

Table A2 - Management - Menzies Research Institute

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>Chief Executive and General Manager To do all things necessary to implement the approved plans, principles and policies of the Institute that fall within the bounds of the Statement of Intent (SOI), subject to the limitations listed below and recognising any areas of activity reserved by the Board (or University Council) for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches or the SOI should be discussed with the Chairman and Vice-Chancellor and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches and the SOI should be discussed with the Chairman and Vice-Chancellor.</p>
<p>2. Financial*</p>	<p>Chief Executive Approving operating or capital expenditure (other than petty cash or business card expenditure) that is not within the approved budget and is less than \$100,000 in total or that is within the approved budget for which the position is responsible and is less than \$500,000 in total, in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p> <p>General Manager Approving operating or capital expenditure (other than petty cash or business card expenditure) that is not within the approved budget and is less than \$20,000 in total or that is within the approved budget for which the position is responsible and is less than \$100,000 in total, in conformity with established policies relating to such expenditure. No limit on debtor's invoices and adjustment notes.</p> <p>Note: The limits on expenditure authorisation for petty cash and business card use are: \$200 and \$3,000 respectively.</p>	<p>Any item above \$100,000 is reported to the Board.</p> <p>Any item above \$20,000 is reported to the Chief Executive.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>Chief Executive Approving ordinary contracts less than \$500,000 in total that are within the bounds of the SOI and responsibilities of the Chief Executive.</p> <p>General Manager Approving ordinary contracts less than \$50,000 that are within the bounds of the SOI and responsibilities of the General Manager.</p>	<p>Any item above \$100,000 is reported to the Board.</p> <p>All items reported to the Chief Executive.</p>
<p>4. Employment & Remuneration</p>	<p>Chief Executive and General Manager Initiating staff appointment processes within the Institute for which the position is responsible, in conformity with established employment policies.</p>	
<p>5. External representation</p>	<p>Chief Executive and General Manager To speak on behalf of the Institute and represent the Institute's interests.</p>	