

Delegations Authority

Policy Number	2.022
Policy Function	Leadership and Management
Issue Date	20 August 2018
Summary	<p>The purpose of this Delegations Authority is to establish the level of authority delegated by the Justice Health and Forensic Mental Health Network Board to specified staff positions.</p> <p>The underlying intention in establishing such delegations is to facilitate the efficient operation of Justice Health and Forensic Mental Health Network whilst ensuring financial responsibility. Adherence to the Authority will ensure staff members are operating within the scope of their powers.</p>
Responsible Officer	Executive Director Corporate Services
Applicable Sites	<input checked="" type="checkbox"/> Administration Centres <input checked="" type="checkbox"/> Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.) <input checked="" type="checkbox"/> Health Centres (Adult Correctional Centres or Police Cells) <input checked="" type="checkbox"/> Health Centres (Juvenile Justice Centres) <input checked="" type="checkbox"/> Long Bay Hospital <input checked="" type="checkbox"/> Forensic Hospital
Previous Issue(s)	Policy 2.022 (Sept 17, Jun 2016, Dec 2014, Oct 2012)
Change Summary	<ul style="list-style-type: none"> • Updated new position titles • Updated relevant Justice Health and Forensic Mental Health Network policies and NSW Ministry of Health Policy Directives
TRIM Reference	POLJH/2022
Authorised by	Justice Health and Forensic Mental Health Network Board

Table of Content

Table of Content	2
i. Abbreviations.....	4
1. Purpose.....	4
1.1 Responsibility to Comply with Legislative and NSW Ministry of Health Directives.....	4
1.1.1 Accounts and Audit Determination	4
1.2 Authority to Incur Expenditure	5
1.3 Changes to the Delegations Authority	5
2. Principles of Delegations	5
2.1 Clarity of Authority	5
2.2 Compliance with Existing Legislation and Directions	6
2.3 Assumption of Authority by Higher Position	6
2.4 Reduction of Delegation	6
2.5 Assignment of Authority	6
2.6 Self Authorisation.....	6
2.7 Manipulation of Transaction Limits.....	6
2.8 Expenditure Process and Documentation	6
3. Scope of Delegations	7
3.1 Definition of Delegation Levels	7
3.2 Payment of Previously Authorised Expenditure.....	9
4. Delegations	10
4.1 Upper Approval Limit	10
4.2 Goods and Services	10
4.2.1 Normal Consumable Items	10
4.2.2 Requisitioning of Pharmaceuticals.....	10
4.2.3 Specialty Clinical Services	10
4.3 Domestic Travel Related Expenditure	11
4.4 Overseas Travel	11
4.5 Building, Infrastructure Systems, Plant and Maintenance Expenditure	11
4.6 IT and Computer Related Items.....	11
4.7 Minor Capital Works and RMR	11
4.8 Authority to Write-Off and Write-Up Items	12
4.9 Tendering	12
5. Personnel and Payroll Matters.....	13
5.1 Staff Establishment and Appointments.....	13
5.1.1 Visiting Medical Officers (VMO) / Visiting Dental Officer (VDO).....	13
5.2 Staff Appointment Approval.....	13
5.3 Signing of Appointment Letters	13
5.4 Changes to Pay Rates	14
5.5 Dismissal of Staff	14
5.6 Voluntary Redundancy.....	14
5.7 Time Sheet Approval (Refer to 2.3)	14
5.8 Leave	14
5.9 Higher Grade Duties Allowance – Not signed by ED	16
5.10 Overtime	16

5.11	Statement of Service	16
5.12	Regrading	16
5.13	Flexible Work Practices	16
5.14	Secondments	17
5.15	Token Gifts	17
6.	General Delegations	17
6.1	Motor Vehicles	17
6.2	Signing of Contracts, Service Agreements or Execution of Licence Agreements	17
6.2.1	Non-Financial Contracts and Deeds of Agreement	17
6.3	Risk Management Insurance	17
6.4	Government Information Public Access (GIPA) Act 2009	18
6.5	Access to Information Technology and Computer Systems	18
6.6	Purchase of Land and Buildings	18
6.7	Procurement of Art Works	18
7.	General Financial Delegations	19
7.1	Bank Accounts	19
7.2	Petty Cash/Cash Floats	19
7.3	Patient Fees	19
7.4	Patient Trust Funds	19
7.5	Accounts Receivable	20
7.6	Issue of Payment Summaries	20
7.7	Investments	20
7.8	Remittance to Government	20
7.9	Approval of Business Activity	20
8.	Media Delegations	21
8.1	Media Releases	21
9.	Legislation and Related Documents	21
	Appendix 1 - Delegation Authority required for the Procurement of Goods and Services not on the Government Contract (Excluding Consultancy Services)	22

i. Abbreviations

CE	Chief Executive
CFO	Chief Financial Officer
EDCO	Executive Director, Clinical Operations
EDCS	Executive Director, Corporate Services
EDP&P	Executive Director, Performance and Planning
JH&FMHN	Justice Health and Forensic Mental Health Network
NDoNMS	Network Director of Nursing and Midwifery Services
ONMR	Operational Nurse Manager - Regional

1. Purpose

The purpose of this Delegations Authority is to establish the level of authority delegated by the Justice Health JH&FMHN Board to specified staff positions.

The underlying intention in establishing such delegations is to facilitate the efficient operation of Justice Health whilst ensuring financial and administrative responsibility. Adherence to the Authority will ensure staff members are operating within the scope of their Board delegated powers.

1.1 Responsibility to Comply with Legislative and NSW Ministry of Health Directives

The JH&FMHN Board of directors operates under the Authority of the NSW [Health Services Act 1997](#) and under its own By Laws. The JH&FMHN Board has resolved under the provisions of [s 4](#) of the [Health Services Act 1997](#) to delegate the functions of JH&FMHN to approved positions as specified in this document.

1.1.1 Accounts and Audit Determination

Compliance with the Determination is a condition of NSW Ministry of Health (MoH) Consolidated Fund Recurrent and Consolidated Fund Capital allocations. Public Health organisations receiving such funding must comply with the requirements of the Determination.

The JH&FMHN Board and the CE shall ensure:

- the proper performance of its accounting procedures including the adequacy of its internal controls,
- the accuracy of its accounting, financial and other records,
- the proper compilation and accuracy of its statistical records,
- the due observance of the directions and requirements of the Director General and the MOH.

The Determination contains the following specific references to the Delegations Authority:

"A public health organisation shall maintain a Manual of Delegations to record details of delegations of responsibility and authority. All delegation approvals provided by Chief Executives of area health services and Royal Alexandra Hospital for Children are to be retained on file. All delegation approvals provided in other public health organisations are to be recorded in the Board meeting minutes. A separate file is to be maintained for approvals." (As per [s 7.11](#) of the [Accounts and Audit Determination For Public Health Organisations](#) – Last revised in Aug 2012).

"The Chief Executive of a public health organisation shall ensure that the Manual of Delegations is kept up-to-date and that each delegate is adequately informed of the respective delegation" (As per [s 7.12](#) of the [Accounts and Audit Determination For Public Health Organisations](#) – Last revised in Aug 2012).

1.2 Authority to Incur Expenditure

The Board of a public health organisation may delegate to the CE or such other senior staff the authority to acquire goods, services, and equipment and to engage staff for the conduct of the affairs of the health organisation.

Expenditure must only be committed or incurred by any person, within the limits of the Delegation in writing conferred on that position by the JH&FMHN Board. A position holder who commits or incurs expenditure shall be responsible to exercise due economy and to ensure that funds are available for the purpose of that expenditure before any commitment is incurred.

1.3 Changes to the Delegations Authority

Changes to the Delegations Authority require the minuted approval of the JH&FMHN Board. Requests for amendments, additions and deletions should be supported, and forwarded from the Executive to the EDCS for inclusion in the JH&FMHN Audit and Risk Management Committee's Agenda. If recommended by the Audit and Risk Management Committee, alterations will be placed on the Agenda of the JH&FMHN Board for approval.

The CE is authorised to temporarily adjust delegations for immediate implementation. Temporary adjustments to delegations must be subsequently reviewed by the Audit and Risk Management Committee and the JH&FMHN Board.

2. Principles of Delegations

All authorities and commitments for expenditure shall be exercised in light of existing budgets. Budgets may be service-wide, or within a Cost Centre, such as "Overtime – Goulburn." In general, no commitments for expenditure may be entered into where or when there is a budget deficit. Authority to commit expenditure in over-budget circumstances may only be granted by the CE or EDCS.

As a general principle, Executive Directors and senior management are only to approve expenditure for those goods, services and personnel matters related to their Directorate. For example, the purchase of medical equipment for a Health Centre would be approved by member of the Custodial Health Directorate or the Forensic Mental Health Directorate according to the delegation limits, not by a member of Finance or other non-clinical officer.

The Delegations Authority seeks to incorporate and uphold the following principles:

2.1 Clarity of Authority

To ensure that there is clear and unambiguous direction in the authorisation and qualification of expenditure and staff related matters.

2.2 Compliance with Existing Legislation and Directions

The Delegations Authority shall comply with relevant directions of the Premier, Treasurer, Minister, Secretary, NSW Health and JH&FMHN. Delegated authorities are subject to internal controls, NSW Health policy directives (PD) and to any overriding State or Commonwealth laws (e.g. Purchase or dispensing of restricted medications).

2.3 Assumption of Authority by Higher Position

Where the manual specifies a delegate, the position to whom they report is deemed to have the delegated authority.

2.4 Reduction of Delegation

Delegates may apply lower or more restrictive delegations to staff for which they have direct managerial control. If so, a clear set of the revised delegations must be provided in writing to the relevant staff.

2.5 Assignment of Authority

In general, authorities may not be delegated without amendment to this Authority.

A person officially appointed to act in a higher office or capacity will assume that office's delegations unless specifically excluded. Any other change or temporary assignment of the delegations is subject to the provisions of [s 1.3](#) above.

2.6 Self Authorisation

Officers must not authorise the reimbursement of expenses to themselves, nor can they certify their own time sheet, payment of higher duties allowance, leave or overtime. The authorising person must be a more senior officer than the person to be reimbursed, unless authorised by the CE.

In the case of expenses incurred by the CE, these may be approved by the Chair of the JH&FMHN Board or the EDCS.

2.7 Manipulation of Transaction Limits

Authority limits set are not to be artificially avoided by the use of multiple orders or the reduction of an overall commitment into multiple sub-orders.

2.8 Expenditure Process and Documentation

Commitments are to be evidenced through the issue of an official JH&FMHN Purchase Order. HealthShare produces JH&FMHN Purchase Orders upon receipt of a properly completed and approved requisition form. For the purchase of items that are not under State contract, quotation and tendering processes described in this delegations authority must be observed. The detailed requirements of the purchasing process are set down in JH&FMHN policy [2.150 Purchasing](#) and related policies.

In certain circumstances, purchase commitments may be evidenced by a "letter of contract" that bears the same information and approvals as a purchase order. Copies of any properly authorised letters of contract should be supplied to the CFO prior to issuing.

3. Scope of Delegations

All expenditure must be approved on the basis of availability of funding within the budget allocation and the availability of funds within each line item.

All delegates are required to comply with manuals, policies and directives issued by the NSW Health and JH&FMHN.

The JH&FMHN Board has overall responsibility for ensuring process and procedures are in place for service delivery. A comprehensive financial report must be provided to the JH&FMHN Board and to the Finance and Performance Committee containing the cost of operations and the performance against budget for each month and projected to year-end. The JH&FMHN Board and CE are to ensure that the organisation operates within the allocated budget.

3.1 Definition of Delegation Levels

The following delegation levels are referred to throughout the Delegations Authority. The table prescribes the positions at each level, which are determined according to the reporting structure and the functions of the position. All monetary figures are exclusive of GST.

Delegation Level	Positions	Delegation Limit
Level 1	Domestic Services Manager Manager Aboriginal Chronic Care Program Manager Administrative Services Manager Facilities and Logistics Manager Radiography Manager State-wide Physiotherapy Services Nursing Unit Manager Clinical Integration Manager Administration and Data Coordinator Forensic Mental Health Manager- Drug & Alcohol Administrative Services Coordinator of Medical and Dental Staff Appointments Manager Workforce Planning & Design	\$750
Level 2	After Hours Nurse Manager (Custodial Health) Business Manager – Custodial Health Business Manager – Forensic Hospital Business Manager – Forensic Mental Health Business Manager – Hospitals and Corporate Clinical Support Nurse Manager Cluster Nurse Manager Deputy Director of Nursing Senior Industrial Relationship Officer Financial Accountant Human Resources Manager Manager Blood Borne Viruses and Sexual Assault Manager Connections Program Manager Health Information and Record Services Manager Workforce Operations Manager Payroll and Employee Services	\$1,500

Delegation Level	Positions	Delegation Limit
	Nurse Manager – Drug and Alcohol Programs Nurse Manager on Duty, The Forensic Hospital Operations Manager Long Bay Hospital Programs Manager, Population Health	
Level 3a	Chief Pharmacist (other than purchasing medications) Clinical Director, Custodial Mental Health Clinical Director, Forensic and Long Bay Hospitals Clinical Director, Community Forensic Mental Health Service Clinical Director, Statewide Community and Court Liaison Service Clinical Director, Primary Care Clinical Director, Population Health Clinical Resources Nurse Manager Deputy Clinical Director Primary Care Manager Aboriginal Court Diversion and Bail Support Program Manager Adolescent Mental Health and Drug and Alcohol Programs Manager Allied Health Services Manager Integrated Care Services Manager – Drug and Alcohol Release Planning Services Manager – Drug and Alcohol Strategic Operations Manager Executive Support Unit Manager Health Advancement Manager Information Management Manager Learning and Development Manager Management Accounting and Efficiency Manager Performance & Strategy Manager Security and Fire Safety Manager Service Development and Quality, Clinical Business Unit Nurse Manager Adolescent Health Nurse Manager Custodial Mental Health Operations Manager Primary Care, Clinical Operations Manager Primary Care, Services and Programs Operations Manager State-wide Community and Court Liaison Service Operations Manager Community Forensic Mental Health Service Performance Integration Manager Research Operations Manager Nurse Manager Women’s, Outer Metropolitan and Central Tablelands Region Nurse Manager Northern Region Nurse Manager Southern and Western Region Nurse Manager Metropolitan Region Nurse Manager Operations and Access Nurse Manager Professional Programs Nurse Manager Quality, Risk and Operations Support	\$2,500
Level 3b	Chief Financial Officer Chief Information Officer Director Aboriginal Strategy and Culture Director Allied Health Director, Clinical and Corporate Governance Director of Communications	\$5,000

Delegation Level	Positions	Delegation Limit
	Director Workforce Director Organisational Development Unit Manager Corporate Operations Deputy Director of Nursing and Midwifery Services Service Director –Drug & Alcohol Services Service Director Custodial Mental Health Service Director Courts and Community Mental Health Director of Nursing Services, Forensic Hospital Nurse Manager Access and Demand Management Director Medical Programs Service Director Population Health Service Director Primary Care Program Director Contestability and Commissioning	
Level 3c	Director Clinical Business Unit Network Director of Nursing and Midwifery Services Co-Director Forensic Mental Health (Clinical) Co-Director Forensic Mental Health (Operations) Co-Director Services and Programs (Clinical) Co-Director Services and Programs (Operations)	\$7,500
Level 4	Chief Pharmacist (for purchasing medications) Executive Director, Clinical Operations Executive Medical Director Executive Director, Performance and Planning ----- Executive Director, Clinical Operations (for purchasing medications)	\$10,000 As per this document
Level 5	Executive Director, Corporate Services	\$50,000
Level 6a	Chief Executive	\$1million
Level 6b	Chief Executive	As per this document
Level 7	JH&FMHN Board	As per this Document
Level 8	Secretary, NSW Health Deputy Secretary, Strategy and Resources	As per this Document
Level 9	Minister for Health	As per this Document

3.2 Payment of Previously Authorised Expenditure

This Delegations Authority establishes which officers may approve the commitment of expenditure and for what purpose. This is different to authorising the actual payment of already approved expenditure.

In accordance with [s 13](#) of the [Public Finance and Audit Act \(1983\)](#), the following officers are appointed to authorise payment of an account, unless the account has been approved for payment by a person who is duly authorised:

- CE
- EDCS
- CFO*

- Financial Accountant*
- * In the absence of the CFO and or Financial Accountant, Manager Management Accounting and Efficiency

4. Delegations

4.1 Upper Approval Limit

Position	Delegation Level	Authorised Expenditures	Delegation Limit
CE	6a	Any single transaction relating to any class or type of expenditure excluding PPP Solutions (Long Bay) Pty Ltd.*	Up to \$1million
CE	6b	Any single payment to PPP Solutions (Long Bay) Pty Ltd. consisting of soft services, limit \$750,000, and finance and insurance costs, limit \$1,250,000). No limit for PPP cyclical maintenance if it matches project deed.	\$2,000,000
JH&FMHN Board	7	Any single transaction relating to any class or type of expenditure.*	>\$1million

*Any single contract or agreement over \$250,000 will require approval from the Procurement Advisory Board.

4.2 Goods and Services

4.2.1 Normal Consumable Items

Each unit and/or geographical location will have available to them an approved list of consumable items (standard inventory) including radiological items, and an approved Oral Health Buying Guide. Items listed in these documents can be purchased automatically as required.

There is no dollar limit to the supply of normal consumable items to units provided local inventory levels are as low as feasible and current year budget funds are available.

Occasionally items not on the standard inventory list will be required. These items can be requisitioned in accordance with the delegation limits described in this document.

4.2.2 Requisitioning of Pharmaceuticals

Item	Authorised Delegate(s)
Requisitioning of Pharmaceuticals up to \$50,000*	EDCO

* Subject to retrospective approval of transactions exceeding \$10,000 by the EDCS on a monthly basis.

4.2.3 Specialty Clinical Services

Clinical services are normally provided by salaried staff or contracted visiting medical officers. Occasionally however, it may be necessary to refer patients to the Local Health District (Hospital) for emergency or other treatment not available internally. Under NSW Health [PD2017_018 Health Services Act 1997 - Scale of Fees for Hospital and Other Services](#), the cost of this service must be borne by the Local Health District providing the service.

Where the local hospital cannot provide the service, the hospital is to provide a referral to a local private practitioner and meet the cost of the treatment. Any privately provided clinical service must be authorised by:

- the local area hospital or, if this is not available, by
- the EDCO in the case of adult patients, adolescent patients or inpatients at The Forensic Hospital.

Refer to JH&FMHN policy [1.253](#) *Access to Private Health Services*.

4.3 Domestic Travel Related Expenditure

Item	Delegation Level	Delegation Limit
Domestic Travel Related Costs (<i>E.g. travel by plane and including subsistence allowance and accommodation</i>). Application approval.	3a	\$2,500
	4	\$5,000
	6a	> \$5,000

4.4 Overseas Travel

Expenditure from the General Fund, excluding Training, Education and Study Leave (TESL) for staff specialists, relevant to official overseas travels by staff, or a Director of the Board of a health organisation shall not be incurred without prior written approval from the Chief Executive.

Official overseas travel incurred by the Chief Executive shall be approved by the Minister through the Secretary.

Expenditure in this context shall include travelling and living expenses and registration fees. Official visits shall include conferences and seminars of professional bodies.

An applicant seeking approval for official overseas travel must declare/disclose all private funding, whether provided before or after a claim is made on the health organisation, which may affect any claim on the health organisation for salaries and wages, leave, subsistence or travel costs.

For the delegation on overseas official travel in relation to TESL, please refer to Section 5.8.j.

4.5 Building, Infrastructure Systems, Plant and Maintenance Expenditure

Item	Delegation Level	Delegation Limit
Contracts, rentals and maintenance agreements related to building, infrastructure systems, plant and maintenance expenditure.	5	\$50,000
	6a	> \$50,000

4.6 IT and Computer Related Items

Technology related items may be ordered/ approved according to the delegated authority assigned in this document. However all technology related purchases are subject to review and approval by the Chief Information Officer in order to ensure compliance with JH&FMHN technology standards, approved Information and Communications Technology Strategic Plan and NSW Health requirements.

4.7 Minor Capital Works and RMR

The projects and the expenditure are co-ordinated with NSW Health, Corrective Services NSW or Juvenile Justice NSW are approved by those Departments. Supervision of the work is performed by Capital Works project officers supplied by the Ministry and JH&FMHN ensures that work carried out is satisfactory. Minor Capital Works can only be carried out if approved under the JH&FMHN Minor Capital Works Program, as agreed with the NSW Health.

4.8 Authority to Write-Off and Write-Up Items

Write-off and write up authority rests with the JH&FMHN Board in accordance with the NSW Health [Accounting Manual for Public Health Organisations](#). The JH&FMHN Board has delegated the authority as per the table below. All stock or equipment register write offs must be reported to the Audit and Risk Management Committee.

Item		Authorised Delegate(s)	
a.	Write-off and Write-up of stock per item ** (see Delegation Note)	Up to \$500	CFO
		Up to \$1,000	EDCS
		Over \$1,000	CE
b.	Stock Adjustments per item **	Up to \$500	CFO
		Up to \$1,000	EDCS
		Over \$1,000	CE
c.	Write-off Drugs *	CE and EDCO on the submission of the Chief Pharmacist	

* in accordance with legal requirements ** subject to detailed list of all stock adjustments being prepared and retained for audit.

4.9 Tendering

Tendering (selective or full) is required for the purchase of goods and services in excess of \$250K that are not State Government contract (See [Appendix 1](#)). A tender committee of at least three members (one of whom is independent), is convened following the closure date of a tender, which reviews tenders received in detail and makes recommendations in accordance with the NSW Health [PD2014 005 Goods and Services Procurement Policy](#).

Quotations/Tenders for items not in contract, including Period Contracts (NSW Health [PD2014 005 Goods and Services Procurement Policy](#)):

- up to \$3,000, incl. GST (No quote required)
- \$3,001 to 30,000, incl. GST (1 written quote)
- \$30,001 to \$250,000, incl. GST (3 written quotes)
- \$250,001, incl. GST and over (Full tendering procedures)

Item		Authorised Delegate(s)
a	Selective Tendering	Level 6a
b	Waiver of Tendering (if only one supplier)	Level 6a
c	Sales of Surplus Equipment by tender	EDCS
d	Disposal of Obsolete Equipment	EDCS
e	Period Contracts	Same as for quotations/tenders (as above)
Engagement of Private Consultants (NSW Health <i>Purchasing and Supply Manual</i>)		
f	Cost less than \$30,000 (Provided rates are considered reasonable and consistent with normal rates, no quote is necessary)	Level 5
	Between 30,000 and \$250,000 3 formal quotes are necessary	Level 6a
	Over \$250,000 Public Tenders	Tender Committee

5. Personnel and Payroll Matters

5.1 Staff Establishment and Appointments

Requests to alter the Staff Establishment may be recommended by any JH&FMHN Manager but must be supported in writing by the relevant Executive Director. Requests to add or alter staff positions must be accompanied by complete documentation including the reason for the request and relevant Position Description. The request must be forwarded to and processed by Employee Services.

The request then needs to be reviewed by the CFO to ensure alterations to the staff establishment are within the available budget in the salaries and wages line item. When all documentation is complete and endorsed, the request will be submitted to the Employee Review Committee (ERC) for consideration. The ERC will submit its recommendation to the CE for approval. The CE is the only officer who may approve alterations to the Staff Establishment.

Item	Authorised Delegate(s)
a Appointment of an Acting CE (If the CE will be on leave for a period in excess of five working days and it is proposed to appoint an acting CE)	Level 8
b Authority to change titles of staff	CE on recommendations of ERC (Employment Review Committee)

5.1.1 Visiting Medical Officers (VMO) / Visiting Dental Officer (VDO)

In general, the same policies that govern the appointment of staff (as per paragraphs [5.1](#) to [5.4](#)) shall be applied to the entering into a service contract to secure the services of a VMO/VDO. The Medical and Dental Appointment Advisory Committee must approve all VMO/VDO appointments.

5.2 Staff Appointment Approval

On receiving the signed, written recommendation of a selection panel

Item	Delegation Level	Variation(s) from Delegation Level
Managerial positions levels 1 and 2	4	Co Directors, 3c.
Managerial positions levels 3 and 4	6a	-
All non-managerial positions	4	3c

5.3 Signing of Appointment Letters

Item	Delegation Level	Variation(s) from Delegation Level
All management positions	6a	-
All non-managerial positions	4	Director Workforce; Human Resources Manager; Senior Industrial Relations Officer, Manager Workforce Operations.

5.4 Changes to Pay Rates

All staff will be paid within the guidelines, terms and conditions of their awards. Periodic adjustments to remuneration for employees eligible for such adjustments based on performance, merit or other circumstances will be enacted based on written recommendation by their Executive Director and documented written approval by the CE. Health managers are remunerated as per JH&FMHN policy [3.105 Health Manager Salary](#).

5.5 Dismissal of Staff

Item	Delegation Level	Variation(s) from Delegation Level
CE	8	-
All other positions	6a	-

5.6 Voluntary Redundancy

Item	Delegation Level	Variation(s) from Delegation Level
Offer voluntary redundancy package to employee (Refer to NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service)	6a	-
Authorise payment of voluntary redundancy package in accordance with approval mechanisms	5	-

5.7 Time Sheet Approval (Refer to [2.3](#))

Item	Delegation Level	Variation(s) from Delegation Level
a. Time Sheet Approval	1	-
b. VMO Claims	Certification	3a
	Authorisation: Evidenced by current, valid appointment contract.	3b

5.8 Leave

Approval of all types of leave is subject to the employee having sufficient entitlements and being in accordance with NSW Health Policies, Guidelines and Award conditions.

Item	Delegation Level	Variation(s) from Delegation Level
a. Annual Leave	< 4 weeks	1
	> 4 weeks	4
b. Sick / Personal Carer's Leave	Sick Leave	1
	Personal Carer's Leave (in conjunction with Sick Leave entitlements)	2

Item		Delegation Level	Variation(s) from Delegation Level	
c.	Special Leave	Military Leave, State Emergency Leave, Repatriation Leave, other Special Leave	4	Service Director(s), NDoNMS, ONMR, Co-Directors
d.	Maternity Leave (incl. Maternity LWOP)		4	Service Director(s), NDoNMS, ONMR, Co-Directors
e.	Long Service Leave	< 4 weeks	4	Service Director(s), NDoNMS, ONMR, Co-Directors
		> 4 weeks	4	3c
		Payment in lieu of Long Service Leave between 5-7 years service (subject to verification by Director Workforce or Human Resources Manager)	6a	-
f.	FACS Leave	up to 2 days	2	-
		FACS Leave over 2 days (subject to verification by Human Resources Manager or Manager, Payroll and Employee Services)	3b	-
g.	Leave Without Pay	Up to 5 days	3b	-
		Up to 2 months	4	Service Director(s), NDoNMS, ONMR, Co-Directors
		Over 2 months	6a	-
h.	Study Leave		4	Service Director(s), NDoNMS, ONMR, Co-Directors
i.	Conference Leave (excl. TESL)	Up to 5 days (within Australia)	4	Service Director(s), NDoNMS, ONMR, Co-Directors
		Over 5 days (within Australia)	6a	-
		Conference Leave with Overseas travel – as per award provisions where applicable (with approval of the Ministry where necessary)	6a	-
		Conference attendance fee up to \$1,000 (within Australia)	4	Service Director(s), NDoNMS, ONMR, Co-Directors
		All other conference/study leave expenses	6a	-
j.	TESL (for staff Specialists and Continuing Medical Education Leave for Career Medical Officers)	Domestic	EMD	-
		Overseas	EMD	-

Item	Delegation Level	Variation(s) from Delegation Level
k. VMO / VDO and Senior Medical Staff Leave	3a	-
l. Learning and Development Calendar Course Leave	2	-
m. Career Break Scheme	4	-

5.9 Higher Grade Duties Allowance – Not signed by ED

Appointment subject to JH&FMHN policies

Item	Delegation Level	Variation(s) from Delegation Level
Managerial Position Level 1	2	-
Managerial Position Level 2	3b	-
Managerial Position Levels 3a and 3b	4	Co-Directors
Executive Directors	6a	-

5.10 Overtime

Item	Delegation Level	Variation(s) from Delegation Level
Overtime (subject to budget availability)	3a	Nurse Manager Cluster/Site or Equivalent

5.11 Statement of Service

Item	Delegation Level	Variation(s) from Delegation Level
Statement of Service (subject to verification by Human Resources Manager or Employee Relations Manager or Manager, Payroll and Employee Services)	4	3c

5.12 Regrading

Applications must be considered by the Employment Review Committee (ERC), for in principle support prior to assessment of the position description by the JH&FMHN Grading Committee. Authorisation is then evidenced by written approval of CE. For nurses and other medical professionals, applications must be considered by the applicable committee.

5.13 Flexible Work Practices

Item	Delegation Level	Variation(s) from Delegation Level
Flexible Work Practices (other than Working From Home Arrangements)	4	3c
Working from Home Arrangements	6a	-

5.14 Secondments

Item	Delegation Level	Variation(s) from Delegation Level
From JH&FMHN to another NSW Public Sector organisation	6a	-
From another NSW Public Sector organisation to JH&FMHN (subject to recommendation by the ERC)	6a	-

5.15 Token Gifts

All staff have the obligation to comply with JH&FMHN Policy [2.010 Code of Conduct](#) in regard to Giving/Receiving Gift and Policy [2.004 Conflicts of Interest and Gifts and Benefits](#) Policies.

Token gifts, valued at \$75 or less, may be accepted if offered as a gesture of appreciation.

6. General Delegations

6.1 Motor Vehicles

Item	Delegation Level	Variation(s) from Delegation Level
Approval to use a private vehicle for official business (consistent with NSW Health PD2016.010 Travel Official)	3b	-
Approval of expenses for use of a private vehicle for official business	3b	-
Approval to use an official vehicle for private use	6a	-
Approval to take an official vehicle home on a temporary basis	4	NDoNMS, ONMR, Co-Directors
Increase in the motor vehicle fleet	5	-

6.2 Signing of Contracts, Service Agreements or Execution of Licence Agreements

Item	Delegation Level	Variation(s) from Delegation Level
Signing of Contracts, Service Agreements or Execution of License Agreements within approved budgets	5	\$50,000
	6a	> \$50,000

6.2.1 Non-Financial Contracts and Deeds of Agreement

All non-financial contracts and Deeds of Agreement, including Memorandums of Understanding require approval from the CE.

6.3 Risk Management Insurance

Item	Delegation Level	Variation(s) from Delegation Level
Claims Processing – Public Liability	5	-
Claims Processing – Workers Compensation	4	Director Workforce
Claims Processing – Motor Vehicle and Property	4	-

Appointment of Crown Solicitor to act on behalf of JH&FMHN in legal matters	TMF	CE
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6.4 Government Information Public Access (GIPA) Act 2009

Item	Delegation Level	Variation(s) from Delegation Level
Decision to Provide/Refuse Access to Non-Health Information (subject to consultation with Right to Information Officer)	4	Right to Information Officer
Decision to Provide/Refuse Access to Health Information (subject to consultation with Manager Joint Records Centre)	4	Manager Joint Records Centre
Decision to Provide/Refuse Access to Psychiatric/Reports/Notes	EDCO	3b plus additional advice of the treating psychiatrist as to adverse effect on the patient
Decision to Provide/Refuse Access to the Media or Political Party	6a	-
Reviewable Decision under s.80(a),(b),(f),(j),(k), and (l) of the GIPA Act	3b	Right to Information Officer in consultation with the Legal Advisor
Reviewable Decision under s.80(c),(e),(g),(h),(i), and (m) of the GIPA Act	3b	-

6.5 Access to Information Technology and Computer Systems

Access and use of the JH&FMHN computer and IT systems are governed by the following:

- JH&FMHN policy [2.002 Acceptable Use of Communications Systems](#);
- NSW Health [PD2009 076 Communications – Use and Management of Misuse of NSW Health Communications Systems](#)

The Chief Information Officer is the principal officer responsible for the security and integrity of all computer resources and programs. As such, he/she may exclude individuals from accessing all or any part of the IT infrastructure and programs. Individual Executive Directors are responsible for the security and access of particular programs or applications within their Directorates. For example, the EDCS is vested with the authority to grant or exclude access to systems and programs relating to Employee Services. This should also include Level 4 delegates. New IT equipment should be approved by the Executive Directors.

Individuals who feel they have been unfairly or unreasonably excluded from access may appeal in writing to the relevant Executive Director or to the CE.

6.6 Purchase of Land and Buildings

Expenditure for the purchase of land or buildings or the erection of new buildings shall not be incurred unless the proposal for expenditure is submitted for the prior written approval of the NSW Minister of Health or his/her delegate.

6.7 Procurement of Art Works

All procurement of Art Works must be authorised by the Health and The Arts Committee prior to purchase regardless of value or a positions delegation limit.

The definition of Arts is available under the [NSW Health and The Arts Framework](#).

7. General Financial Delegations

7.1 Bank Accounts

Item	Authorised Delegate(s)
a Signing of cheques on JH&FMHN General, and Special Purpose and Trust Funds	Any two authorised cheque signatories: <ul style="list-style-type: none"> JH&FMHN: CE, EDCS, CFO, Financial Accountant NSW Ministry of Health: CFO, Deputy CFO
b Authorising Electronic Funds Transfers	Level 4 and one of the following cheque signatories: <ul style="list-style-type: none"> CE EDCS CFO Financial Accountant
c Variation to approve Bank signatories	CE (for EDCS), EDCS (all other signatories)

7.2 Petty Cash/Cash Floats

Item	Authorised Delegate(s)
a Establishment of cash floats	EDCS
b Approval of Petty Cash (subject to JH&FMHN policy 2.130 Petty Cash)	As per delegation
c Approval of Local Petty Cash (subject to JH&FMHN policy 2.130 Petty Cash)	Where special, local petty cash funds have been established, the person charged with safeguarding the fund may approve.

7.3 Patient Fees

Item	Authorised Delegate
a. Reclassify a patient from chargeable to non-chargeable	Level 3b; or Financial Accountant
b. Reverse Patients' Billing Accounts	Level 3b; or Financial Accountant
c. Authority to initiate internal and external debt recovery procedures	EDCS
d. Authority to initiate legal action to recover outstanding debts/accounts or recover courts costs	EDCS

7.4 Patient Trust Funds

Item	Authorised Delegate
a. Approve opening of a Special Purpose and Trust (SP&T) Fund	EDCS
b. Approve closure of SP&T Fund	EDCS

Item	Authorised Delegate
c. Approve a change to the spending cap applied across all patient kiosk accounts	Level 3b
d. Approve a kiosk product exchange or refund (per patient per transaction)	Level 3b; or Kiosk Cashier
e. Approve cash expenditure from a patient's trust account (per patient per single transaction)	Level 1 = Up to \$300 EDCS = Over \$300
f. Approve expenditure (excl. cash transactions) from a patient's trust account (per patient per single transaction)	Level 1 = Up to \$500 Level 3b = Over \$500 to \$5,000 EDCS = Over \$5,000 to \$10,000 CE = Over \$10,000
g. Approve a non-cash transfer of funds from a patient's private account to their trust account (per patient per single transaction)	Level 1 = Up to \$500 Level 3b = Over \$500 to \$5,000 EDCS = Over \$5,000 to \$10,000 CE = Over \$10,000

7.5 Accounts Receivable

Item	Authorised Delegate
a. Write-off Bad Debts (General Account and Patient Fees Debtors)	EDCS
b. Refund, Waiver or Postponement of Fees	EDCS

7.6 Issue of Payment Summaries

Item	Authorised Delegate
Issue of Payment Summaries	Director Workforce

7.7 Investments

Item	Authorised Delegate
Investments (Subject to Public Authorities (Financial Arrangements) Act 1987)	EDCS

7.8 Remittance to Government

Item	Authorised Delegate
Authorities under the Unclaimed Money Act 1995	EDCS

7.9 Approval of Business Activity

Item	Authorised Delegates
Statement (BAS)	CFO

8. Media Delegations

8.1 Media Releases

Item	Authorised Delegate
Media Releases	CE

9. Legislation and Related Documents

Legislation	Government Information Public Access Act 2009 Health Services Act 1997 Public Authorities (Financial Arrangements) Act 1987 Public Finance and Audit Act (1983) Unclaimed Money Act 1995
JH&FMHN Policies and procedures	1.253 Access to Private Health Services 2.002 Acceptable Use of Communications Systems 2.130 Petty Cash 2.150 Purchasing 3.105 Health Manager Salary
NSW Health Policy Directives and Manuals	PD2009_076 Communications – Use and Management of Misuse of NSW Health Communications Systems PD2012_021 Managing Excess Staff of the NSW Health Service PD2012_059 Delegations of Authority - Local Health Districts and Specialty Health Networks PD2014_005 Goods and Services Procurement Policy PD2016_010 Official Travel PD2017_018 Health Services Act 1997 - Scale of Fees for Hospital and Other Services Accounting Manual for Public Health Organisations Accounts and Audit Determination for Public Health Organisations Leave/Salaries Manual - Public Service

Appendix 1 - Delegation Authority required for the Procurement of Goods and Services not on the Government Contract (Excluding Consultancy Services)

All values listed are inclusive of GST

