



PROJECTS POLICY

Authorised By:	Board of Governors	Revision: 1.3
Last Reviewed:	Revision Date: 15 Dec 2021	
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Related Documents:	Funds Application Form - CAPEX less than \$20k Funds Application Form - CAPEX greater than \$20k Risk Management Policy Partnerships Policy	
Responsible Officer:	Registrar	
Review:	Senior Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

The purpose of this policy is to provide a clear set of guidelines for the Board and its committees, and the staff of Tabor to determine the information required to support an application for funding for a particular project.

2. Scope and Applications

This policy applies to all staff and Tabor's various boards and committees, and is to be used to contribute to due diligence procedures and effective decision making relating to projects.

This policy also seeks to provide clearly defined lines between operation and governance activities and the role of key organisation elements in each area.

3. Policy Principles

- 3.1. Compliance with this policy will ensure that there is a well understood and consistent form of evaluation of projects that allows for the objective comparison of projects against requirements and other projects.
- 3.2. Prior to projects progressing to application for funds, projects relating to new courses and potential partnerships will have undergone the opportunity screening tool process to assess their potential viability for the College. This is to ensure the efficient targeting of limited resources and effort.
- 3.3. This policy will provide certainty to those applying for funding in regard to the evaluation process, as well as to the approving authorities about the real benefits of any project that they are being asked to approve.

4. Procedures

Please take note: Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.

- 4.1. Projects with an estimated Capital Expenditure (CAPEX) of greater than \$20k, or a combined CAPEX and Expenditure of greater than \$50k, require the approval of the Board of Governors. The Board is to be provided with the following:
 - 4.1.1. Funds Application Form The [Funds Application Form - CAPEX greater than \\$20k](#) must be completed in full, and provide detailed assessment and appropriate approvals as listed in 4.1.2 to 4.1.5 below.
 - 4.1.2. Financial approval
 - 4.1.2.1. A financial evaluation approved by the Chief Operating Officer which has addressed the following:
 - The required rate of return on projects (currently 15%)
 - Staff costs, including on-costs estimated at a rate which is equivalent to 1.2 times their direct salary.
 - External resources and service costs excluding GST. This includes human resources, materials and services such as professional development.
 - Realistic timeframes and cash flow projections that represent the best estimate possible at the time.
 - Non-financial benefits in terms of either costs avoided or the cost of achieving the same intangible result through the next best alternative.
 - Reporting periods and milestones for the project should also be identified.
 - 4.1.3. Academic approval (where appropriate)
 - 4.1.3.1. Academic approval is required for the development of new courses in accordance with Tabor's Procedures for Developing New Courses
 - 4.1.3.2. An initial academic evaluation must be undertaken and initially approved by the Academic Director.
 - 4.1.3.3. Where a partnership is being proposed, academic due diligence and operational due diligence procedures in accordance with the Partnerships Policy, must also be completed.
 - 4.1.3.4. The Academic Director will process the project to the Academic Board for final approval as necessary.
 - 4.1.4. Risk approval
 - 4.1.4.1. A risk assessment must be undertaken in accordance with the College's Risk Management Policy
 - 4.1.4.2. The final risk approval may be made at the relevant level in accordance with those detailed in the Risk Management Policy.
 - 4.1.5. Specialist areas of Tabor endorsement (where appropriate)
 - 4.1.5.1. An evaluation of the needs and associated costs in required specialist support areas must be made for each project.
 - 4.1.5.2. Each specialist support area identified as being required to be involved in the project must provide their endorsement in writing or e-mail.
 - 4.1.6. The completed Funds Application Form is to be submitted to the staff member's supervisor for approval. Upon approval the supervisor will forward to the President for processing to the Board of Governors for approval.
- 4.2. Projects with an estimated CAPEX of greater than \$10k and less than \$20k, or a combined CAPEX and Expenditure of less than \$50k, require the combined approval of the Chief Operating Officer and the President.
 - 4.2.1. Funds Application Form
 - 4.2.1.1. The [Funds Application Form – CAPEX less than \\$20k](#) must be completed as per 4.1.2 to 4.1.5 above.

- 4.2.2. The completed Funds Application Form is to be submitted to the staff member's supervisor for approval. Upon approval the supervisor will forward to the Chief Operating Officer for processing and final approval as follows:
 - 4.2.2.1. Where the CAPEX is estimated to be greater than \$10k but less than \$20k, or the combined CAPEX and Expenditure is estimated to be greater than \$10k but less than \$50k, the Chief Operating Officer will consult with the President. Both are to provide their approval before the project can proceed.
- 4.3. Projects with a combined CAPEX and Expenditure of less than \$10k, require the combined approval of the Chief Operating Officer and a member of Senior Executive.
 - 4.3.1. Funds application Form as per 4.2.1 above.
 - 4.3.2. The completed Funds Application Form is to be submitted as per 4.2.2 above. Once received by the Chief Operating Officer, the final approval will be as follows:
 - 4.3.2.1. Where the combined value of the CAPEX and Expenditure is estimated to be less than \$10k, the Chief Operating Officer will consult with another member of Senior Executive. Both are to provide their approval before the project can proceed.

5. Definitions

See also [Global Definitions](#)

6. Communication and Training

- 6.1. Training in the application of this policy and the use of its associated guidelines and forms will be managed by the President and Chief Operating Officer.