



Health

South Eastern Sydney
Local Health Network

DELEGATIONS OF AUTHORITY MANUAL

Delegations of Authority Manual

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Delegations of Authority Manual

Introduction

This Manual specifies the authority to make decisions and incur expenditure as approved by the South Eastern Sydney Local Health Network (SESLHN) Governing Council and delegated by the Chief Executive. These delegations are an important and essential instrument of internal control and all officers are to strictly adhere to the authorities outlined.

This Manual replaces all previous Delegations Manuals of the former South Eastern Sydney & Illawarra Area Health Service and delegation of authority advices (memos) issued either by the Area or its facility managers.

References to dollar limits do not relieve the person authorising expenditure from verifying that the expenditure is appropriate and that the unit/facility has sufficient unallocated or unspent funds in its budget to cover the expenditure.

The expenditure limits contained in the Delegations Manual are exclusive of the Goods and Services Tax (GST), which is currently levied at the rate of 10%.

Delegations are always subject to SESLHN and Department of Health policy, legislation and regulations.

Delegations and dollar limits may be reduced or withdrawn by the Governing Council or Chief Executive at any or all of the SESLHN units covered by this Manual at any time.

The format of this Manual is designed to standardise delegations across the Network.

This simplified format has been achieved by grouping delegated officers into categories that equate to the organisation structure of SESLHN. In taking this approach, it is to be noted that each delegated officer within a group can only exercise a delegation that relates to their area of responsibility. For example, this Manual allows a number of categories of Delegated Officers to authorise overtime. Individual delegated officers within a category are only permitted to authorise overtime for staff within their own area of responsibility.

Please advise Peter Hudnall, Chief Financial Officer (Gatekeeper Responsibility) (fax 9540 7151) of any edits or additions so that the manual can be kept as accurate and easy to use as possible.

Delegations of Authority Manual

1. POWER OF DELEGATION AND THE PURPOSE OF THE MANUAL

1.1. Authority for and Application of the Accounts and Audit Determination

In exercise of the power conferred under Section 127(5) of the Health Services Act 1997, No. 154, the Director-General as delegate of the Minister, has determined that every health organisation receiving a subsidy shall comply with the requirements of the Accounts and Audit Determination and of the Accounting Manual for Area Health Services and Public Hospitals, as a condition of that subsidy.

The Director-General may impose further conditions of subsidy as may be deemed appropriate in relation to any health organisation.

1.2. Responsibility to Comply with the Accounts and Audit Determination

The Chief Executive of a health organisation shall be responsible to ensure:

- a) the proper performance of its accounting procedures including the adequacy of its internal controls;
- b) the accuracy of its accounting, financial and other records;
- c) the proper compilation and accuracy of its statistical records; and
- d) the due observance of the directions and requirements of the Director-General and the Department

as laid down in the Determination and in Circulars and directives issued by the Minister, the Director-General and the NSW Health Department.

1.3. Affixing of Common Seal

Pursuant to Section 39 (1)(e) of the Health Services Act 1997, and the Governing Council's approval of the interim South Eastern Sydney Local Health Network By-Laws the official seal shall be affixed to a document only;

- a) "in the presence of the Chief Executive;" and
- b) witnessed by the signature of the Chief Executive."

In the event that Chief Executive approval for a transaction is required, but cannot be obtained within the time required for the transaction, the two following persons may together sign and date a document approving the transaction:

- Director Operations
- Chief Financial Officer

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In this event, one of these signatories shall inform the Chief Executive as soon as practicable, and shall submit the document approving the transaction to the Chief Executive for its ratification no later than 30 days following the date of the transaction.

1.4. Purpose of the Delegations Manual

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

The Delegations Manual has two functions, namely:

- a) To detail authority delegated by the South Eastern Sydney Local Health Network Chief Executive to specified staff positions; and
- b) To detail authority to incur expenditure delegated by the South Eastern Sydney Local Health Network Chief Executive.

The underlying intention in establishing such delegations is to facilitate the effective and efficient operation of South Eastern Sydney Local Health Network within the precepts and sanctions set by the NSW Health Department and the South Eastern Sydney Local Health Network Governing Council.

2. PRINCIPLES OF DELEGATION OF AUTHORITY

The overriding principle of delegation of authority within South Eastern Sydney Local Health Network is to ensure that relevant directions of the NSW Health Department, the Network's Governing Council and Chief Executive are complied with.

The delegation to a position is unique and is not transferable by the delegate. A delegation made to any officer holding a specified office may, in the absence of that officer, be exercised by a person acting or relieving in that office. When officers who are acting or relieving in a position exercise authority delegated to that position, they shall specify the position in which they are acting or relieving.

In the event of an emergency, if the appropriate delegated officer is temporarily absent, any certification shall be made by an officer at the next higher level of delegation.

Delegated authority is subject to internal controls and to any over-riding State or Federal laws, eg. regarding the purchase or dispensing of dangerous drugs.

Delegates may apply more restrictive delegations to officers over whom they have direct managerial control than the delegations listed in this Manual.

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The monetary limits specified in this Manual 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. The monetary limits specified also refer to the total cost regardless of the number of orders necessary for any purchase. The delegation limit applies to the total purchase, not each individual item.

No officer will:

- Authorise expenditure or expenditure reimbursement to himself/herself.
- Certify his/her own time sheet (except in accordance with the Area's KRONOS Sign-Off Policy) or authorise their own higher duty allowance, overtime, or annual/long service leave.
- Authorise additional expenditure to take the total cost of a purchase over that Officer's delegation limit.

The authorising person for these and similar matters shall be a more senior officer unless permitted by a directive in writing by the Chief Executive.

The Director General of Health can approve the Chief Executive's expenditures.

Amendments to this Manual must be approved by the SESLHN Chief Executive. The Chief Financial Officer may recommend amendments to this manual on the submission of a service's or unit's Executive Director. The SESLHN Chief Executive shall note and endorse such changes no later than 30 days after submission.

3. SCOPE OF APPLICATION OF DELEGATIONS

This manual applies to all controlled units of South Eastern Sydney Local Health Network.

To the extent that associated organisations in SESLHN use SESLHN infrastructure services and systems, the delegations in this manual also apply to those hospitals/facilities.

Delegates shall exercise the powers, authorities, duties, and functions delegated to them in a responsible, efficient and consistent manner.

In approving expenditure, officers shall consider:

- a) The availability of funds within the budget allocation for the relevant expenditure category (line item), and
- b) The dollar limit of their delegation specified in this manual for the category of expenditure.
- c) The availability of funds in respect to SP & T accounts.

All delegates are required to comply with policy directives and guidelines issued by NSW Health and SESLHN, and their own unit's manuals, circulars and directives. Current NSW Health manuals include:

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- Accounting Manual for Public Health Organisations
- Accounts and Audit Determination for Public Health Organisations
- Building and Equipment Manual
- Corporate Governance & Accountability Compendium for NSW Health
- Fees Procedures Manual for Area Health Services and Public Hospitals
- Leave Matters Manual for Area Health Services and Public Hospitals
- Occupational Health & Safety and Rehabilitation Guide
- Patient Matters Manual for Health Service Area's
- Purchasing and Supply Manual for Area Health Services and Public Hospitals
- Safety and Security Manual

Compliance with approved policies and procedures as outlined in the above manuals is mandatory. Any practices that inappropriately circumvent either the Network's Delegations, as prescribed in this Manual, or are in breach of NSW Government Purchasing Policies reflect a breakdown of site internal controls. Managers are therefore accountable for ensuring that all staff under their control are familiar with the contents of this Manual and the above policy documents.

Compliance with the provisions of the Public Authorities (Financial Arrangements) Act is also required.

The Network or a site therein may issue directives from time to time that further restrict the delegations contained in this Manual. All directives issued before the Governing Council has ratified this Manual are withdrawn.

4. THE DELEGATION STRUCTURE

The Manual attempts to follow the management structure of the Network and its facilities. The delegations should be read in conjunction with the Network's Organisational/Functional Structure Chart. An officer's delegations cover the allocated responsibilities and include those of officers for whom she/he has responsibility.

All services provided within the SESLHN will exercise Delegations in accordance with this Manual relevant to their individual services and structures. The respective Executive Director/General Manager may restrict delegations at a local level if so required.

The Directors, Operations have a special delegation. Each has the authority to sanction a delegation in anticipation of approval by the Chief Executive in relation to approved capital works projects in the absence of, or unavailability of, the Chief Executive, and in relation to other matters where such delegation is necessary for the smooth conduct of a facility's business. No later than 30 days after submission, the Chief Executive shall be advised of the authority so granted, for its endorsement.

In the event that Chief Executive approval for a transaction is required, but cannot be obtained within the time required for the transaction, the two following persons may together sign and date a document approving the transaction:

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- A/Director, Operations; and
- Chief Financial Officer

In this event, the Chief Financial Officer shall inform the Chief Executive as soon as practicable, and shall submit the document approving the transaction to the Chief Executive for its ratification no later than 30 days following the date of the transaction.

5. CATEGORIES OF DELEGATION

As noted in the introduction to this Delegations Manual, delegated officers have been grouped into categories that equate to the organisation structure of the SESLHN.

These categories are summarised below for reference when using this manual.

Should it be unclear what category a particular position is in, it should be discussed with the relevant Network Executive or Executive Director/General Manager to agree an appropriate category. This can then be discussed with the Chief Financial Officer for agreement and documentation.

CATEGORY	DECISION MAKING LEVELS
1	CHIEF EXECUTIVE
2	NETWORK EXECUTIVE 2A Director, Operations 2B Chief Financial Officer 2C Director, Clinical Governance 2D Director, Nursing & Midwifery Services 2E Director, Workforce Development
3	FACILITY GENERAL MANAGERS / DIRECTORS OF NETWORK SERVICES 3A Facility General Managers & Business Unit Directors 3B Medical Executive Director 3C Director, Mental Health 3D Director, Allied Health 3E Director, Primary & Community Health 3F Director, Planning and Service Development 3G Director, Performance Management 3H Director, Communications and Executive Services 3I Executive Clinical Director, Royal Hospital for Women 3J Manager, Community Participation 3K Manager, Aboriginal Health 3L Manager, Nursing Clinical Practice Develop. and Education

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CATEGORY	DECISION MAKING LEVELS
	3M Manager, Midwifery Practice Development 3N Manager, Workforce Services 3O Manager, Organisational Learning 3P Manager, Workforce Planning and Innovation 3Q Manager, Nursing Workforce 3R Manager, Facility Improvement 3S Manager, Workforce Performance
4	HOSPITAL/BUSINESS UNIT DIVISIONAL AND GROUP HEADS AND NETWORK DEPARTMENT HEADS (eg Heads of Divisions, Facility Directors of Nursing, Medical Services and Corporate Services, Clinical Programme/ Stream Directors, Business Unit Group/Divisional Managers) 4A Facility Finance and Corporate Services Managers 4B Manager, Professional Practice Unit 4C Manager, Network Financial and Budget Management 4D Director Operations, Business Units 4E Director, Network Research Governance
5	HOSPITAL DEPARTMENT HEADS / UNIT MANAGERS, TEAM LEADERS (eg Chief Pharmacist, Chief Radiographer, Deputy Director Nursing, Nurse Managers, Departmental Managers, Clinical Programme Managers, Service Development Managers, Business Unit 'Business Partners')
6	OTHER MANAGERS/SUPERVISORS (eg. Cost Centre Managers, Section Heads NUMs or equivalent)
7	OTHER DELEGATES AS SPECIFIED

In terms of these delegations, Departmental Managers are those who hold positions managing actual departments within the Facility / Clinical Management Unit / Program / Service, for which cost centre(s) have been established within the Network's budgeting system.

Cost Centre Managers (category 6) are those managers responsible for a single cost centre.

Delegations apply only to the cost centres relevant to the authorising officer's position in the organisational chart and set down in the list of Service Directors and Departmental Managers.

Delegations applicable to each officer should be attached to the Statement of Duties for that position so that the officer is fully aware of his/her authority and responsibilities.

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6. SPECIAL PURPOSE AND TRUST FUNDS

The following important principles apply to Special Purposes and Trust Funds:

6.1 Purchases from SP&T Funds

The assets of the SP&T Fund shall be applied only in accordance with the purposes for which they have been received and the Trust conditions attached to them. Expenditure from the Fund can only be made if funds are available for the purpose. Expenditure is subject to approval by Trustee(s) of Funds prior to referral to Delegates. Expenditures authorised by all Categories within this delegation will be reflected in the Schedule of Receipts and Payments for SP&T Funds, which is submitted to the Network's Finance and Performance Committee on a monthly basis.

6.2 Medical Specialist Private Practice Trust Funds

The assets of the Medical Specialist Private Practice Trust Funds (No. 2 Accounts) shall be applied only in accordance with the purpose for which they have been received and the Trust conditions attached to them. Expenditure authorised within delegation will be reflected in the Schedule of Receipts and Payments for SP&T Funds, which is prepared at the end of each month.

Except as provided below, all expenditure is to be approved in advance by the Network/Facilities' Staff Specialists Trust Fund Management Committee and recorded in minutes to be referred to the Chief Executive.

Any urgent expenditure requests must be approved at an extraordinary meeting by a majority of members and be submitted to the next full committee meeting for endorsement.

6.3 Principles

- (a) SP&T Funds may be designated as local funds applying to a particular Clinical Management Unit / Program / Service and not applying to any particular Hospital Unit.
- (b) If local funds are to be used, it must be on the recommendation or approval of the Director of the Clinical Management Unit / Program / Service concerned. Under Health Department guidelines, expenditure from Special Purposes Funds needs to be budgeted for and expenditure in a given year should align with budget.
- (c) If Network administration funds are to be used, it must be on the recommendation or approval of the Chief Executive except where otherwise indicated in these delegations.
- (d) If funds have been raised or designated for a particular department, the Departmental Manager's recommendation is essential.

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- (e) Expenditure from the Public Contributions Trust Funds must be applied in accordance with paragraph 4.25 of the NSW Health's Accounts and Audit Determination.
- (f) Expenditure is to accord with the intent of each Fund or donation.

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FUNCTION	CHIEF EXECUTIVE	NETWORK EXECUTIVE	FACILITY GENERAL MANAGERS/ DIRECTORS OF NETWORK SERVICES	HOSPITAL DIVISIONAL & GROUP HEADS & NETWORK DEPARTMENT HEADS	HOSPITAL DEPARTMENT HEADS / UNIT MANAGERS / TEAM LEADERS	OTHER MANAGERS / SUPERVISORS / Cost Centre Managers	OTHER SPECIFIC DELEGATES AND NOTES

7. GENERAL FINANCIAL DELEGATIONS

7.1 Accounts Receivable							
a) Write off, reduce, or remit patient fees, per admission:							
Up to \$5,000			3A				
Up to \$10,000		2B					
Over \$10,000	Yes						Finance & Performance Committee
b) Postpone patient fees, per admission							
Up to \$5,000 & less than one year		2B	3A				
Over \$10,000	Yes						Finance & Performance Committee
c) Write off payroll overpayments							
Up to \$500			3N				
Up to \$5,000		2E					
Up to \$10,000		2B					
Over \$10,000	Yes						Finance & Performance Committee
d) Write off bad debts other than patient fees							
Up to \$5000			3A				
Up to \$10,000		2B					
Over \$10,000	Yes						Finance & Performance Committee
e) Reclassify patients from chargeable to non chargeable, reverse patients accounts							
			3A 3C 3I				Patient Liaison Officer, Emergency Department Manager
f) Refund of Patients Fees							
Up to \$1,000 for each episode of care			3A 3C 3I				Deputy Mgr, BSC Patient Liaison Officer, Emergency Department Manager
Up to \$2,000 for each episode of care			3A				

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Up to \$10,000 for each episode of care		2A 2B					
Over \$10,000 for each episode of care	Yes						
g) Waiver of Front End Deductible for Private Patients							
Up to \$500			3A 3C 3I	4A			
Up to \$5,000		2A 2B					
Over to \$5,000	Yes						
h) Approve elective surgery for overseas patient		2A					
i) Waiver of overseas patient fees		2A					
7.3 Budgets							
a) Budgets - Financial Allocations to Units							
Annual budget strategy	Yes						
Annual Initial Allocation to Facilities/Services	Yes						
b) Budgetary Adjustments							
Over 1 year		2B					
One department to another on allocated funds between different divisions/groups			3A 3C 3I	4A			
c) Budget adjustment one line item or cost centre to a different line item or cost centre –							
Within the same division		2B	3A 3C 3I	4A 4C			
From one division to a different division within a controlled unit		2A	3A 3C 3I				
d) Budget adjustments/transfers between programs		2B					
e) Budget adjustments - allocations to Units							
Supplementation of budgets up to \$250K				4C			
Supplementation of budgets > \$250K		2B					
Supplementation of awards - no limit				4C			
f) Subsidy payments to units and requests		2B					

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from the Department of Health							
7.4 Claims for Payment							
a) Certify claims(s) for payment							
An Oracle order successfully matched to an invoice is a certification for payment						Yes	Accounts Payable Clerks, HSS
Other than Oracle order				Yes			
b) Authorise Payment run within Accounts Payable System							Accountant Financial Control
c) Authorise Drawing of Cheques / EFT							Accountant Financial Control
d) Authorise Drawing of Manual Cheques		2B					
e) Authorise additions/deletions to Oracle Master Vendor File							Accountant Financial Control
7.5 Authority to conduct fund-raising activities			3H				Note: Specific fund-raising officers may be delegated within facilities. Copy of written authority to Internal Audit.
7.6 Petty Cash / Out of pocket expenses					Yes		Maximum claim as determined as per Accounts & Audit Sect 7.34
7.7 GST Delegations							
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		2B		4A			
Approve and sign monthly Business Activity Statement (BAS) on behalf of SESLHN							Clinical Support Cluster, Southern
7.8 Bank Accounts							
Open and Close Bank Accounts		2B					
Signatories and Counter Signatories for Bank Accounts (two to authorise)		2A 2B					ONE MUST BE EITHER CHIEF EXECUTIVE OR CHIEF FINANCIAL OFFICER
7.9 Investments							

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Invest or redeem funds up to \$5m		2B					Requires 2 Signatures
Invest or redeem funds over \$5m	Yes	2B					Requires 2 Signatures
7.10 Use of corporate credit card.	Yes	2B					
7.11 Authorise creation or increase in Petty Cash Floats		2B					
8. DOLLAR LIMITS OF DELEGATIONS - REQUISITIONS & NON ORDER VOUCHERS EXPENDITURE FROM GENERAL FUND (Excludes S P & T - See Point 13)					SPECIAL NOTE: The following dollar limits of delegations are subject to approved budgets and capital works programs only.		
8.1 Non-Stock Goods and Services Excluding Pharmacy Items							
Up to \$1,000					Yes		
Up to \$10,000				Yes			Personnel where approved. e.g. Food Services Managers, Engineers, ICU Nursing Manager, Theatre Nursing Manager. Specific Authorities to be documented & provided to Internal Audit, Clinical Support Cluster.
Up to \$15,000 up to \$15,000 Prosthesis up to \$8,000 Medical & Surgical Supplies Up to \$200 Freight Charges & Rental Clinical Equipment							Temporary Delegation for; Operating Suite NUM STGH Anaesthetic NUM STGH Endoscopy Unit NUM STGH Equipment Coordinator ICU STGH Cardiac Cath Lab NUM STGH Emergency Department CNS STGH
Up to \$150,000				4A, 4D			

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Up to \$250,000		All 2's	3A,3B, 3C, 3I,				
Up to \$1,000,000		2A 2B					
Over \$1,000,000	Yes						
8.2 Plant and Equipment Purchase, Repairs, Maintenance & Maintenance Contracts							
Up to \$25,000			Yes	4A, 4D			Personnel where approved. Eg Engineer. Specific authorities to be documented and provided to Internal Audit, Clinical Support Cluster, Southern.
Up to \$50,000		Yes					
Up to \$100,000		2D					
Up to \$500,000		2A 2B					
Over \$500,000	Yes						
8.3 Regular Recurring expenditure eg Utilities, which do not require an order to be placed.			Yes				
8.4 Approval of payments of amounts already approved by the Chief Executive eg Subsidy payments to non Government organisations	Yes	2B					
8.5 Computer and other Equipment (entering Lease arrangements);							
Where capital cost up to \$500,000 and/or recurrent yearly payments up to \$100,000		2A 2B					
Where capital cost greater than \$500,000 and/or recurrent yearly payments greater than \$100,000	Yes (for referral to Dept)						Note: to be referred to Finance Division of the Department of Health for consideration. Ref: NSW Health Policy Leasing of Equipment PD2005_146
High technology items up to \$1M.	Refer to Dept.						

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9. LEGAL AND PROPERTY							
9.1 Authority to sign or vary MOU/ Leases/Contracts/Licence Agreements							
To others –							
Up to 3 years and up to a total of \$100,000		2A, 2B					
Over 3 years and over \$100,000 in total	Yes						
From others –							
Up to 3 years and up to a total of \$100,000		2A, 2B					
Over 3 years and over \$100,000 in total	Yes						
9.2 Agreement to out of court settlements	Yes						
9.3 Building Works/Capital Works							
Up to \$10,000			Yes				Capital Works Project Dir
Up to \$50,000		Yes					
Up to \$1,000,000		2A, 2B					
Over \$1,000,000	Yes						
9.3.1 Variation to Capital Works Contracts							
Approve variations within the approved contingency							Subject to Department of Commerce recommendation
Less than \$25,000			3R				
Less than \$1,000,000		2B					
Over \$1,000,000	Yes						
9.4 Engagement of Consultant							
Up to \$10,000				4B			
Up to \$20,000		Yes					
Up to \$200,000		2A, 2B					
Over \$200,000	Yes						Tender Required Over \$100,000

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9.5 Engagement of consultants to prepare Annual Reports;							Public Affairs
Up to \$30,000			3H				
Over \$30,000	Yes						
9.6 Engage legal counsel;							
Up to \$10,000		Yes					In accordance with PD2009_04 Legal Services – Engagement of External Providers for Related Matters.
Over \$10,000		2B					
9.7 Sale and Purchase of Land							Dept. of Health Ref. NSW Health Delegations Manual Sect 11.3 Sect 7.11 A/c's & Audit Det.
9.8 Intellectual Property sale or transfers		2B					
9.8.1 Authorise Material Transfer Agreements				4E			
9.9 Copyright sale, purchase or transfer		2B					
9.10 Deeds of Release		2B					
9.11 Waive Legal Rights		2B					Internal Auditor, Clinical Support Cluster, Southern
9.12 Authorise Investigations;							
Protective Disclosures	Yes						
Grievances		2A, 2B, 2C, 2E					
Statutory Complaints		2B, 2C					
Health Complaints Commission		2B, 2C					
9.13 Custody of Common Seal			3H				
9.14 Leasing of Telecom Towers							REFERENCE DOH Direction

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10. PURCHASING							
10.1 AUTHORITY TO SIGN OFFICIAL PURCHASE ORDERS							Operations Manager, HSS, Maintenance etc. Pharmacy (Orders for drugs of addition to be countersigned by Chief Pharmacist.
10.2 Network Executive members may from time to time authorise (in writing) specific positions or officers to sign official purchase orders for the conduct of appropriate SESIAHS business. Note: Such specific authorisations may set dollar limits suitable for the business to be transacted.	Yes	NOTE: Positions may only be authorised to raise and sign purchase orders on requisitions that have been fully authorised in accordance with these Delegations. Copy of each written authority to be provided to Internal Audit, Clinical Support Cluster – Southern.					
REQUISITIONING STOCK ITEMS							
10.3 Approve Requisitioning for Stock Items						Yes	
10.4 Approve inventory purchase orders							Chief Pharmacist Inventory Controller/ Warehousing Services provided by HSS. Executive Director and Department Head

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11. DISPOSAL OF EQUIPMENT AND PLANT							
11.1 Sale of Equipment or Plant held on the asset register: (other than computers or IT equipment):							Value is the estimated aggregate return (paragraph A2.2 of Chapter 10 of NSW Health Purchasing & Supply Manual). All disposals should be notified to Area Fixed Assets immediately. Disposal policy must be followed (refer to PD2006-110 Note: All disposals through the Area's Assets Management Committee. Referral to NSW Health's Assets and Contract Services Branch is also required.)
Proceeds up to \$1,500 (Negotiated sales or acceptance of written proposal)			Yes				
\$1,500 up to \$150,000 (Three written quotes)			3A, 3I				
More than \$150,000 (Complete tendering procedure or auction)		2B					
11.2 Disposal of all Computer and IT Equipment							Note: Subject to NSW Health approval. Clinical Support Cluster, Southern
- Up to \$1,000							
- > \$1,000		2B					
11.3 Write off of Plant & Equipment							
Write off plant and equipment with original book value:							
Up to \$25,000			3A, 3I				
Up to \$500,000		2B					
Over \$500,000	Yes						
11.4 Other Disposals							Disposal to be in accordance with the relevant legislation and Area of DOH policy.
- Drugs							
- Radioactive Material							
- Records							

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- Contaminated Waste							
12. AUTHORITY TO WRITE OFF AND WRITE UP STOCK ITEMS							
12.1 Write off or write up stock items Non-Pharmaceutical Stock							
-Up to 5% of total stock holding up to maximum of \$10,000			Yes				
-Over \$10,000 in value		2B					
12.2 Pharmaceutical Stock		2A					
12.3 Expired Biological Reagents		2A					
13. SPECIAL PURPOSE AND TRUST FUNDS (Excluding General Fund - See Point 8)							
EXPENDITURE FROM SPECIAL PURPOSE & TRUST FUNDS Approve expenditure from special purposes accounts in accordance with the terms and conditions of the donors or grants (excluding payment of grants, routine policy payments/recoupments) and following confirmation of sufficient funds. Purchase of capital equipment are also subject to approved budgets and capital works programs.							
13.1 Special Purpose & Trust Funds							
Approve opening of new SP&T fund account(s)		2B					
Approve closure of new SP&T fund account(s)		2B					
13.2 Approve expenditure of SP&T funds:							
Staff specialists' Private Practice Trust Funds:			Yes				Approval by the Network/Facilities' Staff Specialist Trust Fund Management Committee (see 6.2)

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Other than Staff Specialists' Private Practice Funds;							
Up to \$5,000				Yes			
Up to \$10,000			Yes				
Up to \$500,000		2A, 2B					
Over \$500,000	Yes						
13.3 Day to day expenditures from patients' assistance funds includes Samaritan Fund and Resident Patient Trust Accounts.							
Up to \$1,000				Yes			
Over \$1,000			Yes				
Over \$10,000		2A, 2B					
13.4 Approve expenditure from Public Contributions Account							
Less than \$50,000		2A, 2B					Refer to Accounts and Audit Determination for details
More than \$50,000	Yes						
14. GENERAL NON-FINANCIAL DELEGATIONS							
14.1 Role delineation and bed numbers –							
Delineation of role of hospital							Health Minister
Opening/closure of services for periods greater than 3 months							Director-General, NSW Health
Approval of bed numbers	Yes						
14.2 Burial of Indigent Person			Yes				
14.3 Freedom of Information (Fol) Note: appeals are made to the CE	Yes	Yes	3H				
14.4 Media Releases -							
Relating to Patients and Accidents	Yes		3H				

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Other	Yes	2B	3H				
14.5 Authenticate documents (which would otherwise require official seal)	Yes		3H				
14.6 Form and operate subsidiary companies							Health Minister pursuant to Health Services Act
14.7 Sponsorships (Charitable);							NSW Health Accounting Manual – Section 9 – Sponsorship Principles
Corporate:							
Less than \$10,000			3A				
Less than \$25,000		2B					
Over \$25,000	Yes						
Clinical:							
Less than \$10,000			3B				
Less than \$25,000		2A					
Over \$25,000	Yes						
14.8 Human Tissue Act –							Designated Officer and Designated Specialist.
14.9 Purchase/upgrade of mobile phones and hand held PCs;							
Mobile Phones:							
a) General fund/trust fund excluding Staff Specialist Private Practice trust fund		Yes	3A, 3C, 3I				
b) Staff Specialist Private Practice Trust Fund			3A, 3C, 3I				The Network/Facilities' Staff Specialist Trust Fund Management Committee
c) Replacement of like equipment with like equipment		Yes	3A, 3C, 3I				
Hand Held PC/PDA/Palm Pilot & smartphones:							
a) General fund/trust fund excluding Staff Specialist Private Practice trust fund		2B	3A, 3C, 3I				
b) Staff Specialist Private Practice Trust Fund			3A, 3C, 3I				The Network/Facilities' Staff Specialist

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							Trust Fund Management Committee
c) Replacement of like equipment with like equipment			3A, 3C, 3I				
14.10 Information Systems Access Authorisation							
SESIAHS Network Access					Yes		
Corporate Software Applications Access.					Yes		
Internet Access			Yes				
14.11 Approve expenses for use of private vehicle on official business					Yes		
14.12 Motor vehicle use;							
Replacement of like vehicle with like vehicle		2B	3A, 3C, 3I,				
Approve taking official vehicle home overnight on a regular basis because of a requirement to use the vehicle for official duties		2B					
Personal allocation of vehicle for business/private use		2B					
Full private use		2B					
Approve 100% private use for HES Officers		2B					
Increase motor vehicle fleet		2B					
Choice of motor vehicle		2B					
Purchase vehicles not in line with Area standard mix		2B					
Purchase special vehicles		2B					
Approve fitting of standard car phone and kits			3A, 3C, 3I				
Dispose of vehicle not to auction		2B					
Determine format of vehicle running sheet			3A, 3C, 3I				
Determine vehicle utilisation methodology			3A, 3C, 3I				
Exempt vehicles from rotation			3A, 3C, 3I				
Approve use of vehicle during periods of leave by other than Facility General Managers		Yes					See NSW Health Policy Directive - Motor Vehicle Policy PD2005_403

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Determine choice of vehicles for private Use		2B					
Allocation of vehicle for on-call, emergency, and/or security garaging			3A, 3C, 3I				
Accept accident notification							Fleet Manager
Suspend use for inappropriate use		2B					
Purchase replacement commercial vehicles		2B					
Sign Motor Vehicle Novated Lease Agreements;							
- Staff specialists		2B, 2E					Clinical Support Cluster, Southern
- Other		2B, 2E					Clinical Support Cluster, Southern
Replace vehicles not like with like		2B					
Approve fitting of business-use accessories			3A, 3C, 3I				
15. HUMAN RESOURCE MANAGEMENT							
APPOINTMENTS, CONTRACTS AND REGRADING							
15.1 Approve the creation or deletion of a position or declare the employee excess to requirements:-							
Corporate Executive	Yes						
General Managers and Executive Clinical Directors	Yes						
Directors (Area Services)	Yes						
Hospital Divisional or Group Heads		Yes					
Network Dept Heads		Yes					
Hospital Dept Heads/Unit Managers/Team Leaders			Yes				

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Other staff			Yes				
Directors and Deputy Directors of Community Based mental health care agencies			3C				
15.1A Approve filling of and appointment to positions with a commencing salary less than \$95K pa							
Directors (Area Services)		Yes					
Hospital Divisional or Group Heads		Yes					
Area Dept Heads		Yes					
Hospital Dept Heads/Unit Managers/Team Leaders			Yes				
Other staff			Yes				
15.1B Approve filling of and appointment to positions with a commencing salary of \$95K pa							
Corporate Executive	Yes						HES and HSM positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)
Directors (Area Services)		Yes					HES and HSM 6 positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)
Hospital Divisional or Group Heads		Yes					HSM 6 positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)
Network Dept Heads		Yes					HSM 6 positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)

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Hospital Dept Heads/Unit Managers/Team Leaders			Yes				HSM 6 positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)
Other staff			Yes				HSM 6 positions only with the agreement of the DG (See Recruitment Directive issued by DG on 2 Dec 2008)
SMPs							SMARC
15.2 Temporary appointment of:-VMO							
Up to 3 months			3B				
Over 3 months following advertisement		2A					
15.3 Approve a conditional/temporary registration and extension of temporary/ conditional registration of overseas medical staff			3B				
15.4 VMO / VDO service and indemnity contracts (in accordance with NSW Health Dept Policy PD2005_153)			3B				
15.4.1 Sign VMO Contracts			3B				
15.4.2 Approve Annual contracted hours to agreed budget level		2A					
15.4.3 Approve of sets of conditions for inclusion in service contracts,							Health Minister pursuant to Health Services Act, Chapter 8, Part 2
15.5 Regrade positions (other than senior medical staff, not covered by Area Credentials and Grading Committee)		2E	Site Delegation				Employment Review / Regrading Committee to recommend.
15.6 Change titles of positions			Yes				

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15.7 Increase salary based on performance (within existing Award grading structures)			3N				
15.8 Disciplinary, Dismissal And Voluntary Redundancy Issues							
15.8.1 Disciplinary Actions							
Remedial Action (eg Counselling)			Yes	Yes			
Warnings (including First, second and final warning)			3A, 3C, 3I, 3N				All actions are to be in conjunction with Manager Workforce Services (3N) or Manager Professional Practice (4B)
Demote or Transfer Staff (Transfer Staff to alternate duties or Transfer Staff to an alternate location)			3A, 3C, 3I, 3N				All actions are to be in conjunction with Manager Workforce Services (3N) or Manager Professional Practice (4B)
15.8.2 Dismiss Staff following disciplinary procedures	Yes						In conjunction with Manager Workforce Services (3N)
15.8.3 Termination of appointments of visiting practitioners in cases of serious sex or violence offences							Director-General, NSW Health pursuant to the Health Services Act, Chapter 8, Part 3
15.8.4 Voluntary Redundancy							
Offer voluntary redundancy package to employee	Yes						HES Staff approved by NSW Health
Authorise payment (calculation and actual) of voluntary redundancy package			3N				Calculation and payment by HSS
15.8.5 Suspend Staff			3A, 3C, 3I, 3N	4B			In conjunction with Manager Workforce Services (3N) or Manager Professional Practice Unit (4B)
TIME SHEETS AND ATTENDANCE RECORDS							
15.9 Approve time sheets/Rosters						Yes	
Approve employee to use Attendance							HR Function

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Record that is not in normal use							
- Authorise/Approve amendments to STAFF ON Timesheets/Rosters						Yes	All Roster Managers only
VMO /VDO Claims forms:--							
Certify claims							
- Authorise within contract hours				Yes			
- Authorise outside contract hours		2A	3A, 3B, 3C, 3I				
- Authorise VMO Fee for Service claim forms				Yes			
15.10 Payment for Radiology & Diagnostic Clinical Services not paid through VMO payment system (V MONEY)				Yes			
15.11 Outside Employment							
Approval to undertake paid work outside		2E	3A, 3C, 3I				In accordance in NSW Health Policy Directive – Code of Conduct PD2005 626
LEAVE (including VMOs)	Special Note: All of this Section (leave) to be referred to HR for advice						
15.12 Annual Leave							
Approval to take						Yes	
Approval to accrue excessive above award/legislative limits							
- Up to 4 weeks			Yes				
- Over 4 weeks		Yes					
15.13 Sick Leave							
Up to 2 days without medical certificate, certificate.						Yes	
More than 2 days with medical certificate.					Yes		

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15.14 Military Leave / State Emergency Service Leave/Civil Defence Leave				Yes			Network Human Resource Manager
15.15 Study Leave for -							Network Human Resource Manager
Tertiary courses				Yes			
Conference Leave				Yes			
Short Courses					Yes		Nurse Unit Manager
15.16 Training, Education & Study Leave Senior Medical Staff			3A, 3C, 3I				SSTFMC
15.17 Sabbatical Leave for Clinical Academics			3A, 3C, 3I				
15.18 Continuing Medical Education – CMOs			3A, 3C, 3I				
15.19 Maternity, Adoption and Parental Leave (including Maternity and Paternity Leave without pay (see below for AL & LSL)					Yes		Nurse Unit Manager
15.20 Family & Community Service Leave					Yes		
15.21 Long Service Leave							
Approval of taking leave. Up to 1 month					Yes		
Approval of taking leave. Over 1 month				Yes			
Payment in lieu of Long Service Leave for between 5-7 years service.			3N				
15.22 Leave without pay – All Staff;							
Up to 1 month					Yes		
Up to 12 months			Yes				
Over 12 months		Yes					
15.23 Repatriation Leave				Yes			
15.24 Special Leave;							
Corporate Executive	Yes						
Directors (Area Services / Executive Directors)		Yes					
Other staff							

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Up to 5 days				Yes			
Over 5 days		2E					
15.25 Other Specific Leave (include. Jury duty, Exam Leave, Trade Union Leave, Superannuation Seminar, Aboriginal Day)					Yes		
OFFICIAL TRAVEL							
15.26 Overseas Travel							
Expenditure from General Fund:							
Senior Medical Staff		2A, 2B					Check with NSW Health Policy Directives.
Staff other than Senior Medical Practitioner		2A, 2B					
No Expenditure (Leave Only)		2E					
Expenditure from a SP&T fund Including SMP's using TESL in accordance with award.		2A, 2B					SSTFMC
Presenting papers at conferences/seminars.		2E, 2A					
15.27 Domestic travel, including air travel and overnight stays							
Senior Medical Staff in accordance with the award			Yes				
All other staff:							
- Up to \$1000			Yes				
- Over \$1000		Yes					
HIGHER DUTIES ALLOWANCE							
15.28 Approve payment of higher duties allowance -							
Below Cost Centre Manager – up to 3 months						Yes	
Below Cost Centre Manager – over 3 months				Yes			

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Below Category 5 Delegates					Yes		
Below Category 4 Delegates				Yes			
Below Category 3 Delegates			Yes				
Below Area Executive		Yes					
Area Executive	Yes						
OVERTIME							
15.29 Certify overtime –							
Below Cost Centre Manager						Yes	
Below Hosp, Dept Head/ Unit Managers/ Team Leaders					Yes		
Below Hosp Div & Group Heads & Area Dept Heads				Yes			
Below Directors (Area Services) / Executive Directors			Yes				
15.30 Authorise overtime and/or call-back of staff and/or use of agency nurses					Yes		
15.31 Authorise overtime and/or call-back of staff rostered on call						Yes	
15.32 Authorise use of agency nurses outside of budget			Yes				
15.33 Issue of meal tickets for overtime in excess of 2 hours (in accordance with relevant industrial awards)					Yes		
MISCELLANEOUS PERSONNEL & PAYROLL							
15.34 Certify weekly payroll journal:							
Within generally accepted patterns							Payroll Manager, HSS

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Outside generally accepted patterns							Payroll Manager, HSS
15.35 Issue Manual Payment Summaries;							
- Approval							Payroll Manager, HSS
-Issue							Payroll Manager, HSS
15.36 Approve In-Service Training					Yes		
15.37 Issue statement of service;							
-Approval			3N				Human Resource Managers
-Issue			3N				Human Resource Managers
15.38 Authorise Rights of Private Practice for Allied Health Staff (in accordance with NSW Health Policy PD2005_317)			3B				
15.39 Certify Nurses Registration books							Human Resource Manager/Nursing Workforce Manager
15.40 Making / signing any workplace agreements	Yes						
15.41 Provide written Employee recommendations / References							Certificates of Service provided. Personal references to terminating employees not to be on official letterhead.
15.42 Secondments							
For training purposes				Yes			
Other than training purposes			Yes				
15.43 Change of Contract Hours within Budget				Yes			Human Resource Manager/Nursing Workforce Manager to verify
16. STAFF SPECIALISTS AWARD MANAGEMENT							
16.1 Part-time working arrangement			3B				SMARC
16.2 Recognition of specialist qualifications			3B				MDAAC
16.3 Recognition as "senior specialist"			3B				MDAAC
16.4 Normal duties – 4 day week or longer		2A					

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roster period							
16.5 Initial appointment to higher step/ accelerated progression			3B				Area MDAAC
16.6 Managerial allowance levels			3B				SMARC
16.7 Performance Agreement – nominee of Chief Executive to sign :-							
- Staff Specialists				Site DCS			
- Head of Department/Network/Division				Site DCS			
- Area Stream Director/Service Director	Yes						
16.8 Part-time Working Agreement and change between full and part-time			3B				SMARC
16.9 Work Location		2A					
16.10 Outside practice and other Business Activities			3B				Recommendation from Facility General Manager first.
16.11 Leave Approval				Site DCS			
16.12 Revocation of Delegations	Yes						

Document Authorisation Stamp

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Authorisation: Finance and Performance Committee

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Revision and History

Date	Revision number	Approval
February 2011	Draft	Former SESIAHS Delegations Manual amended to reflect change to South Eastern Sydney Local Health Network
28 February 2011	0	Peter Hudnall, CFO Approved by the SESLHN Governing Council on Wednesday 9 February 2011 Approved by the SESLHN Finance and Performance Committee on Thursday 24 February 2011.