



Cairnmillar
INSTITUTE

Treatment | Education | Research

Standing Delegations of Authority Policy

Policy Name	Standing Delegations of Authority
Policy number	GPF002
Date approved	9 October 2019
Approving body	The Cairnmillar Institute Council
Responsible officer	The Executive Director
Implementation officer	The Executive Director
Next review date	June 2024
Linked policies	
Linked forms and documents	Schedule A: Register of Responsibilities of Academic Student Matters Schedule B: Register of Responsibilities of Administrative Matters Schedule C: Register of Responsibilities of Human Resources Matters Schedule D: Register of Responsibilities of Finance Matters

1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to outline the key decision-making authorities in respect of the financial, human resources, administrative, academic and governance functions of the Institute.

The Cairnmillar Institute Council (the Council) has made these delegations pursuant to the Constitution of the Institute (13.4, 13.13 & 13.14), which provides that the Council, may, by resolution, delegate all or any of its functions (except the power of delegation) to:

Any member or committee of the Council, or

Any authority or staff member of the Institute (including a staff member with executive authority to act in the role), or

Any other person or body prescribed by the Council.

2. Scope

This policy applies to the Cairnmillar Institute (the Institute) staff and committees

3. Policy

The Cairnmillar Institute (the Institute) will hold a register of responsibility for each of the key decision-making authorities named in section 1. These registers are linked to the Policy as Schedules. Schedules will be regularly reviewed to ensure relevance and contemporaneity.