

**SYDNEY LOCAL HEALTH DISTRICT
2023/24 GPAL APPROVAL PROCESS**

This worksheet is to be used to document your GPAL requests for the 2023/24 financial year. This template needs to be submitted to the Executive Director of Finance for review prior to submission to the Chief Executive and the Chief Operating Officer for final approval.

- 1 Enter your facility/service name in Cell A2 of the '**Template**' Tab

- 2 Enter data in all cells except those that are '**Greyed Out**'. 'Greyed Out' cells contain a formula

- 3 If you wish to renew the existing GPAL for FY23/24, please populate columns which are highlighted in yellow (i.e. column N for the FY23/24 GPAL value and column Q for justification of the GPAL request) under of the corresponding GPAL row
If additional GPALs are required, you can insert rows and copy down the required formulas.

- 4 Initial Print Settings have been configured on the Template tab. Please check prior to printing the document.

- 5 When this template is completed, please save the final worksheet with your facility / service name included in the title.

- 6 An S1 is to be raised for the spreadsheet; your GM or Director is required to sign under their respective delegation authority. Please see 'Delegation' Tab for clarification on delegation rules

- 7 For new GPALs, the vendor's ABN is required.

Please view "Account Code Listing" Tab for list of applicable account codes

Email the completed template and approved S1 to:

- 8 Ross.Sinclair@health.nsw.gov.au and copy MeiLing.Lam@health.nsw.gov.au **[District Finance]**;
James.lorfino@health.nsw.gov.au **[Procurement, Contracts & Supply Service (PCS)]**

Please Note

Requestors are to ensure GPAL renewal requests adhere to the requirements of the *NSW Health Procurement Policy (PD2022_020)*, and are subject to review and approval by the Procurement, Contracts & Supply Service.

Any questions or queries regarding procurement compliance should be directed to the A/ Procurement & Processing Manager, Mr James Iorfino, prior to submission of GPAL renewal requests.

Financial Delegation Classification*

Entity Name	Financial Delgation	Position	Value <\$100k	Value >\$100k
Balmain Hospital	\$ 15,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Canterbury Hospital	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Mental Health Service	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Concord Repatriation General Hospital	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Institute of Rheumatology & Orthopaedics	\$ 30,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Royal Prince Alfred Hospital	\$ 30,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
SYDLHD Capital Infrastructue Engineering	\$ 30,000.00	Director	Executive Director of Operations / Executive Director of Finance	CE
SYDLHD Primary & Community Health	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
SYDLHD Reporting Entity	\$ 100,000.00	Executive Director of Operations	Executive Director of Operations / Executive Director of Finance	CE
SYDLHD TOTAL TRUST OTHER		Trust Fund Manager	Executive Director of Operations / Executive Director of Finance	CE
SYDLHD Trust Other		Trust Fund Manager	Executive Director of Operations / Executive Director of Finance	CE
Sydney Dental Hospital	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Thomas Walker Hospital	\$ 25,000.00	Executive Director	Executive Director of Operations / Executive Director of Finance	CE
SLHD ANZAC Health & Medical Research Foundation	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
RPA Virtual	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Population Health	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Public Health	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Primary & Community Health	\$ 25,000.00	General Manager	Executive Director of Operations / Executive Director of Finance	CE
Communications	\$ 30,000.00	Director	Executive Director of Operations / Executive Director of Finance	CE
MediHotel	\$ 15,000.00	Director	Executive Director of Operations / Executive Director of Finance	CE

* Subject to SLHD Delegations of Authority Manual

