Dated 24 June 2009

Procedures governing the delegation of authority and authority limits

Navitas Limited
ACN 109 613 309
# Contents

1. Introduction 1
2. Objective 1
3. Application of the Policy and Procedures 2
4. Policy and Procedures Review and Compliance 2
5. General Principles 2
6. Related Party Transactions and Conflict of Interest 3
7. Strategic Management 3
8. Investments 5
9. Contracts 5
10. Human Resources 9
11. Occupational Health and Safety 12
12. Facility Management 12
13. Data Management 13
14. Information Technology (IT) 13
15. Internal and External Communications and Publications 14
16. Financial Management 15
17. Fee Management 17
18. Agent Management 18
19. Media, Marketing and Advertising 18
20. Education 19
21. Litigation and Legal 19
22. Appendix 1 – Delegated Authorities Matrix (showing high level and commonly referred to items only) 21
23. Appendix 2 – Contract Cover Sheet 25
Procedures governing the delegation of authority and authority limits

1. Introduction

1.1 This Procedures Manual sets out the authority limits for entering into contracts, commitments and appropriating company assets in the course of conducting company business as well as the requirements for the delegation of those authority limits.

1.2 The policy document governing the delegation of authority and authority limits refers and should be read in conjunction with this Procedures Manual.

1.3 This Procedures Manual was adopted by the Board of Directors of the Company on 31 July 2007. It was reviewed and amended on 4 August 2008, 17 March and 24 June 2009.

1.4 The following definitions apply to this Procedures Manual:

(1) **Board** means the board of Directors of Navitas Limited;

(2) **Company** or **Navitas** means Navitas Limited;

(3) **Director** means a Director of the Company from time to time;

(4) **Entity** means either a Division or a Business Unit within the Navitas Group;

(5) **Navitas Group** means the Company and all wholly owned subsidiaries;

(6) **Policy** means the related policy governing the delegation of authority and authority limits; and

(7) **Procedures Manual** means this document governing the delegation of authority and authority limits.

2. Objective

2.1 Authorisation limits and their delegations within the Navitas Group help to ensure consistent good business practice and corporate governance across all divisions of the Navitas Group thereby aligning objectives and procedures followed as well as safeguarding company assets.

2.2 The principal objectives of the policy are to establish:

(1) authority limits appropriate to empower management to be able to act effectively and make key decisions in relation to the Navitas Group;

(2) authority limits for entering into contracts, commitments and appropriating company assets in the course of conducting company business; and

(3) the requirements for the delegation of those authority limits.

2.3 This document serves as a single point of reference for the Navitas Group’s authority limits. This Procedures Manual and the related Policy do not replace other specific policies in relation to the procedures to be followed for particular types of activities and should be read in conjunction with these other policies and procedures.
2.4 The authorisation limits within this Procedures Manual cannot be altered without the Navitas Managing Director’s authorisation. Any authorisation limits applicable to the Navitas Managing Director may only be altered by the Navitas Board.

2.5 All staff members are expected to understand their authorisation limits, as well as those of their direct reports, along with related policies, and to exercise a duty of care with respect to decisions made and commitments and contracts entered into on behalf of the Navitas Group.

3. Application of the Policy and Procedures

The Policy and related Procedures Manual is applicable to all the employees and contractors (where applicable) of the Navitas Group.

4. Policy and Procedures Review and Compliance

4.1 The Policy and Procedures Manual custodian is the Company Secretary and Group General Counsel of Navitas. The custodian is responsible for allocating resources from time to time to review the efficacy of the Policy and related procedures in the Navitas Group environment.

4.2 The Policy and Procedures Manual will at minimum be reviewed and re-issued on an annual basis.

4.3 Compliance with the Policy will be audited periodically as part of the Navitas Group internal audit plan.

4.4 All employees are required to be aware of and work within their authority limits. Managers must also ensure their direct reports are acting within the bounds of the Policy. Non-compliance with the Policy may result in disciplinary action.

5. General Principles

5.1 International Offices

(1) For offices using Pounds Stirling (GBP/£), Euros (€), Canadian Dollars (CAD) or American Dollars (USD):

(a) The Australian Dollar amounts reflected in the policy should be considered to be stated in your local currency, that is AUD 1 = £ 1 = USD 1

(2) For international offices where 5.1 (1) does not apply:

(a) Transactions should be translated into Australian Dollars on the day of authorisation in order to ascertain the appropriate authorisation level in the policy that is applicable.

5.2 An individual may not act as if they had authority where they have no authority or where a transaction exceeds the individual’s level of authority.

5.3 Where an individual’s authority limit is exceeded by a single transaction escalation to the next level is to occur. In certain circumstances, such as large and/or unusual transactions, proper execution may require the approval of more than one company officer.

5.4 Delegations are attached to the position occupied not to the occupant of the position. The responsibilities of a position appear in a role description appropriate to the position.

5.5 There are 4 levels of delegation starting with the Navitas Board. Following the Board, the Managing Director of Navitas has the greatest authority followed by Levels 1, 2 and 3.

5.6 The Navitas Managing Director will review the assigned delegation levels on an annual basis.
5.7 Sub-delegation

(1) Where an individual has been appointed into a position temporarily, that is in an “acting” capacity, the delegation levels applicable to the position in which the individual is acting will automatically be sub-delegated to that individual as authority resides in the position.

(2) Sub-delegation on a temporary basis is appropriate in circumstances where the individual normally responsible is absent for a period of less than four weeks.

(3) Sub-delegation requires written authority from either the individual with the power being delegated or from an individual holding a position senior to that of the person whose authority is to be sub-delegated.

(4) Delegation authority cannot be sub-delegated to contractors or temporary staff members.

(5) A delegate who sub-delegates authority remains responsible and accountable for any decisions or actions taken by the delegate.

5.8 Practices that undermine the intention of the Policy are expressly prohibited. Such practices include:

(1) Splitting large orders into smaller parts to over ride authorisation limits;

(2) Entering a purchase order for either goods or services that is knowingly insufficient for completion of the work required or goods ordered;

(3) A delegate’s power cannot be exercised where the individual with the power of delegation has a real and/or perceived conflict of interest.

5.9 Where goods or services are to be purchased for more than one member of the Navitas Group (that is a purchase across the group), it is the total cost of the purchase for the whole group that is to be authorised. This principle of aggregation should be applied whenever a single purchase forms part of a greater contract or purchase.

6. Related Party Transactions and Conflict of Interest

6.1 All transactions entered into on behalf of the Navitas Group must be at arm’s length.

6.2 Where a transaction is to take place between two entities within the Navitas Group both entities are to treat each other as though they were external to the Navitas Group.

6.3 Care should be taken where contracting parties are, or could be seen to be related to the contracting individual. In such instances, conflict of interest issues must be brought to the attention of the individual’s manager who should document the details of the relationship and the action decided to be taken to avoid actual or perceived conflict of interest.

6.4 Where any doubt as to conflict of interest exists, authority for approval of the transaction should be escalated to the next authority level.

7. Strategic Management

7.1 All activities relating to the strategy and plans for the Navitas Group and accordingly the overall management of the Navitas Group as a whole.
### 7.2 Incorporating business development and acquisitions.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.3 Strategic Plan, Goals and Objectives</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Navitas Group as a whole</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(2) Individual Divisions</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(3) Individual Business Units</td>
<td>Level 1</td>
</tr>
<tr>
<td><strong>7.4 Governance</strong></td>
<td>Navitas Board</td>
</tr>
<tr>
<td><strong>7.5 Administration</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Authorise significant administrative changes affecting more than one Entity within the Navitas Group.</td>
<td>Managing Director</td>
</tr>
<tr>
<td><strong>7.6 Agreements and Contracts</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Contracts</td>
<td>Refer paragraph 9</td>
</tr>
<tr>
<td>(2) Joint venture or partnering agreements</td>
<td>Navitas Board</td>
</tr>
<tr>
<td><strong>7.7 Policies</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Navitas Group wide policies related to:</td>
<td></td>
</tr>
<tr>
<td>(a) Treasury</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(b) Corporate Governance</td>
<td></td>
</tr>
<tr>
<td>(c) Risk</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(d) Compliance</td>
<td>Level 1 of respective Entity</td>
</tr>
<tr>
<td>(e) ASX/ ASIC Governance</td>
<td></td>
</tr>
<tr>
<td>(2) All other Navitas Group Policies</td>
<td></td>
</tr>
<tr>
<td>(3) Divisonal policies which do not override Navitas Group wide policies and which relate only to a specific Entity.</td>
<td>Level 2 or Level 3 in Entities with no Level 2 delegates</td>
</tr>
<tr>
<td>(4) Policies which do not override Navitas Group wide or Divisional policies and which only relate to a specific Business Unit.</td>
<td>Level 1 of respective Entity</td>
</tr>
<tr>
<td><strong>7.8 Regulations</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Establishment and/or amendment of any rules and/or regulations specifying the governance of specific entities as well as facilities.</td>
<td>Level 1 of respective Entity</td>
</tr>
<tr>
<td>Activity</td>
<td>Authority to be delegated by</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>7.9 Sponsorships, Donations and Prizes (not including scholarships)</td>
<td>Refer Donations Policy</td>
</tr>
</tbody>
</table>

8. **Investments**

8.1 All activities not listed under any other classification within this Procedures Manual which results in either a long term or a short-term investment for the Navitas Group.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2 Business development, acquisitions and disposals</td>
<td></td>
</tr>
<tr>
<td>(1) Approve the purchase of businesses outside of the Navitas Group.</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(2) Approve all Business Development projects which will alter the direction or strategy of the Navitas Group or which will exceed $100,000 in cost.</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>8.3 Purchase of Shares, stocks and/or bonds</td>
<td></td>
</tr>
<tr>
<td>(1) Where holding will be less than 20% of the issuing company’s issued capital subsequent to purchase.</td>
<td>Refer point 16.10 on capital expenditure</td>
</tr>
<tr>
<td>(2) Where holding will be greater than 20% of the issuing company’s issued capital subsequent to purchase.</td>
<td>Refer point 7.2 on business development and acquisitions.</td>
</tr>
<tr>
<td>8.4 Investment into fixed deposit and other cash related products.</td>
<td>Refer Treasury Policy</td>
</tr>
</tbody>
</table>

9. **Contracts**

9.1 All activities relating to negotiation, execution and ongoing management of contracts and agreements including heads of agreements and memoranda of understanding but not including contracts related to agency temporary staff.

9.2 To assess the appropriate delegation level to approve a contract, the following will need to be considered and submitted in a business case supporting the contract application:

(1) The risk that the contract will deliver to the Navitas Group

(2) The value of the contract

(3) The contract term
9.3 Risk

To be assessed as either High, Medium or Low using the considerations included in the following table as well as any other factors that may be known at the time of entering into the contract that may affect the risk level of the Navitas Group as a result of entering into the contract:

<table>
<thead>
<tr>
<th>Low Risk – all of the following considerations must be met</th>
<th>Medium Risk – all of the following considerations must be met</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does not meet the criteria for low risk; and/or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>References provided by the contractor have been contacted and the references are sound.</td>
<td></td>
</tr>
<tr>
<td>Contract is not of strategic significance to the Navitas Group.</td>
<td>The contractor has a sound reputation in the industry in which they operate.</td>
<td></td>
</tr>
<tr>
<td>The contractor has a sound reputation in the industry in which they operate.</td>
<td>The contract is of such a nature that legal action is unlikely to occur.</td>
<td></td>
</tr>
<tr>
<td>The contractor is licensed or is a member of a body which limits membership based on members' experience and high standards.</td>
<td>The contractor has appropriate insurances sufficient for the contract term and value.</td>
<td></td>
</tr>
<tr>
<td>The contractor is not subject to attention from the public or media.</td>
<td>The contract value is less than $1M over the contract term.</td>
<td></td>
</tr>
<tr>
<td>The contract is of such a nature that legal action is unlikely to occur.</td>
<td>The contract term is less than or equal to 5 years.</td>
<td></td>
</tr>
<tr>
<td>The contract will not be subcontracted.</td>
<td>And/or the contractor is an Navitas Group Entity.</td>
<td></td>
</tr>
<tr>
<td>Entering into the contract will not bring any public or media attention to the Navitas Group.</td>
<td>For university, college or government contracts, amendments are of an operational nature only and do not involve changes to royalty rates, term, parent company guarantees or other material amendments.</td>
<td></td>
</tr>
<tr>
<td>The contractor has appropriate insurances sufficient for the contract term and value.</td>
<td>Either the contractor or the Navitas Group Entity will be unduly reliant on the other party(s) to the contract due to the nature, timing or value of the contract.</td>
<td></td>
</tr>
<tr>
<td>The contract value is less than $250,000 over the contract term.</td>
<td>The contract is controversial, outside normal business practice, involves new technology or has major political, reputational, environmental, or community implications.</td>
<td></td>
</tr>
<tr>
<td>The contract term is less than or equal to 3 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>And/or the contractor is an Navitas Group Entity.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.4 Contract Value
(1) Calculated as the value of the contract considering all payments to be made (including contingent payments).

9.5 Contract Term
(1) Term of the contract from the date of commencement as stated in the contract until the contract termination date.
(2) Where incentives to extend the contract beyond the termination date are as such that extension is likely to take place, the extended term should be included in the consideration of the contract term.

9.6 Contract Submission
(1) All contracts are to be attached to a completed Navitas Contract Cover Sheet (contained in Appendix 2) prior to execution.

9.7 Contract Execution
(1) All contracts of
  (a) Low risk are to be executed by one signatory of the designated level indicated below.
  (b) Medium risk are to be executed by the designated authority level with the Company Secretary.
  (c) Any risk where the Navitas Managing Director is the delegated authority are to be executed by the Navitas Managing Director together with the Company Secretary.
(2) All contracts assessed to be Medium or High risk are to be entered into the Navitas Group Contract Register.
(3) All contracts assessed to be Low risk are to be entered into the Entity’s Contract Register.
(4) All contracts to be authorised by the Navitas Managing Director or the Navitas Board of Directors are to be reviewed by the Navitas General Counsel.

9.8 Navitas Group Contracts
(1) Where a contract is to be for more than one Entity within the Navitas Group, the lowest level of authority is Level 1 at Corporate Office.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.9 University or College Contracts</td>
<td></td>
</tr>
<tr>
<td>(1) Risk assessed to be:</td>
<td></td>
</tr>
<tr>
<td>(a) Low</td>
<td>Level 1</td>
</tr>
<tr>
<td>(b) Medium</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(c) High</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>9.10 Government Contracts</td>
<td></td>
</tr>
<tr>
<td>(1) Risk assessed to be:</td>
<td></td>
</tr>
<tr>
<td>(a) Low</td>
<td>Level 1</td>
</tr>
</tbody>
</table>

Navitas Limited
Procedures governing Delegations of Authority – Approved 24 June 2009
<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Medium</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(c) High</td>
<td>Navitas Board</td>
</tr>
</tbody>
</table>

9.11 Customer Sales Contracts
(1) Risk assessed to be:
(a) Low
(b) Medium
(c) High
Level 2 or Level 3 in Entity’s with no Level 2 delegates
Level 1
Managing Director

9.12 Lease Contracts
(1) Operating Leases
(a) Risk assessed to be:
   (i) Low
   (ii) Medium
   (iii) High
Level 1
Managing Director
Navitas Board

(2) Finance Leases
As per capital expenditure authorisation – refer point 16.10

9.13 Insurance
(1) Enter into contracts as well as renew and revise contracts.
Level 1

(2) Settle claims
   (a) Related to loss of property due to fire or theft
   (b) Related to public liability claim
As per standard operating expenditure approval levels - refer point 16.5
Managing Director

9.14 Company Seal
(1) Affix the company seal onto specified documents.
Company Secretary

9.15 Treasury related contracts
Refer Treasury Policy

9.16 Other contracts not included above.
(1) Risk assessed to be:
   (a) Low
   (b) Medium
   (c) High
Level 1
Managing Director
Navitas Board

9.17 Transactions arising out of the contract once executed including purchase orders and payment of invoices where the transaction is:
(1) Prescribed in the contract and no computation
or assessment is required in arriving at the transaction value

(2) Contingent on future events and/or performance.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further purchase authorisation required. Purchase authorisation provided when contract authorised. As per standard operating expenditure approval levels - refer point 16.5</td>
<td></td>
</tr>
</tbody>
</table>

10. **Human Resources**

10.1 All activities relating to the administration of all personnel within the Navitas Group.

10.2 The Human Resources Manager is to be consulted on all Human Resource related activities listed below in addition to any authorisation required.

10.3 Where the staff member in question is a level equal to or higher than the level with authorised delegation then the authorisation is to be provided by the level one higher than the staff member in question.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.4 Appointment of staff (including contractors) including advertising of the position, signing of employment contracts and negotiation of terms.</td>
<td>Level of appointment plus 1</td>
</tr>
<tr>
<td>(1) Replacements within three months of a previous staff member’s termination (excluding termination as a consequence of redundancy)</td>
<td>Level of appointment plus 2</td>
</tr>
<tr>
<td>(a) At same or less gross annual salary</td>
<td>Level of appointment plus 2</td>
</tr>
<tr>
<td>(b) At higher annual salary</td>
<td>Level 1</td>
</tr>
<tr>
<td>(2) New positions</td>
<td>Level of appointment plus 1</td>
</tr>
<tr>
<td>(a) Detailed in Rolling Plan 4 (RP4) and appointment is in accordance with what was planned.</td>
<td></td>
</tr>
<tr>
<td>(b) Not detailed in RP4</td>
<td></td>
</tr>
<tr>
<td>(3) Confirm appointment following probationary period.</td>
<td></td>
</tr>
</tbody>
</table>

10.5 Termination of staff

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.5 Termination of staff</td>
<td>Level of terminating staff member plus 1</td>
</tr>
<tr>
<td>(1) Confirm resignations and retirements.</td>
<td>Level of terminating staff member plus 1</td>
</tr>
<tr>
<td>(2) Approve redundancy</td>
<td>Level 1</td>
</tr>
<tr>
<td>(a) Detailed in RP4 and termination is in accordance with what was planned.</td>
<td>Level of terminating staff member plus 2</td>
</tr>
<tr>
<td>(b) Not detailed in RP4</td>
<td></td>
</tr>
<tr>
<td>(3) Approve dismissals</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Authority to be delegated by</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>(4) Approve termination during probation period.</td>
<td>Level of terminating staff member plus 1</td>
</tr>
<tr>
<td><strong>10.6 Employment Contract Changes</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Changes to terms unrelated to remuneration.</td>
<td>Level of applicable staff member plus 1</td>
</tr>
<tr>
<td>(2) Secondments and/or internal transfers.</td>
<td>Level of applicable staff member plus 1</td>
</tr>
<tr>
<td>(3) Temporary changes in relation to staff acting in higher positions.</td>
<td>Level of applicable staff member plus 2</td>
</tr>
<tr>
<td><strong>10.7Salary packaging approval including authorisation of novated lease agreements.</strong></td>
<td>Level of staff member plus 1</td>
</tr>
<tr>
<td><strong>10.8 Approval of leave of absence</strong></td>
<td>Level of applicable staff member plus 1</td>
</tr>
<tr>
<td>(1) In relation to</td>
<td></td>
</tr>
<tr>
<td>(a) illness,</td>
<td></td>
</tr>
<tr>
<td>(b) injury,</td>
<td></td>
</tr>
<tr>
<td>(c) bereavement; and/or</td>
<td></td>
</tr>
<tr>
<td>(d) caring</td>
<td></td>
</tr>
<tr>
<td>(2) Leave without pay</td>
<td></td>
</tr>
<tr>
<td>(3) Long service leave</td>
<td></td>
</tr>
<tr>
<td>(4) Purchased Leave</td>
<td></td>
</tr>
<tr>
<td>(5) Maternity and Paternity leave</td>
<td></td>
</tr>
<tr>
<td>(6) Study leave</td>
<td></td>
</tr>
<tr>
<td>(7) Time off in lieu (TOIL)</td>
<td></td>
</tr>
<tr>
<td>(8) Conference leave</td>
<td></td>
</tr>
<tr>
<td>(9) In relation to</td>
<td></td>
</tr>
<tr>
<td>(a) Emergency services duties;</td>
<td></td>
</tr>
<tr>
<td>(b) Defence Force Reserves training;</td>
<td></td>
</tr>
<tr>
<td>(c) Participation in international sporting events; and/or</td>
<td></td>
</tr>
<tr>
<td>(d) Jury duty.</td>
<td></td>
</tr>
<tr>
<td><strong>10.9 Performance management</strong></td>
<td>Level of staff member plus 1</td>
</tr>
<tr>
<td>(1) Undertake performance management activities.</td>
<td>Level 2 or Level 3 in Entities with no level 2 delegate</td>
</tr>
<tr>
<td>(2) Confirm that performance management has taken place</td>
<td></td>
</tr>
<tr>
<td><strong>10.10Approve promotions</strong></td>
<td>Level of promoted position plus 1</td>
</tr>
<tr>
<td>(1) Detailed in RP4 and promotion is in accordance with what was planned.</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Authority to be delegated by</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>(2) Not detailed in RP4</td>
<td>Level 1</td>
</tr>
<tr>
<td>10.11 Remuneration adjustments</td>
<td></td>
</tr>
<tr>
<td>(1) Increases in relation to promotion</td>
<td>Refer 10.10</td>
</tr>
<tr>
<td>(2) Adjustments not in relation to promotion and including bonuses</td>
<td>Level of appointment plus 1</td>
</tr>
<tr>
<td>(a) Detailed in RP4 and promotion is in accordance with what was planned.</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(b) Not detailed in RP4</td>
<td>Level 1</td>
</tr>
<tr>
<td>(3) Adjustments related to secondments, internal transfers or temporary requirements to act in a higher position.</td>
<td>Refer 10.6</td>
</tr>
<tr>
<td>10.12 Approval of payments, allowances and claims in relation to:</td>
<td></td>
</tr>
<tr>
<td>(1) Ex Gratia payments</td>
<td>Level of claimant plus 2</td>
</tr>
<tr>
<td>(2) Overtime</td>
<td>Level of claimant plus 1</td>
</tr>
<tr>
<td>(3) Use of Private Vehicle</td>
<td>Level of claimant plus 1</td>
</tr>
<tr>
<td>(4) First aid allowance payments</td>
<td>Level of claimant plus 1</td>
</tr>
<tr>
<td>(5) Meal allowance and Living Away from Home allowances</td>
<td>Level of claimant plus 1</td>
</tr>
<tr>
<td>(6) Other sundry out of pocket business related expenses</td>
<td>Level of claimant plus 1</td>
</tr>
<tr>
<td>10.13 EVA targets and bonuses</td>
<td></td>
</tr>
<tr>
<td>(1) Setting of EVA targets</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(a) Group EVA targets</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(b) Division or Business Unit EVA targets</td>
<td></td>
</tr>
<tr>
<td>(2) Approval of non EVA bonuses</td>
<td></td>
</tr>
<tr>
<td>(a) Up to (and including) $250,000 p.a. in total</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(b) Above $250,000 p.a. in total</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>10.14 Staff development and training</td>
<td>Level of staff member plus 1</td>
</tr>
<tr>
<td>10.15 Industrial Relations</td>
<td></td>
</tr>
<tr>
<td>(1) Appoint mediators</td>
<td>Level 1 in accordance with specific instructions from Human Resources</td>
</tr>
<tr>
<td>(2) Resolve equal opportunities disputes</td>
<td></td>
</tr>
<tr>
<td>(3) Resolve industrial disputes</td>
<td></td>
</tr>
</tbody>
</table>
11. **Occupational Health and Safety**

11.1 All activities relating to the maintenance of a safe working environment at all entities within the Navitas Group.

11.2 The Group General Manager IT and Facilities as well as Human Resources are to be consulted on all Occupational Health and Safety related activities listed below in addition to any authorisation required.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.3 Approve Risk Management Plans</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(1) Across the Navitas Group</td>
<td></td>
</tr>
<tr>
<td>(2) In relation to one Entity only</td>
<td>Level 1 of that Entity</td>
</tr>
<tr>
<td>11.4 Approve new occupational health and safety policies and amendments.</td>
<td>Level 1</td>
</tr>
<tr>
<td>11.5 Approve incident and injury reporting and investigation forms.</td>
<td>Level 2 or Level 3 in Entities with no level 2 delegate</td>
</tr>
</tbody>
</table>

12. **Facility Management**

12.1 All activities relating to the acquisition, managing, maintaining, safeguarding and disposing of land and buildings ("property").

12.2 Includes both leased and owned property.

12.3 The Group General Manager IT and Facilities is to be consulted on all facility related activities listed below in addition to any authorisation required.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.4 Approval of renovation plans</td>
<td></td>
</tr>
<tr>
<td>(1) Included in the RP4</td>
<td></td>
</tr>
<tr>
<td>(a) Significantly alters the appearance or use of the property and/or will cost more than $250,000</td>
<td></td>
</tr>
<tr>
<td>(i) Yes</td>
<td>Level 1</td>
</tr>
<tr>
<td>(ii) No</td>
<td></td>
</tr>
<tr>
<td>12.4 Approval of renovation plans</td>
<td>Refer capital expenditure authorisation limits point 16.10</td>
</tr>
<tr>
<td>(2) Not included in the RP4</td>
<td></td>
</tr>
<tr>
<td>(a) Significantly alters the appearance or use of the property and/or will cost more than $50,000</td>
<td></td>
</tr>
<tr>
<td>(i) Yes</td>
<td>Level 1</td>
</tr>
<tr>
<td>(ii) No</td>
<td></td>
</tr>
</tbody>
</table>
### Activity

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer capital expenditure authorisation limits point 16.10</td>
</tr>
<tr>
<td>Refer to Critical Incident Policy</td>
</tr>
<tr>
<td>Refer to Critical Incident Policy</td>
</tr>
</tbody>
</table>

#### 12.5 Emergency

- (1) Approve temporary closure of facilities

#### 12.6 Issue eviction notices request police assistance and take any other action required to maintain a safe environment.

### 13. Data Management

13.1 All activities relating to the creation, management and disposal of data including provision of access to data.

13.2 Data is any source of information in either hard copy form or contained within the Navitas Group server or databases.

### Activity

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
</tr>
<tr>
<td>Level 2 or Level 3 in Entities with no level 2 delegate</td>
</tr>
<tr>
<td>Level 1</td>
</tr>
</tbody>
</table>

#### 13.3 Approval of access to information to individuals

- (1) Outside of Navitas Group
- (2) Within service agreements

#### 13.4 Collection and release of data

Delegation of collection of data and release of data to Australian Bureau of Statistics and other similar organisations as applicable.

### 14. Information Technology (IT)

14.1 All activities relating to the acquisition, management and disposal of hardware and software including system access.

14.2 The Group General Manager IT and Facilities (GGMIT&F) is to be consulted on all IT related activities listed below in addition to any authorisation required.

### Activity

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>GGMIT&amp;F</td>
</tr>
<tr>
<td>Level 1</td>
</tr>
<tr>
<td>GGMIT&amp;F</td>
</tr>
</tbody>
</table>

#### 14.3 Approve new IT policies and amendments.

#### 14.4 Approve and/or suspend access to Navitas Group computer systems and databases.

#### 14.5 Approve changes to system configuration as well as system development.

- (1) Affecting one Navitas Group Business Unit only
### Activity | Authority to be delegated by
--- | ---
(2) Affecting more than one Entity | Refer capital expenditure point 16.10 and operating expenditure point 16.5

### 15. Internal and External Communications and Publications

15.1 All activities relating to the internal or external distribution of any publication including online publications.

15.2 Refer also to the Continuous Disclosure Policy.

### Activity | Authority to be delegated by
--- | ---
15.3 Media Liaison | Refer point 19.2
15.4 Navitas Annual Report  
(1) Approve presentation  
(2) Release for publication | Managing Director  
Navitas Board
15.5 Authorise publication of Entity reports to external parties, college handbooks and/or brochures | Level 1
15.6 Authorise publication or update of contact directory to students or externally | Level 3
15.7 Approval of publication of Entity specific information for internal use such as circulars and multimedia presentations | Level 3
15.8 Approval of Entity specific operational procedures manuals | Level 1
15.9 Approval of official Navitas publications for external use including newsletters and multimedia presentations  
(1) Specific to one Entity  
(2) Specific to Navitas Group | Level 1  
Managing Director
15.10 Addition, alteration or removal of information from the Navitas Website  
(1) Specific to one Entity  
(2) Specific to more than one Entity | Level 1  
Level 1 at Corporate Office
<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.11 Approve e-mails for distribution to all staff and/or students</td>
<td>Level 2 or Level 3 in Entities with no level 2 delegate</td>
</tr>
<tr>
<td>(1) From one Business Unit</td>
<td>Level 1</td>
</tr>
<tr>
<td>(2) From one Division</td>
<td>Level 1</td>
</tr>
<tr>
<td>(3) From more than one Entity</td>
<td>Level 1 at Corporate Office</td>
</tr>
</tbody>
</table>

**16. Financial Management**

16.1 All activities not listed under any other classification within this policy which has a financial implication for the Navitas Group.

16.2 Approval limits are to be read in conjunction with other Navitas Group policies (example – Travel Policy). Where approval limits are different between this Procedures Manual and another Navitas Group or Entity specific procedure or policy,

(1) This Procedures Manual takes precedence however

(2) The lower approval limit is to apply in all instances.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.3 Forecasts and Rolling Plans</td>
<td>Level 1</td>
</tr>
<tr>
<td>(1) Authorisation of forecasts and rolling plans for</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(a) Business Units</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(b) Divisions</td>
<td></td>
</tr>
<tr>
<td>(2) The Navitas Group.</td>
<td></td>
</tr>
<tr>
<td>16.4 Quotes and Tenders</td>
<td>Level 1</td>
</tr>
<tr>
<td>(1) To be approved based on approval levels for operating and capital expenditure shown in points 16.5, 16.6, 16.10 below.</td>
<td></td>
</tr>
<tr>
<td>(2) Requirements for quotes are as follows for individual items between:</td>
<td></td>
</tr>
<tr>
<td>(a) $10,000 and $99,999 – three written quotes.</td>
<td></td>
</tr>
<tr>
<td>(b) $1,000 and $9,999 – three verbal quotes to be obtained and documented.</td>
<td></td>
</tr>
<tr>
<td>(c) Less than $1,000 – one verbal quote to be obtained and documented.</td>
<td></td>
</tr>
<tr>
<td>(3) Ability to waive the requirement for three written quotes on a case-by-case basis.</td>
<td></td>
</tr>
<tr>
<td>16.5 Operating Expenditure</td>
<td>Level 1</td>
</tr>
<tr>
<td>(1) Authorisation of expense in relation to purchase</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Authority to be delegated by</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>of either goods or services which are not as a result of an existing approved contractual arrangement is as indicated below for expenses included in the RP4 of that Entity. (a) Up to a maximum cost of: (i) $25,000 (ii) $50,000 (iii) $100,000 (iv) $500,000</td>
<td>Level 3</td>
</tr>
<tr>
<td>Authorisation of expense in relation to purchase of either goods or services which are not as a result of an existing approved contractual arrangement is as indicated below for expenses not included in the RP4 of that Entity. (a) Up to a maximum cost of: (i) $25,000 (ii) $50,000 (iii) $250,000</td>
<td>Level 2</td>
</tr>
<tr>
<td>Where expenditure is in relation to more than one Entity within the Navitas Group.</td>
<td>Level 1</td>
</tr>
<tr>
<td>Operating expenditure incurred via a corporate credit card should comply with the approval limits above.</td>
<td>Managing Director</td>
</tr>
<tr>
<td>Expenditure arising as a result of contractual obligations.</td>
<td>Refer point 9.17</td>
</tr>
<tr>
<td>Entertainment Related Expenditure (1) Always to be paid by the most senior person in attendance.</td>
<td>Level of most senior person in attendance plus 1.</td>
</tr>
<tr>
<td>Capital Expenditure (1) Authorisation of purchase is as indicated below for acquisitions of that Entity. (a) Up to a maximum cost of: (i) $25,000 (ii) $75,000 (iii) $125,000 (iv) $1 million</td>
<td>Level 3</td>
</tr>
<tr>
<td>Where expenditure is in relation to more than one Entity within the Navitas Group.</td>
<td>Managing Director</td>
</tr>
</tbody>
</table>

Navitas Limited
Procedures governing Delegations of Authority – Approved 24 June 2009
### Activity

#### 16.12 Disposal of Assets

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer point 16.10</td>
<td>Disposal of Assets</td>
</tr>
<tr>
<td></td>
<td>Approval as for capital expenditure</td>
</tr>
<tr>
<td></td>
<td>Transfers between entities within the Navitas Group are treated as disposals and acquisitions for the purpose of this policy and are subject to the approval limits above.</td>
</tr>
</tbody>
</table>

#### 16.13 Corporate Credit Cards

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer point 16.10</td>
<td>Corporate Credit Cards</td>
</tr>
<tr>
<td>Level of cardholder plus 1</td>
<td>Authorisation</td>
</tr>
<tr>
<td>Level of cardholder plus 1</td>
<td>Incurring of expenditure</td>
</tr>
<tr>
<td>Level of cardholder plus 1</td>
<td>Increase credit limits</td>
</tr>
<tr>
<td>Level of cardholder plus 1</td>
<td>Approve issue or withdrawal of card to a staff member</td>
</tr>
</tbody>
</table>

#### 16.14 Petty Cash Reimbursements

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Petty Cash Reimbursements</td>
</tr>
</tbody>
</table>

#### 16.15 Extraordinary Provisions and Financial Adjustments (including bad debt)

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Extraordinary Provisions and Financial Adjustments</td>
</tr>
<tr>
<td>CFO or Managing Director</td>
<td>Not as a result of legal obligation.</td>
</tr>
<tr>
<td>Managing Director</td>
<td>Approval of one off provisions up to an annual cumulative limit of</td>
</tr>
<tr>
<td></td>
<td>(i) $50,000</td>
</tr>
<tr>
<td></td>
<td>(ii) $100,000</td>
</tr>
</tbody>
</table>

#### 16.16 Asset (balance) write downs or write offs

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Director</td>
<td>Asset (balance) write downs or write offs</td>
</tr>
<tr>
<td></td>
<td>Cumulative approval limit within each financial year up to</td>
</tr>
<tr>
<td></td>
<td>(i) $100,000</td>
</tr>
<tr>
<td></td>
<td>(ii) $250,000</td>
</tr>
</tbody>
</table>

### Fee Management

17.1 All activities related to the establishment, charging and pursuance of fees.

17.2 Consideration should be given to arrangements as determined within all university partnership agreements whenever any fee management activities are undertaken.

#### 17.3 Fee establishment

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Fee establishment</td>
</tr>
<tr>
<td></td>
<td>Approve tuition fee/ pricing structure for an Entity</td>
</tr>
</tbody>
</table>
18. **Agent Management**

18.1 All activities related to agent communication and management.

18.2 The Group General Manager Marketing and Sales is to be consulted on all activities related to stakeholder engagement.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.3 Group Wide Agency Agreements</td>
<td>Group General Manager Marketing and Sales (GGMMS)</td>
</tr>
<tr>
<td>(1) Negotiate, establish and manage</td>
<td></td>
</tr>
<tr>
<td>18.4 Recruitment Agents</td>
<td>GGMMS</td>
</tr>
<tr>
<td>(1) Approve standard pro forma contract and amendments thereto</td>
<td>Refer Agency Appointment Procedure</td>
</tr>
<tr>
<td>(2) Appointment and renewal</td>
<td>Refer operational expenditure point 16.5 and 16.8</td>
</tr>
<tr>
<td>(3) Approve commission payments</td>
<td></td>
</tr>
<tr>
<td>(4) Vary commission payments on case by-case basis within approved commission ranges</td>
<td>As per Commission Policy. Level 2 or 3 in Entities with no Level 2 delegates, or their delegate</td>
</tr>
<tr>
<td>18.5 Recruitment materials</td>
<td>Group General Manager Marketing and Sales</td>
</tr>
<tr>
<td>(1) Approve content and release of recruitment materials</td>
<td></td>
</tr>
</tbody>
</table>

19. **Media, Marketing and Advertising**

19.1 All activities related to media, marketing and advertising.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.2 Media</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(1) Authorise media contact</td>
<td></td>
</tr>
<tr>
<td>(2) Approve media releases</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(3) Authorise and approve media releases, editorials and articles with respect to positive media coverage</td>
<td>Level 1</td>
</tr>
<tr>
<td>19.3 Marketing and Advertising</td>
<td>Level 2 or Level 3 in Entities with no level 2 delegate.</td>
</tr>
<tr>
<td>(1) Approve marketing and advertising material</td>
<td></td>
</tr>
<tr>
<td>(a) For a Business Unit</td>
<td></td>
</tr>
</tbody>
</table>
### 20. Education

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) For a Division</td>
<td>Level 1 Managing Director</td>
</tr>
<tr>
<td>(c) At Navitas Group level</td>
<td></td>
</tr>
</tbody>
</table>

#### 20.1 Signing of Navitas Group academic records/testamurs

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 or Level 3 in Entities with no Level 2 delegate</td>
</tr>
</tbody>
</table>

#### 20.2 Implement, maintain and develop Entity specific governance arrangements, quality assurance processes and staffing profile:

1. Appropriate to its goals and academic purposes; and
2. Sufficient to meet the requirements of national and local accreditation bodies.

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
</tr>
</tbody>
</table>

#### 20.3 Confer higher education awards

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive General Manager, University Programs</td>
</tr>
</tbody>
</table>

### 21. Litigation and Legal

#### 21.1 All activities relating to the engagement of legal assistance.

#### 21.2 The Navitas Group General Counsel must be advised of and consulted on any litigation or potential litigation so as to ensure that legal advice is received and is based on an understanding of the Navitas Group as a whole.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.3 Engage external legal counsel</td>
<td></td>
</tr>
<tr>
<td>(1) Fees quoted to be less than or equal to $20,000</td>
<td>Level 2</td>
</tr>
<tr>
<td>(2) Fees quoted to be less than or equal to $50,000</td>
<td>Level 1</td>
</tr>
<tr>
<td>(3) Fees quoted to be more than $50,000 but less than or equal to $200,000</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(4) Fees quoted to be more than $200,000</td>
<td>Navitas Board</td>
</tr>
</tbody>
</table>

#### 21.4 Settle Litigation

<table>
<thead>
<tr>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Authority to be delegated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Settlement of one incident less than or equal to $25,000</td>
<td>Managing Director</td>
</tr>
<tr>
<td>(2) Settlement of one incident greater than $25,000 but less than or equal to $250,000</td>
<td>Navitas Board</td>
</tr>
<tr>
<td>(3) Settlement of one incident more</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Authority to be delegated by</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>than $250,000</td>
<td></td>
</tr>
</tbody>
</table>
22. **Appendix 1 – Delegated Authorities Matrix (showing high level and commonly referred to items only)**

(1) Yellow cells reflect where delegated authority is applicable.

(2) Grey cells reflect no delegated authority in that area.

(3) This table is a high-level summary. The related point within the procedure should be referred to in order to ensure that all the conditions of delegated authority are satisfied.

<table>
<thead>
<tr>
<th></th>
<th>Navitas Board</th>
<th>Managing Director</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Business Development &amp; Acquisitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.2</td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University or College</td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
<td></td>
<td></td>
<td>9.9</td>
</tr>
<tr>
<td>Government</td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
<td></td>
<td>Low Risk</td>
<td>9.10</td>
</tr>
<tr>
<td>Customer Sales</td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
<td>Low Risk</td>
<td>Low Risk</td>
<td>9.11</td>
</tr>
<tr>
<td>Operating Leases</td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
<td></td>
<td></td>
<td>9.12</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9.13</td>
</tr>
<tr>
<td>Other</td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
<td></td>
<td></td>
<td>9.16</td>
</tr>
<tr>
<td><strong>Human resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appoint Replacements</td>
<td></td>
<td></td>
<td>Level of staff member plus 1</td>
<td></td>
<td></td>
<td>10.4</td>
</tr>
<tr>
<td>Appoint New Positions</td>
<td></td>
<td></td>
<td>Not in RP4</td>
<td>In RP4 - Level of staff member plus 1</td>
<td></td>
<td>10.4</td>
</tr>
<tr>
<td></td>
<td>Navitas Board</td>
<td>Managing Director</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Point</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
<td>--------------------</td>
<td>----------------------------------------------</td>
<td>----------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Redundancy</td>
<td></td>
<td></td>
<td>Not in RP4</td>
<td>In RP4 - Level of staff member plus 1</td>
<td></td>
<td>10.5 (2)</td>
</tr>
<tr>
<td>Dismissals</td>
<td></td>
<td></td>
<td>Level of staff member plus 2</td>
<td></td>
<td></td>
<td>10.5 (3)</td>
</tr>
<tr>
<td>Leave Approval</td>
<td></td>
<td></td>
<td>Level of staff member plus 1</td>
<td></td>
<td></td>
<td>10.8</td>
</tr>
<tr>
<td>Promotions</td>
<td></td>
<td></td>
<td>Not in RP4</td>
<td>In RP4 - Level of staff member plus 1</td>
<td></td>
<td>10.10</td>
</tr>
<tr>
<td>Remuneration Increases</td>
<td></td>
<td></td>
<td>Not in RP4</td>
<td>In RP4 - Level of staff member plus 1</td>
<td></td>
<td>10.11 (2)</td>
</tr>
<tr>
<td>Approval of Payments, Allowances and Claims</td>
<td></td>
<td></td>
<td>Level of staff member plus 1</td>
<td></td>
<td></td>
<td>10.12</td>
</tr>
<tr>
<td>Approval of Non EVA Bonuses</td>
<td>&gt;250K</td>
<td>&lt;250K</td>
<td></td>
<td></td>
<td></td>
<td>10.13</td>
</tr>
<tr>
<td><strong>OH&amp;S</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Resolve Workers Compensation Claims</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11.6</td>
</tr>
<tr>
<td><strong>Facility Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>Data Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td><strong>Information Technology (IT)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Internal and External Communications and Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Media Liaison</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15.3</td>
</tr>
<tr>
<td>Internal Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15.7</td>
</tr>
<tr>
<td>External Publications</td>
<td></td>
<td></td>
<td>Navitas Group</td>
<td>Specific to 1 Entity</td>
<td></td>
<td>15.9</td>
</tr>
<tr>
<td>Navitas Board</td>
<td>Managing Director</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Point</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Addition / Alteration into a website</td>
<td>More than 1 Entity</td>
<td>Specific to 1 Entity</td>
<td></td>
<td></td>
<td>15.10</td>
<td></td>
</tr>
<tr>
<td>All Student Emails</td>
<td></td>
<td>From 1 Division / From more than 1 Entity (L1 at Corporate Office)</td>
<td>From 1 BU</td>
<td></td>
<td>15.11</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Operating Expenditure - Within RP4</td>
<td></td>
<td>500K</td>
<td>100K</td>
<td>50K</td>
<td>25K</td>
<td>16.5 (1)</td>
</tr>
<tr>
<td>Operating Expenditure - Outside RP4</td>
<td></td>
<td>250K</td>
<td>50K</td>
<td>25K</td>
<td>-</td>
<td>16.5 (2)</td>
</tr>
<tr>
<td>Capex</td>
<td></td>
<td>1M</td>
<td>125K</td>
<td>75K</td>
<td>25K</td>
<td>16.10 (1)</td>
</tr>
<tr>
<td>Provisions extraordinary and Financial Adjustments (Cumulative)</td>
<td></td>
<td>100K</td>
<td>25K</td>
<td>5K</td>
<td>-</td>
<td>16.15</td>
</tr>
<tr>
<td>Write Offs Within One Financial Year (cumulative)</td>
<td></td>
<td>250K</td>
<td>100K</td>
<td>25K</td>
<td>-</td>
<td>16.16</td>
</tr>
<tr>
<td><strong>Fee Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td><strong>Stakeholder Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Recruitment Agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18.4</td>
<td></td>
</tr>
<tr>
<td>Recruitment Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18.5</td>
<td></td>
</tr>
<tr>
<td>Media Contact and Releases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19.1</td>
<td></td>
</tr>
<tr>
<td>Marketing and Advertising</td>
<td>Navitas Group Level</td>
<td>For a Division</td>
<td>For a BU</td>
<td></td>
<td>19.2</td>
<td></td>
</tr>
<tr>
<td>Point</td>
<td>Litigation and Legal</td>
<td>Navitas Board</td>
<td>Managing Director</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------</td>
<td>---------------</td>
<td>-------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>21.3</td>
<td>Engage External Counsel</td>
<td>Fee &gt;$200K</td>
<td>Fee &lt;200K</td>
<td>Fee &lt;51K</td>
<td>Fee &lt;21K</td>
<td></td>
</tr>
<tr>
<td>21.4</td>
<td>Settle Litigation</td>
<td>&gt;$250K</td>
<td>&lt;250K</td>
<td>&lt;25K</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
23. Appendix 2 – Contract Cover Sheet

Covering memo for contract execution

To:         <Executing Parties>       Date:  <Insert>
From:       <Initiator>
Subject:    <Name of contract> - contract execution

I have reviewed the contents of the attached contract and recommend them for execution.

Background
<Provide brief background on contract including why the contract is required>

Salient Points
<Including key issues to consider which signatories should be aware of (including but not limited to obtaining external legal advice and legal sign off from that external legal adviser)>

Timing
<Indicate urgency of execution>

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Approval</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Name&gt;</td>
<td>&lt;Name&gt;</td>
<td>&lt;Name&gt;</td>
</tr>
<tr>
<td>&lt;Title&gt;</td>
<td>&lt;Title&gt;</td>
<td>&lt;Title&gt;</td>
</tr>
</tbody>
</table>