

Ordinance 18

Service of Notices and Documents

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Service of Notices and Documents

1. Any notice or document required by or for the purposes of the Charter or Ordinances to be given or sent to an individual may be given either personally, by electronic means or by sending it by post to the individual to the last address registered by the University.
2. The sending of any such notice or document shall be recorded by the appropriate office. Failure to receive such notice or document shall not invalidate any proceedings, meetings or other engagements to which such notice or document relates.
3. Notices relating to termination of appointment shall be given or sent either personally and signed for or by registered post, recorded delivery or other similar secure mail process where receipt can be verified.
4. Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing (see 1 above) and posting a letter containing the notice or other document and shall be deemed to have been effected on the next working day in the respective territory.
5. Any notice or document given in person shall be deemed to have been received that day. Any notice or document served by email shall be deemed to have been received on the day of sending.
6. Where the Head of Legal Services is included in any correspondence, a copy shall also be provided to the Contracts team which sits within the Vice-Chancellor's Office.