

## Delegations Authority

<b>Policy Number</b>	2.022
<b>Policy Function</b>	Leadership and Management
<b>Issue Date</b>	19 October 2021
<b>Summary</b>	<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 delegation.</p>
<b>Responsible Officer</b>	Executive Director Corporate Services
<b>Applicable Sites</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Administration Centres</li><li><input checked="" type="checkbox"/> Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)</li><li><input checked="" type="checkbox"/> Health Centres (Adult Correctional Centres or Police Cells)</li><li><input checked="" type="checkbox"/> Health Centres (Youth Justice NSW)</li><li><input checked="" type="checkbox"/> Long Bay Hospital</li><li><input checked="" type="checkbox"/> Forensic Hospital</li></ul>
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<b>Authorised by</b>	The Board, Justice Health and Forensic Mental Health Network

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## 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
NDoNMS	Network Director of Nursing and Midwifery Services
DDNMS	Deputy Director of Nursing and Midwifery Services

## 1. Purpose

The purpose of this Delegations Authority is to establish the level of authority delegated by the Justice Health and Forensic Mental Health Network (the Network) Board to specified staff positions.

The underlying intention in establishing such delegations is to facilitate the efficient operation of the Network 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 Network Board of directors operates under the Authority of the NSW [Health Services Act 1997](#) and under its own By Laws. The Network Board resolved under the provisions of the [Health Services Act 1997](#) and NSW Health [PD2012\\_059 Delegations of Authority - Local Health Districts and Specialty Health Networks](#) to delegate the functions of the Network to the approved positions as specified in this document.

#### 1.1.1 Accounts and Audit Determination

Compliance with the [Accounts and Audit Determination For Public Entities in NSW \(the Determination\)](#) is a condition of subsidy and is also required under the annual *Financial Requirements and Conditions of Subsidy (Government Grant)*, issued each financial year in conjunction with the Service Agreement and budget allocation advice.

The Network Board and the CE are responsible to ensure compliance with [the Determination](#) as outlined in section 1.1 of [the Determination](#).

Additionally, section 2.5 of [the Determination](#) also contains specific requirements about Delegations Authority, including the requirements for the Network to:

- a) maintain an up-to-date, approved, delegations manual;
- b) ensure the delegations manual is consistent with the Minister and Health Secretary Delegations;

- c) ensure that delegated financial authority aligns with approved expenditure and revenue budgets

## 1.2 Authority to Incur Expenditure

The Board of the Network 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 Network.

Delegates must only incur or commit to an expenditure that is within their delegation set out in this policy. To change the level of financial delegation please refer to section 1.3.

Prior to committing into any expenditure, delegates must also ensure that funds are available, cost is within existing budget and the expenditure is cost effective. 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.

Delegates must only incur and approve expenditure for those goods, services and personnel matters related to their Directorate or area. For example, the purchase of medical equipment for a Health Centre would be approved by member of the Clinical Operations Directorate or the according to the delegation limits, not by a member of Finance or other non-clinical officer.

## 1.3 Changes to the Delegations Authority

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

## 2. Principles of Delegations

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

### 2.1 Clarity of Authority

The delegations must be clear and unambiguous to support internal auditing and compliance monitoring and to enable the Chief Executive and Board to hold delegated officers accountable.

### 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 the Network. 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 policy.

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](#).

## 2.6 Self-Authorisation

Officers must not authorise the reimbursement of expenses to themselves, procurement of goods or services benefiting themselves, nor 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 Network Board or the CFO.

## 2.7 Manipulation of Transaction Limits

The monetary limits specified in this policy are the maximum delegated amounts. They do not imply or confer authority to spend more than the organisation's or unit's uncommitted budget allocation for a particular category.

Delegation limit must not be artificially avoided by the use of multiple orders or the reduction of an overall commitment into multiple sub-orders. The delegation limit applies to the total purchase, not each individual item.

The monetary limits specified must be exclusive of the Goods and Services Tax.

## 2.8 Expenditure Process and Documentation

Commitments must be evidenced through the issuance of an official Network Purchase Order. HealthShare produces Network Purchase Orders upon receipt of a 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 Network policy [2.150 Purchasing](#).

In certain circumstances, purchase commitments may be evidenced by a “letter of contract” that bears the same information and approval as a Purchase Order. Copies of any authorised letters of contract should be supplied to the CFO prior to issuing a Purchase Order.

### 3. Scope of Delegations

All expenditures 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 the Network.

The Network Board has overall responsibility for ensuring process and procedures are in place for service delivery. A comprehensive financial report must be provided to the Network 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 Network Board and CE must 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	Administration and Data Coordinator Forensic Mental Health Clinical Integration Manager Coordinator of Medical and Dental Staff Appointments Domestic Services Manager Manager Aboriginal Health, Integrated Care Service Manager Administrative and Records Management Manager Business Services Manager - Drug & Alcohol Administrative Services Manager Interpersonal Student Program Manager Radiography Manager State-wide Physiotherapy Services Manager Workforce Planning & Design Manager, Court Report and Coordination Unit Nursing Unit Managers	\$750
Level 2	After Hours Nurse Manager (Custodial Health) Business Manager – Custodial Health Business Manager – Forensic Mental Health Business Manager – Hospitals and Corporate Clinical Support Nurse Manager Cluster Nurse Manager Deputy Director of Nursing (Forensic Hospital) Financial Accountant Human Resources Manager Manager Blood Borne Viruses and Sexual Assault	\$1,500

Delegation Level	Positions	Delegation Limit
	Manager Connections Program Manager Health Information and Record Services Manager, Office of the CE Manager Payroll and Employee Services Manager Workforce Operations Nurse Manager – Drug and Alcohol Programs Nurse Manager on Duty, The Forensic Hospital Operational Nurse Manager Long Bay Hospital Programs Manager, Population Health Senior Industrial Relationship Officer Senior Business Analyst	
Level 3a	Chief Pharmacist (other than purchasing pharmaceuticals) Clinical Resources Nurse Manager Deputy Clinical Director Primary Care Deputy Clinical Director Forensic and Long Bay Hospitals Deputy Clinical Director Custodial Mental Health Deputy Clinical Director Drug & Alcohol Director, Health Intelligence and Analytics Unit Manager Adolescent Mental Health and Drug and Alcohol Programs Manager Allied Health Services Manager Contracts & Procurement Manager – Drug and Alcohol Release Planning Services Manager – Drug and Alcohol Strategic Operations Manager Health Advancement Manager ICT Support Manager Integrated Care Services Manager Innovation and People Manager Education and Training Manager Management Accounting and Efficiency Manager Performance & Strategy Manager Security and Fire Safety Manager Data Analytics Manager Service Development and Quality, Clinical Business Unit Nurse Manager Adolescent Health Nurse Manager Clinical Quality and Compliance Nurse Manager Custodial Mental Health Nurse Manager Metropolitan Region Nurse Manager Northern Region Nurse Manager Professional Programs Nurse Manager Southern and Western Region Nurse Manager Women’s, Outer Metropolitan and Central Tablelands Region Operations Manager Community Forensic Mental Health Service Operations Manager Primary Care, Clinical Operations Manager Primary Care, Services and Programs Operations Manager State-wide Community and Court Liaison Service Performance Integration Manager Research Operations Manager Senior Research Officer Clinical Lead Nurse Manager	\$2,500



Delegation Level	Positions	Delegation Limit
Level 3b	Chief Financial Officer Chief Information Officer Clinical Director Adolescent Mental Health Clinical Director Aged Care and Rehabilitation Clinical Director, Community Forensic Mental Health Service Clinical Director, Custodial Mental Health Clinical Director Drug and Alcohol Clinical Director, Forensic and Long Bay Hospitals Clinical Director Oral Health Clinical Director, Population Health Clinical Director, Primary Care Clinical Director, State-wide Community and Court Liaison Service Deputy Director of Nursing and Midwifery Services Director Aboriginal Strategy and Culture Director Allied Health Director Clinical and Corporate Governance Director Commissioning Director Communications Director Medical Programs Director of Nursing Services, Forensic Hospital Director Organisational Development Unit Director Workforce Manager Corporate Operations Nurse Manager Operations, Access and Demand Management Service Director Courts and Community Mental Health Service Director Custodial Mental Health Service Director Drug & Alcohol Services Service Director Population Health Service Director Primary Care	\$5,000
Level 3c	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	Executive Director, Clinical Operations (other than purchasing pharmaceuticals) Executive Director, Performance and Planning Executive Medical Director	\$10,000
Level 5	Executive Director, Corporate Services	\$50,000
Level 6a	Chief Executive	\$1million
Level 6b	Chief Executive	As per this document
Level 7	Network Board	As per this Document
Level 8	Secretary, NSW Health Deputy Secretary, Strategy and Resources	As per this Document

Delegation Level	Positions	Delegation Limit
Level 9	Minister for Health	As per this Document

## 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 and capital payment if it matches the project deed including approved variations.	\$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 should have 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 General Procurement of Goods and Services

Whole of Government or Health Contracts are arranged to provide the best value for money on a statewide basis and in this context; not purchasing from the Contract because better prices or conditions exist locally, is not a valid justification for deviation from the Contract.

The quotation requirements for items not in contract, including period contracts, applicable to the Network are:

- 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, please refer to section [4.9](#))

Please refer to Network policy [2.150 Purchasing](#) for the detailed requirements of the purchasing process.

Refer [Appendix 1](#) for the purchasing delegation of goods or services not available under an existing Whole of Government or Health Contract.

#### 4.2.3 Requisitioning of Pharmaceuticals

Value	Authorised Delegate(s)
Up to \$10,000	Chief Pharmacist
Up to \$50,000*	EDCO
Over \$50,000	CE

\* Subject to retrospective approval by the EDCS.

#### 4.2.4 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 (LHD) for emergency or other treatment not available internally. Under NSW Health [PD2019\\_030 Health Services Act 1997 - Scale of Fees for Hospital and Other Services](#), the cost of this service must be borne by the LHD providing the service.

Where the LHD cannot provide the service, the LHD must 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 Network policy [1.253 Access to Private Health Services](#).

#### 4.2.5 Procurement of Art Works

In addition to the delegation limit, all procurement of art works must be authorised by the Health and The Arts Committee prior to purchase regardless of the value.

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

### 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 policy. However all technology related purchases are subject to endorsement and pre-approval by the Chief Information Officer in order to ensure compliance with the Network technology standards, approved Network Strategic Plan and NSW Health requirements.

#### 4.7 Capital Works and RMR

The projects funding and expenditure co-ordinated with NSW Health, Corrective Services NSW or Youth Justice NSW must be approved by relevant Agencies. Supervision of the major work is performed by project officers from the Health Infrastructure and the Network ensures that work carried out is satisfactory. Minor Capital Works can only be carried out if approved under the Network's Minor Capital Works Program.

#### 4.8 Authority to Write-Off and Write-Up Items

Write-off and write up authority rests with the Network Board in accordance with the NSW Health [Accounting Manual for Public Health Organisations](#). The Network 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 Committee.

Item	Authorised Delegate(s)
a. Up to \$500	CFO

Item		Authorised Delegate(s)	
	Write-off and Write-up of stock per item ** (see Delegation Note)	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 on 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. The tender committee reviews tenders received in detail and makes recommendations. For purchase of goods and services less than \$250K, quotation may be required. Please refer to section [4.2.2](#) for more information on quotations.

Tendering process must be carried out in accordance with the NSW Health [PD2019\\_028](#) NSW *Health Goods and Services Procurement Policy*.

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 Network 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 Workforce.

Subsequently, the request must 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 completed and endorsed, the request will be submitted to the Employee Review Committee (ERC) for consideration. The ERC must 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	<ul style="list-style-type: none"> <li>- If the acting CE is an Executive* at the Network: the Board or Secretary, NSW Health in consultation with the Board</li> <li>- If the acting CE is <b>not</b> an Executive* at the Network: Secretary, NSW Health in consultation with the Board</li> </ul>
Item	Authorised Delegate(s)
b Authority to change titles of staff	CE on recommendations of ERC (Employment Review Committee)

\*Executive means a Health Services senior executive under the [Health Service Act 1997](#).

### 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.

### 5.1.2 Staff Appointment Approval

On receiving the signed, written recommendation of a selection panel

Item	Delegation Level	Variation(s) from Delegation Level
Delegation levels 1, 2, and 3	4	3c (can approve up to level 3b only)
Delegation levels 4 and 5	6a	-
Delegation level 6	The Board with an agreement from Secretary	-
All non-managerial positions	4	3c
All temporary contract of medical staff	6a	EMD

### 5.1.3 Signing of Appointment Letters

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

## 5.2 Changes to Pay Rates

All staff must be paid within the guidelines, terms and conditions of their award. Periodic adjustments to remuneration for employees eligible for such adjustments based on performance, merit or other circumstances must be based on written recommendation from their Executive Director or the CE. Documented written approval must be kept in P file. Health managers are remunerated as per Network policy [3.105 Health Manager Salary](#).

## 5.3 Dismissal of Staff

Item	Delegation Level	Variation(s) from Delegation Level
CE	The Board with an agreement from Secretary, NSW Health; or Secretary, NSW Health	-
All other positions	6a	-

## 5.4 Voluntary Redundancy

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

## 5.5 VMO Time Sheet Approval (Refer to [2.3](#))

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

## 5.6 Leave

Approval of all types of leave is subject to the employee having sufficient entitlements and in accordance with relevant NSW Health Policy Documents and Award conditions.

Item		Delegation Level	Variation(s) from Delegation Level	
a.	Annual Leave	< 4 weeks	1	-
		> 4 weeks	4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors
b.	Sick / Personal Carer's Leave	Sick Leave	1	-
		Personal Carer's Leave (in conjunction with Sick Leave entitlements)	2	-
c.	Special Leave	Military Leave, State Emergency Leave, Repatriation Leave, other Special Leave	4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors
d.	Maternity Leave (incl. Maternity LWOP)		4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors
e.	Long Service Leave	< 4 weeks	4	Service Director(s), NDoNMS, DDNMS, DNS, 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, DDNMS, DNS, Co-Directors



Item		Delegation Level	Variation(s) from Delegation Level	
	Over 2 months	6a	-	
h.	Study Leave	4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors	
i.	Conference Leave – for external conference please refer to Policy 2.013 <i>External Conference Attendance and Presentation</i> (excl. TESL)	Up to 5 days (within Australia)	4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors
		Over 5 days (within Australia)	4	-
		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 and/or domestic travel expense up to \$5,000. (within Australia)	4	Service Director(s), NDoNMS, DDNMS, DNS, Co-Directors
		Conference attendance fee over \$1,000 and/or domestic travel expense over \$5,000. (within Australia)	4	-
j.	TESL (for staff Specialists and Continuing Medical Education Leave for Career Medical Officers)	Domestic	EMD	-
		Overseas	EMD	-
k.	VMO/VDO and Senior Medical Staff Leave	3a	-	
l.	Learning and Development Calendar Course Leave	2	-	
m	Career Break Scheme	4	3c	

## 5.7 Higher Grade Duties Allowance

Appointment is subject to Network policies

Item	Delegation Level	Variation(s) from Delegation Level
Managerial Position Level 1	2	-
Managerial Position Level 2	3b	-
Managerial Position Level 3	4	3c (can approve up to level 3b only)
Level 4 and 5	6a	

## 5.8 Overtime

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

## 5.9 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

## 5.10 Regrading

All regrading applications must be considered by the Employment Review Committee (ERC), for in principle support prior to assessment of the position description by the Network 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.

## 5.11 Flexible Work Practices

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

## 5.12 Secondments

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

## 5.13 Token Gifts

All staff members have the obligation to comply with 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 <a href="#">PD2016_010</a> Official Travel)	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, DDNMS, Co-Directors
Increase in the motor vehicle fleet	5	-

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

Item	Delegation Level	Value
Signing of Contracts*, Service Agreements or Execution of License Agreements within approved budgets	5	Up to \$50,000
	6a	>\$50,000

\*this excludes a contract of employment.

Contracts valued above \$150,000 (including GST) must be disclosed in accordance with [Government Information Act 2009](#) (GIPA)

#### 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 the Network in legal matters	TMF	CE

## 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 Legal Advisor)	4	Legal Advisor
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	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 Network computer and IT systems are governed by the following:

- 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 (CIO) is the principal officer responsible for the security and integrity of all computer resources and programs. As such, the CIO may exclude individuals from accessing all or any part of the IT infrastructure and programs. 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 must include level 4 delegates. New IT equipment must be approved by level 4 delegates.

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 written approval of the NSW Minister of Health or his/her delegate.

## 7. General Financial Delegations

### 7.1 Bank Accounts

Item	Authorised Delegate(s)
a. Authorising cheques or Electronic Funds Transfers on General and Special Purpose and Trust Funds	Any two bank signatories of the following: <ul style="list-style-type: none"> <li>• CE</li> <li>• EDCS</li> <li>• CFO</li> <li>• Financial Accountant</li> <li>• NSW Ministry of Health: CFO or Deputy CFO</li> </ul>
b. Variation to approve Bank signatories	CE (for EDCS), EDCS (all other signatories)

### 7.2 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

### 7.3 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
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

Item	Authorised Delegate
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

## 7.4 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

## 7.5 Issue of Payment Summaries

Item	Authorised Delegate
Issue of Payment Summaries	Director Workforce

## 7.6 Investments

Item	Authorised Delegate
Investments (Subject to <a href="#">Public Authorities (Financial Arrangements) Act 1987</a> )	EDCS

## 7.7 Remittance to Government

Item	Authorised Delegate
Authorities under the <a href="#">Unclaimed Money Act 1995</a>	EDCS

## 7.8 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](#)

### Network Policies and procedures

[1.253](#) *Access to Private Health Services*

[2.002](#) *Acceptable Use of Communications Systems*

[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*

[PD2018\\_030](#) *NSW Health Goods and Services Procurement Policy*

[PD2016\\_010](#) *Official Travel*

[PD2017\\_018](#) *Health Services Act 1997 - Scale of Fees for Hospital and Other Services*

[PD2019\\_002](#) *NSW Health Service Senior Executive Arrangements*

[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 Whole of Government or Health Contract (Excluding Consultancy Services)

All values listed are inclusive of GST

