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## HUMAN RESOURCES

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### Overview

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#### Functional Responsibility

General Manager Human Resources

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#### General Considerations

Appointment of consultants must be done in accordance with the delegations in the Supplies and Services section of this policy.

Any offer of remuneration which includes a tax free element must be approved in advance by the CFO.

Documentation for all leave (other than sick leave) must be completed & approval granted prior to the leave being taken.

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## HUMAN RESOURCES

### Summary 1: Human Resources

No.	Description	Level 1	Level 2	Level 3	Level 4	Other Comments
	<i>Appointment of Staff</i>					
1.01*	Appoint Staff	FA	FA	FA		With agreement immediate Manager within FTE budget
1.02*	Appointment, Contracting of House Surgeons and Registrars	FA	FA	FA		In consultation with Clinical Head within FTE Budget
	<i>Salary Levels, Allowances and Benefits</i>					
1.03	Set commencing salaries	FA	FA	FA		With agreement immediate Manager within banding
1.04	Approve increases (New Salary)	FA	FA	FA		With agreement immediate Manager within banding
	<i>Negotiation of Contracts</i>					
1.05	Negotiate collective employment contracts	FA		ER		CFO and CE to be consulted on all occasions
	<i>Redundancy Payments and Gratuities</i>					
1.06*	Approve redundancy payments as per contract	FA	FA	FA		GM needs agreement Immediate Manager and GMHR. Level 1 needs agreement Immediate Manager. Reporting requirements apply
1.07*	Approve gratuities	<\$10,000				With agreement immediate Manager and GMHR if other than retirement. Level 1 need agreement GMHR

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## HUMAN RESOURCES

### Summary 1: Human Resources, Continued

No.	Description	Level 1	Level 2	Level 3	Level 4	Other Comments
	<i>Other Employment Related Expenses</i>					
1.08	Approve work related expenses (Overseas travel and CME have specific reporting requirements) within awards or contract	FA	FA	FA	FA	
1.09	Approve work related expenses (Overseas travel and CME have specific reporting requirements) not within awards or contract	FA	FA	FA		Refer Employment related Expenditure Policy
1.10	Approve overtime and higher duties allowances	FA	FA	FA	FA	
	<i>Service Commitments, Secondary Employment</i>					
1.11	Approve private practice, secondary employment and service commitments of senior medical staff	FA	FA	FA		In consultation GMHR
1.12	Determine staff bonds, service commitments and their release	FA	FA			In consultation GMHR
	<i>Leave</i>					
1.13	Approve Leave	FA	FA	FA	FA	
1.14*	Approve buy-out of annual leave not on termination	FA	FA			In consultation GM of Service and GMHR. Exceptional circumstances only

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## HUMAN RESOURCES

### Summary 1: Human Resources, Continued

No.	Description	Level 1	Level 2	Level 3	Level 4	Other Comments
	<i>Suspension &amp; Termination of Service, Disciplinary Action, Appeals Against Dismissal, Settlement of Personal Grievances</i>					
1.15	To give warning	FA	FA	FA	FA	In consultation GMHR
1.16	Terminate employment/offer downgraded position	FA	FA			In consultation Immediate Manager and GMHR
1.17	Suspend staff member with pay	FA	FA			In consultation GMHR
1.18	Suspend staff member without pay	FA	FA			In consultation GMHR
1.19	Offer redundancy within employment agreement terms	FA	FA	FA		In consultation GMHR
1.20	Settle personal grievances at mediation within contractual terms	FA	<\$20,000			In consultation GMHR and reporting to Level 1/CE same month
1.21	To approve payments as part of an agreed severance or mediation over and above the contractual obligations contained in employment agreements	FA				Level 1 authority limited to maximum of 6 months salary. All payments >\$100K must be reported to the Board. All payments must be endorsed by GMHR.
	<i>Overpayments Made to Staff or External Service Providers</i>					
1.22	Approve terms for repayment of debt	FA	FA	FA		In consultation GMHR
1.23	Approve write-off of overpayment debt	FA	<\$5,000			In consultation with Human Resource Management. Board reporting requirements.

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