

# Health Infrastructure Delegations Manual

**October 2008**

# Health Infrastructure – Delegations

## Authority

The delegations detailed in this Manual are based on the Health Administration Corporation being the overarching entity under the auspice of which the work of Health Infrastructure will occur. Health Infrastructure will act as a business unit within the Public Health System Support division for the purposes of exercising its functions under 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 section 21 of the Health Administration Act 1982, those powers vested in the Health Administration Corporation under the Health Administration Act 1982.

The Minister for Health and Cabinet are approving the annual capital works program and the allocation of funds to the Department/Health Administration Corporation (HAC) is taken as the authority to incur expenditure approval. All financial delegations made by the Director-General/HAC are limited to the amount specified in the capital works allocation letters and availability of funds.

## Establishment of Health Infrastructure Board

On and from 1 July 2007, Robyn Kruk, Director-General, NSW Department of Health pursuant to section 1 26C of the Health Services Act 1997, established an appointed body called the Health Infrastructure Board. The Board commenced on the 1 September 2007. The Board is to operate in accordance with the following determination:

### 1. Role

1.1 The role of the Health Infrastructure Board is to:

- i. Provide effective and ethical leadership of Health Infrastructure;
- ii. Ensure that Health Infrastructure delivers major health infrastructure in a cost effective and timely manner in accordance with stated Government and department of health strategies and policies;
- iii. Ensure that audit and accounting systems accurately reflect the financial position and viability of Health Infrastructure;
- iv. Ensure a robust risk management framework is established and monitor the effectiveness of risk management systems for Health Infrastructure;

- v. Monitor the performance of Health Infrastructure against the financial and operational targets set;
- vi. Ensure that robust financial and other internal reporting mechanisms are in place which provide adequate, accurate and timely information about Health Infrastructure to the Board and the NSW Department of Health;
- vii. Ensure Health Infrastructure maintains effective and efficient compliance and quality control, improvement and management programs.

## **2. Functions**

### **Delegated Functions**

2.1 The Health Infrastructure Board is to exercise those functions which are set out below, hereby delegated by the Director-General in her capacity as the HAC, pursuant to section 126B of the Health Services Act, subject to any further variation by HAC from time to time:

- i. Govern and direct the management of Health Infrastructure, including the appointment of staff, consistent with the Board's role, Government policy and Department of Health policy and directives;
- ii. Monitor compliance by Health Infrastructure with applicable Government approvals and policies, Department of Health policy directives to the extent they are capable of application to the management and operations of Health Infrastructure and other Department of Health directives and financial and performance reporting requirements issued to Health Infrastructure from time to time;
- iii. Determine the fees and charges payable for certain services provided by Health Infrastructure, subject to obtaining the concurrence of the Director-General to any such fees and charges;
- iv. Those functions, including in relation to the conduct of capital works projects, delegated by the HAC in respect of Health Infrastructure which are specified in, and in accordance with any conditions set out in, the Delegations Manual for Health Infrastructure as varied from time to time.

### **Advisory Functions**

2.2 The Health Infrastructure Board may also provide advice to the Director-General and other officers of the Department of Health on:

- i. The range, level and types of facility and asset services which the Director-General may determine from time to time are to be provided through Health Infrastructure;
- ii. All aspects of the transfer from public health organisations of those facility and asset services which the Director-General determines, from time to time, are to be provided by Health Infrastructure;
- iii. Facilitating an effective and cooperative relationship between Health Infrastructure and the Office of Infrastructure Management (NSW Treasury) and the Office of Coordinator General (Department of Premier and Cabinet), respectively;

- iv. Any other matters relating to the operations of Health Infrastructure or the provision of facility and asset services to the public health system as the Director-General or Department of Health may request from time to time.

### **3. Membership**

- 3.1 The Board is to consist of six members appointed by the Director-General.
- 3.2 Of the three members appointed under paragraph 3.2, one of whom, in his or her instrument of appointment or by a separate instrument, will be designated the Chairperson. In appointing the Chairperson the Director-General will consult with the Director-General, Department of Premier and Cabinet.
- 3.3 Four members are not to be current employees of the NSW Health Service or the Department of Health. One of these members is to be nominated by the Director-General of the Department of Premier and Cabinet.
- 3.4 Two members are to be employees of the NSW Health Service or the Department of Health.
- 3.5 The Chairperson of the Board is to be taken to have vacated office as Chairperson if the person:
  - i. Is removed as Chairperson by the Director-General;
  - ii. Resigns as Chairperson by instrument in writing addressed to the Director-General, or
  - iii. Ceases to be a member of the Board.
- 3.6 The Director-General may, from time to time, appoint a member to act in the office of Chairperson of the Board during the illness or absence of the Chairperson, and the member, while so acting, has all the functions of the Chairperson and is to be taken to be the Chairperson. The Director-General may remove a person as acting Chairperson at any time.
- 3.7 A member may at any time resign their appointment by letter addressed to the Director-General.

### **4. Establishment of Health Infrastructure**

On 3 November 2006 the Director-General approved the establishment of an administrative unit called the Major Projects Office within the Public Health System Support Division of the Health Administration Corporation to provide health support services related to the management and delivery of capital and other works, asset and facility maintenance.

The Unit has been retitled Health Infrastructure and the functions are to be amended to make clear the unit's role in delivering a broad range of asset services in connection with public health organisations and the public hospitals they control as follows:

#### **4.1 Role**

- i. To manage and coordinate Government approved capital works projects in connection with area health services and other public health organisations;

- ii. To deliver those capital works projects in accordance with the time, budget and quality standards, consistent with applicable Government approvals and policy, as may be specified by the Department of Health;
- iii. To provide professional and technical advice, support and assistance for capital works projects in connection with area health services and other public health organisations to facilitate project delivery by those organisations in accordance with the time, budget and quality standards, consistent with applicable Government policy, as specified by the Department of Health;
- iv. To provide professional and technical advice, support and assistance in relation to facility and asset management in connection with area health services and other public health organisations to facilitate management in accordance with good industry practice, and compliance with requirements specified by the Department of Health;
- v. The provision of such other facility and asset services in connection with public health organisations and the public hospitals they control as may from time to time be determined.

## 4.2 Role Delineation

- i. Servicing Area Health Services
  - Initial focus on
    - Planning, procurement and delivery management for major conventional procurement projects over \$10million (and any smaller projects allocated to Health Infrastructure)
    - PPP projects for the management of their planning, procurement and works delivery phases, and for support of the host AHS on non-routine contract administration matters during the service delivery phase.
  - Progressive development of asset management business services in:
    - Capital Works up to \$10million
    - Asset strategic planning
    - Property management, including acquisitions, disposals and leasing
    - Asset and building facility management

Noted that hotel services (cleaning, waste, security) are not in target scope.
- ii. Health Asset Procurement Model implementation
  - Development and management of Capital Works contracts (HGC21) and procedures in association with Department of Commerce.
  - Management of Health facility standards and briefing systems
  - Coordination of asset management workforce training and development
- iii. Performance Management Reporting.
  - Management of the allocated Asset Acquisition Program with monthly reporting on aggregated performance and future projections.
  - Project data entry including coordination of external Project Director reports
  - Contractor and Consultant performance monitoring and advice.

### 4.3 Operational Principles

- HI to initially concentrate on major capital works delivery including consultants briefs and project contracts for services procurement plans, project definition, project delivery and contract management.
- Subject to a further due diligence review and an initial period of co-management, to progressively expand to provide comprehensive asset and building facility management services to the Areas.
- Asset ownership will remain with HAC and or Area Health Services (AHS)
- Areas to retain strategic service accountabilities including operational and stakeholder communications, change management, site management including OH&S requirements.
- Equipment procurement, property and lease services to be out of scope until the due diligence review is completed and the next phase of HI services is agreed.
- Annual funds allocation to be as follows:
  - To Health Infrastructure for major conventionally procured projects over \$10million (and any smaller projects allocated to Health Infrastructure), subject to transfer of any local funds to HI, as required.
  - To AHSs for capital expenditure for conventionally procured projects not allocated to Health Infrastructure.
  - To Health Infrastructure for the retained costs (including planning and procurement costs) of PPP projects.
  - To AHSs for the services payment stream for PPP projects.
- Capital Government Procurement Policy approvals to be sought, following consultation with the relevant Area, from the Director-General on advice from DoH.
- Operational funding will be provided in the annual budget approved by the Director-General unless otherwise determined.
- Delegations cannot be exercised if any project is outside the Approved Project Budget, Scope and Cashflow or as otherwise permitted under these delegations. In those instances the matter must be referred back to the Director-General of the Department of Health.

### 4.4 Defined Terms

- “Annual Funds Allocation” means those funds that are allocated to an approved project as set out in the Annual Allocation letter issued by the Department of Health.
- “Approved Project Budget, Scope and Cashflow” means the parameters under which the project is to be delivered as determined by the Budget Committee of Cabinet approval.

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# Purpose of this Manual

The purpose of this manual is to establish the levels of authority delegated to duly appointed office holders and staff of Health Infrastructure a business unit within the Public Health System Support division of the Health Administration Corporation.

The underlying intention of this manual is to clarify accountability and responsibility for the day-to-day operation of Health Infrastructure a business unit within the Public Health System Support division.

Health Infrastructure will be providing services under the provisions of section 126 B (1) of the Health Services Act 1997. The Director-General pursuant to section 8A of the Health Administration Act 1982 has determined that the Health Administration Corporation may exercise all functions referred to in section 126B of the Health Services Act 1997, including doing all things necessary for the efficient, effective and lawful administration, management and expenditure of funds or other property.

Delegations of authority as specified are all made by the Director General and Health Administration Corporation (HAC) under the provisions of 21 Health Administration Act and section 126 B (4) of the Health Services Act 1997.

Officers authorised to incur expenditure are also authorised to sign and execute contracts on behalf of Health Infrastructure up to the limits indicated in respect to that officer in the Manual. The executing organisation and legal body shall be the Health Administration Corporation.

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.

Whilst the Public Health System Support Division is not specifically identified in the Accounts and Audit Determination as having to comply, the Board and Chief Executive shall be responsible for ensuring the:

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

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 In this case the Chief Executive*

The Delegations as specified hereunder comprise the Delegations Manual for Health Infrastructure for the HI Operating Budget and the delegations:

Schedule A for conventional procurement projects, Capital Works or Programs over \$10million (and any smaller projects allocated to Health Infrastructure); and

Schedule B for PPP projects, all phases of the project lifecycle.

No amendments may be made to the specified delegations without consideration of the Health Infrastructure Board, and the written approval of the Director-General or Health Administration Corporation (HAC).

## 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 Infrastructure organisation on a day-to-day basis; and
  - b. Facilitate compliance with relevant directions from the Minister of Health, Department of Health and Health Administration 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 Director General and HAC 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 16 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/ or to avoid purchasing requirements e.g. three (3) quotes for purchases over \$30,000 (Incl. GST).
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. These delegations cover:
  - operational activities and expenditure of Health Infrastructure and therefore do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent); and
  - Capital Expenditure or Programs for conventional procurement projects over \$10million (and any smaller projects allocated to Health Infrastructure);and

- PPP projects in respect of all phases of the project lifecycle (i.e. from inception to the completion of the service delivery phase)
13. 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.
  14. All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the DoH.
  15. The following DoH 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)
    - Health Infrastructure (HI) Procurement Manual
  16. Amendments, additions, and deletions to the Delegations Manual must be considered and endorsed by the Health Infrastructure Board, Director-General and HAC. Once endorsed, the change must be incorporated into the manual and any parties affected by the amendment formally notified.
  17. All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the:
    - Director-General

# Structure of Delegations

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.

## Health Infrastructure – Operating Budget Delegations

- Schedule 1 Delegations for expenditure
- Schedule 2 Capital & Minor Works
- Schedule 3 General Financial Delegations
- Schedule 4 Human Resources
- Schedule 5 Training & Travel
- Schedule 6 Non-financial delegations

## Health Infrastructure – Capital Budget Delegations

- Schedule A Capital Works
- Schedule B PPP projects, service delivery phase

The bodies and positions detailed in this document (along with an abbreviation where appropriate) are listed below:

- Director-General D-G
- Chief Executive CE
- Health Administration Corporation (includes any reference to DoH) HAC  
Director General or as otherwise specified

### Notes:

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.

Health Infrastructure primary function is to manage and coordinate Government approved major capital works within a capital budget value of more than \$10 million, (and any other projects below \$10million allocated to Health Infrastructure) in connection with area health services and other public health organisations.

The financial limits listed in the Schedules are only applicable having regard to the approved allocation/budget of Health Infrastructure or an approved project (as the case may be) and are subject to funds being available.

## Health Infrastructure – Operating Budget Delegations

Schedule 1. Delegations for Expenditure						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>1.1</b>	<b>Budget</b>					
1.1.1	Approval of Annual Budget (including allocations and funding services) for submission to DoH	✓				
1.1.2	Approval of Annual Budget (including allocations and funding services)					D-G
1.1.3	Endorsement of fund allocation for Annual Budget					D-G
1.1.4	Authority to transfer funds between cost categories within the annual allocation		✓			
1.1.5	Determination of fees and charges payable for any service provided by Health Infrastructure to any NSW Health Service or other clients approved by HAC					D-G
<b>1.2</b>	<b>Consultants</b>					
	<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 \$30,000				✓	One written proposal
1.2.2	\$30,000 to \$150,000			✓		Three written bids
1.2.3	Over \$150,000 to no more than \$1 million		✓			Tender process, open invitation, invitation from pre-qualified lists if appropriate

## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.2.4	Over \$1 million to no more than \$5 million	✓				
1.2.5	Over \$5 million					HAC
1.2.6	Approve not undertaking full tender action in exceptional circumstances in procurement of consultancy services (P&S 4.9)	✓ Up to \$5M	✓ Up to \$1M			To HAC for over \$5million
<b>1.3</b>	<b><i>Corporate Purchase Card</i></b>					
1.3.1	Subject to approval of protocols by HAC					
1.3.2	Approve card limit for use of corporate purchase card (AM 4.20)		✓			
1.3.3	Authority to use corporate purchase card			✓		Dir, Fin and Admin
<b>1.4</b>	<b><i>Health Infrastructure Expenditure</i></b>					
	<i>Approve purchase of computer software and hardware where the purchase involves:</i>					
1.4.1	Connection to the network			✓		
	<i>Lease (in accordance with the Purchase &amp; Supply Manual) 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			✓		
1.4.3	With a capital value up to no greater than \$150,000 and recurrent yearly payments over \$20,000		✓			

## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.4.4	With a capital value up to \$5 million and recurrent yearly payments over \$20,000	✓				Over \$5 million requires HAC approval
<b>1.5</b>	<b><i>Mobile Phones</i></b>					
1.5.1	Approve purchase of additional mobile phones and hands free car telephones and or hands free kits (8.10 CDM)		✓			
1.5.2	Approve payment of mobile phone expenditure			✓		
1.5.3	Approve payment of Directors phone expenditure		✓			CE's phone expenditure to be approved by Board Chair
<b>1.6</b>	<b><i>Out of Pocket Expenses</i></b>					
1.6.1	Approve out of pocket expenses for senior officers eg entertainment expenses (4.13 AM)		✓			CE's expenses to be approved by Board Chair
<b>1.7</b>	<b><i>Petty Cash</i></b>					
1.7.1	Approve petty cash imprest reimbursements			✓		
1.7.2	Approve petty cash purchases / reimbursement of out of pocket expenses up to \$250 (7.36 Accounts and Audit Determination)		✓			Officers cannot approve self related



## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.7.3	Approve petty cash purchases / reimbursement of out of pocket expenses up to \$250 (7.36 Accounts and Audit Determination) for Chief Executive	✓				Board Chair to approve
<b>1.8</b>	<b><i>Requisitions and Purchase Orders</i></b>					
	<i>Approve requisitions (orders) for goods and services for operational expenditure of Health Infrastructure. Note: These delegations do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent).</i>					
1.8.1	Up to \$30,000				✓	
1.8.2	Up to but not more than \$100,000			✓		Dir Fin and Admin
1.8.3	Up to and over \$100,000 to no more than \$150,000		✓			
1.8.4	Approve over \$150,000 to no more than \$1,000,000		✓			
1.8.5	Approve over \$1,000,000 to no more than \$5 million	✓				Over \$5million to HAC
1.8.6	Approve Non-Order Vouchers up to limits specified in 1.8.1			✓		
1.8.7	Approve Non-Order Vouchers up to limits specified in 1.8.2, 1.8.3		✓			

## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.8.8	Approve Non-Order Vouchers up to limits specified in 1.8.4 and 1.8.5	✓				HAC (Over 1.8.5)
<b>1.9</b>	<b><i>Accounts Payable</i></b>					
1.9.1	Checking and authorising function for accounts payable for operational expenditure of Health Infrastructure. (AM 4.4) Note: These delegations do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent).					Accounts Payable Manager
<b>1.10</b>	<b><i>Other Goods &amp; Services Expenditure, including RMR ( in accordance with Purchasing &amp;Supply manual)</i></b>					
	<i>Authorise expenditure of approved budget for other general fund transaction items not specifically mentioned in this document, subject to availability of funds for operational expenditure of Health Infrastructure. Note: These delegations do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent).</i>					
1.10.1	Less than \$30,000				✓	No Quotes under \$1500
1.10.2	Up to \$150,000			✓		One written proposal under \$30,000
1.10.3	Up to \$150,000		✓			Three written quotes required over \$30,000

## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.10.4	Over \$150,000 and up to \$1,000,000		✓			Invite Tenders for over \$150,000
1.10.5	Over \$1,000,000 and up to \$5 million	✓				Over \$5million to HAC
<b>1.11</b>	<b><i>Invite Tenders and enter into contracts – see Purchasing and Supply Manual for full details of tendering process</i></b>					
	<p><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 Infrastructure.</i></p> <p><i>This delegation is subject to appropriate delegations of authority to incur expenditure being obtained prior to inviting tenders and only applies to the HI operating budget.</i></p> <p><i>Note: These delegations do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent).</i></p> <p><i>Officers authorised to incur expenditure are also authorised to sign and execute contracts on behalf of Health Infrastructure up to the limits indicated in respect to that officer in this Manual. The executing organisation &amp; legal body shall be the Health Administration Corporation. Condition precedent that funds are available as part of an approved budget.</i></p>					
1.11.1	Up to a value of \$30,000				✓	No quotes required under \$1,500
1.11.2	Over \$30,000 but not more than \$150,000			✓		One quote required for under \$30,000
1.11.3	Over \$30,000 but not more than \$150,000		✓			Three quotes required for over \$30,000 up to \$150,000
1.11.4	Up to \$150,000 but not more than \$1,000,000		✓			Invite Tenders for over \$150,000

## Schedule 1. Delegations for Expenditure

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
1.11.5	Over \$1 million but not more than \$5 million	✓				Board can invite tenders for over \$5 million subject to prior authority to incur expenditure approval having been obtained from HAC
1.11.6	Approve selective tendering	✓	✓ Up to \$1M			
<b>1.12</b>	<b><i>Acceptance of Tenders in accordance with DoH policy and subject to appropriate authority to incur expenditure having been obtained</i></b>					
1.12.1	Under \$150,000			✓		
1.12.2	Over \$150,000		✓			
1.12.3	Approval for tenders covering a period of three years or less to a total under \$150,000		✓			
1.12.4	Approval for tenders covering more than three years and/or greater than \$150,000		✓			
<b>1.13</b>	<b><i>Salaries and Wages</i></b>					
1.13.1	Authority to approve expenditure on salaries and wages, associated payments and termination payments for staff of <b>Health Infrastructure</b> .  <b>This delegation has no \$ limit however it is subject to the obtaining of the necessary approvals where prescribed eg. Overtime, voluntary redundancies etc.</b>		✓			

## Schedule 2. Capital & Minor Works

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>2.1</b>	<b>Minor Works</b>					
	<i>Approve and commit to minor works &amp; expenditure for minor works within approved allocation, and in relation to the operational activities of Health Infrastructure, subject to budget approval and authorisation limits. Note: These delegations do not cover requisitions on behalf of Health Services or other approved clients (where Health Infrastructure is an agent).</i>					
2.1.1	Up to \$30,000				✓	
2.1.2	Up to \$150,000			✓		
2.1.3	Over \$150,000 but no more than \$1,000,000		✓			
2.1.4	Over \$1,000,000 but no more than \$5,000,000 <b>Note: Treasury approval required as well</b>	✓				Over \$5 million to HAC
<b>2.2</b>	<b>Purchase of Assets – in accordance with the Purchasing &amp; Supply manual</b>					
	<i>Purchase of any asset 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 Infrastructure and do not cover requisitions on behalf of the health services or other approved clients, where Health Infrastructure is an agent.</i>					
2.2.1	Authority to approve the purchase / lease of motor vehicles within budget allocation (following budget approval (as per 1.1. 3 above) in accordance with the policies of the DoH regarding fleet additions		✓			
2.2.2	Authority to approve fleet replacements			✓		
	<i>Authority to purchase plant &amp; other equipment</i>					

## Schedule 2. Capital & Minor Works

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
2.2.3	Up to \$30,000				✓	One written quote
2.2.4	Over \$30,000 but not more than \$150,000			✓		Three quotes required over \$30,000
2.2.5	Over \$150,000 to \$1,000,000		✓			Tender process, open invitation over \$150,000
2.2.6	Over \$1,000,000 to no more than \$5,000,000 <b>Note: Treasury approval required as well</b>	✓				Tender process, open invitation over \$150,000
2.2.7	Over \$5,000,000 <b>Note: Treasury approval required as well</b>					HAC
<b>2.3</b>	<b><i>Disposal of Assets – In accordance with the Purchasing and Supply Manual (excludes real property)</i></b>					
2.3.1	Up to \$30,000				✓	
2.3.2	Over \$30,000 but not more than \$150,000			✓		
2.3.3	Over \$150,000		✓			

## Schedule 3. General Financial Delegations

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>3.1</b>	<b><i>Asset Register</i></b>					
3.1.1	Identify items for inclusion on the asset register (AM 1.19)			✓		
3.1.2	Approve adjustments of the asset register (AAD 5.9 & AM1.19)			✓		
<b>3.2</b>	<b><i>Funding Agreements &amp; Government Grants</i></b>					
	<i>Authority to accept and sign funding contracts and government grants on behalf of Health Infrastructure services to client Health Services or other approved clients.</i>					
3.2.1	Up to \$20,000			✓		
3.2.2	Over \$20,000		✓			
3.2.3	Approve payments for Service Level Agreement invoices			✓		

## Schedule 4. Human Resources

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>4.1</b>	<b><i>Timesheets</i></b>					
4.1.1	Approve timesheets for staff				✓	
4.1.2	Approve timesheets/attendance record for Directors and Managers		✓			
4.1.3	Approve amendments to timesheets				✓	
<b>4.2</b>	<b><i>Recruitment &amp; Selection</i></b>					
	<i>New Positions</i>					
4.2.1	Creation of and approval for the filling of positions additional to existing staff establishment in accordance with approved budget. Delegation subject to number of positions being identified within budget and therefore CE can only recruit within financial parameters of approved budget.		✓			
4.2.2	Approval of the permanent filling of vacant existing staff establishment positions accounted for in budget			✓		
4.2.3	Determination of terms and conditions of employment (including award, level and salary) within the policies of DoH .		✓			
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.			✓		



## Schedule 4. Human Resources

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
4.2.6	Review details of recommended applicant with criminal record(s)			✓		
4.2.7	Approval of engagement of temporary assistance either as an employee or as a contractor to fill a temporarily vacant staff establishment position or to meet a short-term workload demand. Subject to availability of funds				✓	
<b>4.3</b>	<b><i>Regrading &amp; Increments</i></b>					
4.3.1	Regrading of Chief Executive in accordance with award provisions and DoH policy (CDM 15.4)					D-G
4.3.2	Regrading of staff positions (other than Chief Executive) HSM6 and HES		✓			
4.3.3	Regrading of staff positions lower than HSM6		✓			
4.3.4	Approval of award increments in pay to staff			✓		
4.3.5	Approval of higher duties allowances for Directors (excluding Chief Executive)		✓			
4.3.6	Approval of higher duties allowances for other staff (excluding Director)			✓		
4.3.7	Approval of higher duties allowances for persons acting as Chief Executive	✓				
<b>4.4</b>	<b><i>Resignation</i></b>					
4.4.1	Authority to accept written notification of resignation and complete all necessary documentation related to the Director leaving the organisation		✓			Board to accept the resignation of the Chief Executive

## Schedule 4. Human Resources

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
4.4.2	Authority to accept written notification of resignation and complete all necessary documentation related to a staff member leaving the organisation			✓		
<b>4.5</b>	<b><i>Leave</i></b>					
	<i>Authority to approve leave without pay</i>					
4.5.1	For Chief Executive	✓				Board Chair can approve
4.5.2	For staff			✓		
	<i>Paid leave (including annual, sick, compassionate, maternity, conference, study, TES, military, trade union, SES, civil defence, repatriation, personal carers/family &amp; community service &amp; 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 (see 5.1.4 & 5.1.5)	✓				Board Chair can approve
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 (AAD 3.1 & LM 3.17)			✓		
4.5.7	Authority to approve time-in-lieu for staff in accordance with DoH policies		✓			

## Schedule 4. Human Resources

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
4.5.8	Authority to approve time-in-lieu for project and administrative staff in accordance with DoH policies			✓		
<b>4.6</b>	<b><i>Allowances and Overtime</i></b>					
4.6.1	Authority to approve allowances for staff in accordance with DoH policies			✓		
4.6.2	Approval of overtime for staff reporting to the position				✓	
<b>4.7</b>	<b><i>Hours</i></b>					
4.7.1	Authorise variation of working hours for staff reporting to this position			✓		
<b>4.8</b>	<b><i>Staff Conduct &amp; Performance</i></b>					
4.8.1	Authority to manage any matters that relate to unsatisfactory professional or personal conduct by the Director		✓			Board to manage the Chief Executive
4.8.2	Authority to manage any matters that relate to unsatisfactory professional or personal conduct of staff			✓		
4.8.3	Authority to conduct appraisal of the performance of the Directors on an annual basis		✓			Board to annually appraise Chief Executive performance
4.8.4	Authority to conduct appraisal of the performance of staff				✓	

## Schedule 4. Human Resources

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
4.8.5	Authority to terminate the services of a staff member		✓			
<b>4.9</b>	<b><i>Secondary Employment</i></b>					
4.9.1	Approval of staff to undertake work outside Health Infrastructure (secondary employment). Director to be approved by Chief Executive and Chief Executive by Board.		✓			

## Schedule 5. Training & Travel

SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>5.1</b>	<b><i>Overseas Travel</i></b>					
5.1.1	Approve overseas travel. Chief Executive and Board members to be approved by Director-General	✓				subject to compliance with DoH travel policy
<b>5.2</b>	<b><i>Conferences, Courses, Off-site work visits</i></b>					
	<i>Including domestic travel &amp; overnight stays as well as payment and adjustment of allowances</i>					
5.2.1	Approve conference/course expenditure other than approved leave entitlements for Director		✓			Chief Executive to be approved by Board Chair
	<i>Approve conference/course expenditure other than approved leave entitlements for staff</i>					
5.2.2	Up to \$5,000			✓		
5.2.3	Over \$5,000 to no more than \$20,000		✓			
5.2.4	Over \$20,000 but no more than \$50,000	✓				
<b>5.3</b>	<b><i>In-house training</i></b>					
5.3.1	Approve expenditure on in-house training for Director		✓			
5.3.2	Approve expenditure on in-house training for staff			✓		

Schedule 6. Non-Financial Delegations						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<b>6.1</b>	<b><i>Delegations</i></b>					
6.1.1	Approve additions/deletions/alterations to the Health Infrastructure delegations manual					HAC
<b>6.2</b>	<b><i>Records Management</i></b>					
6.2.1	Authority to dispose of records in accordance with the State Records Act			✓		
<b>6.3</b>	<b><i>Information Systems</i></b>					
6.3.1	Approve Network Access			✓		Counter signature by Manager, TSS, Health Technology
6.3.2	Approve corporate software applications			✓		
6.3.3	Approve Internet Access			✓		
6.3.4	Approve external connections to the Health Support network /corporate network (Purchasing & Supply Manual)			✓		
6.3.5	Approve and or restrict access to files & records			✓		
<b>6.4</b>	<b><i>Legal</i></b>					
6.4.1	Authority to seek legal opinion from DoH			✓		
6.4.2	Authority to seek legal opinion from outside firm. All costs associated with obtaining legal services are to be reported to Legal Branch and services are to be procured in accordance with procurement rules. All litigation matters are to be referred to the DoH Legal Branch.			✓		
6.4.3	Authority to coordinate responses to subpoenas			✓		

<b>Schedule 6. Non-Financial Delegations</b>						
<b>SCHEDULE</b>	<b>DELEGATION</b>	<b>BOARD</b>	<b>CHIEF EXECUTIVE</b>	<b>DIRECTOR</b>	<b>MANAGER</b>	<b>OTHER</b>
6.4.4	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.		✓			Does not apply to Capital Budget
<b>6.5</b>	<b><i>Media</i></b>					
6.5.1	Approval of media statements or releases in relation to Health Infrastructure activities		✓			Reviewed by DoH & Minister's office
6.5.2	Verbal discussions with media personnel		✓			
<b>6.6</b>	<b><i>Motor Vehicle Use</i></b>					
6.6.1	Allocation of vehicles for the purpose of private use in accordance with DoH & AHS policies			✓		Dir Fin and Admin
6.6.2	Approval of private use of official vehicle during periods of leave			✓		Dir Fin and Admin
6.6.3	Authority to suspend use as a result of inappropriate use		✓			
6.6.4	Approve official use of private vehicles and reimbursement of expenses (P&S 5.22 )			✓		
<b>6.7</b>	<b><i>Freedom of Information</i></b>					
6.7.1	Power to deal with FOI applications (FOI s18.1 l)					Director-General
<b>6.8</b>	<b><i>Use of Official Resources</i></b>					
6.8.1	Approval of use of official resources for non-official purposes (eg to aid charitable event or for non-commercial use)- see Code of Conduct			✓		
<b>6.9</b>	<b><i>Building Access</i></b>					
6.9.1	Approve building access				✓	

## Health Infrastructure – Capital Budget Delegations

(Within Approved Budget, Annual Funding Allocation and Availability of Funds)

The delegations contained in this Schedule are subject to compliance with directions/circulars issued by NSW Government from time to time that apply to capital works eg \$million and \$50 million Treasury approval points.

Schedule A. Capital Works or Programs over \$10 million						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
A1.1	<i>Appointment of 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>					
A1.1.1	Appointment of consultants and authorisation of expenditure within approved budget.  Procedures: <ul style="list-style-type: none"> <li>• \$ limit specified is total project cost;</li> <li>• Subject to compliance with consultancy services procurement procedures;</li> </ul>		✓ Unlimited	✓ Up to \$1 million	✓ Up to \$250,000	
A1.1.2	Approve not undertaking full tender action in exceptional circumstances in procurement of consultancy services	✓ Up to \$5m	✓ Up to \$1m			Note conditions in Purchasing and Supply Manual. For over \$5 million to HAC.
A1.2	<i>Service Procurement Plan</i>					
A1.2.1	Approval to proceed to "Service Procurement Plan"					Director-General or DoH delegated officer



Schedule A. Capital Works or Programs over \$10 million						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
<i>A1.3</i>	<i>Project Definition</i>					
A1.3.1	Approval to proceed to "Project Definition Plan".		✓			Following approval of SPP in accordance with Process For Facility Planning.
<i>A1.4</i>	<i>Project Definition Plan</i>					
A1.4.1	Approval of submission by HI of "Project Definition Plan" and variations to Director-General.	✓				
A1.4.2	Endorsement of "Project Definition Plan" and project definition plan variations.					Director-General or DoH delegated officer
<i>A1.5</i>	<i>Project Documentation</i>					
A1.5.1	<p>Approval of proceeding to project procurement by means of developing Project Documentation subject to compliance with "<b>Approved Project Budget, Scope and Cashflow</b>".</p> <p>Procedures:</p> <ul style="list-style-type: none"> <li>• This is subject to prior approval of the relevant PDP.</li> <li>• Subject to any total project cost limit specified within annual asset acquisition program approvals.</li> <li>• Subject to compliance with Government Procurement Policy requirements.</li> </ul>			✓		

<b>Schedule A. Capital Works or Programs over \$10 million</b>						
<b>SCHEDULE</b>	<b>DELEGATION</b>	<b>BOARD</b>	<b>CHIEF EXECUTIVE</b>	<b>DIRECTOR</b>	<b>MANAGER</b>	<b>OTHER</b>
<i>A1.6</i>	<i>Development Applications</i>					
A1.6.1	Submission of development applications on behalf of Health Administration Corporation.  Procedures: <ul style="list-style-type: none"> <li>• Subject to being an approved project within the Department's Asset Acquisition Program</li> </ul> Refer section 13 Health Administration Act 1982. (HAC)			✓		
<i>A1.7</i>	<i>Acceptance of Development Applications</i>					
A1.7.1	Acceptance of Development Application conditions consistent with Crown Development Policy Requirements (Section 94) on behalf of the Health Administration Corporation  Procedures: <ul style="list-style-type: none"> <li>• Subject to being an approved project within the Department's Asset Acquisition Program</li> <li>• Project being within budget and scope</li> </ul>	✓	✓	✓		
A1.7.2	Acceptance of Development Application conditions not consistent with Crown Development Policy Requirements (Section 94) on behalf of the Health Administration Corporation.  Procedures: <ul style="list-style-type: none"> <li>• Subject to being an approved project within the Department's Asset Acquisition Program</li> <li>• Project being within budget and scope</li> </ul>	✓				

<b>Schedule A. Capital Works or Programs over \$10 million</b>						
<b>SCHEDULE</b>	<b>DELEGATION</b>	<b>BOARD</b>	<b>CHIEF EXECUTIVE</b>	<b>DIRECTOR</b>	<b>MANAGER</b>	<b>OTHER</b>
<i>A1.8</i>	<i>Call Tenders</i>					
A1.8.1	Approval to call Tenders. Procedures: <ul style="list-style-type: none"> <li>• Subject to approval within annual acquisition approvals program.</li> <li>• Subject to compliance with Government Procurement Policy requirements.</li> <li>• Subject to compliance with Approved Project Budget, Scope and Cashflow.</li> </ul>		✓ For more than \$5M	✓ For less than \$5M		
<i>A1.9</i>	<i>Approval of Contracts (including PPP's)</i>					
A1.9.1	Approval of preferred tenderer and contract documentation. This delegation is basically approving tender and commitment of funds. Procedures: <ul style="list-style-type: none"> <li>• Subject to any \$ limit for total project cost specified against a delegate.</li> <li>• Subject to compliance with Government Procurement Policy requirements.</li> <li>• Subject to COMPLIANCE WITH Approval Project Budget, Scope and Cashflow and approved annual allocation of funds.</li> </ul>	✓ Unlimited	✓ Up to \$20M	✓ Up to \$1M		
<i>A1.10</i>	<i>Execution of Contracts</i>					
A1.10.1	Execution of contracts on behalf of the Health Administration Corporation		✓			

Schedule A. Capital Works or Programs over \$10 million						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
A1.11	<i>Project Implementation (Delegations are subject to compliance with any Treasury requirements regarding contract variation including those associated with Public/Private Partnerships)</i>					
A1.11.1	<p>Approve use of within the projects approved estimated total cost (ETC) budget</p> <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Subject to change control procedures for the project.</li> <li>• Subject to the “existing major projects constraints” of Treasury Circular TC06/20 as applied in respect of HI’s capital works program;</li> <li>• Subject to Section A1.11.4 for changes in the timing of expenditure for capital works projects.</li> </ul>		<p>✓</p> <p>Unlimited</p>	<p>✓</p> <p>Up to \$1million</p>	<p>✓</p> <p>Up to \$250,000</p>	<p>External project managers appointed by HI up to a maximum of \$250,000 per variation, subject to the specific authority limits and requirements specified in individual contracts and within the bounds of this delegation conditions.</p>
A1.11.2	<p>Approve project implementation measures ( eg change of construction staging) that will not result in changes to the project’s approved ETC budget.</p> <ul style="list-style-type: none"> <li>• Subject to change control procedures for the project.</li> <li>• Subject to SectionA1.11.4 for changes in the timing of expenditure for capital works projects.</li> </ul>		<p>✓</p>	<p>✓</p>	<p>✓</p>	

Schedule A. Capital Works or Programs over \$10 million						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
A1.11.3	<p>Approve changes to the project's approved ETC budget, provided that the changes cumulatively will not exceed 110% of the original approved ETC budget.</p> <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Subject to the "existing major projects constraints" of Treasury Circular TC06/20 as applied in respect of HI's capital works program and identified offsets from within the funding limits of the approved HI capital program;</li> <li>• Subject to change control procedures for the project.</li> </ul>	✓	<p>✓</p> <p>Up to 105% of the original approved ETC budget)</p>			
A1.11.4	<p>Approve changes to the timing of expenditure for capital works projects.</p> <p>Procedures:</p> <ul style="list-style-type: none"> <li>• Subject to the "existing major projects constraints " of Treasury Circular TC06/20 as applied in respect of HI's capital works program and identified offsets from within funding limits of the approved HI capital program;</li> <li>• Subject to change control procedures for the project.</li> </ul>		<p>✓</p> <p>Unlimited</p>	<p>✓</p> <p>Up to \$1m change in any financial year</p>		
A1.11.5	Approve all variations other than those in Sections A1.11.1, A1.11.2, A1.11.3 and A1.11.4.					Director-General (see Treasury Circular TC06/20)
<b>A1.12</b>	<b>Advance Requests</b>					

Schedule A. Capital Works or Programs over \$10 million						
SCHEDULE	DELEGATION	BOARD	CHIEF EXECUTIVE	DIRECTOR	MANAGER	OTHER
A1.12.1	Approve the making of an advance request on the Department  Procedures: <ul style="list-style-type: none"> <li>Subject to such payments being in respect of projects assigned to HI</li> </ul>			✓		
<b>A1.13</b>	<b>Land Acquisition</b>					
A1.13.1	Approve the acquisition of land needed to deliver an approved project.  Procedures: Subject to compliance with <ol style="list-style-type: none"> <li>Approved Project Budget, Scope and Cashflow, and</li> <li>Government property acquisition policy and guidelines (ie Government Asset Management Committee processes)</li> </ol>	✓ Over \$5M	✓ Up to \$5M			For general delegation regarding land see Combined Delegations Manual of DoH page 11.2 which also gives general acquisition (including leases) and disposal authority to the Board and CE in respect to land matters other than just capital works projects. Note compulsory acquisition requires approval of governor on recommendation of Minister for Health.

<b>Schedule B. PPP Projects, Service Delivery Phase</b>						
<b>SCHEDULE</b>	<b>DELEGATION</b>	<b>BOARD</b>	<b>CHIEF EXECUTIVE</b>	<b>DIRECTOR</b>	<b>MANAGER</b>	<b>OTHER</b>
<i>B1.1</i>	<i>Contract management</i>					
B1.1.1	Approval of non-routine aspects of contract payment stream( e.g. interest rate/inflation adjustments)**			✓		
B1.1.2	Approval of non-routine contract administration measures (e.g. disputes, variations, breach notices etc). Procedure: Subject to compliance with other government approvals and project budgets.**		✓			

\*\* Note: These principles should be developed in a HI/AHS protocol for each PPP on a project-by-project basis. For example, the “non-routine” issues would be defined precisely. Also the precise point at which HI’s responsibilities for the works delivery phase end and the host AHS’ responsibility for the service delivery phase commence would be specified.