



**Health**

Southern NSW

Local Health District

# DELEGATIONS OF AUTHORITY MANUAL

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1	01.07.2021	<ul style="list-style-type: none"> <li>Addition of Chief Radiographer and Manager Palliative Care Program.</li> <li>Change to Radiology Manager Title.</li> </ul>	Board
2	07.10.2021	<ul style="list-style-type: none"> <li>Change tiering of the DONM from a T3 to a T4 for appropriate escalation through to General Manager</li> <li>Change tiering of the DDONM from a T4 to a T5 for appropriate escalation through to DONM</li> <li>Theatre Nurse Manager to have delegation for purchase up to \$30,000.</li> </ul>	Board
3	06.05.2022	<ul style="list-style-type: none"> <li>Addition of General Manager Corporate Services and Projects (T3)</li> <li>Naming convention corrections</li> </ul>	Board 7 April 2022
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## Introduction

The purpose of this manual is to establish the levels of authority delegated to duly appointed officers of the Southern Local Health District.

The underlying intention of this manual is to clarify accountability and responsibility of staff in the day-to-day running of Southern Local Health District.

## Accounts and Audit Determination

The Determination is established as a condition of the receipt of Consolidated Fund Recurrent Payment and Consolidated Fund Capital Payments. Public Health Organisations receiving such monies shall comply with the requirements of the Determination.

In adhering to the Accounts and Audit Determination:

“A Public Health Organisation shall maintain a Manual of Delegations to record details of delegations of responsibility and authority. All delegation approvals are to be recorded in the Board meeting minutes with a separate file being maintained for approvals” – C7.9

“The Chief Executive Officer of a Public Health Organisation shall ensure that the Manual of Delegations is kept up-to-date and that each delegate is adequately informed of the respective delegation” – C7.10

The Southern Local Health District Chief Executive will be responsible for ensuring:

1. The proper performance of accounting procedures including adequacy of internal controls;
2. The accuracy of its accounting, financial and other records;
3. The proper compilation and accuracy of its statistical records;
4. The due observance of the directions and requirements of the minister; and
5. The observance of the determination, policy directives and procedure manuals issued by the government, Minister, Secretary and/or the Ministry of Health.

## Principles of Delegation

1. The Delegations Manual has been compiled in order to:
  - Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by Southern NSW Local Health District on a day-to-day basis; and
  - Facilitate compliance with relevant directions from the Minister for Health, Ministry of Health (MoH) and Health Administration Corporation (HAC).
2. Delegated Authority is subject to any overriding state or federal legislation.
3. Delegation of Authority is considered, for the purposes of this manual, to be conferred by the Corporation in accordance with relevant state and federal legislation, manuals and policy directives.
4. The delegation of authority to a specified person is unique and may not be transferred or further delegated, except where, the absence of the person to whom the delegation is made requires that the authority be exercised by the person acting in the position to which the authority is delegated. Where officers are acting or relieving in a position and exercise a delegation in this way, the officer should specify the position, and the ‘acting’ nature of their occupancy in that role.
5. Delegates may apply more restrictive delegations to staff over whom they have direct managerial control. A clear set of the revised delegations must be provided to the staff member in question where this occurs. See point 15 regarding amendment of delegations.
6. Where this manual specifies a delegation to a person or position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.

7. Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and do not include GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.
8. No delegate may:
  - Approve self-related matters (e.g. Authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher grade duty allowance, overtime or annual or long service leave.);
  - Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes; and
  - Split items or orders to bring them within any limit of their position's administrative responsibility.
9. The authorising person for the above, and other matters of a like nature, shall be a more senior staff member unless otherwise specifically delegated for administrative purposes.
10. Delegates are expected to exercise the powers, authorities, duties or functions delegated to them in a responsible, efficient, consistent and cost-effective manner in accordance with the NSW Health Code of Conduct. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.
11. In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each account.
12. Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.
13. All delegates are required to exercise their delegations in accordance with manuals and policy directives issued by the Ministry of Health.
14. The following Ministry of Health policy and procedure manuals are to be observed in the exercise of the delegation and in day-to-day operations of the organisation:
  - [Accounting Manual for Ministry of Health](#)
  - [Accounting Manual for Public Health Organisations](#)
  - [Accounts and Audit Determination for Public Health Organisations](#)
  - [Corporate Governance and Accountability Compendium for NSW Health](#)
  - [Fees Procedures Manual for Public Health Organisations](#)
  - [Goods and Services Procurement Policy](#)
  - [Health Records and Information Manual for Community Health Facilities](#)
  - [Leave/Salaries - Public Service](#)
  - [Leave Matters for NSW Health Service](#)
  - [Patient Matters Manual for Public Health Organisations](#)
  - [Privacy Manual for Health Information](#)
  - [Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies](#)
  - [Procurement Cards within NSW Health](#)
  - [Combined Delegations](#)
  - [eHealth NSW Delegations](#)
  - [Health Infrastructure Delegations](#)
  - [HealthShare NSW Delegations](#)
  - [Public Health Delegations](#)
15. Amendments, additions, and deletions to the Delegations Manual must be considered and endorsed by the Chief Executive and approved by the Chair of the Southern NSW LHD Board. Once approved, the change must be incorporated into the manual and any parties affected by the amendment formally notified. Request to amend document can be found in the appendix at the end of this document.
16. All financial delegations are subject to the annual allocation letter and ad-hoc directions issued by the Secretary, Chief Executive or the Southern NSW LHD Tier 1a and 2 Directors. The Chief Executive and the Tier 1a and 2 Directors may temporarily reduce, restrict or suspend particular lower-level delegations for operational reasons. Such adjustments are to be communicated to the relevant officer(s), their supervisor and the Director Finance & Performance to ensure internal control systems are adjusted and monitored.

## Procedure

### Amendments to the Delegation

Proposed amendments to the Delegations Manual must be forwarded to the Southern NSW LHD Executive team for approval through the relevant Tier 1a or 2 Director, before forwarding to the Southern NSW LHD Chief Executive for consideration. All amendments are to be considered by the Performance Committee Chair for recommendation to the full Board of Directors.

Amendments endorsed by the Southern NSW LHD Board of Directors will be incorporated in the Delegations Manual by Finance and Performance team and regularly updated with revised editions available on the intranet.

### Requisitions and Non-Order Vouchers

Requisitions and non-order vouchers must be signed by the requester of the order and the approver of the purchase.

Approvers must be listed in the delegation's manual and the purchase must be within the approvers delegated dollar limit. Note that where the source of funds is the Special Purpose and Trust, the trust fund delegate's approval signature must be obtained prior to forwarding the requisition/ non-order voucher to Health Share. The signature is acceptance that the funds are being expended in accordance with the purpose for which the fund was established.

### Other – Purchasing Principles

- All purchasing procedures, including tendering procedures, are to be conducted in accordance with the [Goods and Services Procurement Policy Manual](#).
- Delegated officers are to sign all documents (requisitions, orders, contracts etc), with their position title, as that title is set out in the Delegations Manual. Where the officer is acting or relieving in a position, they should also indicate their "acting" role in the signing of the document

## Pecuniary Interest

Where the Chief Executive has a pecuniary interest the Board Chair and Secretary must be advised.

Any delegate having a pecuniary interest in any purchase must advise the SNSWLHD Audit Services department of such interest and should not authorise the incurring of expenditure in relation to that interest.

Executive staff must advise the Chief Executive when they hold a pecuniary interest in any matter before them.

## Categories of Delegated Officers within the LHD

For the purpose of simplicity, the delegates have been classified according to the management structure of Southern NSW LHD and its facilities. The delegations should be read in conjunction with the [District's Organisational Chart](#).



Delegation Level	Decision Making Level	Title Abbreviation
<b>1</b>	<b>Chief Executive</b>	CE
<b>1a</b>	Executive Director Operations	EDO
<b>2</b>	District Director Finance & Performance District Director Integrated Care & Allied Health District Director People & Wellbeing Executive Director Medical Services District Director Mental Health and Alcohol & Other Drugs Director Quality Safety & Patient Experience District Director Nursing, Midwifery and Clinical Governance	DFP DDIC&AH DDP&W EDMS DDMHA&OD DQSP DDNMCG
<b>3</b>	Chief Information Officer (Joint appointment with MLHD) Deputy Director of Finance Network General Managers District Chief Pharmacist Director Asset Management Manager Oral Health Network Director Public Health Manager District Wide Programs Director Community Care Director Inpatient Mental Health Director of Community Mental Health Manager Priority Programs & Community Partnerships Clinical Change Manager Clinical Director Mental Health Clinical Director Alcohol & other Drugs Director Governance Risk Audit (Joint appointment with MLHD) General Manager Corporate Services and Projects Manager Alcohol & other Drugs Deputy Director Clinical Governance Deputy Director Nursing and Midwifery Director Operational Performance Associate Director Organisational Development and Talent Acquisition Associate Director People Services	CIO DDF GM DCP DAM MOHN DPH MDWP DCC DIMH DCMH MPPCP CCM CDMH DA&OD DGRA GMCS&P MAOD DDCG DDNM DOP ADODTA ADPS
<b>4</b>	Manager Financial Services Business Analytics Manager Director Aboriginal Health Manager Integration and Partnerships Manager Paediatrics and Priority populations Manager Aged Care and Disability Manager Integrated Violence Abuse and Neglect Manager Cancer Services Manager Renal Network Manager Population Health Manager Virtual Care Network Manager Community & Integrated Care District Medical Imaging Manager Manager Patient Flow Facility Pharmacist Network Directors of Medical Services Manager Palliative Care Program Site Manager / Director of Nursing & Midwifery Nurse Manager to District Nurse Maternity Managers Manager Strategic Procurement & Supply Chief Clinical Information Officer Director Allied Health, Workforce & Strategy	MFS BAM MAP MIP MPPP MACD MIVAN MCS MRN MPH MVC NMCIC DMIM MPF FP DMS MPCP DONM NMDN MM MSPS CCIO DAHWS

Delegation Level	Decision Making Level	Title Abbreviation
5	Nurse Manager Inpatient Services Manager Community Mental Health Drug & Alcohol Network Community Health Manager Capital Accountant Manager Strategic Revenue Clinical Product Manager Theatre Manager Manager Media & Communications Director People Services Manager Capital Works & Environment Manager Engineering & Maintenance Services Manager Biomedical & Engineering Services Manager Asset Compliance Deputy Director of Nursing and Midwifery Manager Medical Workforce Manager Towards Zero Suicide Initiative Manager Mental Health Acute Access Fleet and Travel Team Leader	NMIP MCMHDA NCHM CA MSR CPM TM MMC DPS MCWE MEMS MBES MAC DDONM MMW MTZSI MMHAA FTTL
6	Fleet & Travel Coordinator Strategic Procurement Lead Network Team Leader Integrated Violence Abuse and Neglect SABIS Manager New Street Coordinator Allied Health Head of Department Nurse Unit Manager Director Organisational Development & Education Senior Manager Health, Safety & Return to Work Manager Property & Energy Manager District Fire Safety Manager Asset Security Chief Radiographer Senior Dental Officer	FTC SPL NTLIVAN SABISM NSC AHHoD NUM DODE SMHSRW MPE MDFS MAS CR SDR

## 1. DELEGATION FOR EXPENDITURE

1.1 Purchases - Goods & Services									
Including Approval of requisitions, contracts, agreements, tenders or Request for Quotes (RFQ)									
Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	<p>Authorised expenditure of approved budget for all expenditure including purchases, contracts, agreements, tenders and Request for Quotes (RFQ) subject to availability of funds and compliance with policy and procedures. All Purchases, Contracts, Agreements, Tenders and Request for Quotes (RFQ) are to be conducted strictly in accordance of the <a href="#">NSW Health Procurement Policy PD2022_020</a>.</p> <p>Purchases above \$30,000 must be reviewed by <a href="mailto:SNSWLHD-Tenders.Contracts@health.nsw.gov.au">SNSWLHD-Tenders.Contracts@health.nsw.gov.au</a> prior to engagement with supplier.</p> <p>All repairs, maintenance and renewal purchases are approved as per table 1.2.</p> <p>All purchases on Procurement Cards must be in line with PD2022_038 <a href="#">Procurement Card within NSW Health Policy</a>.</p> <p>All limits are for the total of the outright purchase or the full term of the agreement.</p>								
1.1.1	Up to \$1,000							✓	
1.1.2	Up to \$5,000						✓		
1.1.3	Up to \$15,000					✓			\$10,000 to \$30,000 one written quote required. Unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement policy
1.1.4	Up to \$30,000				✓			TM	\$10,000 to \$30,000 one written quote required. Unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement policy. TM has delegation of \$30,000 for Perioperative consumable equipment.
1.1.5	Up to \$100,000			✓					Greater than \$150,000 inc. GST, <i>Government Information (Public Access) Act 2009</i> (GIPA) form required. Contact <a href="mailto:SNSWLHD-tenders.contracts@health.nsw.gov.au">SNSWLHD-tenders.contracts@health.nsw.gov.au</a>
1.1.6	Up to \$5 million	✓							\$250,000 or greater. HealthShare engagement for tender process required, unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement policy
1.1.7	Over \$5 million								CE endorsement. (Over \$30 million MoH approval required)

## 1.2 Purchases – Repairs, Maintenance & Renewals (RMR)

Including approval of requisitions, contracts, agreements, tenders or Request for Quotes (RFQ)

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	<p>Authorised expenditure of approved budget for all expenditure including purchases, contracts, agreements, tenders and Request for Quotes (RFQ) subject to availability of funds and compliance with policy and procedures. Refer to <a href="#">Goods and Services Procurement Policy Manual</a> for further information.</p> <p>Purchases above \$30,000 must be reviewed by <a href="mailto:SNSWLHD-Tenders.Contracts@health.nsw.gov.au">SNSWLHD-Tenders.Contracts@health.nsw.gov.au</a> prior to engagement with supplier.</p> <p>All purchases on Procurement Cards must be in line with PD2022_038 <a href="#">Procurement Card within NSW Health Policy</a>.</p> <p>All limits are for the total of the outright purchase or the full term of the agreement</p>								
1.2.1	Up to \$1,000							✓	
1.2.2	Up to \$5,000						✓		
1.2.3	Up to \$30,000					MCWE			\$10,000 to \$30,000 one written quote required. Unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement Policy
1.2.4	Up to \$100,000			✓	DAM				\$30,000 to \$250,000 three written quotes required. Unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement Policy
1.2.5	Up to \$500,000		✓						Greater than \$150,000 inc. GST, <i>Government Information (Public Access) Act 2009</i> (GIPA) form required
1.2.6	Up to \$5 million	✓							\$250,000 or greater. HealthShare Engagement for Tender process required. Unless direct purchase from existing Government Arrangement (Contract/ scheme) or using approved exemption as per NSW Health Procurement Policy
1.2.7	Over \$5 million								CE endorsement. (Over \$30 million MoH approval required)

## 1.3 Memorandum of Understanding (MOU) Agreements

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.3.1	Up to 3 years or up to a total of \$10,000			✓					To be registered with MSPS
1.3.3	Up to 3 years or up to a total of \$100,000			DFP					
1.3.4	Over 3 years or over \$100,000 in total	✓							

### 1.4 Exemptions and Waivers of Procurement & Tendering Processes

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Refer to <a href="#">Goods and Services Procurement Policy Manual</a> for further information. All waivers <i>must be approved by MoH Chief Procurement Officer</i> , via CPO Exemption Brief. Please contact <a href="mailto:SNSWLHD-Tenders.Contracts@health.nsw.gov.au">SNSWLHD-Tenders.Contracts@health.nsw.gov.au</a> for further information.								
1.4.1	Authority to seek a waiver quotation					MSPS			Should be procurement manager as per MoH advice
1.4.2	Authority to seek a waiver from Tendering / State Government Contract Exemption	✓							Requires endorsement of MSPS and DFP

### 1.5 Budget

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.5.1	Approve Annual Budget strategy to facilities/Services	✓							
1.5.2	Approve Initial Budget to facilities/Services	✓							
1.5.3	Request Transfer of budget between expenditure lines within the same department				✓				DDF to review all changes & Confirm
1.5.4	Transfer of budget between expenditure lines from one cost centre to another within the same Division					✓			
1.5.5	Transfer of budget between expenditure lines from one cost centre to another within the same Directorate/Facility				✓				
1.5.6	Transfer of budget between expenditure lines from one cost centre to a cost centre in a different Directorate/Facility			✓					
1.5.7	Devolve Budget Supplementation to facilities/Services				DDF/ DOP				

### 1.6 Consultants

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	<b><u>Consultants MUST be on the performance and management scheme services SCM0005 or the ICT services scheme SCM0020 to be engaged by Southern NSW Local Health District.</u></b> Authority to engage consultants and approve variations to consultants work or cost. Employees involved in direct supervision of the consultant will not approve significant variation in work or cost of consultant. Consultants must be registered with <a href="http://buy.nsw">buy.nsw</a>								
1.6.1	Up to \$30,000			DFP					
1.6.2	Over \$30,000	✓							Must be approved by NoH
1.6.3	Over \$5 million								MOH
1.6.4	Approve exemptions from tendering or quote action								MOH. <a href="#">Procurement Policy Manual</a>
1.6.5	Engagement of Consultants to prepare annual reports	✓							

### 1.7 Communication Devices (including Mobile Phones)

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Subject to approval by District Director Finance & Performance (DFP) Subject to compliance and Business Approval Process as issued from time to time by the CIO								
1.7.1	Approve purchase of standard mobile phones						✓		
1.7.2	Approve purchase of SMART devices and data devices				✓				
1.7.3	Approval of remote access					✓			

### 1.8 Information Technology Expenditure

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Includes purchase of computing equipment, Multi-Function Devices (MFDs), software, licencing, maintenance, and related ICT Infrastructure. Purchasing is to be strictly in accordance with the provisions of the <a href="#">PD2022_020 NSW Health Procurement Policy</a> . Purchases must be made under the appropriate Whole-of-Government Scheme (ITS2573 Operational Telecommunications Equipment, Infrastructure and Services Scheme or SCM0020 ICT Services Scheme, or equivalent). All purchases on Procurement Cards must be in line with PD2022_038 <a href="#">Procurement Card within NSW Health Policy</a> .								
1.8.1	Capital Up to \$50,000				CIO				Endorse by DFP
1.8.2	Capital Up to \$500,000		✓						Endorse by DFP
1.8.3	Capital Up to \$5 million and	✓							Endorse by DFP
1.8.4	Capital Over \$5 million								Refer to MOH

### 1.9 Medical Equipment Leases

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Medical equipment leasing may be available under an existing Whole of Government (WoG), Lead Agency or NSW Health (WoH) Contract. Where leasing is not available under an existing contract refer to guidelines set out in <a href="#">Goods and Services Procurement Policy</a> . Leased assets to be registered in AMF online.								
1.9.1	Up to \$5,000 for the term of the lease						✓		Briefing required When leased under WoG or WoH Contract.
1.9.2	\$5,001 to \$500,000 for the term of the lease		✓						Business case required Must be endorsed by DFP When leased under WoG or WoH Contract.
1.9.3	\$500,001 to \$1 million for the term of the lease, or annual total over \$100,000	✓							Business case required Must be endorsed by DFP When leased under WoG or WoH Contract.
1.9.4	Business Case to support Leases with total value over \$1 million								Endorsed by CE, CPO, MoH Approval from NSW Treasury
1.9.5	Business Case to Support entering new lease arrangements – when not under WoG contract	✓							When equipment <u>NOT</u> leased under WoG or WoH Contract DFP for Endorsement by CE & Chief Procurement Officer (CPO). Approval by NSW Treasury

### 1.10 Purchase of Assets including Minor Works (Excluding IT) in accordance with Goods and Services Procurement Policy

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Purchase of any asset/minor works should not be made without consideration of anticipated annual operating costs that will be incurred as a result of the purchase and subject to funding approval within capital allocation limits. All individual purchases representing an asset above \$10,000 to be approved by Director Asset Management								
1.10.1	Approve the purchase/ lease of new and replacement motor vehicles			DFP					
1.10.2	Up to \$30,000 other than motor vehicles						MCWE		
1.10.3	Up to \$100,000 other than motor vehicles				DAM				
1.10.4	Up to \$500,000 other than motor vehicles		EDO	DFP					Greater than \$150,000inc GST, GIPA form required <i>Government Information Public Access</i>
1.10.5	Up to \$5 million	✓							Treasury approval required for commitments over \$1 million
1.10.6	Over \$5 million								Treasury approval required for commitments over \$1million MOH
1.10.7	Variation to Capital Works contracts – 10% of original approved contract, up to \$25,000				DAM				Delegated Project manager as per CE authorisation
1.10.8	Variation to Capital Works contracts – 10% of original approved contract, up to \$50,000		EDO	DFP					
1.10.9	Variation to Capital Works Contracts – 10% of original approved contract, up to \$1 million	✓							
1.10.10	Variation to Capital Works Contracts – over 10% or \$1million								MOH

### 1.11 Disposal of Assets – In accordance with Goods and Services Procurement Policy

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	For the sale of surplus equipment by written quote or tender process & disposal of unserviceable stores including motor vehicles at Current Market Value. Refer to <a href="#">Goods and Services Procurement Policy</a> S7 Disposal in consultation with Asset Services.								
1.11.2	Up to \$5,000					✓			
1.11.3	Up to \$10,000				✓				
1.11.4	Up to \$100,000			✓					
1.11.5	Up to \$5 Million	✓							
1.11.6	Over \$5 Million								CE endorsement. MOH approval required.

### 1.12 Stock Adjustments (Including Pharmaceuticals) and Consignment

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.12.1	Up to 5% of total stock holding upto maximum of \$10,000				DCP	MFS			A detailed list of all stock adjustments should be prepared and retained for auditing.
1.12.2	Over \$10,000 or 5%			DFP					
1.12.3	Acceptance of consignment stock agreements					✓			

### 1.13 Property Leases

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.13.1	Property Leases up to 3 years or up to a total of \$100,000	✓							
1.13.2	Property Leases Over 3 years or over \$100,000 in total	✓							
1.13.3	Renewal of pre-approved lease options		EDO	DFP					
1.13.4	Licence agreements up to 12 months or up to \$20,000				DAM	MPE			
1.13.5	Approve the waiver or below market rent value and conditions	✓							

### 1.14 Petty Cash / Out of Pocket Expenses

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.14.1	Authority to approve Petty Cash Vouchers from \$101 - \$200				✓				Only in exceptional cases
1.14.2	Petty Cash Floats Authority to create or increase pettycash floats					MFS			
1.14.3	Authority to approve out of pocket expenses for Executive	✓							As outlined in Out of Pocket Expenses Policy
1.14.4	Authority to approve out of pocket expenses for the CE								CE out of pocket expenses to be approved by MOH / Delegated to DFP from MoH

### 1.15 Debt Management and Write off Debts

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.15.1	Write off SNSWLHD bad debts from customers other than Intra Health up to \$5,000					MFS			
1.15.2	Write off SNSWLHD bad debts from customers other than IntraHealth up to \$15,000			DFP					Endorsed MFS
1.15.3	Write off SNSWLHD bad debts from customers other than Intra Health Over \$15,000	✓							



### 1.15 Debt Management and Write off Debts

1.15.4	Authority to change patient's financial classification					MFS			
1.15.5	Authority to Initiate Debt Collection Services and legal action to recover unpaid amounts					MFS			
1.15.6	Waiver Fees			DFP					Recommended by MFS. Refer to SNSWLHD Financial Hardship policy (Under development)

### 1.16 Other Finance

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
1.16.1	Approve electronic funds transfers for approved purchases. Including but not limited to Affiliated Health organisations, NGOs					MFS			
1.16.2	Authorise Creditor and VMO payment runs processed by Health Share					MFS			
1.16.3	Authorise Bank Drafts			DFP					
1.16.4	Authorise additions and deletions to Oracle Master Vendor File						MSPS		
1.16.5	Approve Investment and removal of funds in SNSWLHD approved investments			DFP		MFS			

## 2. CAPITAL & MINOR WORKS

### 2.1 Write off Plant & Equipment

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
2.1.1	Authority to write off plant and equipment no longer in use with a Written Down value of up to \$50,000				DAM	MFS			Also, CIO for IT items
2.1.2	Authority to write off plant and equipment no longer in use with a Written Down Value up to \$500,000			DFP					
2.1.3	Authority to write off plant and equipment no longer in use with a Written Down Value of over \$500,000	✓							

### 3. GENERAL FINANCIAL DELEGATIONS

#### 3.1 Asset Register

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
3.1.1	Agree opening/closing balances, Additions and disposals on the Asset Register					MFS			Report from Asset Services
3.1.2	Sign off the Asset revaluation of Land, Buildings and Infrastructure	✓		DFP					Endorsed by MFS
3.1.3	Approve transfer of WIP from HI to SNSWLHD			DFP					Endorsed by MFS

#### 3.2 Fundraising Activities

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
3.2.1	Authority to approve conduct of fundraising activities – minimal risks; and expected income below \$20,000		EDO	DFP					Refer NSW Health <a href="#">Fundraising</a> . CE may delegate this power to no more than 2 other NSW Health Executives (SES or equivalent). Copy of written authority to be provided to Internal Audit.
3.2.2	Authority to approve conduct of fundraising activities – risks managed via controls; and expected income over \$20,000	✓							Copy of written authority to be provided to Internal Audit.
3.2.3	Authority to issue Certificates of Currency for the conduct of fundraising activities			DFP					

#### 3.3 Acceptance of Gifts, Devices, Equipment, Bequests

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	All gifts to employees, regardless of value, must be recorded on the Conflicts of Interest Register on myHub. Any gift to the LHD must be reported to Finance to ensure they are recorded correctly and aligned to annual financial reporting requirements.								
3.3.1	Approve acceptance of gifts, devices, equipment up to \$10,000 for SNSWLHD purposes					✓			
3.3.2	Approve acceptance of gifts, devices, equipment over \$10,000 for SNSWLHD purposes				✓				
3.3.3	Approve acceptance of bequests up to \$100,000			✓					
3.3.4	Approve acceptance of bequests over \$100,000	✓							

#### 3.4 Engagement of Legal Counsel

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
3.4.1	Engagement of Legal Counsel Estimate of up to \$10,000			✓					In consultation with Medico-Legal Portfolio holder.
3.4.2	Engagement of Legal Counsel Estimate over \$10,000	✓							In consultation with TMF

### 3.5 Rebate or Discount Agreements

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
3.5.1	Authority to approve rebate or discount agreements valued below \$2,000				✓				
3.5.2	Authority to approve rebate or discount agreements valued below \$10,000			✓					
3.5.3	Authority to approve rebate or discount agreements valued above \$10,000	✓							

### 3.6 Out of Court Settlements

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
3.6.1	Agreement to out of court settlements/payments related to the Industrial Relations Commission (IRC) of under \$10,000			DPW					
3.6.2	Agreement to out of court settlements/payments related to the industrial Relations Commission (IRC) of over \$10,000	✓							
3.6.3	Agreement to out of court settlements/payments related to the Administrative Decisions Tribunal (ADT), Anti-Discrimination Board (ADB) and like tribunals under \$10,000			DPW					
3.6.4	Agreement to out of court settlements/payments related to the ADT, ADB and like tribunals over \$10,000	✓							
3.6.5	Agreement to out of court settlements/payments related to other matters under \$50,000			DFP DQSPE					
3.6.6	Agreement to out of court settlements/payments related to other matters over \$50,000	✓							

## 4. NON - FINANCIAL DELEGATIONS

### 4.1 Motor Vehicles and Fleet Management

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.1.1	Replacement of like for like vehicle				✓				Manager Financial Service's consultation required.
4.1.2	Personal allocation of vehicle for private use	✓							
4.1.3	Increase or decrease in total fleet, purchase vehicles outside standard mix	✓		DFP					

4.1 Motor Vehicles and Fleet Management										
4.1.4	Approve use of vehicle during periods of leave			✓						Refer to MoH Motor Vehicle Policy
4.1.5	Allocation of vehicle for on-call, emergency, and/ or security garaging			DFP						
4.1.6	Approve taking official vehicle home overnight on a regular basis because of a requirement to use the vehicle for official duties			✓						
4.1.7	Approve taking official vehicle home overnight on an irregular basis because of a requirement to use the vehicle for official duties			✓						Refer to MoH Motor Vehicle Policy
4.1.8	Suspend use for in appropriate use			✓						
4.1.9	Sign Motor Vehicle Novated Lease Agreements						MFS			Processing through Salary Packaging Unit
4.1.10	Approve expenses for use of private vehicle for official business – Where cost in any month is estimate to be under \$500. Including one –off ad hoc usage				✓					Refer to MoH Motor Vehicle Policy. RAS Team Leader to approve RAS Assessors.
4.1.11	Authorise transport for patients serviced by SNSWLHD							✓		Refer to <a href="#">Patient Matters Manual</a> Chapter 25 Authorised out of hours Clinician.
4.1.12	Approve fitting of business use vehicle accessories			DFP						

4.2 Deeds of Release									
Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.2.1	Authorise deeds of release in Industrial Relations (IRC) matters, Anti-Discrimination Board (ADB) and NSW Civil Administration Tribunal (NCAT) and like matters.		EDO	EDMS DFP DPW					Prior approval required from CE. Refer to NSW Health Policy <a href="#">Non- Standard Remuneration or Conditions of Employment</a>
4.2.2	Liaison with Insurer regarding deeds of release in workers compensation matters			DPW					
4.2.3	Liaison with Insurer regarding deeds of release in significant medical negligence claims			DSQPE					
4.2.4	Authorise deeds of release in other contractual matters	✓							

4.3 Radiation Licensing									
Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	For more information regarding licensing requirements for managing radiation in NSW refer to the Environment Protection Authority (EPA) website on the below link. <a href="https://www.epa.nsw.gov.au/your-environment/radiation/managing-radiation-nsw">https://www.epa.nsw.gov.au/your-environment/radiation/managing-radiation-nsw</a>								

### 4.3 Radiation Licensing

4.3.1	Registration of Diagnostic Imaging Apparatus				DAM					Also Manager Biomedical & Engineering Services
4.3.2	Registration, renewal, change Therapy or therapy planning apparatus				DAM					Also Manager Biomedical & Engineering Services
4.3.2	Registration, renewal, change sealed source device		EDO							
4.3.3	Registration, renewal, change premises		EDO							
4.3.4	Disposal, sale, transfer of diagnostic imaging apparatus				DAM					
4.3.5	Disposal, sale, transfer of therapy or therapy planning apparatus				DAM					
4.3.6	Disposal, sale, transfer of sealed source device		EDO							
4.3.7	Disposal, sale, transfer of premises		EDO							

### 4.4 Intellectual Property, Copyright and Other Licence Agreements

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.4.1	Authorise agreements that assign LHD Intellectual Property	✓							
4.4.2	Authorise agreements that Licence LHD Intellectual Property	✓							
4.4.3	Authorise Collaborative agreements (with Universities, private organisations, other LHDs)	✓							
4.4.4	Authorise sale, purchase or transfer of copyright	✓							
4.4.5	Other Licence Agreements	✓							Indemnity provisions in the Agreement must be in accordance with TMF arrangements

### 4.5 Research Projects and Proposals

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	All projects and proposals require review by HREC and submission to HREC Work Governance Executive Officer. Refer to the following links to NSW Health Policies <a href="#">Human Research</a> <a href="#">Clinical Trials – Insurance &amp; Indemnity</a> <a href="#">Research Governance</a>								
4.5.1	Site authorisation following site specific assessment for research with more than low risk to participants	✓							DQSPE to review and recommend
4.5.2	Site authorisation following access request review	✓							DQSPE to review and recommend
4.5.3	Authorise other research Proposals / matters	✓							

#### 4.6 Role delineation and bed numbers

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.6.1	Delineation of Role of Hospital								Minister for Health
4.6.2	Role delineation of Clinical Services	✓							
4.6.3	Ceasing Patient Care Services or Closing a Ward	✓							
4.6.4	Commencing a new health service	✓							
4.6.5	Approval of Bed Numbers	✓							
4.6.6	Approval to open surge beds		EDO						

#### 4.7 Investigations

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.7.1	Responsibility to process a GIPA application								Ministerial Relations Manager
4.7.2	Authority to conduct an Internal Review under GIPA	✓							
4.7.3	Appoint officers to accept and manage protective disclosures or public interest disclosures	✓							CAE endorsement required for Public Interest Disclosure Investigations
4.7.4	Authorise investigations into grievances					✓			Refer to NSW Health Policy <a href="#">Grievance Effective Workplace Resolution</a>
4.7.5	Authorise investigations into serious allegations against staff including matters involving children, sex offences, pornography		EDO	DPW DSQPE					
4.7.6	Authorise investigations into statutory complaints including complaints relating to privacy, GIPA, Public Health legislation		EDO	DSQPE					CAE endorsement required for matters referred by the ICAC
4.7.7	Authorise management of and responses to Health Care Complaints Commission			DSQPE					In consultation with appropriate Executive Team Members.
4.7.8	Management of AHPRA notifications within specific discipline			✓	DAHIC				
4.7.9	Authorise management of and responses to serious incidents and complaints including HARM score 1 & 2 Incidents			DSQPE					
4.7.10	Sign off RCA report	✓							

#### 4.8 Obligations under Privacy Legislation

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.8.1	Management of access requests and privacy complaints			DSQPE DGRA					Including Health Information Manager and Privacy Contact Officer

#### 4.8 Obligations under Privacy Legislation

4.8.2	Authority to conduct an Internal Review under PPIPA and HRIPA	✓		DSQPE DGRA					
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#### 4.9 Media Releases

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.9.1	Authority to release a written statement relating to patients and accidents			✓					
4.9.2	Other matters – written statement	✓							
4.9.3	Authority to make a verbal statement relating to patients and accidents			✓					
4.9.4	Other matters – verbal statement			✓					

#### 4.10 Information Systems Access Authorisation

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.10.1	LHD District Network Access							✓	Refer to CIO and state standards (State Wide Identity SWIS)
4.10.2	Access to Clinical Software Applications							✓	
4.10.3	Access to Corporate Software Applications							✓	
4.10.4	Internet Access							✓	
4.10.5	Authority to approve external connections / remote access to clinical systems				✓				
4.10.6	Authority to approve external connections / remote access to corporate systems				✓				
4.10.7	Authority to approve linking of data (in internet, from different sources within the health system where the purpose is consistent with LHD purpose; and is for the same purpose as collected)			DFP	CIO				
4.10.8	Authority to approve requests to link LHD data with other agency data, where there may be inconsistencies in purpose			DFP	CIO				
4.10.9	Authority to approve requests to link LHD data with External data, where there may be inconsistencies on purpose	✓							

#### 4.11 Sponsorships (Charitable)

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.11.1	Less than \$5,000			✓					Refer NSW Health Policy on <a href="#">Sponsorships</a>
4.11.2	\$5,001 - \$10,000	✓							Written agreement in the form of a letter signed off by CE or delegated officer
4.11.3	Over \$10,000	✓							Formal contract is required

#### 4.12 Risk Management / Insurance Claims

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.12.1	Approve Professional indemnity / Liability claims		EDO	DSQPE DFP					EDMS for medical claims DDONM for nursing claims DDAHIC for Allied Health claims Joint sign off required.
4.12.2	Approve Workers Compensation claims			DPW					
4.12.3	Approve Motor Vehicle claims			DFP					
4.12.4	Approve Property / Miscellaneous claims		EDO	DFP					

#### 4.13 Annual Fire Statements

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.13.1	Authority to sign off and submit Annual Fire Statements				DAM				Also Manager District Fire Safety

#### 4.14 Custody of Common Seal

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.14.1	Custody of Common Seal	✓							

#### 4.15 Other

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
4.15.1	Authority to sign-off Briefs / correspondence in response to Ministerial / Ministry of Health	✓							
4.15.2	Authority to sign-off correspondence to NSW Ombudsman			✓					
4.15.3	Authority to sign-off correspondence to external accrediting bodies e.g. ACHS, NATA, Colleges			✓					
4.15.4	Authority to sign-off annual Attestation Statement	✓							With MIA
4.15.5	Authority to sign-off annual Corporate Governance Statement	✓							With MIA and Board Chair



4.15 Other										
4.15.6	Authority to sign-off quarterly Medical Compliance Statements			✓						EDMS and LHD Board to benotified
4.15.7	Enter into service agreements with Commonwealth, NSW Ministry of Health MoH, and other affiliated Health Organisations	✓								See also S3.5 Memorandum of Understanding
4.15.8	Retention of bodies prior to funeral, burial or cremation	✓								Refer <a href="#">Public Health Act</a>
4.15.9	Burial of indigent persons			EDO GM						
4.15.10	Sign coronials for submission to TMF				DSQPE					
4.15.11	Approval of designated specialists within SNSWLHD to remove tissue	✓			EDMS					<a href="#">Human Tissue Act Use and retention of human tissue Consent to remove tissue from young children</a>

## 5. CUSTODIAL TRUST FUNDS & RESTRICTED FINANCIAL ASSETS (FORMERLY SPECIAL PURPOSE & TRUST FUNDS)

### 5.1 Opening and Closing Custodial Trust & Restricted Assets (CT&RA)

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
5.1.1	Approve opening or closure of new Custodial Trust Fund or Restricted Financial Asset Account			DFP		MFS			Refer <a href="#">Accounting Manual for Public Health organisations</a>

### 5.2 Approving Expenditure from Custodial Trust Fund Account

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Custodial Trusts fund relate to monies held on behalf of an external party. Formerly known as External Trusts								
5.2.1	Staff specialists' Private Practice Trust Funds					DMS			Refer to SNSWLHD Staff Specialist Trust Fund committee (Review required)
5.2.2	Other Custodial Trust Funds in line with conditions of use					MFS			Advice from Manager Revenue systems

### 5.3 Approving Expenditure from Restricted Financial Asset Accounts

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	Expenditure from Restricted Financial Asset Accounts is restricted to purchases relating to the purpose for which the funds were originally donated. Formerly known as Special Purpose Accounts. Refer to <a href="#">Accounting Manual for Public Health Organisations</a>								
5.3.1	Up to \$5,000 in line with conditions of use					✓			
5.3.2	Up to \$10,000 in line with conditions of use				✓				
5.3.3	Over \$10,000 in line with conditions of use			✓					

## 6. HUMAN RESOURCE MANAGEMENT

### 6.1 Recruitment and Appointments

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	For further information relating to human resource management refer to <a href="#">Leave/Salaries - Public Service</a> Refer to NSW Health Policy for <a href="#">Medical Recruitment</a>								
6.1.1	Approve recruitment of positions outside existing organisation structures	✓							Refer NSW Health <a href="#">Recruitment and selection of staff</a>
6.1.2	Authority to approve level of delegation for positions up to Level 4	✓							
6.1.3	Approve the Creation or Deletion of a Position that reports through to this position in the current approved organisational structure & Staff establishment			✓					Refer NSW Health <a href="#">Recruitment and selection of staff</a>
6.1.4	Approve the Creation or Deletion of a SMP, VMO or VDO position			✓					In Consultation with T3
6.1.5	Approve advertising positions for all direct reports and below			✓					Within approved staff establishment
6.1.6	Approve advertising for SMP, VMO or VDO positions				DMS				
6.1.7	Appointment of Staff reporting through to this position within the current organisational structure				✓				
6.1.8	Appointment of VMO or VDO positions	✓							Follow MDAAC and credentialing processes through EDMS
6.1.9	Approval to Determine Commencing Salary For LHD Chief Executive								Refer to Ministry of Health
6.1.10	Approval to Determine Commencing Salary for staff reporting through to this position			✓					In accordance with Grade and Salary recommendation of appropriate Grading Committee
6.1.11	Approval to Determine Commencing Salary For SMPs			✓					Recommendation from EDMS
6.1.12	Authority to approve commencement, subject to satisfactory CRC clearance				✓				Refer NSW Health Employment screening in <a href="https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2023_024.pdf">https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2023_024.pdf</a>  consultation with SNSWLHD Workforce Unit
6.1.13	Authority to review / assess applicants who have a criminal history for suitability for employment				✓				Requires concurrence of DPW
6.1.14	Approve a Conditional / Temporary Registration and Extension of Temporary / Conditional Registration of Overseas Medical Staff	✓							

### 6.1 Recruitment and Appointments

6.1.15	Temporary Appointments Acting Chief Executive									Refer to Ministry of Health
6.1.16	Temporary appointment of VMOs with contracts of 3 months or contracts for more than 3 months			EDMS						Multiple 3 month appointments are not permitted. Contracts for over 3 months require advertising
6.1.17	Temporary appointment of other staff – up to 3 months				✓					
6.1.18	Temporary appointment of other staff - over 3 months			✓						
6.1.19	Declaring Staff Excess in clinical & non-clinical positions			✓						

### 6.2 VMO or HMO Service and Indemnity Contracts

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.2.1	Authority to sign-off VMO or HMO Service Contracts		EDO	EDMS					NSW Health VMO Service Contracts
6.2.2	Annual contracted hours to agreed budget level		EDO						

### 6.3 Regrade positions, Increase salaries and Change titles

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.3.1	Regrading positions HES								NSW Health <a href="#">Executive Performance Management</a> Secretary approval required
6.3.2	Regrading positions other than HES			✓					Employment Review / Regrading Committee to recommend. Requires registration through systems control managed by DPW
6.3.3	Salary Progression HES								Secretary NSW Health approval under Executive Performance Management Policy
6.3.4	Salary Progression other than HES	✓							
6.3.5	Change titles of positions of LHD Executive			✓					

### 6.4 Timesheets and Attendance Records

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.4.1	Approve time sheets / rosters HES	✓							
6.4.2	Approve time sheets / rosters other than HES – for direct reports							✓	
6.4.3	Approve employee to use Attendance Record that is not in normal use				✓				

### 6.4 Timesheets and Attendance Records

6.4.4	Authorise/ amendments to timesheets or rosters	Approve Staff on							✓	Staff scheduling unit where adjustments comply with internal payroll QA processes
6.4.5	VMO /VDO Claims forms	Certify claims				✓				Includes DMS where appointed

### 6.5 Official Travel

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes	
	Official travel includes air travel and overnight stays. No officer has the delegated authority to approve their own travel or accommodation. Refer to NSW Health Policy <a href="#">Official Travel</a>									
6.5.1	Domestic travel for Senior Medical Staff in accordance with the Award				✓	DMS				
6.5.2	Domestic travel for All other staff - up to \$1,000				✓					
6.5.3	Domestic travel for all other staff – over \$1,000			✓						
6.5.4	Domestic travel for Executive - over \$1,000	✓								
6.5.5	All overseas travel to be approved by Chief Executive	✓								

### 6.6 Training, Education and Study Leave

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.6.1	TESL for Medical Staff within Australia					DMS			NSW Health <a href="#">Training Education and Study Leave (TESL) for staff specialist</a>
6.6.2	TESL for Medical Staff outside Australia					DMS			NSW Health <a href="#">Training Education and Study Leave (TESL) for staff specialist</a> . Co-signing required by DMS
6.6.3	Sabbatical leave for clinical academics			✓					
6.6.4	Approve course of study at tertiary level or as part of accreditation				✓				
6.6.5	Conference leave including attendance whilst on-duty				✓	DMS MHEM			MHEM includes; DIA, DoC, MPS, CCm, CDMH, CDDA
6.6.5	External short courses					✓			Subject to compliance with SNSWLHD Internal Policy (under development) Pre-approval for MHDA required by DMHDA.
6.6.6	Other study leave					✓			In line with Award provisions For prior approved training courses.



### 6.8 Higher Duties Allowance

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.8.1	Approve payment of Higher Duties allowance up to 3 months				✓				One up approval
6.8.2	Approve payment of Higher Duties allowance over 3 months			✓					One up approval

### 6.9 Overtime and Use of Agency Staff

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
	All overtime is to be approved in advance unless emergency circumstances exist. Reporting of overtime usage (actuals) is to be in accordance with SNSWLHD policy.								
6.9.1	Approve Overtime for positions reporting to this position including authorise overtime and/or call-back of staff rostered on call						✓		
6.9.2	Authorise call backs of clinical and non-clinical staff						✓		
6.9.3	Approval to use agency nurses. The day to day engagement of staff within the approved levels is permitted through the following delegation.			✓					Subject to compliance with SNSWLHD Internal Policy (under development)
6.9.4	Approval to use agency medical staff				✓				Subject to compliance with SNSWLHD Internal Policy (under development) Pre-approval for MHDA required by MHDA.
6.9.5	Approval to use other agency staff			✓					Subject to compliance with SNSWLHD Internal Policy (under development)
6.9.6	Issue of Meal Tickets for overtime in excess of 2 hours for Medical staff				✓				
6.9.7	Issue of Meal Tickets for overtime in excess of 2 hours for all other staff					✓			Tickets must be in accordance with relevant industrial awards

### 6.10 Other Personnel / Payroll Matters

Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.10.1	Verify weekly payroll roster data							✓	Team Leader Staff Scheduling
6.10.2	Authorise Rights of Private Practice for Allied Health Staff				✓				NSW Health <a href="#">Allied Health Rights of Private Practice</a>
6.10.3	Secondments For training purposes				✓				
6.10.4	Secondments Other than training purposes			✓					
6.10.5	Approval to engage in secondary private employment			✓	DMHD				Must be in accordance with NSWHealth <a href="#">Code of Conduct</a>
6.10.6	Change of Contract Hours within Budget					✓			Details to Director Workforce Services for confirmation and records updating
6.10.7	Authority to offer voluntary redundancy package to employee	✓							Refer NSW Health Policy <a href="#">Managing Excess Staff</a>

6.10 Other Personnel / Payroll Matters										
6.10.8	Authorise payment (calculation and actual) of voluntary redundancy package	✓								
6.10.9	Performance Management – Assessment and Review of the Chief Executive									Refer to Ministry of Health
6.10.10	Performance Management – Assessment and Review of staff							✓		One up approval
6.10.11	Performance Management – Assessment and Review of Staff Specialists, VMO & RDO			EDMS		DMS				

6.11 Disciplinary, Dismissal and Separation Matters									
Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
6.11.1	Approve remedial action and change to privileges (e.g. Counselling)				✓				<a href="#">NSW Health Managing Misconduct</a>
6.11.2	Approval of warnings (including First, second and final warning)			✓					Following consultation with Workforce Services.
6.11.3	Authority to demote or transfer staff (including alternate duties or an alternate location)	✓							
6.11.4	Authority to dismiss staff following disciplinary procedures	✓							
6.11.5	Authority to suspend staff pre and post investigation	✓							
6.11.7	Authority to accept resignation where no investigation or disciplinary action is pending							✓	
6.11.8	Authority to accept resignation where investigation or disciplinary action is pending			✓					
6.11.9	Provide written employee recommendations or references. Do not use official letterhead							✓	Statement of Service to be provided by Health Share

## 7. STAFF SPECIALISTS AWARD MANAGEMENT

7.1 Staff Specialist Arrangements									
Schedule	Delegation	1	1a	2	3	4	5	6	Other/Notes
7.1.1	Part-time working arrangement					DMS			
7.1.2	Authorise Rights of Private Practice for Medical Practitioners			EDMS					
7.1.3	Recognition of specialist qualifications								MDAAC – Chair of Credentialing committee to sign off
7.1.4	Recognition as “senior specialist”					DMS			MDAAC – Part of contract negotiation in accordance with Award
7.1.5	Initial appointment to higher step / accelerated progression					DMS			Approval required from Chief Executive in accordance with Award
7.1.6	Managerial allowance levels					DMS			DMS level 1 EDMS level 2 and above

7.1 Staff Specialist Arrangements										
7.1.7	Outside Practice and other Business Activities					DMS				Recommendation from LHD General Manager first.
7.1.8	Leave Approval					DMS				CDMH & CDDA



APPENDIX - REQUESTS FOR AMENDMENT TO THE DELEGATIONS MANUAL

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

District Director Finance and Performance: Sarah Wallace [SNSWLHD-DOF@health.nsw.gov.au](mailto:SNSWLHD-DOF@health.nsw.gov.au)

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

Amendments should be published within 2 weeks of being ratified by the Board; and will become effective from the publication date. The LHD Delegations Manual will be re-issued every 3 years, or more frequently, if needed.

SOUTHERN LOCAL HEALTH DISTRICT

Request to Amend the Delegations Manual

*Amend Section/Sub Section (go to section 1 of form) or*

*Add/Delete/Modify Role to Organisational Decision Making Delegation table (go to section 2 of form)*

**Section 1 -**

Request to Amend Delegation Manual - Amendment Section /Sub Section	
Which Sub Section?	
Action (add/modify/remove)?	
What delegation change is required?	
Reason (why)?	
What are the policies that apply to this change (see policy list on page 7)? Is the change compliant with the policy?	
Is this policy in line with the Principles of the Delegation Manual (see page 6)?	
What risks have been considered to make this change?	

**Section 2 -**

Request to Amend Delegation Manual - Amendment of Position / Role	
<b>What Role that the delegation is for?</b>	
Action (add/modify/remove)?	
Role that the delegation is for?	
Reason (why)?	
Is the person a Cost Centre Manager? Y/N	
Which Cost Centre does the staff member manage?	
What is the budget value the staff member is responsible for currently? \$	
How many direct reports does the role have?	
What delegation limit is required?	
What barrier will the new delegation limit overcome?	



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What risks have been considered to make this change?	
What are the policies that apply to this change (see policy list on page 7)? Is the change compliant with the policy?	
Is this policy in line with the Principles of the Delegation Manual (see page 6)?	

Approval Chain	Signature	Date
Signed by Person Submitting		
Signed by Deputy Director of Finance & Analytics		
Signed by District Director of Finance & Performance		
Signed by CE		

DRAFT



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Local Health District

### Request to Amend the Delegations Manual – Workflow

