



## COLLEGE BOARD DELEGATION POLICY

*This Delegations Document is subject to (a) cyclical review by the College Board in consultation with the Principal, (b) the overriding discretion of the Board to withdraw or amend the delegations of authority to the Principal at any time and (c) Governance Handbook.*

| Item                                       | College Board's Retained Authority  | Principal's Delegated Authority   |
|--|---|---|
| <b>Strategy</b>                            | Approve in consultation with Principal.   | Lead initial development and consult with College Board for development and approval.   |
| <b>Operational Plans</b>                   | Receive for information to satisfy consistency with Board-approved strategy.  | Develop and implement consistent with Board-approved strategy.  |
| <b>Annual Budgets</b>                      | Approve annually, on recommendations from Principal and Business Manager (after review by Finance and Advisory Committee).  | Develop, based on advice from Business Manager, for Board approval; must be consistent with Board-approved strategy, plans and policies.  |
| <b>Operational and Capital Expenditure</b> | <p>Approval, with or without any special conditions imposed by the Board, of:</p> <ul style="list-style-type: none"> <li>annual budget;</li> <li>all amounts which are outside approved budget for Board-approved categories of expenditure exceeding budget by: <ul style="list-style-type: none"> <li>-\$20,000 for operating expenditure</li> <li>-\$30,000 for capital expenditure (either unbudgeted or exceeding budget)</li> </ul> </li> <li>the Board will approve on an annual basis the Principal's expense budget. Any expenses exceeding the budget must be approved by the Chair and ratified by the Board.</li> </ul> | <p>Subject to the Board's retained authority:</p> <ul style="list-style-type: none"> <li>authorisation of all operational expenditure which is in accordance with Board-approved budgets and plans or specific Board approval</li> <li>authorisation of all expenditure which is in excess of detailed line items within Board-approved budgets up to: <ul style="list-style-type: none"> <li>-\$20,000 for operating expenditure</li> <li>-\$30,000 for capital expenditure</li> </ul> </li> </ul> |
| <b>Debtors</b>                             | Approve write-off of any debt balances, on recommendation from Principal and Business Manager.  | Managing of outstanding debtor accounts including written requests, phone calls, meetings, legal reminder letters and formal legal proceedings against a debtor, following consultation with the Board.   |
| <b>Financing Arrangements</b>              | <p>Approval of commitment of the School to any financing arrangement (other than borrowings) for any commitment totalling over \$150,000.</p> <ul style="list-style-type: none"> <li>All borrowings need to be approved by College Board and Provincial Council.</li> <li>All borrowings are to be in the name of the Order (who is the asset holder). The College Board ensures payment of borrowings.</li> </ul>  | Approval of all financing arrangements other than those reserved to the Board for approval.   |

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|---|--|---|
| <b>Bank Accounts</b>                              | <ul style="list-style-type: none"> <li>• Approve the opening of any new bank accounts if these accounts will materially alter the standard terms and conditions or costs to manage the accounts or if the accounts are with a bank other than CBA and ADF.</li> <li>• Approve the change of the standard approved financial institutions of the School, i.e. CBA and ADF.</li> </ul> | <ul style="list-style-type: none"> <li>• Management of bank accounts.</li> <li>• Opening of day to day accounts with CBA and ADF provided that these accounts do not alter the standard terms and conditions or costs to manage the accounts materially.</li> <li>• Approving new credit cards and altering credit card limits.</li> </ul>  |
| <b>Assets</b>                                     | <ul style="list-style-type: none"> <li>• Sale of School's assets over \$10,000 (per item) excluding the trade-in of old vehicles on new vehicles as per the approved annual budget (to be approved by Principal).</li> <li>• Write off of School's assets.</li> <li>• Real property is not to be acquired or disposed of without the approval of the Company Members.</li> </ul>     | <p>Sale at market value of School's assets under \$10,000 (per item).</p> <p>Approve trade in of old vehicle to purchase new vehicle as per the approved annual budget.</p>   |
| <b>Contracts</b>                                  | <ul style="list-style-type: none"> <li>• Authorisation of all unbudgeted/unplanned contracts not delegated to the Principal.</li> <li>• Approval of School's insurance requirements.</li> <li>• Approval of legal commitments exceeding an amount of \$150 000 in any one year.</li> <li>• Tender process and approval of new contracts over \$150,000.</li> </ul>                   | <p>Authorisation of commitment to all contracts in ordinary course of School business which:</p> <ul style="list-style-type: none"> <li>• have already been expressly approved by the Board;</li> <li>• are in accordance with Board-approved budgets and plans and the amount does not exceed \$150 000 or more in any one year or</li> <li>• authorisation of all contracts for unplanned and/or unbudgeted items having either <ul style="list-style-type: none"> <li>• a value up to \$60,000 or</li> <li>• annualised value up to \$20,000</li> </ul> </li> </ul> <p>Tender process and approval of new contracts between \$30,000 and \$150,000</p> |
| <b>Organisational structure (below Principal)</b> | <ul style="list-style-type: none"> <li>• Specify any Board expectations and requirements.</li> <li>• Approval of organisational structure at the level of all direct reports to the Principal.</li> </ul>  | <p>Determine, in consultation with the Chair of the Board, consistent with Board-approved strategy, plans, budgets, policies and directions.</p>  |
| <b>Employment (including all terms)</b>           | <ul style="list-style-type: none"> <li>• Employment of Principal is reserved to the Company members in accordance with the Constitution. Terms of the employment are to be approved by the Board, in consultation with the Members.</li> <li>• Employment of Business Manager / Company Secretary.</li> <li>• Employment of Deputy Principal.</li> </ul>                             | <p>Employment of all other staff:</p> <ul style="list-style-type: none"> <li>• consistent with Board-approved strategy, plans, budgets, policies and directions.</li> </ul>   |

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|----------------------------------|--|---|
| <b>Termination of employment</b> | <ul style="list-style-type: none"> <li>Termination of employment of Principal is reserved to the Company members in accordance with the Constitution.</li> <li>Termination of employment of Business Manager / Company Secretary.</li> <li>Termination of employment of Deputy Principal.</li> </ul>               | Termination of employment of all other staff: <ul style="list-style-type: none"> <li>consistent with Board-approved policies, EB agreement and relevant legislation; and</li> <li>in consultation with Board, through the Chair, in the case of all other direct reports to the Principal.</li> </ul>   |
| <b>Governance Policy</b>         | Determine and approve all governance structures (e.g. committees) and policy and procedures relating to operation of the Board (e.g. conflicts of interest) and within Board fiduciary responsibility (e.g. risk management). Board Governance Policies are contained in the Governance Manual.                    | Provide advice and assistance to Board as requested.  |
| <b>Operational Policy</b>        | Specify policy limitations applicable to any operational policies.   | Development, approval and implementation of all operational policies and procedures consistent with Board-approved policies.  |
| <b>Delegations</b>               | Delegations, with or without any express limitations required by the Board, of any power or authority which the Board may by law delegate to: <ul style="list-style-type: none"> <li>the Principal; or</li> <li>the Company Secretary in respect of the governance powers and authorities of the Board.</li> </ul> | Delegation of any authority which has been delegated to the Principal by the Board, provided that: <ul style="list-style-type: none"> <li>the Principal must first satisfy themselves that it is appropriate to make the delegation to the relevant person;</li> <li>the delegation must be recorded in written (or electronic) form and capable of being stored and tracked;</li> <li>the Principal should keep the Board informed of delegations generally; and</li> <li>the Principal may not delegate to any person, without the prior consent of the Board, approval of any operational or capital expenditure of amounts which are outside the detailed line items within the Board-approved budget.</li> </ul> |
| <b>Gifts and Bequests</b>        |  | <ul style="list-style-type: none"> <li>Accept or reject any gifts / bequests, in accordance with Revenue Generation Policy contained in the Governance Manual (11.5 – 11.12).</li> <li>Use of any gifts / bequests must be in accordance with Financial Management Policy contained in the Governance Manual (5.30 – 5.33).</li> </ul>  |
| <b>School Fees</b>               | Approval of annual increase in school fees.  | Approve all bursaries based on requirements of the Board approved policy.<br>Approve all fee concessions based on requirements of the Board approved policy.  |
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| Item                                     | College Board's Retained Authority  | Principal's Delegated Authority  |
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| <b>Government reports and acquittals</b> |   | Sign and approve all Government reports and acquittals on behalf of the College Board.<br>Governance returns, such as NSSAB accreditation, need to be reported to the Board. |
| <b>International Travel</b>              | The College Board to approve international travel for the Principal.                | Approval of international travel for all staff other than those required to be approved by the Board.  |
| <b>Naming Rights</b>                     | Naming of buildings / properties and selling of naming rights to donors / sponsors. |  |

**Endorsement by College Board:** 27 April 2016