



Cairnmillar
INSTITUTE

Treatment | Education | Research

Schedule C: Register of Responsibilities for Human Resource Matters

Purpose

The Council of the Cairnmillar Institute (the Institute) delegates the Human Resource matters to any of its powers in the instrument of delegation below.

Scope

The Institute delegates to the Executive Director responsibility for the day-to-day Human Resource operation of the Institute. To assist the Executive Director in carrying out that delegation, a number of functions related to OH&S, recruitment, contracts and remuneration, employment lifecycle, compliance issues and leave are the nominated responsibility of other staff.

This register lists both functions and staff to whom the Executive Director has nominated responsibility. Responsibilities are related to named positions and are the task of the person holding a named position (the responsible person) including when acting in the position.

If a position is abolished or re named the responsibility passes to the principal successor to the functions of the original position, unless deemed otherwise by the Executive Director.

This register does not include financial and facilities matters that have been delegated by Council to other officers.

Register

Function	Activity	Responsible Person	Policy/ Rules	Quality Assurance
1. OH&S	1.1 Receipt of incident reports	OH&S Coordinator	HRP011 Critical Incident, Accident and Injury Policy	OH&S Committee
	1.2 Bi-monthly reporting on incidents and response	OH&S Coordinator	HRP004 Occ Health and Safety Policy	OH&S Committee
	1.3 Updating the OH&S and related policies and procedures	OH&S Committee Chair		Executive Director
	1.4 Ensures sufficient staff trained as fire wardens and in First Aid	OH&S Committee Chair		Executive Director
2. Recruitment	2.1 Approve recruitment of new staff	Director of Corporate Services		Executive Director
	2.2 Approve employment selection	Relevant member of the Executive team work area		Executive Director
3. Contracts and remuneration	3.1 Update and implement remuneration policy	Director of Corp Services	HRP010 Staff remuneration Policy	Council

	3.2 Provide employment contracts	Director of Corp Services		Executive Director
4. Employment Lifecycle	4.1 Approve and disseminate induction documentation	Director of Corporate Services	Staff Induction Manual	Executive Director
	4.2 Conduct Performance Appraisals	Relevant member of the Executive team work area	Staff Performance and Development Exchange templates	Executive Director
	4.3 Approve promotions	Relevant member of the Executive team work area and Director of Corporate Services	HRP003 Academic Staff Promotions Policy	Academic Promotions- Academic Board Other Promotions- Executive Director
	4.4 Approve requests for Continuous Professional Development	Relevant member of the Executive team work area and Director of Corporate Services	HRP003 Staff Development Policy	Executive Director
	4.5 Ensure reasonable staff discipline is justly managed.	Executive Director	HRP008 Staff Grievance Policy	Council
	4.6 Ensure grievance is justly managed.	Executive Director	HRP002 Discrimination, Bullying and Harassment Policy	Council
	4.7 Ensure employee exit information is completed	Director of Corporate Services		Executive Director
5. Legal Compliance issues	5.1 Maintain complaints register	Executive Director		Council
	5.2 Maintain all relevant licences, registrations and certificates of currency	Director of Corporate Services		Executive Director
	5.3 Adhere to Fair Work requirements	Relevant member of the Executive team work area and Director of Corporate Services		Executive Director

6. Leave	6.1 Ensure the leave policy is up to date	Executive Director	HRP013 Staff Leave Policy	Council
	6.2 Implement the leave policy	Director of Corporate Services	HRP013 Staff Leave policy	Council