



Health  
South Western Sydney  
Local Health District

South Western Sydney Local Health District

# Delegations Manual



## INDEX

1.	<b>Purpose</b> .....	7
2.	<b>Background</b> .....	7
3.	<b>Principles</b> .....	7
4.	<b>NSW Health Policy Directive</b> .....	9
5.	<b>Responsibilities</b> .....	9
5.1.	<b>SWSLHD Board</b> .....	9
5.2.	<b>Chief Executive</b> .....	9
5.3.	<b>Delegates</b> .....	10
6.	<b>Structure</b> .....	11
7.	<b>SWSLHD Decision Making Levels</b> .....	12
<b>SCHEDULE 1</b>	<b>Human Resources &amp; Payroll Matters</b> .....	<b>15</b>
1.1	Staff Establishments & Appointments .....	15
1.2	Selection Process .....	17
1.3	Changes to Employee Assignment .....	18
1.4	Secondments .....	20
1.5	Flexible Work Practices .....	20
1.6	Employee Management Matters .....	20
1.7	Organisational Change .....	21
1.8	Time and Attendance Records .....	22
1.9	Leave .....	22
1.10	Higher Grade Duties .....	24
1.11	Overtime .....	24
1.12	Approval for Agency Staff .....	24
1.13	Secondary Employment.....	24
1.14	In-Service Training / Conference Leave.....	24
1.15	Rights of Private Practice for Psychologists.....	25
1.16	Official Travel.....	25
<b>SCHEDULE 2</b>	<b>Goods and Services and Repairs, Maintenance &amp; Renewal (RMR)</b>	
<b>Expenditure</b>	<b>25</b>	
2.1	Goods and Services.....	25
2.2	Repairs, Maintenance and Renewals.....	28
2.3	Process for Purchasing Acquisitions and Making Disposals.....	31
2.4	Authority to Sign Official (or Purchase) Order Forms .....	33

*SWSLHD Delegations Manual*

2.5	Authority to Write-Off and Write-Up Stock Items .....	33
2.6	Reimbursement of Out of Pocket Expenses.....	33
<b>SCHEDULE 3</b>	<b>Media Delegations .....</b>	<b>34</b>
3.1	Media Releases and Statements .....	34
<b>SCHEDULE 4</b>	<b>Official Travel.....</b>	<b>35</b>
4.1	Overseas Travel .....	35
4.2	Domestic Travel.....	35
<b>SCHEDULE 5</b>	<b>General Financial Delegations.....</b>	<b>36</b>
5.1	Bank Accounts.....	36
5.2	Petty Cash/Cash Floats .....	36
5.3	Authorise Payment to Affiliated Health Organisations & Non-Government Organisations (NGO).....	36
5.4	Accounts Receivable .....	36
5.5	Investments .....	37
5.6	Remittances to Government Authorities.....	37
5.7	Budgetary Adjustments.....	37
5.8	Claims for Payment.....	37
5.9	Refunds .....	37
<b>SCHEDULE 6</b>	<b>Restricted Financial Asset Funds (RFA) (formerly Special Purpose &amp; Trust Funds) .....</b>	<b>38</b>
6.1	Restricted Financial Asset Funds.....	38
6.2	Samaritan Fund .....	39
6.3	Custodial Patient Trust Funds.....	39
6.4	Refund of Patient Deposits .....	40
<b>SCHEDULE 7</b>	<b>General Delegations.....</b>	<b>40</b>
7.1	Destitute Persons – Burial or Cremation .....	40
7.2	Government Information (Public Access) Act 2009 (GIPAA).....	40
7.3	Engagement of Legal Services .....	41
7.4	Insurance / Workers Compensation and General Lines .....	41
7.5	Human Tissue Act.....	41
7.6	Sale and Purchase of Land.....	41
7.7	Signing of Leases .....	41
7.8	Execution of Licence Agreements.....	42
7.9	Signing of Contracts for Major Capital Works.....	42

*SWSLHD Delegations Manual*


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7.10	Other Agreements.....	42
7.11	EPA Licensing .....	42
7.12	Compliance Reports .....	43
7.13	Issue of Meal Tickets .....	43
7.14	Mobile Telephones.....	43
7.15	Sponsorship.....	43
7.16	Motor Vehicles .....	44
7.17	Catering Requests for Functions.....	44
7.18	Role Delineation of Health Services .....	44
7.19	Disposal of Records.....	44
7.20	Application for Guardianship .....	44
7.21	Acceptance of Gifts, Devices and Donations.....	45
	Appendix 1 .....	46
	Sponsorships.....	46
	Appointment of contract service providers .....	47
	Appendix 2 – SWSLHD Delegations Manual Version Control.....	48

## Introduction

Delegations are a critical tool for good corporate governance, as well as a key mechanism for setting the tone and culture of the organisation. Given this, when refreshing our *Manual*, regard for the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment has been considered.

Lower decision making thresholds are now in place for a number of areas. This will enable effective decision making across the District.

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## Making Amendments to the Current Delegations Manual

The *Delegations Manual* will be reviewed annually. Requests for amendments to the *Delegations Manual*, including new delegations, are to be made through line management to a member of the District Executive Team (refer page 12 – *SWSLHD Decision Making Levels*) before referral for approval by the Board. Amendments will be incorporated through the annual review process, unless urgent.

Urgent requests for amendment outside this timeframe are to be referred to the appropriate District Executive Team professional lead for that section, who will ensure appropriate approvals are received prior to Board approval.

The form to use for making an application to amend delegations is listed below, along with flow charts which show SWSLHD's process for managing the annual Delegations Update Process and urgent updates:

- Form - Request Amend the Delegation Manual
- Delegations Amendment Process - Annual Update Process
- Delegations Amendment Process - Urgent

Note: The Annual update is published after July of each year. Any requests for amendments are to be forwarded to [SWSLHD-ESU@health.nsw.gov.au](mailto:SWSLHD-ESU@health.nsw.gov.au) by the end of February of each year, to make the Annual Review cut off.

## How to Interpret the Delegations Manual

Each position with delegation has been allocated a code that is directly related to the level in which they are placed in the Decision Making Levels structure (refer page 12 – *SWSLHD Decision Making Levels*).

Where there are multiple levels with the same delegation it has been outlined in the method of mentioning the lowest level of delegation first with the words “and above” after. Where this is not possible, specific codes have been provided.

*SWSLHD Delegations Manual*

An example is provided below:

No	Description	Delegated Officer/s	Notes
<b>1.3</b>	<b>Changes to Employee Assignment</b>		
1.3.1	Permanent or temporary transfer of staff between Cost Centres within the Facility or Service (same grade) for cost centre management purposes only:	Level 3 and above	Nursing & Midwifery positions require only one delegated officer's signature.
	• Hospital / Facility based positions	Level 6 and above	
	• SWS District positions	Level 2 and above	
	• Multicultural Services positions	4T	

Level 3 and above means that all positions in levels 1, 2 and 3 have delegations in that section.

## 1. Purpose

The purpose of this *Delegations Manual* is to ensure that there is a set of clear and unambiguous directions in the matters of authorisation and quantification of expenditure, staff related matters and other issues that impact on the operations of the facilities that comprise the South Western Sydney Local Health District (SWSLHD).

## 2. Background

Clear, well maintained delegations are a critical corporate governance tool, essential for internal control and management. They enable devolution of decision making to appropriate managers, while enabling the Board to maintain effective oversight of the operations of the organisation.

Under the Accounts and Audit Determination all Public Health Organisations that receive subsidies from Consolidated Fund Recurrent Payments and Consolidated Fund Capital Payments under the *Health Services Act 1997* are required to maintain a *Manual of Delegations* to record details of delegations of responsibility and authority within the organisation.

## 3. Principles

Delegations are a critical tool for good corporate governance, as well as a key mechanism for setting the tone and culture of the organisation. Given this, when determining and developing delegations, regard for the NSW Health CORE values of Collaboration, Openness, Respect and Empowerment has been taken, together with the following key requirements:

- Delegations must be lawful and comply with and reflect any restrictions in state or federal legislation
- Delegations must be consistent with Directions or Delegations of the Minister, Director-General, Ministry of Health, NSW Treasury or other Whole-of-Government policy or directive. When making delegations, the LHD needs to consider the requirements and obligations set out in the following:
  - *Accounting Manual for Public Health Organisations*
  - *Accounts and Audit Determination for Public Health Organisations*
  - *Fees Procedures Manual for Public Health Organisations*
  - *Leave/Salaries Manual – Public Service*
  - *Procurement Policy – NSW Health*
  - *Protecting People and Property NSW Health policy and standards for security risk management in NSW Health agencies.*
- Board approval of the organisation's *Delegations Manual* is a critical component of effective corporate governance. The Board may also incorporate additional conditions of delegations or a requirement for Board approval where deemed appropriate. Any amending or new delegations need to be promptly incorporated into the LHD *Delegations Manual* and officers affected notified of changes.
- Decisions on granting delegations are to be guided by the following principles:
  - Delegations focus on the local needs of the LHD and the hospitals and other services it controls
  - Delegations focus on improving and supporting local decision making and accountability at the frontline and hospital level and are designed to devolve decision making capacity to the frontline, operation level as close to practicable to where patient care is being delivered

In assessing the level and nature of delegations, regard should be had to both the level of operational responsibility of the position and the level of budget being managed.

## *SWSLHD Delegations Manual*

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- The scope of delegations must be clear and unambiguous to support internal auditing and compliance monitoring and to enable the Chief Executive and Board to hold delegated officers accountable. Delegations are to ensure appropriate:
  - separation of duties and responsibilities to minimise the risk of real, potential or perceived pecuniary interests or conflicts of interest arising
  - authorisations and controls are in place between the organisation and other health entities, where those other entities (e.g. HealthShare NSW perform activities on behalf of the organisation).
- The delegations must be made to a specified position. Delegations are made to an office, not a person. They cannot be transferred or further sub-delegated. A delegation made to any person holding a specified office may, in the absence of that person, be exercised by a person acting or relieving in that office/position.
- Delegated authority is to follow the management line and be functionally and operationally in alignment with it. Where the Delegations Manual specifies a delegation to a position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.
- Delegations should have regard to the skills base and performance of managers:
  - Managers should be supported by appropriate training in LHD processes to facilitate timely approvals where delegation rests with more senior officers
  - Delegations should be given subject to ongoing satisfactory performance. Structures need to be in place to ensure oversight and accountability (e.g. ensuring position descriptions identify requisite financial skills required for the position and the need for compliance with delegations) including performance management frameworks which provide for financial accountabilities and compliance with delegations and policies.
- The monetary limits specified are to be the maximum delegated amounts. They do not imply or confer authority to spend more than the organisation's or unit's uncommitted budget allocation for a particular category. The delegation limit applies to the total purchase, not each individual item. The monetary limits specified must be exclusive of the Goods and Services Tax.
- Delegations are categorised for easy identification and referenced consistently with statewide Ministerial and Director General delegations, for example General Fund Expenditure, Restricted Financial Assets (RFA), formerly Special Purpose & Trust Funds, Capital Works and Minor Works Program, Tenders and Contracts, General Financial, Human Resources, Training, Conferences and Travel, Non-Financial, Public Health.
- Delegations are regularly audited. The organisation includes the review of compliance with delegations in their audit program.
- Delegations are accessible to staff. The *Delegations Manual* and any amendments as made from time to time should be available in writing, on the LHD intranet and be readily accessible to staff. The Chief Executive is to nominate a senior officer(s) who can assist staff who have questions about their level of delegation and their responsibilities when exercising their authority.
- Delegations are subject to ongoing review. Delegations are reviewed annually by the Board, or more frequently if needed with any amendments incorporated into the *Delegations Manual*.
- A document control system is to be established to facilitate auditing and accountability.
- The LHD *Delegations Manual* will be re-issued annually.



## 4. NSW Health Policy Directive

This *Manual* is written to support compliance with the NSW Health Policy Directive PD2012\_059: Delegations of Authority – Local Health Districts & Speciality Health Networks.

## 5. Responsibilities

### 5.1. SWSLHD Board

The Board has a statutory responsibility to ensure the organisation has in place effective governance frameworks, and proper delegations are a key element to that framework. The Board is responsible for:

- Approving LHD *Delegations Manual*, having regard to the principles set out in the MoH Policy Directive
- Ensuring systems are in place to promote compliance with the *Delegations Manual*
- Ensuring systems are in place for regular monitoring and auditing of compliance with the *Delegations Manual*
- Ensuring a system to monitor any non-compliance with delegations which might pose a significant risk to the operation, performance and reputation of the LHD
- Ensuring systems are in place to regularly review the currency and appropriateness of the *Delegations Manual*
- Ensuring as Board Members that they comply with delegations pertinent to their role including appointment to Board sub-committees, working groups and the like.

### 5.2. Chief Executive

The Chief Executive is responsible for:

- Defining the specific scope of delegations applicable within the organisation and ensuring the delegations made are made in accordance with the principles set out in the NSW Health Policy Directive PD2012\_059.
- Obtaining Board approval for the *Delegations Manual* and the material changes to them from time to time
- Regularly reviewing and updating delegations to ensure they remain appropriate and relevant to the LHD. This includes a system for staff to submit requests for amendment, with endorsement from key LHD officers and facility/service general managers
- Developing and implementing systems to disseminate the *Delegations Manual* and subsequent updates to staff so they can properly exercise their delegations
- Establishing a system to monitor any non-compliance with delegations which might pose a significant risk to the operation, performance and reputation of the LHD
- Undertaking regular auditing of compliance with delegations
- Ensuring that on-line requisitioning systems are consistent with delegations, follow the approved chain of command and include relevant identifying data to enable compliance monitoring
- Providing delegated officers with training, access to information and tools to enable them to properly exercise their delegated authority
- Appointing a senior officer to act as a contact point for staff, and to provide advice and assistance on issues arising from the delegations.

### 5.3. Delegates

- 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 Health and LHD policies
- Delegates are responsible for knowing the content and level of their delegation and for keeping up to date on any changes to the delegations arising from changes in law, NSW Government or NSW 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
- Where exercising a non-financial delegation, delegates must verify that the requests are valid and appropriate and ensure diligence when exercising their authority
- When approving expenditure a delegate must:
  - 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 organisation
  - Obtain any necessary additional approvals, e.g. if expenditure variations outside expected budget are expected to arise, if the expenditure is from, or supplemented by RFA Funds.
- When approving expenditure a delegate must not 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
- Delegates need to consult LHD officers with specialty product knowledge (for example, IT officers, biomedical engineering, clinical products advisors, engineers if building works are required) to confirm cost effective procurement which is in accordance with Government practices
- Delegated officers are to sign (or personally authorise through appropriate e-systems) all requisitions, orders, contracts, documents 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
- Delegates may not re-delegate any authority conferred on them by the *Delegations Manual*
- Delegates must not approve "self-related matters" or matters that raise potential probity issues in relation to the exercise of the delegation. 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. For example a delegate 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
  - 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

- write-off stock or dispose of stock to themselves or to others (family, friends, colleagues) where there could be a real, potential or perceived pecuniary interest or conflict of interest.

## **6. Structure**

The Delegates Structure in the *Delegations Manual* is designed to define managerial authority and accountability as it is devolved across the organisation.

The Delegates Structure is not an organisation chart or hierarchical structure for SWSLHD. It is a guide that aims to enable delegates to identify how their delegations fit across the organisation taking into account the different roles across the organisation and the unique complexities of these roles.

## 7. SWSLHD Decision Making Levels

Level	Decision Making Levels
<b>1</b>	<b>CHIEF EXECUTIVE</b>
<b>2</b>	<b>DISTRICT EXECUTIVE TEAM</b> 2B Director, Finance & Corporate Services 2C Director, Medical Services 2D Director, Nursing & Midwifery Services and Performance 2E Director, People & Culture 2F Director, Clinical Governance 2G Director, Allied Health and Community Services 2H Director, Digital Health 2I Director, Capital Works & Infrastructure 2J Director, Corporate Governance 2K Director, Strategy & Partnerships 2L Director, Aboriginal Health
<b>3</b>	<b>HOSPITAL GENERAL MANAGERS &amp; SERVICE DIRECTORS</b> 3A General Manager, Liverpool Hospital 3B General Manager, Campbelltown & Camden Hospitals 3C General Manager, Bankstown-Lidcombe Hospital 3D General Manager, Fairfield Hospital 3E General Manager, Bowral & District Hospital 3F Director, Oral Health 3G General Manager, Primary & Community Health 3H Director, Population Health 3I Director, Mental Health 3J General Manager, Drug Health
<b>4</b>	<b>DISTRICT MANAGEMENT STAFF</b> 4C Manager, Consumer & Community Participation 4E Manager, Planning 4F Manager, Internal Audit 4H Director, Strategic Communications & Media 4I Manager, Risk & Policy 4J Director, Transforming your Experience 4K Senior Manager, Human Resources and Industrial Relations 4L Director, Education and Organisational Development 4M Manager, Engineering 4N Deputy Director Finance 4O SWSLHD Manager Shared & Corporate Services 4P District Director Biomedical Engineering 4Q District Manager Fire Service 4R Manager, Human Resources Support Services (1.1.8 only) 4S Director of Research 4U Senior Manager – Staff Health, Recovery & Wellbeing
<b>5</b>	<b>HOSPITAL EXECUTIVE STAFF</b> 5A Director, Corporate Services 5B Director, Nursing & Midwifery Services 5C Director, Medical Services 5D Director, Finance 5E Director, Allied Health 5F Manager, Human Resources

## SWSLHD Delegations Manual

Level	Decision Making Levels	
6	<b>SERVICE EXECUTIVE STAFF</b>	
	<b>Oral Health</b>	
	6A	Quality and Safety Manager
	6B	Service Manager, Oral Health
	6B2	Finance Manager, Oral Health
	<b>Primary &amp; Community Health</b>	
	6C	Director, Acute & Extended Care in the Community, Primary & Community Health
	6D	Director, Healthy Kids & Families, Primary & Community Health
	6E	Director, Corporate & Finance, Primary & Community Health
	6F	Director, Keeping Well in Community, Primary & Community Health
	6G	Director, Staying Safe in Community, Primary & Community Health
	6Y	Director, Aging Well in Community, Primary & Community Health
	<b>Population Health</b>	
	6G	Director, Health Promotion, Population Health
	6H	Manager, BreastScreen NSW, Population Health
	6I	Director, NSW Refugee Health Services, Population Health
	6J	Director, CHETRE, Population Health
	6K	Director, Public Health Unit, Population Health
	6L	Manager, Business and Collaboration, Population Health
	<b>Mental Health</b>	
	6M	Director, Operations, Mental Health
	6N	Director, Nursing, Mental Health
	6O	Director, Allied Health, Mental Health
	6P	Director, Medical Services, Mental Health
	6Q	Director, Community Mental Health & Partnerships, Mental Health
	6R	Director, Finance, Mental Health
	6R2	Manager, Corporate Services
<b>Drug Health</b>		
6S	Director, Nursing, Drug Health	
6T	Director, Clinical Operations, Drug Health	
6U	Director, Medical Services, Drug Health	
6V	Director, Finance & Corporate, Drug Health	
6W	Manager, Executive & Corporate Support, Drug Health	
<b>Other</b>		
4T	Director, Multicultural Service	
6Z	Information, Community and Technology Executive Team	
7	<b>CLINICAL STREAM DIRECTORS</b>	<b>CLINICAL STREAM MANAGERS</b>
	7A	Aged Care & Rehabilitation
	7B	Internal Medicine
	7C	Cancer Services
	7D	Gastroenterology, Gastrointestinal Surgery, Liver, Urology, Head & Neck
	7E	Cardiovascular Services
	7F	Medical Imaging
	7G	Paediatrics & Neonatology
	7H	Women's Health
	7I	Critical Care
	7J	Surgical Specialities
8	<b>Facility/Service and District Managerial positions</b>	

*SWSLHD Delegations Manual*

<b>Level</b>	<b>Decision Making Levels</b>
	8A Department Manager 8B Cost Centre Managers 8C Patient Liaison Officer 8D Nurse Manager Theatres (except Bowral) 8E Nursing Unit Manager Theatres (Bowral only) 8F Nursing Unit Manager Endoscopy, Cardiac Catheter Lab, Interventional Radiology (all facilities) 8H Community Mental Health Service Managers 8I Operational Nurse Manager (ONM)
<b>9</b>	<b>Other positions</b> 9A Principal Investigations and Compliance Officer 9B Manager Engineering – Facility based 9C Manager Biomedical Engineering – Facility based 9E SWSLHD Transport Manager 9F District Right to Information & Records Manager 9I Storepersons 9J Authorised Medico-Legal Managers for Facilities and Services
<b>10</b>	<b>Pharmacy Positions</b> 10A Director of Pharmacy 10B Deputy Director of Pharmacy 10C Pharmacy Manager 10D Senior Pharmacist
<b>11</b>	<b>SWSLHD Financial Management Positions</b> 11A Senior Finance Manager 11C Senior Financial Accountant, Assets and Banking 11D Financial Accountant, Taxation 11F Revenue Manager
<b>12</b>	<b>Heads of Department</b> 12A Cardiology 12B Dentistry 12C Endocrinology 12D Rheumatology 12E Radiation 12F Oncology 12G PET 12H Nuclear Medicine 12I Clinical Immunology 12J Microbiology

**Note:**

The Board and Secretary NSW MoH are delegated officers within this Manual but have not been assigned a level.

## SCHEDULE 1 Human Resources & Payroll Matters

### Responsibility of 2E

No	Description	Delegated Officer/s	Notes
<b>1.1 Staff Establishments &amp; Appointments</b>			
1.1.1	Creation of any new position and increase in staff establishment (including VMOs and Staff Specialists)	Level 1	New Health Executive Service positions must be approved by the NSW Ministry of Health, via the Chief Executive
1.1.2	Approve request to advertise a vacancy (including EOIs) within establishment full time equivalent (FTE) or advertise for a casual employee (subject to availability of funds) for the following positions:		
	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	Chairman of the Board in concurrence with the Secretary, NSW MoH	
	<ul style="list-style-type: none"> <li>Health Executive Service and Executive positions</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>SWSLHD District positions</li> </ul>	Level 2 and above	
	<ul style="list-style-type: none"> <li>All other positions</li> </ul>	Level 3 and above	
1.1.3	Approval to temporarily or permanently appoint to a vacancy without advertising or appoint a walk-in applicant above established FTE	Level 1	Subject to the provisions outlined in NSW Health PD2017_040 Recruitment & Selection of Staff to the NSW Health Service.
	Approval to temporarily or permanently appoint to a vacancy without advertising or appoint a walk-in applicant (non - medical) within established FTE	Level 3 and above	Subject to the provisions outlined in NSW Health PD2017_040 Recruitment & Selection of Staff to the NSW Health Service.
	<ul style="list-style-type: none"> <li>Nursing and Midwifery</li> </ul>	5B, 6C, 6N, 6S	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	<p>Approval to extend temporary contract for up to 12 months (without readvertising) beyond the initial temporary contract (of any duration), where:</p> <ul style="list-style-type: none"> <li>the initial temporary contract went through a merit based selection process</li> <li>the position/program is grant funded with an extended grant period time.</li> </ul> <p>*(excluding medical positions, who require MDAAC review)</p>	Level 3 and above	Subject to the provisions outlined in NSW Health PD2017_040 Recruitment & Selection of Staff to the NSW Health Service.
	Walk-in applicants (medical) within established FTE.	Level 1 2C	Employees under the Public Hospital Medical Officer (State) Award, Public Hospital Career Medical Officer (State) Award and Public Hospital Medical Superintendents (State) Award for urgent (less than 3 months)
	Approval of short-term non consultant medical staff appointments up to two-weeks.	Level 3 5C	Employees under Career Medical Officer (State) or Resident Medical Officer (State) Award, or locums in accordance with PD2012_046: Remunerations Rates for non-specialist medical staff – short term/casual (locum).
1.1.4	Temporary appointment of SMP(s) (Visiting Practitioners /Staff Specialists) and dentists. Up to 3 months (with one 3 month extension) subject to confirmation at next MDAAC (including Staff Specialists employed by another LHD or specialty network required to work in SWS under PD2016_026).	Level 1 and 2C	
1.1.5	Signing of SMP contracts	Level 2C Level 3	
1.1.6	Reviewing pre-employment Criminal Record Check (CRC) and Service Check Register (SCR) Risk Assessments, Approving pre-employment CRC and SCR Risk Assessments	4K, 5F and 9A  Level 1	CRC and SCR Risk assessments must be conducted by an accredited risk assessor.
1.1.7	Approving grading of new positions and regrading of established positions	Level 1	



*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.1.8	Signing of Confirmation of Appointment Letters for the following positions:		
	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	Chairman of the Board, in concurrence with the Secretary	PD2019_002 – NSW Health Service Senior Executive Arrangements
	<ul style="list-style-type: none"> <li>Health Executive Service Staff</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>Senior medical</li> </ul>	2C Level 3	
	<ul style="list-style-type: none"> <li>Other medical</li> </ul>	Level 3 5C, 6P, 6U	
<ul style="list-style-type: none"> <li>Non-medical</li> </ul>	5F, 4R		
1.1.9	Authority to determine commencing salary rate:		
	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	Chairman of the Board, in concurrence with the Secretary	PD2019_002 – NSW Health Service Senior Executive Arrangements
	<ul style="list-style-type: none"> <li>Health Executive Service Staff</li> </ul>	Level 1	
	All Health Managers		Refer to SWSLHD Guideline – SWSLHD_GL2019_006
<ul style="list-style-type: none"> <li>Up to mid-point of the band</li> </ul>	Level 6 and above		
All Health Managers		Level 3 and above	
<ul style="list-style-type: none"> <li>Above mid-point of the band</li> </ul>			
1.1.10	Salary Progression for Health Managers by increments:		All requests for salary progression must be in accordance with SWSLHD Guideline – SWSLHD_GL2019_006
	<ul style="list-style-type: none"> <li>Up to mid-point of the band</li> </ul>	Level 6 and above	
	<ul style="list-style-type: none"> <li>Above mid-point of the band</li> </ul>	Level 3 and above	
	<ul style="list-style-type: none"> <li>Increments above 20%</li> </ul>	Level 1	
No	Description	Delegated Officer/s	Notes
1.1.11	Authority to change titles of staff:		
	<ul style="list-style-type: none"> <li>Health Manager 2 equivalent or lower</li> </ul>	Level 3 and above	
	<ul style="list-style-type: none"> <li>Health Manager 3 equivalent or greater</li> </ul>	Level 2 and above	
1.1.12	Appointment of Volunteers	Level 6 and above	
<b>1.2 Selection Process</b>			
1.2.1	HES	Nominee of Secretary to be involved	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.2.2	General Managers and Service Directors	1, 2D, 2G to be involved (as appropriate)	
1.2.3	Clinical Directors	Nominee of Chief Executive to be involved	
1.2.4	District management staff	Nominee of District Executive responsible to be involved.	
1.2.5	Hospital and service executive staff	Appropriate professional lead to be involved.	
<b>1.3 Changes to Employee Assignment</b>			
1.3.1	Permanent or temporary transfer of staff between Cost Centres within the Facility or Service (same grade):	Level 3 and above or as listed below	For cost centre management purposes only
	• Nursing and Midwifery	5B, 6C, 6N, 6S, 6Q	For nursing & midwifery positions only one signature is required, i.e. General Manager / Director of Nursing & Midwifery – can approve changes to nursing assignments.
	• Medical Services	5C, 6P, 6U	
	• Corporate & Support Services	5A, 6E, 6V, 6Q	
	• Finance	5D, 6E, 6R, 6V	
	• Allied Health	5E, 6O, 6Q, 6D, 6Y	
	• SWS District positions	Level 2	
	• Multicultural Services	4T	
	Permanent or temporary transfer of staff between cost centres between Facilities and Services.	Level 2	For cost centre management purposes only, or as consistent with the applicable NSW Health Policy.
1.3.2	Permanent and temporary increase in hours within established FTE (same grade):	Level 3 and above or as listed below	
	• Nursing and Midwifery	5B, 6C, 6N, 6S, 6Q	
	• Medical Services	5C, 6P, 6U	
	• Corporate & Support Services	5A, 6E, 6V, 6Q, 6M	
	• Finance	5D, 6E, 6R, 6V	
	• Allied Health	5E, 6O, 6Q, 6D, 6Y	
	• SWS District positions	Level 2	
	• Multicultural Services	4T	
	• Dental	3F	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.3.3	Permanent decrease in hours (same grade – full-time / part-time):	Level 3 and above or as listed below	
	• Nursing and Midwifery	5B, 6C, 6N, 6S, 6Q	
	• Medical Services	5C, 6P, 6U	
	• Corporate & Support Services	5A, 6E, 6V, 6Q, 6M	
	• Finance	5D, 6E, 6R, 6V	
	• Allied Health	5E, 6O, 6Q, 6D, 6Y	
	• SWS District positions	Level 2	
	• Multicultural Services	4T	
1.3.4	Temporary decrease in hours (excludes return to work post Maternity Leave).	Refer to 1.5 Flexible Work Practices or for post Maternity Leave refer to 1.3.7	
1.3.5	Reduction of Staff Specialist fraction:		
	• Less than 0.5 FTE	Level 1	
	• All other changes of fraction of Staff Specialists within funded profile and without changes of clinical privileges	Level 2C Level 3	
1.3.6	Staff Specialist (with the exception of specialty groups like ED, where a 4 day week for a full timer is “standard”), working normal duties as per clause 4 Part A (b) of the Staff Specialists (State) Award.	Level 1	
1.3.7	Part time Staff Specialist working e.g. 0.7 FTE over 3 days.	Level 1	
1.3.8	Return from maternity leave on reduced hours  Extension of reduced hours, following return from Maternity Leave	Level 7 and above	Subject to the provisions of NSW Health policy directive PD2019_010 Leave Matters for the NSW Health Service
1.3.9	Casual conversion of nursing staff to permanent positions within established FTE, in line with the relevant Award provision.	5B, 6C, 6N, 6S, 2D Level 3 and 1	In accordance with the relevant Award provision.
1.3.10	Casual conversion of nursing staff to permanent positions, above the established FTE, in line with the relevant Award provision.	2D and Level 1	
1.3.11	Appointment of casual staff employed under HSU classifications to permanent positions (all	Level 1	
1.3.12	Direct appointment (walk in) to casual positions	Level 3 and above	Subject to the provisions outlined in NSW Health

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.3.13	Conversion from permanent / temporary to casual employment	Level 8 and above	PD2017_040 Recruitment & Selection of Staff to the NSW Health Service.
<p><b>1.4 Secondments</b></p> <p><i>NB: Secondments are based on merit selection and are subject to the provisions contained within NSW Health policy directive PD2017_040 Recruitment and Selection of Staff to the NSW Health Service (including any amendments or subsequent policy revisions).</i></p>			
1.4.1	Secondments within LHD	Level 3 and above	
1.4.2	Secondments (within NSW Health Service, outside LHD)	Level 1	
1.4.3	Approval to extend secondment for up to 2 years in total (including initial period, without further advertising).	Level 3 and above	Subject to the provisions outlined in NSW Health PD2017_040 Recruitment & Selection of Staff to the NSW Health Service.
<p><b>1.5 Flexible Work Practices</b></p>			
1.5.1	Refer to SWSLHD Flexible Working Arrangements Procedure (SWSLHD_PROC2023_004).		
<p><b>1.6 Employee Management Matters</b></p>			
1.6.1	Authority to dismiss occupants of the following positions:		
	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	Secretary on recommendation from the Chairman of the Board	
	<ul style="list-style-type: none"> <li>HES Staff</li> </ul>	Level 1 / MoH	
	<ul style="list-style-type: none"> <li>Other Staff</li> </ul>	Level 1	Recommendation for termination must be submitted via a brief signed by the Director People & Culture and the respective District Executive professional head.
1.6.2	Disciplinary action in cases of sex or violence offences - employees	Level 1	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.6.3	<p>Authority to approve a show cause brief</p> <p>Authority to sign a show cause letter (following 2E approval of show cause brief)</p> <p>Authority to terminate employment</p> <p>Authority to notify an employee who has resigned (or is no longer employed) that SWSLHD would have asked them to show cause</p> <p>Authority to notify an employee who has resigned (or is no longer employed) that SWSLHD would have terminated their employment (including creation of SCR Record)</p>	<p>Level 2E</p> <p>Level 3 &amp; above</p> <p>Level 1</p> <p>Level 3 and above</p> <p>Level 1</p>	
Completion of Risk Assessments			
1.6.4	Altering clinical privileges, providing alternative non-clinical duties or change work location for clinical staff excluding visiting practitioners, dentists and staff specialists	Level 2 and above	Urgent workplace changes to mitigate risk should only occur following consultation with the Director People & Culture or delegate, or, if after hours, the District Executive On-call. Appropriate professional lead to be consulted.
1.6.5	Modification (reduction) of risk management action during a misconduct process following risk assessment review	Level 2 and above	
1.6.6	Return to substantive role/duties upon completion of a misconduct process and following risk assessment review	Level 2 and above	
1.6.7	<p>Signing Deeds of Release (or other documents initiating legal proceedings in a Court or Commission)</p> <p>Reimbursement of shift penalties and other allowances following suspension on pay or alternative duties</p>	<p>Level 5 and above</p> <p>Level 3 or above</p>	
1.6.8	Change to work location for non-clinical staff	Level 2 and above	
1.6.9	Suspension of staff – with or without pay	Level 1	As per Managing Misconduct Policy and the Health Services Act.
1.6.10	Increased supervision, changes to roster (i.e. Monday to Friday, day shift)	Level 3 and above	
1.6.11	Creation, update and removal of Service Check Register Records	Level 1	In accordance with NSW Health Policy Directive PD2021_017 Service Check Register for NSW Health.
<b>1.7 Organisational Change</b>			

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
1.7.1	Approve organisational change management processes	Level 1	In consultation with Human Resources
1.7.2	Declare employees “affected”	Level 1 2D, 2G, 2E	
1.7.3	Declare employees “excess” and offer/approval voluntary redundancy package to excess employee under PD 2012_021	Level 1	Refer to NSW Health policy directive PD2012_021 Managing Excess Staff of the NSW Health Service
1.7.4	Sign letters to employees concerning:		
	<ul style="list-style-type: none"> <li>Their affected status (following delegated officers approval)</li> </ul>	Level 3 and above	
	<ul style="list-style-type: none"> <li>Redeployment arrangements (either temporary or permanent) – following CE approval</li> </ul>	Level 3 and above	
1.7.5	Authorise payment of voluntary redundancy package in accordance with approval mechanisms	Level 1	
<b>1.8 Time and Attendance Records</b>			
1.8.1	Time and attendance records	Level 8 and above	Time and attendance records are to be available for Audit.
1.8.2	VMO/VDO Claim Forms:		
	<ul style="list-style-type: none"> <li>Verification</li> </ul>	Finance Officer Medical Admin Officer	
	<ul style="list-style-type: none"> <li>Authorisation</li> </ul>	5D, 5C and 6H Level 3 8H, 6P, 6U	
<b>1.9 Leave</b>			
Granting of leave must be in accordance with NSW Health Policy Directive, PD2023_006, Leave Matters for the NSW Health Service, the applicable Industrial Award, and other NSW Health Policies			
1.9.1	Annual Leave Sick Leave Personal Carers Leave FACS Leave Long Service Leave Family & Domestic Violence Leave Parental Leave Bereavement Leave Study & Development Leave Special Leave (not stated elsewhere) Defence Force Leave Trade Union Leave	Level 8 and above	Refer s. 2 of PD2023_006 Refer s. 3 Refer s. 4 Refer s. 4 Refer s. 7 Refer s. 12.10 Refer s. 5 Refer s. 4 Refer s. 6 Refer s. 12 Refer s. 13 Refer s. 14
1.9.2	COVID Special Leave Additional COVID or Additional Sick Leave	Level 1 Level 2E	Refer MoH Workforce Advice Refer MoH Workforce Advice

*SWSLHD Delegations Manual*

1.9.3	Leave Without Pay up to 5 days Leave Without Pay < 6 months Leave Without Pay > 6 months	Level 8 and above Level 3 and above Level 1	Refer s. 8 Refer s. 8 Refer s. 8
1.9.4	Payment of Pro-Rata Long Service Leave	Level 3 and above	Consistent with Long Service Leave Act 1955 (NSW).
1.9.5	Leave of the Chief Executive	Board Chairman	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
<b>1.10 Higher Grade Duties</b>			
<i>NB: Higher Grade duties are allocated via a non-merit based selection process.</i>			
1.10.1	Employees acting in a higher grade position within establishment (minimum 5 consecutive days as per Award).		
	<ul style="list-style-type: none"> <li>Up to a maximum of 6 months</li> </ul>	Level 3 and above	
	<ul style="list-style-type: none"> <li>District Executive</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>General Managers</li> <li>Service Directors</li> </ul>	1, 2D, 2G (as appropriate)	Up to a maximum of 6 months. From 6 months the position is to be advertised and appointed through a merit based recruitment, with secondment delegation.
	<ul style="list-style-type: none"> <li>Staff specialists acting as Head of Department for &gt; 3 months and seeking payment of a managerial allowance</li> </ul>	Level 1	Via Senior Specialist committee and MDAAC
<b>1.11 Overtime</b>			
1.11.1	Overtime, in accordance with award provisions and budget allocations	Level 6 and above	
<b>1.12 Approval for Agency Staff</b>			
1.12.1	Approval to engage short term Agency staff, in accordance with budget allocations		For sites/services that have previously not used Agency staff, approval should be sort through relevant LHD professional lead.
	<ul style="list-style-type: none"> <li>Nursing &amp; Midwifery</li> </ul>	5B, 6C, 6N, 6S	
	<ul style="list-style-type: none"> <li>Medical</li> </ul>	5C, 6P, 6U, 2C	
	<ul style="list-style-type: none"> <li>Other</li> </ul>	Level 1, 2H	
	<ul style="list-style-type: none"> <li>Allied Health</li> <li>Corporate &amp; Support Services</li> </ul>	5E 5A, 6E, 6M, 6R2, 6V	
<b>1.13 Secondary Employment</b>			
1.13.1	Approval for staff to undertake secondary employment	Level 3 and above	Refer PD2015_049 NSW Health Code of Conduct
<b>1.14 In-Service Training / Conference Leave</b>			
1.14.1	Attendance at in-service training (in house)	Level 8 and above for in house courses	



## SWSLHD Delegations Manual

No	Description	Delegated Officer/s	Notes
1.14.2	Attendance at in-service training/ conferences (external to LHD [domestic])	In accordance with delegates authority to incur expenditure. Consideration must be given to conference costs, time off-site, replacement cost	Must be in accordance with NSW Health PD2016_010, Official Travel
1.14.3	Attendance at in-service training/ conferences (external to LHD [overseas])	In accordance with delegates authority to incur expenditure. Consideration must be given to conference costs, time off-site, replacement costs	Must be in accordance with NSW Health PD2016_010, Official Travel
<b>1.15 Rights of Private Practice for Psychologists</b>			
1.15.1	As per NSW Ministry of Health PD2015_017	Level 1, 2G, 2C	
<b>1.16 Official Travel</b>			
1.16.1	Approval to travel	Refer to Schedule 4- Official travel <ul style="list-style-type: none"> <li>• Overseas</li> <li>• Domestic</li> </ul>	NSW Health PD2016_010, Official Travel

## SCHEDULE 2 Goods and Services and Repairs, Maintenance & Renewal (RMR) Expenditure

### *Responsibility of 2B*

#### 2.1 Goods and Services

##### 2.1.1 Imprest Items (operational Consumables)

Operational units and departmental cost centres will have approved lists of operational consumables (imprest items) which are requisitioned via the warehousing barcode system when on-hand quantities reach set re-order points.

Imprest lists are managed by Supply Services.

Imprest lists are approved by the Departmental Manager or above and the Manager Supply Service.

Items placed on Imprest lists must:

- Be consumables and catalogued
- Be relevant to the department's daily operations
- Have minimum and maximum stock levels set as low as feasible
- Minimum and Maximum stock levels are not to be manually overridden

*SWSLHD Delegations Manual*

- 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.

No	Description	Delegated Officer/s	Notes
2.1.1.1	Requisitioning of approved Inventory Imprest Items	Levels 8 and above 9I	Centralised requisitioning of imprest items can occur via the delegated LHD procurement officer e.g. Covid-19 PPE purchasing to Healthshare Onelink warehousing.
2.1.2	Requisitioning of Pharmaceuticals by Pharmacy Departments		
	Requisition pharmaceuticals	Level 10 except where noted otherwise	
	Generate requisitions for pharmaceutical items against any cost centre for any account code	Level 10	
	Approve requisitions of up to \$65,000 for appropriate pharmacy cost centres and confined to account codes 171100 to 171900	Level 10 A	

### 2.1.3 Requisitioning for Non-Catalogued Items and Catalogued Non-stock Items including Consignment Stock

Non catalogued item orders are authorised by way of a non-stock requisition, subject to budgetary constraints.

Non catalogued items are not to be requisitioned or purchased where a similar catalogued item exists or where the product committee and/or the facility General Manager has not approved their use.

Items are not to be requisitioned or purchased from a vendor where a NSW Government (NSW Supply Service) or SWSLHD contract exist for the goods or services with another vendor.

No	Description	Delegated Officer/s	Notes
2.1.3.1	Requisitioning Non-Catalogued and Non-stock Catalogued Items and Services, including Consignment Stock		
	– Up to \$4,000	Level 8 and above	
	\$5,000	Levels 6 and above, , 8H, 8I	
	\$10,000	4M, 4N, 4O, 4P 8D (Nurse Mgr Theatres, (except Bowral), 8E (Nurse manager Theatres (Bowral only),	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
		Endoscopy, cardiac Cath Lab, Interventional Radiology (all facilities) and 8F	
	\$15,000	5B	
	\$50,000	Level 3 and above	
	\$75,000	Levels 2 and above, 3A	
	> \$100,000*	, 2C and 2F (coronial matters only)	
	\$150,000	2B	
	>\$150,000	Level 1	

\* Up to the limit specified in the NSW Health Procurement Delegations

*Policy directions:*

- 1) Where a Government Contract exists for goods or services, these items are to be requisitioned from the contracted supplier, unless an approved exemption to purchase from contract has been obtained from the NSW Health Chief Procurement Officer in accordance with the Procurement Policy – NSW Health. All applications for exemption to purchase on contract must be submitted through the Manager, Supply Services.
- 2) Where a SWSLHD Contract 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 Chief Executive.
- 3) Where a SWSLHD product committee has approved items for use, these items are to be requisitioned.
- 4) Requisitions for non-catalogued Medical Products, as per the Account Code range, must include approval by the facility General Manager.
- 5) Requisitions for medical equipment, medical equipment maintenance and service contracts must include approval by the SWSLHD Manager, Bio-medical Engineering, in addition to the standard delegations.
- 6) Requisitions for the purchasing and / or leasing of motor vehicles are to be processed through and must include approval by the SWSLHD Fleet and Transport Department, in addition to the standard delegations.
- 7) Motor vehicles leased under the Salary Packaging arrangements are to be arranged through the SWSLHD Finance Department.
- 8) Requisitions for ICT products, ICT related systems and equipment where ICT assistance is required for commissioning must be approved by the Director, Information, Communications and Technology, in addition to standard delegations.
- 9) Requisitions for ICT maintenance and service contracts, must be approved by the Director, Information, Communications and Technology, in addition to the standard delegations.

## SWSLHD Delegations Manual

- 10) Requisitions for telecommunications products must include approval by the Director, Information, Communications and Technology, in addition to the standard delegations.
- 11) Requisitions for engineering equipment maintenance and service contracts must include approval by the SWSLHD Manager Engineering, in addition to standard expenditure delegations.
- 12) Invoices for shared and hosted services can be approved by the Director Finance. Service Providers include NSW Ambulance, HealthShare, eHealth NSW, Health Pathology and Sydney Local Health District.
- 13) Requisitions for communication vendors/suppliers including photography, visual communication (graphic design), animation and videography must be endorsed by the Director, Strategic Communications & Media, in addition to the standard delegations.

### 2.1.4 Standing Order Requisitions

A requisition for a Standing Order can only be authorised:

- by the appropriately delegated authority as per 2.1.3, 2.2.1 and 2.2.2
- When the value of the requisition is a known, non-variable cost and there is a contractual obligation to pay a fixed amount.
- For the period of the fixed contract.

Please note, GPALS and S1s are no longer valid and must not be used within SWSLHD.

## 2.2 Repairs, Maintenance and Renewals

### 2.2.1 Plant & Equipment and Furniture & Fittings/ Repairs/ Maintenance Contracts

Requests for replacement plant or equipment for \$5,000 or more must be accompanied by a certificate issued by the appropriate Head of Engineering or Biomedical Engineering, certifying the item to be beyond economical repair.

For disposal of computer equipment and other write-off and disposal delegations, see Section 2.3.

The limit of delegation for maintenance contracts applies to one individual contract. All delegations are subject to:

- the requirements of Section 2.1.3 – policy directions; and
- the general requirements of Section 2.3.

No	Description	Delegated Officer/s	Notes
2.2.1.1	Requisitioning Plant & Equipment and Furniture & Fittings / Repairs / Maintenance Contracts		Requests for replacement plant or equipment for \$5,000 or more must be accompanied by a certificate issued by the appropriate Head of Engineering or Biomedical Engineering, certifying the item to be beyond economical repair
	Up to \$4,000	8A, 9B, 9C, , 8H, 8I	
	\$5,000	Level 6 and above Level 6 (Mental Health only)	
	\$10,000		

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
		4M, 4N, 4O and 4P	
	\$50,000	Levels 3 and above	
	\$75,000	Level 2 and above	
	\$100,000	2I	
	\$150,000	2B	
	>\$150,000	Level 1	Any Contract with a length greater than 5 years requires level 1 approval irrespective of monetary value.

\* Up to the limit specified in the NSW Health Procurement Delegations

*Policy Directions:*

- 1) Purchase of major diagnostic equipment is subject to the approval of NSW Health.
- 2) When requisitioning major items of plant and equipment the tendering procedures are to be followed as per section 2.3.
- 3) The signing of contracts is to follow the same delegations in terms of dollar limits as the Equipment / Repairs delegations as per 2.2.1. Contracts are to be counter signed by the facility General Manager and are to include an official SWSLHD letter of acceptance.

#### 2.2.2 Authorisation for Building Works

No	Description	Delegated Officer/s	Notes
2.2.2.1	Authorisation for building works		These delegations are subject to compliance with tender procedures and apply to expenditure through the General Fund (RMR) but excludes capital projects and projects funded through the NSW Health Capital Works Program.
	Up to \$2,000	Director Finance 5D	
	\$2,000	Level 3 and above , 4M, 4O, 4Q, 5A, 9B	
	\$5,000	Level 3 and above 4M, 4O, 4Q, 5A	
	\$10,000	Level 3 and above 4M, 4O	
	\$20,000	Level 3 and above 4O	
	\$50,000	Level 3 and above	
	\$75,000	2I	
	\$100,000	Level 1 2B	
	> \$100,000*	Level 1	

\* Up to the limit specified in the NSW Health Combined Delegations Manual

#### 2.2.3 Capital Works

No	Description	Delegated Officer/s	Notes
2.2.3.1	Capital Works – General:		Major Capital Works
	General payments to \$50,000	Level 1	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
		2B and 2I	A signed instrument of delegation from the Ministry of Health in favour of the District is required for each major project. The signing of contracts must be in accordance with section 7.9.
	Re-allocate Capital Works funds:		
	• within same program up to \$50,000	Level 1 2B and 2I	
	• over \$50,000	Level 1 2B	
2.2.3.2	Reallocate Capital Works funds between programs (with NSW Health concurrence):		
	• up to \$50,000	Level 1 2B 2I	
	• over \$50,000*	Level 1	

\* Up to the limit specified in the NSW Health Combined Delegations Manual

**Notes:**

CAPITAL PAYMENTS are defined as:

- a. Payments for the acquisition or purchase of an asset being:
  - I. the provision and servicing of land including conveyancing
  - II. land development not included within the authority or application of the Account and audit Determination
  - III. the acquisition or construction of new or additional buildings including site preparation and other associated costs
  - IV. the enlargement of, or extension to, existing buildings
  - V. replacement of an existing building on its site including demolition and site preparation
  - VI. replacement of an existing building on another site including its demolition and site preparation and redevelopment of the existing site
  - VII. alterations to buildings directly involved with additions to buildings or their service facilities
  - VIII. original or additional service facilities incorporated in buildings or on site (including installation)
  - IX. original and additional items of equipment, vehicles, furniture, furnishings and fittings
  - X. alterations to a part or all of a building and/or its service facilities which involve a change in functional use
- b. Payments for any of the following:
  - I. renovations to a building or part of a building costing more than \$10,000 per project
  - II. additional works or services costing more than \$10,000 per project
  - III. replacement or additional equipment, plant, furniture, furnishings or fittings costing more than \$10,000 per item.

*SWSLHD Delegations Manual*

### 2.3 Process for Purchasing Acquisitions and Making Disposals

No	Description	Delegated Officer/s	Notes
2.3.1	Acquisitions		
	Engagement of management contractors:		
	<u>Cost less than \$50,000</u> <ul style="list-style-type: none"> <li>Provided rates considered reasonable and consistent with normal market rates, one written proposal</li> </ul>	Level 3 2I	Must be in accordance with Pre-Qualification list through Whole of Government
	<u>Cost between \$50,000 and \$100,000</u> <ul style="list-style-type: none"> <li>Minimum of 3 written bids from 3</li> </ul>	Level 3	
	<u>Cost over \$100,000</u> <ul style="list-style-type: none"> <li>Open invitation in the press</li> </ul>	Level 1	
	Engagement of consultants:		
	Up to \$30,000	Level 1 (via 2B)	
	Greater than \$30,000	NSW Health Chief Procurement Officer (via Level 1)	
2.3.2	Disposals		
	Disposal of surplus plant and equipment to the value of:		An asset disposal / transfer form must be completed prior to disposal.
	\$10,000	Level 1 2B and 2I Level 3 , 4M, 4N, 5A and 5B and 5D	
	\$100,000	Level 1 2B and 2I Level 3	
	\$250,000	Level 1 2B	
	\$250,000-\$30M	HealthShare NSW	
	>\$30M	NSW Dept. of Finance & Services	
	Disposal of computer equipment to the value of:	Require 2 of 3 delegate signatories	An asset disposal / transfer form must be completed prior to disposal.
\$10,000 and above	2D, 2G, 2B and 2H		
2.3.3	Donation by SWSLHD of surplus plant, equipment and other items of government property to external organisations		
	≤ \$500	Level 3	<ul style="list-style-type: none"> <li>The value of the item for disposal or donation is based on the fair value (current market value) of the item.</li> <li>An asset disposal / transfer form must be completed prior to disposal.</li> </ul>
	≤ \$10,000	Level 1, 2B	

\*Up to the limit specified in the NSW Health Combined Delegations Manual

## NOTES ABOUT PURCHASING ACQUISITIONS AND DISPOSALS

Separate conditions apply in the engagement of consultancy services:

### Note 1:

Items may be purchased or disposed of locally to best advantage without the need to obtain quotes or tenders subject to:

- 1) rates being considered reasonable and consistent with normal market rates for items of a like nature
- 2) requirements not being split into components nor a succession of orders for the same Goods or Services for the purpose of enabling the item/service to be obtained under the provisions of this exemption
- 3) regular reviews being undertaken, including the random invitation and documentation of three quotations at appropriate time intervals, to ensure that the exemption is being exercised in the most efficient manner

### Note 2:

Exceptions to waiving of quotations may include:

- 1) proprietary lines or items obtainable from fewer than 3 firms; or
- 2) stores in short supply
- 3) cases of emergency; or
- 4) other exceptions under \$250,000

### Note 3: Tendering

All tenders are administered by Supply Services and HealthShare NSW.

- 1) Each facility/operational unit must have a suitable tender review process and make recommendations to the SWSLHD Procurement Advisory Board. This must be done in accordance with Supply Services and SWSLHD policies and procedures and in accordance with the Procurement Policy – NSW Health. The General Manager of a facility must sign the Approval to Tender form, obtain approval from the Chief Executive and final endorsement from the SWSLHD Procurement Advisory Board before the tendering process is commenced. All tenders are administered by Supply Services. Tender recommendations are made by the SWSLHD Procurement Advisory Board. Final tender approval must be obtained from the Chief Executive.

These requirements apply regardless of the source of funds and relate to the value of the total contracts to be entered into, not the value of individual components. It is not acceptable to divide purchases to avoid these requirements.

- 2) Where tenders are specific for one facility, and following endorsement by the SWSLHD Procurement Advisory Board, a local facility committee of at least three senior staff members comprising a Commercial or Administrative Manager, Finance Manager, and senior representative for the facility General Manager should, together with the department requesting the goods or service, evaluate tenders received and make a recommendation to the appropriate person in accordance with delegations in Schedule 2. The Evaluation Committee should also include a Supply Service staff member.
- 3) The SWSLHD Procurement Advisory Board considers tenders which because of their value require approval as per the delegations in Section 2.3.
- 4) Tenders for capital works are administered by the Capital Works Tender Review Committee.



*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
<b>2.4 Authority to Sign Official (or Purchase) Order Forms</b>			
2.4.1	Authority to Sign / approve electronic official order forms		
	Pharmaceuticals	Unlimited pharmaceuticals:  Senior Purchasing Officer Pharmacy Purchasing Officer Pharmacy	
	Schedule 8 drugs	Senior Purchasing Officer, jointly with a person authorised under the Poisons Act 1966, e.g., pharmacist	
<b>2.5 Authority to Write-Off and Write-Up Stock Items</b>			
2.5.1	Stock adjustments		
	Write-off and write-up of stock per item #		
	<\$5,000	2B Level 3	# subject to detailed list of all stock adjustments being prepared and retained for audit.
	>\$5,000	2B	# subject to detailed list of all stock adjustments being prepared and retained for audit.
2.5.2	Write-off of drugs in the Pharmacy Department of each facility, in accordance with legal requirements	10A	

## 2.6 Reimbursement of Out of Pocket Expenses

Officers are made aware that, in respect of out-of-pocket expenditure:

- the expenditure is appropriate having regard to the agreed procedures; and
- the amount of the expenditure is reasonable; and
- that the expenditure does not provide a personal benefit to the officer, a member of her/his family or friends of officers of the organisation

A staff member's manager is responsible for signing any out of pocket expenses within normal delegations.

The Director Finance should approve any expenditure claimed by the Chief Executive.

## SCHEDULE 3 Media Delegations

### *Responsibility of Level 1*

No	Description	Delegated Officer/s	Notes
<b>3.1 Media Releases and Statements</b>			
3.1.1	Patients and accidents – condition updates	Level 2 and above 4H	
3.1.2	Other	Level 1	Refer to PD2017_012 – NSW Health Public Communication Procedures

## SCHEDULE 4 Official Travel

### Responsibility of 2B

No	Description	Delegated Officer/s	Notes
<b>4.1 Overseas Travel</b>			
4.1.1	Staff Specialists under Levels 1, 2, 3, 4 & 5 under Scheme D	Level 3 and above	In accordance with: <ul style="list-style-type: none"> <li>NSW Health PD2016_010, Official Travel</li> <li>Staff Specialists (State) Award</li> <li>Salaried Senior Medical Practitioners Determination</li> </ul>
4.1.2	All other public officials:		In accordance with: <ul style="list-style-type: none"> <li>NSW Health PD2016_010, Official Travel</li> </ul>
	<ul style="list-style-type: none"> <li>Expenditure from General Funds (within notional budget)</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>Expenditure from General Funds (if notional budget is exceeded)</li> </ul>	Workplace Relations Branch, NSW Health	
	<ul style="list-style-type: none"> <li>Sponsorship</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>Expenditure from Restricted Financial Assets Fund</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>No funding sought – only leave for official travel</li> </ul>	Level 2 and above	
<b>4.2 Domestic Travel</b>			
4.2.1	Involving air travel and overnight stay:		
	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	2B with endorsement of the Board Chair	In accordance with: <ul style="list-style-type: none"> <li>NSW Health PD2016_010, Official Travel</li> <li>Staff Specialists (State) Award</li> </ul> Salaried Senior Medical Practitioners Determination
	<ul style="list-style-type: none"> <li>District Executive</li> </ul>	Level 1	
	<ul style="list-style-type: none"> <li>General Managers / Service Directors</li> </ul>	Level 1 and 2D, 2G	
	<ul style="list-style-type: none"> <li>All Other Staff</li> </ul>	Levels 2 and 3	

## SCHEDULE 5 General Financial Delegations

No	Description	Delegated Officer/s	Notes
<b>5.1 Bank Accounts</b>			
5.1.1	Bank Signatories		
	<ul style="list-style-type: none"> <li>Variation to approve bank signatories - (2 signatures)</li> </ul>	Level 1 2B	
	<ul style="list-style-type: none"> <li>Delete Bank signatories</li> </ul>	Level 1 2B	
5.1.2	Authorise inter-bank account transfers	2B & 4N Level 11	
<b>5.2 Petty Cash/Cash Floats</b>			
5.2.1	Establish cash floats	2B	
5.2.2	Approval of petty cash:	8A	
	Authorise petty cash payment to a limit of \$100 for any one claim	Levels 6 and above	Accounting Manual for Public Health Organisations states  1.14 The maximum amount payable from petty cash is \$30 per item.
<b>5.3 Authorise Payment to Affiliated Health Organisations &amp; Non-Government Organisations (NGO)</b>			
5.3.1	Authorise payment of NSW Health Subsidy	4N, 11A	
5.3.2	Authority to approve: <ul style="list-style-type: none"> <li>An NGO retaining a grant surplus</li> <li>Recovery of funds paid to an NGO</li> </ul>	Level 1	
<b>5.4 Accounts Receivable</b>			
5.4.1	Write-off bad debts:		
	Write off bad debts or waiver of patient fees (Clause 8.6 Accounts & Audit Determination - Particulars shall be reported to the Board through the Finance & Assets Committee at the end of each month showing the number of accounts and the total of the Fees waived, reduced or written off:		
	<ul style="list-style-type: none"> <li>&lt;\$5,000</li> </ul>	4N Level 3	
	<ul style="list-style-type: none"> <li>&lt;\$30,000</li> </ul>	2B	
	<ul style="list-style-type: none"> <li>&gt;\$30,000</li> </ul>	Level 1	
5.4.2	Write off bad debts other than patient fees:		Overpayments to staff – refer to the Policy Directive PD2019_009.

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	<ul style="list-style-type: none"> <li>&lt;\$5,000</li> </ul>	4N Level 3	
	<ul style="list-style-type: none"> <li>&lt;\$30,000</li> </ul>	2B	
	<ul style="list-style-type: none"> <li>&gt;\$30,000</li> </ul>	Level 1	
5.4.3	Reclassification of a patient's election when recommended by General Manager / Executive Director, reversal of patients accounts and/or refund of patient fees to correct a clerical error or to give effect to an item approved at i) above:		
	<ul style="list-style-type: none"> <li>&lt;\$1,000</li> </ul>	Level 1 2B and 11F	
	<ul style="list-style-type: none"> <li>&gt;\$1,000</li> </ul>	Level 1 2B	
<b>5.5 Investments</b>			
5.5.1	Investment Strategy	Level 1	
5.5.2	Investment of funds The electronic transfer of invested funds between the District's current bank account and the Bank's appropriate investment account.	Level 1 2B	
<b>5.6 Remittances to Government Authorities</b>			
5.6.1	Authorities under the Unclaimed Monies Act	2B	
<b>5.7 Budgetary Adjustments</b>			
5.7.1	Within same Facility / Service	Levels 4 and above 5D, 6E, 6R, 6V, 11A and 11B	Any adjustments affecting the RMR line in excess of \$25,000 must be approved by Director Finance  All requests, once approved, should be forwarded directly to the Director Finance together with a copy of the approval
	One Facility / Service to another Facility Service	Level 1 2B	
<b>5.8 Claims for Payment</b>			
5.8.1	Certification of claim(s) for payment	Accounts Payable Clerk	
	Authorisation of claim(s) for payment	Officer more senior to Accounts Payable Clerk	
<b>5.9 Refunds</b>			
5.9.1	<\$5,000	4N, Level 3	
	<\$30,000	2B	
	>\$30,000	Level 1	

## SCHEDULE 6 Restricted Financial Asset Funds (RFA) (formerly Special Purpose & Trust Funds)

### Responsibility of 2B (District Director of Finance and Corporate Services)

The following important principles apply to RFA Funds:

- 1) They are designated as local funds applying to a particular operational unit or SWSLHD funds not applying to any particular unit.
- 2) If local funds are to be used, it shall be on the recommendation or approval of the General Manager of the relevant operational unit.
- 3) If SWSLHD funds are to be used, it shall be on the recommendation or approval of Chief Executive or Director Finance, except where otherwise indicated in these delegations.
- 4) Any proposal to raise funds which necessitates the opening of a RFA Account must have the recommendation of the General Manager prior to submission to the Director Finance & Corporate Services for consideration of approval.
- 5) Expenditure over \$50,000 from the Public Contributions Trust Fund must be approved by NSW Health. Monies in the Public Contributions Trust Account shall be applied to any of the following:
  - i) the acquisition and improvement of land;
  - ii) the construction of or additions to or renovations of buildings;
  - iii) the purchase of plant and equipment; and
  - iv) any other health related purpose approved by the Secretary.

However, the prior written approval of NSW Health shall be obtained before incurring expenditure on:

- i) the purchase of land or buildings or the erection of new buildings or the extension of buildings; and
  - ii) any other purpose included in (iii) or (iv) above where expenditure will exceed \$50,000 in each case.
  - iii) Expenditure is to accord with the intent of each Fund or donation.
- 6) Where expenditure against RFA funds has been approved by an appropriate delegate, the facility Director Medical Services, General Manager and Director Finance must be within the procurement requisition approval chain to support the payment

No	Description	Delegated Officer/s	Notes
<b>6.1 Restricted Financial Asset Funds</b>			
6.1.1	Opening of new RFA account(s)		
	<ul style="list-style-type: none"> <li>• Recommendation</li> </ul>	Level 3	
	<ul style="list-style-type: none"> <li>• Approval</li> </ul>	Level 1 2B	
6.1.2	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.	
	Approval: <ul style="list-style-type: none"> <li>• &lt;\$15,000</li> </ul>	Rights of Private Practice Trust Fund Committee	In accordance with the purpose and condition on use.

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	<ul style="list-style-type: none"> <li>\$15,000 - &lt;\$30,000</li> <li>\$30,000-&lt;\$50,000</li> <li>&gt;\$50,000</li> </ul>	Level 3 2B Level 1  (On recommendation of Rights of Private Practice Trust Fund Committee)	Refer to PD2015_009 Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts.
6.1.3	Expenditure of RFA: Other than Private Practice Trust Funds		In accordance with the purpose and conditions of use.
	<ul style="list-style-type: none"> <li>\$10,000</li> </ul>	Level 3 and above 5B, 5C, 5D, 5E and 6N	
	<ul style="list-style-type: none"> <li>&lt;\$50,000</li> </ul>	Level 3 and above 5D	
	<ul style="list-style-type: none"> <li>&gt;\$50,000</li> </ul>	Level 1 2B	
6.1.4	Price variation for expenditure from RFA:		
	<ul style="list-style-type: none"> <li>\$2,000</li> </ul>	5D	
	<ul style="list-style-type: none"> <li>&gt;\$2,000 to be referred to the Trust Fund Committee for consideration</li> </ul>	2B Level 3	
6.1.5	Expenditure from a Trust account controlled by a formal deed	Those authorising expenditure from a Trust account controlled by a formal deed shall as part of the documentation, certify that: <ul style="list-style-type: none"> <li>funds are available to meet the expenditure about to be incurred and</li> <li>there are no known emerging liabilities that, when added to the expenditure about to be incurred, would leave the Trust in deficit.</li> </ul>	
<b>6.2 Samaritan Fund</b>			
6.2.1	<ul style="list-style-type: none"> <li>\$100 per patient on each occasion.</li> </ul>	Levels 3 and 5 8A and 8B	Social worker in-charge may be facility, delegate Executive, Cost Centre Manager
	<ul style="list-style-type: none"> <li>Up to \$500</li> </ul>	Level 3 8A	
	<ul style="list-style-type: none"> <li>Over \$500</li> </ul>	Level 3	
<b>6.3 Custodial Patient Trust Funds</b>			
6.3.1	to \$30	Patient's authority to be witnessed by Primary Nurse, Nursing Unit Manager or Social Worker	
	\$30 to \$250	Patient's authority with authority from Nursing Unit Manager, Medical Officer or Psychiatrist	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
		Note: Receipts for stock/clothing purchased are required	
	\$250 to \$1,000	Patient's authority with authority from two of the following: <ul style="list-style-type: none"> <li>• Senior Social Worker,</li> <li>• Nurse Manager, 8A and 8B</li> </ul> Note: Social Work report required	
	\$1,000 to \$5,000	Patient's authority with authority from the 5D Note: Social Work report required.	
	Over \$5,000	Patient's authority with authority from Level 3 and 5D. Note: Social Work report required.	
<b>6.4 Refund of Patient Deposits</b>			
6.4.1	to \$100	Levels 3, 5 and 6 8A and 8B	
	Above \$100	Levels 3, 5 and 6	

## SCHEDULE 7 General Delegations

No	Description	Delegated Officer/s	Notes
<b>7.1 Destitute Persons – Burial or Cremation</b>			
7.1.1	Burial or Cremation of a Destitute Person	Level 3 5C	As per the GSF Act – Section 5 these payments must be made to a Funeral Home or other approved body undertaking the Cremation or Burial. These payments cannot be made directly to the next of kin / carer of the destitute person.
<b>7.2 Government Information (Public Access) Act 2009 (GIPAA)</b>			
7.2.1	Granting and refusing a request made under the Government Information (Public Access) Act 2009 (GIPAA)	9A and 9F	Requests for an internal review of a decision made by an agency are referred to the Right to Information and Records Manager. All requests for an external review are to be managed by



*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
			the Right to Information and Records Manager.
<b>7.3 Engagement of Legal Services</b>			
7.3.1	HR / IRC matters	Level 1 2E	
	NCAT / ADB matters	Level 1 2C and 2E	
	Contract / Intellectual Property matters	Level 1 2C (for medical cases only)	
	Coronial matters	2C and 2F	In discussion with NSW Health Legal Branch
	Court documents <ul style="list-style-type: none"> <li>• Medical negligence</li> <li>• Industrial relations cases</li> </ul>	Level 1, 2C and 2F Level 1, 2C, 4K and 2E (including legal officers)	
	Other matters	Level 1 2B	
<b>7.4 Insurance / Workers Compensation and General Lines</b>			
7.4.1	Claims processing		
	Public Liability/Professional Indemnity	4I	
	Workers Compensation	9D	
	Motor Vehicle	9E	
	Property	4I	
<b>7.5 Human Tissue Act</b>			
7.5.1	Designated Officers - Each facility is to identify and publish the names of authorised officers	5C and/or 5B, as appropriate	In accordance with NSW Health PD2013_002 To be published by LHD Medical Services
<b>7.6 Sale and Purchase of Land</b>			
7.6.1	Sale and purchase of land	Level 1 (subject to NSW Health approval)	
<b>7.7 Signing of Leases</b>			
7.7.1	Premises/property - up to 3 years (with option to extend to a total maximum period of 6 years); AND - Total value up to \$1million	Level 1	New leases created by the exercise of the option to extend must be approved as a separate lease by the Chief Executive.
	Lease value greater than \$1million	Executive Director, Strategic Asset Management, NSW Ministry of Health	Email via <a href="mailto:MOH-AssetManagement@health.nsw.gov.au">MOH-AssetManagement@health.nsw.gov.au</a>

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	Property owned by the Health Administration Corporation -over 3 years	Secretary	
	Retail lease – up to 5 years with option to extend up to 5 years, and subject to market rental policy	Level 1	
7.7.2	Equipment	Level 1 2B	In accordance with relevant NSW Health Policy
<b>7.8 Execution of Licence Agreements</b>			
7.8.1	Execution of Licence Agreements		
	<ul style="list-style-type: none"> <li>&lt;\$15,000</li> </ul>	Level 1 2D, 2G, 2B and 2H Level 3	
	<ul style="list-style-type: none"> <li>&gt;\$15,000</li> </ul>	Level 1 2B	
<b>7.9 Signing of Contracts for Major Capital Works</b>			
7.9.1	Signing of contracts for major capital works	Level 1 2B	In accordance with relevant NSW Health Policy
<b>7.10 Other Agreements</b>			
7.10.1	Approval to sign other agreements, subject to inclusion of standard indemnity / insurance clauses	Level 1 Level 2B	Up to the value of \$250,000 for the contract/agreement – no longer than 3 years.
	Clinical Trials Agreements: Authorisation of Site Specific Clinical Trials, Clinical Trials Notification (CTN) Scheme, Clinical Trial Exception (CTX) Scheme or other.	Level 1 4S	
	Site Specific Human Research Projects: Authorisation of Site Specific Human Research Projects which are not clinical trials.	Level 1 4S	
	Site Specific Animal Research Projects: Authorisation of Site Specific Animal Research Projects	4S, 2K	
	Intellectual Property Agreements	Level 1	
	Research Grant: Application for a Research Grant	Level 1 2K 4S	
	Research Grant: Agreements for successful Research Grants	Level 1 2K 4S	
<b>7.11 EPA Licensing</b>			
7.11.1	Diagnostic imaging apparatus	Heads of Department or Chief Radiographers 5A 12A, 12B, 12E, 12G, 12H	<ul style="list-style-type: none"> <li>Applications for registration</li> <li>Renewals and Changes of details</li> </ul>

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
7.11.2.	Sealed source device	Heads of Department 12E & 12F (LIV & CMB) 12G and 12H, (BDK LIV) 12H (BNK LIV)	<ul style="list-style-type: none"> <li>Applications for registration</li> <li>Renewals of registration</li> </ul>
7.11.3	Premises (radioisotopes)	Heads of Department 12E and 12F (LIV) 12G and 12H (LIV) 12I (LIV) 12C (LIV) 12H (BNK LIV) 12J (LIV)	<ul style="list-style-type: none"> <li>Applications for registration</li> <li>Renewals and Changes of details</li> </ul>
7.11.4	Diagnostic imaging apparatus / Therapy or therapy planning apparatus	2B, 2D, Level 12	<ul style="list-style-type: none"> <li>Disposals (permanently inoperable)</li> <li>Sale with Transfer of Registration</li> <li>Sale without Transfer of Registration</li> <li>An asset disposal / transfer form must be completed prior to disposal or sale.</li> <li>For donation of items see section 2.3.2 of the Manual.</li> </ul>
7.11.5	Sealed source device	2B, 2D, Level 12	<ul style="list-style-type: none"> <li>Sale with Transfer of Registration</li> <li>An asset disposal / transfer form must be completed prior to disposal or sale.</li> </ul>
7.11.6	Premises	2B, 2D, Level 12	<ul style="list-style-type: none"> <li>Transfer of Registration to new occupier</li> </ul>
<b>7.12 Compliance Reports</b>			
7.12.1	<ul style="list-style-type: none"> <li>Annual Fire Statements</li> </ul>	Level 1 2I	
	<ul style="list-style-type: none"> <li>PINS</li> </ul>	Level 1	
<b>7.13 Issue of Meal Tickets</b>			
7.13.1	<ul style="list-style-type: none"> <li>For overtime in excess of 2 hours in accordance with relevant awards.</li> </ul>	Levels 7 and above	
	<ul style="list-style-type: none"> <li>Issue of Meal Tickets other than above</li> </ul>	Level 3	
<b>7.14 Mobile Telephones</b>			
7.14.1	Authority to purchase	Level 2 and 3	
<b>7.15 Sponsorship</b>			
7.15.1	Sponsorship arrangements		Refer Appendix 1
7.15.2	Fund Raising		

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	<ul style="list-style-type: none"> <li>Approve the conduct of fundraising activities and enter into a fund raising agreement Equal to and &gt; \$10,000</li> </ul>	Level 3 and above	In accordance with NSW Health Fundraising Policy, PD2009_067 and SWSLHD Fund Raising Procedure, SWSLHD_proc2019_005
	<ul style="list-style-type: none"> <li>Approve the conduct of fundraising activities &lt; \$10,000</li> </ul>	Level 3 and above	
	<ul style="list-style-type: none"> <li>Finalising and reporting on concluded fund raising activities</li> </ul>	Level 7 and above	
<b>7.16 Motor Vehicles</b>			
7.16.1	Approval of expenses for use of private vehicle on official business	Levels 6 and above	Must be in accordance with NSW Health PD2016_010, Official Travel and SWSLHD_Proc2017_002
7.16.2	Approval to take official vehicle home overnight on a regular basis (> 10 times a month) - because of a requirement to use the vehicle for official duties	Level 1 2D, 2G, 2B and 2I	
7.16.3	Increase in motor vehicle fleet size	Level 1 2B	
7.16.4	Approval to allocate a vehicle for private use	Level 1 2B	In accordance with NSW Health PD2014_051
<b>7.17 Catering Requests for Functions</b>			
7.17.1	Catering Function Requests	Levels 6 and above	In accordance with PD2019_015 Out of Pocket Expenses – Paragraph 2.1 (b)
7.17.2	Official functions, with alcohol	Level 1	
<b>7.18 Role Delineation of Health Services</b>			
7.18.2	Sign Off in the NSW Health Role Delineation Application Tool	4E	
7.18.1	Approval to change the role delineation of services	Level 1	
<b>7.19 Disposal of Records</b>			
7.19.1	Approval to dispose of records in accordance with the State Records Act 1998		
	Corporate State Records – District	9A	
	Corporate State Records – Facilities/Service	Level 3	
	Medical Records	9J	
<b>7.20 Application for Guardianship</b>			
7.20.1	Application to NSW Civil and Administrative Tribunal (NCAT) Guardianship Division, on behalf of	Social Work Managers	

*SWSLHD Delegations Manual*

No	Description	Delegated Officer/s	Notes
	SWSLHD, for applications for matters other than consent for medical treatment (in compliance with current MoH Guidelines/ Policy)	Social Workers employed by SWSLHD and assessed as competent in NCAT/ Guardianship processes	
<b>7.21 Acceptance of Gifts, Devices and Donations</b>			
7.21.1	Acceptance of gifts, devices, equipment and bequests must be in line with the requirements of PD2015_045 Conflicts of Interest and Gifts and Benefits, and PD2015_049 NSW Health Code of Conduct.		

## Appendix 1

### Sponsorships

	Authorised Delegate(s)
All Sponsorships arrangements > \$20,000	Chief Executive
All Sponsorships arrangements \$5,000 - \$20,000	Level 2
All Sponsorships arrangements < \$5,000	Level 2

#### Notes:

1. Sponsorship is a contribution, in money or kind, generally by the corporate sector or private individuals, in support of a District or hospital activity, and usually in return for some acknowledged benefit or service. Examples of sponsorships include:
  - funds being provided by the corporate sector for specific research projects where the sponsor is publicly acknowledged
  - funds being provided to support conferences/seminars where the sponsor is recognised
  - funds being provided to print booklets/pamphlets and where the logo/trademark of the sponsor is included
  - funds or goods in kind being provided to support any ancillary activity associated with a hospital (eg sporting events) whereby the sponsor receives public acknowledgement and/or direct benefits such as an agreement for sole selling rights at the specified activity

Sponsorship does not include the selling of advertising space, joint ventures, consultancies and gifts or donations where the reciprocal benefit provided by the District/hospital does not extend beyond some modest acknowledgment.

2. A Sponsorship is distinguished from a donation in that it is formalised by a written agreement of fixed duration (and including "once-off" arrangements) with specific obligations on both parties. The obligation to the sponsor will be commensurate with the size of the contribution as opposed to a donor who is entitled to modest recognition. (Note that "fundraising" refers to the collection of money, by way of donation for a specific purpose and where acknowledgement of large donations extends to publication of the name of the individual/organisation in the District's Annual Report.)
3. Sponsorship arrangements must be developed in accordance with the principles enunciated by the Independent Commission Against Corruption, to ensure that:
  - i. any agreements entered into withstand public scrutiny;
  - ii. there is no conflict of interest, real or perceived, between SWSLHD and the sponsor;
  - iii. there is no conflict of interest, real or perceived, between individual staff members and the sponsor;
  - iv. individuals arranging the agreements do not receive any direct or indirect benefit as a result of the arrangement;
  - v. each sponsorship arrangement is assessed on merit.

Sponsorship arrangements must be developed in accordance with the NSW Health Sponsorship Policy and the associated guidelines, which are available from the Director, Strategic Communications and Media, SWSLHD.

4. Details of each sponsorship arrangement must be entered into a Sponsorship Register, which will be subject to annual audit by the SWSLHD Internal Audit Department.
5. Future dealings with any sponsoring organisations are to be assessed on merit.

6. Sponsorship arrangements from special purpose and trust funds must also comply with the relevant special purpose and trust delegations.

**Appointment of contract service providers**

Approval to appoint contract service providers	Level 1
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*SWSLHD Delegations Manual***Appendix 2 – SWSLHD Delegations Manual Version Control**

<b>No</b>	<b>Review Period</b>	<b>Section Amended</b>	<b>Effective Date</b>	<b>Authorisation</b>
000		Created	November 2012	SWSLHD
001				SWSLHD Delegations Manual approved by the B
004		8.19 9.5	September 2013	SWSLHD Board – September 2013
006	November 2013	4.3 b iii 5.1.1 5.1.3 5.2.1 5.2.2 5.2.3 5.3 7.1 7.3 7.5 7.9 8.2 8.20 Appendix 1 - 3 - 4.1 - 5.1	March 2014	SWSLHD Board – February 2014
007	February 2014	5.1.3 7.1	March 2014	SWSLHD Board – February 2014
008	August 2014	6.1 7.1 7.8 7.9 7.10 8.7 All sections - to reflect change in title of NSW Health Director-General to Secretary	November 2014	SWSLHD Board – October 2014
009	February 2015	4.3 4.5 5.1.4 5.2.2 5.2.3 5.3 7.1 7.9 8.2 8.5 Appendix 1 - 4.2 Appendix 3 - 1 Appendix 4	May 2015	SWSLHD Board – April 2015



*SWSLHD Delegations Manual*

No	Review Period	Section Amended	Effective Date	Authorisation
010	August 2015	5.1.3 5.2.1 5.2.2 7.1 7.3 7.4 7.9 7.10 8.7 9.4 Appendix 1 All sections - to reflect change in title of Community Health to Primary & Community Health	November 2015	SWSLHD Board – October 2015
011	November 2015	4.3 5.1.3 7.1 7.3 7.6 7.7 7.9 7.10 7.15 7.16 Appendix 1 - 4.2 Appendix 3 - 1 + 2 Appendix 4 All sections - to reflect change in title of NSW Department of Health to NSW Ministry of Health	April 2016	SWSLHD Board – March 2016
012	February 2016	6.1	May 2016	SWSLHD Board – April 2016
013	June 2016	6.1 7.3 7.10 Appendix 3 - 1 Appendix 3 - 2	September 2016	SWSLHD Board – August 2016
014	September 2016	5.2.1 5.5 7.1 7.3 7.9 7.18 8.4 10.1 Appendix 1 - 4.2	December 2016	SWSLHD Board – November 2016
015	February 2017	7.1 7.3 7.4 7.7	May 2017	SWSLHD Board – April 2017

*SWSLHD Delegations Manual*

No	Review Period	Section Amended	Effective Date	Authorisation
016	June Board Meeting	1.5 7.1	July 2017	SWSLHD Board – June 2017
017	November 2017	4.1 5.1.3 5.3 7.1 7.3 7.5 7.6 7.18 8.3 8.21 Appendix 1 – 4.1	December 2017	SWSLHD Board – November 2017
018	May 2018	Entire Delegations Manual	July 2018	
019	2018/19	Entire Delegations Manual	May 2019	SWSLHD Board – May 2019
020	2019/20	Page 13 1.1.3 1.3.7 1.12.1 2.1.2 2.1.3.1 2.2.1.1 6.12 6.1.3 6.1.4	May 2020	SWSLHD Board – April 2020
021	2020/21	1.1.3 1.1.6 1.3.1 1.3.8 1.3.9 1.3.10 1.5.1 1.5.2 1.5.3 1.6.3 1.6.4 1.9.2 2.1.3.1 2.2.1.1 7.3.1 7.10.1 Appendix 1	May 2021	SWSLHD Board – April 2021
022	2021/22	1.1.3 1.1.6 1.3.1 1.3.10 1.5.2 1.6.4 1.6.8 1.6.9 1.6.10	July 2021	Chief Executive – July 2021  <i>Retrospectively approved by the SWSLHD Board at their July 2021 meeting.</i>

*SWSLHD Delegations Manual*

No	Review Period	Section Amended	Effective Date	Authorisation
		1.6.11 7.15.2		
023	2022/23	Schedule 7 Decision making levels: 2B 4K 4R 4U 6A 6X 6B2 7B 8 8H 8I 9D 9G 11A 11B 11E  1.1.2 1.1.3 1.1.6 1.3.1 1.3.2 1.3.3 1.3.12 1.4.3 1.4.4 1.5 1.5.1 1.5.2 1.6.3 1.6.7 1.7.1 1.8.2 1.9.2 1.9.7 1.12.1 1.15.1 2.1.1.1 2.1.3.1 Policy Directions (13) 2.2.1.1 2.2.2.1 2.3.2 2.6 5.2.2 5.4.1 5.4.2 5.9 Schedule 6 (4) Schedule 6 (6) 6.1.2 6.1.3 6.2.1 7.7.1 7.8.1 7.10.1	July 2022	SWSLHD Board – June 2022

*SWSLHD Delegations Manual*

No	Review Period	Section Amended	Effective Date	Authorisation
		7.16.1 7.17.1 Sponsorships		
024	2023/24	2.3.2 7.1 + 7.1.1 7.11.4 7.11.5 7.21 7 1.1.3 1.3.12 1.4.3 1.3.2 1.5.1 4.2.1 5.3.2 1.3.1 1.3.12 1.3.13 1.4.3 1.6.3 2.3.3	July 2023	SWSLHD Board – June 2023
025	2023/24 (out-of-session)	2.3.1 1.9.1 1.9.2 1.9.3 1.9.4 1.9.5	August 2023	Executive Leadership Team – August 2023
026	2023/24 (out-of-session)	7.7.1	September 2023	Executive Leadership Team – September 2023