



SYDNEY LOCAL HEALTH DISTRICT:

DELEGATIONS OF AUTHORITY MANUAL

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Based on the Model Manual prepared by:
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INTRODUCTION - MODEL MANUAL - PURPOSE

This Manual, the Sydney Local Health District (SLHD) Delegations Manual, is designed to set out clear unambiguous delegations that are applied consistently across SLHD, on all matters that impact on the operations of the services and facilities that comprise SLHD. It provides guidance and direction on the authorisation and quantification of expenditure, staff related matters and other non-financial matters.

Purpose of the Delegations Manual

The purpose of this Delegations Manual (The Manual) is to detail:

- a) the authority of the Chief Executive and the SLHD Board;
- b) the authority delegated by the Chief Executive to specified staff positions and various committees; and
- c) the authority delegated by the Chief Executive to incur expenditure to specified staff positions and various committees.

The underlying intention in establishing such delegations is to facilitate the effective and efficient operation of SLHD within the precepts and sanctions set by Ministry of Health and the Chief Executive.

Responsibility to Comply with the Accounts and Audit Determination

The Chief Executive of SLHD shall be responsible to ensure:

- a) the proper performance of its accounting procedures including the adequacy of its internal controls;
- b) the accuracy of its accounting, financial and other records;
- c) the proper compilation and accuracy of its statistical records; and
- d) the due observance of the directions and requirements of the Director-General and NSW Ministry of Health as laid down in this Determination and in manuals, circulars and directives issued by the Minister, the Director-General and NSW Ministry of Health.

The SLHD Delegations Manual reflects the principals of the NSW Health Policy Directive PD2012_059 “Delegations of Authority – Local Health Districts and Specialty Health Networks”, in applying their delegations, all staff are to comply with this policy.

The SLHD Delegations Manual is intended to be a ‘ready reference’, easy-to-use document, to assist staff comply with their obligations.

Delegations reflect the management structure of SLHD and its facilities, with delegated officers being identified or grouped into categories that reflect the organisational structure of the LHD. Each delegated officer within a particular “group” can only exercise delegation in relation to their own area of responsibility. For example, this Manual allows a number of groups of delegated officers to authorise overtime; however, an individual officer only has delegation to authorise overtime for staff within their own unit/area of responsibility

FACILITIES AND SERVICES COVERED BY THE LHD DELEGATIONS MANUAL

The provisions of this Manual shall apply to the following hospitals and associated Institutions and Services:

- District Executive
- District Services
 - Aboriginal Health Services
 - Administration
 - Capital Works Department

-
- Clinical Streams
 - Engineering Services
 - Finance
 - Food Services
 - Human Resources Services
 - Information Systems Division
 - Pay Office and HRIS Services
 - Planning
 - Supply Services
- Balmain Hospital, Booth Street, Balmain 2041
 - Canterbury Hospital, Canterbury Road, Campsie 2194
 - Centre for Education and Workforce Development
 - Community Health Services
 - Concord Repatriation General Hospital (CRGH), Hospital Road, Concord 2139
 - Department of Forensic Medicine, 42-50 Parramatta Road, Glebe 2037
 - Drug Health Services, SLHD
 - Population Health Services, SLHD
 - Royal Prince Alfred Hospital
 - RPAH, Missenden Road, Camperdown 2050 incorporating:
 - Institute of Rheumatology and Orthopaedics, QEII Building
 - Dame Eadith Walker, Nullawarra Road, Concord West 2138
 - Concord Mental Health Services incorporating:
 - Thomas Walker Hospital (Rivendell Adolescent Unit), Hospital Road, Concord 2139
 - Sydney Dental Hospital and Oral Health Services, Chalmers Street, Surry Hills 2010
 - BreastScreen Service

The Chief Executive and the Director Operations have special delegations. The Director of Finance and the Director of Population Health have special delegations under certain circumstances.

The Chief Executive will submit to the Board of SLHD:

- all delegated items requiring submission to the Ministry of Health;
- all capital works greater than \$1M;
- all strategic and service plans; and
- all inter-district agreements.

With respect to District-wide services (i.e. Supply Services, Food Services, Payroll Services, Financial Services, Information Management and Technology Division, Centre for Education and Workforce Development) which fall under their responsibility, the District Executive has the same delegation as the General Managers of RPAH. General classifications of Delegates are identified in Appendix 1.

Delegates are listed in the various sections of this Manual by those general classifications, except where specific positions have specific delegations. It is the responsibility of each officer signing / authorizing requisitions or purchase orders to ensure he / she knows which classification applies to them, and hence their level of authority.

- a) Delegates are expected to exercise their powers, authorities, duties or functions delegated to them in a responsible, efficient and consistent manner.

- b) In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each account.
- c) All delegates are required to comply with Manuals, circulars and directives issued by NSW Ministry of Health and SLHD.

The Manual should be considered in conjunction with the SLHD organisational/functional structure chart.

LAYOUT OF THE DELEGATIONS MANUAL

Delegations of authority are set out in the following sections of the Manual:

1. Financial Delegations – Dollar Limits of Delegations
2. Financial Delegations – General
3. Purchasing and Tendering
4. Legal and Property
5. Disposal of Plant and Equipment
6. Authority to Write Off and/or Write Up Stock Items
7. Special Purpose and Trust Funds
8. General Non-Financial Delegations
9. Human Resources Management
10. Staff Specialist Award Management
11. Service Agreements
12. Plans

Appendix 1 – Delegates

Appendix 2 – Requests for Amendment to the Delegations Manual

Appendix 3 – References

The above sections set out the minimum standards for the LHD specific Delegation Manual.

1. *SLHD has reviewed its delegations and determined the delegations of authority to be applied within the organisation and within each functional area (that is, financial, procurement, legal, property, disposals, non-financial, human resources, service agreements, planning).*
2. *SLHD has listed all the functional areas identified.*

DELEGATION MANUAL AMENDMENTS

Suggested amendments or additions to the contents of the Delegations Manual are to be forwarded in writing to:

Sydney Local Health District Delegations Manual

Director of Finance
 Level 8, KGV Building, RPAH campus
 Missenden Road
 CAMPERDOWN NSW 2050

Or

Director, Operations
 Level 11, KGV Building, RPAH Campus
 Missenden Road
 CAMPERDOWN NSW 2050

Suggested amendments or additions to this Delegations Manual must be endorsed by the appropriate General Manager / Director prior to submitting them to delegated officers for endorsement and approval by the Chief Executive, as outlined in section 2.7.

VERSION CONTROL				
No.	Date Original Manual Approved by Board		Date published / accessible to staff	
1	9 July 2012		9 July 2012	
AMENDMENTS				
No.	Date	Section Amended	Effective Date	Authorisation
0.01	8/10/2012	Appendix 1 Categories of Delegates Section 1.3 Facility General Managers	8/10/2012*	Board*
0.02	8/10/2012	Facilities and Services Covered by the LHD Delegations Manual	8/10/2012*	Board*
0.03	17/12/2012	Appendix 1 Categories of Delegates Section 1.5 District Clinical Directors / Managers	17/12/2012*	Board*
0.04	18/03/2013	10 Staff Specialists Award Management 10.6 Managerial Allowance Levels	18/03/2013*	Board*
0.05	18/03/2013	Introduction - Model Manual – Purpose Responsibility to Comply with the Accounts and Audit Determination	18/03/2013*	Board*
0.06	20/05/2013	2.3 Accounts Receivable c) Payroll overpayments – write off	20/05/2013*	Board*
0.07	17/02/2014	8.26 Policy Directives / Guidelines / Information Bulletins	17/02/2014*	Board*
0.08	20/10/2014	1.1 Goods and Services	20/10/2014*	Board*
0.09	20/10/2014	2.3 Accounts Receivable a) Patient Fees – Write off, Reduce, or Remit, per admission d) Bad debts – write off bad debts other than patient fees and payroll overpayments	20/10/2014*	Board*
0.10	20/7/2015	Appendix 1 Section 1.2 District Executive, Sydney Local Health District Addition of Director, Clinical Services Integration	20/07/2015	Board*
0.11	17/8/2015	1.4 Pharmaceuticals / Drugs <u>Notes:</u> <u>1 and 8</u>	17/8/2015	Board*

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0.12	17/8/2015	3.1a Purchasing Pharmaceuticals	17/8/2015	Board*
0.13	21/8/2017	1.1 Goods and Service	21/8/2017	Board*
0.14	17/12/2017	1.1 Goods and Service	11/12/2017	Board*
0.15	28/8/2020	1.1 Goods and Service; 1.3 Purchases, Repairs & Maintenance for Plant & Equipment	28/8/2020	Board*
0.16	14/12/2020	8.3 Obligations under Privacy Legislation	14/12/2020	Board*
0.17	28/06/2021	9.12 Flexible Work Practices	28/06/2021	Board

* Specific amendment/s available in Board papers

Sydney Local Health District Delegations

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
1 FINANCIAL DELEGATIONS - DOLLAR LIMITS OF DELEGATIONS					
<p>REQUISITIONS & NON ORDER VOUCHERS – Expenditure from the General Fund</p> <p>Delegates should note the following:</p> <ul style="list-style-type: none"> • Delegates are to exercise any powers, authorities, duties and functions delegated to them in a responsible, consistent and cost effective manner. • Delegates must act in accordance with any conditions imposed on the relevant delegation and consistently with NSW Government, NSW Ministry of Health and LHD policies. • Delegates are responsible for knowing their classification and their level of delegation and for informing themselves and keeping up to date on any changes to the delegations arising from changes in law, NSW Government or NSW Ministry of Health policy or revisions of delegations or other directions issued by the LHD. • Delegates shall only exercise delegations in relation to their own areas of administrative or operational responsibility and cost centres relevant to their position and will not approve matters for an officer over whom they have no responsibility. • Reference shall be made to the Goods and Services Procurement Policy Manual for procurement requirements: for example, the mandatory use of Government Contracts and purchasing dollar thresholds in relation to quotation and tendering requirements. • Goods and services shall not be ordered / purchased without an official purchase order (PO) number unless subject to NSW Ministry of Health's Excluded PO Accounts List. • All purchases are subject to available funding and budgetary constraints. • When approving expenditure a delegate must: <ul style="list-style-type: none"> ○ Consider the dollar limit of their delegation for the category of expenditure. ○ satisfy themselves that funds are available, within existing budget, to meet any expense being approved under delegation. ○ consider any additional costs that will result from the expenditure, including for example direct recurrent costs, indirect operating costs, life cycle and future replacement costs, and any other associated expenses or matters that would impact on the financial management and performance of the organization. ○ Where the expenditure will be from, or supplemented by, SP&T Funds obtain any necessary additional approvals (e.g. from trustees), as outlined in NSW Ministry of Health policy and this Manual. ○ Satisfy themselves that the price is reasonable and within normal market rates. Having regard to the Purchasing & Supply Manual for procurement and the mandatory government contracts where applicable • Delegates must not approve "self related matters" or matters that raise potential probity issues in relation to the exercise of the delegation. For example a delegate: <ul style="list-style-type: none"> ○ must not approve any expenditure in relation to a matter where they have a pecuniary interest, or where there is a real, potential or perceived conflict of interest. • When approving expenditure a delegate must not: <ul style="list-style-type: none"> ○ split items/orders to bring them within any limit of their position's delegation and administrative responsibility. The dollar amounts specified in the Delegations Manual relates to the total cost of any project regardless of the number of orders necessary and includes GST. ○ requisition or purchase items from an alternate vendor where a NSW Government, NSW Ministry of Health or LHD contract exists for the goods or services to be procured from an existing / approved vendor. 					

¹ Indicate budget to which the particular delegations would apply; or Reference / list hospitals and services with larger budgets and for which the managers would need a higher delegation

² Indicate budget to which the particular delegations would apply; or Reference / list hospitals and services with smaller budgets and for which the managers would need a lower delegation

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION

- requisition or purchase non-catalogued items where a similar product exists in the NSW Ministry of Health Item Master File.
- Only pharmacy departments are authorised to requisition or approve requisitions for pharmaceuticals other than IV Fluids.
- Requisitions for purchasing and/or leasing of motor vehicles should be processed through the LHD Fleet Manager or appropriately delegated officer.
- The dollar limits for capital works relate to approved capital works programs.
- Delegates should consult LHD officers with speciality product knowledge (for example, IT officers, biomedical engineering, clinical products advisors, engineers if building works or capital works are required) to confirm cost effective procurement which is in accordance with LHD practices.
- Delegated officers are to sign all documents (requisitions, orders, contracts etc), with their position title, as that title is set out in the Delegations Manual. Where the officer is acting or relieving in a position, they should also indicate their "acting" role in signing of the document.
- Delegates may not re-delegate any authority conferred on them by the LHD Delegations Manual to any other officer
- The rules of delegation apply whether requisitions are on-line or paper-based.
- Requisitions for Blanket Agreement Purchase Orders
 1. A requisition for a blanket agreement can only be authorised by the appropriately delegated authority
 2. When the value of the requisition equates to the amount budgeted for the items requisitioned
 3. For one financial year or the period of the applicable contract eg: Maintenance agreements
 4. The creation and approval of Blanket Agreement Releases is deemed to be equivalent to the receiving of Standard orders function within the Oracle FMIS and therefore the same approval delegation applies.
 5. Requisitions for Blanket Agreements are not to exceed the budget allocation for the period

References

1. The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>
2. The Accounts and Audit Determination - <http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf>
3. Health Share – <http://www.healthshare.nsw.gov.au/>

1.1 Goods and Services³

(including Non-Stock / Non-Catalogued Items; excluding Pharmaceuticals / Drugs / Items listed in the LHD/Hospital Pharmacopoeia)

Notes:**Non catalogued items are NOT to be requisitioned or purchased where a similar catalogued item exists**

1. Procurement is subject to NSW Health Goods and Services Procurement Policy Manual requirements, including Gateway review and the mandatory use of Government, NSW Ministry of Health and LHD contracts.
2. All dollar values are inclusive of GST
3. \$3,000 - \$30,000 - one written quote required
4. \$30,000 - \$250,000 - three written quotes
5. Over \$250,000 – full tenders (Not in Contract goods and services must be referred to Supply Services)
6. Orders must not be split to come under the limit
7. Where a government or LHD contracts exists for goods or services, these items are to be requisitioned from the contracted supplier, unless an approved exemption from contract has been obtained from the CE

Reference:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

³ Note: Section 1.1 has had titles / categories of delegates added, by way of example only

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Up to \$1,000			Cost Centre Managers Department Managers	Cost Centre Managers Department Managers	
Up to \$3,000			Service Managers – Facility based, Managers – District- wide corporate services	Service Managers – Facility based, Managers – District- wide corporate services	
Up to \$5,000			Clinical Directors (Medical Service Directors) Clinical Managers / Business Managers – District- wide clinical services SLHD Manager Engineering	Clinical Directors (Medical Service Directors) Clinical Managers / Business Managers – District- wide clinical services SLHD Manager Engineering	
Up to \$10,000					Manager Property & Assets
Up to \$ 25,000		SLHD Executive		General Manager	
Up to \$ 30,000					General Manager, Special Health Accommodation (SHA)
Up to \$100,000			General Manager		*Executive Director, Sydney Health Partners
Up to \$200,000	CE	*Director of Finance			* With verbal, text or email concurrence of the CE. Verbal concurrence to be subsequently confirmed in writing.
Up to \$250,000	CE	*Director, Operations			* With verbal, text or email concurrence of the CE. Verbal concurrence to be subsequently confirmed in writing.
Up to \$1,000,000	CE				Refer to note 5 above

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Over \$1,000,000	*CE				* LHD Board agreement required Refer to note 5 above

1.2 Imprest Stock / Operational Consumables / Bar-Coded Goods

Operational units and departmental cost centres will have approved lists of operational consumables (imprest items) which are requisitioned when on-hand quantities reach set re-order points. Imprest lists should be approved by the departmental manager; items placed on Imprest lists should be:

- Be consumables and have a NSW Ministry of Health Item Master File number
- Be relevant to the department's daily operations
- Have minimum and maximum stock levels set as low as feasible
- Have funds available for their re-ordering

The value of items placed on Imprest lists should be limited to no greater than 10 days' supply.

1.3 Purchases, Repairs and Maintenance for Plant & Equipment

(for maintenance and engineering type services, including maintenance contracts for Diagnostic, Medical and IT)

Notes:

1. Procurement is subject to NSW Health Goods and Services Procurement Policy Manual requirements, including Gateway assessment and the mandatory use of Government, NSW Ministry of Health and LHD contracts.
2. All dollar values are inclusive of GST
3. \$3,000 - \$30,000 - one written quote required
4. \$30,000 - \$250,000 - three written quotes
5. Over \$250,000 – full tenders (Not in Contract goods and services must be referred to Supply Services)
6. Orders must not be split to come under the limit
7. MOH delegations are to be read in conjunction with SLHD delegations. Where SLHD delegations are more extensive or of lower value than the nominated MOH delegations, SLHD delegations apply

Reference:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

Up to \$2,000			Manager Engineering – Facility based, Manager Biomedical Engineering – Facility based, Departmental Managers, Services Managers – Facility based, Service Managers – District-wide corporate services	Manager Engineering – Facility based, Manager Biomedical Engineering – Facility based, Departmental Managers, Services Managers – Facility based, Service Managers – District-wide corporate services	
Up to \$3,000			Business Managers	Business Managers	

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Up to \$5,000					District Executive, excluding the Director of Finance Clinical Service Managers – District-wide Services
Up to \$10,000		Director Engineering SLHD Manager Property and Assets, SLHD			General Manager, DOFM
Up to \$25,000				General Managers	
Up to \$30,000					General Manager, Special Health Accommodation (SHA)
Up to \$100,000			General Managers		Executive Director of Sydney Health Partners
Up to \$250,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Up to \$500,000	CE				Refer to note 5 above
Over \$500,000	CE*				* LHD Board agreement required Refer to note 5 above

1.4 Pharmaceuticals / DrugsNotes:

1. Only pharmacy departments are authorised to approve purchase orders for pharmaceuticals / drugs other than IV Fluids
2. Procurement is subject to NSW Health Goods and Services Procurement Policy Manual requirements, including Gateway review and the mandatory use of Government, NSW Ministry of Health and LHD contracts.
3. All dollar values are inclusive of GST
4. \$3,000 - \$30,000 - one written quote required
5. \$30,000 - \$250,000 - three written quotes
6. Over \$250,000 – full tenders (Not in Contract goods and services must be referred to Supply Services)
7. Orders must not be split to come under the limit

Reference:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

Up to \$1,000			Pharmacists	Pharmacists *NUM Oral Health	* limited to \$500 maximum

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES / with budget >\$200m ¹	HOSPITALS / SERVICES / with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Up to \$50,000			Director Pharmacy Deputy/Senior Pharmacists	General Manager* Deputy/Senior Pharmacists	* Pharmacist to countersign requisition
Up to \$100,000			General Manager*		* Pharmacist to countersign requisition
Up to \$250,000	CE	Director, Operations (under delegation of CE)* Director Finance*			* Pharmacist to countersign requisition Refer to note 6 above
\$250,000 - \$1,000,000	CE*				* Pharmacist to countersign requisition Refer to note 6 above
Over \$1,000,000	CE*				* Pharmacist to countersign requisition * LHD Board agreement required Refer to note 6 above

1.5 Regular Recurring Utilities Expenditure

(eg: MOH exempt account codes.)

The link to the MoH exempt from PO account codes is on the HS AP forms webpage <http://intranet.HS.health.nsw.gov.au/finance/apforms>. The document is titled "[Excluded PO Listing based on the NSW Ministry of Health SCOA as at August 2012](#)"

Notes:

- Delegates are not to exceed their *goods and services* delegated limit
- Where the expense is higher than a delegate's limit sign-off from a more senior delegate, who has the required level of delegation, is to be obtained.
- Other recurring expenses include, for example, telephone charges, photocopy expenses

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Approval to authorise payment for utility expenses			Facility Engineering and General Manager	Facility Engineering and General Manager	SLHD Manager of Engineering Services Note: Director, Operations to be informed if annual expenditure greater than \$250,000 Executive Director of Sydney Health Partners
Approval to authorise payment for other regular recurring expenses (the value is consistent with the delegations for goods and services)					Executive Director of Sydney Health Partners

1.6 Subsidy Payments (e.g. Subsidy payments to Non Government organisations)					
Approval of subsidy payments where corresponding budget allocation been approved by the Chief Executive	CE	*Director, Operations			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners

1.7 Capital Works Program / Building Works (for initial budget at service procurement stage)					
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Procurement is subject to NSW Health Goods and Services Procurement Policy Manual requirements, including the mandatory use of Government, NSW Ministry of Health and LHD contracts. All dollar values are inclusive of GST \$3,000 - \$30,000 - one written quote required \$30,000 - \$250,000 - three written quotes Over \$250,000 – full tenders Orders must not be split to come under the limit Refer to Ministry of Health Delegations Manual (Section 2) for specific Capital Works provisions Health Infrastructure manages major capital works over \$10million; and other smaller projects, as allocated A risk profile assessment (Gateway Assessment) is to be used for all procurements over \$1 million and for those procurements that could be considered a possible “High Risk” to determine whether they are a “High Risk” A Gateway Review at the Business Case Gate, an independent assessment, is required for all high risk procurement or all other procurements valued at \$10 million(\$5 million ICT) or more. <p><u>References:</u></p> <ol style="list-style-type: none"> The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx 					
Up to \$10,000		SLHD Director of Capital Assets and Contract Services		General Manager	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Up to \$25,000		SLHD Director of Capital Assets and Contract Services	General Manager		
Up to \$100,000		Director, Operations SLHD Director of Capital Assets and Contract Services			Executive Director of Sydney Health Partners
Up to \$500,000	CE				
Over \$500,000	No*				* Refer to Ministry of Health

1.8 Computer and other IT / IT-Related Equipment

(includes purchasing for computing equipment, photocopiers)

Notes:

- Expenses on IT equipment should be endorsed by the relevant IT department head
- Operating leases with a contract threshold amount of over \$1million must be submitted to Treasury for assessment prior to proceeding or any tender documentation being issued
- Over \$250,000 – full tender (Not in Contract goods and services must be referred to Supply Services)
- Refer Section 4 for Operating Leases

<\$2000			Cost Centre Managers	Cost Centre Managers	
Up to \$5000			Department Managers Head of Department	Department Managers Head of Department	
Up to \$10000		District Executive			Executive Director of Sydney Health Partners
Up to \$25000				*General Manager	* with recommendation of information management and technology Dept
Up to \$100000			*General Manager		* with recommendation of Chief Information Officer or his delegate
Up to \$250000	CE	*Director, Operations			* with recommendation of Chief Information Officer or his delegate and signature of column 1

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Capital cost up to \$500,000 and/or Recurrent yearly payments up to \$100,000	CE				
Capital cost from \$500,001 - \$1,000,000 and/or Recurrent yearly payments greater than \$100,000	No*				* Refer to Finance Branch of Ministry of Health
Capital cost over \$1,000,000	No*				* Refer to Ministry of Health / Treasury

1.9 Medical, Laboratory and other High Tech Equipment

(includes purchasing for items such as x-ray, CT scanners, MRI, Laboratory equipment)

Notes:

1. Refer to Ministry of Health Delegations Manual (Section 2) for specific Capital Works provisions
2. Health Infrastructure manages major capital works over \$10million; and other smaller projects, as allocated
3. Requisitions for medical equipment. Medical equipment maintenance and service contracts must include approval by the Facility Director Bio Medical engineering in addition to standard delegations
4. Refer Section 4 for Operating Leases

References:

1. The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>
2. Ministry of Health Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx>

a) Equipment Acquisition with Capital and Operating Lease Arrangements

Capital cost up to \$500,000 and/or Recurrent yearly payments up to \$100,000	CE				Executive Director of Sydney Health Partners
Capital cost from \$500,001 - \$1,000,000 and/or Recurrent yearly payments greater than \$100,000	No*				* Refer to Finance Branch Ministry of Health
Capital cost over \$1,000,000	No*				* Refer to Ministry of Health / Treasury

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m ¹	HOSPITALS / SERVICES with budget <\$200m ²	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION**b) Equipment Acquisition using Reagent Rental Plans**

Existing service and/or where cost does not exceed \$10,000				General Manager	
Existing service and/or where cost does not exceed \$25,000			General Manager		
Existing service and/or where cost does not exceed \$50,000		Director, Operations			
New service or where cost exceeds \$50,000	CE				

1.10 PADP (Provision of Aids and Appliances)-No Longer applicable

Financial Delegation now with Enable NSW					
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1.11 IPTAAS

Individual claims up to \$5000				General Manager	
Individual claims up to \$30,000			General Manager		
Individual claims Up to \$50,000	CE				
Individual claims over \$50,000	CE				LHD Board to be notified by CE

1.12 Catering for Functions

Up to \$500				General Manager	
Up to \$5,000		Director, Operations	General Manager		
Over \$5,000	CE				LHD Board to be notified by CE Executive Director of Sydney Health Partners
Official functions with alcohol	CE	*Director, Operations	*General Manager	*General Manager	**Co signature must be obtained from column 2 Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION

2. FINANCIAL DELEGATIONS – GENERALReferences

1. The Accounts and Audit Determination (A&AD) - <http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf>
2. The Accounting Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/phaccounting.pdf>
3. Fees Procedures Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/fees.pdf>
4. The Patient Matters Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/patient-matters-manual.aspx>
5. Ministry of Health Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx>

2.1 Budgets**a) Budgets – Financial Allocations to Facilities / Services**

Annual budget strategy	CE*				* LHD Board agreement required Executive Director of Sydney Health Partners
Annual Initial Allocation to Facilities / Services	CE*				* LHD Board agreement required Executive Director of Sydney Health Partners

b) Budgetary Adjustments

Over 1 year	CE				Executive Director of Sydney Health Partners
Authorise adjustment from one facility / service to another	CE				Executive Director of Sydney Health Partners
Authorise adjustment from - one department to another; or - allocated funds between different divisions/groups	CE	*Director, Operations Director of Finance			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners

c) Budget Adjustments - one line item or cost centre to a different line item or cost centre

Within the same division	CE	*Director, Operations *Director of Finance	*General Manager	*General Manager	**Co signature must be obtained from column 2 Chief Executive to be notified Executive Director of Sydney Health Partners
From one division to a different division	CE	*Director, Operations *Director of Finance			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

d) Budget Adjustments/transfers between programs					
Budget adjustments between clinical / designated programs	CE				Executive Director of Sydney Health Partners

e) Budget Adjustments – allocations to Units					
Supplementation of budgets up to \$250,000	CE				
Supplementation of budgets \$250,001 - \$500,000	CE	*Director of Finance			*Co signature must be obtained from column 1
Over \$500,000	CE**	*Director of Finance			*Co signature must be obtained from column 1 * *LHD Board agreement required
Supplementation of awards – no limit					

f) Subsidy Payments to units and requests from Ministry of Health					
Authorise subsidy payments	CE	*Director of Finance			**Co signature must be obtained from column 1

2.2 Payroll Expenditure					
Authorise payroll edit report and journal*					*HS Shared Services responsibility Executive Director of Sydney Health Partners
Certify payroll edit report and journal*					* LHD Finance to reconcile/authorise Executive Director of Sydney Health Partners
Authorise payroll deduction payments supported by Payroll Systems Reports					* LHD Finance to reconcile/authorise Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authorise leave mobility payments.					* LHD Finance to reconcile/authorise Executive Director of Sydney Health Partners

2.3 Accounts ReceivableNotes:

1. The Finance & Performance Committee⁴ should be informed of all write-offs under \$50,000.
2. The Finance & Performance Committee should approve write-offs over \$50,000
3. Delegates are not to re-classify / waiver /refund / write-off amounts related to themselves or their relatives/associates.

References:

1. The Accounts and Audit Determination (A&AD) - <http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf> (in particular, clause 8.6)
2. Fees Procedures Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/fees.pdf>
3. Ministry of Health Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx> [in particular, section 7, Delegation (F7)]

a) Patient Fees - Write off, Reduce, or Remit, per Admission

Up to \$2,000		Director of Finance			LHD Board notified by CE
Over \$2,000	CE				Board notified by CE

b) Patient Fees - Postpone, per Admission

Up to \$5,000 & less than one year					
\$5,001 - \$10,000			General Manager		
\$10,001 - \$20,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Over \$20,000	CE				

c) Payroll Overpayments – write off

Payroll overpayments up to \$1,000		Director of Finance			
Payroll overpayments over \$1,000	CE				

⁴ The LHD Finance Committee – however, titled

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

d) Bad Debts - write off bad debts other than patient fees and payroll overpayments

Up to \$2,000		Director of Finance			LHD Board notified by CE
Over \$2,000	CE				Board notified by CE

e) Reclassify Patients from chargeable to non chargeable, reverse patients accounts

Reclassify patients		Director of Operations	General Manager	General Manager	
Reverse patients accounts	CE	*Revenue Manager **Director Operations ** Director Finance			*<\$1,000 **>\$1,000

f) Patient Fees - Refund of Patients Fees

Authority to refund up to \$1,000 for each episode of care				General Manager	
Authority to refund up to \$2,000 for each episode of care			General Manager		
Authority to refund Up to \$10,000 for each episode of care		Director, Operations			
Authority to refund between \$10,001 - \$20,000 for each episode of care	CE				
Authority to refund of over \$20,000 for each episode of care	CE				

g) Waiver of Front End Deductibles for Private Patients

Authority to waive up to \$500				General Manager	
Authority to waive between \$501 - \$5,000			General Manager		
Authority to waiver up to \$10,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Authority to waiver over \$10,000	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION					
h) Elective admission – approve for overseas patient					
Ref: MOH Circular 88/191 Treatment of Overseas Visitors in NSW Public Hospitals					
Expected length of stay < 5 days	CE				
Expected length of stay > 5 days	CE				

i) Waiver of Overseas Patient Fees					
Authority to waive up to \$5,000			General Manager	General Manager	
Authority to waiver between \$5,001 - \$10,000	CE		*General Manager	*General manager	**Co signature must be obtained from column 1
Authority to waiver over \$10,000	CE				

j) Waiver of other Fees / Charges					
Authority to waive relatives accommodation fees based on hardship and/or the level / standard of accommodation provided			General Manager	General Manager	
Waiver of GIPA fees on basis of hardship			General Manager	General Manager	

k) Authority to Initiate Debt Collection Services and legal action to recover unpaid account					
Authority to refer to Debt Collector		Director Finance			
Authority to initiate legal action to recover outstanding debts/accounts		Director, Operations			
Authority to initiate legal action to recover court costs	CE				

2.4 Claims for Payment					
a) Certify Claims for Payment					
Payment requisition (Oracle order) successfully matched to an invoice: • 2-way matching (order/invoice)*					* HS/LHD responsibility

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Payment requisition (Oracle order) successfully matched to an invoice: 3-way matching (order/invoice/receivings)*					* HS / LHD responsibilities

b) Authorise Payment Run within Accounts Payable System					
		Director Finance			

c) Authorise Drawing of Cheques / EFT					
		Director Finance			

d) Authorise Drawing of Manual Cheques					
		Director Finance			

e) Authorise Prepayments and Bank Drafts					
		Director Finance			

f) Authorise Additions/Deletions to Oracle Master Vendor File					
Authority to submit a request for additions/ deletions to HS (on behalf of the LHD)		Supply Services Staff			
Authority to Create a Vendor Account		Supply Services Manager			

2.5 Fund-Raising Activities					
<u>Notes:</u>					
1. For some fundraising activities, risk assessments should be undertaken to facilitate LHD compliance with OH&S legislation					
2. For some fundraising activities, consideration should be given to LHD obligations under privacy legislation					
<u>Reference:</u>					

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Refer to NSW Ministry of Health policy PD 2009_067					
Authority to approve the conduct of fundraising activities – minimal risks; and expected income < \$20,000		Director, Operations	*General Manager	*General Manager	*Co signature must be obtained from column 2 Executive Director of Sydney Health Partners
Authority to approve the conduct of fundraising activities – risks managed via controls; and expected income > \$20,000	CE	*Director, Operations	*General Manager	*General Manager	*Co signature must be obtained from column 1 & 2 Executive Director of Sydney Health Partners
Authority to issue <i>Certificates of Currency</i> for the conduct of fundraising activities		Director Finance			Executive Director of Sydney Health Partners

2.6 Petty Cash / Out of Pocket Expenses					
a) Petty Cash Vouchers					
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Maximum claim as determined as per Accounts & Audit Sect 7.36 - \$250 Delegates shall restrict authorisation of expenditure of petty cash to urgent purchases only. Delegates will not to issue / authorise petty cash vouchers to themselves <p><u>Reference:</u></p> <p>The Accounts and Audit Determination (A&AD) - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf (in particular, section 7.36 - \$250)</p>					
Authority to approve Petty Cash Vouchers up to \$50 for any one item			Department Manager, Operational Nurse Manager or above,	Department Manager, Operational Nurse Manager or above, Director Mammography Program, Chief Clerk Rivendell Unit	Executive Director of Sydney Health Partners
Authority to approve Petty Cash Vouchers from \$51 - \$250 for any one item		Director, Operations	*General Manager	*General Manager	*Co signature must be obtained from column 2 Executive Director of Sydney Health Partners
b) Petty Cash Floats					
Authority to create or increase petty cash floats		Director of Finance			Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

c) Out of Pocket Expenses					
<p><u>Note:</u></p> <p>Applicable to senior officers only</p> <p><u>Reference:</u></p> <p>Refer to NSW Ministry of Health policy PD2005_540</p>					
Authority to approve out of pocket expenses	CE				Executive Director of Sydney Health Partners
Authority to approve out of pocket expenses for the CE	No*				* The LHD Board Chair or Deputy Chair must approve out of pocket expenses for the CE

2.7 GST/FBT Delegations					
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		Director Finance			
Approve and sign monthly Business Activity Statement (BAS) on behalf of LHD		Director Finance			

2.8 Bank Accounts					
<p><u>Reference:</u></p> <p>The Accounts and Audit Determination (A&AD) - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf (in particular, sections 3.6 and 3.7)</p>					
Authority to open and close Bank Accounts		Director Finance Director, Operations			
Signatories and Counter Signatories for Bank Accounts (two to authorise)		Director, Operations Director Finance			

2.9 Investments					
<p><u>Note:</u></p> <p>Investments require sign-off (two signatures) from two delegated officers</p>					

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authority to invest or redeem funds up to \$5m	CE	Director Finance			LHD Board to be notified
Authority to invest or redeem funds over \$5m	CE				LHD Board to be notified of investments

2.10 Corporate Credit CardReference:

Refer to NSW Ministry of Health policy PD2005_323

Approval to allocate/issue and set card limits	CE				
Approval to allocate/issue and set card limits for the CE	No				* The LHD Board must approve for the CE

2.11 Cab VouchersNote:

Delegates are not to issue / authorise cab vouchers to themselves

Authority to approve cab voucher use for staff /Patients up to \$50		*Director Operations	Operational Nurse Manager or above Department Manager *General Manager	Operational Nurse Manager or above Department Manager *General Manager	Executive Director of Sydney Health Partners *Can approve > \$50
Cab voucher reconciliation			Director Finance Facility based	Director Finance Facility based	Executive Director of Sydney Health Partners

2.12 Remittances to Government Authorities

Authority to remit to government authorities		Director Finance			
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2.13 Rural Doctors

Approve payments under the Rural Doctors Scheme		Director Finance			
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

2.14 Patient Transport					
Authorise air ambulance transports			General Managers	General Managers	
Authorise commercial flights for patients		Director, Operations	*General Managers		*Co signature must be obtained from column 2
Authorise NSW Ambulance, hire cars or cab vouchers for inpatients			General Managers	General Managers	
Authorise NSW Ambulance, hire cars or cab vouchers for outpatients			General Managers	General Managers	

2.15 Oral Health					
Approve the issue of Oral Health Treatment Authority Vouchers under the Oral Health fee for Service Scheme < \$1,000				Manager Performance & Evaluation Oral Health	
Certify / authorise Payments of Authority Vouchers under the Oral Health fee for Service				General Manager /Clinical Director Oral Health	

2.16 Acceptance of Gifts, Devices, Equipment, Bequests					
Approve acceptance of gifts, devices, equipment up to \$10,000			Department Managers, Service Managers – facility based, Clinical Directors , Clinical Managers, Business Managers	Department Managers, Service Managers – facility based, Clinical Directors , Clinical Managers, Business Managers	Executive Director of Sydney Health Partners
Approve acceptance of gifts, devices, equipment over \$10,000			General Manager	General Manager	Executive Director of Sydney Health Partners
Approve acceptance of bequests up to \$100,000		Director Operations	General Manager	General Manager	Executive Director of Sydney Health Partners
Approve acceptance of bequests over \$100,000	CE		General Manager	General Manager	LHD board to be notified by CE Executive Director of Sydney Health Partners

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION**3 PURCHASING & TENDERING**References:

- The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>
- Health Share – <http://www.healthshare.nsw.gov.au/>

3.1 Purchasing**a) Authority to create Official Purchase Orders**

This section refers to authority to sign an Official Order Form as opposed to a requisition form

- This delegation is subject to appropriately authorised non stock requisition or attainment of re-order point for replenishing inventory items
- Purchasing is to occur at the best price within the directives applying to the purchasing and supply procedures and SLHD tendering requirements

References:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf> (see, in particular, section 1.2.1 drug purchasing)

Blanket Orders

Procurement officers Supply Services

Procurement officers Supply Services

Executive Director of Sydney Health Partners

b) Requisitions for Stock Items Supplied by HealthShare Warehouse Distribution Centres

Authority to approve requisitions

Cost Centre Managers Department Managers and above

Cost Centre Managers Department Managers and above

Executive Director of Sydney Health Partners

c) Inventory Purchase Orders

Authority to approve inventory purchase orders other than pharmaceuticals

Health Share Executive Director of Sydney Health Partners

3.2 TenderingNote:

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION

Tendering must be undertaken by an agency which has been accredited by Department of Finance and Services (State Contracts Control Board). Tendering over \$250,000, excluding Capital Works, must be referred to Supply Services, supported by Health Share as a delegate of HAC the accredited agency

a) Invitation to Tender

Approve an invitation to tender and advertising	CE				
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b) Tender Evaluation

Approve LHD tender evaluation representation and process	CE				
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c) Tender Acceptance

Approve tender acceptance and awarding of the tender	CE				
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3.3 Consignment Stock

Acceptance of consignment stock agreements		Supply Services Manager Procurement Manager			
Acceptance of consignment stock deliveries			Cost Centre Managers and above	Cost Centre Manager and above	

3.4 Exemptions / WaiversNote:

Refer to section 4 of this Manual for information on the engagement of consultants and the associated exemption provisions. Refer to Section 1 of the The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf> for information on the conditions

Authority to seek a waiver quotations	CE	*Director internal audit *Director, Operations			*Co signature must be obtained from column 1
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authority to seek a waiver from tendering * <\$250,000 **>\$250,000	*CE				**Approval of Director General required
Authority to seek State Government Contract exemption	CE				NSW Procurement via DO,CE and MOH

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION**4 LEGAL AND PROPERTY****4.1 Leases -Property and Equipment**Notes:

- Property Leases over 3 years plus an option for a further period of 3 years requires Ministry of Health approval
- Operating leases with a contract threshold amount over \$1m must be submitted to treasury for assessment prior to proceeding or any tender documentation being issued
- For property owned by Health Administration Corporation, Ministry of Health approval is required.
- For lease of property for telecommunication towers, confirm Ministry of Health directions
- Leases other than leases of real property, over a period of 5 years in total including option period/s, require Ministerial approval

Reference:

NSW Ministry of Health PD2014_005 Goods and Services Procurement Policy

http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_005.pdf

Ministry of Health Delegations Manual - [in particular, section 11, Delegation s(A13/A14 and 9A16/A19)]

<http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx>**a) To others –**

Up to 3 years or Up to a total of \$100,000	CE				Executive Director of Sydney Health Partners
Over 3 years or Over \$100,000 in total	CE				Executive Director of Sydney Health Partners
Retail leases of - 5 years plus an option for a period of a further 5 years	CE				Executive Director of Sydney Health Partners
Property leases - approval and signing of leases up to 3 years and exercise of lease option on expiry of lease term, not exceeding 6 years in total	CE				Executive Director of Sydney Health Partners
Lease of property for Telecommunication towers	CE				MOH Executive Director of Sydney Health Partners

b) From others –

Operating lease – Up to 3 years or Up to a total of \$100,000	CE				Executive Director of Sydney Health Partners
Operating lease – Over 3 years not exceeding 6 yrs in total or Over \$100,000 in total	CE				Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Property leases - approval and signing of leases up to 3 years plus an option for a further period of 3 years	CE				MOH Executive Director of Sydney Health Partners
Retail leases – 5 years plus an option for a period of a further 5 years	CE				Executive Director of Sydney Health Partners

4.2 ContractsNotes:

- For tenders 2- 5 years see NSW Health Goods and Services Procurement Policy Manual
- This section relates to an LHD signing a goods and services contract, following a procurement process compliant with the NSW Health Goods and Services Procurement Policy Manual
- Contracts over 5 years are subject to prior approval of the Minister for Finance and Services.

Reference:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

Less than 2 years and less than \$100,000 in total		Director Operations			Executive Director of Sydney Health Partners
2- 5 years or Over \$100,000 in total	CE				Executive Director of Sydney Health Partners
Over 5 years					Minister Finance and Services approval required. Executive Director of Sydney Health Partners

4.3 Licence Agreements -To others and From Others

(Note: for other than Intellectual Property (IP) Licence Agreements)

Notes:

- For Intellectual Property (IP) Licence Agreements see section 4.17 of this Manual
- Indemnity provisions in the Agreement must be in accordance with TMF arrangements

Up to 3 years or Up to a total of \$100,000	CE				Executive Director of Sydney Health Partners
Over 3 years or Over \$100,000 in total	CE				Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

4.4 Memorandum of Understanding (MOU) Agreements					
<u>Note:</u> Indemnity provisions in the Agreement must be in accordance with TMF arrangements					
Up to 3 years or Up to a total of \$10,000	CE				
Over 3 years or Over \$10,000 in total	CE				

4.5 Sale and Purchase of Land					
<u>References:</u> 1. Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section 11, Delegations (A6/A8/A10/A12/A15/A18)) 2. The Accounts and Audit Determination (A&AD) - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf 3. (in particular, section 7.3)					
Sale of Land					* Prior approval of the Minister Executive Director of Sydney Health Partners
Purchase of Land					* Prior approval of the Minister Executive Director of Sydney Health Partners

4.6 Building Works/Capital Works					
a) Capital Works Contracts					
<u>Note:</u> Capital works projects are subject to various approval processes; current Ministry of Health, Health Infrastructure and Department of Finance & Services requirements should be confirmed.					
<u>References:</u> 1. Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section 2) 2. NSW Ministry of Health GL2011_006 re: Capital Projects – Economic Appraisal					

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authority to sign-off contracts up to \$10,000		Manager Engineering SLHD Director Capital Works & Contracts Manager Property and Assets, SLHD			Executive Director of Sydney Health Partners
Authority to sign-off contracts between \$10,001 - \$50,000		*Director, Operations *Director Finance	*General Managers	*General Managers	*Co signature must be obtained from column 2 Executive Director of Sydney Health Partners
Authority to sign-off contracts between \$50,001 - \$500,000	CE				Executive Director of Sydney Health Partners
Authority to sign-off contracts over \$500,000	No				Executive Director of Sydney Health Partners

b) Variation to Capital Works Contracts					
<p><u>Note:</u></p> <p>Variations are subject to:</p> <ol style="list-style-type: none"> contract variations being within the approved project budget and available allocation of funds compliance with NSW Ministry of Health and Government procurement policy <p><u>Reference:</u></p> <p>Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section 2)</p>					
Approve variations within the approved contingency	No *				* Subject to Department of Finance & Services recommendation Executive Director of Sydney Health Partners
10% of original approved contract, but not exceeding \$25,000	CE				Executive Director of Sydney Health Partners
10% of original approved contract, between \$25,000 - \$50,000	CE				Executive Director of Sydney Health Partners
Variation exceeding \$50,000	CE				LHD board to be notified

4.7 Engagement of Consultants
(not related to capital works or preparation of annual reports)
<u>Notes:</u>

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION	<p>1. Tender required for >\$150,000</p> <p>2. For exceptions, see NSW Health Goods and Services Procurement Policy Manual</p> <p>3. This section relates to an LHD signing a contract with a consultant, following a procurement process compliant with the NSW Health Goods and Services Procurement Policy Manual</p> <p>4. There are special requirements and delegations for engaging consultants and reporting related expenditure – as per chapter 9 of the NSW Health Goods and Services Procurement Policy Manual</p> <p>5. For the purposes of this section a consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors</p> <p><u>Reference:</u></p> <p>The NSW Health Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf (in particular, chapter 9)</p>				
Up to \$10,000		Director, Operations			Executive Director of Sydney Health Partners
\$10,001 - \$30,000 provided rates are considered reasonable and consistent with normal market rates, one written proposal		Director, Operations			Executive Director of Sydney Health Partners
\$30,001 - \$150,000 minimum of 3 written bids from 3 consultants	CE				Executive Director of Sydney Health Partners
Over \$151,000	CE*				* Tendering required refer to Supply Services Executive Director of Sydney Health Partners
Approve exceptions and selection of a consultant without inviting quotes/ tenders *					* See section 9 of the Goods and Services Procurement Policy Manual Executive Director of Sydney Health Partners

4.8 Engagement of Consultants to prepare Annual ReportsReference:

The Goods and Services Procurement Policy Manual - <http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

Up to \$30,000	CE				Executive Director of Sydney Health Partners
Over \$30,000	CE				Executive Director of Sydney Health Partners

4.9 Engagement of Legal Counsel

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
<p><u>Reference:</u> NSW Ministry of Health PD2009_014 Legal Services – Engagement of External Providers for Related Matters.</p>					
Estimate of up to \$10,000	CE	*Director, Operations			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners
Estimate of \$10,001 – \$30,000	CE	*Director, Operations			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners
Estimate of \$30,001 – \$100,000	CE				Executive Director of Sydney Health Partners
Estimate of > \$100,000	CE				LHD board to be notified Executive Director of Sydney Health Partners

4.10 Out of Court Settlements					
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Also refer to sections in the Delegations Manual: 4.11 re Deeds of Release and 4.12 Waiver of legal rights Consultation with TMF required re: settlements where TMF coverage provided 					
Agreement to out of court settlements/payments related to the Industrial Relations Commission (IRC) of ≤\$10,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Agreement to out of court settlements/payments related to the IRC between \$10,000 - \$50,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Agreement to out of court settlements/payments related to the IRC of > \$50,000	CE				
Agreement to out of court settlements/payments related to the Administrative Decisions Tribunal (ADT), Anti-Discrimination Board (ADB) and like tribunals - ≤\$10,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Agreement to out of court settlements/payments related to the ADT, ADB and like tribunals between \$10,000 - \$50,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Agreement to out of court settlements/payments related to the ADT, ADB and like tribunals - >\$50,000	CE				
	CE	*Director,			*Co signature must be obtained from column 1

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Agreement to out of court settlements/payments related to Other Matters of ≤\$10,000		Operations			
Agreement to out of court settlements/payments related to Other Matters between \$10,000 - \$50,000	CE	*Director, Operations			*Co signature must be obtained from column 1
Agreement to out of court settlements/payments related to Other Matters- >\$50,000	*CE				*SLHD board to be notified

4.11 Deeds of Release					
Authorise deeds of release in industrial (IRC) matters, the ADT, the ADB and like tribunals	CE	**Director Operations **Director Workforce Services			For amounts less than <\$50,000 **Co signature must be obtained from column 1
Liaison with Insurer re deeds of release in workers' compensation matters		Director Operations and Manager Risk			
Liaison with Insurer re deeds of release in significant medical negligence claims		Director Operations and Manager Risk			
Authorise deeds of release in other contractual matters	CE				

4.12 Waiver of Legal Rights					
<p><u>Note:</u> Risk assessment required</p>					
	CE				

4.13 Investigations					
Appoint officers to accept and manage Protective Disclosures / Public Interest Disclosures	CE				
Authorise investigations into Grievances		Director Workforce Services	*Director/Manager Human Resources Facility Based	*Director /Manager Human Resource Facility Based	*Co signature must be obtained from column 2
Authorise investigations into serious allegations against staff e.g. matters involving children / sex offences / pornography		Director, Operations Director Workforce Services	*General Manager	*General Manager	*Co signature must be obtained from either person listed in column 2

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authorise investigations into Statutory Complaints, for example: - Privacy legislation - GIPA legislation - Public health legislation		Director, Operations Principle investigations & Compliance Officer			
Authorise management of and responses to Health Care Complaints Commission		Principle Investigations & compliance Officer	General Manager	General Manager	
Authorise management of and responses to serious incidents and complaints e.g. SAC1s and SAC2s		Director, Operations	*General Manager	*General Manager	*Co signature must be obtained from column 2
Sign-off RCA reports	CE				

4.14 Research Projects / ProposalsReferences:

1. NSW Ministry of Health policy PD 2010_056 re: Human Research
2. NSW Ministry of Health policy PD 2011_006 re: clinical trials - insurance and indemnity
3. NSW Ministry of Health guideline GL 2011_001 re: research governance
4. NSW Guideline

a) Site Authorisation of Human Research Projects

Site authorisation following site specific assessment for research with more than low risk to participants	CE		*Chair HREC or Delegate, or *General Manager	*Chair HREC or Delegate, or *General Manager	*Co signature must be obtained from column 1
Site authorisation following site specific assessment for research with low or negligible risk to participants	CE		*Chair HREC or Delegate, or *General Manager	*Chair HREC or Delegate, or *General Manager	*Co signature must be obtained from column 1
Site authorisation following access request review	CE		*Chair HREC or Delegate, or *General Manager	*Chair HREC or Delegate, or *General Manager	*Co signature must be obtained from column 1

Site authorisation of non clinical trials (except research projects covered by b) below			Chair HREC or Delegate, or General Manager	Chair HREC or Delegate, or General Manager	

b) Other Research Proposals / Matters

Research requiring TMF cover	CE				
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Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

4.15 Clinical Trial DocumentsReferences:

1. NSW Ministry of Health policy PD 2010_056 re: human research
2. NSW Ministry of Health policy PD 2011_006 re: clinical trials - insurance and indemnity
3. NSW Ministry of Health guideline GL 2011_001 re: research governance
4. NSW Ministry of Health policy PD 2011_028 re: clinical trial research agreement s

Sign Clinical Trial Notification (CTN) Scheme forms	CE				
Sign Clinical Trial Exemption (CTX) Scheme forms	CE				
Sign Clinical Trial Research Agreements and Forms of Indemnity	CE				

4.16 Material Transfer AgreementsNote:

Indemnity provisions in the Agreement must be in accordance with TMF arrangements

Authorisation of MTAs		CE Delegate for Legal and Research Matters			
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4.17 Intellectual Property (IP)

(sale or transfers; licensing; collaborative agreements)

a) Assignment Agreements

Authorise agreements that assign LHD IP	CE				
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b) Licence Agreements

Authorise agreements that licence LHD IP	CE				
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c) Collaborative Agreements

(with universities, private organisations, other LHDs)

Authorisation of collaborative agreements	CE				
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

4.18 Copyright (sale, purchase or transfer of copyright)					
Authorise sale, purchase or transfer of copyright	CE				

4.19 DECC Licensing – Registration, Renewals, Change of Details					
Reference: Dept of Environment and Climate Change - http://www.environment.nsw.gov.au/					
a) Registrations, renewals, change of details					
Registration of Diagnostic Imaging Apparatus			Heads of Dept or Chief Radiographers - Radiology RPAH & Balmain - Radiology CRGH & Canterbury Heads of Dept - Cardiology RPAH & CRGH Endocrinology RPAH & CRGH Rheumatology RPAH	Heads of Dept or Chief Radiographers - Radiology RPAH & Balmain - Radiology CRGH & Canterbury Director Dental Services SDH & Oral Health Services Director BreastScreen	
Therapy or therapy planning apparatus			Head of Dept, Radiation Oncology	Head of Dept, Radiation Oncology	
Sealed source device			Heads of Dept Radiation Oncology, RPAH PET & Nuclear Medicine RPAH & CRGH Haematology RPAH		
Premises (radioisotopes)			Heads of Dept - Radiation Oncology, RPAH, - PET & Nuclear medicine RPAH & CRGH		

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION			Clinical Immunology RPAH Endocrinology RPAH Microbiology CRGH *Head of dept PET & Nuclear Medicine RPAH		*Cyclotron renewals of Registration

b) Disposals – sales, transfers of registration/licensing					
c) Refer to the NSW Ministry of Health PD2013_023 Procurement and Disposal of Goods and Services.					
Registration of Diagnostic Imaging Apparatus			Head of Department	Head of Department	
Therapy or therapy planning apparatus			Head of Department	Head of Department	
Sealed source device			Head of Department	Head of Department	
Premises (radioisotopes)			Head of Department	Head of Department	

4.20 Annual Fire Statements					
Reference: NSW Ministry of Health policy PD2010_024 re: fire safety http://www0.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_024.pdf					
Authority to obtain, sign-off and submit Annual Fire statements	CE *				*recommended by SLHD Director Engineering and Director, Operations

4.21 Rebate / Discount Agreements					
Authority to approve rebate or discount agreements where the value of the discount/rebate is ≤\$10,000		Director Finance	General Manager	General Manager	Executive Director of Sydney Health Partners
Authority to approve rebate or discount agreements where the value of the discount/rebate is >\$10,000		Director Finance			Executive Director of Sydney Health Partners

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
4.22 Custody of Common Seal					
	CE				

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
5 DISPOSAL OF PLANT AND EQUIPMENT					
<p><u>Notes:</u></p> <p>Delegates who write off / authorise the disposal of plant and equipment should ensure appropriate separation of responsibilities and obtain appropriate counter-sign-off. For example, engineering staff who are disposing of building materials should obtain counter-sign off from an appropriate senior independent officer; IT staff disposing of computer equipment should obtain counter-sign off from an appropriate senior independent officer. Delegates should not authorise disposals to themselves, or family members, associates or work colleagues.</p> <p><u>References:</u></p> <ol style="list-style-type: none"> The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf The Accounting Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/phaccounting.pdf NSW Ministry of Health Goods and Services Procurement policy http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_005.pdf 					
5.1 Sale of Equipment or Plant held on the Asset Register					
(other than computers or IT equipment) <input type="checkbox"/>					
<p><u>Note:</u></p> <p>Information about value estimations is provided in The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf</p>					
Authority to approve where proceeds are <\$3,000 (Negotiated sales or acceptance of written proposal)			General Manager	General Manager	Executive Director of Sydney Health Partners
Authority to approve where proceeds between \$3,001-\$250,000 (Three written quotes)		Director, Operations Director Finance	*General Manager		*Co signature must be obtained from either person listed in column 2 Executive Director of Sydney Health Partners
Authority to approve where proceeds are > \$250,000 (Complete tendering procedure or auction)	CE				Executive Director of Sydney Health Partners
5.2 Disposal of all Computer and IT Equipment					
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Information about value estimations is provided in The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf Data must be removed from hard-disks to facilitate compliance with privacy legislation 					
Authority to dispose where the value is < \$1,000			Director Corporate services – facility based	Director Corporate services – facility based	Executive Director of Sydney Health Partners
					Chief Information Officer

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authority to dispose where the value is \$1,001 - \$50,000		Director, Operations	General Manager		Executive Director of Sydney Health Partners
Authority to dispose where the value is > \$50,000	CE	Joint Chief Information Officer & Director, Operations			Executive Director of Sydney Health Partners

5.3 Write off of Plant & Equipment					
Authority to write off plant and equipment with original book value of up to \$25,000		*Director, Operations	*General Manager	*General Manager	* recommended by Director Engineering or Manager Bio medical engineering SLHD Executive Director of Sydney Health Partners
Authority to write off plant and equipment with original book value between \$25,001 - \$500,000	CE*				* recommended by Director Engineering or Manager Bio Medical engineering SLHD Executive Director of Sydney Health Partners
Authority to write off plant and equipment with original book value of over \$500,000	CE*				* recommended by Director Engineering SLHD Executive Director of Sydney Health Partners

5.4 Disposal of Assets to Charitable Bodies					
<p><u>References:</u></p> <ol style="list-style-type: none"> 1. Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section 8) 2. The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf 3. NSW Ministry of Health policy Goods and Services Procurement Policy http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_005.pdf 					
		Director, Operations	General Manager	General Manager	Executive Director of Sydney Health Partners

5.5 Identification of Plant / Equipment on the Asset Register					
		Director Engineering SLHD	Manager Engineering – Facility based	Manager Engineering – Facility based	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

5.6 Approve Plant / Equipment Adjustments to the Asset Register					
Additions / Deletions / Changes to the Asset Register		Director Finance SLHD	Director Corporate Services Director Finance – Facility based	Director Corporate Services Director Finance Facility based	
TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

6 AUTHORITY TO WRITE OFF AND / OR WRITE UP STOCK ITEMS					
References:					
1. The Goods and Services Procurement Policy Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf 2. The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf 3. The Accounting Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/phaccounting.pdf					
6.1 Non-Pharmaceutical Stock					
Note:					
A detailed list of all stock adjustments should be prepared and retained for auditing					
Up to 5% of total stock holding up to maximum of \$10,000		Manager Property and Assets, SLHD	General Manager, Supply Services Manager	General Manager, Supply Services Manager	Executive Director of Sydney Health Partners
\$10,001 - \$50,000 in value	CE	*Director, Operations *Director Finance			*Co signature must be obtained from column 1 Executive Director of Sydney Health Partners
Over \$50,000	CE	*Director, Operations *Director Finance			*Co signature must be obtained from column 1 LHD Board to be notified Executive Director of Sydney Health Partners

6.2 Pharmaceutical Stock / Drugs					
Note:					

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Write-offs are to be in accordance with legal requirements for destruction					
<u>Reference:</u>					
NSW Ministry of Health policy Medication Handling http://www0.health.nsw.gov.au/policies/pd/2013/pdf/PD2013_043.pdf					
Up to 5% of total stock holding up to maximum of \$10,000			Director Pharmacy	Director Pharmacy	
\$10,001 - \$50,000 in value	CE		Director Pharmacy	Director Pharmacy	Co signature must be obtained from column 1
Over \$50,000	CE				LHD Board to be notified by CE

6.3 Disposals – Other					
<u>Note:</u>					
Disposals are to be in accordance with the relevant legislation and LHD or NSW Ministry of Health policy					
<u>References:</u>					
1. NSW Environment & Heritage and Climate Change - http://www.environment.nsw.gov.au/					
2. State records Authority of NSW - http://www.records.nsw.gov.au/					
3. NSW Ministry of Health policy PD2005_132 re: waste management					
4. Information Sheets which comply with the new <i>Work Health and Safety Act & Regulation 2011</i> , available on the NSW Health Intranet Site.					
Radioactive Material		Director Operations	Heads of Dept	Heads of Dept	
Contaminated / Cytotoxic Waste		Director Operations	Heads of Dept	Heads of Dept	
Expired Biological Reagents		Director Operation	Heads of Dept	Heads of Dept	
Records / Documents		Director Operation	Heads of Dept	Heads of Dept	

6.4 Identification of Stock Inventory for Inclusion on the Asset Register					
			Heads of department, Service Managers	Heads of department, Service Managers	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

6.5 Approve Adjustments to the Asset Register					
Additions / Deletions / Changes to the Asset Register		Director Finance	Director Finance Facility based	Director Finance Facility based	

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
7 SPECIAL PURPOSE & TRUST FUNDS					
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Those authorising expenditure from a SP&T fund should certify that: <ul style="list-style-type: none"> Funds are available to meet the expenditure that is to be incurred There are no known emerging liabilities that, when added to the expenditure which is about to be approved, would leave the Trust in deficit Those authorising expenditure from a SP&T Fund must ensure the approval of the Trustee(s) has been obtained <p><u>References:</u></p> <ol style="list-style-type: none"> Trust Fund Procedures – Mental Health Hospitals - http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_484.pdf The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf Fees procedures Manual - http://www.health.nsw.gov.au/policies/manuals/Documents/fees.pdf NSW Ministry of Health policy PD2005_522 re: revenue standards http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_522.pdf 					
7.1 Opening and Closing Special Purpose & Trust (SP&T) Funds					
Approve opening of new SP&T fund account(s)	CE	*Director Operations Director Finance SLHD			*under delegation of the CE

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Approve closure of SP&T fund account(s)	CE	*Director Operations Director Finance SLHD			*under delegation of the CE

7.2 Approving expenditure from SP&T funds-Excluding TESL funding applications

a) Staff specialists' Private Practice Trust Funds- requests for funding submitted to the secretary of the respective committee together with the recommendation of the General Manager. Authorisation must be approved by Trust Fund Accountant

≤\$10,000					*Approval of the District/Facilities' Staff Specialist Trust Fund Management Committee is required
> \$10,000	CE	*Director Operations			*On Recommendation of the District/Facilities' Staff Specialist Trust Fund Management Committee

b) Trust Funds Other than Staff Specialists' Private Practice Funds

Up to \$5,000			Clinical Directors Medical Directors Directors Commercial Services	Clinical Directors Medical Directors Directors Commercial Services	
\$5,001 - \$10,000				Director Nursing Midwifery Services General Managers Director Breast Screen	
Up to \$20000		Director ,Operations	*Directors of Nursing & Midwifery - Facility based		*only for trust funds for which they are responsible and Chief Information Officer Co signature of column 2 required
- Up to \$500,000	CE	Director, Operations (under delegation of CE)			
Over \$500,000	CE				

7.3 Samaritan Fund and Resident Patient Trust Accounts

(day to day expenditures from patients' assistance funds)

References:

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION	Trust Fund Procedures – Mental Health Hospitals - http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_484.pdf				
\$100 per patient on each occasion			Social Worker in charge	Social Worker in charge	
Up to \$500			Service Manager - Facility based	Service Manager- Facility based	
Over \$500			General Manager	General Manager	
Over \$10,000		Director, Operations	*General Manager		*in discussion with Director, Operations

7.4 Patient Trust Funds (Mental Health Units)					
<p><u>Reference</u></p> <p>NSW Ministry of Health policy directive PD2005_484 re: patient trust funds in mental health facilities http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_484.pdf</p>					
To \$30			Patients authority *** to be witnessed by primary nurse, nursing unit manager or Social Worker	Patients authority *** to be witnessed by primary nurse, nursing unit manager or Social Worker	***For those patients who are unable or unwilling to sign any decision regarding their financial affairs must be decided at a multi-disciplinary case review
\$30-\$250			Patients authority with authority from Nursing Unit Manager, Medical Officer or Psychiatrist NOTE: receipts for stock/clothing purchased are required	Patients authority with authority from Nursing Unit Manager, Medical Officer or Psychiatrist NOTE: receipts for stock/clothing purchased are required	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
\$250-\$1000			Patients authority with authority from 2 of the following -Concord MH:Senior Social Worker, Nurser Manager or Director Clinical Services Missenden unit: Senior Social Worker, Nurse Manager or Clinical Director NOTE: Social Work report required		
\$1000-\$5000			Patients authority with authority from Director Clinical Services jointly with Director Finance or General Manager NOTE: Social Work report required.		
\$1000 - \$5,000			Patients authority with authority from Director Clinical Services jointly with Director Finance or General Manager /Executive Director CRGH/RPAH	Patients authority with authority from Director Clinical Services jointly with Director Finance or General Manager	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
> \$5,000			Patients authority with authority from Director Clinical Services jointly with Director Finance or General Manager /Executive Director CRGH/RPAH	Patients authority with authority from Director Clinical Services jointly with Director Finance or General Manager	

7.5 Public Contributions Trust Fund AccountNote:

Refer to Accounts and Audit Determination for details. Liaison with and referral to Ministry of Health is required in certain circumstances

Approving expenditure < \$50,000		Director, Operations	General, Manager		Executive Director of Sydney Health Partners
Approving expenditure > \$50,000	CE				Executive Director of Sydney Health Partners

7.6 Price Variation for expenditure from a SP&T Fund

≤ \$3,000			General Manager	General Manager	Executive Director of Sydney Health Partners
> \$3,000		Director, Operations			Executive Director of Sydney Health Partners

7.7 Other Specific Trust Funds

	CE				
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES / SERVICES with budget >\$200m	HOSPITALS / SERVICES / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
8 GENERAL NON-FINANCIAL DELEGATIONS					
8.1 Role Delineation and Bed Numbers					
a) Delineation of Role of Hospital					
					Minister for Health
b) Ceasing Patient Care Services or Closing a Ward					
<p><u>Notes:</u></p> <p>Prior written notice to be provided to the Minister through Ministry of Health, to be submitted at least 14 days prior to the proposed cessation or closure</p> <p><u>Reference:</u></p> <p>The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf (in particular clause 3.28)</p>					
Cessation of a service or ward closure	CE*				* LHD Board notification required
c) Commencing a New Health Service					
<p><u>Note:</u></p> <p>Twenty one (21) days prior written notice to be provided to the Minister through Ministry of Health</p> <p><u>Reference:</u></p> <p>The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf (in particular clause 3.29)</p>					
Commencement of new service	CE*				* LHD Board notification required
d) Approval of Bed Numbers					
	CE				* LHD Board to be appropriately notified of changes

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES

FUNCTION**8.2 Government Information (Public Access) Act 2009**References:

1. NSW Ministry of Health policy PD2011_011 re: disclosure of contract information
http://www0.health.nsw.gov.au/policies/pd/2011/pdf/PD2011_011.pdf
2. NSW Information and Privacy Commission - <http://www.ipc.nsw.gov.au/>

Responsibility to process a GIPA application		GIPA Officer			
Authority to conduct an Internal Review under GIPA		Director, Operations			

8.3 Obligations under Privacy LegislationReferences:

1. NSW Health Privacy Manual issued in March 2015:
<https://www.health.nsw.gov.au/policies/manuals/Documents/privacy-manual-for-health-information.pdf>
2. NSW Ministry of Health guidelines GL2006_007 re: internal reviews
http://www0.health.nsw.gov.au/policies/gl/2006/pdf/GL2006_007.pdf
3. NSW Ministry of Health http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_554.pdf – Privacy Management Plan
3. NSW Information and Privacy Commission - <http://www.ipc.nsw.gov.au/>
4. NSW Privacy Commissioner - http://www.lawlink.nsw.gov.au/lawlink/privacynsw/l_l_pnsw.nsf/pages/privacy_index

Management of access requests and privacy complaints		Privacy Contact Officer (PCO)	Health Information Manager (HIM) Facility based	Health Information Manager (HIM) Facility based	
Authority to conduct an Internal Review under PPIPA and HRIPA		Privacy Contact Officer (PCO)			

8.4 Media Releases

Authority to release a written statement relating to patients and accidents		Director, Operations	*General Manager	*General Manager	* following approval by column 2
Other matters – written statement	CE	*Director, Operations			Following discussion with CE
Authority to make a verbal statement relating to <input type="checkbox"/> patients and accidents – verbal statement		Director, Operations			
Other matters – verbal statement	CE	*Director, Operations			Following discussion with CE

8.5 Authenticate Documents

(which would otherwise require official seal)

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
	CE				

8.7 Reportable Incident Briefs for Ministry of Health and Ministerial					
Authority to sign-off Briefs / correspondence in response to Ministerial / Ministry of Health	CE	Director, Operations (under delegation of CE)			

8.8 Correspondence to External Agencies					
Authority to sign-off correspondence to WorkCover			General Manager	General Manager	
Authority to sign-off correspondence to NSW Ombudsman		*Director, Operation			*CE to be notified
Authority to sign-off correspondence to external accrediting bodies e.g. ACHS, NATA, Colleges			*General Manager	*General Manager	*CE to be notified

8.9 Annual Attestation Statement					
Authority to sign-off annual Attestation Statement	CE*				* With Internal Audit Manager * LHD Board to approve

8.10 Annual Corporate Governance Statement					
Authority to sign-off annual Corporate Governance Statement	CE*				* With Internal Audit Manager * LHD Board sign off required

8.11 Medical Compliance Statements					
Authority to sign-off quarterly Medical Compliance Statements	CE*				* MDAAC and LHD Board to be notified

8.12 Use of Official LHD Resources					
By affiliated NGOs	CE				
By other public sector agencies	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES / SERVICES with budget >\$200m	HOSPITALS / SERVICES / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

8.13 Information Systems Access Authorisation					
LHD District Network Access		Chief Information Officer			
Access to Clinical Software Applications		Chief Information Officer			
Access to Corporate Software Applications		Chief Information Officer			
Internet Access			Head of Department	Head of Department	
Authority to approve external connections / remote access to clinical systems			Head of Department	Head of Department	
Authority to approve external connections / remote access to corporate systems	CE		Head of Department	Head of Department	
Authority to approve linking of data (in internet, from different sources within the health system where the purpose is consistent with LHD purpose; and is for the same purpose as collected	CE	*Chief Information Officer			*Following discussion with CE
Authority to approve requests to link LHD data with other agency data, where there may be inconsistencies in purpose	CE	*Chief Information Officer			*Following discussion with CE

8.14 Form and Operate Subsidiary Companies					
Authority to establish and operate subsidiary companies	No*				* LHD Board and Ministerial approval required

8.15 Sponsorships (Charitable)					
<u>Reference:</u> NSW Ministry of Health policy PD2005_415 re: sponsorships http://www0.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_415.pdf					
• Less than \$10,000	CE				
• \$10,001 - \$25,000	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
• Over \$25,000	CE				

7.16 Purchase/upgrade of Mobile Phones and Hand Held PCs/iPhones/Android Phones**a) Mobile Phones**

Purchased through the general fund/trust fund excluding Staff Specialist Private Practice trust fund			General Manager Directors Clinical Services	General Manager Directors Clinical Services	Executive Director of Sydney Health Partners
Purchased through a Staff Specialist Private Practice Trust Fund* <\$10,000 >\$10,000	CE	*Director, Operations on recommendation of Rights of Private Practice Trust Fund Committee			* The District/Facilities' Staff Specialist Trust Fund Management Committee and approval of Column 1 Executive Director of Sydney Health Partners
Replacement of like mobile phone equipment with like equipment			Directors Clinical Services	Directors Clinical Services	Executive Director of Sydney Health Partners

b) Hand Held PC/PDA/Palm Pilot/iPads/iPhones/Android Phones

General fund/trust fund excluding Staff Specialist Private Practice trust fund	CE		*General Manager Directors Clinical Services	*General Manager Directors Clinical Services	*approval of CE required Executive Director of Sydney Health Partners
Staff Specialist Private Practice Trust Fund <\$10,000 >\$10,000	*CE	* Director, Operations on recommendation of Rights of Private Practice Trust Fund Committee			* The District/Facilities' Staff Specialist Trust Fund Management Committee and approval of column 1 Executive Director of Sydney Health Partners
Replacement of like hand held PC / PDA / Palm Pilot /iPhones/Android Phones equipment with like equipment	*CE	* Director, Operations on recommendation of Rights of Private Practice Trust Fund Committee			** The District/Facilities' Staff Specialist Trust Fund Management Committee and approval of column 1 Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

7.17 Use of Private Vehicle on Official Business					
Approve expenses for use of private vehicle for official business		Director, Operations	*General Manager	*General Manager	* approval of column 2 required

7.18 Motor Vehicles and Fleet Management					
<p>Reference:</p> <p>NSW Health PD2014_051 Motor Vehicles - Use of Within NSW Health http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_051.pdf</p>					
Replacement of like vehicle with like vehicle		Director, Operations			
Replace vehicles not like with like		Director, Operations			
Approve fitting of business-use accessories		Director, Operations			
Personal allocation of vehicle for business/private use	CE				
Full private use	CE				
Approve 100% private use for HES Officers	CE				
Choice of motor vehicle for fleet					*As per government contract
Determine choice of vehicles for private use					*As per Government contract
Increase motor vehicle fleet	CE	*Director, Operations			<ul style="list-style-type: none"> Discussion with CE required
Purchase vehicles not in line with LHD standard mix	CE				
Purchase special vehicles		Director, Operations			
Approve fitting of standard car phone and kits		District Executive responsible for service	Director Corporate Services	Director Corporate Services	
Dispose of vehicle not to auction		Manager Corporate &			

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
		Shared Services			
Determine format of vehicle running sheet		Manager Corporate & Shared Services			
Determine vehicle utilisation methodology		Director, Operations	*General Manager	*General Manager	*discussion with column 2 required
Exempt vehicles from rotation		*Manager Fleet SLHD			*following discussion with Manager Corporate Shared services SLHD
Approve use of vehicle during periods of leave by other than District General Manager/3T	CE		General Manager	General Manager	
Allocation of vehicle for on-call, emergency, and/or security garaging	CE		General Manager		
Approve taking official vehicle home overnight on a regular basis because of a requirement to use the vehicle for official duties (<10 times a month) >10 times per month*		Director, Operations	*General Manager	*General Manager	* discussion with column 2 required
Accept accident notification		Manager Fleet SLHD			
Suspend use for inappropriate use	CE	Director, Operations	General Manager	General Manager	Discussion with column 1 required
Purchase replacement commercial vehicles		Manager Corporate & Shared Services			
Sign Motor Vehicle Novated Lease Agreements for Staff specialists	CE				
Sign Motor Vehicle Novated Lease Agreements for Others	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

7.19 Risk Management / Insurance Claims

(day to day processing and management oversight)

a) Day to Day Processing of

Professional indemnity / Liability claims		Manager Risk and Director, Operations			
Workers Compensation claims			Workers Compensation s Claims Officer or above	Workers Compensation s Claims Officer or above	
Motor Vehicle claims		Manager Fleet SLHD			
Property / Miscellaneous claims			Security Manager or above	Security Manager or above	

b) Senior Management Oversight of

Professional indemnity / Liability claims		*Manager Risk SLHD			*escalation to CE or Director, Operations if required
Workers Compensation claims		*Manager Risk SLHD			
Motor Vehicle claims		*Manager Risk SLHD			
Property / Miscellaneous claims		*Manager Risk SLHD			

c) Certificates of Currency

Authority to issue certificates of currency		Director Finance SLHD			
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7.20 Powers under the Mental Health Act

Appointment of Mental Health Director	CE				
Appointment of Medical Superintendent	CE				
	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Approve place for administering ECT					

7.21 Public Health DelegationsReference:

NSW Ministry of Health Public Health Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx>

a) Power to Enter and Inspect Premises under the Public Health Act

		Director Public Health			
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b) Water for Human Consumption

Powers to test drinking water and issue public advice about the safety of drinking water		Director Public Health Environmental Health Officer			
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c) Management of Public Pools and Spas
(under the Public Health Act)

		Director Public Health			
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d) Warm Water SystemsReferences:

1. NSW Ministry of Health Public Health Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx> (in particular 8.32 [PH312])

Approval of warm water systems for ablution purposes (microbial control)		Director Public Health			
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7.22 Bodies / Burials / Cremations / Funerals / StorageReference:

NSW Health Ministry of Health GL2013_015 Retention of Bodies - Approval to Retain Bodies for Longer than Permitted

		Director Public Health Medical			
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Retention of bodies under the Public Health (Disposal of Bodies) Regulation 2002		Officer of Health			
7.23 Burial of Indigent Person					
<p><u>Reference:</u></p> <p>NSW Ministry of Health policy PD2008_012 Destitute Persons - Cremation or Burial http://www0.health.nsw.gov.au/policies/pd/2008/pdf/PD2008_012.pdf</p>					
			Director Medical/Clinical Services - facility based Director of Forensic Medicine	Director Medical/Clinical Services - facility based Director of Forensic medicine	
7.24 Management of Coronials					
Sign-off on submission for TMF coverage		Manager Risk SLHD and Director, Operations			
7.25 Human Tissue Act					
<p><u>References:</u></p> <ol style="list-style-type: none"> 1. Ministry of Health Combined Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx 2. NSW Ministry of Health policy PD2005_341 re: use and retention of human tissue http://www0.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_341.pdf 3. NSW Ministry of Health policy PD2012_014 re: consent to remove tissue from young children http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_014.pdf 					
Approval of designated specialists for hospitals etc to remove tissue	CE		RPAH & CRGH - up to five (5) senior medical and / or nursing managers	Up to four (4) senior medical and / or nursing managers as appropriate	Designated officers - each facility is to identify and publish the names of authorised offices (by 30 June each year) in accordance with NSW Ministry of Health Policy 2004/1
7.26 Policy Directives / Guidelines / Information Bulletins					
Approval of <u>clinical</u> policy directives / guidelines / information bulletins		Director, Clinical Governance and Risk			
Approval of <u>non-clinical</u> policy directives / guidelines / information bulletins		Director, Operations			

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
9 HUMAN RESOURCE MANAGEMENT					
<p><u>Notes:</u></p> <p>Delegates must not approve “self related matters” or matters that raise potential probity issues in relation to the exercise of the delegation. For example a delegate:</p> <ul style="list-style-type: none"> • must not authorise their own expenditure or expenditure reimbursement, certify their own time sheet or authorise their own higher duty allowance, overtime, or annual/long service leave; • must not approve any expenditure in relation to a matter where they have a pecuniary interest, or where there is a real, potential or perceived conflict of interest. <p>The authorising person for these and similar matters shall be a more senior officer or another officer as approved in writing by the Chief Executive.</p> <p><u>References:</u></p> <ol style="list-style-type: none"> 1. NSW Ministry of Health PD2014_029 Leave Matters for the NSW Health System - http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_029.pdf 2. Protecting People and Property: NSW Ministry of Health Policy and Guidelines - http://www.health.nsw.gov.au/policies/manuals/Pages/protecting-people-property.aspx 3. Industrial Awards 4. NSW Ministry of Health Policies 					
9.1 Recruitment and Appointments					
<p><u>Reference:</u></p> <ol style="list-style-type: none"> 1. NSW Ministry of Health policy PD2012_028 re: recruitment and selection of staff http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_028.pdf 					
a) Approve the Creation or Deletion of a Position					
For Tier 2 LHD HES	CE				
For District General Manager and Executive Clinical Directors	CE				LHD Board to be notified
For Directors (LHD Executive Services)	CE				
For Hospital Divisional or Group Heads	CE	Director, Operations			
For LHD Dept Heads	CE	Director, Operations	*General Manager	*General Manager	* approval of column 1 and 2 required
For Hospital Dept Heads/Unit Managers/Team Leaders	CE		General Manager	General Manager	*approval of column1 required
For Other staff	CE		General Manager	General Manager	
For SMPs / VMOs/VDOs	CE	*Director Medical Services	*General Manager	*General Manager	*approval of column 1 and 2 required

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
b) Advertising Positions					
For LHD Chief Executive					LHD Board
For Tier 2 LHD HES	CE				
For District General Manager and Executive Clinical Directors	CE				
For Directors (LHD Executive Services)	CE				
For Hospital Divisional or Group Heads	CE				
For LHD Dept Heads	CE		*General Manager	*General Manager	* requires approval of Column1
For Hospital Dept Heads/Unit Managers/Team Leaders	CE		*General Manager	*General Manager	* requires approval of Column1
For Other staff	CE		*General Manager	*General Manager	* requires approval of Column1
For SMPs/VMOs/VDOs	CE		*General Manager	*General Manager	* requires approval of Column1
c) Approval of Appointment of staff recruitment (ie: signing off Selection Committee Process)					
For LHD Chief Executive					Director General
For Tier 2 LHD HES	CE				
For District General Manager and Executive Clinical Directors	CE				
For Directors (LHD Executive Services)	CE				
Clinical Managers/Business Managers District Services		Director, Operations			
For LHD Dept Heads		District Executive responsible for service			
Services Managers- Facility based			General Manager	General Manager	
For Other staff			General Manager Service Managers responsible for Services	General Manager Service Managers responsible for Services	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
			SLHD Director Workforce Services	SLHD Director Workforce Services	
For SMPs (Staff Specialists levels 2-5) Senior Medical Officer	CE		*General Manager Director Clinical/Medical Services – Facility based	*General Manager Director Clinical/Medical Services- Facility Based	*Applies only to SMO's

d) Approval to Determine Commencing Salary					
1) For other than classifications where commencement salary is dependent on demonstrated acceptable experience					
For LHD Chief Executive					Director General
For Tier 2 LHD HES	CE				
For General Manager and Clinical Directors (Medical)	CE				
For Directors (LHD Executive Services)	CE				
For Hospital Divisional or Group Heads	CE		*General Manager	*General Manager	*refer to 1) above
For LHD Dept Heads		Director, Operations			
For Hospital Dept Heads/Unit Managers/Team Leaders			General Managers	General Managers	
For Other staff			General Managers Service Manager responsible SLHD Director Workforce Services Department Manager	General Managers Service Manager responsible SLHD Director Workforce Services Department Manager	
For SMPs (Staff Specialists level 2-5)	CE				

e) Child Protection (re criminal record checks)					
Reference: NSW Ministry of Health policy PD2013_028 re: employment screening http://www0.health.nsw.gov.au/policies/pd/2013/pdf/PD2013_028.pdf					
Authority to approve commencement of an employee /	CE	Director Operations			* Approval should only be granted in emergency situations where it is

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
person subject to satisfactory CRC clearance		Director Workforce Services			essential that the position be filled
Authority to review / assess applicants who have a criminal history for suitability for employment		Director, Operations Director Workforce Services			

f) Approve a Conditional/Temporary Appointment and Extension of Temporary / Conditional Appointment of Overseas Medical Staff (VMP's, /VDP's, Staff Specialists-Senior Medical staff. Up to 3 months subject to confirmation at next MDAAC

	CE				
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g) Temporary Appointments

Acting Chief Executive					> 10 days – LHD Board to approve
Temporary appointment of VMOs – up to 3 months (for a maximum period of 3 months; note: multiple 3 month appointments are not to be approved)	CE	Director, Operations Director Clinical Governance Director Medical Services	*Director Medical/Clinical services-facility based	*Clinical Director Oral Health	*approval of column 1 and 2 required
Temporary appointment of VMOs - over 3 months (advertisement required)		Director, Operations Director Clinical Governance Director Medical Services			
Temporary appointment of other staff – up to 3 months	CE				
Temporary appointment of other staff - over 3 months	CE				

h) Declaring Staff Excess

Non-Clinical staff	CE				
Clinical staff in non-clinical positions	CE				
Other	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

9.2 VMO / VDO Service and Indemnity ContractsReference:

NSW Ministry of Health Policy PD2014_008 re: VMO Model Service Contracts
http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_008.pdf

Authority to sign-off VMO / VDO Service Contracts	***CE		*Director Medical Services	*Clinical Director Oral Health	* For Standard VMO/VDO contracts only. ***For contracts where amendments have been requested by either party
Annual contracted hours to agreed budget level			*General Managers *Clinical Director /Medical Services	*General Managers *Clinical Director medical/Oral Health	*above agreed budget level to be referred to DO, CE

9.3 Regrading positions, Increasing Salaries and Changing TitlesReference:

PD2014_027 Executive Performance Management http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_027.pdf
 GL2008_005 Senior Career Medical Officers: Guidelines for Personal Regrading & Establishment of New Positions

a) Regrading Positions

Under no circumstances are public health organisations to create positions and /or determine conditions of employment that are not in accordance:

- 1) Ministry of Health approval and policy
- 2) An award or determination

HES					Director-General approval required
Nursing	CE	District Executive responsible for service	***General Manager	***General Manager	* **Employment Review / Regrading Committee to recommend
Allied Health	CE	District Executive responsible for service	***General Manager	***General Manager	* **Employment Review / Regrading Committee to recommend
Other	CE	District Executive responsible for service	***General Manager	***General Manager	* **Employment Review / Regrading Committee to recommend

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

b) Salary Progression					
(Increase salary based on performance ([within existing Award grading structures])					
<u>Reference:</u>					
PD2014_027 Executive Performance Management http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_027.pdf					
HES					Director-General approval under Executive Performance Management Policy
Medical	CE	*District Executive responsible for the service			
Nursing	CE	*District Executive responsible for the service			
Allied Health	CE	*District Executive responsible for the service			
Health Service Managers	CE	*District Executive responsible for the service	*General Manager	*General Manager	*Up to midpoint of the band for salary increases ** Above midpoint of the band for salary increases

c) Change Titles of Positions					
HES / LHD or Hospital Executive	CE				
Medical	CE	Director, Operations	*General Manager	*General Manager	*to salary of \$40,000
Nursing	CE	Director, Operations	*General Manager	*General Manager	*to salary of \$40,000
Allied Health	CE	Director, Operations	*General Manager	*General Manager	*to salary of \$40,000
Other	CE	Director, Operations	*General Manager	*General Manager	*to salary of \$40,000

9.4 Timesheets and Attendance Records					
a) Approve Timesheets / Rosters					
HES	CE				

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Medical			General Managers Service Managers – District-wide Services Service Managers-Facility based Department Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers-Facility based Department Managers Cost Centre Managers	
Nursing			General Managers Service Managers – District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers – District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	
Allied Health			General Managers Service Managers – District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers – District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	
Other			General Managers Service Managers – District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers – District-wide services Service Managers - Facility based Department Managers Cost Centre Managers	
b) Approve employee to use Attendance Record that is not in normal use					
		Director Workforce Services			
c) Authorise / Approve amendments to Staff on Timesheets / Rosters					
HES	CE				

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Medical			General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	
Nursing			General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	
Allied Health			General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	
Other			General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers - Facility based Department Managers Cost Centre Managers	

d) VMO / VDO Claims Forms					
Certify claims			General Managers Department Managers	General Managers Department Managers	
Authorise within contract hours			Directors Medical/Clinical/Dental Services	Directors Medical/Clinical/Dental Services	
Authorise outside contract hours			General Manager	General Manager	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Authorise VMO Fee for Service claim forms			Directors Medical/Clinical/Dental Services	Directors Medical/Clinical/Dental Services	

9.5 Leave (including VMOs)

The granting of leave must be in accordance with NSW Ministry of Health Guidelines and Award Conditions

Reference:

NSW Ministry of Health PD2014_029 Leave Matters for the NSW Health
http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_029.pdf

a) Annual Leave

Approval to take annual leave		District Exec responsible for service	Departmental Manager Service Managers - District-wide Services Service Managers - Facility based	Departmental Manager Service Managers - District-wide Services Service Managers - Facility based	

b) Sick Leave

Up to 2 days - without medical certificate.		Director, Operations District Executive responsible for the service	General Managers Service Managers - District-wide Services Service Managers Departmental Managers Cost Centre Managers	General Managers Service Managers - District-wide Services Service Managers Departmental Managers Cost Centre Managers	
More than 2 days - with medical certificate.	CE	Director, Operations District Executive responsible for the service	General Managers Service Managers - District-wide Services Service Managers	General Managers Service Managers - District-wide Services Service Managers	

c) Military Leave / State Emergency Service Leave/Civil Defence Leave

	CE	Director, Operations District Executive responsible for the service	General Managers Service Managers - District-wide Services Service Managers	General Managers Service Managers - District-wide Services Service Managers	
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

d) Study Leave					
For Tertiary courses		Director Operations District Executive responsible for the service	General Managers Service Managers- District-wide Services Service Managers	General Managers Service Managers- District-wide Services Service Managers	
For Conference Leave – including attendance at conferences being “on-duty” and payment of fees		Director, Operations District Executive responsible for the service	*General Managers Service Managers- District-wide Services Service Managers	*General Managers Service Managers - District-wide Services Service Managers	
For Short Courses (external)		Director, Operations District Executive responsible for the service	General Managers Service Managers - District-wide Services Service Managers	General Managers Service Managers - District-wide Services Service Managers	

e) Training, Education & Study Leave - Refer to 9.6					
Reference:					
NSW Ministry of Health IB2014_059 Staff Specialist's Training, Education and Study Leave (TESL) – New Funding Entitlement 2014/2015 http://www0.health.nsw.gov.au/policies/ib/2014/pdf/IB2014_059.pdf					

f) Sabbatical Leave for Clinical Academics					
			*General Manager	*General Manager	* in consultation with the relevant university

g) Continuing Medical Education – CMOs					
		Director Medical services			

h) Maternity, Adoption and Parental Leave (including Maternity / Paternity Leave without pay (see below for AL & LSL))					
	CE	District Executive	General Managers	General Managers	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
		responsible for the service	Service Managers - District-wide Services Managers - Facility based Departmental Managers	Service Managers - District-wide Services Managers - Facility based Departmental Managers	

i) Family & Community Service Leave					
			Service Managers - District-wide Services Service Managers- Facility based Departmental Managers *General Manager	Service Managers - District-wide Services Service Managers- Facility based Departmental Managers *General Manager	* > 3 days

j) Long Service Leave					
Approval of taking Long Service leave		District Executive responsible for service	Service Managers - District-wide Services, Service Managers- Facility Based, Departmental Managers	Service Managers - District-wide Services, Service Managers- Facility Based, Departmental Managers	
Payment in lieu of Long Service Leave for between 5-7 years service.		District Executive responsible for service Director Workforce Services	General Managers	General Managers	

k) Leave without Pay – All Staff-Excludes Maternity/Paternity LWP					
Approve up to 1 month			Service Managers- District-wide services Service Managers- facility based	Service Managers- District-wide services Service Managers- facility based	
Approve up to 12 months	CE	Director, Operations	*General Managers	*General Managers	* up to six months only

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Approve over 12 months					Deputy Director-General Health System Support

l) Repatriation Leave					
	CE	District Executive responsible for the Service	General Managers, Service Managers – District-wide services, Service Managers – Facility Based, Departmental Managers, Cost Centre Managers	General Managers, Service Managers – District-wide services, Service Managers – Facility Based, Departmental Managers, Cost Centre Managers	

m) Special Leave					
For LHD / Hospital Executive	CE	Director, Operations			
For Directors (LHD Services / Executive Directors)		Director, Operations			
For other staff - up to 5 days		District Executive responsible for Service	Cost centre Managers	Cost centre Managers	
For other staff - over 5 days		District executive responsible for Service	General Managers, Service Managers	General Managers, Service Managers	

n) Other Specific Leave					
Jury Duty		District Executive responsible for service	Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers Cost centre Managers	Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers Cost centre Managers	
Exam Leave		District Executive responsible for service	General Managers, Service Managers-	General Managers, Service Managers-	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
			District-wide services, Service Managers-facility based services, Departmental Managers	District-wide services, Service Managers-facility based services, Departmental Managers	
Trade Union Leave		District Executive responsible for service	General Managers, Service District-wide Managers-services, Service Managers-facility based services, Departmental Managers	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	
Superannuation Seminar		District Executive responsible for service	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	General Managers, Service Managers-District-wide wide services, Service Managers-facility based services, Departmental Managers	
NAIDOC Week Special Leave Day		District Executive responsible for service	General Managers, Service Managers-District-wide wide services, Service Managers-facility based services, Departmental Managers	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	

o) Application to Re-Credit Leave					
Application to re-credit long service or annual leave due to incapacity		Director Workforce Services	Directors/Managers Human Resources-Facility based	Directors/Managers Human Resources-Facility based	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

9.6 Official Travel**a) Overseas Travel : Refer Appendix 4 Official Travel**Note:

- 1) For expenditure from a SP&T fund – approval of the Staff Specialist Trust Fund Management Committee is required
- 2) Overseas TESL 14 days or under (total trip including any other leave) and domestic TESL is approved by GMs
- 3) Overseas TESL over 14 days to be approved by the CE

References:

1. Ministry of Health Combined Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx> (in particular, section 17.2)
2. NSW Ministry of Health policy PD 2014_044 http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_044.pdf Official Travel
3. NSW Ministry of Health IB2014_059 Staff Specialist's Training, Education and Study Leave (TESL) – New Funding Entitlement 2014/2015 http://www0.health.nsw.gov.au/policies/ib/2014/pdf/IB2014_059.pdf

Expenditure from General Fund - Senior Medical Staff	CE				Executive Director of Sydney Health Partners
Expenditure from General Fund - staff other than Senior Medical Practitioner	CE				Executive Director of Sydney Health Partners
No Expenditure (Leave Only)	CE				Executive Director of Sydney Health Partners
Expenditure from a SP&T fund (including SMP's using TESL in accordance with award)	CE		*General Manager	*General Manager	* see 9.6 note 1,2,3) and appendix 3 above Executive Director of Sydney Health Partners
Expenditure from SP&T funds other than ROPP funds for overseas travel	CE				Executive Director of Sydney Health Partners
Overseas travel through sponsorship arrangements	CE				Executive Director of Sydney Health Partners
Presenting papers at conferences / seminars.	CE				Executive Director of Sydney Health Partners

b) Domestic Travel, including air travel and overnight stays : Refer Appendix 5 Official Travel

Senior Medical Staff in accordance with the Award			General Managers	General Managers	Executive Director of Sydney Health Partners
All other staff - up to \$1000	CE	SLHD Executive Directors	General Managers Clinical/Medical Directors	General Managers Clinical/Medical Directors	Executive Director of Sydney Health Partners
All other staff - over \$1000	CE	Director Operations	General Managers	General Managers	Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

9.7 Training

(see also Study and TES leave)

a) In service

		District Executive responsible for the service	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	Executive Director of Sydney Health Partners
b) External (within budgets)					
		District Executive responsible for the service	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	General Managers, Service Managers-District-wide services, Service Managers-facility based services, Departmental Managers	Executive Director of Sydney Health Partners

9.8 Higher Duties Allowance

(approve payment of higher duties allowance)

Below Cost Centre Manager – up to 3 months		District Executive responsible for the service	Department Manager Cost Centre Manager	Cost centre Manager Cost Centre Manager	Executive Director of Sydney Health Partners
Below Cost Centre Manager – over 3 months			Department Manager	Department Manager	Executive Director of Sydney Health Partners
Below Hosp, Dept Head/ Unit Managers/ Team Leaders			Service Manager-District-wide service Service manager – facility based service	Service Manager-District-wide service Service manager – facility based service	Executive Director of Sydney Health Partners
Below Hosp Divisional Heads & LHD Dept Heads			General Managers	General Managers	Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Below Directors / Executive Directors			General Managers	General Managers	Executive Director of Sydney Health Partners
Below LHD Executive	CE				Executive Director of Sydney Health Partners
LHD Executive	CE				Executive Director of Sydney Health Partners

9.9 Overtime and Use of Agency Staff

Notes:

1. Use of agency Allied health staff requires approval of Director Allied Health or their delegate
2. After hours Nurse Operations Manager or equivalent position in consultation with Hospital Executive On Call carry delegation for overtime and use of agency staff

a) Certify / Approve Overtime

Below Cost Centre Manager			Cost Centre Managers	Cost Centre Managers	Executive Director of Sydney Health Partners
Below Hosp, Dept Head/ Unit Managers/ Team Leaders			Service Manager- District wide service Service manager – facility based service	Service Manager- District wide service Service manager – facility based service	Executive Director of Sydney Health Partners
Below Hosp Divisional Heads & LHD Dept Heads			Service Manager- District-wide service Service manager – facility based service	Service Manager- District-wide service Service manager – facility based service	Executive Director of Sydney Health Partners
Below Directors (LHD Exec Services) / Executive Directors		District Executive responsible for service			Executive Director of Sydney Health Partners

b) Call-back of staff and/or use of agency staff

Notes:

- After hours Nurse Operations Manager or equivalent position in consultation with Hospital Executive On Call carry delegation for call back and agency staff use

Approval to authorise call backs – clinical staff			Director Medical/Clinical services- facility based	Director Medical/Clinical services- facility based	Executive Director of Sydney Health Partners
Approval to authorise call backs – non-clinical staff			Director Corporate services- Facility Based	Director Corporate services- Facility Based	Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Approval to use agency staff – nursing			Directors Nursing Midwifery-Facility Based	Directors Nursing Midwifery-Facility Based	Executive Director of Sydney Health Partners
Approval to use agency staff – medical			Director Medical/Clinical Services-facility based	Director Medical/Clinical Services-facility based	Executive Director of Sydney Health Partners
Approval to use agency staff – other			Director Corporate services-facility based	Director Corporate services-facility based	Executive Director of Sydney Health Partners
c) Authorise overtime and/or call-back of staff rostered on call					
Note: After hours Nurse Operations Manager or equivalent position in consultation with Hospital Executive On Call carry delegation for call back and agency staff use					
			Director Medical/Clinical services-facility based After hours Nurse Operations Managers	Director Medical/Clinical services-facility based After hours Nurse Operations Manager	Executive Director of Sydney Health Partners
d) Issue of Meal Tickets for overtime in excess of 2 hours					
Note: Must be in accordance with relevant industrial awards					
Nursing			General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers	General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers	Executive Director of Sydney Health Partners
Medical			General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers Directors of medical/clinical services-facility based	General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers Directors of medical/clinical services	Executive Director of Sydney Health Partners

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Other			General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers	General Managers Service Managers, After Hours Nurse Operations Managers Departmental Managers	Executive Director of Sydney Health Partners

9.10 Other Personnel / Payroll Matters**a) Certify weekly Payroll Journal**

Within generally accepted patterns*					* HS responsibility; LHD finance officer to be nominated as contact officer for receipt of reconciliation reports
Outside generally accepted patterns					* HS responsibility; LHD finance officer to be nominated as contact officer for timely notification of exceptions.

b) Issue Manual Payment Summaries

Approval and issue*					* LHD Finance to authorise
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c) Authorise Rights of Private Practice for Allied Health Staff

<u>Note</u> Must be in accordance with NSW Ministry of Health Policy PD2008_026)					
	CE	Director, Operations	*General Manager	*General Manager	* in consultation with Director Allied Health

d) Secondments

For training purposes	CE (or author ised delega te)	Director, Operations (or Authorised delegate)			
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
Other than training purposes	CE (or authorised delegate)	Director, Operations (or authorised delegate)			

e) Outside Employment (Secondary Employment)					
Reference: PD 2012_018 Code of Conduct					
<u>Note</u>					
Must be in accordance with NSW Health Code of Conduct http://www0.health.nsw.gov.au/policies/PD/2012/PD2012_018.html					
Approval to undertake paid outside work		District Executive responsible for service	General Managers	General Managers	

f) Change of Contract Hours within Budget					
		District Executive responsible for service	General Managers	General Managers	

g) Voluntary Redundancy					
<u>References:</u>					
1. NSW Ministry of Health policy PD2012_021 Managing Excess Staff of the NSW Health Service http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_021.pdf					
Authority to offer voluntary redundancy package to employee	CE	*Director, Operations			*approval of CE required
Authorise payment (calculation and actual) of voluntary redundancy package	CE	*Director Workforce Services			* Following CE approval

h) Performance Management – Assessment /Review					
CE					LHD Board
LHD Tier 2; General Managers, Executive Managers	CE	Director, Operations			
Dept Heads / Managers		District Executive	General Managers	General Managers	

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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
		responsible for service	Director Medical/Clinical services	Director Medical/Clinical services	
Departmental staff		District Executive responsible for service	Director Medical/Clinical Services Heads of departments. Service Managers Cost centre managers	Director Medical/Clinical Services Heads of departments. Service Managers Cost centre managers	
Staff Specialists – see section 10 of this Manual					

9.11 Disciplinary, Dismissal and Separation Matters**a) Disciplinary Actions**Reference:NSW Ministry of Health policy PD2014_042 http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_042.pdf

Approval of remedial action (e.g. Counselling) and or Approval of warnings		District Executive responsible for service Director Workforce Services	General Manager Director of Nursing Director Medical Services Director/Manager Corporate Services Director/Manager HR Service Manager-District-wide service Service manager – facility based service	General Manager Director of Nursing Director Medical Services Director/Manager Corporate Services Director/Manager HR Service Manager-District-wide service Service manager – facility based service	
Authority to demote or transfer staff (including transfer of staff to alternate duties or Transfer Staff to an alternate location)	CE	*District Executive responsible for service	*General Managers	*General Managers	* in consultation with Director Workforce Services SLHD

b) Dismiss Staff following disciplinary procedures

Authority to dismiss staff	CE				
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Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					

c) Suspending Staff

Authority to suspend staff	CE	Director, Operations	*General Manager	*General Manager	* In consultation with Director Workforce Services/ DO/CE
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d) Acceptance of Resignation

Authority to accept resignation where no investigation / disciplinary action is pending		District Executive responsible for the service	Service Manager- District-wide service Service manager – facility based service	Service Manager- District-wide service Service manager – facility based service	
Authority to accept resignation where investigation / disciplinary action is pending	CE	Director Workforce Services	Service Manager- District-wide service Service manager – facility based service	Service Manager- District-wide service Service manager – facility based service	

e) Issue Statements of Service

Approval and issue Statements of Service		Director Workforce Services	Human Resource Managers	Human Resource Managers	
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f) Provide written Employee Recommendations / References

<u>Notes:</u>					
1. Certificates of Service / Statement of Service to be provided as per 9.11 (e) of this Manual					
2. Personal references to terminating employees are not to be on official letterhead					
Personal reference		Immediate Supervisor	Immediate Supervisor	Immediate Supervisor	

9.12 Flexible Work Practices

Flexible Work Practices	CE	Director Operations and District Executive outlined in Appendix 1 Categories of Delegates subsection 1.2	Facility General Managers outlined in Appendix 1 Categories of Delegates subsection 1.3	Facility General Managers outlined in Appendix 1 Categories of Delegates subsection 1.3	
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TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
10 STAFF SPECIALISTS AWARD MANAGEMENT					
10.1 Part-time working arrangement					
			General Manager Director Medical Services	General Manager Director Medical Services	

10.2 Authorise Rights of Private Practice for Medical Practitioners					
		Director, Operations	*General Managers, Director Clinical Governance, Clinical Director Oral Health, Director Clinical/Medical services	*General Managers, Director Clinical Governance, Clinical Director Oral Health, Director Clinical/Medical services	*following discussion with column2

10.3 Recognition of Specialist Qualifications					
			*General Manager	*General Manager	*MDAAC recommendation required

10.4 Recognition as "Senior Specialist"					
			*General Manager	*General Manager	*MDAAC recommendation required

10.5 Initial Appointment to Higher Step / Accelerated Progression					
			*General Manager	*General Manager	*MDAAC recommendation required

Sydney Local Health District Delegations Manual

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
10.6 Managerial Allowance Levels			General Manager*	General Manager*	* Recommendation of MDAAC required

10.7 Performance Agreements					
Nominee of Chief Executive to sign for:					
• Staff Specialists			Director Medical/Clinical services-facility based	Director Medical/Clinical services-facility based	
• Head of Department/ District/Division		District Executive responsible for the service	General Manager	General Manager	
• LHD Stream Director/ Service Director	CE				

10.8 Part-time Working Agreement and Change between Full and Part-time					
			General Manager Director Medical Services	General Manager Director Medical Services	

10.9 Work Location					
			General Manager	General Manager	

10.10 Outside Practice and other Business Activities					
		Director, Operations			Recommendation from LHD General Manager first.

TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
10.11 Leave Approval					
			Department Head	Department Head	
TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
11 SERVICE AGREEMENTS					
Enter into service agreements with Commonwealth	CE*				* LHD Board Notification required
Enter into service/ performance agreements with NSW Ministry of Health	CE*				* LHD Board Notification required
Enter into service agreements with the Health Administration Corporation	CE*				* LHD Board Notification required
Enter into service agreements with other affiliated organisations e.g. HS	CE*				* LHD Board Notification required
TIER or LEVEL	1	2	3	4	
	CE	LHD EXECUTIVE	HOSPITALS / SERVICES with budget >\$200m	HOSPITALS / SERVICES with budget <\$200m	LHD-WIDE SERVICES or OTHER SPECIFIC DELEGATES / NOTES
FUNCTION					
12 PLANS					
Approve plans (strategic etc) for LHD	CE*				* LHD Board agreement required

APPENDIX 1: CATEGORIES OF DELEGATES AND DELEGATES

1. APPENDIX 1 - CATEGORIES OF DELEGATES
1.1. Chief Executive / Director Operations, SLHD

- Chief Executive
- Director Operations (Deputy Chief Executive)

1.2. District Executive, Sydney Local Health District

- Director Finance
- Director Aboriginal Health
- Director Clinical Governance
- Director Clinical Services Integration
- Director of Allied Health
- Director Contracts and Assets
- Director Nursing and Midwifery Services
- Director Medical Services
- Director Media & Communication
- Director Internal Audit
- Director Workforce Services

Specific delegations are identified, where necessary.

1.3. Facility General Managers

- Balmain Hospital, Booth Street, Balmain 2041
- Canterbury Hospital, Canterbury Road, Campsie 2194
- Concord Repatriation General Hospital (CRGH), Hospital Road, Concord 2139
- Division of Community Health
- Division of Population Health
- Royal Prince Alfred Hospital (RPAH),
Missenden Road, Camperdown 2050, incorporating:
 - Institute of Rheumatology and Orthopaedics, QEII Building
 - Dame Eadith Walker, Nullawarra Road, Concord West 2138
- Concord Mental health Services incorporating
 - Thomas Walker Hospital (Rivendell Adolescent Unit), Hospital Road, Concord 2139
- Sydney Dental Hospital and Oral Health Services, Chalmers Street, Surry Hills 2010
- District Director, Area Mental Health
- Operations Manager, Department of Forensic Medicine (DOFM) 42-50 Parramatta Rd, Glebe 2037

8. **General Manager** is a general term encompassing Executive Directors RPAH, CRGH

9. Directors Community Health and Population Health
1.4 Service Directors / Managers

Service Managers – Facility Based (Hospital Tier 2 positions)

- Director of Nursing & Midwifery
- Director of Clinical / Medical Services (Medical Administrators)
- Manager Commercial / Corporate Services¹⁰
- Area Mental Health
 - Director of Clinical Governance
 - Director of Planning, Performance & Partnerships

Service Managers – District-Wide Corporate Services

- Supply Services Manager Service (SLHDSS)
- Manager Shared Services
- Chief Information Officer
- Manager Internal Audit
- Manager Engineering Services
- Manager Public Affairs and Marketing
- Manager Capital Works
- Manager Human Resources
- Director Centre for Education and Workforce Development
- Manager Nursing Education
- Manager Pathology Services
- Manager Food Services

1.5 District Clinical Directors / Managers

Clinical Directors (Medical Service Directors)

- Allied Health
- Bone, Joint & Connective Tissue Services
- Cancer Services (District-wide)
- Cardiovascular Services
- Gastroenterology & Liver Services
- Imaging Services
- Aged Care, Rehabilitation, General Medicine, Chronic & Ambulatory Care, General Practice, Endocrinology, Andrology
- Mental Health Services (District-wide) incorporating
 - Rozelle Hospital
 - Thomas Walker Hospital
 - Mental Health Units at CRGH and RPAH hospitals
 - Community Mental Health Services and sub-acute facilities
- Neurosciences
- Oral Health Services incorporating
 - Sydney Dental Hospital
 - Community dental clinics
- Pathology Services / Laboratory Services

¹⁰ **Manager Commercial / Corporate Services**

(is a generic term encompassing tier 2 hospital positions responsible for infrastructure / support services)

- Population Health
- Respiratory & Critical Care
- Surgical Services
- Women's Health, Neonatology and Paediatrics

Clinical Managers / Business Managers – District-wide Clinical Services and Facility/Service After Hours Nurse Operations Manager

- After Hours Nurse Operations Manager- RPAH, CRGH,CTH, Balmain and Community Health
- BreastScreen Sydney LHD
- Cardiovascular Services
- Cancer Services
- Drug Health Services
- Imaging Services
- Aged Care, Rehabilitation, General Medicine, Chronic & Ambulatory Care, General Practice, Endocrinology, Andrology
- Respiratory Services
- Critical Care Services
- Health Promotion Unit
- Public Health Unit
- Community Health
- Mental Health Service
 - Director of Operations
 - Director of Nursing
 - Nurse Operations Manager
 - Cluster Service Manager
 - Cluster Directors of Clinical Services
- Women's Health, Neonatology and Paediatrics

1.6 Departmental Managers and Heads of Department

Managers who are:

- appointed at the level of tier 3 within the hospitals/services and
- have responsibility for 2 or more cost centres

Including:

- Director of Perinatal Network Services
- Director Refugee Health
- Director Aboriginal Health
- Director CHETRE
- Senior Nurse Managers SLHD and Facility based
- Mental Health Service
 - Cluster Senior Nurse Manager
 - Community Service Managers Camperdown/Marrickville &
 - Canterbury/Croydon.

1.7 Cost Centre Managers

Managers who are responsible for a single cost centre (including NUMs).
Area Mental Health – NUMs and other cost centre managers.

APPENDIX 1 - REQUESTS FOR AMENDMENT TO THE DELEGATIONS MANUAL

Suggested amendments or additions to the contents of the LHD Delegations Manual are to be forwarded in writing to the following designated Officers:

Director Finance SLHD at: KGV level 8 Camperdown

or

Director, Operations at: level 11 KGV Level 11 Camperdown

or *other nominated officer*

Suggested amendments or additions to this Delegations Manual must be endorsed by the appropriate General Manager / Director prior to submitting them to the above delegated officers for endorsement and approval by the Chief Executive and the LHD Board. A format for Submitting requests is provided on the following pages.

Amendments should be published within 2 weeks of being ratified by the Board; and will become effective from the publication date.

The LHD Delegations Manual will be re-issued every 3 years, or more frequently, if needed.

Request to Amend the Delegations Manual

Section/Sub Section	Delegations – Proposed changes <i>(state clearly the current delegation and what changes are sort)</i>	Authorized Officer/s <i>(Name/Position Title/Tier)</i>	Type of Action <i>(add/modify/remove)</i>

Reason for change to delegation:

Preparing Officer: Name:.....Position:.....

Hospital/Unit:.....

Recommended By:..... Date...../...../.....
 General Manager/ Director

Endorsed By:..... Date...../...../.....
 Relevant LHD Tier 2 Delegate

Approved / not approved:..... Date...../...../.....
 Chief Executive

Ratified at Board meeting:..... Date...../...../.....
 Chair

APPROVED AMENDMENTS TO THE DELEGATIONS MANUAL⁵

VERSION CONTROL				
No	Date Original Manual Approved by Board	Date published/accessible to staff		
1				
AMENDMENTS				
No	Date	Section Amended	Effective Date	Amendment
0.01	6 September 2017	1.1	Immediate	SLHD Executive, excluding Director of Finance and Director of Operations, changed from \$10,000.00 to \$25,000.00
0.02	6 September 2017	1.1,1.3, 1.5, 1.6, 1.7, 1.8, 1.9, 1.13, 2.1, 2.2, 2.5, 2.6, 2.11, 2.16, 3.1, 4.1, 4.2, 4.3, 4.5, 4.6, 4.7, 4.8, 4.9, 4.21, 5.1, 5.2, 5.3, 5.4, 6.1, 7.5, 7.16, 9.6, 9.7, 9.8 ,9.9	Immediate	Delegation limit for the Executive Director of Sydney Health Partners set to \$100,000.

⁵ A record of amendments is to be retained and issued to ensure control of the Delegations Manual and associated documentation

APPENDIX 2- REFERENCES and QUICK LINKS

The Accounts and Audit Determination

<http://www.health.nsw.gov.au/policies/manuals/Documents/aad.pdf>

The Accounting Manual

<http://www.health.nsw.gov.au/policies/manuals/Documents/phaccounting.pdf>

The Combined Delegations Manual

<http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx>

Fees Procedures Manual

<http://www.health.nsw.gov.au/policies/manuals/Documents/fees.pdf>

The Goods and Services Procurement Policy Manual

<http://www.health.nsw.gov.au/policies/manuals/Documents/Goods-Services-Policy-Manual.pdf>

The Patient Matters Manual

<http://www.health.nsw.gov.au/policies/manuals/Pages/patient-matters-manual.aspx>

Leave Matters for the NSW Health Service

http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_029.pdf

Protecting People and Property: NSW Ministry of Health Policy and Guidelines

<http://www.health.nsw.gov.au/policies/manuals/Pages/protecting-people-property.aspx>

Trust Fund Procedures – Mental Health Hospitals

http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_484.pdf

Appendix 3- Official Travel

1 Overseas Travel

	Authorized Delegate/s
Staff Specialist under levels 1,2,3,4,5, and scheme D	General Manager/Executive Director for leave <14 days: Chief Executive for leave >14 days,(in accordance with SLHD Official travel policy for staff specialists; and the staff specialists (state) Award and Salaried Senior Medical Practitioners Determination (Revised Version)
All Other public Officials	Within Notional Budget
(1) Involving expenditure from the General Fund	Chief Executive If the notional budget is exceeded, the application must go through : Chief Financial Officer Ministry of Health
(2) Sponsorship	Chief Executive
(3) Involving expenditure from an SP&T Fund	Chief Executive
(4) Funds not sought, only leave for Official travel	Chief Executive

Notes:

Applications involving expenditure from the General Fund are not approved as a matter of course and approval should not be assumed in any circumstances. Employees should not give an irrevocable commitment in respect to a proposed visit prior to approval. Once the application is approved or declined, the decision is final. Any costs incurred in the absence of approval will be the sole responsibility of the person/s concerned. Strictest economy should continue to be exercised, and the length of absence and costs must be kept to the minimum practicable.

An applicant seeking approval for official travel shall disclose any funding from a private source for that travel at the time of making application for approval to travel for official purposes. This requirement also encompasses all private funding which may affect any claim on the administration for leave, subsistence or travel costs whether provided before or after a claim is made.

Where expenditure is via a sponsorship, recommending officers should ensure that no conflict of interest exists for the individual, for the health service or for NSW Ministry of Health.

Requests by an officer travelling overseas on duty to extend the visit for private purposes, or conversely proposals to extend private travel for official purposes, should not be encouraged and each application will be considered on its merit.

Applications and travel are to be undertaken in accordance with the requirements of Ministry of Health official travel policy as varied from time to time (currently PD2005-612)

2 Domestic Travels

Involving air travel and overnight stay

		AUTHORISE DELEGATE/S
a)	Chief Executive Director Operations	Chief Executive
b)	Other Area Executive General Managers/Executive Directors	Director Operations
c)	All Other	Chief Financial Officer General Managers/Executive Directors

The Chief Executive must approve travel to Norfolk Island, Lord Howe Island or other external Australian Territories.

Where an officer is undertaking domestic travel on duty, proposes to extend the visit for private purposes or conversely proposes to extend private travel for official purposes, prior approval is required. Each application is to be considered on its merit, but this practice should not be encouraged.

The Chief Executive's support should be obtained for any proposed travel arrangements which might attract public concern and a submission outlining what is proposed referred to NSW Ministry of Health or the Minister for Approval. The strictest economy should be exercised.

Economy class should be used for all travel within New South Wales and to the Australian Capital Territory, Victoria, South Australia and Queensland to destinations south of and including Brisbane. Chief Executives, members of the Senior Executive Service or equivalent Staff Specialists with a remuneration on or above a cash salary below or equal to Senior Officer Grade 1, 1st year (as varied from time to time) which is travel other than TESL, and Chairpersons of statutory bodies and of Government boards and committees may continue to use Business Class for travel to Western Australia, the Northern Territory and Tasmania, and for travel to New Zealand and New Guinea.

Staff Specialists utilising TESL arrangements are to adhere to the relevant Staff Specialists (State) Award and Salaried Senior Medical Practitioners Determination (Revised Version)

All domestic travel by other officers should be Economy Class, except where the officer is accompanying the Minister. If required by the Minister, the officer may travel in the same Class as the Minister for the sectors where they travel together. Any proposed variations on these arrangements should be the subject of a separate submission to NSW Ministry of Health. Such submission will be assessed against the strictest test of probity and economy.

An applicant seeking approval for official travel shall disclose any funding from a private source for that travel at the time of making application for approval to travel for official purposes. This requirement also encompasses all private funding which may affect any claim on the administration for leave, subsistence or travel costs whether provided before or after a claim is made.

Applications and travel are to be undertaken in accordance with the requirements of NSW Ministry of Health Official Travel Policy as varied from time to time (currently PD2005-612).

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