



DELEGATIONS FRAMEWORK

10th March 2021



FRAMEWORK

Delegations

10th March 2021

1. Vision

The vision for Catholic Education Sandhurst Limited (**CES Ltd**) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

2. Background

Delegations are a key element in effective governance and management of CES Ltd. The Board of Directors of CES Ltd (**the Board**) is the governing authority of CES Ltd and has the power and functions given to it by CES Ltd's Constitution, the *Corporations Act 2001* (The Act) and the *Australian Charities and Not for Profit Commission Act 2012*.

Under CES Ltd's Constitution (the Constitution) and under the Act, the Board can choose to delegate any or all of its functions with the exception of those reserved for the Member of CES Ltd and under relevant laws. Delegating powers, duties or functions of the Board allows the Board to effectively perform their governing role by reducing the workload and administrative burden by permitting others to make decisions on its behalf with less formality.

It is important that any delegation of the Board's authority is clearly defined and recorded appropriately and regularly reviewed. One of the ways in which the Board outlines its delegations is by establishing this delegation framework that set out which of the Board's powers, duties or functions are being delegated and the circumstances under which they can be exercised.

3. Purpose

The purpose of the Delegations Framework is to establish a framework for delegating powers, duties or functions of CES Ltd Board in a manner that facilitates efficiency and effectiveness and increases accountability in the operation of Sandhurst Catholic Schools. It also outlines the

Delegations from the Board (see Delegations Schedules). The delegated authority for various Policies and Procedures relating to the prescribed minimum standards for school registration are contained in [CES Ltd’s Policies and Procedures Framework](#).

This document must be read in conjunction with [CES Ltd’s Policies and Procedures Framework](#). Appendix 1 of the CES Ltd Policies and Procedures Framework clearly outlines the roles within the CES Ltd Executive Leadership Team with sub-delegated oversight and responsibilities for various legislative requirements and reporting mechanisms back to the CES Ltd Board.

4. Principles

The responsibilities, powers or functions of the Board are defined under the Constitution and relevant State and Commonwealth legislation. While the Board may delegate its authority this does not remove the responsibility of the Board to ensure that all powers, duties or functions of the Board are appropriately executed.

5. Scope

This Framework applies to all responsible persons of CES Ltd including, Board Committees and employees who may be in a position to make decisions or exercise delegated authority on behalf of CES Ltd.

6. Definitions

Term	Definition
Authority	Means the power or right to control, judge, or to permit or prohibit the actions of others
Delegation/s	The act of conferring functions, duties, roles, authority, powers on another so that another can act on your behalf.
Delegated Authority	The authority of the Board that has been delegated to a Delegate
Delegate	Means an individual or a Board, Committee, or other body established by or constituted under the Constitution of CES Ltd, who has authority to act on behalf of, make decisions on behalf of or represent CES Ltd.
Instrument of Delegation	An instrument, in writing, which delegates certain powers and duties and any restrictions, conditions or exceptions entrusted to a delegate by a delegator.
Member	Means the Member of CES Ltd
Sandhurst Catholic Schools	Means a school conducted, operated and maintained by CES

Ltd in accordance with its Objects. This excludes Catholic schools within the Sandhurst Diocese that are currently governed and operated under a Religious Institute (RI) or a Ministerial Public Juridic Persons (MPJP).

7. What can be delegated?

In accordance with the Constitution of CES Ltd, the Board can delegate any or all of its powers, duties or functions except those reserved to the Member or to the Board under State and Commonwealth laws.

8. Who can the Board delegate its powers, duties or functions to?

The Constitution of CES Ltd contains explicit delegations to:

- The **Executive Director** (ED) of CES Ltd in accordance with Clause 14.3 of the Constitution and through the ED to the staff of CES Ltd
- **Board Committees** in accordance with Clause 12.1 of the Constitution

The Constitution does not restrict the Board's general delegation power under s198D of the *Corporations Act 2001* to delegate any of its powers to a Director, an employee or any other person.

9. Which matters must not be delegated by the Board?

In accordance with good governance practice and specific regulatory requirements, the following authority/functions of the Board are non-delegable:

- Director's duties found in various legislation that may impose a personal liability on Directors for non-compliance (i.e. financial services legislation, environmental legislation, workplace health and safety laws)
- reviewing, approving and adopting CES Ltd financial statements as required under ACNC and ASIC
- approving the budget of CES Ltd
- approving the strategy of CES Ltd
- ensuring systems for monitoring of legal compliance, including requirements under Ministerial Order 870 – Child Safe Standards
- appointing, overseeing and evaluating the performance of the Executive Director

10. Is there a power to sub-delegate?

In accordance with Clause 14.3 of the Constitution, the powers of the ED includes the power to delegate (i.e. sub-delegate). Therefore the Constitution permits delegations from the ED to any staff member of CES Ltd or any person or persons or any committee of persons.

For example, the leadership and management arm of CES Ltd commonly referred to as the Catholic Education Sandhurst Office (CESO) staff will have delegated authority to provide direction, support and resources to facilitate the effective operation and management of CES Ltd Schools as determined by the ED. The ED remain responsible to the Board for the exercise of any such sub-delegations.

In accordance with Clause 12.1, Committees do not have a power to delegate.

11. Delegation Overview

11.1 Delegation of Authority from the Board to the Executive Director

- The Board's role is to govern CES Ltd and its schools and not be involved in the day to day management of schools. The Board does not have a management function. The management function is delegated to the ED of CES Ltd in accordance with the Constitution. The Board as the school governing body will ensure appropriate oversight of the operation of all CES Ltd schools through reporting obligations to the Board and exercise strategic governance and compliance.
- The ED of CES Ltd, subject to the directions of the Board, is responsible to the Board for the leadership, stewardship and management of the company and the education, care and welfare of Sandhurst Catholic School students. The ED is delegated the responsibility for the employment of all staff of the company in accordance with Board Policy. This includes oversight of all employment sub-delegated to School Principals.
- The ED is delegated the responsibility for ensuring clear lines of delegation with School Principals to ensure effective mechanisms of governance and management within CES Ltd. This includes accountability for the appropriate management and implementation of all regulatory requirements relating to school operations in Victoria along with clear and comprehensive reporting to the Board.

11.2 Delegations of Authority from the ED to the Principal

- Whilst the Board may delegate its powers, duties or functions directly to the Principal, the current Delegation Schedule reflects sub-delegations from the ED to Principals and reporting via the ED to the Board for operationalising the vision, mission and strategic direction in accordance with policies, procedures and guidelines of CES Ltd. The Principal is delegated with key responsibilities

in the educational, administrative and operational functions of their School as outlined in the **Delegations Schedule 1**.

11.3 Delegations of Authority from the Board to Board Committees

- In accordance with Clause 12.1 of the Constitution, the Board has the scope to establish as many Committees as it deems necessary. The purpose of the Board Committees is to provide specialist advice to inform the decisions of the Board. The delegated aspects of its powers, duties or functions is set out in the relevant Terms of Reference for each Committee.

The three current Board Committees are:

Catholic Identity and Mission Committee – established to provide strategic advice, monitor compliance with policies and make recommendations to the Board about issues relevant to the Catholic mission and identity of Sandhurst Catholic Schools. In so doing, the Board Committee will promote the ethos and mission of CES Ltd.

Learning and Teaching Committee – is established to provide strategic advice, monitor compliance with policies and make recommendations to the Board about issues relevant to Learning and Teaching within all Sandhurst Catholic Schools.

Child Safety, Audit & Risk Committee – established to provide strategic advice, monitor compliance with policies and other legal and regulatory obligations (including Ministerial Order 870) and make recommendations to the Board about potential risks and issues impacting CES Ltd and ensuring, that it operates effectively, efficiently, ethically and legally.

12. Framework Statement

- Despite any delegations, the Board acknowledges it has the ultimate responsibility and accountability for any of its powers, duties or functions that are exercised by others on its behalf. **At no time does the Board abdicate its responsibility for CES Ltd's legal obligations and duty of compliance with these matters. In particular, the responsibilities for the school governing authority in relation to the requirements of the Ministerial Order 870 Child Safe Standards and the financial reporting requirements for the ACNC and ASIC are non-delegable.**
- Delegations apply to the position and not to the occupant of that position. A person appointed as a temporary or acting occupant of a role has the authority delegated to that role for the temporary or acting period.
- Delegations to a body or group such as a Committee relate to the group acting as a group, not individual members of the group or body.
- In exercising delegations, delegates must comply with all relevant legislation, compliance requirements and CES Ltd Policies and Procedures and any applicable Code

of Conduct.

- A delegation cannot be exercised where the delegate has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the Board.
- Delegations may be made subject to any conditions and limitations as the Board shall approve. Delegates must observe and comply with any conditions and limitations as outlined in the Instrument of Delegation.
- No further delegations (sub-delegations) are to be made to another person or group of persons unless it is explicitly permitted.
- The Board may at any time or times alter, revoke, withdraw or vary all or any of such delegations. Any changes or amendments to Board delegations must be approved by the Board.
- A financial delegation can be exercised only within the approved line item budget. Any delegation involving the expenditure of funds is also subject to the delegate having the relevant financial delegation to approve that level of expenditure.
- Direct delegations from the Board to its Committees, the ED and any Director or employee of CES Ltd, including any delegations through the ED to CES Ltd staff (sub-delegations) are outlined in the **Delegations Schedule 1** and to be maintained as a register.
- The Board is responsible for development and approval of all CES Ltd policies and procedures. The Board has adopted the [CES Ltd Policies and Procedures Framework](#) in furtherance of this responsibility. The delegations detailed in Appendix 1 of [CES Ltd Policies and Procedures Framework](#) seek to ensure clarity about decision-making in relation to CES Ltd's policies and procedures with clear accountabilities and responsibilities.
- The Board will annually review the Delegations Schedules to ensure that powers, duties or functions delegated are used for their intended purpose and to ensure its efficiency.
- The ED must seek the approval of the Board to delegate any power, duty or function conferred on imposed upon them subject to this delegations framework, to any staff member of CES Ltd or any person or persons or any committee of persons. The ED remain responsible to the Board for the exercise of any such sub-delegations. The ED must ensure that the internal systems of control adequately manage and monitor the implementation and operation of this Delegation Framework, including any sub-delegations made by the ED.
- Unless otherwise stated, Principals must exercise the delegation only in respect of their own school.

13. Delegation Procedures

- The delegations by the Board must be executed on an **instrument of delegation** that is approved by the Board (through Board resolution). These must also be captured in Board minutes.
- Delegations by the Board will be recorded and maintained in a Delegation Schedule which will also serve as a register of delegations.
- Delegations by the Board to a Committee of the Board must also be recorded in the terms of reference of the Committee.
- Any sub-delegations from the ED of CES Ltd to members of the staff of CES Ltd such as School Principals are outlined in the attached Delegations Schedule, which has been approved by the Board.

14. Roles and Responsibilities

The Board is responsible for:

- granting, varying and reviewing delegations;
- reviewing compliance with delegations; and,
- reviewing this Framework.

Persons with delegated authority are responsible for exercising delegations in accordance with any conditions attached and must report any breaches of delegations of which they become aware of to the ED and the Board through the Company Secretary. The Company Secretary is responsible for maintaining any records of delegations from the Board. The ED is responsible for preparing any further Delegation Schedules within the framework for approval of the Board for any sub-delegations from the ED to staff member of CES Ltd or any person or persons or any committee of persons.

15. Review

This Delegations Framework and the Delegations Schedules must be reviewed annually.

16. Related documents and Resources

- [Catholic Education Sandhurst Limited \(CES Ltd\) Constitution – August 2020](#)
- [Appendix 1: Delegations Schedule](#)
- [CES Ltd – Policies and Procedures Framework](#)

In the development of this Framework the authors drew heavily on previous Catholic Education Sandhurst procedural documents to ensure consistency of practice. The Matrix of Accountabilities developed in 2010 by the Loreto Sisters and the Society of Sisters FCJ (Education Ministries) was of further substantial influence which we acknowledge gratefully as a significant defining document.

Description of Revision(s)	
Responsibility for Policy	The Executive Director of CES Ltd
Approval Authority	CES Ltd Board
Approval date	October 2020
Next Date of Review	October 2021

SCHEDULE 1

LEVELS OF DELEGATION

Level 1

Executive Director

Sub-delegations from the Executive Director

Level 2

Deputy Director: Catholic Identity & Mission

Deputy Director: Learning & Teaching

Assistant to the Executive Director: Finance & Resources

Assistant to the Executive Director: People & Culture

Assistant to the Executive Director: Pastoral Wellbeing

Assistant to the Executive Director: Leadership Development

Assistant to the Executive Director: Planning, Resources & Governance

Level 3

Principals

Level 4

Deputy Principals

Business Managers

Leadership Teams

Level 5

An employee at the school who has been provided with written authority by the Principal

Please note:

Certain functions will require that Board approval and Member approval be sought. These are noted in the Schedules, where applicable.

SCHEDULE 2 – SCHOOLS

DELEGATION OF POWERS, FUNCTIONS, AND DUTIES FOR SCHOOLS

TABLE OF CONTENTS

1. Human Resources

HR 1.0	Appointment of Staff
HR 2.0	Positions of Leadership Allowances Assignment of Higher Duties Allowance
HR 3.0	Redundancy
HR 4.0	Letters of Appointment
HR 5.0	Transfer of Employment
HR 6.0	Assignment of Duties
HR 7.0	Classification, Salaries and Allowances
HR 8.0	Approval of Leave
HR 9.0	Special Leave
HR 10.0	Reimbursement of Travel Expenses
HR 11.0	Work-related Travel
HR 12.0	Instigation of Processes for Management of Unsatisfactory Performance and Misconduct
HR 13.0	Dismissal
HR 14.0	Stand-Down
HR 15.0	WorkCover
HR 16.0	Salary Packaging Arrangements

2. Finance

FIN 1.0	Budget Approval
FIN 2.0	Opening and Closing of DDF Account
FIN 3.0	Appointment of School Auditor
FIN 4.0	Payroll Approval and Payment
FIN 5.0	Approval of Electronic Files and Cheques for Payment
FIN 6.0	Purchase Order Approvals
FIN 7.0	Loan Applications
FIN 8.0	Issue of Credit Cards
FIN 9.0	Review of Monthly Credit Card Statement
FIN 10.0	Payment Authorisation of Reimbursement of Work-Related Expenses
FIN 11.0	Payment of Recurrent Expenditure
FIN 12.0	Capital Expenditure – Furniture, Plant and Equipment
FIN 13.0	Expenditure – ICT Equipment

FIN 14.0	Capital Expenditure Projects – Land, Building and Improvements
FIN 15.0	Write-off of Fixed Assets
FIN 16.0	School Fee Setting
FIN 17.0	School Fee Remission
FIN 18.0	Debt Collection
FIN 19.0	School Fee Debt Write Off
FIN 20.0	Court Proceeding to Recover Fees

3. School Contracts

SCON 1.0	School Contracts
SCON 2.0	Facilities, License, Joint Use, Leasing Agreements
SCON 3.0	Work Experience

4. Legal Advice

LEG 1.0	Industrial Relations Legal Advice
LEG 2.0	Professional Standards Legal Advice
LEG 3.0	Engagement of Legal Advice

Note:

- Employment Contracts: Refer Human Resources Delegation Area
- Legal Templates: To be used where applicable
- CECV Templates: To be used where applicable
- Solicitor Appointed by CES Ltd

5. Operations

OPS 1.0	Camps and Excursions
OPS 2.0	Student Expulsion Student Suspension
OPS 3.0	School Closure Days
OPS 4.0	Pupil Free Days
OPS 5.0	CCTV
OPS 6.0	Student Enrolment

Function – Human Resources

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Appointment of Staff	HR 1.0	School Teaching and Non-Teaching Staff excluding Deputy Principal	Level 3
	HR 1.1	Deputy Principal	Level 1
	HR 1.2	Principal, subject to ratification by the Bishop	Level 1
Positions of Leadership	HR 2.0	Appointments consistent with the VCEMEA <ul style="list-style-type: none"> Where the allowance is paid to a member of the Senior Leadership Team then HR1.1 applies 	Level 3
Allowances	HR 2.1	Approval of allowances for School Teaching and Non-Teaching Staff consistent with the VCEMEA	Level 3
Assignment of Higher Duties Allowance	HR 2.2	School Teaching and Non-Teaching Staff excluding Deputy Principal	Level 3
	HR 2.3	Deputy Principal	Level 3
	HR 2.4	Acting Principal appointments (up to ten school days)	Level 2
	HR 2.5	Acting Principal appointments (ten school days or more)	Level 1
Redundancy	HR 3.0	Declaring School Teaching and Non-Teaching Staff redundant	Level 1
Letters of Appointment	HR 4.0	School Teaching and Non-Teaching Staff excluding Deputy Principal provided CES Ltd template letters are used	Level 3
	HR 4.1	Deputy Principal	Level 3
	HR 4.2	Principal	Level 1

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Transfer of Employment within CES Ltd	HR 5.0	School Teaching and Non-Teaching Staff excluding Deputy Principal	Level 3
	HR 5.1	Deputy Principal	Level 1
	HR 5.2	Principal	Level 1
Assignment of Duties	HR 6.0	School Teaching and Non-Teaching positions excluding Deputy Principals in accordance with VCEMEA	Level 3
	HR 6.1	Deputy Principals	Level 3
	HR 6.2	Principal as set out in contract of employment	Level 1
Classification, Salaries and Allowances	HR 7.0	School Teaching and Non-Teaching Staff excluding Deputy Principal in accordance with the VCEMEA	Level 3
	HR 7.1	Deputy Principal	Level 3
	HR 7.2	Principal	Level 1
	HR 7.3	Agreed arrangements to recover salary and allowance overpayment up to \$500	Level 3
	HR 7.4	Agreed arrangements to recover salary and allowance overpayment greater than \$500	Level 2
	HR 7.5	Accelerated incremental progression of one increment	Level 3

Description	Delegation Reference	Limitations/Conditions	Delegated Level
	HR 7.6	Accelerated incremental progression of more than one increment	Level 2
Approval of Leave	HR 8.0	School Teaching and Non-Teaching Staff excluding Deputy Principal	Level 3
	HR 8.1	Deputy Principal	Level 3
	HR 8.2	Principal	Level 1
Special Leave	HR 9.0	School Teaching and Non-Teaching Staff (when the leave is less than 10 school days)	Level 3
	HR 9.1	Deputy Principal	Level 3
	HR 9.2	Principal (all requests)	Level 1
	HR 9.3	Approval of all Special Leave of ten school days or more	Level 1
Reimbursement of Travel Expenses	HR 10.0	School Teaching and Non-Teaching Staff within the State	Level 3
	HR 10.1	Principal	Level 2
Work-related Travel – interstate	HR 11.0	All school staff, other than Principal	Level 3
	HR 11.1	Principal	Level 1
Work-related Travel – overseas	HR 11.2	All school staff	Level 1
Instigation of Processes for Management of Unsatisfactory	HR 12.0	Teaching and Non-Teaching Staff <ul style="list-style-type: none"> • prior to commencing the process consultation must occur with the Executive Leadership Team member: Assistant to the Executive Director: People & Culture 	Level 2

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Performance and Misconduct	HR 12.1	Principal and Deputy Principal	Level 1
	HR 12.2	Withholding of incremental progression during Employee Improvement Plan in accordance with VCEMEA	Level 2
Dismissal	HR 13.0	School Teaching and Non-Teaching Staff	Level 1
	HR 13.1	Principal and Deputy Principal	Level 1
Stand-Down	HR 14.0	School Teaching and Non-Teaching Staff	Level 2
	HR 14.1	Deputy Principal	Level 1
	HR 14.2	Principal	Level 1
WorkCover – Approval of Claims	HR 15.0	School Teaching and Non-Teaching Staff other than Deputy Principal	Level 2
	HR 15.1	Deputy Principal (provided notification is made to Executive Leadership Team member: Assistant to the Executive Director: People & Culture)	Level 1
	HR 15.2	Principal (provided notification is made to Executive Leadership Team member: Assistant to the Executive Director: People & Culture)	Level 1
Salary Packaging Arrangements	HR 16.0	All Principals	Level 2
	HR 16.1	All other Primary and Secondary School staff	Level 3

Note:

VCEMEA means *Victorian Catholic Education Multi-Enterprise Agreement 2018*, as varied or replaced from time to time

Function – Finance

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Budget Approval	FIN 1.0	To be approved by CES Ltd Board	N/A
Opening and Closing of DDF Account	FIN 2.0	All schools This was previously held by parish priests and canonical administrators	Level 1
Appointment of School Auditor	FIN 3.0	To be approved by CES Ltd Board	N/A
Payroll Approval and Payment	FIN 4.0	Primary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
	FIN 4.1	Secondary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
Approval of Electronic Files and Cheques for Payment	FIN 5.0	Primary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
	FIN 5.1	Secondary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
Purchase Order Approvals	FIN 6.0	Primary School <ul style="list-style-type: none"> Principal; or Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5

Description	Delegation Reference	Limitations/Conditions	Delegated Level
	FIN 6.1	Secondary School (if the amount is \$4,000 or greater): <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
	FIN 6.2	Secondary School (if the amount is less than \$4,000 and within the approved budget): <ul style="list-style-type: none"> Other delegated employee within school at Level 4 or Level 5 as determined by the principal <p>The delegations must be in writing from the Principal and reviewed each school year</p>	Level 4 Level 5
Loan Applications	FIN 7.0	To be approved by CES Ltd Board	N/A
Issue of Credit Cards	FIN 8.0	All schools	Level 2
Review of Monthly Credit Card Statement	FIN 9.0	All Primary and Secondary Principal credit cards	Level 2
	FIN 9.1	For credit cards issued to other secondary staff	Level 3
Payment Authorisation of Reimbursement of Work-related expenses	FIN 10.0	Primary Schools – Principal for all school staff excluding the principal	Level 3
	FIN 10.1	Secondary Schools – for all school staff excluding the principal <ul style="list-style-type: none"> If the amount is less than \$300 then the principal can delegate in writing to Level 4 or Level 5 In all other cases, the principal must authorise the payment 	Level 3 Level 4 Level 5
	FIN 10.2	Reimbursement to principal (all schools)	Level 2
Payment of Recurrent Expenditure	FIN 11.0	Primary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5

Description	Delegation Reference	Limitations/Conditions	Delegated Level
	FIN 11.1	Secondary Schools – DDF Online Payment files to be authorised by two persons: <ul style="list-style-type: none"> Principal or the Business Manager; and Other delegated employee within school at Level 4 or Level 5 as determined by the principal 	Level 3 Level 4 Level 5
Capital Expenditure – Furniture, Plant and Equipment	FIN 12.0	Primary School (up to but less than \$50,000 and within approved budget)	Level 3
	FIN 12.1	Primary School (up to but less than \$50,000) and not within approved budget	Level 2
	FIN 12.2	Primary School \$50,000 and greater	Level 2
	FIN 12.3	Secondary School	Level 3
Expenditure – ICT Equipment	FIN 13.0	Primary School – ICT Equipment within approved budget	Level 3
	FIN 13.1	Primary School – ICT Equipment NOT within approved budget	Level 2
	FIN 13.2	Secondary School – ICT Equipment within approved budget	Level 3
	FIN 13.3	Secondary School – ICT Equipment NOT within approved budget	Level 2
Capital Expenditure Projects – Land, Building and Improvements	FIN 14.0	All land purchases To be approved by CES Ltd Board	N/A
	FIN 14.1	All Schools less than \$100,000 within approved budget	Level 3
	FIN 14.2	All Schools \$100,000 or greater To be approved by CES Ltd Board	N/A

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Write-off of Fixed Assets	FIN 15.0	Primary Schools up to \$5,000 (written down value)	Level 3
	FIN 15.1	Primary Schools more than \$5,000 (written down value)	Level 2
	FIN 15.2	Secondary Schools up to \$10,000 (written down value)	Level 3
	FIN 15.3	Secondary Schools more than \$10,000 (written down value)	Level 2
School Fee Setting	FIN 16.0	Primary School	Level 3
	FIN 16.1	Secondary School	Level 3
School Fee Remission	FIN 17.0	Primary School	Level 3
	FIN 17.1	Secondary Schools	Level 3
Debt Collection	FIN 18.0	Primary School – as per the CES Ltd Policy - School Fees	Level 3
	FIN 18.1	Secondary School – as per the CES Ltd Policy - School Fees	Level 3
School Fee Debt Write Off	FIN 19.0	Primary School – as per the CES Ltd Policy - School Fees	Level 3
	FIN 19.1	Secondary School – as per the CES Ltd Policy - School Fees	Level 3
Legal/Court Proceedings to Recover Fees	FIN 20.0	To be approved by CES Ltd Board	N/A

Function – School Contracts

Description	Delegation Reference	Limitations/Conditions	Delegated Level
School Contracts	SCON 1.0	Primary Schools – Contracts up to \$50,000 per annum	Level 3
	SCON 1.1	Primary Schools – Contracts of \$50,000 and above per annum	Level 2
	SCON 1.2	Secondary Schools – Contracts up to \$100,000 per annum	Level 3
	SCON 1.3	Secondary Schools – Contracts of \$100,000 and above per annum	Level 2
	SCON 1.4	School Camps Contracts and Booking Agreements/All schools	Level 3
	Includes – Before and After School Care, School Cleaning and Maintenance, Uniform Supplies, Canteen Operator/Supplier, Employment Agency, Service Providers (Independent Contractor), Bus Contracts, Camp Contracts, ICT providers, All Other		
Facilities License, Joint Use, Leasing Agreements	SCON 2.0	To be prepared by CES Ltd	Level 2
Work Experience	SCON 3.0	All schools	Level 3

Function – Legal Advice

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Industrial Relations Legal Advice	LEG 1.0	Must be referred to Executive Leadership Team member	Level 2
Professional Standards Legal Advice	LEG 2.0	Must be referred to Executive Leadership Team member	Level 2
Any other Legal Advice	LEG 3.0	Must be referred to Executive Leadership Team member	Level 2

Function – School Operations

Description	Delegation Reference	Limitations/Conditions	Delegated Level
Camps and Excursions	OPS 1.0	Applications must be submitted to CES Ltd prior to application closing dates when undertaking specific activities. These activities include: <ul style="list-style-type: none"> • Camps • Overnight Excursions • High Risk Activities as determined by the CEO • Interstate tours • Overseas tours 	Level 2
Student Expulsion / Negotiated Transfers	OPS 2.0	All schools	Level 1
Student Suspension	OPS 2.1	Up to three school days (subject to appropriate consultation with Level 2)	Level 3
	OPS 2.2	More than three school days	Level 2
School Closure Days	OPS 3.0	All schools	Level 2
Pupil Free Days	OPS 4.0	All schools	Level 2
CCTV	OPS 5.0	All schools and in accordance with CCTV Policy	Level 2
	OPS 5.1	Access to footage (all schools)	Level 3
Student Enrolment	OPS 6.0	Enrolment of a child under the minimum enrolment age	Level 1
	OPS 6.1	Enrolment of a student outside their local parish school or Designated Catchment Area	Level 2