



Cairnmillar  
INSTITUTE

Treatment | Education | Research

# Policy Framework

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<b>Policy Name</b>	Policy Framework
<b>Policy number</b>	GPF001
<b>Date approved</b>	17 April 2019
<b>Approving body</b>	The Cairnmillar Institute Council
<b>Responsible officer</b>	Executive Director
<b>Implementation officer</b>	Executive Director
<b>Next review date</b>	November 2021
<b>Linked policies</b>	
<b>Linked forms</b>	

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## 1. Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to ensuring that it meets its obligations under Victorian and Commonwealth legislation. The purpose of this policy is to ensure good governance for policy development by stating how policies will be developed, implemented, amended and reviewed by the Institute. This policy also defines the roles and responsibilities of authorities in relation to the policy life-cycle.

## 2. Scope

The Policy Framework applies to all policies developed by the Institute.

## 3. Policy

### 3.1 Policy must:

- (a) be created where there is a clear and justifiable need;
- (b) align with the Institute's regulatory framework and strategic plans;
- (c) comply with legal requirements and meet community expectations;
- (d) be developed, implemented, amended and reviewed in consultation with key stakeholders;
- (e) set out roles and responsibilities to ensure transparency; and,
- (f) be able to be implemented.

**3.2 A policy must:**

- (a) record the policy approver;
- (b) contain the policy objectives, scope and application of the policy;
- (c) contain the policy, procedures (if applicable) and summarise the roles; and, responsibilities
- (d) contain information to track authorisation, amendment and review dates.

**3.3 A policy can only proceed to approval stages where:**

- (a) the approval pathway as specified in section 4.3 of this policy is followed;
- (b) key stakeholders have been consulted;
- (c) legal advice (if appropriate) is sought.

**3.4** Every five years, or earlier if required, a review must be undertaken of each policy against the principles set in this Framework.

**3.5** The Executive Director or nominee, will report to Council annually on policy framework operations and policy reviews. Outcomes of reviews under section 3.4 above must be reported to the officer appointed under this section.

**3.6** Only authorised versions of current policies are to be published in the central policy repository on the Institute's website.

## 4. Policy Proposal Procedure

**4.1** Policies, and any amendments, must follow the policy proposal procedure. Officers approving policy must ensure they endorse the final policy proposal, assess the proposal using this Framework.

**4.2** The Institute's policy proposal procedure is:

- a) the responsible officer will propose and draft a policy or amendment
- b) the responsible officer will ensure the proposed policy or amendment is reviewed by appropriate persons

- c) all policies and amendments will be approved by the Executive Director before following the appropriate policy pathway (specified in section 4.3)

**4.3 Policy approval pathways are:**

- a) Academic policies from the responsible officer to the Executive Director for approval before being sent to Academic Board for approval
- b) Administrative policies from the responsible officer to the Executive Director for approval before being sent to Council for approval
- c) Strategic, fundraising and marketing policies from the Executive Director to Council for approval
- d) Clinical policies from the responsible officer to the Executive Director for approval before being sent to Council for approval

**4.4 Responsible Officers for proposing policy and amendments:**

<b>Role</b>	<b>Responsibility</b>
Academic policy proposal including amendments	Head of School
Clinical policy proposal including amendments	Director of Clinical Services
Administrative and/or financial policy proposal including amendments	Director of Corporate Services
Strategic, fundraising and/or marketing policy proposal including amendments	Executive Director

## 5. Approval

**5.1** Policy approvers are determined in accordance with this Framework and must approve policy content as meeting the objectives of the policy as follows:

- a) approve new policy or amendments to policy; and
- b) rescind policy

**5.2** The Council or Chair of Academic Board or nominee may authorise an appropriate senior officer to approve editorial amendments.

**5.3 The following table sets out the roles and responsibilities for approval**

<b>Role</b>	<b>Responsibility</b>
Approves policy proposal for new or major amendment to policy	Approving body

Approves minor amendment to policy	Approving body or delegate
Approves policy rescission	Approving body

## 6. Definitions

<b>Policy</b>	an institution-wide statement that articulates a principle that aligns with organisational, regulatory or legislative requirements
<b>Procedure</b>	an institution-wide step-by-step set of instructions devised to implement a Policy
<b>Guideline</b>	a statement that provides guidance to support the implementation of or compliance with a Policy and/or a Procedure. Guidelines can be institution-wide but may apply specifically to organisational units
<b>Responsible Officer</b>	the designated role responsible for the creation, review or amendment of a document
<b>Policy Approvers</b>	the designated role responsible for approving the proposed policy, amendment, or rescission of policy
<b>Implementation Officer</b>	the designated role responsible for actioning the policy, amendment or rescission of policy
<b>Policy Library</b>	the Institute's policies, procedures and compliance documents are housed in the Policy Library
<b>Review date</b>	a date (month and year) nominated by the responsible officer when document(s) should be reviewed. Standard review periods are between one to three years. The nominated review date does not prohibit more regular updates, if and when required.