

Delegations Manual

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Health Support Services – Delegations

Authority

The delegations detailed in this Manual are based on the Health Administration Corporation (HAC) being the overarching entity under the auspice of which the work of *Health Support Services* will occur. *Health Support Services* will act as a business unit within the Public Health System Support Division for the purposes of exercising its functions under section 126B of the Health Services Act 1997.

There will only be one Instrument of Delegation whereby:

- The Director-General will be delegating under section 126B(4) of the Health Services Act 1997, those powers vested in the Director-General under section 126B of the Health Services Act 1997, being provision of *Health Support Services*;
- The Director-General will be delegating, under section 21 of the Health Administration Act 1982, those staff related powers vested in the Director-General under Chapter 9 of the Health Services Act 1997 as to the “NSW Health Service” and any other Act which vests similar powers in the Director-General;
- The Health Administration Corporation will be delegating under the provisions of section 21 of the Health Administration Act 1982, those powers vested in HAC under the Health Administration Act 1982.

This Delegation Manual is separated into two parts. PART 1 specifies the delegations for *Health Support Services* and PART 2 specifies supplementary delegations for *Health Support Services* in the provision of shared services on behalf of Customer Health Services.

Table of Contents

Purpose of this Manual	3
Introduction	3
Accounts & Audit Determination	3
Principles of Delegation	5
Structure of Delegations – Part 1	7
Schedule 1. Delegations for Expenditure	9
Budget	9
Consultants	10
Corporate Purchase Card	10
Information Technology Expenditure	11
Communication Devices (including Mobile Phones) (Subjct to approval of protocols by Director TSS)	11
Petty Cash	12
Requisitions and Purchase Orders (In Contract)	12
Schedule 1. Delegations for Expenditure	15
Schedule 2. Capital & Minor Works	17
Schedule 3. General Financial Delegations	18
Asset Register	18
Funding Agreements & Government Grants	18
Schedule 4. Human Resources	19
Rostering	19
Recruitment & Selection	19
Regrading & Increments	20
Resignation	20
Leave	21
Allowances and Overtime	21
Hours	22
Staff Conduct & Performance	22
Secondary Employment	22
Schedule 5. Training & Travel	23
Overseas Travel	23
Conferences & Courses	23
Schedule 6. Non-Financial Delegations	24
Delegations	24
Records Management	24
Information Systems	24
Legal	25
Media	25
Motor Vehicle Use	25
Freedom of Information	26
Building Access	26
Oracle On-line Requisitions	26
Purpose of this Manual – Part 2	27
Introduction	27
Structure of Delegations	27

Purpose of this Manual

Introduction

The purpose of this manual is to establish the levels of authority delegated to duly appointed office holders and staff of the **Health Support Services**.

The underlying intention of this manual is to clarify accountability and responsibility for the day-to-day operation of **Health Support Services**.

Accounts & Audit Determination

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

While **Health Support Services** is not specifically specified in the Accounts and Audit Determination as having to comply, the Chief Executive will be responsible for ensuring:

1. the proper performance of accounting procedures including adequacy of internal controls;
2. the accuracy of its accounting, financial and other records;
3. the proper compilation and accuracy of its statistical records;
4. the due observance of the directions and requirements of the Minister and HAC; and
5. the observance of the Determination, policy directives and policy and procedure manuals issued by the government, Minister, Director-General and/or the Department of Health.

The Determination makes the following specific references to the Delegations manual:

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

“The Chief Executive Officer of a Public Health organisation shall ensure that the Manual of Delegations is kept up-to-date and that each delegate is adequately informed of the respective delegation” – C 7.10

The Delegations as specified hereunder comprise the Delegations Manual for **Health Support Services**. No amendments may be made to the specified delegations without the written approval of the Health Administration Corporation.

Principles of Delegation

1. This Delegations Manual has been compiled in order to:
 - a. Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by the **Health Support Services** on a day-to-day basis; and
 - b. Facilitate compliance with relevant directions from the Minister, Department and Corporation.
2. Delegated authority is subject to any overriding state or federal legislation.
3. Delegation of authority is considered, for the purposes of this manual, to be conferred by the Corporation in accordance with relevant state and federal legislation, manuals and policy directives.
4. The delegation of authority to a specified person is unique and may not be transferred or further delegated, **except** where, the absence of the person to whom the delegation is made requires that the authority be exercised by the person acting in the position to which the authority is delegated. Where officers are acting or relieving in a position and exercise a delegation in this way, the officer should specify the position, and the 'acting' nature of their occupancy in that role.
5. Delegates may apply more restrictive delegations to staff over which they have direct managerial control. A clear set of the revised delegations must be provided to the staff member in question where this occurs. *See point 15 regarding amendment of delegations.*
6. Where this manual specifies a delegation to a person or position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.
7. Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and do not include GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.
8. No delegate may:
 - a. Approve self related matters (eg authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave);
 - b. Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes; and
 - c. Split items or orders to bring them within any limit of their position's administrative responsibility.
9. The authorising person for the above, and other matters of a like nature, shall be a more senior member of staff unless otherwise specifically delegated for administrative purposes.

10. Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the NSW Health Code of Conduct. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.
11. In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each account.
12. Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.
13. All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the Department of Health.
14. The following Department of Health policy and procedure manuals are to be observed in the exercise of the delegations and in the day-to-day operations of the organisation:
 - Accounts and Audit Determination Manual (AAD)
 - Accounting Manual (AM) - Public Health Organisations
 - Combined Delegations Manual (CDM)
 - Purchasing and Supply Manual (P&S) - Public Health Organisations
 - Building and Equipment Manual (B&E)
 - Leave Matters Manual (LM) - Public Health Organisations
 - Protecting People and Property Manual (S&S)
15. Amendments, additions, and deletions to the Delegations Manual must be considered and endorsed by the Health Administration Corporation. Once endorsed, the change must be incorporated into the manual and any parties affected by the amendment formally notified.
16. All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the:
 - Director-General
 - Deputy Director-General, Health System Support
 - Chief Financial Officer
 - Director, Finance

Structure of Delegations – Part 1

The delegations detailed in this manual have been arranged according to functional area to allow for easy identification and reference. The schedules within which the delegations are arranged are set out below.

- S1 Delegations for expenditure
- S2 Capital & Minor Works
- S3 General Financial Delegations
- S4 Human Resources
- S5 Training & Travel
- S6 Non-financial delegations

For sake of simplicity, the delegates have been classified according to levels of delegation. The level and positions (along with an abbreviation where appropriate) are as follows:

Position Title	Abbreviation	Delegation Level
Business Manager	BM	E
Chief Executive	CE	A
Cost Centre Controller (exclude Food Site Managers)	CC	E
Deputy Director, Finance	DD	C
Director, Communications & Knowledge Services	DC&K	B
Director, Corporate Services	DCS	B
Director, Finance	DF	B
Director, Operations & Business Support	DO&BS	B
Director, Program Management Office	DPMO	B
Director, Technology & Systems Support	DTSS	B
Director, Workforce	DWF	B
EnableNSW, Director	DENSW	D
Health Administration Corporation	HAC	Other
Manager, Shared Business Services	MSBS	D
Portfolio Manager	PM	D
Program Director, Corporate IT	PDC	D
Regional Manager Service Centre	RMSC	D

Note that where the word “only” appears after the body or position to which the power is delegated, the power conferred can be delegated no further than that level.

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EXPENDITURE DELEGATIONS

Salaries and Wages

Health Support Services when processing payrolls through its Transaction Centres is not authorising the expenditure for health service payrolls – the health services are required to authorise such expenditure prior to the payroll being processed either through a Service Level Agreement arrangement or individually. See delegation 1.13 in respect to salaries and wages expenditure in respect to staff of *Health Support Services*.

Goods and Services

Requisitions: Health services when lodging requisitions are required to certify availability of funds and authority to incur expenditure. ***Health Support Services*** when making payments on behalf of Health Services is only acting as an agent.

Statewide Contracts: Where ***Health Support Services*** goes out to tender for a NSW Health wide contract for the provision of goods or services it is required that the appropriate authority to incur expenditure be obtained prior to the contract being approved and preferably prior to going to tender.

Schedule 1. Delegations for Expenditure							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.1	<i>Budget</i>						
1.1.1	Annual Budget Strategy						HAC
1.1.2	Endorsement of fund allocation	✓					
1.1.3	Authority to transfer program/project budgets approved by HSS between HSS approved program/projects within the approved HSS allocation. NB. DOH approved projects are excluded and these must be approved by DOH.	✓	DF				
1.1.4	Determination of fees and charges payable for any service provided by Health Support Services to any NSW Health Service						HAC
1.1.5	Determination of fees and charges payable for any service provided by HSS to any approved customers other than a NSW Health Service. NB. Determination is subject to a formal agreement with any "other approved customer".	✓	DF				
1.1.6	Transfer of budget between expenditure lines within the same department of HSS					✓	DF delegate
1.1.7	Transfer of budget between expenditure lines and/or within same expenditure lines from one department to another within the same service directorate of HSS	✓					

Schedule 1. Delegations for Expenditure							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.2	<i>Consultants</i>						
	<i>Authority to engage, and authorise expenditure for, consultants' services and approve variations in consultants work or cost (note that significant changes in work or cost are not to be approved by employees in direct supervision of the consultant):</i>						
1.2.1	Up to \$500,000		✓				
1.2.2	Over \$500,000 to no more than \$5 million	✓					
1.2.3	Over \$5 million						HAC
1.2.4	Approve not undertaking full tender action in exceptional circumstances in procurement of consultancy services (P&S 4.9)						HAC
1.3	<i>Corporate Purchase Card</i>						
	<i>Subject to approval of protocols by HAC</i>						
1.3.1	Approve card limit for use of corporate purchase card (AM 4.20)	✓					
1.3.2	Authority to use corporate purchase card			DDF			

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.4	<i>Information Technology Expenditure</i>						
	<i>Approve purchase of computer software and hardware where the purchase involves: (Subject to compliance with protocols developed by Director TSS)</i>						
1.4.1	Connection to the network		DTSS				
	<i>Lease computer and other equipment</i>						
1.4.2	With a capital value no greater than \$30,000 and recurrent yearly payments up to \$20,000		DCS & DF				
1.4.3	With a capital value up to \$5 million and recurrent yearly payments over \$20,000	✓					
1.4.4	With a capital value over \$5 million and recurrent yearly payments over \$20,000						HAC
1.5	<i>Communication Devices (including Mobile Phones)</i>						
	<i>(Subject to approval of protocols by Director TSS)</i>						
1.5.1	Approve purchase of additional portable communication devices, hands free car devices and/or hands free kits (8.10 CDM)		✓				
1.5.2	Approve payment of telecommunications expenditure including mobile phones etc					✓	Manager Telecomms

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.6	Petty Cash						
1.6.1	Establish petty cash imprest/float request		DF				
1.6.2	Approve petty cash purchases/reimbursement of out of pocket expenses up to \$100					✓	Officers cannot approve self related claims
1.6.3	Approve petty cash purchases/reimbursement of out of pocket expenses up to \$250 for Chief Executive						DDG HSS
1.7	Requisitions and Purchase Orders (In Contract)						
	<p>Approve requests for goods and services for operational expenditure of Health Support Services subject to availability of funds and compliance with policy and procedures.</p> <p>Note these delegations do not cover requisitions on behalf of health services or other approved client, where Health Support Services is an agent:</p>						
1.7.1	Up to \$5,000					✓	Exclude Food Site Managers
1.7.2	Up to \$15,000						Manager NSW Linen, Manager NSW Food
1.7.3	Up to \$30,000				✓		
1.7.4	Up to \$50,000			✓			
1.7.5	Up to but not more than \$250,000		✓				
1.7.6	Approve over \$250,000 to no more than \$5,000,000	✓					Over \$5 million to HAC
1.7.7	Linen stock purchases up to \$20,000						Linen Resource Manager

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.7.8	Linen stock purchases up to \$100,000						Manager, NSW Linen
1.7.9	Linen stock purchases up to \$500,000						Manager, Shared Business Services
1.7.10	Linen stock purchases over \$500,000		DO&BS				
1.7.11	Food stock purchases up to \$5,000						Food Site Manager
1.7.12	Food stock purchases up to \$15,000						Food , Area Manager
1.7.13	Food stock purchases up to \$50,000						Manager, NSW Food
1.7.14	Food stock purchases up to \$100,000						Manager, Shared Business Services
1.7.15	Food stock purchases over \$100,000		DO&BS				
1.7.16	Warehousing Inventory Stock Purchases up to \$50K						Service Centre Warehouse Managers
1.7.17	Warehousing Inventory Stock Purchases up to \$100K						Service Centre Procurement & Logistic Manager
1.7.18	Warehousing Inventory Stock Purchases up to \$250K				RMSC		

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.7.19	Warehousing Inventory Stock Purchases over \$250K		DO&BS				
1.7.20	Utilities including Water, Council Rates, Electricity and Gas up to \$150,000					✓	Food Site Manager, Linen Site Manager
1.7.21	Utilities including Water, Council Rates, Electricity and Gas over \$150,000				✓		
1.8	<i>Goods & Services Expenditure, including RMR (in accordance with P&S manual)</i>						
	<i>Authorise expenditure of approved budget for other general fund transaction items (including RMR) not specifically mentioned in this document, subject to availability of funds and compliance with policy and procedures. Note: these delegations do not cover requisitions on behalf of health services or other approved clients, where Health Support Services is an agent.</i>						
1.8.1	Up to \$5,000					✓	Exclude Food Site Managers
1.8.2	Up to \$15,000						Manager, NSW Linen & Manager, NSW Food
1.8.3	Up to \$30,000				✓		
1.8.4	Up to \$50,000			✓			
1.8.5	Up to but not more than \$250,000		✓				
1.8.6	Over \$250,000 and up to \$5,000,000	✓					
1.8.7	Over \$5 million						HAC
1.8.8	Any statewide expenditure on behalf of health services						HAC, DG, DDG,HSS CFO, DF

Schedule 1. Delegations for Expenditure							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.9	<i>Invite Tenders, Request for Quotation and enter into contracts – see Purchasing and Supply Manual for full details of tendering process</i>						
	<i>Authority to invite tenders , make and enter into contracts or agreements with any person for the performance of services or for the supply of goods, plant, machinery or material to the levels detailed in, and authorised by, this manual in relation to the operational activities of Health Support Services. Officers authorised to incur expenditure must provide appropriate authority up to the limits indicated in respect to that officer in this manual. The executing organisation & legal body shall be the Health Administration Corporation. Condition precedent that funds are available as part of an approved budget.</i>						
1.9.1	Up to a value of \$500,000						Manager Commercial, Manager Business Procurement Services
1.9.2	Up to \$5,000,000	✓					
1.9.3	Over \$5 million						CE can invite tenders for over \$5 million subject to prior authority from HAC
1.9.4	Approve exemptions from tendering or quote action						HAC

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
1.10	<i>Acceptance of Tenders in accordance with DoH policy and subject to appropriate authority to incur expenditure having been obtained.</i>						
1.10.1	Up to but not more than \$250,000		✓				
1.10.2	Over \$250,000	✓					
1.10.3	Approval for tenders covering a period of three years or less to a total under \$500,000		✓				
1.10.4	Approval for tenders covering a period of more than three years and/or greater than \$500,000	✓					
1.11.11.0	<i>Debt management and Write off Debts</i>						
1.11.1	Authority to initiate debt collection services and legal action to recover unpaid accounts from customers external to NSW Health				✓		
1.11.2	Write off HSS bad debts from customers other than Intra Health Up to \$10,000		✓	DDF			
1.11.3	Up to \$50,000		✓				
1.11.4	Over \$50,000	✓					

Schedule 2. Capital & Minor Works							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
2.1	<i>Purchase of Assets including Minor Works – in accordance with the P&S manual</i>						
	<i>Purchase of any asset/minor works should not be made without consideration of the anticipated annual operating costs that will be incurred as a result of the purchase and subject to funding approval within capital allocation limits. These delegations relate to the operational activities of Health Support Services and do not cover requisitions on behalf of health services or other approved clients, where Health Support Services is an agent.</i>						
2.1.1	Authority to approve the purchase/lease of new and replacement motor vehicles		DCS, DF				
	<i>Authority to purchase plant & other equipment</i>						
2.1.2	Up to \$5,000					✓	
2.1.3	Up to \$30,000				✓		
2.1.4	Up to \$50,000			✓			
2.1.5	Up to but not more than \$250,000		✓				
2.1.6	Over \$250,000 to \$5,000,000 Note: Treasury approval required as well for over \$1M	✓					
2.1.7	Over \$5,000,000 <i>Treasury approval required as well</i>						HAC
2.2	<i>Disposal of Assets – In accordance with the Purchasing and Supply Manual</i>						
2.2.1	Up to \$150,000		✓				
2.2.2	Over \$150,000		DCS, DF				

Schedule 3. General Financial Delegations							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
3.1	<i>Asset Register</i>						
3.1.1	Identify items for inclusion on the asset register (AM 1.19)		DF				DF Delegate
3.1.2	Approve adjustments of the asset register (AAD 5.9 & AM1.19)		DF				DF Delegate
3.2	<i>Funding Agreements & Government Grants</i>						
	<i>Authority to accept and sign funding contracts and government grants on behalf of Health Support Services to client health services or other approved clients</i>						
3.2.1	Up to \$50,000		✓				
3.2.2	Over \$50,000	✓					
3.2.3	Approve payments for Service Level Agreement invoices		DF				
3.3	<i>Others</i>						
3.3.1	Approval of cheque signatories		DF				
3.3.2	Establishment of bank accounts per Accounts and Audits Determination		DF	DDF			
3.3.3	Investment of Funds within policy		DF	DDF			

Schedule 4. Human Resources							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
4.1	<i>Rostering</i>						
4.1.1	Approve timesheets / hours worked for staff other than Directors					✓	
4.1.2	Approve timesheets/attendance record for Directors including amendments	✓					
4.1.3	Approve amendments to timesheets and hours worked for staff other than Directors					✓	
4.2	<i>Recruitment & Selection</i>						
4.2.1	Creation of and approval for the filling of positions additional to existing staff establishment in accordance with approved budget	✓					DWF & DF Review
4.2.2	Approval of the filling of vacant existing staff establishment positions accounted for in budget		✓				DF Delegate Review
4.2.3	Determination of terms and conditions of employment (including award, level and salary) excluding private use of motor vehicles within Policy of DOH		✓				DWF & DF Review
4.2.4	Authorise expenditure on advertising for recruitment of staff to approved positions within the funded establishment		✓				
4.2.5	Authorise secondment/use of or transfer of staff from public health organisations.	✓					
4.2.6	Review details of recommended applicant with criminal record(s)		DWF				

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
4.3	<i>Regrading & Increments</i>						
4.3.1	Regrading of Chief Executive in accordance with DOH Policy						HAC
4.3.2	Regrading of staff positions to HSM6 and HES	✓					Approved by DOH
4.3.3	Regrading of staff positions lower than HSM6	✓					DWF in absence of recommendation from Regrade Committee
4.3.4	Approval of increases in pay to staff (within bands)		✓				
4.3.5	Approval of higher duties allowances for Directors	✓					
4.3.6	Approval of higher duties allowances for other staff					✓	Officers cannot approve self related claims
4.4	<i>Resignation</i>						
4.4.1	Authority to accept written notification of resignation and complete all necessary documentation related to a staff member leaving the organisation at Director level		✓				DG to accept resignation of CE
4.4.2	Authority to accept written notification of resignation and complete all necessary documentation related to a staff member leaving the organisation					✓	

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
4.5	<i>Leave</i>						
	<i>Authority to approve leave without pay</i>						
4.5.1	For staff at Director level	✓					
4.5.2	For staff below Director level					✓	
	<i>Paid leave (including annual, sick, compassionate, maternity, conference, study, TES, military, trade union, SES, civil defence, repatriation, personal carers/family & community service & flexible (Time-in-Lieu) leave):</i>						
4.5.3	Authority to approve paid leave in accordance with award provisions and entitlements for the Chief Executive	✓					DDG, HSS
4.5.4	Authority to approve paid leave in accordance with award provisions and entitlements for all staff					✓	
4.5.5	Approve conservation of annual leave of staff (not under the provision of the Annual Holidays Act) beyond prescribed limits where good and sufficient reasons are advanced (15.3 CDM)				✓		
4.5.6	Authority to approve application for re-credit of Long Service Leave due to incapacity (LM 6.13)				✓		
4.5.7	Authority to approve time-in-lieu for staff in accordance with DoH policies					✓	
4.6	<i>Allowances and Overtime</i>						
4.6.1	Authority to approve allowances for staff reporting to the position					✓	
4.6.2	Approval of occasional overtime for staff reporting to the position					✓	
4.6.2	Approval of constant overtime (more than once a week) for staff reporting to the position				✓		

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
4.7	<i>Hours</i>						
4.7.1	Authorise variation of working hours for staff reporting to this position in accordance with approved budget and staff establishment.				✓		DWF & DF Review
4.8	<i>Staff Conduct & Performance</i>						
4.8.1	Authority to manage any matters that relate to unsatisfactory professional or personal conduct by Directors	✓					DDG, HSS to manage the CE
4.8.2	Authority to manage any matters that relate to unsatisfactory professional or personal conduct of staff					✓	Supervisor / Manager
4.8.3	Authority to conduct appraisal of the performance of Directors on an annual basis	✓					DG to annually appraise CE performance
4.8.4	Authority to conduct appraisal of the performance of staff					✓	Supervisor / Manager
4.8.5	Authority to terminate the services of a HES and/or Director	✓					
4.8.6	Authority to terminate the services of a staff member below HES and/or Director Level		DWF				
4.8.7	Authority to suspend / stand down the services of a staff member below HES and Director Level				✓		DWF
4.9	<i>Secondary Employment</i>						
4.9.1	Approval of staff to undertake work outside HSS (secondary employment) for Director)	✓					DDG, HSS to approve the CE
4.9.2	Approval of staff to undertake work outside HSS (secondary employment) below Director level		✓				

Schedule 5. Training & Travel							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
5.1	<i>Overseas Travel</i>						
5.1.1	Approve overseas travel – General Fund						Approved by HAC
5.1.2	Approve overseas travel where no General Fund involved or sponsorship/ SPT Fund and or granting of leave is involved	✓					
5.2	<i>Conferences & Courses</i>						
	<i>Including domestic travel as well as payment and adjustment of allowances</i>						
5.2.1	Approve conference/course expenditure other than approved leave entitlements for Directors	✓					CE to be approved by DDG, HSS
5.2.2	Confirm travel booking with agency on receipt of relevant authorisation	✓					Manager Operational & Admin Support
	<i>Approve domestic conference/course expenditure (other than approved leave entitlements) for staff</i>						
5.2.3	Up to \$1,000				✓		
5.2.4	Over \$1,000 to no more than \$10,000		✓				
5.2.5	Over \$10,000	✓					

Schedule 6. Non-Financial Delegations							
SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
6.1	<i>Delegations</i>						
6.1.1	Approve additions/deletions/alterations to the HSS delegations						HAC
6.2	<i>Records Management</i>						
6.2.1	Authority to dispose of records in accordance with the State Records Act		✓				
6.3	<i>Information Systems</i>						
6.3.1	Approve network access					✓	
6.3.2	Approve corporate software applications access					✓	
6.3.3	Approve Internet Access					✓	
6.3.4	Approve external connections to the corporate network					✓	
6.3.5	Approve and or restrict access to files & records					✓	

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
6.4	<i>Legal</i>						
6.4.1	Authority to seek legal opinion from DoH and outside firm		✓				Manager Commercial, Manager Business Procurement Services
6.4.2	Authority to coordinate responses to subpoenas		✓				
6.4.3	Authority to enter into or vary a legal contract or undertaking with an external party where such an agreement has not been detailed elsewhere in this manual	✓					
6.5	<i>Media</i>						
6.5.1	Approval of media statements or releases in relation to HSS activities	✓					Directors only in absence of CE Reviewed by DoH & Minister's office
6.5.2	Verbal discussions with media personnel	✓					DC&K
6.6	<i>Motor Vehicle Use</i>						
6.6.1	Allocation of vehicles for the purpose of private use in accordance to DOH Policy	✓	DCS				
6.6.2	Approval of private use of official vehicle during periods of leave				✓		
6.6.3	Authority to suspend use as a result of inappropriate use	✓	DCS				

SCHEDULE	DELEGATION	A	B	C	D	E	OTHER
6.6.4	Approve official use of private vehicles and reimbursement of expenses				✓		
6.6.5	Approve overnight use of official vehicle				✓		
6.7	<i>Freedom of Information</i>						
6.7.1	Power to deal with FOI applications -FOI s18.1 I						DG
6.8	<i>Building Access</i>						
6.8.1	Approve building access					✓	
6.9	<i>Oracle On-line Requisitions</i>						
6.9.1	Approve on-line requisitions entered in Oracle on receipt of appropriate authorisation		DF	DDF			

Purpose of this Manual – Part 2

Introduction

The purpose of this manual is to establish the levels of authority delegated to duly appointed office holders and staff of the Health Support Services in the provision of shared services on behalf of Customer Health Services.

The underlying intention in establishing such delegations is to facilitate the effective and efficient operation of Health Support Services within the precepts and sanctions set by the NSW Department of Health to the Chief Executive and General Manager.

The Supplementary Delegation Manual forms part of and must be read in conjunction with the Master Delegation Manual for Health Support Services.

Structure of Delegations

EXPENDITURE DELEGATIONS

Salaries and Wages

Health Support Services Centres when processing payrolls are not authorising the expenditure for Customer Health Service payrolls. The Customer Health Services are required to authorise such expenditure prior to the payroll being processed either through automated rostering system, Service Level Agreement arrangements or individually by approved adjustment instructions.

Goods and Services

Requisitions: Customer Health Services when lodging requisitions are required to certify availability of funds and authority to incur expenditure. Health Support Services Centres when making payments on behalf of Customer Health Services is only acting as an agent.

Statewide Contracts: Where Health Support Services Commercial & Procurement tender for a NSW Health wide contract for the provision of goods or services, it is required that the appropriate authority to incur expenditure either given by the Chief Executive or Health Administration Corporation (HAC) depending on the amount prior to the contract being approved and preferably prior to going to tender. It is to be noted that the CE is limited to \$5 million dollars, any contracts in excess of this will require approval by HAC.

Functions	Position	Delegation Level
Oracle Requisition-State-wide Orders	Deputy Director, Finance	Approve on-line requisition after HAC approval - (Up to HAC Delegation)
Service Partnership Agreement	Chief Executive	Approval of SPA
	Manager, Customers Relations	Review and revision of SPA
	Tier 2 Directors, Regional Managers Manager, Shared Business Services	Renewal of SPA for Service Lines
Recruitment Advertising	Manager, Workforce Development	Authorisation to advertise
On-Line Travel	Manager, Operations and Administrative Support	Local NSW travel
Journals -	Finance Delegate for HSS Deputy Director Finance, Manager, Finance Operation Manager, Business Development & Improvement	Create and upload journals with appropriate authorisation and supporting documentations Approval of journals
Taxation Matter	Financial Accountant Deputy Director Finance	Submission of BAS and FBT returns
Motor Vehicle Leasing Charges	Manager, Fleet Management	Verification and approving of monthly invoices for payment
	Director Finance	Authorisation for renewal or replacement of leasing
Lease Contracts Renewal	Director Finance Director, Corporate Services	
Service Centres Specific Functions		
Issue invoices	Revenue Processing Services Manager	Checking of Billing
Cash Journals	Financial Accounting Manager	Checking of journals and Payments
Journals -	Financial Services Manager	Create and approve journal to correct errors in consultation with customer HS as defined as SPA
	Financial Accounting Manager	Create Journals and

Functions	Position	Delegation Level
	Senior Financial Accountant Financial Accountants or equivalent	posting upon receiving authorised instructions from customers HS as defined as SPA
Procurement	Service Centre Sourcing Manager	Approve to tender purchases under \$150K accordance with Purchasing and Supply Manual
Purchasing	Operational Purchasing Manager	
Procurement	Product Management Coordinator	
Store Management	Warehousing and Distribution	Issue from stock on receipt of authorised requisition from customer HS
Raising Purchase Order	Pharmacy Procurement Manager	Authorisation of PO raised from authorised customers HS requisitions
Payroll EFT Generation	Payroll Service Manager Human Resource Service Manager	Payroll functions including acting as agent for customers HS defined in SPA
Payroll EFT Remittance	Regional Managers, Service Centres Financial Accounting Manager Finance Services Manager	
Generate Cheque/ EFT Payments	Accounts payable Manager Finance Services Manager	AP functions including acting as agent for customers HS defined in SPA
EFT Payments	Financial Accounting Manager Regional Managers, Service Centres Deputy Director Finance (backup)	
Approval of Credit Notes for entry in ORACLE	Accounts Payable Manager Financial Services Managers	AP functions including acting as agent for customers HS defined in SPA
Additions & Deletions to the Master Vendor and Customers Files	FMIS Operation Manager	FMIS functions including acting as agent for customers HS defined in SPA
Issue of Invoices	Revenue Processing Service Manager Financial Services Managers	AR functions including acting as agent for customers HS defined in SPA
Vmoney System Changes	FMIS Operation Manager	System changes to VMO according to conditions and agreements set by NSW Health

Functions	Position	Delegation Level
VMoney File Maintenance	Vmoney Supervisor Financial Services Manager	VMO Payments function including acting as agent for customers HS defined in SPA