



Health
Central Coast
Local Health District

Delegation Manual

Delegation Manual Sub-sets	
Part A	Delegation Principles
Part B	Financial and Procurement Delegations
Part C	Workforce Delegations
Part D	General Delegations
Part E	Clinical Quality and Safety Delegated Workflow – Roles and Responsibilities
Part F	Executive Correspondence Delegated Workflow – Roles and Responsibilities
Appendix 1	List of Employee Delegations
Appendix 2	PCard and Virtual Card Delegations



Revision History

Version	Approved by	Amendment Notes
November 2019	Chief Executive	Revised Delegation Manual
November 2023	Executive Leadership Committee	Revised Delegation Manual (Ref CF23/3112)

Introduction

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.

The Chief Executive of Central Coast Local Health District (CCLHD) operates under the authority of the Health Services Act, 1997 and under its own by-laws. In accordance with Section 40 Clause 1 of the Act the Chief Executive has resolved to delegate some functions to approved positions and for approved purposes as outlined in this Manual.

All operations of CCLHD are covered by this Delegations Manual including any hospital, community health service, unit, group service, or other service that forms part of the responsibility of the Chief Executive of CCLHD.

Where matters are not included in this Delegations Manual, refer to relevant CCLHD policies, procedures and guidelines and/or Ministry of Health policy directives and guidelines.

All staff are to ensure that any risks and opportunities associated with decision making under the delegations manual are being identified, assessed and treated to an acceptable level and are consistent with the District's [Risk Appetite Statement](#).

The Delegations Manual is reviewed annually in line with NSW MoH Policy Directive PD2012_059 Delegations of Authority – Local Health Districts and Speciality Health Networks.

Changes in Delegation

For a new position requiring delegation, an existing position requiring delegation or a change in delegation the [Delegations Request Form](#) must be completed and returned to CCLHD-CCDelegations@health.nsw.gov.au. Delegation requests are approved by the Board Finance and Performance Committee on behalf of the CCLHD Board. This committee meets once a month and the applicant will be advised of the outcome following the conclusion of the meeting.

Urgent requests for amendment outside this timeframe should be referred to the District Director Asset Management, Finance and Procurement who will provide advice to the Chief Executive when considering approval.

Purpose and Scope

The purpose of this Manual is to document and consolidate the guiding principles, functions, level and restrictions or conditions of delegated authority for executives and staff within CCLHD.

Delegation Principles

Delegates MUST

1. Act within your authority by ensuring you hold the relevant delegation.
2. Understand your authority by referring to relevant guidance, limitations and directions.
3. Act with CCLHD's values in mind.
4. Avoid conflicts of interest.
5. Consider CCLHD's business needs.
6. Seek expert advice where required when making a decision.
7. Make decisions objectively, reasonably and fairly.

Delegates MUST NOT

1. Exercise delegations in respect of someone outside of your immediate line of control unless within the scope of your delegated authority.
2. Exercise powers in respect of a position higher than your own.
3. Exercise a delegation in respect of yourself (i.e. confer a personal benefit). All claims by officers for expenditure, reimbursement, payment of allowances, approval of leave, etc. are to be authorised by a delegated officer at the next level of seniority.
4. Exercise a delegation on behalf of an absent employee unless it is within the scope of your delegated authority or you are officially acting in the position.

Legislative Compliance

(1)	All delegates are required to comply with manuals and directives issued by NSW Health and Central Coast Local Health District, including their own unit's manuals and directives.
(2)	Delegated authority is subject to internal controls and to any overriding State or Federal laws, e.g. purchase or dispensing of dangerous drugs.
(3)	All Contracts must be referred through the Contracts & Leasing Unit for review and endorsement prior to signing.

Responsibility

- (1) Delegations are made to positions, not to persons, and are specific to the position's work unit and/or role. Ultimate responsibility for performance of the functions or exercise of the authority or power rests with the authority holder.
- (2) Where an authority holder delegates an authority to an individual position, the person occupying that position becomes personally accountable for the delivery of that authority.
- (3) The delegation to a position is unique and is not transferable by the delegate.
- (4) Delegations extend to the officer substantively appointed to that position and any person acting in that position for a specified period unless otherwise excluded in the terms of the temporary appointment.
- (5) Where the permanent officer takes leave, it is their responsibility to instruct the relieving officer of the level of delegation that is attached to the position and the responsibilities associated with the delegation.
- (6) Where the Manual specifies a delegate, the position to which the delegate reports is also deemed to have the delegated authority except where otherwise determined by legislation, policy or a Chief Executive instruction. Note: Where a level is indicated and one or more titles/positions are indicated in brackets, only those titles/positions have delegated authority in respect to that function.
- (7) Any delegate having a pecuniary interest in any matter must advise a Level 2 Executive member of such interest and must not approve expenditure relating to that interest.

Application

- (1) Delegates are expected to exercise their powers, authorities, duties or functions delegated to them in a responsible, efficient, consistent and cost effective manner.
- (2) Discretion is to be utilised by the delegate in determining whether to exercise a delegation or refer the matter to a higher authority.
- (3) When an officer is exercising their financial delegation, they are required to clearly provide their name, position and date when signing.
- (4) Financial delegations are delegated and approved by the Finance and Performance Committee.
- (5) Monetary amounts stated in the Manual are the maximum delegated amounts in relation to the delegated function. They do not imply or confer authority to spend more than the organisation's or unit's uncommitted budget allocation.
- (6) The financial limits specified in the delegations schedules are exclusive of GST. When assessing the dollar amount for approval the amount to be taken into consideration is the amount net of GST.
- (7) In principle, all expenditure is to be approved on the basis of availability of funds within the budget allocation and/or the availability of funds within each account.
- (8) Delegates must consider any additional recurrent costs that will be created as a result of expenditure (whole-of-life costs). In the case of non-current assets, delegates must consider the effect a purchase will have on future operating costs and the availability of funding.
- (9) An individual's delegation level is not necessarily in line with Management Levels e.g. Level 3 Managers do not automatically have Level 3 delegation. Delegation levels are allocated in line with the financial requirements of a position.
- (10) Expenditure through Petty Cash should be restricted to urgent or minor value purchases. In all other cases purchases, other than those defined in CCLHD Financial Services Policy "Mandatory Use of Oracle Orders", require a purchase order, or use of a District PCard, and the accounts paid through HealthShare.

Application of Delegation and Sub-delegation

CCLHD has developed an organisational structure and delegations supportive of its objectives and operations. Refer to Table 1 - Hierarchy of Delegation and Sub-delegation. The table shows the delegation and sub-delegation levels applicable to CCLHD's organisational structure. Key points to note:

- A delegation or sub-delegation may be restricted or conditioned to limit the manner in which the decision maker exercises their authority.
- No responsibility or authority delegated to an employee by the CCLHD Chief Executive may be further delegated by that employee to any other employee.

Table 1 - Hierarchy of Delegation and Sub-delegation



Central Coast Local Health District Board
<p>The Board has specific statutory functions, outlined in section 28 of the Health Services Act 1997. The District's statutory functions are delegated under section 21 of the Health Administration Act 1982. There are also specific provisions for financial delegations under the Government Sector Finance Act 2018.</p>

Central Coast Local Health District Chief Executive
<p>Under Section 40 and Section 61 of the Health Services Act 1997 a Chief Executive can delegate to any of the officers or employees of the organisation the exercise of any functions other than:</p> <ul style="list-style-type: none"> • the power of delegation itself; • the exercise of its functions to close or restrict health services; • the authority to offer displaced staff members' voluntary redundancy or terminate staff of the NSW Health Service; and • the power to make by-laws.

Central Coast Local Health District employees
<p>General positions as outlined in Table 2 and as specified in Appendix 1 of this Delegations Manual.</p>

Table 2 - Delegation and Sub-delegation levels and positions

Note: The exercise of delegations for this level is limited to employees under the delegate's management working in and for Central Coast Local Health District

Delegation Level	Position
Level 1	Chief Executive Central Coast Local Health District (CCLHD)
Level 2	Executive Leadership Team
Level 3	General Managers Health Managers 5 and above reporting directly to a level 2 delegate (excluding the Level 4 and 5 delegation positions listed below)
Level 4	Director Public Health Director Health Promotion and Population Health Improvement Manager Aboriginal Health Director Internal Audit Directors of Nursing and Midwifery Operational Nurse Managers Director Medical Services / Director Clinical Services Deputy Director Pharmacy Gosford Deputy Director Pharmacy Wyong Manager Pharmacy Purchasing and Inventory Team Leader Clinical Trials Cancer Care and Production District Patient Flow Manager Operational Manager Cancer Services Director Cancer Services Managers Clinical Support Services Creditors Relationship Manager
Level 5	Managers Allied Health reporting directly to a level 3 delegate Heads of Department Deputy Director, Talent and Capability Deputy Director, HR Business Partners Any other position with a direct line management responsibility for staff (at the discretion of the applicable Director).

Definitions

Term	Definition
Approve	Unless stated otherwise in the specific conditions of a delegation, the delegation to ‘approve’ a function includes the power to approve, amend or refuse approval as the delegate thinks necessary or expedite to the proper exercise or discharge of the power. Decisions by the delegate are to be in accordance with the specific conditions of the delegation and processes stated in relevant legislation, policies and procedures.
Consultation	Discuss the proposed course/s of action with the party listed in the Specific Condition (SC).
Consultation and agreement	Discuss and reach an agreed arrangement regarding a course of action with the specified party listed in the condition.
Delegation	A statutory procedure permitting a person occupying a position (the Delegate) to entrust their statutory authority to another (the Delegate).
Specific Condition (SC)	Where (SC) appears next to a delegation, certain conditions apply in the exercising of that particular delegation and/or sub-delegation.
Sub Delegation (SD)	Where (SD) appears next to a delegation, the delegate is permitted to sub-delegate the function within their direct reporting lines.



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Delegation Manual

Part B:

Financial and Procurement Delegations



Contents

Revision History	3
Introduction.....	5
Financial Principles for Delegation	5
Financial Levels of Delegation	6
Definitions	6
Specific Conditions	7
Financial Services and Banking Providers	8
Schedule of Delegations	9
Goods and Services.....	9
Tendering	10
Contracts	11
Execution of a contract.....	11
Contract Variations / Extensions	12
Procurement and Credit Cards	13
Non-Government Funding and Performance Agreements	13
Bulk Goods & Services expenditure paid through subsidy payments received from Ministry of Health.....	14
Capital Works	14
Approval to call tenders/Request for Quotations within approved capital budgets:	14
Up to \$5,000,000	14
Up to \$1,000,000	15
Up to \$150,000	15
Approval to accept tender within approved capital budget:	15
Up to \$5,000,000	15
Up to \$1,000,000	15
Up to \$150,000	15
funding allocation (up to 10% but not exceeding \$1M):	15
Up to \$1,000,000	15
Up to \$500,000	16
Up to \$150,000	16
Appointment of consultants and authorisation of expenditure within approved capital budgets:.....	17
Up to \$5,000,000	17
Up to \$1,000,000	17
Up to \$150,000	17
Submission of development applications on behalf of Health Administration Corporation up to \$500,000. ...	17
Reimbursement of General Fund from Capital Account, subject to approval of initial expenditure within delegation	17
Leases – Land and Property.....	17
Land (excluding Leasing).....	18

Sale, Disposal and/or Write Off of Assets.....	19
Restricted Financial Assets (RFA) and Custodial Trust Funds (CTF)	19
Patients Fees and Other Revenue	20
Investment of Funds.....	21
Affiliated Health Organisations	22
Banking	22

Revision History

Version	Approved by	Amendment Notes
Nov 2019	Executive Leadership Team	Revised delegation manual
Aug 2020	CCLHD Finance & Performance Committee	Reduction in delegation approval amounts for Goods & Services for Levels 3, 4, 5
Feb 2021	CCLHD Finance & Performance Committee	Section 1.5 split into part a) and b)
June 2021	CCLHD Finance & Performance Committee	Introduction: Various amendments including update to policy references, clarifying role of RoPP No.2 Committee and update to Banking approvals
June 2021	CCLHD Finance & Performance Committee	2. Tendering: Clarification of Policy
June 2021	CCLHD Finance & Performance Committee	2.5 Tendering: Inclusion of Level 2 approval for late tender
June 2021	CCLHD Finance & Performance Committee	3.1 Contracts: New delegation for execution of a contract
June 2021	CCLHD Finance & Performance Committee	3.2 Contracts: Add Specific Condition for review of contract
June 2021	CCLHD Finance & Performance Committee	8.4 (i) Capital Works: Change approval threshold for CE
June 2021	CCLHD Finance & Performance Committee	8.4 (iii) Capital Works: Add Specific Condition for review by Director of Finance
June 2021	CCLHD Finance & Performance Committee	9.1 Leases – Land and Property: Amend Ministry threshold for approval to over 6 years
June 2021	CCLHD Finance & Performance Committee	9.2 Leases – Land and Property: Amend CE approval threshold to up to 6 years
June 2021	CCLHD Finance & Performance Committee	9.3 & 9.4 Leases – Land and Property: Inclusion of delegation for CE for leases under Retail Leases Act
June 2021	CCLHD Finance & Performance Committee	9.6 (i) & (ii) Leases – Land and Property: Change thresholds for initial property leases to be consistent with financial delegations
June 2021	CCLHD Finance & Performance Committee	9.8 Leases – Land and Property: Change thresholds for renewal of property leases for CE to be consistent with financial delegations
June 2021	CCLHD Finance & Performance Committee	11.3 Restricted Financial Assets and Custodial Trust Funds: New delegation for expenditure from Restricted Fund Assets
June 2021	CCLHD Finance & Performance Committee	11.4 (i) & (ii) Restricted Financial Assets: New delegation approving expenditure from No.2 cost centres
June 2021	CCLHD Finance & Performance Committee	12.7 Patient Fees and Other Revenue: Re-set timeframe for leasing of premises to match general annual expenditure limits for CE and Director of Finance
June 2021	CCLHD Finance & Performance Committee	13.1 Investment of Funds: Clarify applicable approval guidelines
Dec 2021	CCLHD Finance & Performance Committee	6.1 NGO Payments - change delegated officer

Central Coast Local Health District

		8.5 Capital Works - Certification of expenditure. Amend delegated officer in (iii) Up to \$1M and create (iiii) Up to \$500,000
Feb 2023	CCLHD Finance & Performance Committee	Amend specific conditions – RMR to align with Financial Levels of Delegation table
Nov 2023	Executive Leadership Committee	Alignment to changes in PD2022_020 NSW Health Procurement (Ref CF23/3112)
Nov 2023	Executive Leadership Committee	Level 1 delegation changed from >\$500,000 to >\$250,000 to provide for any delegation above the Level 2 Delegation of \$250,000 for the District Director Finance and Corporate Services (DDFCS).
Nov 2023	Executive Leadership Committee	<ul style="list-style-type: none"> • Contractual Arrangements - Level 2 delegation for DDFCS increased from \$50,000 up to \$250,000 • Repairs, Maintenance and Renewals Building - Level 2 delegation for DDFCS increased from \$0 up to \$250,000 and Level 3 delegation for Manager Capital Works and Asset Management (CWAM) increased from \$0 up to \$100,000 • Capital Items - Level 2 delegation for DDFCS increased from \$0 up to \$250,000 and Level 3 delegation for CWAM increased from \$0 up to \$150,000 • Equipment Acquisition (previously Minor Works & Equipment) - Level 2 delegation for DDFCS increased from \$10,000 up to \$250,000 and Level 3 delegation for CWAM increased from \$10,000 up to \$150,000 - • Restricted Financial Asset (RFA) General - delegation for DDFCS increased from \$20,000 up to \$250,000. Level 2 increased to \$25,000 • Restricted Financial Asset (RFA) No.2 (including TESL) - Level 2 delegation for DDFCS increased from \$0 up to \$250,000 and Level 3 delegation for Manager Financial Accounting (MFA) increased from \$0 up to \$50,000 • Level 4 delegation for Senior Finance Officer RFA&CT approval up to \$5,000
Nov 2023	Executive Leadership Committee	<ul style="list-style-type: none"> • 17 Banking – Amend – Ministry of Health only has delegation to open, close or operate banking accounts
Jan 2024	District Director Finance and Corporate Services	<ul style="list-style-type: none"> • Item 6.1 Delegation function transferred from Manager Management Accounting to Manager Financial Accounting

Introduction

This Financial and Procurement Delegations Manual has been created as a subset of the Central Coast Local Health District (CCLHD) Governance Framework Delegations Manual.

All procurement is to be undertaken in accordance with NSW Health and Central Coast Local Health District policies.

This Delegation Manual details the delegations approved for use within the Central Coast Local Health District. Procurement processes are governed by the [NSW Health Procurement directive - PD2022 020](#).

Financial Principles for Delegation

Delegates May

1. Only approve expenditure in cost centres under the delegate's authority.
2. Only approve expenditure where there is sufficient budget to cover the cost.
3. Only approve expenditure on goods and services related to official work and business use.
4. Only approve expenditure where all relevant CCLHD procedures and policies have been followed.
5. Only approve expenditure to the financial limit of the delegation.
6. Only approve expenditure where evidence exists that goods have been received and/or services have been performed in accordance with and at the rate/s of an agreed contract or arrangement.

Delegates May Not

7. Approve a gift or settlement of any legal claim unless specifically delegated this authority.
8. Transfer the financial delegation granted by CCLHD to another employee. However, each officer in an acting position, whilst the position is vacant or the permanent officer is absent, is authorised to perform the function(s) delegated to the particular office.
9. Break one purchase down into several smaller items to avoid breaching the financial limit of the delegation (order splitting).
10. Approve expenditure on capital works, contracts or special payments unless specifically delegated this authority.
11. Exceed their delegation limits even if automated systems permit this to occur.
12. Approve any expenditure incurred by the delegate on travel, meals, conferences and other similar expenditure.
13. Assume the financial delegation of an absent delegate if you are not authorised to do so.
14. Approve expenditure intended for their own personal benefit as an individual or employee

Financial Levels of Delegation

Delegation Level	Goods and services	Contractual Arrangements	RMR Non-Building	RMR Building	Capital Works	Minor Works & Equipment (>\$10k to \$250k)	Restricted Financial Asset (RFA) General	RFA – No2 Accounts (including TESL)
Level 1	>\$250,000	>\$ 250,000	>\$250,000	>\$250,000	>\$250,000	>\$250,000	>\$250,000	>\$250,000
Level 2	\$250,000	\$250,000 SC* \$50,000	\$250,000 SC*	\$250,000 SC*	\$250,000 SC*	\$250,000 SC*	\$250,000 SC* \$25,000	\$250,000 SC*
Level 3	\$50,000	\$25,000	\$100,000 SC**	\$100,000 SC **	\$150,000 SC **	\$ 150,000 SC **	\$20,000	\$50,000 SC ***
Level 4	\$25,000	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000 SC ****
Level 5 SC	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Level 5	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note: Refer to specific conditions below for each type of delegation

* SC – District Director Finance and Corporate Services can approve

** SC – Manager Capital Works and Asset Management can approve

*** SC – Manager Financial Accounting can approve

**** SC – Senior Finance Officer RFA&CT can approve

Definitions

Term	Definition
Delegation	A statutory procedure permitting a person occupying a position (the Delegate) to entrust their statutory authority to another (the Delegate).
Specific Condition (SC)	Where (SC) appears next to a delegation, certain conditions apply in the exercising of that particular delegation and/or sub-delegation.
Sub Delegation (SD)	Where (SD) appears next to a delegation, the delegate is permitted to sub-delegate the function within their direct reporting lines.

Specific Conditions

Procurement processes are governed by the [NSW Health Procurement directive - PD2023_028](#).

The District must use whole-of-government or whole-of-health contracts for obtaining goods or services to which those contracts apply in accordance with the Approved Procurement Arrangements ([PBD 2021-04](#)).

The District must refer procurements outside of existing procurement arrangements valued at more than \$250,000 to:

- eHealth NSW (for ICT-related goods and services), or
- HealthShare NSW (for all other goods and services)

Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement. Please refer to sections 5.2.2 and 5.2.3 of the NSW Health Procurement Policy (PD2023_028) for mandatory requirements.

The Districts Contracts and Leasing Team manage procurement processes to ensure compliance with the NSW Health Procurement policies and directives

Goods and Services

Note: amounts are exclusive of GST

- Goods and services/works up to \$10,000 in value: Not-in-contract goods and services may be obtained to best advantage without quotations.
- Goods and services/works over \$10,001 and up to \$30,000 in value: Not-in-contract goods and services may be obtained by seeking at least one (1) written proposal.
- Goods and services/works for \$30,001 and up to \$250,000 in value: A minimum of three (3) quotations must be obtained in writing, if they are available.
For procurements outside existing procurement arrangements valued at more than \$30,000, the District must complete the [Risk Assessment Tool](#) on the NSW Health Procurement Portal. This tool uses the value and level of risk of the procurement to determine a procurement level of either level 1, level 2 or level 3.
- Goods and services/works over \$250,001 in value (including period contracts): Full tendering action required. Subject to conditions cited in the [NSW Health Procurement policy](#). Under NSW Health Procurement Policy a contract is required.

Contractual Arrangements:

- Contracts must adhere to the Contract management provisions of the [NSW Health Procurement Policy \(Section 7\)](#).
- Review by Manager Contracts and Leasing required for all contractual arrangements.
- Specific sub-delegation level applies for District Director Finance and Corporate Services. This position can approve contracts up to \$250,000.

Repairs, Maintenance and Renewals (RMR) – Non Building and Building

- The majority of RMR throughout CCLHD is undertaken on a planned basis. Managers and supervisors have some delegation to address minor and urgent issues to their departments and to a delegation level of \$1,000.
- RMR is determined to be all account codes in the range 210000 through to 250000.
- All RMR associated building and infrastructure is required to be approved by the Manager Capital Works & Asset Management with exception of Maintenance Operations who can approve RMR building and infrastructure expenses.
*Applicable approvers include:
- Manager, Maintenance Operations Manager - \$10,000
- Maintenance Manager – Gosford/Woy Woy - \$3,000

- Maintenance Manager – Wyong/Long Jetty - \$3,000
- Manager Fire & Compliance - \$3,000

Capital Works

- Specific delegation levels apply for Capital expenditure within Capital Expenditure Authorisation Limits (CEAL) identified in section 4.4 of the Service Agreement between the Secretary NSW Health and the Central Coast Local Health District:
 - Up to \$5,000,000 – Level 1 [Combined Delegations NSW Health \(Capital Works\)](#)
 - Up to \$1,000,000– District Director Finance & Corporate Services
 - Up to \$150,000 - Manager, Capital Works and Asset Management District Director Finance and Corporate Services.

Minor Works and Equipment >\$10k to \$250k (MWE)

- All requests for approval of Minor Works and Equipment expenditure >\$10k to \$250k are to go to the Capital Works Committee or be approved by the District Director of Finance and Corporate Services and or the Chief Executive.
- Capital Assets are those assets which have a total purchase cost equal to or above \$10,000 and a life expectancy of more than one year.
- Specific delegation levels apply for MWE expenditure including capital asset acquisition:
 - Greater than \$250,000 – Level 1
 - Up to \$250,000 – District Director Finance & Corporate Services
 - Up to \$150,000 - Manager, Capital Works and Asset Management provided District Director Finance & Corporate Services has endorsed source of funds.

Restricted Financial Assets (RFA)

- Level 1 and District Director Finance and Corporate Services have the authority to approve a temporary position, within the delegates financial approval limit.
- Level 2 (excluding District Director Finance and Corporate Services) have a financial delegation level of \$25,000.
- All expenditure from these funds require review by the Financial Accounting team to confirm funds are available and expenditure complies with the conditions of the trust.
- Expenditure from Rights of Private Practice No.2 cost centres are to be endorsed by the District No.2 Rights of Private Practice Committee prior to approval by the relevant delegate under this Delegation manual in accordance with the nature and level of expenditure.

Financial Services and Banking Providers

Under the *Government Sector Finance Act 2018* (GSF Act) and NSW Health Delegation Manual s.13.2 and Information Bulletin IB2021_044 *Financial Services and Banking Providers*, only the Ministry of Health has delegation to open, close or operate banking accounts or authorise a banking product to be used outside those provided by the NSW Government contracted banking providers.

Entering into investments and borrowings must be authorised and entered into by the Ministry of Health under the *GSF Act* and NSW Health Delegations Manual s.7.32. NSW Treasury Corporation (TCorp) must be used for all investments and borrowings.

Schedule of Delegations

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
1	Goods and Services						Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement.	Procurement to comply with the NSW Health Procurement policy - PD2023_028
1.1	Approve petty cash expenditure (limit on any one claim \$100.00).	Yes	Yes	Yes	Yes	Yes		
1.2	Approve the periodic payments of utilities, telecommunications accounts and leased premises.	Yes	Yes SD	No	No	No	SD - Creditors Relationship Manager can approve	
1.3	Approve the purchase of new mobile telephones, external pagers and in car kits, for use by staff in the discharge of their official duties.	Yes	Yes	Yes	No	No	For replacement items, only line manager approval is required in line with normal delegation limits. Standard equipment via ICT Technology Shop	
1.4	Approve the purchase of approved computer hardware and software.	Yes	Yes	Yes	No	No	Standard equipment via ICT Technology Shop	
1.5 a)	Approve the purchase of new telecommunication services and related telephone equipment.	Yes	Yes	Yes	No	No	Standard equipment via ICT Technology Shop	
1.5 b)	Approve the discontinuation of existing services and related telephone equipment.	Yes	Yes	Yes	Yes	Yes		
1.6	Approve the purchase of teleconferencing application services.	Yes	Yes	Yes	No	No	Standard equipment via ICT Technology Shop	

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
2	Tendering						<ul style="list-style-type: none"> Tender Acceptance and commitment and payment of funds by Ministry of Health Delegates only. Review by Manager Contracts and Leasing required before delegation exercised. Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement. 	All tendering to comply with the NSW Health Procurement policy - PD2023_028
2.1	Approve inviting of tenders (over \$250,000)	Yes	Yes	No	No	No		
2.2	Approve an alternative procurement method to calling of tenders i.e. exemption or direct negotiation.	No	No	No	No	No	Ministry of Health – Chief Procurement Officer	
2.3	Approve tenders for a contract term exceeding five (5) years including extension options.	No	No	No	No	No	Ministry of Health – Chief Procurement Officer through Contracts and Leasing team	
2.4	Approval to cancel tender processes and the inviting of new tenders if appropriate in accordance with the RFT when: <ul style="list-style-type: none"> a) No conforming tender received b) Change in requirements since tenders received 	Yes	No	No	No	No		

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
2.5	In accordance with the RFT, determine whether or not there are circumstances that enable a late tender to be considered.	Yes	Yes	No	No	No		
2.6	Approve the acceptance of tenders (contract award) up to \$30 million.	Yes	No	No	No	No		
2.7	Confirmation of external representation on CCLHD Tender committees where the estimated tender is above \$1 million (mandatory) and above \$500,000 (optional).	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
2.8	Approve Procurement Plans if required under NSW Health Procurement Policy	Yes SC	Yes SC				SC - Manager Contracts and Leasing with relevant Level 2 Executive Director	
2.9	Approve Evaluation Plans if required under NSW Health Procurement Policy	Yes SC	Yes SC				SC - Manager Contracts and Leasing with Relevant Level 2 Executive Director	
3	Contracts						<ul style="list-style-type: none"> Review by Manager Contracts and Leasing required for all contractual arrangements. Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement. 	All contracts to comply with the NSW Health Procurement policy - PD2023_028
3.1	Execution of a contract.	Yes SC	Yes SC	Yes SC	No	No	SC - Review by Manager Contracts and Leasing +	

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
							approval consistent with Financial Delegation Table	
3.2	Termination of a contract prior to the expiry of the contract.	Yes SC	Yes SC	Yes SC	No	No	SC - Review by Manager Contracts and Leasing + approval consistent with Financial Delegation Table	
3.3	Placing a ban on the future use of a contractor by the District.	Yes	No	No	No	No		
3.4	Immediate termination of a contract in cases of emergency, occupational health and safety, extreme danger, clinical/patient/community hazard or any other circumstance that may warrant the immediate termination of the contract.	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Service scan approve	
3.5	Approve contracting under Whole of Government, Whole of Health or Existing Procurement Arrangements	Yes	Yes	Yes	No	No	As per the Financial Levels of Delegation Table	
4	Contract Variations / Extensions						<ul style="list-style-type: none"> Any variation to a contract will require approval of the original amount and the variation amount. Normal delegation levels apply as per the Financial Levels of Delegation Table. Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT- 	All contracts to comply with the NSW Health Procurement policy - PD2023_028

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
							related Goods and Services Procurement.	
4.1	The power to vary contracts from time to time for effective administration and operation, but in ways which do not alter the substantive provisions of the contract.	Yes	Yes	Yes	No	No		
4.2	Approve the extension of a contract Note: extensions over 5 years require approval from the Ministry of Health.	Yes	Yes	Yes	No	No	As per the Financial Level of Delegation Table (full value of contract inclusive of GST and all extensions)	
4.3	Approve the novation of a contract to a new contractor, where the novation is under similar or identical terms and conditions.	Yes	Yes	No	No	No		
5	Procurement and Credit Cards							PD2022_038 - Procurement Cards within NSW Health
5.1	To approve the establishment of procurement card facilities within the Health Service Banker.	No	No	No	No	No	Ministry of Health	
5.2	Approve the allocation of procurement cards to individual employees of the Health Service.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
5.3	Managers to approve card purchases via EMS Card system.	Yes	Yes	Yes	Yes	Yes	Normal delegation levels apply as per the Financial Levels of Delegation Table.	
6	Non-Government Funding and Performance Agreements							
6.1	Subject to Ministry of Health authorisation, approve payments to Non-Government Organisations to the limit of budget availability.	Yes	Yes SD	No	No	No	SD - Manager Financial Accounting can approve	
6.2	Approve entering into non-government funding and performance agreements	Yes	Yes	No	No	No		

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
	subject to Ministry of Health endorsement.							
7	Bulk Goods & Services expenditure paid through subsidy payments received from Ministry of Health							
7.1	Approval to authorise bulk goods and services expenditure deducted directly from subsidy payments made to CCLHD by Ministry of Health. Including, but not limited to, expenses for: Electricity, Inter-hospital Ambulance Transport, Blood & Blood Products, Linen, Health Share Licence Fees, Health Technology TSS SPA, HealthShare Services Charges, HealthShare Warehousing, Enable NSW, Food Services, Compacts, Pathology and TMF Insurance Premiums.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
8	Capital Works						Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement.	All contracts to comply with the NSW Health Procurement policy - PD2023_028
8.1	Approval to call tenders/Request for Quotations within approved capital budgets:	Yes	No	No	No	No		Section 13 Health Administration Act 1982 Section 5(2) Health Administration Act 1982 (M)
8.1 (i)	Up to \$5,000,000	Yes	No	No	No	No		Combined Delegations NSW Health (Capital Works)

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
8.1 (ii)	Up to \$1,000,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
8.1 (iii)	Up to \$150,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services & Manager Capital Works & Asset Management can approve	
8.2	Approval to accept tender within approved capital budget:							Section 13 Health Administration Act 1982
8.2 (i)	Up to \$5,000,000	Yes	No	No	No	No		Combined Delegations NSW Health (Capital Works)
8.2 (ii)	Up to \$1,000,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
8.2 (ii)	Up to \$150,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services & Manager Capital Works & Asset Management can approve	
8.3	Approve contract variations within approved project budget contingency allowance and within annual funding allocation (up to 10% but not exceeding \$1M):.							Section 13 Health Administration Act 1982
8.3 (i)	Up to \$1,000,000	Yes	No	No	No	No		

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
8.3 (ii)	Up to \$500,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
8.3 (iii)	Up to \$150,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services & Manager Capital Works & Asset Management can approve	
8.3 (iv)	Approval to vary contracts for effective administration and operation without altering the substantive provisions of the contract (eg extensions of time within project parameters)	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services, Manager Capital Works & Asset Management and Project Director Capital Works & Asset Management can approve	
8.4	Certification of expenditure with appropriate certification from Project Manager or Cost Consultant and within approved contract, including Final Cost Certificates:							
8.4 (i)	Greater than \$1 million and up to \$10 million	Yes	No	No	No	No		
8.4 (ii)	Up to \$1 million	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
8.4 (iii)	Up to \$500,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services and Manager	

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
							Capital Works & Asset Management can approve	
8.5	Appointment of consultants and authorisation of expenditure within approved capital budgets:						Specific conditions apply to where the procurement is for professional services/consultants (including ICT and construction related services) and ICT-related Goods and Services Procurement.	Section 5(2) Health Administration Act 1982 (M)
8.5 (i)	Up to \$5,000,000	Yes	No	No	No	No		Combined Delegations NSW Health (Capital Works)
8.5 (ii)	Up to \$1,000,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
8.5 (iii)	Up to \$150,000	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services & Manager Capital Works & Asset Management can approve	
8.6	Submission of development applications on behalf of Health Administration Corporation up to \$500,000.	Yes	No	No	No	No		Section 13 Health Administration Act 1982
8.7	Reimbursement of General Fund from Capital Account, subject to approval of initial expenditure within delegation.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services & Manager, Financial Accounting can approve	
9	Leases – Land and Property							

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
9.1	Lease of land for a total period including options greater than 6 years.	No	No	No	No	No	Ministry of Health	
9.2	Lease of land for total period including options for 6 years or less.	Yes SC	No	No	No	No	SC - Manager Contracts and Leasing to review	NSW Heath Combined Delegations section 11.4
9.3	Lease under the Retail Leases Act for a total period including options greater than 10 years	No	No	No	No	No	Ministry of Health	
9.4	Lease under the Retail Leases Act including options for 10 years or less	Yes SC	No	No	No	No	SC - Manager Contracts and Leasing to review	NSW Heath Combined Delegations section 11.4
9.5	Approval of lease proposals, extensions and renewals						If the lease is with Property and Development NSW	
9.5 (i)	Leases with a term less of 12 months or less or valued at \$10,000 or less	Yes SD, SC	No	No	No	No	SD – District Director Finance & Corporate Services can approve SC – Subject to review by Manager Contracts and Leasing	
9.5 (ii)	2 years or greater up to \$1,000,000	Yes SD, SC	No	No	No	No	SD – District Director Finance & Corporate Services can approve SC – Subject to review by Manager Contracts and Leasing	
9.5 (iii)	Over \$1,000,000	No	No	No	No	No	Ministry of Health – Executive Director Strategic Asset Management	
10	Land (excluding Leasing)							
10.1	Approve the sale, exchange, mortgage, dedication or other dealings, including the grant of easements or rights of way, involving land acquired by or vested in the Corporation, Local Health District, statutory health corporations	No	No	No	No	No	Ministry of Health/Health Infrastructure	Sections 10 & 11 Health Administration Act 1982. (M) (HAC) Section 34 (2) & (3) Health Services Act 1997. (M)

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
								Section 55 (2) & (3) Health Services Act 1997. (M)
10.2	Execution and acceptance of documents relating to the sale, exchange or disposal of, or dealing in land and Execution and acceptance of documents relating to the acquisition of interest in land by way of agreement or by compulsory process.	Yes	No	No	No	No		Sections 10 & 11 Health Administration Act 1982. (M) (HAC) Land Acquisition (Just Terms Compensation) Act 1991. (HAC)
10.3	Authority to sign as the owner of the land. For example, in the Annual Fire Safety Statements.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager, Capital Works & Asset Management can approve	
11	Sale, Disposal and/or Write Off of Assets							
11.1	Approve the disposal of surplus or obsolete plant and equipment subject to the conditions specified in the NSW Health Purchasing & Supply Manual:							
11.1 (i)	Over \$20,000 estimated value.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
11.1 (ii)	Up to \$20,000 estimated value.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager Financial Accounting can approve	
11.2	Approved adjustments to asset register	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager Financial Accounting can approve	
12	Restricted Financial Assets (RFA) and Custodial Trust Funds (CTF)						All spending from these accounts requires review by the Finance Officer, Tax,	(Formerly known as Special Purpose and Trust Funds)

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
	All spending from these accounts requires review by the Finance Officer, Tax, Travel and Trust to confirm funds available and expenditure complies with conditions of the trust fund.						Travel and Trust to confirm funds available and expenditure complies with conditions of the trust fund.	
12.1	Approve the opening or closure of RFA and CTF cost centres.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
12.2	Approve transactions on Staff Specialists Private Practice Trust accounts, limited to: use of facility fees; specialist's drawings; and end of year transfer to the Conference and Study Leave cost centre.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services, Manager Financial Accounting and Senior Finance Officer RFA&CT can approve	(Refer to Part F – Section 40)
12.3	Approve transactions from RFA General cost centres	Yes	Yes SD	Yes	Yes		Delegations apply as per the Financial Levels of Delegation Table. SD - District Director Finance and Corporate Services can approve up to \$250,000	
12.4	Approve transactions from RFA No.2 cost centres							
12.4 (i)	Over \$250,000	Yes	No	No	No	No		
12.4 (ii)	Up to \$250,000	Yes	Yes SC	No	No	No	SC - The majority of No.2 RFA signatories have endorsed	
13	Patients Fees and Other Revenue							
13.1 (i)	Remit, reduce or write off patient fees or sundry revenue in accordance with the NSW Health Accounts and Audit Determination. Note: A schedule is to be submitted to the Finance & Performance Committee for noting.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
13.1 (ii)	Wave income in relation to rental accommodation	Yes SD	No	No	No	No	SD – District Director Finance and Corporate	

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
							Services and Manager Contracts and Leasing can approve	
13.2	Approve settings charges for room and equipment hire, food sales and sundry charges.	Yes	Yes	No	No	No		
13.3	Approve fundraising proposals both internally and externally sponsored.	Yes	No	No	No	No		NSW Health Policy PD2009_067 Fundraising
13.4	Approve legal action to recover outstanding accounts in accordance with policy and/or NSW Health Accounting Manual requirements.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
13.5	Approve the engagement of debt collectors to recover outstanding accounts in accordance with policy and/or NSW Health Accounting Manual requirements.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
13.6	Approve revenue generating contractual arrangements except the leasing of CCLHD premises or part of CCLHD premises.	Yes	No	No	No	No		
13.7	Approve the leasing of CCLHD premises or part of premises:							
13.7 (i)	Over 12 months, or over \$250,000 annualised revenue.	Yes	No	No	No	No		
13.7 (ii)	Up to 12 months and \$250,000 annualised revenue.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
14	Investment of Funds							
14.1	Approve the investment of surplus funds and the redemption of investments in accordance with Section 38 of the Health Services Act, 1997 and NSW Treasury and Ministry of Health guidelines	Yes SD, SC	No	No	No	No	SD - District Director Finance and Corporate Services can approve SC - to be ratified by the Finance & Performance Committee	

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub-Delegation (SD)	Reference
15	Affiliated Health Organisations							
15.1	Authority to determine subsidy and administer funding for recognised establishments and recognised services or affiliated health organisations.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve	
16	Taxation							
16.1	Approve the completion of business activity statement returns to the Australian Taxation Office.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager Financial Accounting can approve	
16.2	Approve the completion of fringe benefits tax returns to the Australian Taxation Office.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager Financial Accounting can approve	
16.3	Approve entering into recipient created tax invoice (RCTI) agreements on behalf of the CCLHD where CCLHD is the provider.	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services and Manager Financial Accounting can approve	
17	Banking							
17.1	Authority to open, close or operate banking accounts.	No	No	No	No	No	Ministry of Health	Combined Delegations NSW Health (s.7.3.2 and s.13.2) IB2021_044 Financial Services and Banking Providers
17.2	Authority to approve variation in banking institution utilised.	No	No	No	No	No	Ministry of Health	
17.3	Approve cheque signatories for operation of bank accounts.	No	No	No	No	No	Ministry of Health	



Health
Central Coast
Local Health District

Delegation Manual

Part C:

Workforce Delegations



Contents

REVISION HISTORY	3
WORKFORCE DELEGATIONS	4
POSITION GRADING	4
APPROVE CHANGES TO ESTABLISHED POSITIONS	4
RECRUIT TO CURRENT ESTABLISHMENT	4
RECRUIT TO CURRENT ESTABLISHMENT (Medical – refer to section 34 for Clinical Academics)	7
AGENCY STAFF, CONTRACT STAFF & WORK EXPERIENCE	8
SECONDARY EMPLOYMENT	9
FLEXIBLE WORK PRACTICES	9
EMPLOYEE ASSISTANCE PROGRAM	10
DISCIPLINARY ACTION	11
CESSATION OF EMPLOYMENT	12
REHABILITATION	13
LEGAL MATTERS AND INSURANCES	13
GENERAL LEAVE	14
LEAVE WITHOUT PAY	14
VISITING PRACTITIONER LEAVE	15
LEAVE DEFERRAL	15
RE-CREDITING LEAVE	15
INTERNAL TRAINING AND LEARNING LEAVE	16
EXTERNAL LEARNING AND CONFERENCE LEAVE (including travel and overnight accommodation)	16
STUDY LEAVE	17
TESL LEAVE AND EXPENDITURE	17
TIMESHEETS	17
OVERTIME/TIME OFF IN LIEU	18
HIGHER GRADE DUTY	18
SALARY INCREASES - Within applicable award range	18
PAYROLL	19
PAYROLL DEDUCTIONS	19
RECOGNITION OF PRIOR SERVICE	20
GROUP CERTIFICATES	20
VISITING PRACTITIONER CLAIMS	20
VISITING PRACTITIONER CONTRACT TERMS	21
CLINICAL ACADEMICS	21
OTHER	23
NSW APPRENTICESHIP / TRAINEESHIPS	21

Revision History

Version	Approved by	Amendment Notes
Nov 2019	Executive Leadership Team	Revised delegation manual
Feb 2020	Finance and Performance Committee	<ol style="list-style-type: none"> 1. Addition of 1.3 Approve Personal Regrade 2. Addition of 13.4 Provide instructions and approve costs associated with the settlement of a Treasury Managed Fund Claim, within financial delegation 3. Addition of 36 Apprenticeship/Traineeships and 36.1 Approve NSW Plans to fill approved apprenticeship/traineeship vacancies
May 2020	Finance and Performance Committee	Section 14.1 – Addition of (iii) Special Leave
July 2020	Finance and Performance Committee	<ol style="list-style-type: none"> 1. 9.3a removed wording “or without” pay 2. 9.3b removed wording “with or” without pay 3. 9.3b removed SD DDWC – included reference to PD2012_059 4. 10.2 removed SD DDWC – included reference to PD2012_059
August 2020	Finance and Performance Committee	Add: 5.8 Approve the engagement of temporary labour hire for Capital Works and Asset Management
Nov 2020	Director Workforce and Culture	36.1 Change of title from Aboriginal Employment and EEO Officer to Aboriginal Workforce Development Consultant
June 2021	Finance and Performance Committee	23.8 Inclusion of Approval for Hardship Claim in relation to recovery of overpayments
July 2021	Finance and Performance Committee	9.5 Inclusion to Approve creation, amendment or removal of a Service Check Register record
Aug 2021	Finance and Performance Committee	26.1 and 26.2 amend to 1%
March 2023	District Director Workforce and Culture	6.2, 16.2, 16.3, 34.5, 34.7, 34.8 change from Executive Director Operations to Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health
Nov 23	Finance and Performance Committee	<p>Amendments to reflect changes in Executive structure roles:</p> <ul style="list-style-type: none"> 10.1 Addition of District Professional lead and Director Allied Health consultation 11.4 Addition of relevant ELT 13.1 Addition of District Director Community, Wellbeing and Allied Health 28.3 Addition of applicable ELT and removal of District Manager Establishment, Rostering and Analysis 35.2 Change from Executive Director Operations to Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health
Dec 23	Chief Executive	3.1 and 4.1 amended to Tier 2 approval

WORKFORCE DELEGATIONS

This manual applies to Local Health District employees working in and for Central Coast Local Health District.

LEGEND				
CCLHD – Central Coast Local Health District	CE – Chief Executive	Executive Leadership Team – excludes CE unless specified	SD – Sub-Delegation	SC – Specific condition/s

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
1.	GRADING							
1.1	Approve grading of a new position as recommended by the grading committee	YES	NO	NO	NO	NO		PR2011_002 – Grading Procedure
1.2	Approve re-grading of existing positions	YES	NO	NO	NO	NO		PR2011_002 – Grading Procedure
1.3	Approve personal regrade	YES	NO	NO	NO	NO		PR2011_002 – Grading Procedure
2.	APPROVE CHANGES TO ESTABLISHED POSITIONS							
2.1	Approve additional permanent positions to establishment with approved budget	YES	YES SC	NO	NO	NO	SC - Approval via Approval to Fill Committee	CCLHD Policy and Procedure “Approval to Fill”
2.2	Approve deletion of positions	YES	YES SC	YES SC	NO	NO	SC - Consultation with Workforce and Culture - HR Business Partners	Ministry of Health Policy Directive PD2013_042 Restructuring Policy and Procedures
3.	RECRUIT TO CURRENT ESTABLISHMENT							
3.1	Approval to fill an existing position and place advertisement	YES	YES	NO	NO	NO		
3.2	For applicants with criminal records, decide on whether employment will	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture and Deputy Director HR Business Partners	Ministry of Health PD2019_003 Working with Children Checks

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
	be offered or not following risk assessment.							and Other Police Checks sections 4.4 – 4.9
3.3	Authority to approve conditional appointments prior to results of criminal record checks being obtained in emergency situations for filling essential positions.	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture and Deputy Director, Workforce and Culture – HR Business Partners	Ministry of Health PD2019_003 Working with Children Checks and Other Police Checks section 4.10
3.4	Authority to approve conditional appointments prior to results of working with children checks being obtained in emergency situations for filling essential positions.	YES SD SC	NO	NO	NO	NO	SD - District Director Workforce and Culture and Deputy Director, Workforce and Culture SC - HR Business Partners Decision must be documented and address all of the requirements set out in PD2019_003	Ministry of Health PD2019_003 Working with Children Checks and Other Police Checks section 5.8
3.5	Authority to approve conditional appointments prior to results of criminal record checks being obtained in emergency situations for filling essential positions.	YES SD SC	NO	NO	NO	NO	SD - District Director Workforce and Culture and Deputy Director, Workforce and Culture SC - HR Business Partners Decision must be documented and address all of the requirements set out in PD2019_003	Ministry of Health PD2019_003 Working with Children Checks and Other Police Checks section 7.5
3.6	Authority to approve conditional appointments prior to results of staff health checks being obtained in emergency situations for filling essential positions.	YES SD	NO	NO	NO	NO	SD – District Director Workforce and Culture Risk mitigation strategy articulated to ensure the safety of the individual, colleagues, patients and visitors. Detailed information must be provided to the staff member regarding the risk of infection from the infectious disease(s) against which the worker is not protected, the consequences of infection, and management in the event of exposure.	Ministry of Health PD2023_022 Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
3.7	Approval to make Health Executive Services (HES) appointments	YES SC	NO	NO	NO	NO	SC - Referee checks, approved selection report and all pre-employment verification must be satisfactorily completed prior to offer.	Ministry of Health PD2019_002 NSW Health Service Senior Executive Arrangements
3.8	Approval to make permanent staff appointments below HES level (excluding medical) in approved positions post recruitment process.	YES SC	YES SC	YES SC	YES SC	YES SC	SC - Referee checks, approved selection report and all pre-employment verification must be satisfactorily completed prior to offer.	Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service
3.9	Approve to make temporary staff appointments below HES level (excluding medical) in approved positions post recruitment process.	YES SC	YES SC	YES SC	YES SC	YES SC	SC - Referee checks, approved selection report and all pre-employment verification must be satisfactorily completed prior to offer.	Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service
3.10	Approve the inclusion of eligible staff on the casual pool (excluding medical).	YES SC	YES SC	YES SC	YES SC	YES SC	SC - Referee checks, approved selection report and all pre-employment verification must be satisfactorily completed prior to offer.	Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service
3.11	Approve and sign letters of offer for sponsored permanent residency applications	YES SD	NO	NO	NO	NO	SD – District Director Workforce and Culture and Manager Workforce Operations	Ministry of Health IB2016_052 NSW Health Labour Agreement
3.12	Approve the direct redeployment or appointment of a displaced employee to a vacant position with equivalent salary	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture and Deputy Director HR Business Partners	NSW Health PD2012_021 Managing Excess Staff
3.13	Approve secondment of CCLHD staff to another LHD for less than 6 months	YES	YES	YES	YES	YES		Government Sector Employment (General) Rules 2014 Part 6 Transfers and secondments
3.14	Approve secondment of CCLHD staff to another LHD for greater than 6 months or to another organisation or approve an extension of a secondment	YES	YES	YES SC	YES SC	YES SC	SC - Consult with HR Business Partner	Government Sector Employment (General) Rules 2014 Part 6 Transfers and secondments
3.15	Authority to make and sign any workplace agreement	YES SD	NO	NO	NO	NO	SD - Director of Workforce & Culture	

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
4	RECRUIT TO CURRENT ESTABLISHMENT (Medical – refer to section 34 for Clinical Academics)							
4.1	Approval to fill an existing position and place advertisement	YES SC	YES SC	NO	NO	NO	SC JMO Recruitment - Medical Workforce Unit	Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service Approval to Fill procedure
4.2	Approval to make temporary appointments of visiting practitioners and staff specialists for a single period not exceeding 3 months.	YES SD SC	NO	NO	NO	NO	SD – District Director Medical Services SC - Any exercise of this delegation shall be notified to the MDAAC. SC Approval via Approval to Fill Committee	Ministry of Health PD2016_052 Visiting Practitioner Appointments in the NSW Public Health System Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
4.3	Approve the temporary (up to 6 months) employment of junior medical officers (career medical officers, registrars and resident medical officers) in approved medical staff positions and within available funds.	YES SD SC	NO	NO	NO	NO	SD – District Director Medical Services and Manager Medical Workforce and Education Unit. SC - Any exercise of this delegation shall be notified to the MDAAC.	PD2019_022 Recruitment and Selection of Junior Medical Officers to the NSW Health Service Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
4.4	Approve the appointment of visiting practitioners and staff specialists. Note: Where a significant delay would impede or jeopardise the appointment, such appointments are to be subsequently confirmed by the MDAAC.	YES SD	NO	NO	NO	NO	SD – District Director Medical Services	Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
4.5	Approval for senior specialist status	YES	NO	NO	NO	NO	Any exercise of this delegation shall be recommendation of the MDAAC.	Staff Specialists Determination 2015 Ministry of Health PD2019_056 Credentialing & Delineating

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
								Clinical Privileges for Senior Medical Practitioners & Senior Dentists
4.6	Approval for change in credentials and/or removal of clinical privileges.	YES	NO	NO	NO	NO	Any exercise of this delegation shall be on the recommendation of the MDAAC.	Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
4.7	Sign letters of offer of appointment to medical positions in respect of appointments approved by a delegated officer and subject to a Criminal Record check clearance.	YES SD	NO	NO	NO	NO	SD - District Director Medical Services	Ministry of Health PD2016_052 Visiting Practitioner Appointments in the NSW Public Health System Ministry of Health PD2019_022 Recruitment and Selection of Junior Medical Officers to the NSW Health Service Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service
5	AGENCY STAFF, CONTRACT STAFF & WORK EXPERIENCE							
5.1	Authority to sign locum medical officer agency agreements	YES SD	NO	NO	NO	NO	SD - District Director Medical Services	Ministry of Health PD2019_006 Employment and Management of Locum Medical Officers by NSW Health Organisations
5.2	Approve the engagement of medical officer agency staff from the approved agencies	YES SD	NO	NO	NO	NO	SD – District Director Medical Services and Manager Medical Workforce and Education Unit	Ministry of Health PD2019_027 Employment Arrangements for Medical Officers in the NSW Public Health Service
5.3	Approve the engagement of medical officer agency staff from the approved agencies above the MoH set price	YES	NO	NO	NO	NO		Ministry of Health PD2019_027 Employment Arrangements for Medical Officers in the NSW Public Health Service

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
5.4	Authority to sign nursing agency agreements	YES SD	NO	NO	NO	NO	SD - District Director of Nursing and Midwifery	
5.5	Approve the engagement of nursing agency staff from the approved agencies	YES SD	NO	NO	NO	NO	SD - Directors of Nursing and Midwifery	
5.6	Approve the engagement of third party contractors	YES	YES SC	YES SC	NO	NO	SC - In accordance with Procurement guidelines SC Approval via Approval to Fill Committee In emergency conditions CE approval	CCLHD Policy PO2015_003 Fraud and Corruption Control Policy CCLHD PR2009_299 External Service Providers, Engagement/Management/Evaluation
5.7	Approve persons undertaking duties within a facility in relation to work experience or community service order programs.	YES SD	NO	NO	NO	NO	SD – District Director of Workforce & Culture and Deputy Director Talent and Capability	Ministry of Health PD2011_033 Volunteers – engaging, supporting and managing volunteers
5.8	Approve the engagement of temporary labour hire for Capital Works and Asset Management	YES SD	NO	NO	NO	NO	SD – District Directed Asset Management, Finance and Procurement	
6	SECONDARY EMPLOYMENT							
6.1	Approve the undertaking of outside employment or other business activity (excluding medical officers)	YES	YES SC	YES SC	YES SC	YES SC	SC - Consultation with HR Business Partners	PD2015_049 Code of Conduct - Secondary Employment
6.2	Approve the undertaking of outside employment or other business activity by medical officers	YES SD	NO	NO	NO	NO	SD District Director of Workforce, Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health SMO employment SD JMO employment Manager Medical Workforce and Education Unit	PD2015_049 Code of Conduct - Secondary Employment
7	FLEXIBLE WORK PRACTICES							
7.1	Approve flexible work practices excluding Leave Without Pay.	YES	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partners	CCLHD Policy and Procedure “Flexible Work Arrangements”

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
7.2	Approve work from a staff member's place of residence.	YES	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partner	CCLHD Policy and Procedure "Flexible Work Arrangements"
8	EMPLOYEE ASSISTANCE PROGRAM							
8.1	Request non-standard services from Employee Assistance Program provider.	YES SC	YES SC	YES SC	YES SC	YES SC	SC - Costs associated with non-standard services to be met from Cost Centre of requesting manager.	http://intranet.cclhd.health.nsw.gov.au/corp/Workforce/Pages/EAP.aspx
9	SERIOUS MISCONDUCT INVESTIGATIONS							
9.1	Determine that a matter will be handled in accordance with the Public Interest Disclosures Act and related CCLHD policies.	YES SD SC	NO	NO	NO	NO	SD –District Director Workforce and Culture. SC - Consultation with PID Coordinator – Deputy Director HR Business Partners	Ministry of Health PD2023_026 Public Interest Disclosure
9.2	Approve the risk assessments related to allegations of serious misconduct	YES SC	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partner. SC - Referral to Professional Practice Committee where respondent is a registered health practitioner. Where a matter relating to the conduct of an executive which is relevant to their employment comes to the attention of the employer, the Secretary is to be immediately notified.	Ministry of Health PD2018_031 Managing Misconduct and PD2018_032 Managing Complaints and Concerns about a Clinician Ministry of Health PD2019_002 NSW Health Service Senior Executive Arrangements
9.3a	Approve the suspension of permanent and temporary staff from employment during an investigation with pay	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture	Ministry of Health PD2018_031 Managing Misconduct PD2018_032 Managing Complaints and Concerns about a Clinician
9.3b	Approve the suspension of permanent and temporary staff from employment during an investigation without pay	YES	NO	NO	NO	NO		Ministry of Health PD2018_031 Managing Misconduct PD2018_032 Managing Complaints and Concerns about a Clinician PD2012_059 Delegations of Authority – Local Health Districts and Specialty Health Networks

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
								Combined Delegations Manual ref. 15.19
9.4	Approve suspension of VMO contract during an investigation	YES SD SC	NO	NO	NO	NO	SD – District Director Workforce and Culture SC – District Director Medical Services	Ministry of Health PD2018_031 Managing Misconduct PD2018_032 Managing Complaints and Concerns about a Clinician
9.5	Approve creation, amendment or removal of a Service Check Register record	YES	NO	NO	NO	NO	SC – The staff member has been suspended from duty to mitigate identified risks while the allegation is being investigated / managed, or The staff member is a locum doctor or casual/agency staff, and a decision has been made not to use their services or renew their contract due to risks arising from the allegation or finding, or The staff member’s clinical privileges have been varied or suspended by the NSW Health organisation because of serious concerns about the safety of patients due to risks arising from the allegation or finding, or The staff member’s employment or engagement is terminated as a response to the finding or The staff member has resigned or left their position before the investigation / management of the allegation could be finalised, but if they had not, one of the above actions would have been taken to mitigate identified risks	PR2021_017 Service Check Register for NSW
10	DISCIPLINARY ACTION							

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
10.1	Recommend discipline action up to and including termination of employment as part of a discipline process	YES	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partner. Where disciplinary action relates to Profession roles, District Profession leads require consultation. Allied Health clinician, consultation with Director Allied Health required.	Ministry of Health PD2018_031 Managing Misconduct
10.2	Undertake discipline action up to and including termination of employment as part of a discipline process	YES	NO	NO	NO	NO		Ministry of Health PD2018_031 Managing Misconduct PD2012_059 Delegations of Authority – Local Health Districts and Specialty Health Networks Combined Delegations Manual ref. 15.19
10.3	Undertake discipline action with respect to a Health Service Senior Executive up to and including termination of employment as part of a discipline process	YES SC	NO	NO	NO	NO	SC - Secretary, Ministry of Health	Ministry of Health PD2019_002 NSW Health Service Senior Executive Arrangements
10.4	Undertake discipline action up to and including termination of VMO contract	YES SC	NO	NO	NO	NO	SC – District Director Medical Services District Director Workforce and Culture	
11	CESSATION OF EMPLOYMENT							
11.1	Approve the resignations of employees and approve the payment of the monetary value of leave entitlements on retirement and resignation.	YES SC	YES	YES	YES	YES	SC - The employer is to advise the Health Executive Services Unit (HESU) and Executive Payroll immediately after receiving notice of an executive's resignation.	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
11.2	Approve long service leave on termination for employees with 5-10 years of service.	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
11.3	Approve the early termination of temporary employment contracts	YES	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partner	

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
	for reasons other than serious misconduct or resignation						Manager Medical Workforce Unit for JMO's	
11.4	Approval to declare an employee excess under Managing Excess Staff Policy Directive and offer voluntary redundancy payment to an employee	YES SD SC	NO	NO	NO	NO	SD – District Director Workforce and Culture SC - Consultation with relevant ELT and HR and Finance Business Partners	Excess Employee Approval form Ministry of Health PD2012_021 Managing Excess Staff of the NSW Health Service
12	REHABILITATION							
12.1	Refer staff to approved medical practitioners in accordance with return to work policies or procedures, e.g. fitness to continue to work.	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture, District Manager WHS and Wellbeing and Deputy Director HR Business Partners	Ministry of Health PD2023_016 Rehabilitation, Recovery and Return to Work
13	LEGAL MATTERS AND INSURANCES							
13.1	Authority to provide information regarding a staff member to external bodies who request information based on legal requirements.	YES SD SC	Yes SC	NO	NO	NO	SD – District Director Community Wellbeing and Allied Health, Director Clinical Safety, Quality and Governance, District Privacy Officer, Director Allied Health and Director Internal Audit. SC - Subject to appropriate legal authority.	
13.2	Authority as the deemed employer in proceedings before a competent tribunal having power to deal with industrial matters (e.g. IRC, ADT, ADB)	YES SD	NO	NO	NO	NO	SD - District Director Workforce and Culture, Deputy Director HR Business Partners	
13.3	Request a Treasury Management Fund Insurances certificate of currency from Ministry of Health	YES SD	NO	NO	NO	NO	SD – District Director Workforce and Culture and District Manager WHS and Wellbeing	
13.4	Provide instructions and approve costs associated with the settlement of a Treasury Managed Fund Claim, within Financial Delegation	YES SD SC	NO	NO	NO	NO	SD – District Director Workforce and Culture, District Manager WHS and Wellbeing; SC – For medical negligence consultation with District Director Medical Services.	Ministry of Health PD2017_003 Significant Legal Matters and Management of Legal Services

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
14	GENERAL LEAVE							
14.1	Approval of the following types of leave: (i) Annual; (ii) Sick (paid and unpaid); (iii) Special Leave (iv) Maternity; (v) Parental; (vi) State Emergency, Defence Force Duties, Trade Union;(vii) Long Service; and (viii) Family & Community Service in accordance with award provisions and entitlements	YES	YES	YES	YES	YES	Consultation with HR Business Partner	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Leave Information Sheets
15	LEAVE WITHOUT PAY							
15.1	Approval of leave without pay up to 1 week	YES	YES	YES	YES	YES		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Information Sheet Leave Without Pay
15.2	Approval of leave without pay up to 3 months	YES	YES	YES	NO	NO		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Information Sheet Leave Without Pay
15.3	Approval of leave without pay up to 1 year	YES	YES	YES	NO	NO		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Information Sheet Leave Without Pay
15.4	Approval of leave without pay greater than 1 year	YES	YES SC	YES SC	NO	NO	SC - Consultation with HR Business Partner	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Information Sheet Leave Without Pay

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
16	VISITING PRACTITIONER LEAVE							
16.1	Approve general leave for visiting practitioners	YES	YES	YES	NO	NO		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
16.2	Approve unpaid leave of absence for visiting practitioners up to 3 months	YES SC	YES SC	YES SC	NO	NO	SC Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
16.3	Approve unpaid leave of absence for visiting practitioners over 3 months or outside the visiting practitioners entitlements	YES SD SC	NO	NO	NO	NO	SD Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health SC - District Director Medical Services	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
17	LEAVE DEFERRAL							
17.1	Approve deferral of leave in accordance with the NSW Health Leave Matters Manual (up to a maximum of 2 years accrual) Note: (i) Certain Awards restrict annual leave accrual to the conditions of the Annual Holidays Act 1944. Note: (ii) All requests for conservation of leave beyond 2 years accrual are to be referred through the Chief Executive	YES	YES	YES	NO	NO		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
18	RE-CREDITING LEAVE							

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
18.1	Approve the re-crediting of Paid Annual Leave and/or Long Service Leave due to provision of medical certificate (minimum 1 week as per Awards and Leave Matters Manual)	YES	YES	YES	YES	YES		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
19	INTERNAL TRAINING AND LEARNING LEAVE (including internal to NSW Health)							
19.1	Approve internal training and learning attendance with car/train travel and NO overnight accommodation and cost of training up to financial delegation level.	YES	YES	YES	YES	YES		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service Ministry of Health PD2016_010 Official Travel
19.2	Approve internal training and learning attendance with car/train travel and overnight accommodation and cost of training up to financial delegation level.	YES	YES	YES	NO	NO		Ministry of Health PD2016_010 Official Travel
20	EXTERNAL LEARNING AND CONFERENCE LEAVE (including travel and overnight accommodation)							
20.1	Approve domestic external learning or conference attendance (other than TESL) with car/train travel and NO overnight accommodation and cost of training/ conference up to financial delegation level.	YES	YES	YES	YES	YES		Ministry of Health PD2016_010 Official Travel
20.2	Approve domestic external learning or conference attendance (other than TESL) with car/train travel and overnight accommodation and cost of training/ conference up to financial delegation level.	YES	YES	YES	NO	NO		Ministry of Health PD2016_010 Official Travel
20.3	Approve domestic external learning or conference attendance (other than TESL) with plane travel and	YES	YES	YES	NO	NO		Ministry of Health PD2016_010 Official Travel

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions SC / Sub-Delegation SD	Reference
	overnight accommodation and cost of training/conference up to financial delegation level							
20.4	Approve overseas external learning or conference attendance from General Funds within Notional Budget as per PD2016_010 up to financial delegation level	YES	NO	NO	NO	NO		Ministry of Health PD2016_010 Official Travel
20.5	Approve overseas external learning or conference attendance and travel where funding is sourced From sponsorship as per PD2016_010 up to financial delegation level	YES	NO	NO	NO	NO		Ministry of Health PD2016_010 Official Travel
20.6	Approve overseas external learning or conference attendance and travel where funding is sourced from SP&T as per PD2016_010 up to financial delegation level	YES	NO	NO	NO	NO		Ministry of Health PD2016_010 Official Travel
20.7	Approve employees to participate in and/or give a presentation at an external conference	YES	YES	YES	NO	NO		Ministry of Health PD2016_010 Official Travel
21	STUDY LEAVE							
21.1	Approve study leave in accordance with Award and policy requirements	YES	YES	YES	YES	YES		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
22	TESL LEAVE AND EXPENDITURE							
22.1	Approve TESL leave and expenditure in accordance with Award and policy requirements	YES SD	NO	NO	NO	NO	SD – District Director Medical Services	Ministry of Health PD2019_043 Training, Education and Study Leave (TESL) for Staff Specialists
23	TIMESHEETS							

Central Coast Local Health District

23.1	Certify timesheets and rosters for work done and approve amendments to timesheets and rosters	YES SD	YES SD	YES SD	YES SD	YES SD	SD Authorised roster managers	Roster approval for roster publication V1.4
24	OVERTIME/TIME OFF IN LIEU							
24.1	Approve the working of overtime and payment or time off in lieu for overtime worked within budget performance	YES	YES	YES	YES	YES		Time in Lieu Leave – approval form Time in Lieu accrual – request form
25	HIGHER GRADE DUTY							
25.1	Approve the payment of higher grade duties for periods under 3 months without merit recruitment and selection	YES	YES	YES	YES	YES		Stafflink Electronic Forms – Troubleshooting for Advanced Users – Higher Grade Duties Top Tip 7- Higher Grade Duty_FINAL
25.2	Approve higher grade duties for HES positions subject to conditions specified in HES handbook	YES SC	NO	NO	NO	NO	SC Sectary MOH approval for CE position	Ministry of Health PD2019_002 NSW Health Service Senior Executive Arrangements Stafflink Electronic Forms – Troubleshooting for Advanced Users – Higher Grade Duties Top Tip 7- Higher Grade Duty_FINAL
26	SALARY INCREASES - Within applicable award range							

Central Coast Local Health District

26.1	Payment of salary increases is not automatic. However following the completion of an agreed performance plan and review, the approving officer may increase salary up to a maximum of 1% in Accordance with relevant NSW Health Industrial instruments as varied from time to time.	YES	YES	NO	NO	NO		CCLHD Procedure PR2015_039 Health Manager – Salary Progression
26.2	Payment of salary increases is not automatic. However following the completion of an agreed performance plan and review, the approving officer may increase salary over 1% in accordance with relevant NSW Health Industrial instruments as varied from time to time.	YES SD	NO	NO	NO	NO	SD – District Director Workforce and Culture	CCLHD Procedure PR2015_039 Health Manager – Salary Progression
27	PAYROLL							
27.1	Certify payroll after reconciliation by Transaction Centre 2 Pay Office in accordance with Clause 7.26 of the Accounts and Audit Determination.	YES SD	NO	NO	NO	NO	SD - District Director Asset Management, Finance & Procurement and Manager Financial Services	
28	PAYROLL DEDUCTIONS							
28.1	Approve payment of payroll deductions and Superannuation contributions.	NO	NO	NO	NO	NO	HealthShare NSW	Ministry of Health – Payroll System
28.2	Approve amendments to the list of organisations for which payroll deductions will be effected.	NO	NO	NO	NO	NO	HealthShare NSW	
28.3	Approve a hardship claim in relation to recovery of overpayments, including refunding a payroll deduction, if applicable and	YES SD	NO	NO	NO	NO	SD – District Director Workforce and Culture and applicable ELT	Standards for Overpayments - HealthShare

Central Coast Local Health District

	approving an adjusted repayment schedule up to financial delegation level.							
29	MANUAL PAYROLL							
29.1	Approve manual payroll payment, i.e. outside of normal EFT processing.	NO	NO	NO	NO	NO	HealthShare NSW	
30	RECOGNITION OF PRIOR SERVICE							
30.1	Approve recognition of prior service for salary purposes.	NO	NO	NO	NO	NO	HealthShare NSW	Employment History Statutory Declaration
30.2	Approve recognition of prior service for Long Service Leave.	NO	NO	NO	NO	NO	HealthShare NSW	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
31	GROUP CERTIFICATES							
31.1	Approve the issue of payment summaries to staff following reconciliation of taxation instalments.	NO	NO	NO	NO	NO	HealthShare NSW	
32	VISITING PRACTITIONER CLAIMS							
32.1	Check timesheets/claim forms for work done by visiting practitioners.	YES SD	NO	NO	NO	NO	SD - District Director Medical Services, V-Money Checkers.	Ministry of Health PD2016_052 Visiting Practitioner Appointments
32.2	Approve the payment of visiting practitioner's claims after the completion of internal check functions.	YES SD	NO	NO	NO	NO	SD - District Director Medical Services, Gosford Director Medical Services, Wyong Director Clinical Services and Head of Department.	Ministry of Health PD2016_052 Visiting Practitioner Appointments
32.3	Authority to request HealthShare to amend to seek the reversal of unsupported claims identified post submission	YES SD	NO	NO	NO	NO	SD - District Director Medical Services	

Central Coast Local Health District

33 VISITING PRACTITIONER CONTRACT TERMS								
33.1	Approve clinical privileges	YES SC	NO	NO	NO	NO	SC - On the recommendation of the MDAAC	Ministry of Health PD2019_011 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
33.2	Complete schedules and sign visiting practitioner for formally appointed positions through MDAAC	YES SD SC	NO	NO	NO	NO	SD – District Director Medical Services SC - On the recommendation of the MDAAC	Ministry of Health PD2016_052 Visiting Practitioner Appointments in the NSW Public Health System Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
33.3	Complete schedules and sign visiting practitioner locum contracts	YES SD SC	NO	NO	NO	NO	SD – District Director Medical Services SC - On the recommendation of the MDAAC	Ministry of Health PD2016_052 Visiting Practitioner Appointments in the NSW Public Health System Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists
34 CLINICAL ACADEMICS								
34.1	Approval to fill new clinical academic positions	Yes SC	Yes SC	Yes SC	No	No	SD - District Director Medical Services SC Approval via Approval to Fill Committee	Ministry of Health PD2019_055 Clinical Academics Employed in the NSW Health Service Approval to Fill procedure
34.2	Approval for clinical privileges, change in credentials and/or removal of clinical privileges.	YES	NO	NO	NO	NO	Any exercise of this delegation shall be on the recommendation of the MDAAC.	Ministry of Health PD2019_056 Credentialing & Delineating Clinical Privileges for Senior Medical Practitioners & Senior Dentists

Central Coast Local Health District

34.3	Sign letters of offer of appointment to clinical academic positions in respect of appointments approved by a delegated officer and subject to a Criminal Record check clearance.	YES SD	NO	NO	NO	NO	SD - District Director Medical Services	Ministry of Health PD2016_052 Visiting Practitioner Appointments in the NSW Public Health System Ministry of Health PD2019_022 Recruitment and Selection of Junior Medical Officers to the NSW Health Service Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service
34.4	Approve general leave for clinical academics	YES	YES	YES	NO	NO		Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
34.5	Approve sabbatical leave for clinical academics	YES	YES SC	YES SC	NO	NO	SC Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health	Ministry of Health PD2019_055 Clinical Academics Employed in the NSW Health Service
34.6	Approve absence from duty as ordinary hours worked (without loss of pay) for the purposes of conference attendance occurring in the course of a clinical academic's university employment	YES	YES	YES	NO	NO		Ministry of Health PD2019_055 Clinical Academics Employed in the NSW Health Service
34.7	Approve unpaid leave of absence for clinical academics up to 3 months	YES SC	YES SC	YES SC	NO	NO	Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service
34.8	Approve unpaid leave of absence for clinical academics over 3 months or outside the clinical academic's entitlements	YES SD SC	NO	NO	NO	NO	SD Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health SC - District Director Medical Services	Ministry of Health PD2023_006 Leave Matters for the NSW Health Service

Central Coast Local Health District

34.9	Approve payment of a managerial allowance to a clinical academic	YES	NO	NO	NO	NO		Ministry of Health PD2019_055 Clinical Academics Employed in the NSW Health Service Staff Specialists (State) Award 2022
35	OTHER							
35.1	Approve onerous duties allowance in recognition of abnormal working hours and recall	YES SC	NO	NO	NO	NO	SC – Consultation with District Director Medical Services; subject to review every 6 month	Staff Specialists Determination 2015 Application for Onerous Duties
35.2	Approve Managerial allowance for SS	YES SC					SC – Consultation with District Director Medical Services; Executive Director Acute Care Services and District Director Community, Wellbeing and Allied Health	Staff Specialists (State) Award 2022
36	Apprenticeship/Traineeships							
36.1	Approve NSW Apprenticeship/ Traineeship Plans to fill approved apprenticeship/traineeship vacancies, for example for School Based Aboriginal Traineeship (SBAT) program participants.	YES SD	YES SD	YES SD	YES SD	YES SD	SD - Deputy Director Training and Capability, Aboriginal Workforce Development Consultant	Ministry of Health PD2023_024 Recruitment and Selection of Staff to the NSW Health Service



Health
Central Coast
Local Health District

Delegation Manual

Part D: General Delegations



Contents

Revision History	2
Schedule of Delegations	3
1 Pharmacy Procurement	3
2 Legal.....	6
3 Public Health.....	7
4 Disposals	7
5 Information Systems.....	8
6 Right to Information	9
7 Media	10
8 Service Delivery	10
9 Facilities and Resources	11
10 Fraud and Corruption Control Plan.....	11
11 Research Governance	12
12 CCLHD By Laws.....	13

Revision History

Version	Approved by	Amendment Notes
Nov 2019	Executive Leadership Team	Revised delegation manual
Dec 2019	Chief Executive	Amendment to 6.1 – Authority to make a GIPPA determination
Dec 2019	District Director Quality Strategy and Innovation	Amendment to 2.2.3, 4.3, 11.6 to include District Health Information Manager
Aug 2020	Finance and Performance Committee	Amendment to 11.5 and 11.6 to change from HNELHD and NSLHD HREC to “a certified Human Research Ethics Committee (HREC)”
Jan 2022	Chief Executive	11. Research: Delete 11.1 and include approval of clinical trials in 11.2 (Now 11.1). Change “Lead” Reviewer to “Certified” Reviewer.
Nov 2023	Executive Leadership Committee	Amendment to 2.2.2 to align to Part B Financial Delegations – Section 3 Contracts Amendment Section 6 Right to Information – refined to align to processes. 6.2 separated into 3 sections to address release of information to various bodies 6.5 Addition of function for authority to make a determination under HRIPA or PIPA 11.2 and 11.3 Director Central Coast Research Institute is able to develop and negotiate on research contracts. Approval required by Tier 2. (Ref CF23/3112) 11.6 Addition of Intellectual Property agreements and arrangements

Schedule of Delegations

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
1	Pharmacy Procurement							
1.1	Pharmacy Supplies							
1.1.1	Approve the purchase of pharmacy supplies including drugs of addiction on pharmacy generated purchase orders. These purchases are to also be within the approved financial delegation	Yes	Yes SD	No	No	No	SD - Director of Pharmacy can approve. Sub Delegation approval permitted to: <ul style="list-style-type: none"> • Deputy Director Pharmacy • Manager Pharmacy Procurement & Inventory Management • Team Leader Procurement & Inventory Management • Team Leader (Pharmacist) – Production, Clinical Trials/Cancer Care, • Team Leader - Dispensary (Pharmacist), • District Director Medical Services (SC)* 	*In the case of a purchase authorised by the District Director Medical Services this is to be communicated to the facility based Deputy Director of Pharmacy at the first available opportunity to enable a pharmacy generated purchase order.
1.1.2	Countersigning a receipt of goods for orders for drugs of addiction (should No Pharmacist be on site).	Yes	Yes SD	No	No	No	SD - Director of Nursing and Midwifery can approve Sub Delegation approval permitted to: <ul style="list-style-type: none"> • After hours Nurse Manager (SC)* 	*In the case of a Director of Nursing and Midwifery (or delegate) countersigning for receipt of an order of drug of addiction, the signed receipt must be communicated to the facility based Deputy Director of Pharmacy at the first available opportunity to enable completion of inventory management tasks.
1.2	Main Pharmacy Supplies							
1.2.1	Take home supplies of Pharmaceuticals exceeding 5 days requirements to patients.	Yes	Yes SD	No	No	No	SD - Director of Pharmacy can approve.	

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
							Sub-Delegation approval permitted to: <ul style="list-style-type: none"> • Deputy Director Pharmacy • Team Leader – Production, Clinical Trials/Cancer Care • Team Leader – Dispensary. 	
1.2.2	Supply to outpatients for official clinical trials at No charge.	Yes	Yes SD	No	No	No	SD - Director of Pharmacy can approve. Sub-Delegation approval permitted to: <ul style="list-style-type: none"> • Deputy Director Pharmacy • Team Leader – Production, Clinical Trials/Cancer Care, • Team Leader – Dispensary • Team Leader – Clinical Trials. 	
1.2.3	Supply medications to Non-hospital clients/patients* *Examples include: S100 medications prescribed by authorised prescribers (including authorised prescribers in other jurisdictions), or for continuity of supply during situations of limited product availability	Yes	Yes SD	No	No	No	SD - Director of Pharmacy can approve. Sub-Delegation approval permitted to: <ul style="list-style-type: none"> • Deputy Director of Pharmacy • Team Leader – Production, Clinical Trials/Cancer Care • Team Leader – Dispensary 	
1.2.4	Pharmaceutical purchasing: <ol style="list-style-type: none"> Team Leader – Dispensary Team Leader – Pharmacy Procurement & Inventory Management Deputy Director of Pharmacy, Team Leader – Production, Clinical Trials/Cancer Care also Manager Pharmacy Procurement and Inventory Director of Pharmacy 						<ol style="list-style-type: none"> Up to 5,000 (level 5) Up to \$20,000 (level 5SC) Up to \$50,000 (Level 4) Up to \$125,000 (level 3) 	The delegated purchasing limits apply to the total value of goods on a single purchase requisition. Where value of goods exceeds (iv) delegation escalate item(s) to Executive Leadership Team (Level 2)

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
1.2.5	<p>Pharmaceutical inventory disposals:</p> <ul style="list-style-type: none"> i. Team Leader – Dispensary and Team Leader – Pharmacy Procurement & Inventory Management ii. Deputy Director of Pharmacy, Team Leader – Production, Clinical Trials/Cancer Care also Manager Pharmacy Procurement and Inventory iii. Director of Pharmacy <p>[The destruction of expired, unusable or unwanted Schedule 8 Medications are to be destroyed in accordance with PD2013-43 (section 5.8.2)] with authorised registered pharmacist being: Director of Pharmacy, Deputy Director of Pharmacy, Dispensary Team Leader (Pharmacist)]</p>						<ul style="list-style-type: none"> I. Up to 1,000 II. Up to \$5,000 III. Up to \$10,000 	The delegated disposal limits apply to the total value of goods per pharmacy disposal event (such as per ID/reference). Where value of goods exceeds (iii) escalate item(s) to Executive Leadership Team (Level 2)
1.2.6	<p>Drug inventory adjustments:</p> <ul style="list-style-type: none"> I. Team Leader – Pharmacy Procurement & Inventory Management II. Deputy Director of Pharmacy, Team Leader – Production, Clinical Trials/Cancer Care, Manager Pharmacy Procurement and Inventory iii. Director of Pharmacy 						<ul style="list-style-type: none"> i. Up to 1,000 ii. Up to \$5,000 iii. Up to \$10,000 	The delegated adjustment values apply to the individual occasion of product adjustment. Where value of goods exceeds delegation escalate item(s) to Executive Leadership Team (Level 2)
1.3	Individual Patient Use Approvals (IPU)							
1.3.1	IPU total expenditure is below \$10,000	Yes SD SC	No	No	No	No	SD - Chair Drug and Therapeutics Committee SC – Must include consultation with	

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> Director Pharmacy or their directly appointed delegate District Director Medical Services or their directly appointed delegate 	
1.3.2	IPU total expenditure is above \$10,000	Yes SD SC	No	No	No	No	SD - Chair Drug and Therapeutics Committee SC – Must include consultation with <ul style="list-style-type: none"> Director Pharmacy or their directly appointed delegate District Director Medical Services or their directly appointed delegate Clinical Director of the relevant Directorate 	
2	Legal							
2.1	Appointment of Consultants and Legal Services Approval to advertise for, make appointment of, and sign contracts with consultants and legal services. Note: Engagement of consultants and Extension of consultancy must be in accordance with PD2022_020 NSW Health Procurement							
2.1.1	Up to \$500,000	Yes	No	No	No	No		
2.1.2	Up to \$150,000	Yes SD	No	No	No	No	SD - District Director Finance and Corporate Services can approve SD - District Director Workforce and Culture can approve	
2.1.3	Over \$500,000 Requires Ministry of Health approval	No	No	No	No	No	Approval required by Ministry of Health	
2.2	Legal - Other							PD2017_003 – Significant Legal Matters and Management of Legal Services
2.2.1	Approval to seek external legal opinion.	Yes	Yes	No	No	No		
2.2.2	Authority to enter into or vary a legal contract or undertaking with an external party.	Yes SC	Yes SC	Yes SC	No	No	SC – In consultation with Manager Contracts & Leasing + approval consistent with Financial Delegation Table	

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
							SC – Refer to Section B Financial Delegations	
2.2.3	Authority to coordinate responses to subpoenas.	Yes SD	No	No	No	No	SD – Level 2 and Director Internal Audit and Legal can approve SD - District Health Information Manager can receive and respond to subpoenas on behalf of the District for all patient information	PD2019_001 - Subpoenas
2.3.4	Execution of licence agreements.	Yes	Yes	No	No	No		
3	Public Health - for specific delegations refer to: NSW Health Delegations Manual – Public Health April 2004							
	The NSW Health Delegations Manual - Public Health April 2004 contains delegations pertaining to the: <ul style="list-style-type: none"> • Chapter 1: Drug Misuse and Trafficking Act; • Chapter 2: Fluoridation of Public Water Supplies; • Chapter 3: (Food Act transferred to newly established Food Authority) • Chapter 4: Human Tissue Act; • Chapter 5: Local Government Act; • Chapter 6: Poisons and Therapeutic Goods Act; • Chapter 8: Private Health Act; • Chapter 9: Miscellaneous Acts within the jurisdiction of the Public Health Act; • Chapter 10: Mental Health Act; • Chapter 11: Assisted Reproductive Technology 							NSW Health Delegations Manual – Public Health April 2004
4	Disposals							
4.1	Authority to dispose of radioactive material.	Yes SD	No	No	No	No	SD - Director, Medical Imaging and BreastScreen	
4.2	Authority to dispose of other contaminated waste.	Yes	Yes	Yes	Yes	Yes		In accordance with NSW Health PD2017_026 Clinical and Related Waste Management for Health Services
4.3	Authority to dispose of records (State Records Act, 1998).	Yes	Yes	Yes	Yes	Yes	SC – in consultation with Corporate Records Manager or District Health Information Manager for health records	In accordance with the retention and disposal authorities requirements of the State Records Act 1998

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
4.4	Donations to charitable bodies of obsolete and/or unserviceable/expired stores including clinical/Non clinical equipment.	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services can approve	
4.5	Authority to dispose of obsolete or de-commissioned assets	Yes SD	No	No	No	No	SD – District Director Finance and Corporate Services and Manager, Financial Accounting can approve	
5	Information Systems							
5.1	Approve Local Health District network access	Yes	Yes	Yes	Yes	Yes		
5.2	Approve corporate software applications access	Yes	Yes	Yes	Yes	Yes		
5.3	Approve Internet access	Yes	Yes	Yes	Yes	Yes		
5.4	Approve external connections to the corporate network (record to be kept of all external connections).	Yes SD	No	No	No	No	SD - District Director Information Communication and Technology can approve	
5.5	Approve linking data obtained from different sources within the public health system where the purpose is consistent with the original purpose for which data was collected, use of data is necessary for public health reasons and data will only be used for requested purpose.	Yes SD SC	No	No	No	No	SD – District Director Information Communication and Technology can approve SC – Must consult with Privacy, Right to Information and Records Officer	Health Records and Information Privacy Act 2002
5.6	Approval of linkage where linkage is Not consistent with the original purpose for which data was collected.	Yes SD SC	No	No	No	No	SD – District Director Information Communication and Technology can approve SC – Must consult with Privacy, Right to Information and Records Officer	Health Records and Information Privacy Act 2002
5.7	Approve requests to link data from public health system data collection with data from external collection.	Yes SD SC	No	No	N	No	SD – District Director Information Communication and Technology can approve SC – Must consult with Privacy, Right to Information and Records Officer	Health Records and Information Privacy Act 2002

Central Coast Local Health District

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific Conditions (SC) / Sub Delegation (SD)	Reference
6	Right to Information							
6.1	Authority to make a determination under the Government Information (Public Access) Act 2009 No 52 (GIPA).	Yes SC	No	No	No	No	Privacy, Right to Information, and Records Officer is the decision maker. SC - Liaise with relevant executive leadership team member as required.	Government Information (Public Access) Act 2009 No 52 (GIPA).
6.2	Authority to disclose/release information about staff members to Health Care Complaints Commission.	Yes SC	Yes SC	Yes SC	No	No	SC – Consult with Privacy, Right to Information, and Records Officer for advice if required. Director Clinical Safety, Quality and Governance to manage/approve.	
6.3	Authority to disclose/release information about staff members to AHPRA or other regulatory/professional bodies, excluding information access requested under GIPPA	Yes SC	Yes SC	No	No	No	SC – Consult with Privacy, Right to Information, and Records Officer for advice if required. Approval by relevant Level 2. Excluding CCTV footage, which is Level 5.	
6.4	Authority to disclose/release information about staff members to any other organisation (Police, Unions etc) excluding access requested under GIPPA	Yes SC	Yes SC	No	No	No	SC – Must consult with Privacy, Right to Information, and Records Officer. Approval by relevant Level 2.	

Central Coast Local Health District

							Excluding CCTV footage, which is Level 5.	
6.5	Authority to make a determination under HRIPA or PPIPA (ie Privacy Internal Review)	Yes SC	No	No	No	No	Privacy, Right to Information, and Records Officer is the decision maker. SC - Liaise with relevant directorates as required.	Health Records and Information Privacy Act 2002 Privacy and Personal Information Protection Act (PPIPA)
7	Media							
7.1	Approval of media statements in relation to patient condition and accident reports.	Yes	Yes SC	No	No	No	SC – Must consult with Corporate Communications	
7.2	Verbal discussion with media personnel.	Yes	Yes SC	No	No	No	SC – Must consult with Corporate Communications	
7.3	Approval of other media releases on behalf of your unit.	Yes	Yes SC	No	No	No	SC – Must consult with Corporate Communications	
7.4	Corporate statements	Yes SC	No	No	No	No	SC – Must consult with Corporate Communications	
7.5	Grant approval to make official comment on matters relating to NSW Health (other than when giving evidence in court or authorised or required by law) or release contents of internal working documents or privileged knowledge.	Yes	Yes SC	No	No	No	SC – Must consult with Corporate Communications	
8	Service Delivery							
8.1	Approval to cease patient care services or close services.	Yes SC	No	No	No	No	SC - In consultation with Ministry of Health	
8.2	Approval to undertake/introduce new health services.	Yes SC	No	No	No	No	SC -In consultation with Ministry of Health	
8.3.1	Burial of destitute person – Death in Hospital	Yes SC	No	No	No	No	SC- In consultation with Social Workers SD -Director of Nursing and Midwifery SD - Director Medical Services	PD2008_012 – Destitute Persons – Cremation or Burial Health Services Act

Central Coast Local Health District

							SD - Director Clinical Services	
8.3.2	Burial of destitute person – Death in Community settings (home, nursing home, homeless)	Yes SD	No	No	No	No	SD – Public Health Unit (following a Police Report) is responsible for the process related to cremation and burial	PD2008_012 – Destitute Persons – Cremation or Burial Health Services Act
8.4	Authorise transfer of patient for radiology tests required to be done off-site at a private provider that aren't covered under Medicare, e.g. PET scans	Yes	Yes	Yes SD	No	No	SD - Director Clinical Services can approve SD - Director Medical Services can approve	
8.5	Stillbirths – Arrangement for Non-viable foetus less than 20 weeks requiring cremation	Yes SD	No	No	No	No	SD – District Director Medical Services	
8.6	Patient Transport - Non urgent medical patient transfers	Yes	Yes SD	No	No	No	SD - District Patient Flow Manager	PD2006_068 – Transport for Health
8.7	Patient Transport - approval to transfer a patient to a private facility	Yes	Yes SD SC	No	No	No	SD - District Patient Flow Manager SC – Must consult with Level 2 or Executive on Call	PD2006_068 – Transport for Health
8.8	Patient Transport - Inter-Hospital Transfers (IHT)	Yes	Yes SD SC	No	No	No	SD - District Patient Flow Manager SC – Must consult with physician from accepting facility	PD2011_031 Inter-facility Transfer Process for Adults Requiring Specialist Care
8.9	Patient Transport – Requiring the use of Fixed Wing/Air Ambulance	Yes	Yes SD SC	No	No	No	SD - District Patient Flow Manager SC – Must consult with relevant General Manager	PD2023_013 – Service Specifications for Non-Emergency Transport Providers
9	Facilities and Resources							
9.1	Approval of strategic plan	No	No	No	No	No	Local Health District Board	Health Services Act 1997, Section 28(c)
9.2	Approve the use of official resources for other than core business, in accordance with the Code of Conduct.	Yes	Yes	No	No	No		
9.3	Use of facilities by community groups for bona fide health related activities.	Yes	Yes	Yes	No	No		
10	Fraud and Corruption Control Plan							
10.1	Fraud and Corruption Control Plan	Yes	Yes SC	No	No	No	SC - Executive Leadership Team to lead with support from Director Internal Audit and Legal Accountability to Audit & Risk Management Committee	

Central Coast Local Health District

10.2	Access to all records and information (unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the Director Internal Audit and Legal considers necessary to enable the internal audit function to meet its responsibilities)	No	No	No	No	No	Internal Audit Must maintain confidentiality of the information they receive during the course of their work.	TPP15_03 Internal Audit and Risk Management Policy for NSW Public Sector
11	Research Governance							
11.1	Authorise all research projects, including clinical trials, that have been approved by a certified NSW Human Research Ethics Committee (HREC) under the NSW System for Single Ethical Review of Multicentre research or an accredited VIC or QLD HREC under the Mutual Acceptance Initiative to commence in CCLHD	Yes SD	No	No	No	No	SD - District Director Quality Strategy and Improvement (DDQSI) can approve	
11.2	Authorise research projects that involve low or negligible risk to participants, where the research has been approved by a certified NSW Human Research Ethics Committee (HREC) under the NSW System for Single Ethical Review of Multicentre research to commence in CCLHD.	Yes SD	No	No	No	No	SD - Research Manager can approve and District Director Quality, Strategy and Improvement SC – Director Central Coast Research Institute can develop and negotiate with approval by DDQSI.	
11.3	Authorise research projects that only require access to participants, their tissue or data, where the research has been approved by a certified NSW Human Research Ethics Committee (HREC) under the NSW System for Single Ethical Review of Multicentre research or an accredited VIC or QLD HREC under the Mutual Acceptance initiative but do Not involve the conduct of research at a CCLHD site	Yes SD	No	No	No	No	SD - Research Manager can approve and District Director Quality, Strategy and Improvement SC – Director Central Coast Research Institute can develop and negotiate with approval by DDQSI.	
11.4	Authorise the approval of Quality Assurance/Clinical Practice Improvement Projects which entail ethical risk, where	Yes SD	No	No	No	No	SD - Research Manager can approve and District Director Quality, Strategy and Improvement	

Central Coast Local Health District

	review has been undertaken by a certified NSW Human Research Ethics Committee (HREC) to commence in CCLHD							
11.5	Authorise the approval of Medical Records Audit and Database Research Requests where approval has been granted by a certified NSW Human Research Ethics Committee (HREC) to commence in CCLHD	Yes SD	No	No	No	No	SD - Research Manager can approve; District Health Information Manager can approve; and District Director Quality, Strategy and Improvement	
11.6	Authorise Intellectual Property agreements and arrangements	Yes	No	No	No	No		
12	CCLHD By Laws							
12.1	Approve the making of or amendment to the by-laws for CCLHD by the Chief Executive.	No	No	No	No	No	Local Health District Board	Health Services Act 1997 (Local Health Districts District By-Laws, Gazetted 1 March 2012)



Health
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Delegation Manual

Part E:

Clinical Safety, Quality and Governance

Delegated Workflow - Roles and Responsibilities



Revision History

Version	Approved by	Amendment Notes
Nov 19	Executive Leadership Team	Revision of existing delegated workflow roles and responsibilities
Nov 2023	Executive Leadership Committee	Part E title changed to reflect Directorate title Revision of existing Chief Executive sub-delegations for alignment to reporting line. Insert additional sub-delegation wording to insert Chief Executive signature for clarification. Addition of Section 6 Patient Safety and Accreditation (Ref CF23/3112)
Feb 2024	Chief Executive	Addition of Incident Management Case Reviews

1. Consumer Feedback

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
1.1	Consumer Feedback – complaints, compliments and suggestions							
	<i>The District values consumer feedback and has a responsibility to ensure that feedback is responded to in a timely manner as per PD2020_013 – Complaints Management Policy and PD2023-034 – Open Disclosure Policy</i>							
	Complaints – Refer to Section F; Executive Correspondence Direction and Approvals Process, Section 11							
	Tracking of actions from Open Disclosure meeting and Resolution Meetings			Yes SC	No	No	<ul style="list-style-type: none"> Actions to be tracked by the General Managers and Directors and when completed notified to the Director Clinical Safety, Quality and Governance. Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	

2. Incident Management

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
2.1	Incident Management							
	<i>The District is required to investigate all clinical incidents that result in patient harm as per PD2020_047 – Incident Management Policy</i>							
	Preliminary Risk Assessment (PRA) Meetings			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality and Governance (DCSQG) 	
	Reportable Incident Brief (RIB) Incident Management – Sign off	Yes SD	No SC	No SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SD/SC - Director Clinical Safety, Quality & Governance/District Director Quality, Strategy and Improvement SD - DCSQG/DDQSI <i>delegated to add CE signature</i> 	
	Serious Adverse Event Review (SAER) Report Signoff	Yes SD	No SC	No SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SD/SC - Director Clinical Safety, Quality & Governance/ District Director Quality, Strategy & Improvement, 	

Central Coast Local Health District

							<ul style="list-style-type: none"> • SC - Relevant Tier 2 (Executive Director Acute Care Services, District Director Community, Wellbeing & Allied Health) sign off • SD - <i>DCSQ&G/DDQS&I delegated to add CE signature</i> 	
	SAER Recommendation Change Requests	Yes SD	No SC	No SC	No	No	Final Approval required by: <ul style="list-style-type: none"> • SD/SC - Director Clinical Safety, Quality & Governance/District Director Quality, Strategy and Improvement • SD - <i>DCSQG/DDQSI delegated to add CE signature</i> 	
	SAER Recommendation Extension Requests	Yes SD	No SC	No SC	No	No	Final Approval required by: <ul style="list-style-type: none"> ▪ SD/SC - Director Clinical Safety, Quality & Governance/District Director Quality, Strategy and Improvement 	
	Incident Management Case Review: Harm Score 2 - 4	Yes SD	No SC	No SC	No	No	Final Approval required by: <ul style="list-style-type: none"> • SD/SC - Director Clinical Safety, Quality & Governance/District Director Quality, Strategy and Improvement • SD - <i>DCSQG/DDQSI delegated to add CE signature</i> 	
	External Review Commissioning	Yes SD	No SC	No SC	No	No	<ul style="list-style-type: none"> • SD/SC - Consultation with Director Clinical Safety, Quality & Governance; District Director Quality, Strategy and Improvement; and District Director Community, Wellbeing & Allied Health relevant Tier 2 director • SD - <i>DCSQG/DDQSI delegated to add CE signature</i> 	
	Lookback Reviews		Yes SC	Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> ▪ Director Quality Strategy and Improvement ▪ Director Clinical Safety, Quality & Governance 	PD2023_003 – Lookback Policy

	Tracking of actions from SAER, clinical/external reviews and lookbacks to completion			Yes SC	No	No	<ul style="list-style-type: none"> Actions are tracked by the General Managers and Directors and when completed notified to the Director Clinical Safety, Quality and Governance. <p>Final Approval required by:</p> <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance 	
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3. Safety Alerts/Notices

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
3.1	Follow up Safety Alerts/Notices within the District							
	<i>The District receives safety notices/recalls/notifications related to products, pharmaceuticals and equipment that require a governance process to ensure that these are actioned and that the risk to clinical care is assessed as per PR2019 033 Safety Alerts and Recalls. The role is required to monitor actions and provide feedback to the external agencies in relation to the actions taken.</i>							
	CEC Safety Alerts/Recall and TGA Notices			Yes SC	No	No	<ul style="list-style-type: none"> Managed by Patient Safety and Accreditation team and directorates and then approved as per below. <p>Final Approval required by:</p> <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	

4. Consumer Participation and Community Engagement

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
4.1	Consumer Participation and Community Engagement							
	<i>The District actively encourages the participation of consumers through the Consumer Participation Framework, Community Engagement Strategy the Consumer and Community Committee, Health Literacy and Patient Reported Experience and Outcome Measures.</i>							
	Consumer Participation Framework			Yes	No	No	Final Approval required by:	

				SC			<ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	
	Initiation, consultation and endorsement of patient reported experience measures (PREM) surveys and collation of PREM and Bureau Health Information (BHI) report feedback			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	
	Health Literacy Strategy and Ambassador Program			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	

5. Quality and Safety Data Submission

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
5.1	Quality and Safety Data Submission Approval							
	<i>The District is required to submit data related to the safety and quality of the services we deliver to the Ministry of Health and external agencies.</i>							
	Between the Flags (BTF)			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	
	Hospital Acquired Infections (HAI)			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	
	Hand Hygiene Australia			Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> SC - Director Clinical Safety, Quality & Governance 	

6. Patient Safety and Accreditation

	Function/Activity	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub-delegation (SD)	Reference
6.1	<i>The District actively participates in National Accreditation and is also required to submit documents to the accreditation body and Ministry of Health in relation to quality and safety.</i>							
	Safety and Quality Account	Yes	Yes SC	Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> Chief Executive / CCLHD Board SC – District Director Quality, Strategy & Improvement/Director Clinical 	

Central Coast Local Health District

							Safety, Quality & Governance endorsement	
	Clinical Governance Framework	Yes	Yes SC	Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> ▪ Chief Executive / Health Care Quality Committee ▪ SC - District Director Quality, Strategy & Improvement/Director Clinical Safety, Quality & Governance endorsement 	
	Quality and Safety Board Attestation Statement	Yes	Yes SC	Yes SC	No	No	Final Approval required by: <ul style="list-style-type: none"> ▪ Chief Executive / Health Care Quality Committee ▪ SC - District Director Quality, Strategy & Improvement/Director Clinical Safety, Quality & Governance endorsement 	
	Accreditation Liaison, Organisation and Recommendation Tracking	Yes	Yes SC	Yes SC	No	No	Recommendations from report <ul style="list-style-type: none"> ▪ SC - Director Clinical Safety, Quality & Governance/District Director Quality, Strategy and Improvement 	



Delegation Manual

Part F:

Ministerial and Executive Correspondence

Delegated Workflow – Roles and Responsibilities



Contents

Schedule of Delegations	4
Revision History	3
Acquittals	4
Accreditation Correspondence	4
Reporting	5
Agency for Clinical Innovation	5
Annual Public Meeting (APM)	6
Anti-Discrimination Board of NSW	6
Appreciation	6
Awards	6
Clinical Excellence Commission	7
Complaints	7
Conference/Seminar	11
Contracts/Agreements/Quotations	11
Funding - applications	13
Government Advertising Return	13
Independent Commission Against Corruption	14
Insurance Declarations	14
Internal Audit Reports	14
Leases	14
Liquor Licence Applications	15
Media Statements	15
Miscellaneous	15
NSW Ministry of Health	16
NSW Ombudsman	17
Nominations for a District Representative	18
NGO Funding Correspondence	18
Participate in Pilot/Project	18
Privacy	18
Redevelopment	Error! Bookmark not defined.
Release of Workforce Data	19
Research Grants	20
Risks and Opportunities	20
Secondment	20
Secondary Employment	21
Self-Initiated Matters	21
Sponsor for the conduct of a trial	22
Staff Newsletter	Error! Bookmark not defined.
Staff Resignations	23
Staff Terminations	23
Tenders	23

Travel - Overseas	24
Workers Compensation Injured Employee Survey Results	25
Work Health and Safety data	25
Crown Solicitor	25
TAB A - Required Consultation/Approval on Matters	26
TAB B - Ministerial Matters	27

Revision History

Version	Approved by	Amendment Notes
Nov 19	Executive Leadership Team	Revision of existing delegated workflow roles and responsibilities
12/5/2021	Steven Carr, District Director Asset Management, Finance and Procurement	20.1 Lease Agreement changed Manager Contracts and Leasing to Review Leases and District Director Asset Management, Finance and Procurement to Approve Leases.
18/11/2021	Sandra Creaner, District Director Workforce and Culture	30, 43, 44, 45 deleted New Heading with sub categories 33 New Heading Insurance Declarations 19 All number revised
Nov 2023	Executive Leadership	Amendments as per Briefing Note – CD23/32608

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
1	Acquittals							
1.1	External to the Organisation	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Finance Business Partner Level 3. Final Approval <ul style="list-style-type: none"> <u>Director Finance & Corporate Services</u> <p><i>SD - MES/Manager Organisational Programs (MOP) delegated to add CE signature.</i></p>	
1.2	Explicitly requesting Chief Financial Officer or Chief Executive sign off	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Final approval by: <ul style="list-style-type: none"> Finance Business Partner Level 3 Final Approval <ul style="list-style-type: none"> District Director Finance & Corporate Services. <p>If CE approval/signature required, submit via MES. <i>SD - MES/Manager Organisational Programs (MOP) delegated to add CE signature.</i></p>	
2	Accreditation Correspondence							
	Examples <ul style="list-style-type: none"> The Australian Council on Healthcare Standards Australian Medical Council (AMC) Accreditation of the Australasian College for Emergency Medicine. Australian and New Zealand College of Anaesthetists (ANZCA) Training Accreditation. Prevocational Accreditation – Health Education and Training. Royal Australian College of Surgeons (RACS). 							
2.1	National Accreditation Standards	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance District Director Quality, Strategy & Improvement. Final Approval by: <ul style="list-style-type: none"> CE via MES. 	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<i>SD - MES/Manager Organisational Programs (MOP) delegated to add CE signature.</i>	
2.2	Relevant HETI and Professional Colleges	Yes	Yes SC	No	No	No	SC - Final approval by <ul style="list-style-type: none"> Relevant Level 2. 	
3 Reporting								
3.1	Quarterly/Half Yearly Activity/Performance Reporting Examples <ul style="list-style-type: none"> Quite for New Life Program Quarterly data report Out of Home Care Reporting State-Wide Infant Screening-Hearing Program ACAP 	Yes	Yes SC	No	No	No	SC - Final approval by: <ul style="list-style-type: none"> Finance Business Partner Level 2. 	
3.2	Annual Reporting - Information from services for Annual Reporting to the NSW Ministry of Health Examples <ul style="list-style-type: none"> NSW Health Annual Report NSW Health compliance with the NSW Carers Act 2010 Disability Inclusion Action Plan Privacy and GIPA 	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Level 2 or CE Direct Report Finance Business Partner. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	PD2015_036
4 Agency for Clinical Innovation								
4.1	Request for Information Examples <ul style="list-style-type: none"> Lymphedema Services available Graduate Certificate Program Nominations 	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Final approval by: <ul style="list-style-type: none"> Level 2 or CE Direct Report. For multiple directorates: Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
5	Annual Public Meeting (APM)							
5.1	Correspondence such as advising NSW Ministry of Health annually on the APM.	Yes SD	No	No	No	No SC	SD to: <ul style="list-style-type: none"> Governance Officer or Manager Corporate Governance. 	
6	Anti-Discrimination Board of NSW							
6.1	Correspondence	Yes	Yes SC	Yes SC	No	No	Approval by: <ul style="list-style-type: none"> Deputy Director HR Business Partners. SC - Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. <i>Note: CE to be cc'd into all final responses to the Anti-Discrimination Board of NSW.</i>	Anti-Discrimination Act 1977 (NSW)
7	Appreciation							
7.1	Appreciation letters addressed to the CE from Members of the community	Yes SD	No	No	Yes SD	Yes SD	SD to: <ul style="list-style-type: none"> Manager MES or MOP. 	
7.2	Appreciation emails to Managers about staff - Caring for the Coast (CE addressed only).	Yes SD	No	No	Yes SD	Yes SD	SD to: <ul style="list-style-type: none"> Manager MES or MOP. <i>CC to Director Clinical Safety Quality and Governance/Consumer for ims+</i>	
7.3	Appreciation letters/memos, not addressed to CE.	Yes	Yes	Yes	Yes	Yes	<i>CC to Director Clinical Safety Quality and Governance/Consumer for ims+</i>	
8	Awards							
8.1	Australia Day Honours Awards recipients – Examples <ul style="list-style-type: none"> Brief description of the recipient's association with the NSW Health Service/NSW Ministry of Health 	Yes SD	No	No	No SC	No SC	Approval by: <ul style="list-style-type: none"> Manager Corporate Communications, with consultation with key stakeholders. Final approval by: <ul style="list-style-type: none"> CE via MES. 	-

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<i>SD - MES/MOP delegated to add CE signature.</i>	
8.2	Nomination for external awards Examples ▪ Premier's Awards	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: • Level 2 or CE Direct Report. Final Approval by: • CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
9 Clinical Excellence Commission								
9.1	Correspondence	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: • Level 2 or CE Direct Report. SC - Final Approval by: • District Director Quality, Strategy & Improvement. • District Director Workforce and Culture for Clinical Leadership Program. If CE approval required: • CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
10 Complaints								
10.1	HCCC Investigations; Complaints Directed to CE; and Complaints escalated by DCSQG Examples ▪ Professional practice issue, media interest, contentious or legal matters	Yes SD	Yes SC	Yes SC	No	No	Approval by: • Relevant Divisional Manager/Director. SD - Final approval by: • Director Clinical Safety, Quality & Governance/District Director Quality, Strategy & Improvement. <i>DCSQG delegated to add CE signature.</i> <i>Note: If contentious provide copies to CE and DDQSI and/or relevant director prior to responding.</i>	PD2020_013 PD2018_032 GL2020_008

Central Coast Local Health District

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
10.2	Patient Care/Service Related (including Mental Health) - SAC 3 and 4	Yes SD	Yes SC	Yes SC	No	No	<p>Approval by:</p> <ul style="list-style-type: none"> Relevant Divisional Manager/Director. <p>SD - Final approval by:</p> <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance/District Director Quality, Strategy & Improvement. <p><i>DCSQG delegated to add CE signature.</i></p> <p><i>Note: If contentious provide copies to CE and DDQSI and/or relevant director prior to responding.</i></p>	PD2020_013 PD2018_032 GL2020_008
10.3	Patient Care/Service Related (including Mental Health) - SAC 1 and 2	Yes SD	Yes SC	Yes SC	No	No	<p>Approval by:</p> <ul style="list-style-type: none"> Relevant Divisional Manager/Director. <p>SD - Final approval by:</p> <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance/District Director Quality, Strategy & Improvement. <p><i>DCSQG delegated to add CE signature.</i></p> <p><i>Note: If contentious provide copies to CE and DDQSI and/or relevant director prior to responding.</i></p>	PD2020_013 PD2018_032 GL2020_008
10.4	Patient Care/Service Related (including Mental Health) - includes more than one Division/Site	Yes SD	Yes SC	Yes SC	No	No	<p>Approval by:</p> <ul style="list-style-type: none"> Relevant Divisional Managers/Directors. <p>SD - Final approval by:</p> <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance/District Director Quality, Strategy & Improvement. <p><i>DCSQG delegated to add CE signature.</i></p>	PD2020_013 PD2018_032 GL2020_008

Central Coast Local Health District

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<i>Note: If contentious provide copies to CE and DDQSI and/or relevant director prior to responding.</i>	
10.5	HCCC - Request for Staff details or request for statements from staff in relation to a patient complaint	Yes SD	Yes SC	Yes SC	No	No	SD - Final approval by: <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance/District Director Quality, Strategy & Improvement. <i>Note: If contentious provide copies to CE and DDQSI and/or relevant director prior to responding.</i>	PD2018_032 GL2020_008
10.6	HCCC – Investigation of staff member Examples <ul style="list-style-type: none"> Complaints or issues relating to staff conduct or clinical concerns Referral of notification from AHPRA to HCCC 	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: <ul style="list-style-type: none"> District Director of Workforce and Culture. <i>cc District Director Nursing and Midwifery/District Director Medical Services.</i> Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i> <i>Note: CC to DCSQG.</i>	
10.7	HCCC – Request for Medical Records	Yes SD	Yes SC	Yes SC	No	No	<ul style="list-style-type: none"> Health Information Services. SD - Final approval by: <ul style="list-style-type: none"> Director Clinical Safety, Quality & Governance/District Director Safety, Quality & Improvement. 	
10.8	Information Request (including Mental Health) - Members of Parliament (MP) Correspondence	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report Director Clinical Safety, Quality & Governance/District Director Safety, Quality & Improvement. Final approval by:	PD2020_013 PD2018_032 GL2020_008

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<p><i>SD - MES/MOP delegated to add CE signature.</i></p> <p><i>MES manages all MP matters and determine action or send correspondence from MPs to the relevant Minister's office for management.</i></p>	
10.9	<p>Complaint/Grievance to the Chief Executive - Employment Related such as issues relating to:</p> <ul style="list-style-type: none"> ▪ staff conduct or clinical concerns ▪ services ▪ workforce matters. 	Yes SD	Yes SC	No	No SC	No SC	<p>Approval by:</p> <ul style="list-style-type: none"> • Employee's Manager • Deputy Director Talent and Capability. <p>SC - Final Approval by:</p> <ul style="list-style-type: none"> • District Director Workforce and Culture. <p>SC - For significant matters Approval by:</p> <ul style="list-style-type: none"> • Employee's Manager • Deputy Director Talent and Capability • District Director Workforce and Culture. <p>Final Approval by</p> <ul style="list-style-type: none"> • CE via MES <p><i>SD - MES/MOP delegated to add CE signature.</i> <i>MES to acknowledge complaint.</i> <i>Allocate to District Director Workforce and Culture to action.</i></p>	<p>PD2020_013 PD2018_032 GL2020_008 PD2018_031 (Managing Misconduct)</p>
10.10	Complaint/Issue - Staff, including medical staff, correspond direct to the CE on miscellaneous matters.	Yes SD	Yes SC	Yes SC	No SC	No SC	<p>Approval by:</p> <ul style="list-style-type: none"> • Relevant Level 2 or CE Direct Report. <p>Final Approval required by:</p> <ul style="list-style-type: none"> • CE via MES <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							MES to acknowledge complaint. Allocate to District Director Workforce and Culture to action.	
11 Conference/Seminar								
11.1	Staff sponsorships	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: <ul style="list-style-type: none"> Director Internal Audit & Legal. SC - Final Approval by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. For CE Direct Reports - Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	PD2005_415
11.2	Staff participating in and/or giving a presentation at an external conference/seminar (not just attending)	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Final Approval required by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. For CE Direct Reports - Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	PD2005_415 PR2016_035 PR2016_034 PD2016_010
12 Contracts/Agreements/Quotations								
	<u>Examples</u> <ul style="list-style-type: none"> Service Level Agreements Memorandums of Understanding Deeds of Agreement NGOs 							
12.1	Greater than \$250K	Yes SD	Yes SC	Yes SC	No SC	No SC	The nature and subject matter of the Agreement will determine the approval pathway. SC - Approval by: <ul style="list-style-type: none"> Finance Business Partner Manager Contracts and Leasing 	Per financial delegation manual (ref).

Central Coast Local Health District

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> District Director Finance & Corporate Services Relevant Level 2 or CE Direct Report. <p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	
12.2	Up to \$250K	Yes SD	Yes SC	Yes SC	No	No	<p>The nature and subject matter of the Agreement will determine the approval pathway.</p> <p>SC - Approval by:</p> <ul style="list-style-type: none"> Finance Business Partner Manager Contracts and Leasing Relevant Level 2 or CE Direct Report. <p>SD - Final Approval by:</p> <ul style="list-style-type: none"> District Director Finance & Corporate Services. 	Per financial delegation manual (ref)
12.3	Up to \$50K	Yes SD	Yes SC	Yes SC	No	No	<p>The nature and subject matter of the Agreement will determine the approval pathway.</p> <p>SC - Approval by:</p> <ul style="list-style-type: none"> Finance Business Partner Manager Contracts and Leasing Relevant Level 2 or CE Direct Report. <p>SD - Final Approval by:</p> <ul style="list-style-type: none"> District Director Finance & Corporate Services. 	Per financial delegation (ref)
12.4	Student Placement	Yes SD	Yes SC	Yes SC	Yes SC	Yes SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> Relevant Professional Head Manager Contracts and Leasing. 	PD2022_049

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							SC - Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. 	
13	Deed of Release							
13.1	Brief and Deed of Release	Yes SD	Yes SC	No	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
14	Donations Letters							
14.1	Letters of Thanks/Acknowledgment	Yes SD	No	No	Yes SC	Yes SC	<ul style="list-style-type: none"> Manager Fundraising and Donations. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
15	Funding - applications							
15.1	Expressions of Interest or applications for grant funding.	Yes SD	Yes SC	Yes	No SC	No SC	SC – Approval by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report District Director Finance & Corporate Services. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD – MES/MOP delegated to add CE signature.</i>	PD2009_067 PR2011_056
16	Government Advertising Return							
16.1	Advertising Activity and Forecast	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant key stakeholders Director Health Promotions 	Government Advertising Act 2013 PD2017_012

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> Director Community Wellbeing and Allied Health. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
17	Independent Commission Against Corruption							
17.1	Notification of Allegation of Corrupt Conduct	Yes	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant key stakeholders Director Internal Audit & Legal. Final Approval by: <ul style="list-style-type: none"> CE. 	PD2016_029 PD2011_070 PD2015_027
18	Insurance Declarations							
18.1	TMF / iCare declarations <i>Submission via online portal</i>	Yes SD	Yes SC	Yes SC	Yes SC	No	Approval by: <ul style="list-style-type: none"> Manager WHS and Wellbeing District Director Workforce and Culture District Director Finance and Corporate Services. 	
19	Internal Audit Reports							
19.1	Reports and Investigations	Yes	No	No	Yes SC	No	Approval by: <ul style="list-style-type: none"> Director Internal Audit & Legal. CE to be notified and agree to recommendations. 	PD2022_022 PD2016_029 PD2016_027
20	Leases							
20.1	Lease Agreements	Yes SD	Yes SC	No	No SC	No SC	The nature and subject matter of the Contract will determine the approval pathway. Approval by: <ul style="list-style-type: none"> Relevant Level 2 Manager Contracts and Leasing. SD - Final Approval by:	Per the delegation manual 12.2.3.

Central Coast Local Health District

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> District Director Finance & Corporate Services. <p><i>If the lease is three years or more or needing MoH approval:</i> Approval by:</p> <ul style="list-style-type: none"> Relevant Level 2 Manager Contracts and Leasing District Director Finance & Corporate Services. <p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p>SD - MES/MOP delegated to <i>add CE signature.</i></p>	
21	Liquor Licence Applications							
21.1	Reviews and Communication	Yes SD	Yes SC	Yes SC	No SC	No SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> Director Health Promotions District Director Community Wellbeing and Allied Health. <p>Final approval by:</p> <ul style="list-style-type: none"> CE via MES. <p>SD - MES/MOP delegated to <i>add CE signature.</i></p>	Gaming and Liquor Administration Act 2007 No 91
22	Media Statements							
22.1	Media Statements	Yes	No	No	No	No	<p>Approval by:</p> <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report Manager Corporate Communications. <p>Final approval by:</p> <ul style="list-style-type: none"> CE. 	PD2017_012
23	Miscellaneous							
23.1	<ul style="list-style-type: none"> Any report/correspondence that directs the CE sign off. 	Yes SD	Yes SC	No	No SC	No SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> Relevant Level 2. 	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
	<ul style="list-style-type: none"> Any matter that requires sign off as per the delegation manual 						Final approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
24 NSW Ministry of Health								
24.1	Request for advice/assurance of compliance/ mail items that request the CE's advice such as: <ul style="list-style-type: none"> Deceased babies identification procedures Medical Gases Process in hospital mortuaries Working with Children Check Phase in of existing employees Audit of declared mental health facilities Review of persons referring patients for medical procedures Mains electricity power outages and risk assessments 	Yes SD	Yes SC	Yes SC	No SC	No SC	SC Approval by: <ul style="list-style-type: none"> Relevant Level 3. Relevant Level 2. Final approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
24.2	Requests for status updates/progress reports on action/implementation plans such as: <ul style="list-style-type: none"> ED Remedial Action Plan to address areas of non-compliance security policy. Mental Health Reform initiatives Helipad Safety and Compliance Audit Off-protocol prescribing of chemotherapy for head and neck cancers. Formative evaluation of health assessment processes and 	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant Level 3. Relevant Level 2. Final approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
	coordination for children and young people entering statutory Out of Home Care <ul style="list-style-type: none"> ▪ Efficiency review of non-clinical hospital support services ▪ Strategic actions and initiatives directed at achieving the key strategic priorities for NSW Health, the Premier's Priorities and State Priorities. 							
24.3	Requests for feedback for complex/contentious issues such as: <ul style="list-style-type: none"> ▪ Consultation on proposed reforms to strengthen building fire safety. ▪ Discussion Paper - Complex issues relating to ante mortem interventions for organ donation in NSW. 	Yes SD	Yes SC	No	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> • Relevant Level 2. Final approval by: <ul style="list-style-type: none"> • CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
24.4	Requests for feedback on Policy Drafts	Yes	Yes	Yes	No	No	Final Approval by: <ul style="list-style-type: none"> • Relevant Level 2 or CE Direct Report. 	
25	NSW Ombudsman							
25.1	Request for Records (<i>Clinical Records; IIMS; Incident Investigation Reports</i>) such as: <ul style="list-style-type: none"> ▪ Reviewable deaths 	Yes SC	Yes SC	Yes SC	No	No	SC - Final Approval by: <ul style="list-style-type: none"> • Director Clinical Safety, Quality, and Governance/District Director Quality, Strategy & Improvement. 	Ombudsman Act 1974
25.2	Request for Advice; Progress Update; Assurance on Compliance; Matters Arising from Review	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> • Director Clinical Safety, Quality and Governance • CC to District Director Quality, Strategy & Improvement Final approval by: <ul style="list-style-type: none"> • CE via MES. 	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<i>SD - MES/MOP delegated to add CE signature.</i>	
26	Nominations for a District Representative							
26.1	Candidates nominated	Yes SD	Yes SC	Yes SC	No SC	No SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> Relevant Level 3 Relevant Level 2. <p>Where CE approval is required: Final approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	
27	NGO Funding Correspondence							
27.1	Funding adjustments or confirmations	Yes SD	Yes SC	No	No SC	No SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> NGO Co-ordinator District Director Finance & Corporate Services. <p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	PD2019_013
28	Participate in Pilot/Project							
28.1	Expression of Interest	Yes SD	Yes SC	Yes SC	No SC	No SC	<p>SC - Approval by:</p> <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. <p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	
29	Privacy							
29.1	Privacy - Three-month report	Yes SD	No	No	Yes SC	Yes SC	<p>Approval by:</p> <ul style="list-style-type: none"> Privacy Officer Manager Ministerial and Executive Services. <p>Final Approval by:</p>	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to review for CE.</i>	
29.2	Privacy Matters	Yes SD	No	No	Yes SC	Yes SC	Approval by: <ul style="list-style-type: none"> Privacy Officer Manager Ministerial and Executive Services. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to review for CE.</i>	<ul style="list-style-type: none"> Privacy Risk Matrix PD2015_036 NSW Health Privacy Manual for Health Information
30	Release of Workforce Data							
30.1	Release of ad hoc workforce data to unions, including but not limited to workforce profiles; numbers of staff vaccinated or fit tested; NHPPD; birth rate plus.	Yes	Yes	Yes	No	No	Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture Deputy Director HR Business Partners. 	
30.2	Release of agreed workforce reports to Reasonable Workload, WHS and Site Consultative Committees	Yes	Yes	No	No	No	Release of data as per relevant Award agreements Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. 	Refer to NSW public health system awards
30.3	Release of workforce data to public agencies such as the Public Service Commission and Australian Bureau of Statistics	Yes	Yes	No	No	No	Approval by: <ul style="list-style-type: none"> Manager Performance and Analytics, Health Information Business Support Services. Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. 	
30.4	Voluntary Redundancy Reimbursement	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: <ul style="list-style-type: none"> Deputy Director HR Business Partners District Director Workforce and Culture; and 	PD2012_021

Central Coast Local Health District

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> District Director Asset Management, Finance and Procurement. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
30.5	Work Health and Safety Data, including but not limited to respiratory protection program data, physical assault data and workers compensation injured employees survey	Yes SC	Yes SC	Yes SC	No	No	Approval by: <ul style="list-style-type: none"> District Manager Work Health Safety and Wellbeing. SC - Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. 	
31	Research Grants							
31.1	Research Grants	Yes SD	Yes SC	No	No	Yes SC	Approval by: <ul style="list-style-type: none"> Research Governance. SC - Final Approval by: <ul style="list-style-type: none"> District Director Quality, Strategy and Improvement. 	
32	Risks and Opportunities							
32.1	Legal and Regulatory Branch	Yes SD	No	No	No SC	No SC	Approval by: <ul style="list-style-type: none"> Manager Corporate Governance. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
33	Secondment							
33.1	Secondment (or extension of secondment) of CCLHD staff to another LHD for greater than six months or to another organisation	Yes SD	Yes SC	No	No SC	No SC	Final Approval by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. <i>For Union 'on loan' arrangement</i> Approval by:	<ul style="list-style-type: none"> GE2018 003 Leave Matters Policy PD2022 006

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							<ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
34	Secondary Employment							
34.1	Staff Specialist	Yes SD	Yes SC	Yes SC	No	No	Approval by: <ul style="list-style-type: none"> Director of Medical/Clinical Services Relevant Level 2 or CE Direct Report. SC - Final Approval required by: <ul style="list-style-type: none"> District Director Medical Services. 	PD2015_049
35	Self-Initiated Matters							
35.1	Self-Initiated In-Brief to the CE - Additional Funding and or additional positions above the amount allocated in annual budget process.	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
35.2	Self-Initiated In-Brief to the CE - Changes to Service Provision i.e. cessation of service, restriction of access	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
35.3	Self-Initiated In-Brief to the CE - Matters that could be political in nature or risk the reputation of the organisation	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. 	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
							Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
35.4	Self-Initiated In-Brief to the CE - Restructures/ Recruitment Business Cases	Yes SD	Yes SC	Yes SC	No SC	No SC	Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. SC - Final Approval by: <ul style="list-style-type: none"> District Director Workforce and Culture. <i>CE to approve only if requesting additional budget outside of the allocated budget, has a high industrial risk or changes service delivery.</i> Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. District Director Workforce and Culture. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
35.5	Self-Initiated matters to the CE - CE has requested a brief or response	Yes	No	No	No	No	Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. 	
36	Sponsor for the conduct of a trial							
36.1	Sponsorship	Yes	Yes	No	Yes	Yes	Approval by:	

	FUNCTION/ACTIVITY	Level 1	Level 2	Level 3	Level 4	Level 5	Specific conditions (SC) or Sub Delegation (SD)	Reference
		SC	SC		SC	SC	<ul style="list-style-type: none"> Research Governance. SC - Final Approval by: <ul style="list-style-type: none"> District Director Quality, Strategy and Improvement. 	

37 Staff Resignations								
37.1	Correspondence	Yes SD	Yes SC	Yes SC	No SC	No SC	SC - Final Approval by: <ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report. <i>For CE direct reports only:</i> Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i>	
38 Staff Terminations								
	Staff termination letters	Yes	Yes SC	Yes SC	No	No	SC - Approval by: <ul style="list-style-type: none"> Relevant Stakeholders Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. 	
39 Tenders								
39.1	Invitation of tenders and any selective tendering process undertaken.	Yes SD	Yes SC	No	No SC	No SC	SC - Approval by: <ul style="list-style-type: none"> Manager Contracts and Leasing District Director Finance & Corporate Services Relevant Level 2 or CE Direct Report. Final Approval by: <ul style="list-style-type: none"> CE via MES. <i>SD - MES/MOP delegated to add CE signature.</i> CE is required to approve the acceptance of tenders 250K to \$30M. SC - Approval by: <ul style="list-style-type: none"> Manager Contracts and Leasing 	<ul style="list-style-type: none"> Per Financial delegation manual (ref) PD2023_028

Central Coast Local Health District

							<ul style="list-style-type: none"> District Director Finance & Corporate Services Relevant Level 2 or CE Direct Report. <p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature.</i></p>	
39.2	Approve tenders for a contract term exceeding five (5) years including extension options.	Yes SD	No	No	No SC	No SC	<ul style="list-style-type: none"> Relevant Level 2 or CE Direct Report, and Final Approval required by CE – Delegate CE electronic signature use – Manager MES/Manager Organisational Programs Ministry of Health – Chief Procurement Officer through Contracts and Leasing team and Ministerial and Executive Services 	▪
40	Travel – Overseas and Domestic							
	All overseas travel must be approved by the Chief Executive.							
40.1	All overseas travel:							
i)	Travel documentation where funded by Restricted Financial Assets (RFA) and Custodial Trust Funds (CTF) - (formerly Special Purpose and Trust), general funds or sponsorship	Yes SD	No	No	No	No SD	<p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature or endorse on CE's behalf in e-Approval for approval by NSW Health Secretary (SP&T Funds), and the Minister (general funds).</i></p> <p>(Refer to Part B – Section 12 expenditure approval)</p>	PD2016_010
ii)	Training, Education and Study Leave (TESL) documentation	Yes SD	No	No	No	No	SD – District Director Medical Services	PD2019_043
40.2	Domestic Travel documentation where funded by Restricted Financial Assets (RFA) and Custodial Trust Funds (CTF) - (formerly Special	Yes SD	No	No	NO	No	<p>Final Approval by:</p> <ul style="list-style-type: none"> CE via MES. <p><i>SD - MES/MOP delegated to add CE signature or endorse on CE's behalf in e-Approval for approval by NSW Health Secretary (SP&T Funds), and the Minister (general funds).</i></p>	PD2016_010

Central Coast Local Health District

	Purpose and Trust), general funds or sponsorship						(Refer to Part B – Section 12 expenditure approval)	
40.3	Approval of sponsorship applications related to travel	Yes SD	Yes SC	Yes SC	No	No	Approval by: <ul style="list-style-type: none"> Director Internal Audit & Legal. SC - Final Approval by: <ul style="list-style-type: none"> Relevant Level 2. 	PD2015_045 PD2005_415
41	Workers Compensation Injured Employee Survey Results							
41.1	Six monthly reports to NSW Ministry of Health	Yes SD	Yes SC	Yes SC	No	No	SC - Final Approval by: <ul style="list-style-type: none"> Manager Workforce Health and Safety District Director Workforce and Culture. 	
42	Work Health and Safety data							
42.1	Quarterly report NSW Ministry of Health	Yes SD	Yes SC	Yes SC	No	No	SC - Final Approval by: <ul style="list-style-type: none"> Manager Workforce Health and Safety District Director Workforce and Culture. 	
43	Crown Solicitor							
43.1	Engagement of Crown Solicitor	Yes SD	No	Yes SC	No	No	SC - Approval by: <ul style="list-style-type: none"> Director Internal Audit & Legal Final Approval by: <ul style="list-style-type: none"> Chief Executive via MES. 	

TAB A - Required Consultation/Approval on Matters

	Position	Matter/Issue
	District Director Workforce and Culture	<ul style="list-style-type: none"> ▪ Workforce implications such as grading changes, deleting or adding new positions, structural changes, staff relocations, any change to type of work occurring.
	District Director Finance & Corporate Services	<ul style="list-style-type: none"> ▪ Operational changes to corporate or maintenance operations and any matter that has financial implications outside of the allocated budget.
	District Director Community, Wellbeing & Allied Health	<ul style="list-style-type: none"> ▪ Matters involving Allied Health Staff – models of care, service delivery, Professional Practice matters, performance, grading and role changes”
	Executive Director of Acute Care Services	<ul style="list-style-type: none"> ▪ Direct implication to clinical service delivery, including but not limited to, all aspects of workforce, corporate support services, quality and safety initiatives and professional accountability.
	District Director Quality, Strategy & Improvement	<ul style="list-style-type: none"> ▪ Matters that relate to staff and organisational, major capital works programs, health information services, costing, performance, research etc. ▪ Any major strategic initiatives/projects arising from within the Local Health District or external agencies.
	District Director Medical Services	<ul style="list-style-type: none"> ▪ Matters involving medical staff both senior and junior – models of care, service delivery, rostering, staffing, costs, accreditation from professional bodies, Professional Practice matters, and eMeds matters.
	District Director of Nursing and Midwifery HSFAC	<ul style="list-style-type: none"> ▪ Matters implicating nurses and midwives such as performance, grading and role, change to clinical practice. In additional matters relating to volunteer or emergency services.
	Director Clinical Safety, Quality and Governance	<ul style="list-style-type: none"> ▪ Matters that relate to professional practice, credentialing, incident and complaint management, accreditation, quality, safety, medico-legal matters, risk management (clinical , legal interest, media) and infection prevention and control
	Manager Gosford/Wyong Hospital Redevelopment	<ul style="list-style-type: none"> ▪ All aspects relating to any current redevelopment programs/projects including Gosford and Wyong Hospitals. In addition, any changes to facility management and requirements.

Consultation is required with the above Directors if any executive correspondence matters pertain to the summaries above.

TAB B - Ministerial Matters

	Matter – Organisation Wide	Approval Officer required prior to Final Approval	Final Approval	Comments	Reference
1	Briefing	Relevant Level 2/s or CE Direct Reports	Chief Executive		
2.	Hospital Profiles	Relevant Level 2/s or CE Direct Reports	Chief Executive		
3.	Self-Initiated Brief	Relevant Level 2/s or CE Direct Reports	Chief Executive <ul style="list-style-type: none"> ▪ The Ministerial and Executive Services (MES) team are to be notified as early as possible in relation to contentious issues. MES will discuss with the Chief Executive if a Self-Initiated briefing is required. ▪ Self-initiated briefings are submitted to MES via: CCLHD-MinisterialExecCorro@health.nsw.gov.au and must be signed by the relevant ELT Director, prior to submission. 	The District's notification to the NSW Ministry of Health of looming or actual contentious issues that have the potential to become the subject of media attention, for example, disruption to services, industrial action or adverse patient experiences.	
4.	Ministerial - Patient Care Complaint	Director Clinical Safety, Quality & Governance Relevant Level 2/s if required	Chief Executive Delegate CE electronic signature use – Manager Ministerial and Executive Services/Manager Organisational Programs	Delegate – CE electronic signature use – Manager MES/Manager Organisational Programs	
6.	Ministerial - Service Related	Relevant Level 2/s or CE Direct Reports	Chief Executive Delegate CE electronic signature use – Manager Ministerial and Executive Services/ Manager Organisational Programs	Delegate – CE electronic signature use – Manager MES/Manager Organisational Programs	
7	MC Ministerial – Informal or Chief Executive LHD to respond	Relevant Level 2/s or CE Direct Reports	Chief Executive Delegate CE electronic signature use – Manager Ministerial and Executive Services/ Manager Organisational Programs	Delegate – CE electronic signature use – Manager MES/Manager Organisational Programs	

Central Coast Local Health District

	Matter – Organisation Wide	Approval Officer required prior to Final Approval	Final Approval	Comments	Reference
8	Parliamentary House Note	Relevant Level 2/s or CE Direct Reports	Chief Executive		
9.	Parliamentary Question	Relevant Level 2/s or CE Direct Reports	Chief Executive		
10.	Visit Function Briefs	Relevant Level 2/s or CE Direct Reports Manager Corporate Communications	Chief Executive		
11.	Minister’s Office Direct	Relevant Level 2/s or CE Direct Reports	Chief Executive	Adhoc information or advice. MES will ensure it is put on the direct path via EMS if appropriate or cc to EMS.	