



Delegation of Authority Policy

1. The objectives of this policy are:

- 1.1 To establish a framework for delegating authority for the purpose of decision making in matters relating to governance, commercial, financial, academic and operational matters of Western Sydney University International College Pty Ltd (WSUIC). The policy applies to all officers of WSUIC who have delegated authority in accordance with this policy.
- 1.2 To ensure that delegated authority is exercised by the most appropriate individuals.
- 1.3 To enable delegations to improve operational efficacy of WSUIC by placing decision-making authority at the point of service delivery.

2. Definitions

- 2.1 **Delegate:** A person invested with authority to carry out functions, powers and duties of, or to act on behalf of, or represent others. A delegate is also a person who occupies an official position at WSUIC, that position having been assigned authorities or powers by way of this policy.
- 2.2 **Delegation:** A power or authority given to a delegate. A delegation is expressed in and limited by a form of words and is formally assigned by the holder of the power to the delegate.

3. Scope

- 3.1 Delegations of authority are the mechanisms by which the WSUIC Board of Directors enables WSUIC officers to act on its behalf. Delegations are a key element in effective governance and management and provide formal authority to that officer to commit WSUIC to a course of action.
- 3.2 Delegations are to be exercised within the framework of shareholder directives, shareholder agreements, WSUIC rules and policies, the WSUIC Governance Framework and any external legislative requirements.
- 3.3 The delegations in this document apply to positions and not individuals. Individuals, however, are responsible and accountable for the decision made by them under delegation.
- 3.4 Any individual, who has been formally appointed to act in a position, whether permanently or otherwise, can exercise any delegations that attach to that position subject to particular limits or conditions that may be imposed.
- 3.5 Expenditure above the College Director and Principal's delegation will be approved by the Chair of the WSUIC Board of Directors on behalf of the Board of Directors.



- 3.6 Expenditure relating to the Board itself or Board members (with the exception of the WSUIC Chair) will be approved by the WSUIC Chair.
- 3.7 Expenditure related to the WSUIC Chair will be approved by one Board member representing each Shareholder (i.e. One Board member appointed by Navitas and one Board member appointed by WSU).

4. Shareholder Support

- 4.1 In accordance with the Services Agreement between WSU International College Pty. Ltd., Navitas Limited, WSU Enterprises Pty. Ltd. and the University of Western Sydney dated 15 April 2015 and the variation to Services Agreement between WSU International College Pty. Ltd. WSU Enterprises Pty. Ltd. and the Western Sydney University dated 20 September 2020, this policy acknowledges that:
 - 4.1.1 Financial services will be provided to WSUIC by Navitas Ltd and that the delegation of authority involves interaction with Navitas financial systems.
 - 4.1.2 Academic services provided to WSUIC by Shareholders will also require the delegations to include interaction with Academic Personnel and adherence to academic related policies, processes and delegated authorities of Shareholders.
 - 4.1.3 IT services to WSUIC will be provided by both Shareholders and accordingly interact with IT systems provided on behalf of both parties.
 - 4.1.4 Human resource services are provided by Navitas Human Resources Shared Services and require the adherence to its related policies, processes and delegated authorities.

5. Variation to or Termination of Delegation

- 5.1 The College Director and Principal may at any time reduce or terminate any delegation granted to any person other than the Chair or the Board of Directors, or themselves, subject to any Statute governing the delegation.

6. Conflict of Interest

- 6.1 A conflict of interest occurs when a personal or outside interest impinges in some way on decisions being made on behalf of WSUIC. The influence can be direct and immediate (i.e. known) or indirect and undeclared.
- 6.2 A delegate should not exercise a delegation to approve a course of action that will result, either directly or indirectly, in some tangible benefit (including reimbursement) to the delegate or any family members, friends or others associated with them.
- 6.3 A delegate may not approve expenditure where they may receive a benefit, (e.g. travel, conference attendance, meals). For the College Director and Principal, the Chair of WSUIC Board of Directors will approve expenditure of this nature.
- 6.4 The WSUIC Conflict of Interest Policy applies to delegations.

7. Quality and Compliance



- 7.1 This policy is reviewed annually to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Risk Management Framework.
- 7.2 This policy will be available on the WSUIC website for students and the WSUIC Share drive site for staff access.
- 7.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 7.4 New staff will receive policy information during the induction process where relevant to their position.
- 8. Related Legislation, Policies, Procedures and Guidelines**

- Navitas Policy on Governing the Delegation of Authority and Authority Limits
- POL 50 WSUIC Conflict of Interest Policy
- WSUIC Agreements and Contracts Register (<https://westernsydneyedu.Sharedrive.com/sites/WSUIC/Governance/Lists/Agreements%20and%20Contracts%20Register>)

Approval and Amendment History

Approval Authority:	Western Sydney University International College Board of Directors
Approval Date:	7 November 2017
Date for Next Review:	18 November 2026

Revision Date	Version	Summary of changes
21/10/2017	1.0	• New Policy Developed
19 /1/2017	1.1	• Original Policy Document reformatted to match Policy document template as per Policy and Procedures Library.
7/11/2017	2.0	• Significant re-write of policy. Change of name of policy from Financial Delegations Policy to Delegation of Authority Policy to enable addition of delegation in the Governance, Academic and Administrative functions. • Minor Grammatical changes to improve flow of the document • Addition of Appendix A Delegation of Authority Table.
10/1/2018	2.1	• Addition on Clause 3.3 – Definition of WSUIC and replacement of Western Sydney University International College with WSUIC throughout the policy document. • Addition of Clauses 8.2, 8.3 Changes approved by Ben McCully



02/09/2019	3.0	- Reformat of Purpose, Policy Statement, - Replaced Western Sydney University International College with WSUIC, updated Quality and Compliance section with the current statement - Updated Related Legislation, Policies, Procedures and Guidelines with Navitas delegation policy, WSUIC Conflict of Interest Policy and link to WSUIC Agreements and Contracts Register - Reformat and update of Appendix A, Formatting and numbering changes throughout Policy document - Minor wording/grammatical changes throughout Policy. - Appendix- Substantial changes made to reflect current delegations of authority and change of wording to reflect that WSUIC use Navitas systems that have an internal Navitas review process, but actual approval processes fall within International College with the highest level of authority being the Board of Directors.
30/10/2020	3.1	Appendix- Substantial changes made to reflect current delegations of authority to avoid any confusion where two or more delegates were nominated.
25/11/2021	4	- Updates to Purpose, re-positioning of Definitions, renaming of Policy Statement to Scope, formatting and cosmetic changes throughout the document. - Appendix- Substantial changes made to reflect current delegations of authority - Repositioning Schedule D – Academic to Schedule A and removing Governance section.
26/10/2022	4.1	- Re wording of Comments/Notes in Delegation schedule to provide clarity and consistency. Removal of Endorsement by Board of Directors from Notes and Comments where the Delegation of Authority is held by Academic Board. - Change of Title for Quality and Compliance Manager to Manager of Quality and Student Administration throughout the document. - Removal of Clause under Student Progression in relation to approve student's exclusion and cancellation of enrolment due to breach in visa conditions as these are procedural requirements. - Removal of Clause guiding to accept service of legal documents to avoid duplication. - Addition of delegation of Authority for amounts up to \$10000, if it is outside the annual budget for FINANCE RELATED DELEGATIONS. - Addition of delegation of Authority for approval of Credit Card for College Director and Principal.
08/09/2023	4.2	- Amendment to dates mentioned in clause 4 as per Services agreement and variation to services agreement. - Minor updates to Delegation register in relation to Delegation Schedule A- ACADEMIC RELATED DELEGATIONS FOR WSUIC STUDENTS- to reflect the accurate delegation. - Inclusion of Clause 5 under Schedule C for Acquittal of Credit Card for CDP - Inclusion of Clause 31, 32, 33 in Schedule D for College Director and Principal
06/06/2024	4.3	- Change of Title for Quality and Compliance Manager to Director of Quality and Student Administration throughout the document. - Change of Title for Risk and Compliance Committee to Finance, Risk and Compliance Committee throughout the document.



		Minor amendments to add clarity about CDP's delegation for Credit Card and Travel
30/07/2025	4.4	- Removal of reference to Navitas role in risk identification, as this is no longer applicable, in Section 4.4. Delegation Schedule A - Replaced Director of Quality and Student Administration in item 10 with Academic Director. - Replaced Director of Quality and Student Administration in item 26 with Academic Director. - Replaced Director of Quality and Student Administration in item 31 with Academic Director. - Removal of item 34 as it is a duplicate of item 24. Delegation Schedule B - Item 13 amended with "authorised settlement of disputes, court, legal and other formal proceedings" and replaced item 10. Delegation Schedule C - Formatting of Delegation Holder and Limits in Delegation Schedule C. - Removal of Director of Quality & Student Administration from Delegation Schedule C. - Item 4: amended "and include increases" to "including increases to credit limits". - Item 5: amended "another business unit at WSUIC" to "another role" as the College does not have multiple business units. - Item 6: amended to "authorise acquittal of College Director's credit card accounts". - Item 7: amended to "authorise the acquittal of all other staff's credit card accounts".
18/11/2025	4.5	Delegation Schedule C Added Capex approvals
23/7/2026	4.6	Delegation Schedule A - Item 3 the delegation to discontinue or suspend a course to be held by the Board of Directors. Delegation Schedule B - Remove duplicate legal action item 13. Delegation Schedule C - Correction of cross reference for items 6 and 8 from item 9 to item 10



APPENDIX A – Delegation Schedules

<u>Delegation Schedule A – Academic</u> • <u>Academic Course Offerings</u> • <u>Student Admission and Enrolment</u> • <u>Recognition of Prior Learning</u> • <u>Assessment</u> • <u>Student Progression</u> • <u>Student Misconduct</u> • <u>Student Complaints and Appeals</u>	<u>Delegation Schedule B – Corporate and Commercial</u> • <u>Commercial Activities with Financial Commitment of \$100K and above</u> • <u>Commercial Activities with Financial Commitment less than \$100K</u> • <u>Commercial Agreements</u> • <u>Quality and Compliance</u> • <u>Legal Actions</u> • <u>Audit and Risk</u> • <u>Properties and Facilities Management</u>	<u>Delegation Schedule C – Finance</u> • <u>General</u> • <u>Corporate Credit Cards</u> • <u>Domestic and International Travel</u> • <u>Student Fees, Charges and Scholarships</u> • <u>Investment, Finance and Banking Arrangements</u> • <u>Inter-entity Payments</u> • <u>Recoveries and Write-offs</u> • <u>Insurance</u> • <u>Investment of Surplus Funds</u>
<u>Delegation Schedule D – Human Resources</u> • <u>General</u> • <u>Recruitment and Appointment Approvals</u> • <u>Remuneration</u> • <u>Variation of Hours</u> • <u>Workplace Health and Safety</u> • <u>Leave</u> • <u>Professional/Staff Development, Secondments and Study Leave</u> • <u>Staff Discipline</u>		<u>Delegation Schedule E – Marketing and Communications</u> • <u>Corporate Communications</u> • <u>Marketing</u>



DELEGATION SCHEDULE A – ACADEMIC RELATED DELEGATIONS FOR WSUIC STUDENTS

Function/Process	Delegation Holder and Limits	Notes/Comments
Academic Course Offerings		
1. Approve business case for new course offerings.	Board of Directors	
2. Approve new Foundation or Diploma course (including approval of program structure, content and academic requirements) following approval of business case by Board of Directors.	Academic Board	Considering the recommendation of the Academic Quality Committee
3. Approve discontinuation or suspension of course/courses offered by WSUIC.	Board of Directors	Considering the recommendation of the Academic Board
4. Approve changes to a Foundation or Diploma course offered by WSUIC.	Academic Board	Considering the recommendation of the Academic Quality Committee
5. Approve Academic Calendar for each year.	Executive Management Committee	
6. Approval all Academic Policies	Academic Board	
7. Approve the conferring of any statement of recognition or attainment for partial completion	College Director and Principal	
8. Approve student selection criteria for enrolment at WSUIC	Board of Directors	
9. Approve deferment of enrolment pre-enrolment	Admissions Manager	
10. Approve deferment of enrolment post-enrolment	Academic Director	
11. Approve change of course before acceptance of offer	Admissions Officer	



DELEGATION SCHEDULE A – ACADEMIC RELATED DELEGATIONS FOR WSUIC STUDENTS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Student Admission and Enrolment		
12. Approve change of course post-enrolment	Academic Director	
13. Approve admission of student excluded by another education provider	Academic Director	In consultation with Director of Marketing and Admissions.
14. Review an appeal for non-admission	Appeals Committee	
Recognition of Prior Learning		
15. Approve recognition of prior learning, advanced standing and credit transfer	Academic Director	
Assessment		
16. Approve number and weighting of assessments	Academic Director	Considering advice of Course Convenor
17. Approve extension for an assessment	Course Convenor	
18. Conduct and approve a re-mark of an assessment	Relevant Teacher	
19. Conduct and approve review of grade	Course Convenor	
20. Approve supplementary assessment	Course Convenor	
21. Approve final examination papers	Course Convenor	
22. Conduct and approve moderation of marked examination papers	Course Convenor	
23. Approve final results	Examinations Committee	



DELEGATION SCHEDULE A – ACADEMIC RELATED DELEGATIONS FOR WSUIC STUDENTS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Student Progression		
24. Determine acceptable minimum rate of progress in a program	Academic Board	
25. Approve progression rules	Academic Board	
26. Approve leave of absence for a student	Academic Director	
27. Approve budget for student social engagement	College Director and Principal	
28. Approve plan for students with disability	College Director and Principal	
Student Progression		
29. Approve deferment or suspension of enrolment as initiated by WSUIC	College Director and Principal	On recommendation from Student Services Manager
30. Terminate candidature of a student for failure to progress	Student Services Officer	On recommendation from Academic Director or Course Convenors
31. Approve cancellation of enrolment due to non-payment of fees	Academic Director	
32. Approve final grade for a unit of study	Academic Board	Considering recommendations from the Examinations Committee
33. Approve special consideration applications	Course Convenor	In consultation with the relevant Teacher

DELEGATION SCHEDULE A– ACADEMIC RELATED DELEGATIONS FOR WSUIC STUDENTS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Student Complaints and Appeals		
34. Adjudicate student complaints and appeals	Appeals Committee	



DELEGATION SCHEDULE B – CORPORATE AND COMMERCIAL-RELATED AUTHORISATIONS (The financial limits applied to the delegations in this schedule are exclusive of GST)

Function/Process	Delegation Holder and Limits	Notes/Comments
Commercial Activities with Financial commitment of above \$100K		
1. Enter into commercial agreements or arrangements for commercial activities with financial commitment above \$100K over the life of the project.	Board of Directors	Considering any recommendation from the Finance, Risk and Compliance Committee
Commercial Activities with Financial commitment of up to \$100K		
2. BUDGETED COSTS - Enter into commercial agreements or arrangements for commercial activities with financial commitment up to \$100K over the life of the project	College Director and Principal	
3. UNBUDGETED COSTS - Enter into commercial agreements or arrangements for commercial activities.	Board of Directors	
Commercial Agreements		
4. Enter into agreements with overseas agents with respect to international student recruitment activities	Director of Marketing and Recruitment	With Consultation from Navitas Agent Management
5. Approve and enter into memorandum of understanding or agreement (or similar document) with another educational institution or other non- commercial entity without specific financial commitment.	College Director and Principal	



DELEGATION SCHEDULE B – CORPORATE AND COMMERCIAL-RELATED AUTHORISATIONS (The financial limits applied to the delegations in this schedule are exclusive of GST)

Function/Process	Delegation Holder and Limits	Notes/Comments
Quality and Compliance		
6. Approve WSUIC policies other than Academic Policies.	In accordance with WSUIC Policy Review Matrix	
7. Approve WSUIC Manuals, Procedures and Guidelines	College Director and Principal	
8. Approve minor textual and editing changes to WSUIC policies, procedures and guidelines to maintain accuracy and currency where there is no change to policy intent or meaning	Refer to the WSUIC Policy Review Matrix	
9. Approve Governance, Risk and Compliance and Quality Frameworks	Board of Directors	Considering any recommendation from the Finance, Risk and Compliance Committee
Legal Actions		
10. Authorise settlement of disputes, court, legal or other formal proceedings and bind WSUIC.	Board of Directors	
11. Appoint and instruct external lawyers	College Director and Principal	
12. Approve and execute Non-Disclosure Agreement with Third Party	College Director and Principal	



DELEGATION SCHEDULE B – CORPORATE AND COMMERCIAL-RELATED AUTHORISATIONS (The financial limits applied to the delegations in this schedule are exclusive of GST)

Function/Process	Delegation Holder and Limits	Notes/Comments
Legal Actions		
13. Approve WSUIC standard form of contracts and agreements.	College Director and Principal	
14. Authorise the approval of the use of WSUIC's name, emblem or logo by parties external to WSUIC, Navitas or Western Sydney University/The College.	College Director and Principal	
Audit and Risk		
15. Approve and appoint external auditors.	Board of Directors	Considering any recommendation from the Finance, Risk and Compliance Committee
16. Sign off on external audit reports.	Chair of Board of Directors	Considering any recommendation from the Finance, Risk and Compliance Committee
17. Sign off on internal audit reports	Board of Directors	
Property and Facilities Management		
18. Approve and execute contracts and purchase orders in accordance with approved facilities or maintenance plan within budget specifications.	College Director and Principal	
19. Approve and execute contracts and purchase orders for facilities or maintenance expenditure outside of budget specifications.	Board of Directors	



DELEGATION SCHEDULE C – FINANCE RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
General		
1. Approve annual operating budget	Board of Directors	
2. Approve purchase of goods and services provided for in the annual budget, all categories	- Board of Directors: Above \$100,000 - College Director and Principal: Up to \$100,000 - Academic Director: Up to \$10,000 - Director Marketing and Admissions: Up to \$10,000 - Student Services Manager: Up to \$2,500 - Marketing Manager: Up to \$2,500 - Admissions Manager: Up to \$2,500	
3. Approve purchase of goods and services outside the annual budget	- Board of Directors: Above \$10,000 - Chair of Board of Directors: Up to \$10,000	
4. Approve capital expenditure	- College Director and Principal: Up to \$5,000 - Chair of Board of Directors: Up to \$10,000 - Board of Directors: Above \$10,000	



DELEGATION SCHEDULE C – FINANCE RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Corporate Credit Cards		
5. Approve the issue and withdrawal of corporate credit cards to College Director and Principal including increases to credit limits.	Chair of Board of Directors	
6. Approve the issue and withdrawal of corporate credit cards to staff members and include increases to credit limits and continuance of the card authority where a staff member transfers to another role at WSUIC (up to the limits included in 10 below)	College Director and Principal	
7. Authorise the acquittal of College Director's credit card accounts for payment in Oracle Financials where the account has been approved for payment by staff with delegated authority	Chair of Board of Directors	
8. Authorise the acquittal of all other staff's credit card accounts for payment in Oracle Financials where the account has been approved for payment by staff with delegated authority (within limits as prescribed below in number 10)	College Director and Principal	
9. Authorise the acquittal of credit card accounts for payment in Oracle Financials where the account has been approved for payment by staff with delegated authority (outside budget specifications)	Board of Directors	



DELEGATION SCHEDULE C – FINANCE RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Corporate Credit Cards		
10. Credit card expenses and limits allocated to International College staff on a position-needs basis.	• College Director and Principal: Up to \$10,000 • Academic Director: Up to \$5,000 • Director of Marketing and Admissions: Up to \$5,000 • Student Services Manager: Up to \$2,500 • Marketing Manager: Up to \$2,500	



DELEGATION SCHEDULE C – FINANCE RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Domestic and International Travel		
11. Approve international travel requests, other than for themselves.	College Director and Principal	
12. Approve domestic travel requests, other than for themselves.	College Director and Principal	
13. Approve travel requests and expenses for the College Director and Principal and Board members, other than for themselves.	Chair of the Board of Directors	
14. Approve travel requests for the Chair of the Board of Directors.	One Board member representing each Shareholder (i.e. one Board member appointed by Navitas and one Board member appointed by WSU).	
Student Fees, Charges and Scholarships		
15. Establish and approve WSUIC fees, charges, fines and tariffs.	Board of Directors	
16. Approve exemption from WSUIC student fees, waiving of payment, or refund of student fees, late fees, charges, fines and tariffs.	College Director and Principal – For approvals outside of existing policies Student Services Manager – For approvals within existing policies for current and continuing students Admissions Manager – For approvals within existing policies for commencing students	

17. Approve students to pay WSUIC tuition fees by session instalments in exceptional circumstances	College Director and Principal	
18. Approve the payment of WSUIC prizes and similar awards.	College Director and Principal	



DELEGATION SCHEDULE C – FINANCE RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Investment, Finance and Banking Arrangements		
19. Approve agreements between WSUIC and an external party involving any borrowing, debt financing, hedging, sale and lease back, or similar financing arrangement	Board of Directors	
20. Approve banking and investment account arrangements including authorisation of the opening of new accounts.	Board of Directors	
21. Approve cheque and electronic signatories for financial transactions.	Board of Directors	
Inter-entity Payments		
22. Approve payments between WSUIC and its shareholders where these payments form part of an approved budget allocation or arising from monthly inter-entity reconciliations.	College Director and Principal	In consultation with Navitas Commercial Finance Manager
Recoveries and Write-offs		
23. Authorise write-off of assets of specified written down value, which are on WSUIC inventory.	College Director and Principal	
Insurance		
24. Approve Risk Framework, Insurance Renewal.	Finance, Risk and Compliance Committee	
Investment of surplus Funds		
25. Approve policy on investment of funds	Board of Directors	
26. Authorise investment of funds	Board of Directors	



DELEGATION SCHEDULE D – HUMAN RESOURCES RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
General		
1. Approve the establishment of academic and professional staff positions included in current budget	College Director and Principal	
2. Approve the establishment of academic and professional staff positions not included in current budget	Board of Directors	
3. Approve minor variations to establishment including campus change, job title change, cost-centre change, reporting line change, position fraction change and length of limited term contract changes	College Director and Principal	
4. Approve recommendations for the outcome of evaluations and the classification and re-classification of professional staff positions	College Director and Principal	
5. Approve conditions of employment for any positions not covered by Collective Agreements	College Director and Principal	In consultation with Navitas HR Shared Services
6. Approve position descriptions, including modification for all academic and professional staff positions	College Director and Principal	In consultation with Navitas HR Shared Services
Recruitment and Appointment Approvals		
7. Approve internal and external recruitment action being initiated with respect to the filling of academic and professional staff positions	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services



DELEGATION SCHEDULED – HUMAN RESOURCES RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Recruitment and Appointment Approvals		
8. Approve the composition of staff recruitment selection committees	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
9. Approve position vacant notifications on internal intranet and social media outlets	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
10. Approve position vacant advertising on external commercial websites and other social media	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
11. Approve conditions of employment and sign letters of offer of employment	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
12. Approve variations of conditions in letters of offer of employment including extensions of contract without further variation, change in reporting lines, interim changes to reporting lines, change of job title	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
13. Approve recruitment action and appointment of fixed term and casual academic and professional staff positions for periods of no more than six months consistent with WSUIC policy and within	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR

budget.



DELEGATION SCHEDULED – HUMAN RESOURCES RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Recruitment and Appointment Approvals		
14. Approve payment of hours worked by fixed term and casual staff members not exceeding appointment approval	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
15. Approve conversion of casual staff to fixed-term or ongoing employment, and conversion of fixed-term staff to ongoing in line with the provisions of the Staff Agreements within budget	Relevant Director Relevant Manager	On direction of College Director and Principal in consultation with Navitas HR Shared Services
16. Confirmation of employment after probationary period for professional staff in accordance with relevant employment agreement procedures.	College Director and Principal	On recommendation of the relevant Manager
17. Approve termination of professional staff upon a recommendation in a probation review report	College Director and Principal	
18. Approve termination of Executive staff	Board of Directors	
Remuneration		
19. Approve annual salary increments within salary levels in accordance with relevant employment agreement provisions for positions other than the WSUIC Executive Management Team	College Director and Principal	
20. Approve annual salary increments in accordance with relevant employment agreement provisions for the Executive Team	Board of Directors	



DELEGATION SCHEDULED – HUMAN RESOURCES RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Variation of Hours		
21. Approve variations to the hours of work (i.e. number of hours/days worked per week) undertaken by staff who are employed on an ongoing basis with WSUIC	College Director and Principal	
22. Approve the working of overtime and the granting of time in lieu and the payment thereof within budget and policy and relevant staff agreement	College Director and Principal	
Workplace Health and Safety		
23. Approve formal worker rehabilitation plans	College Director and Principal	
24. Inform Board of Directors of critical incidents	College Director and Principal	
25. Advise/respond to relevant external bodies (e.g. media) of critical incidents	College Director and Principal	
Leave		
26. Approve granting of all types of leave, subject to relevant employment agreement conditions and leave policies (except as provided for in this document) for employees other than the College Director and Principal	College Director and Principal	
27. Approve granting of all types of leave, subject to relevant employment agreement conditions and leave policies (except as provided for in this document) for the College Director and Principal	Chair of the Board of Directors	



DELEGATION SCHEDULE D – HUMAN RESOURCES RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Professional/Staff Development, Secondments and Study Leave		
28. Approve staff members proceeding on staff development secondments, external exchange arrangements, job shadowing opportunities, visiting fellowships and similar development opportunities	College Director and Principal	
29. Approve applications for study leave and Education Support Allowance	College Director and Principal	
30. Approve applications for relating to personal professional association membership fees	College Director and Principal	
31. Approve external exchange arrangements, job shadowing opportunities, visiting fellowships and similar development opportunities for College Director and Principal	Chair of the Board of Directors	
32. Approve applications for study leave and Education Support Allowance for College Director and Principal	Chair of the Board of Directors	
33. Approve applications for relating to personal professional association membership fees for College Director and Principal	Chair of the Board of Directors	
Staff Discipline		
34. Approve the disciplining of staff including termination in accordance with relevant employment agreement	Relevant Manager	In consultation with College Director and Principal and Navitas HR Shared Services



DELEGATION E – MARKETING AND COMMUNICATIONS RELATED DELEGATIONS		
Function/Process	Delegation Holder and Limits	Notes/Comments
Corporate Communications		
1. Approve media releases	Chair of the Board of Directors	
2. Represent WSUIC in relation to media requests for comment	College Director and Principal	
3. Approve statements or documents in relation to Request for Information (RFI) from regulators and government agencies	Director of Quality and Student Administration	
4. Approve content for corporate pages of WSUIC website	Director of Marketing and Admissions	
5. Approve sponsorship agreements and arrangements subject to Schedule B (Corporate and Commercial Arrangements)	Director of Marketing and Admissions	
6. Approve WSUIC corporate participation in community events e.g. education fairs, charity/sporting events	Director of Marketing and Admissions	
7. Advertise on external websites and social media outlets	College Director and Principal	
8. Approve social media releases	Director of Marketing and Admissions	
Marketing		
9. Approve the design of WSUIC logo and other branding	Board of Directors	
10. Approve marketing campaigns – agent based	Director of Marketing and Admissions	
11. Approve marketing campaigns – social media	Director of Marketing and Admissions	
12. Approve WSUIC Prospectus	College Director and Principal	
13. Approve WSUIC Student Guide	College Director and Principal	
14. Approve general printed marketing material	College Director and Principal	
15. Approve sponsorship agreements and arrangements	College Director and Principal	
16. Approve the purchase of promotional products	College Director and Principal	