# ****Registers supporting the governance framework****

*Text in italics in the table is provided as an example only.*

**Documents Register**

| Document type | Document Manager | Document Owner | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| --- | --- | --- | --- | --- | --- |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If document is a policy or procedure and relates to governance | *Corporate Services Manager* | *CEO* | *Corporate Governance* | *Executive Management Team* | *Executive Team Meeting* |
| If document is a policy or procedure and relates to clinical / service provision |  |  |  | *Clinic Team* | *Medical Advisory Committee* |
| If document is a policy or procedure and relates to finance |  |  |  | *Finance Team/ EMT* |  |
| If document is a policy or procedure and relates to HR |  |  |  |  |  |
| If document is a policy or procedure and relates to WHS |  |  |  |  |  |
| If document is a policy or procedure and relates to infection prevention and control |  |  |  |  |  |
| If document is a policy or procedure and relates to programs |  |  |  |  |  |
| If document is a policy or procedure and relates to ICT |  |  |  |  |  |
| If document is a policy or procedure and relates to other  |  |  |  |  |  |
| If document is a non-policy and procedure e.g. form, template, guideline, work instruction | *Respective manger* | *Respective executive manager* | *Respective work area* |  | *Respective team meeting* |

**Suppliers Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supplier type | Supplier Manager | Supplier Owner | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If supplier relates to HR  |  |  |  |  |  |
| If supplier relates to clinical / service provision | *Senior Medical Officer* | *CEO* | *Respective business area the supplier provides services to*  | *Clinical team/ Finance/ EMT* | *Executive Team Meeting* |
| If supplier relates to corporate services |  |  |  |  |  |
| If supplier relates to governance  |  |  |  |  |  |

**Contracts Register**

| Contract type | Contract Manager  | Contact Owner | Business Area | Access Control (teams / individuals who can view these items) | Meeting (for monitoring) |
| --- | --- | --- | --- | --- | --- |
|  | (Manager will assign to another Manager / CEO, if required) |  |  |  | (Manager will assign to another meeting, if required) |
| If contract relates to a funding agreement | *Corporate Services Manager* | *CEO* | *Respective business area the contract relates to* | *Respective team/Finance/HR/EMT* | *Executive Management Team* |
| If contract relates to employee / sub-contractor agreement |  |  | *Respective business area the employee / sub-contractor works in* |  |  |
| If contract relates equipment – clinical / service provision |  |  | *Respective clinical area the contract relates to* |  |  |
| If contract relates equipment – non-clinical  |  |  | *Equipment* |  |  |
| If contract relates to partnership |  |  | *Respective business area the partnership relates to* |  |  |
| If contract relates to MOU |  |  | *Respective business area the MOU relates to* |  |  |
| If contract relates to SLA |  |  | *Respective SLA area the contract relates to* |  |  |
| If contract relates to other |  |  | *Respective business area the contract relates to* |  |  |

**Assets Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset type | Asset Manager | Asset Owner | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If asset relates to Furniture and fixtures |  |  |  |  |  |
| If asset relates to equipment | *Senior Medical Officer* | *CEO* | *Respective business area the supplier provides services to*  |  | *Executive Team Meeting* |
| If asset relates to ICT |  |  |  |  |  |
| If asset relates to vehicles |  |  |  |  |  |
| If asset relates to machinery |  |  |  |  |  |
| If asset relates to medical equipment |  |  |  |  |  |

**Risk Register**

| Risk category | Risk Manager  | Risk Owner | Business Area | Access Control (teams / individuals who can view these items) | Meeting (for monitoring) |
| --- | --- | --- | --- | --- | --- |
|  | (Manager will assign to another Manager / CEO, if required) |  |  |  | (Manager will assign to another meeting, if required) |
| If the risk category is business continuity |  |  |  |  |  |
| If the risk category is client safety |  |  |  |  |  |
| If the risk category is collaborative partnerships |  |  |  |  |  |
| If the risk category is financial |  |  |  |  |  |
| If the risk category is human resources / personnel | *HRM* | *CEO* | *HR* |  | *Executive Management Team* |
| If the risk category is inventory |  |  |  |  |  |
| If the risk category is legal |  |  |  |  |  |
| If the risk category is management |  |  |  |  |  |
| If the risk category is operations and assets |  |  |  |  |  |
| If the risk category is policy and political |  |  |  |  |  |
| If the risk category is reputation and image |  |  |  |  |  |
| If the risk category is security |  |  |  |  |  |
| If the risk category is student registrar / placement |  |  |  |  |  |
| If the risk category is technological |  |  |  |  |  |

# ****Registers supporting management of scheduled tasks****

**Audit Register**

| Audit area | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| --- | --- | --- | --- | --- |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If audit relates to clinical / service provision |  |  |  |  |
| If audit relates to program | *Respective program manager* | *Respective program* |  | *Respective team meeting* |
| If audit relates to WHS |  |  |  |  |
| If audit relates to HR  |  |  |  |  |
| If audit relates to Finance  |  |  |  |  |
| If audit relates to operational management  |  |  |  |  |
| If audit relates to organisation wide  |  |  |  |  |

**Compliance Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Compliance area  | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If compliance relates to clinical / service provision |  |  |  |  |
| If compliance relates to program | *Respective pgm manager* | *Respective program* |  | *Respective team meeting* |
| If compliance relates to WHS |  |  |  |  |
| If compliance relates to HR  |  |  |  |  |
| If compliance relates to finance  |  |  |  |  |
| If compliance relates to operational management  |  |  |  |  |
| If compliance relates to organisation wide  |  |  |  |  |

**Maintenance Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Maintenance area  | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If maintenance tasks relate to inspections and preventative maintenance |  |  |  |  |
| If maintenance task relates to vehicle servicing | *Respective pgm manager* | *Respective program* |  | *Respective team meeting* |
| If maintenance task relates to calibration of equipment |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Licensing Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Licence area | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If licence/registration check relates to staff  |  | *Respective business area the staff member works in*  |  | *Respective team meeting the staff member attends*  |
| If the licence/registration check relates to external service provider  |  |  |  |  |
| If licence/registration check relates to a supplier  |  |  |  |  |

**Training Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training type | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If training relates to corporate orientation / mandatory training |  | *Respective business area the staff member works in*  |  | *Respective team meeting the staff member attends*  |
| If training is occupational specific |  |  |  |  |
| If training relates to management |  |  |  |  |

**Registers relating to managing events**

**Feedback Register – designed for external feedback only**

| Feedback type | Manager | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| --- | --- | --- | --- | --- | --- |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| **External Feedback - Complaints** |  |  |  |  |  |
| If complaint relates to clinical / service provision |  |  |  | *EMT or CEO only* |  |
| If complaint relates to programs provided | *Respective pgm manager* |  | *Respective program* |  | *Executive management team* |
| If complaint relates to other service provider  |  |  |  |  |  |
| If complaint relates to funding body/purchaser |  |  |  |  |  |
| If complaint relates to external stakeholder  |  |  |  |  |  |
| If complaint relates to other  |  |  |  |  |  |
| **External feedback – non complaints** |  |  |  |  |  |
| If feedback relates to clinical / service provision |  |  |  |  |  |
| If feedback relates to programs provided  | *Respective pgm manager* |  | *Respective program* |  | *Respective team meeting* |
| If feedback relates to an external service provider  |  |  |  |  |  |
| If feedback relates to funding body/purchaser  |  |  |  |  |  |
| If feedback relates to an external stakeholder |  |  |  |  |  |
| If feedback relates to other  |  |  |  |  |  |

**Incidents Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Incident area | Manager | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If incident relates to clinical / service provision |  |  |  |  |  |
| If incident relates to programs provided | *Respective program manager* |  | *Respective program the incident relates to* |  |  |
| If incident relates to WHS |  |  |  |  |  |
| If incident relates to infrastructure, equipment or asset – non-clinical  |  |  |  |  |  |
| If incident relates to infrastructure, equipment or asset – clinical / service provision |  |  |  |  |  |
| If incident relates to staff  |  |  |  |  |  |
| If incident relates to other  |  |  |  |  |  |

**Repairs Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Repairs area  | Manager | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If repair relates to infrastructure, equipment or assets – clinical / service provision |  |  | *Clinical equipment*  |  |  |
| If repair relates to infrastructure, equipment or assets – non-clinical |  | *Corporate Services Manager* | *Non-clinical equipment* |  | *Corporate services meeting* |

**Improvements Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Improvement area  | Manager | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If improvement relates to clinical / service provision |  |  |  |  |  |
| If improvement relates to programs provided | *Respective program manager* |  | *Respective pgm the improvement relates to* |  | Respective team meeting |
| If improvement relates to WHS |  |  |  |  |  |
| If improvement relates to HR  |  |  |  |  |  |
| If improvement relates to finance  |  |  |  |  |  |
| If improvement relates to operational management  |  |  |  |  |  |
| If improvement relates to organisation wide  |  |  |  |  |  |
| If improvement relates to other |  |  |  |  |  |

**Records Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Records area  | Approving Officer  | Business Area | Access Control (teams / individuals who can view these items) | Meeting responsible for monitoring task |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If record relates to clinical / service provision |  |  |  |  |
| If record relates to other service provider | *Respective manager who manages the service provider* | *Respective business area service provider provides services to* |  |  |
| If record relates to WHS  |  |  |  |  |
| If record relates to HR  |  |  |  |  |
| If record relates to a contract compliance requirement  |  |  |  |  |
| If record relates to infrastructure, equipment, asset – non-clinical  |  |  |  |  |
| If record relates to infrastructure, equipment, asset - clinical / service provision |  |  |  |  |
| If record relates to other  |  |  |  |  |