding (or partially binding).	<a href="#">Legal Policy</a>

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LEG4A.	<b>Memorandum of Understanding (MOU) Non-Binding – with an overseas institution</b>	AUTHORITY TO approve a Memorandum of Understanding with an overseas institution NOT imposing any binding legal obligations or liabilities on the University.	Pro Vice-Chancellor, International Education and Partnerships	Refer special conditions LEG4.	<a href="#">Legal Policy</a>  <a href="#">Overseas Institutions Agreements Establishment Policy</a>
LEG5.	<b>Liquor Licence</b>	AUTHORITY TO designate a member of staff as the holder of a liquor licence for the University.	Chief Financial Officer		
LEG6.	<b>Legal Costs</b>	AUTHORITY TO incur expenditure for legal costs:			<a href="#">Public Finance and Audit Act 1983</a> <a href="#">Legal Policy</a>
		<ul style="list-style-type: none"> <li>• exceeding \$250,000</li> </ul>	Band 11	This delegation may be exercised by the Chancellor's Foresighting Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Foresighting Committee) Rule 2015</i> .	<a href="#">Governance (Chancellor's Foresighting Committee) Rule 2015</a>
		<ul style="list-style-type: none"> <li>• up to \$250,000</li> </ul>	Band 10	With the concurrence of the Chair, Finance, Audit and Risk Committee or Chancellor.	
		<ul style="list-style-type: none"> <li>• up to \$100,000</li> </ul>	Band 9		
		<ul style="list-style-type: none"> <li>• up to \$20,000</li> </ul>	Chief Financial Officer		
			Executive Director, Human Resources  University Secretary and Director, Governance and Corporate Affairs		
		<ul style="list-style-type: none"> <li>• up to \$10,000</li> </ul>	Director, Legal		

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LEG7 .	<b>Payment of Legal Costs and Indemnities</b>	AUTHORITY TO approve payment of the legal costs, or to provide a guarantee for the payment of legal costs of a member of Council, officer of the University or other person:			<a href="#">Public Finance and Audit Act 1983</a>
		<ul style="list-style-type: none"> <li>exceeding \$10,000</li> </ul>	Band 9	With the concurrence of the Chancellor.	<a href="#">Public Finance and Audit Act 1983</a>
		<ul style="list-style-type: none"> <li>up to \$10,000</li> </ul>	University Secretary and Director, Governance and Corporate Affairs Chief Financial Officer	With the concurrence of the Chancellor.	
LEG8 .	<b>Verdicts and Settlement Expenditure</b>	AUTHORITY TO incur expenditure in payment of verdicts or settlement of claims:			<a href="#">Public Finance and Audit Act 1983</a> <a href="#">Legal Policy</a>
		<ul style="list-style-type: none"> <li>exceeding \$250,000</li> </ul>	Band 11	This delegation may be exercised by the Chancellor's Foresighting Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Foresighting Committee) Rule 2015</i> .	<a href="#">Governance (Chancellor's Foresighting Committee) Rule 2015</a> <a href="#">Legal Policy</a>
		<ul style="list-style-type: none"> <li>up to \$250,000.</li> </ul>	Band 9	With the consent of the Chancellor.	
		<ul style="list-style-type: none"> <li>up to \$50,000</li> </ul>	Executive Director, Human Resources Chief Financial Officer	With the consent of the Vice-Chancellor.	
		<ul style="list-style-type: none"> <li>up to \$20,000</li> </ul>	University Secretary and Director, Governance and Corporate Affairs	With the consent of the Vice-Chancellor.	
LEG9 .	<b>Ex-gratia Expenditure</b>	AUTHORITY TO approve ex-gratia payment:			<a href="#">Public Finance and Audit Act 1983</a> <a href="#">Legal Policy</a>

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		<ul style="list-style-type: none"> <li>exceeding \$100,000</li> </ul>	Band 11	This delegation may be exercised by the Chancellor's Foresighting Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Foresighting Committee) Rule 2015</i> .	<a href="#">Governance (Chancellor's Foresighting Committee) Rule 2015</a> <a href="#">Legal Policy</a>
		<ul style="list-style-type: none"> <li>up to \$100,000</li> </ul>	Band 9	With the consent of the Chancellor.	
		<ul style="list-style-type: none"> <li>up to \$50,000</li> </ul>	Executive Director, Human Resources  Chief Financial Officer	With the consent of the Vice-Chancellor.	
		<ul style="list-style-type: none"> <li>up to \$20,000</li> </ul>	University Secretary and Director, Governance and Corporate Affairs	With the consent of the Vice-Chancellor.	
LEG9A.	<b>Practising Certificate Expenditure</b>	AUTHORITY TO approve payment for practising certificates for University legal officers.	University Secretary and Director, Governance and Corporate Affairs		
LEG10.	<b>Affiliation</b>	AUTHORITY TO approve affiliation agreement.	Band 9		
LEG11.	<b>Termination</b>	AUTHORITY TO terminate agreement prior to expiry date.	Band 9		
LEG12.	<b>Partnerships</b>	AUTHORITY TO approve entry of the University into a partnership.	Band 11	In this delegation the term partnership refers to a partnership as defined at law.	<a href="#">University Partnerships Policy</a> , but only to the extent that that Policy refers to a partnership as defined at law.  Authority and power to approve entry of the University into other formal relationships that fall within the broader categories of partnerships listed in the <a href="#">University Partnerships Policy</a> must be exercised in accordance with the specific delegation where provided.

<b>No</b>	<b>Category</b>	<b>Function</b>	<b>Delegate</b>	<b>Special Condition(s)</b> (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	<b>References</b>
EG13.	<b>Joint Ventures</b>	AUTHORITY TO approve establishment of an incorporated or unincorporated joint venture.	Band 11		
LEG14.	<b>Companies</b>	AUTHORITY TO approve establishment of a company.	Band 11		
LEG15.	<b>Associations</b>	AUTHORITY TO establish incorporated or unincorporated association.	Band 11		
LEG16.	<b>Appointment</b>	AUTHORITY TO appoint a representative for the purpose of University membership or shareholding of a company, association or other entity	Band 9		
LEG17.		AUTHORITY TO sign documents for and on behalf of the University in relation to an entity owned by the University or where the University is a member or shareholder.	Band 9		
LEG18.		AUTHORITY TO act as signatory to applications, registrations, certifications, acquittals and other documents necessary or convenient for giving effect to decisions of the Council or satisfying the statutory obligations of the University (e.g. trade mark applications, business name applications, compliance certificates).	University Secretary and Director, Governance and Corporate Affairs		
LEG19.	<b>Intellectual Property</b>	AUTHORITY TO approve and execute agreement for assignment or licensing of University Intellectual Property in research to a third party.	Deputy Vice-Chancellor (Research, Development and Industry)		<a href="#">Intellectual Property Policy</a>

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LEG20 .		AUTHORITY TO approve and execute agreement for the assignment or licensing of University Intellectual Property in course materials to a third party.	Executive Dean		<a href="#">Intellectual Property Policy</a>
LEG21 .		AUTHORITY TO approve and execute agreement for the assignment or licensing of University Intellectual Property (not including research or course materials) to a third party.	Deputy Vice-Chancellor Chief Financial Officer		<a href="#">Intellectual Property Policy</a>
LEG22 .		AUTHORITY TO approve and execute agreement to obtain assignment or licensing of third party Intellectual Property for the benefit of the University.	Band 9		<a href="#">Intellectual Property Policy</a>
LEG23 .		AUTHORITY TO approve and execute agreement relating to dealings in intellectual property with respect to the business activities of the School of Information Studies.	Director, Centre for Information Studies		<a href="#">Intellectual Property Policy</a>
LEG24 .	<b>Business Names</b>	AUTHORITY TO register and renew a business name on behalf of the University or wholly owned University entities.	University Secretary and Director, Governance and Corporate Affairs		
LEG25 .	<b>Trade Marks</b>	AUTHORITY TO register and renew a trade mark on behalf of the University or University entities.	University Secretary and Director, Governance Corporate Affairs		
LEG26 .	<b>Domain Names</b>	Repealed			Delegation granting authority to register and renew a domain name included at IT7, Schedule 11 – IT Delegations

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LEG27.	<b>Retained Agreement Authority</b>	AUTHORITY TO approve agreements in relation to the operational management of the University not otherwise delegated.	Band 9		
LEG28.	<b>Legal Advice</b>	AUTHORITY TO request and provide legal advice to the Council, members of the Council and Council committees and bodies from internal or external sources with respect to University governance including but not limited to interpretations of the Charles Sturt University Act, By-Laws and Rules, the duties of members, governance policies and processes and. the management of Council liabilities and compliance.	University Secretary and Director, Governance and Corporate Affairs	Requests for legal advice to employed lawyers and external providers of legal advice may only be approved and submitted by the University Secretary or an officer authorised by the University Secretary.	
LEG29.	<b>Emergency Management</b>	ADDITIONAL AUTHORITY TO exercise such functions as may be necessary or convenient in response to a critical incident, emergency or disaster on a campus or facility of the University, including but not limited to liaison with emergency services, directing staff, students and visitors to the University to be removed from an area, closure of a campus, issuing communications, suspension of classes and shut down of infrastructure or services.	Deputy Vice-Chancellor Chief Financial Officer	This authority is exercisable by a single officer only at any one time in a strict line authority following an order of precedence: <ul style="list-style-type: none"> <li>• Vice-Chancellor</li> <li>• Deputy Vice-Chancellor (Students)</li> <li>• Deputy Vice-Chancellor (Academic)</li> <li>• Deputy Vice-Chancellor (Research, Development and Industry)</li> <li>• Chief Financial Officer</li> </ul>	
LEG30.	<b>Access to University Information</b>	AUTHORITY TO access, approve access and/or require access to any document, file,	Vice-Chancellor	Access to personal information must comply with the University's privacy policies and the <i>Government Information (Public</i>	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		email account or other document of the University.	University Secretary and Director, Governance and Corporate Affairs Director, Legal	Access) Act 2009, and where practicable be subject to approved access arrangements as agreed with the University Ombudsman as the University Privacy Officer.	

*GENERAL NOTE: A delegated officer may authorise another officer to sign a document only if the delegate has exercised independent judgment in reviewing the document and approving it for signing.*