

Human Resources Governance Matrix for Catholic Education in the Diocese of Bathurst

1. Recruitment and New Appointments					
Level of Seniority	Functions and Delegates				Relevant Instruments
	1.1 Approve recruitment action	1.2 Approve appointment of new staff	1.3 Execute employment contract	1.4 Confirmation of probation	Guidelines for recruitment of staff Diocesan Staffing Guidelines
CEO – Executive Director of Schools	Bishop/DCEC	Bishop	Bishop	Bishop/DCEC	
CEO – Leadership Team	EDS/Chair DCEC	Bishop	EDS	EDS	
CEO – Staff	EDS/Leadership Team	EDS	EDS	Team Leader	
School Principals	EDS	Bishop	EDS	N/A	
School Executive Positions	School Consultant/EDS	EDS	EDS	N/A	
Teachers & General Employees	School Consultant	EDS	EDS	Principals for General Employees	
Casual Staff – Teachers & School Support Staff (only in regard to leave replacement)	Principal	Principal	N/A	N/A	

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2. Renewal of Fixed/ Maximum term appointments and Conversion to Ongoing				
Level of Seniority	Functions and Delegates			Relevant Instruments
	2.1 Recommend renewal of fixed / maximum term contract or conversion to ongoing employment	2.2 Approve fixed/ maximum term appointment or appointment to ongoing employment	2.3 Execute fixed / maximum term or ongoing contract	
CEO – Executive Director of Schools	Chair - DCEC	Bishop & Chair DCEC	Bishop	Employment legislation
CEO – Leadership Team	EDS/Chair DCEC	Bishop	EDS	
CEO – Staff	CEO Team Leader	EDS	EDS	
School Principals	EDS	Bishop	EDS	Guidelines for the Assessment of School Staff Members Policy <i>NSW & ACT Catholic Systemic Schools EA</i>
School Executive Positions	School Consultant	EDS	EDS	
Teachers and School Support Staff	Principal	EDS	EDS	<i>NSW & ACT Catholic Systemic Schools EA</i>

3. Remuneration Review and Approval

Level of Seniority	Functions and Delegates	Relevant Instruments
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	3.1 Recommend increases to remuneration	3.2 Approval of increases to remuneration	
CEO – Executive Director of Schools	Chair of DCEC (CCER)	Bishop	Contract of employment
CEO – Leadership Team	EDS	DCEC	
CEO – Staff	Aligned with Teachers/General Employees EA	EDS	Relevant Modern Award
School Principals	CCER with Diocesan Directors (to be given further consideration)	EDS	<i>NSW & ACT Catholic Systemic Schools EA</i>
School Executive Positions	CCER with Diocesan Directors	EDS	
Teachers & School Support Staff	CCER with Diocesan Directors	EDS	

4. Conditions of Employment & Working Arrangements

Level of Seniority	Functions and Delegates		Relevant Instruments
	4.1	4.2	

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	Administer & vary employment contracts	Approve staff entitlements and variations in accordance with relevant instruments				
		4.2.1 Leave	4.2.2 Hours and flexible working arrangements	4.2.3 Payments eg. overtime, allowances, expenses, higher duties	4.2.4 Discretionary conditions eg. LWOP & secondary employment	
CEO – Executive Director of Schools	Bishop/DCEC	Manager Employee Services	Bishop	Bishop	Bishop	Employment legislation
CEO – Leadership Team	EDS/DCEC	EDS	EDS	EDS	EDS	<i>NSW & ACT Catholic Systemic Schools EA</i>
CEO – Staff	EDS	Team Leader	EDS	Team Leader	Team Leader	
School Principals	EDS	EDS	EDS	Expenses – the EDS or School Consultant (for small schools)	EDS	Contract of employment
School Executive Positions	EDS	Manager Employee Services	Manager Employee Services	Principal	Manager Employee Services	Relevant policies
Teachers & School Support Staff	EDS	Manager Employee Services	Manager Employee Services	Principal	Manager Employee Services	

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5. Performance and Conduct					
Level of Seniority	Functions and Delegates				Relevant Instruments
	5.1 Administer performance management process	5.2 Manage workplace Investigations	5.3 Management of ill and injured employees (non work related injuries / illness)	5.4 Approving authority for disciplinary action	WHS, Employment & Anti-discrimination legislation <i>NSW & ACT Catholic Systemic Schools EA</i>
CEO – Executive Director of Schools	Chair DCEC	Chair DCEC	Manager Employee Services	Bishop	
CEO – Leadership Team	EDS	External consultant	Manager Employee Services	Bishop	Contract of employment
CEO – Staff	CEO Team Leader	Leader HR, WHS, Risk	Manager Employee Services	Executive Director	Managing Performance and Conduct, Workplace Behaviour, WHS Policies
School Principals	School Consultant	Leader – HR, WHS, Risk	Manager Employee Services	Bishop	
School Executive Positions	Leader – HR, WHS & Risk	Leader – HR, WHS, Risk	Manager Employee Services	School Consultant/EDS	
Teachers & School Support Staff	Principal	Leader – HR, WHS, Risk	Principal in consultation with Manager Employee Services	School Consultant/EDS	

6. Organisational Structure

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Functions	Delegate/s	Relevant Instruments
6.1 Approve alterations to organisation structure (deletion and creation of positions, variations to reporting lines)	DCEC/EDS	
6.2 Approve new position descriptions and variations to existing position descriptions	Leader – HR, WHS & Risk (for CEO)/Principal (for school)	
6.3 Approve regrading or reclassification of positions	EDS	NSW & ACT Catholic Systemic Schools EA Relevant modern award

7. Termination of Employment

Level of Seniority	Functions and Delegates			Relevant Instruments
	7.1 Recommend dismissal of staff	7.2 Approve dismissal of staff	7.3 Acceptance of resignation or repudiation	
CEO – Executive Director of Schools	Chair - DCEC	Bishop	Bishop	Contract of employment
CEO – Leadership Team	EDS/DCEC	Bishop	EDS	Managing Performance and Conduct Policy
CEO – Staff	Team Leader	EDS	EDS	Relevant Modern Award
School Principals	EDS	Bishop	EDS	Managing Performance and Conduct Policy
School Executive Positions	School Consultant	EDS	Manager Employee Services	NSW & ACT Catholic Systemic Schools EA
Teachers & School Support Staff	School Consultant	EDS	Principal	

8. Disputes and Negotiation

Functions	Delegate/s	Representative role	Relevant Instruments
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8.1 Settle local industrial matters or disputes	EDS	CCER Advisor	
8.2 Authority to instruct in tribunal matters	EDS/DCEC	CCER Industrial representative	
8.3 Authority to negotiate settlements	EDS/DCEC	CCER Industrial representative	
8.4 Approve negotiation of enterprise agreements	DCEC/ EDS with Catholic Commission for Employment Relations (to be given further consideration)	CCER Bargaining Representative	<i>NSW & ACT Catholic Systemic Schools EA</i>

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9. Compliance & WHS		
Functions	Delegate/s	Relevant Instruments

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9.1 Identify and lead compliance with employment legislation and regulation	Leader: HR, WHS & Risk	Employment, workplace surveillance, anti-discrimination and WHS, Child Protection legislation
9.2 Undertake periodic reviews of internal policies, procedures and template documents including contracts	Leader: HR, WHS & Risk	
9.3 Officers of the PCBU responsibilities under WHS legislation	Leader: HR, WHS & Risk and designated Officers	WHS legislation
9.4 Sign off on WHS Risk Assessments and Performance Reports	Leader: HR, WHS & Risk	
9.5 Report a notifiable incident	Leader: HR, WHS & Risk/ Manager Employee Services	
9.6 Manage return to work plans (for work related injuries)	Manager: Employee Services	Workplace Injury Management and Workers Compensation legislation WHS Policy