

Policy Name	DELEGATIONS
Policy Number	G028
Purpose	The purpose of this policy is to state the principles and processes related to delegations and key roles and responsibilities of staff with delegated authority. Delegations may be informal or formal, general or specific (refer definitions below). This policy and Register is primarily about delegated authority where delegated staff have the role, responsibility, and commensurate level of decision-making authority and accountability for an assigned specific role, activity or task. Delegation principles: • Roles / responsibilities are clearly defined • Delegation authority has a single point of origin (e.g. CEO, Manager, Team Leader) • Delegated authority is matched by commensurate level of decision making, responsibility and accountability • Delegated authority boundaries are clearly set (what can and cannot be done) • Delegation authority is accompanied by professional development • Delegated work and staff performance are subject to monitoring, evaluation and improvement.
Scope	The scope of the policy includes: • Corporate delegations • Academic delegations • Positions, roles and responsibilities of staff with delegated authority
Policy Statement	Whitehouse Institute of Design, Australia is a TEQSA approved higher education provider and an ASQA approved Vocational Education and Training Registered Training Organisation (RTO), complying with the relevant standards. Whitehouse is governed by its <i>Constitution</i> and established governing bodies, operating under their respective Terms of Reference by staff with specified roles, responsibilities and delegations within its Governance Framework comprised of: Corporate governance • Board of Governors • Executive Management Committee • Finance Committee • Risk Management Committee. Academic Governance • Academic Board

	• Learning, Teaching and Assessment Curriculum Committee (LT&ACC), including the Course Advisory Committee (CAC) • Student Representative Councils (campus based) Sub-Committees established from time to time, as needed, to respond to specific matters arising.
Delegations	Staff Positions, with Delegated Roles and Responsibilities • The Chief Executive Officer (CEO) has the Whitehouse's Owner and Chair of the Whitehouse Board of Governors delegated authority to manage the day-to-day operations of Whitehouse; implement Board-approved strategy, policies and plans; make operational decisions and approvals within the approved budget; execute routine contracts and commitments; manage staffing and organisational resources; and ensure operational compliance and reporting to the Board. • The Chair of the Finance Committee (Independent Board Member) has the Whitehouse Owner and Chair of the Whitehouse Board of Governors delegated authority to oversee financial governance on behalf of the Board; review and endorse budgets, forecasts, financial statements and key financial controls; approve or recommend financial matters in accordance with the Committee Terms of Reference and delegated limits (including expenditure variations, cashflow and financial risk issues); and escalate material issues and recommendations to the Board of Governors for decision. • The Chair of the Risk Management Committee, (RMC), an independent member of the Board of Governors, has the Chair of the Executive Management Committee's (EMC) delegated authority, as detailed in the RMC's Terms of Reference and Risk Management Policy. • The Finance Officer has the Whitehouse CEO's delegated authority to administer and process routine financial operations on behalf of the Institute, including accounts payable, accounts receivable, payroll-related administration, bank and account reconciliations, invoicing, financial record-keeping, and the preparation of routine financial reports, subject to approved budgets, internal controls, applicable policies and procedures, and any financial limits set by the CEO. • The Campus Manager has the Chief Executive Officer's (CEO) delegated authority to oversee and manage the day-to-day operations of a campus, including facilities, building maintenance, repairs, contractor and trade engagement and supervision, campus presentation, operational logistics, health and safety compliance, and other administrative and operational matters necessary to ensure the effective functioning of the campus. • The Academic Director has the CEO's and Academic Board's delegated authority to oversee and make decisions on matters of student issues related to academic misconduct, breaches, appeals and grievances, as defined by the relevant policy procedure • The National Creative Director has the Academic Board's delegated authority to oversee and make decisions on curriculum, teaching, student learning and assessment.

	• Higher Education Course Coordinators have the National Creative Director's delegated authority (formal or informal) to address teaching, student learning and assessment matters in their course specialisation areas of responsibility. • The Manager, Regulation and Compliance has the CEO's delegated authority to respond to matters arising from the TEQSA, CRICOS and ASQA regulatory and / or legislative requirements related to Whitehouse's registration and approval as a Higher Education Provider and a VET Registered Training Organisation (RTO). • The Student Administration Officer, under the delegation of the Manager, Student Administration has delegated authority to undertake assigned task related to student data (applications, enrolments, progression, completion) in the Student Management System. • The VET in School Coordinators (NSW/VIC/QLD), under the delegated authority of the Chief Executive Officer (CEO), and in consultation with the Manager, Regulation and Compliance, have delegated authority to undertake assigned tasks related to the delivery of the VET in School program at their designated campus. • The Student Recruitment Manager has the CEO's delegated authority to undertake assigned tasks related to the promotion and marketing of Whitehouse's courses and recruitment of students.
Relevant Legislation	• Higher Education Standards Framework (Threshold Standards) 2021 Standard 6.1.3b Corporate Governance, Delegations Standard 6.3.1 Processes and structures are established and responsibilities are assigned Standard 6.3.2b Delegations of academic authority are implemented. • ASQA Regulatory Risk Framework • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS)
Key Related Documents	• Delegations Register • Whitehouse Constitution • Organisational Chart • Terms of Reference: Whitehouse Board of Governors Academic Board Executive Management Committee Finance Committee Risk Management Committee Learning, Teaching and Assessment Curriculum Committee Student Representative Councils. • Code of Conduct, Staff • Risk Management Framework, Policy and Procedure.

Definitions	Delegation: The process of assigning tasks to individuals, teams or a team member that are not in their usual job or position description, role or responsibility. Delegated authority: The granting of authority to others to make decisions on their behalf within a governance policy framework. Specific delegation: Where the staff member has authority, responsibility, decision making and accountability for a specific task, without oversight. The delegation form in such cases tends to be a formal arrangement. General delegation: Where a staff member has authority across a range of tasks, but the manager retains overall control. The delegation form in such cases tends to be an informal arrangement. Responsibility: means the delegate takes ownership of the job or task and is responsible for its successful completion. Accountability: means the delegate is responsible and accountable for the outcome of the task. Delegations Register: An instrument that details the delegation arrangements of an organization.		
Responsible Officer	Owner and Chair of the Board of Governors Chief Executive Officer (CEO), Whitehouse		
Approval Authority/ Authorities	Board of Governors		
Date Approved	17/12/2025 (meeting of the Board of Governors)		
Date of Commencement	18/12/2025		
Date for Review	17/12/2028		
Documents superseded by this Procedure	N/A. This is a new policy		
Amendment History	N/A. This is a new policy		
Signed and dated for Whitehouse Pty Ltd			
	Signature	Leanne Whitehouse	18 12 2025
		Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER

Category	Governance
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Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Students
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