

Single Digital Patient Record Implementation Authority

Delegations Manual

Delegations for Single Digital Patient Record - Positions and Appointed Staff

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Single Digital Patient Record Implementation Authority Delegation Manual

Purpose of this Manual

The purpose of this Delegation Manual is to clearly set out the levels of authority delegated to duly appointed office holders and staff of *Single Digital Patient Record Implementation Authority*.

The underlying intention of this Delegation Manual is to clarify accountability and responsibility for the day-to-day operation of *Single Digital Patient Record Implementation Authority*.

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 *Single Digital Patient Record Implementation Authority* on a day- to-day basis; and
 - b) Facilitate compliance with relevant directions from the Minister, the Ministry of Health and Health Administration Corporation (the 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 position is unique and may not be transferred or further delegated, **except** where, the absence of the person occupying the position 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. The delegation of authority does not apply to contractors or agency staff. **Contractors and agency staff cannot exercise financial or staff delegation of a position** outlined in this manual against which they are held. Financial and staff delegations can only be exercised by appointed officers of *Single Digital Patient Record Implementation Authority*.
6. 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 also point 16 regarding amendment of delegations*).
7. Where this manual specifies a delegation to a position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.
8. Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and **excludes GST**. They do not imply or confer authority to spend more than the business unit or organisation's uncommitted budget allocation.
9. No delegate may:
 - a) Approve self-related matters (e.g. authorise expenditure or expenditure reimbursement to themselves regardless of the amount, 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 authorised delegation.
10. The authorising person for items outlined in clause 8, and other matters of a like nature, shall be a more senior member of staff.

Single Digital Patient Record Implementation Authority Delegation Manual

11. 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.
12. In principle, all expenditure is to be approved based on availability of funding within the budget allocation and the availability of funds within each cost centre account.
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 Ministry of Health.
15. The following Ministry 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:
 1. Accounts and Audit Determination Manual
 2. Accounting Manual - Public Health Organisations
 3. Accounting Policy Manual – NSW Health
 4. Combined Delegations Manual
 5. Procurement Policy
 6. Leave Matters Policy
 7. Corporate Governance and Accountability Compendium for NSW Health
 8. Fees Procedures Manual for Public Health Organisations
 9. Health Infrastructure Delegations
 10. HealthShare NSW Delegations
 11. eHealth NSW Delegations
 12. Leave/Salaries – Public Service
 13. Privacy Manual for Health Information and
 14. Protecting People and Property Manual
16. Amendments, additions, and deletions to the Delegations Manual must be submitted to the Corporate Governance and Risk Management unit, Ministry of Health. The Corporate Governance and Risk Management unit will prepare an Instrument of Delegation and obtain formal approval from the 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 ad hoc directions issued by the Ministry of Health including the Chief Financial Officer, NSW Health.
18. With the exception of section 1.1.1.3 and Schedule 2, the *Single Digital Patient Record Implementation Authority* Delegations Manual does not apply where *Single Digital Patient Record Implementation Authority* and its staff are acting as agents under instructions from delegated staff of customer Health entities in line with the services provided under *Single Digital Patient Record Implementation Authority* Service Catalogues.
19. The requirements outlined in the *Single Digital Patient Record Implementation Authority* Delegations Manual are minimum requirements and other requirements may be required to be met before exercising the delegations contained within this document.
20. Under F29 of the Combined Delegations Manual, the Minister for Health has delegated to the Health Secretary the power to expend Annual Consolidated Fund Allocation monies for services provided for or on behalf of the Health Secretary under section 126B of the Health Services Act. The expenditure functions of the *Single Digital Patient Record Implementation Authority* Delegations Manual are sub-delegations of the Health Secretary's expenditure authority under F29 of the Combined Delegations Manual.

Abbreviations

Abbreviations used for individual delegates are as follows:

Position Title	Abbreviation	Reports to
Health Administration Corporation	HAC	-
Chief Financial Officer, Ministry of Health	CFO	Secretary
Chief Procurement Officer, Ministry of Health	CPO	Secretary
Chief Executive, Single Digital Patient Record Implementation Authority	CE	Secretary
Director of Clinical Systems and Transformation	DCST	CE
Director, Finance	DF	CE
Director of SDPR Program	DSDPRP	CE
Director, Workforce	DPC	CE
Director of Technology, Devices and Integration	DTDI	CE
Manager, Fleet	MF	D ICT Pro
Manager, Facility and Accommodation	MA	DF
Financial Commercial Partner	FCP	DF
Governance Manager, Information Security Services	MSC	DTCSS
Senior Responsible Officer	SRO	-

PART 1 Structure of Delegations

The delegations detailed in this manual have been grouped under nine sections:

Schedule 1	Expenditure
Schedule 2	Procurement
Schedule 3	Financial Delegations
Schedule 4	Workforce

Schedule 5	Data and Information
Schedule 6	Organisational Management
Schedule 7	Legal
Schedule 8	P Card Limits
Schedule 9	Schedule of Delegates

Delegates have been classified according to levels of delegation as follows:

Health Administration Corporation	Any reference to HAC should be taken to be the Secretary in all instances or another member of the Ministry executive where defined in the Combined Delegation Manual. For the purpose of Schedule 1, 2 and 3, HAC may also be defined as the Deputy Secretary, Financial and Corporate Services and Chief Financial Officer.
Chief Executive	The Chief Executive of the Single Digital Patient Record Implementation Authority
Tier 2 Executive Director /Director	Persons occupying position one level below Chief Executive, managing specified business service portfolio.
Tier 3 Director/Manager	Persons occupying position one level below Tier 2 Executive Director/Director, managing specified business service portfolio
Tier 4 Manager	Persons occupying position one level below Tier 3 Director/Manager, managing specified business service portfolio
Tier 5 Manager	Persons occupying position one level below Tier 4 Manager, managing specified business portfolio

Persons managing a specified business portfolio are defined as persons having responsibility for delivering services on business portfolio basis, with management responsibility for a group of staff with organisational hierarchical structure.

Contractors, agency staff, project and support officers do not fall into the definition of managing specified business portfolio.

Schedule 1 – Expenditure

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
1.1 Dollar Limits on Delegations									
1.1.1	Commit to and incur expenditure (limited to funds available and subsequently committed; and total contract value) on:								
Requirements:									
<ul style="list-style-type: none"> • Availability of funds • All expenditure approved by the delegate must be within the remit of their function and responsibilities • Compliance with the NSW Health policies and directives requirements, including NSW Health Procurement (Goods and Services) as issued from time to time. 									
1.1.1.1	Goods and services for the day to day operation of Single Digital Patient Record Implementation Authority, up to:	>\$5M	\$5M	\$100K	10			\$5M: Director Finance \$30K: FCP	
1.1.1.2	Subject to meeting all procurement accreditation requirements, ICT Goods and Services for Single Digital Patient Record Implementation Authority, up to:	>\$5M	\$5M	\$100K	10			\$5M: Director Finance \$150K: Director Finance	
1.1.1.3	Subject to meeting all procurement accreditation requirements, ICT Goods and Services on a statewide basis, up to:	>\$30M	\$30M	\$100K	10	\$30K	\$15K	\$5M: EDSD & Director Finance \$150K: DTCSS &	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								Director Finance \$30K: DTCSS & FCP	
1.1.1.4	Utilities (Water, Rates, Electricity and Gas), up to:	>\$5M	\$5M	\$100K:				\$5M: Director Finance	
1.1.1.5	Consultants, up to:	>\$30K	\$30K					\$30K Director Finance	See NSW Health Procurement (Goods and Services) Policy Direction section 5.2.2
1.1.1.6	Catering, up to:		>\$7.5K	\$7.5K				CE: Official function with alcohol	
1.1.1.7	Staff Training & Training Providers, up to:		\$1M	\$100K					Where listed as a professional services provider, 1.1.1.5 applies
1.1.1.8	Domestic Travel, up to:	>\$20K	\$20K	\$10K					Linked to 1.6.1
1.2 Corporate Purchase – Credit Card									
1.2.1	Approve individual card limits for use of corporate purchase cards for	Chief Executive	T2 and all other staff					T2 and below: Director Finance	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
1.2.2	Allocate and issue corporate purchase card		yes					Director Finance	
1.2.3	Approve 'Authorisers' for PCard expenses			Director Finance					
1.3 Out of Pocket									
1.3.2	Approve out of pocket expenses as defined in PD2019_015		Yes	\$1K					
1.3.3	Approve staff reimbursement for telecommunication expenditure			All					
1.3.4	Approve cab voucher for other staff use			Yes					
1.4 Devices									
1.4.1	Approve the purchase of mobile communication devices.			Yes					Must buy off eHealth NSW Catalogue
1.5 Overseas Travel									
	Approve overseas travel where there is:								
1.5.1	expenditure involves public monies (including the General Fund)	See comments							The Official Travel Policy (section 4.2) indicates the approvals. This includes the requirement for Ministerial Approval for NSW Health staff (unless otherwise stipulated as per their employment contract).

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	no public monies (including the General Fund) or sponsorship or SPT Fund or granting of leave	See comments							The Official Travel Policy (section 4.2) indicates the approvals. This includes the requirement for Ministerial Approval for NSW Health staff (unless otherwise stipulated as per their employment contract).
1.6 Domestic Travel									
1.6.1	Approve domestic travel (including air travel and overnight stays):	Chief Executive	T2 Staff specialist	All other					As per Official Travel Policy (section 3.1) CE's can approve NSW Health Service staff. Minister's approval should be sought if the proposed travel 'might attract public concern.'
1.6.2	Approve car hire			Yes					
1.7 Training, courses & conferences									
1.7.1	Engage Training Providers		Yes	Yes					Go to 1.1.1.7 for the financial delegations related to training
1.7.2	Approve participation and related travel expenses in externally provided training courses, programs, courses and conferences for:								
1.7.2.1	Chief Executive	Yes							

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
1.7.2.2	T2		Yes						
1.7.2.3	Staff Specialist		Yes						
1.7.2.4	<T2			Yes					
1.8 Asset Disposal									
Requirements <ul style="list-style-type: none"> Compliance with NSW Health Procurement (Goods and Services) Policy Directive as issued from time to time; and If disposal of property by way of a donation or gift of the property to a third party is proposed, section 5.6 of the Government Sector Finance Act must be complied with. Donation or gifts of government property, where the asset has a fair value of \$500 or more, will generally require authorisation from the Treasurer prior to donation or gifting. The requirements of TD21-04 must be addressed for gifts less than \$500. The Ministry of Health's External Reporting and Financial Compliance Team can provide advice and will facilitate the approval process once approval is provided by the delegates. 									
1.8.1	Dispose of surplus or unserviceable asset (other than disposal by gift or donation) where the proceeds or written down value of the asset being:								
1.8.1.1	Computer or ICT equipment, up to:	>\$5M	\$5M	\$500K	\$250K	\$20K		Director Finance	>\$250K: Full tender \$30K - \$250K: 3 written quotes
1.8.1.2	Motor vehicles, up to:	>\$5M	\$5M	Director Finance: \$250K				Director Finance & MF	>\$250K: Full tender \$30K - \$250K: 3 written quotes
1.8.1.3	Plant or Equipment (other than computers or IT equipment), up to:	>\$5M	\$5M	\$250K				\$5M - \$250K: D ICT Pro & Director Finance \$250K: Director Finance	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
1.8.2	Authority to sell assets to staff				All T3				Consider all other disposal options & available to all staff
1.8.3	Disposal by way of gift or donation to charitable body or other non-government organisation	>\$500	\$500					>\$500 MoH, Minister for Health & NSW Treasury	See requirements above

Schedule 2 – Procurement

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
2.1 Procurement Process									
2.1.1	Approve not undertaking full tender action in exceptional circumstances in procurement of								
2.1.1.1	Professional services	Yes						>30K CPO	Professional service requirements are specified in the NSW Health Procurement Policy & Procedure (section 5)
2.1.1.2	Approve Procurement Strategy for procurement exercises estimated to be valued up to	CPO - >\$30M	\$30M*						Organisation, Program and Business Unit expenditure: Expenditure Delegations

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
									Project: Pre-Approved allocated Project Funds *Utilising resources from eHealth NSW and / or HealthShare NSW
2.1.2	Approve the award and execution of agreements and contracts, and any other variations for:								
2.1.2.1	State-wide contract, up to the value of:	>\$30M	\$30M*						*Utilising resources from eHealth NSW and / or HealthShare NSW
2.1.2.2	Non state-wide contract, up to the value of:	>\$5M	\$5M						
2.1.2.3	Non-state wide commercial vehicle contract, up to the value of:	>\$500K	\$250K						
2.1.3	Approve a waiver or exemption from:								
2.1.3.1	Seeking quotations for procurement	CPO						CE	
2.1.3.2	Tendering process for Consultants	CPO						CE	
2.1.3.3	Tendering Process for other procurements	CPO						CE	
2.1.4	Seek State Government Contract Exemption	CPO and gov't agencies as required						CE	
2.1.5	Approve variations to the standard contract:								
2.1.5.1	Information security			Security SRO					
2.1.5.2	Privacy			Privacy SRO					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
2.1.5.3	Intellectual Property		Yes						
2.1.5.4	Other		Yes						

Schedule 3 – Financial Delegations

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.1 Budget Approvals, Allocations & Funding Services									
3.1.1	Endorse fund allocation for Annual Budget		CE						
3.1.2	Approve Annual Budget (including allocations and funding services) for submission to Ministry of Health		CE	Director Finance					
3.1.3	Approve Annual Budget (including allocations and funding services) for Single Digital Patient Record Implementation Authority	Yes							
3.2 Budget Adjustments									
3.2.1	Transfer budget and/or cash flow between capital programs or projects	Yes						CE Director Finance	
3.2.2	Transfer budget from one department to another department			Director Finance					In discussion with the CE
3.2.3	Transfer budget between line items within the same department			Yes					In discussion with the CE

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.2.4	Supplement budgets			Director Finance					
3.2.5	Approve rollover budgets			Director Finance					
3.3 Asset Register									
3.3.1	Identify for inclusion or adjustment on the asset register:								
3.3.1.2	Intangible Assets		CE	Director Finance	MFG				
3.3.1.3	The same department		CE	Director Finance	MFG				
3.3.2	Approve write-offs and disposals from the asset register			Director Finance					In discussion with CE
3.3.3	Approve capitalisation of, and adjustments to, intangible assets			Director Finance					In discussion with CE
3.3.4	Approve asset register adjustment.			Director Finance					In discussion with CE
3.4 Funding Agreements & Government Grants									
3.4.1	Accept and sign funding contracts and government grants on behalf of Single Digital Patient Record Implementation Authority to client health entities or other approved clients up to:	>\$5M	\$5M						
3.5 Debt Management									
3.5.1	Initiate debt collection services to recover unpaid accounts from current or former staff (in line with policy)			Director Finance					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.5.2	Initiate legal action to recover unpaid accounts from current or former staff			Director Finance					
3.5.3	Write off payroll overpayments per payroll run, up to:	>\$50K		\$50K: Director Finance with approval of CE			\$300: PO		
3.5.4	Waiver other fees and charges, up to:	>\$50K		\$50K: Director Finance with approval of CE					
3.6 Banking									
3.6.1	Approve add or remove cheque signatories		Yes					Director Finance	
3.6.2	Approve add or remove corporate online banking		Yes					Director Finance	
3.6.3	Approve add or remove corporate online banking administrator		Yes					Director Finance	
3.6.4	Open and close bank accounts	Yes						CE Director Finance	
3.6.5	Approve variation in banking institution used.	Yes							
3.6.6	Vary banking frequency where there are no banking frequencies within a practical distance.		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.6.7	Approve alternate times, means and methods for banking and issue of receipts.			Director Finance					
3.7 Investments									
3.7.1	Invest funds according to policy			Director Finance					
3.8 Taxation									
3.8.1	Submit BAS returns			Director Finance					
3.8.2	Submit FBT returns			Director Finance					
3.8.3	Communicate with ATO			Director Finance					
3.8.4	Provide taxation advice			Director Finance					
3.8.5	Enter into recipient created tax invoice agreements where Single Digital Patient Record Implementation Authority is the provider			Director Finance					
3.9 Journals (Excluding journals created and processed by Service Centres for customers including Single Digital Patient Record Implementation Authority)									
3.9.1	Create and upload journals with appropriate authorisation and supporting documentation				Finance T3				
3.9.2	Approve journals				Finance T3				
3.9.3	Post journals				Finance T3				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.10 Annual Financial Statements									
3.10.1	Release signed Annual Financial Statements		Yes					Director Finance	
3.11 Online Requisitions									
3.11.1	Approve online requisitions after Chief Executive has approved the requisition			Director Finance					
3.12 Restricted Financial Assets									
3.12.1	Approve the opening or closure of cost centres within the Restricted Financial Assets.			Director Finance					
3.13 Corporate Purchase – Credit Card									
3.13.1	Approve individual card limits for use of corporate purchase cards for:								
	Chief Executive	Yes						MOH	
	T2		Yes						
	All other staff		Yes						
3.13.2	Allocate and issue corporate purchase card		Yes						
3.13.3	Approve 'Authorisers' for purchase card expenses		Yes						
3.13.4	Approve individual corporate purchase card limits which differ from the standard limit set out in Schedule 8.								
	T2		Yes					Director Finance	
	All other staff		Yes					Director Finance	

Schedule 4 – Human Resources

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.1 Recruitment – Structure									
4.1.1	Approve Directorate’s Organisational Structure Plan		Yes					Director Workforce Director Finance	
4.1.2	Approve Staff Restructure Plan		Yes					Director Workforce Director Finance	
4.1.3	Approve the creation of a new position:								
4.1.3.1	Health Executive	Yes						CE	
4.1.3.2	Staff Specialist		Yes						
4.1.3.3	HM6	Yes						CE	
4.1.3.4	HM5		Yes						
4.1.3.5	<HM5		Yes						Approved Organisational Structure Plan
4.1.4	Approve the Award and Grade for the positions which has been nominated for:								
4.1.4.1	Health Executive	Yes	Yes						
4.1.4.2	Staff Specialist		Yes					Director Workforce	
4.1.4.3	HM6	Yes	Yes						
4.1.4.4	HM5		Yes					Director Workforce	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								Director Finance	
4.1.4.5	<HM5		Yes					Director Workforce ADPC Director Finance	
4.1.5	Move and delete Established Positions		Yes					Director Workforce Director Finance	Movement and deletion must be according to Approved Organisational Structure Plan and Staff Restructure Plan
4.1.6	Approve voluntary redundancy	Yes							
4.1.7	Offer voluntary redundancy	Yes	Yes					Director Workforce Director Finance	
4.2 Recruitment - Mechanics									
4.2.1	Approve to recruit into the position:								
4.2.1.1	Health Executive	Yes						CE	
4.2.1.2	Staff Specialist		Yes					Director Workforce & Director Finance	Approved organisational structure

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.2.1.3	HM6	Yes (for new positions)	Yes					Director Workforce & Director Finance	
4.2.1.4	HM5		Yes					Director Workforce & Director Finance	
4.2.1.5	HM4		Yes						
4.2.1.6	<HM4		Yes					Director Workforce Director Finance	<ul style="list-style-type: none"> • HR Business Partner Recommendation • Finance Business Partner • Approved organisational structure plan
4.2.2	Approve to appoint:								
4.2.2.1	Health Executive	Yes						CE	Approved organisational structure plan
4.2.2.2	Staff Specialist		Yes						
4.2.2.3	HM6	Yes	Yes					CE	
4.2.2.4	HM5		Yes						
4.2.2.5	HM4		Yes						Approved organisational structure plan
4.2.2.6	<HM4		Yes						
4.2.3	Approve to fill or extend the temporary and exempt appointment for a further defined period of an existing funded staff establishment or contractor vacancy:								
4.2.3.1	Health Executive	Yes						CE	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.2.3.2	Staff Specialist		Yes					Director Workforce & Director Finance	
4.2.3.3	HM6		Yes					Director Workforce & Director Finance	
4.2.3.4	HM5		Yes					Director Workforce & Director Finance	
4.2.3.5	HM4		Yes					ADPC Director Finance	
4.2.3.6	<HM4		Yes						<ul style="list-style-type: none"> • HR Business Partner Recommendation • Finance Business Partner • Approved organisational structure
4.2.4	Make a determination on recommended application with criminal record(s).		Yes						
4.2.5	Approve, in urgent situations, an individual to commence employment with Single Digital Patient Record Implementation Authority before all pre-employment checks are completed		Yes						
4.3 Salary increase									

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.3.1	Approve in band salary increases for staff:								
4.3.1.1	Health Executive	Yes						CE	
4.3.1.2	Staff Specialist		Yes						
4.3.1.3	< Health Executive & Staff Specialist		Yes						Health Managers: Only consistently superior performance may be rewarded with a salary increment. Within any 12 month period, any salary increment will be no more than one third of the salary band for the relevant level, unless there are exceptional circumstances
4.4 Higher Grade Duties									
4.4.1	Appoint a staff to act in the position:								
4.4.1.1	T2		Yes					Director Workforce	
4.4.1.2	Staff Specialists		Yes						
4.4.1.3	< T2 & Staff Specialists		Yes						
4.4.2	Approve higher duties allowances for a defined period of time for staff who are acting in the position:								
4.4.2.1	Health Executive		Yes					Director Workforce	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.4.2.2	Staff Specialists		Yes					Director Workforce	
4.4.2.3	< Health Executive & Staff Specialists		Yes						
4.5 Discretionary Allowances									
4.5.1	Approve discretionary allowances for a defined period of time in accordance with Award provisions and entitlements:								
4.5.1.1	Health Executive	Yes	Yes					Director Workforce	
4.5.1.2	Staff Specialists		Yes						
4.5.1.3	< Health Executive & Staff Specialists		Yes					Director Workforce	
4.6 Rostering									
4.6.1	Approve individuals' rosters, timesheets, attendance records, hours worked and working hours:								
4.6.1.1	T2		Yes						
4.6.1.2	Staff Specialists			Yes					
4.6.1.3	T3			Yes					
4.6.1.4	T4				Yes				
4.6.1.5	<T4					Yes			
4.6.2	Approve sections rosters, including amendments				Yes				
4.6.3	Approve flexible work arrangements:								
4.6.3.1	T2		Yes						
4.6.3.2	Staff Specialists			Yes					
4.6.3.3	T3			Yes					
4.6.3.4	T4			Yes					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.6.3.5	<T4			Yes					
4.7 Overtime									
4.7.1	Approve time-in-lieu for staff in accordance with NSW Health policies and Award provisions and entitlements.			Yes					
4.7.2	Approve overtime in accordance with NSW Health policies and Award provisions and entitlements			Yes					
4.8 Leave									
4.8.1	Approve leave in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the position excluding the following:	Yes	Yes	All T2	All T3	All T4			
4.8.1.1	Annual Leave greater than 20 days			Yes					
4.8.1.2	Long Service Leave, up to:								
4.8.1.2.1	>12 months		Yes						
4.8.1.2.2	12 months			Yes					
4.8.1.2.3	6 months		Yes	Yes					
4.8.1.2.4	3 months		Yes	Yes					
4.8.1.3	Parental Leave up to 12 months			Yes					
4.8.1.4	Maternity Leave up to 12 months			Yes					
4.8.1.5	Adoption Leave up to 12 months			Yes					
4.8.1.6	Sick Leave > 5 consecutive working days:								
4.8.1.6.1	T2		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.8.1.6.2	<T3			Yes					
4.8.1.6.3	<Service Delivery T4 & Program Delivery T4			Yes					
4.8.1.7	Leave without pay, up to:								
4.8.1.5.1	>12 months		Yes						
4.8.1.5.2	12 months			Yes					
4.8.1.5.3	6 months			Yes					
4.8.1.5.4	3 months			Yes					
4.8.2	Approve ADOs accrual up to 3 days			Yes					
4.8.3	Approve extended FACS leave for bereavement			Yes					
4.8.4	Approve applications for authority to approve application for re-credit of Long Service Leave or Annual Leave due to incapacity			Yes					
4.9 Secondment and Permanent Transfers									
4.9.1	Approve secondment of staff to outside Single Digital Patient Record Implementation Authority			Yes				Director Workforce	
4.9.2	Approve permanent transfer of staff to or from Single Digital Patient Record Implementation Authority		Yes					Director Workforce	
4.10 Secondary Employment									
4.10.1	Approve staff to undertake any paid work outside Single Digital Patient Record Implementation Authority who are:								
4.10.1.1	T2		Yes					Conflict of interest -	
4.10.1.2	T3			Yes					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements	
4.10.1.3	<T3			Yes				Director Workforce		
4.11 Staff Conduct and Performance										
4.11.1	Conduct performance review for:									
4.11.1.1	Chief Executive	Yes								
4.11.1.2	T2		Yes							
4.11.1.3	Staff Specialist		Yes							
4.11.1.4	T3			Yes						
4.11.1.5	T4				Yes					
4.11.1.6	<T4					Yes				
4.11.2	Approve investigation relating to unsatisfactory professional or personal conduct within the position's remit:									
4.11.2.1	Chief Executive	Yes								
4.11.2.2	T2		Yes					Director Workforce		
4.11.2.3	Staff Specialist		Yes						Director Workforce	
	T3		Yes							
4.11.2.4	<T3			Yes						
4.11.3	Engage external investigators to investigate workplace or work safety issue		Yes					Director Workforce		
4.11.4	Approve investigations into:									
4.11.4.1	Misconduct			Yes						
4.11.4.2	Serious allegations against staff.		Yes					T2	Serious allegation is any misconduct defined by	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								Director Workforce	the Government Sector Employment Act.
4.11.5	Suspend or stand down the services of a staff member with pay:								
4.11.5.1	Health Executive		Yes					Director Workforce	Section 120A requirements
4.11.5.2	Health Specialist		Yes						
4.11.5.3	<Health Executive & Health Specialist		Yes						
4.11.6	Suspend or stand down the services of a staff member with pay:								
4.11.6.1	Health Executive		Yes					Director Workforce	Section 120A requirements
4.11.6.2	Health Specialist		Yes						
4.11.6.3	<Health Executive & Health Specialist		Yes						
4.11.7	Make and endorse disciplinary findings and recommendations, but not including terminate employment:								
4.11.7.1	Chief Executive	Yes							
4.11.7.2	Health Executive		Yes						
4.11.7.3	Staff Specialist		Yes						
4.11.7.4	T3			Yes					
4.11.7.5	<T3			Yes					
4.12 Ceasing Employment									
4.12.1	Terminate Employment:								
4.12.1.1	Chief Executive	Yes						Director Workforce	During probation period T2 and Director Workforce
4.12.1.2	Health Executive	Yes							
4.12.1.4	<Health Executive & Staff Specialist		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								T2	
4.12.2	Accept written resignation and complete resignation documentation for:								
4.12.2.1	Chief Executive	Yes							Notify P & C
4.12.2.2	Health Executive		Yes						
4.12.2.3	Staff Specialist		Yes						
4.12.2.4	T3			Yes					
4.12.2.5	T4			Yes					
4.12.2.6	<T4			Yes					
4.12.3	Offer voluntary redundancy		Yes					Director Workforce Director Finance	In consultation with MoH per IB2022_024

Schedule 5 – Data and Information

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
5.1 Data Governance - Statewide Data Assets									
5.1.1	Approve a Data Asset to be a Statewide Data Asset.	Yes							
5.2 Data Governance - Statewide Data Assets with the Single Digital Patient Record Implementation Authority Chief Executive as Data Owner/Custodian									
5.2.1	Approve the data asset's:								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
5.2.1.1	Governance		Yes						
5.2.1.2	Use(s)			Data SRO					
5.2.1.3	Asset Information Release/Access			Data SRO					
5.2.1.3	Classification			Data SRO					MCG Assessment
5.2.2	Approve the archival of the data asset				Data SRO				
5.2.3	Approve the disposal of the data asset's records				Records SRO				
5.2.4	Approve modification to asset:								
5.2.4.1	Major modifications		Yes						
5.2.4.2	Minor modifications			Data SRO					
5.3 Data Governance – Single Digital Patient Record Implementation Authority owned Data Assets									
5.3.1	Determine the data asset's:								
5.3.1.1	Governance		Yes						Data Asset must be related to the positions within the scope of area of responsibility
5.3.1.2	Use(s)		Yes						
5.3.1.3	Asset Information		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
5.3.1.4	Classification		Yes						MCG assessment
5.3.2	Approve the archival of the data asset		Yes						
5.3.3	Approve the disposal of the data asset		Yes					Data SRO	
5.3.4	Approve modification to asset:								
5.3.4.1	Major modifications		Yes						
5.3.4.2	Minor modifications			Yes					
5.4 Data Governance - Other data assets under Single Digital Patient Record Implementation Authority management									
5.4.1	Action to complete the asset information release/access request		Yes						Data Sponsor's or Data Custodian's written instructions to release the information which includes appropriate privacy & security safeguards.
5.5 Information Management									
5.5.1	Approve response to GIPA application			GIPA SRO					
5.5.2	Approve response to formal access requests and privacy complaints		Yes						
5.5.3	Approve conduct and response to an Internal Review under NSW Privacy legislation (PPIPA and HRIPA)		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
5.5.4	Approve record disposal according to the State Records Act		Yes						
5.6 Access Control									
5.6.1	Approve access to:								
5.6.1.1	Restricted Administrative Privileges for staff			Yes					Access must be relevant to the individual's position and allocated responsibilities.
5.6.1.2	Restricted Administrative Privileges for non-staff			Yes					Appropriate contract or agreements in place.
5.6.1.3	Overall non-staff access to NSW Health applications.			Yes					Access must be relevant to the individual's allocated responsibilities under contract or agreement. Data owner/data custodian permission, where relevant (5.2.1.; 5.3.1.).
5.6.2	Authorise M365 'Site Admins'			Yes					

Schedule 6 – Organisational Management

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.1 Delegation Manual									
6.1.1	Approve changes to the Single Digital Patient Record Implementation Authority Delegation Manual	Yes	Yes						
6.1.2	Approve the addition and removal of positions below T3 from the Single Digital Patient Record Implementation Authority Delegation Manual		Yes						
6.2 Organisational Plan									
6.2.1	Approve organisation plan		Yes						
6.3 Risk Management									
6.3.1	Accept organisational risk classified as:								
6.3.1.1	Extreme		Yes						
6.3.1.2	High			Yes					
6.3.1.3	Medium				Yes				
6.3.1.4	Low				Yes				
6.3.2	Accept business line risk classified as:								
6.3.2.1	Extreme		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.3.2.2	High			Yes					
6.3.2.3	Medium				Yes				
6.3.2.4	Low					Yes			
6.4 Media									
6.4.1	Approve media statements or releases in relation to Single Digital Patient Record Implementation Authority activities.		Yes						
6.4.2	Approve media statements or releases in relation to major incidents where Single Digital Patient Record Implementation Authority is the lead entity.		Yes						
6.4.3	Approve individuals to conduct verbal discussions with media personnel		Yes						
6.5 Briefs and advice									
6.5.1	Approve and release briefs to:								
6.5.1.1	Ministry of Health		Yes						
6.5.1.2	Minister		Yes						
6.5.1.3	NSW Health Secretary		Yes						
6.5.2	Approve and release advice related to Parliamentary matters		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.6 Correspondence									
6.6.1	Approve formal correspondence to:								
6.6.1.1	Ministry of Health		Yes						
6.6.1.2	Minister		Yes						
6.6.1.3	NSW Police		Yes						
6.6.1.4	State Insurance Regulatory Authority		Yes	Director Workforce					
6.6.1.5	Ombudsman		Yes						
6.6.1.6	ICAC		Yes						
6.6.1.7	NSW Audit Office		Yes	Director Finance					
6.6.1.8	External Accrediting Bodies		Yes						
6.6.1.9	NSW Treasury		Yes						
6.6.1.10	Information and Privacy Commissioner		Yes						
6.6.1.11	Department of Premier and Cabinet NSW		Yes						
6.6.1.12	SafeWork NSW		Yes	Director Workforce					
6.6.1.13	Low to Medium risk external formal correspondence			Yes					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.6.1.14	All other external formal correspondence		Yes						
6.7 Annual Attestations									
6.7.1	Sign off								
6.7.1.1	Internal Audit and Risk Management Attestation Statement		Yes						
6.7.1.2	Corporate Governance Attestation Statement		Yes						
6.8 Gifts, Bequests & Donations									
Requirements:									
<ul style="list-style-type: none"> Compliance with NSW Health policies and directives, including NSW Health Conflict of Interest and Gifts and Benefits PD2015_045 and NSW Health Code of Conduct PD2015_049 (as issued from time to time) requirements. 									
6.8.1	Accept Gift or Benefit or equipment to the value of:		\$75						Gifts must not be accepted from commercial entities i.e. actual and potential vendors.
6.8.2	Accept Donations		Yes						Donations must be for the benefit of the public purse
6.8.3	Accept Bequests up to the value of:	>\$100K	\$100K						
6.9 Annual Fire Statement									

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.9.1	Obtain, sign-off and submit Annual Fire Statements			Director Finance					
6.10 Building Access									
6.10.1	Approve building access within normal business hours			Yes					
6.10.2	Approve building access outside normal business hours		Yes						

Schedule 7 – Legal

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.1 Seeking Legal Services									
7.1.1	Seek legal services from Ministry of Health in relation to:								
7.1.1.1	Procurement		Yes						
7.1.1.2	Employee related matters		Yes						
7.1.1.3	Health liability matters		Yes						
7.1.1.4	Other matters		Yes						
7.1.2	Engage legal services from external on panel law firm in relation to:								
7.1.2.1	Procurement related matters		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.1.2.2	Employee related matters		Yes						
7.1.2.3	Health liability matters		Yes						
7.1.2.4	Other matters		Yes						
7.1.3	Engage legal services from external off panel law firm in relation to:								
7.1.3.1	Procurement related matters		Yes					NSW Health General Counsel	
7.1.3.2	Employee related matters		Yes						
7.1.3.3	Health liability matters		Yes						
7.1.3.4	Other matters		Yes						
7.2 Subpoenas									
7.2.1	Co-ordinate responses to subpoenas			Proper officer					
7.3 Insurance claims									
7.3.1	Manage and settle:								
7.3.1.1	Professional indemnity and liability claims			DPC					
7.3.1.2	Medical Negligence claims			DCCGRS					
7.3.1.3	Workers compensation claims			DPC					
7.3.1.4	Motor vehicle claims			DPC					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.3.1.5	Property and miscellaneous claims			DPC					
7.4 Out of Court Settlements & Other Legal Related Payments									
7.4.1	Out of Court Settlements								
	Industrial Relations Commission	>\$1M	\$1M	\$200K				EDFBP >\$200K: Relevant T2 Workforce matters: DPC Procurement Matters: EDPSC	
	Administrative Decision Tribunal	>\$1M	\$1M	\$200K					
	Anti-Discrimination Board	>\$1M	\$1M	\$200K					
	Other Tribunals	>\$1M	\$1M	\$200K					
	Suppliers	>\$1M	\$1M	\$200K					
	Other matters	>\$1M	\$1M	\$200K					
7.4.2	Approve the payment of fines and legal reparations	>\$1M	\$1M	\$200K					
7.5 Deeds of Release									
7.5.1	Approve Deeds of Release for:								
	Industrial Relations Commission matters	>\$1M	\$1M	\$200K					
	Administrative Decision Tribunal matters	>\$1M	\$1M	\$200K					
	Anti-Discrimination Board matters	>\$1M	\$1M	\$200K					
	Other Tribunal matters	>\$1M	\$1M	\$200K					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Workers' Compensation matters	>\$1M	\$1M	\$200K: DPC					
	Other contractual matters	>\$1M	\$1M	\$200K					
7.5.2	Approve individuals to liaise with insurers regarding deeds of release in workers' compensation matters			\$200K				DPC	
7.6 Waive legal rights									
7.6.1	Waive legal rights after taking legal advice		Yes	\$200K					Legal Risk Assessment
7.7 Licence Agreement									
7.7.1	Enter into licence agreements (excluding IP)		Yes						
7.8 Intellectual Property									
7.8.1	Enter into or vary:								
7.8.1.1	Agreements that assign IP		Yes						
7.8.1.2	Agreements that licence IP		Yes						
7.8.1.3	Collaborative IP agreements		Yes						
7.8.2	Approve the:								
7.8.2.1	Sale of copyright		Yes						
7.8.2.2	Purchase of copyright		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.8.2.3	Transfer of copyright		Yes						
7.9 Other Agreements									
7.9.1	Enter into or vary:								
7.9.1.1	Non-disclosure agreements		Yes						
7.9.1.2	Memorandum of Understanding Agreements		Yes						
7.9.1.3	Other legal contract or agreement with an external party where such an agreement has not been detailed elsewhere in this manual.		Yes						
7.9.2	Terminate contract:								
7.9.2.1	Immediately due to emergency, occupational health safety, extreme danger, hazard and any other circumstances that may warrant immediate termination		Yes						Director Finance Notification Director ICT Pro Notification
7.9.2.2	Before the contract's designated expiry date		Yes						
7.10 Public Interest Disclosures									
7.10.1	Appoint officers to appropriately deal with public interest disclosures, support staff who report, and ensure reprisals are not taken against them.		Yes		Disclosures Coordinator				
7.11 Investigation into Statutory Complaints									
7.11.1	Approve investigations into Statutory complaints based on:								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Privacy Legislation		Yes	Privacy SRO					
	Public Health Act		Yes						
	Independent Commission Against Corruption Act		Yes						
	Ombudsman Act		Yes						
	Other legislation		Yes						

Schedule 8 – P-Card Limits

	P-Card Transaction Limit	P-Card Monthly Limit
Tier 2	\$7,500	\$30,000
Tier 3		
Tier 4		
Tier 5		

Schedule 9 – Schedule of Delegates

Tier	Position
Office of the Chief Executive	
1	Chief Executive
3	Communications Manager
	Executive Manager, Office of the Chief Executive
	Senior Legal Counsel
	Consumer, Community Engagement and Partnership Manager
	Privacy Officer
3	Lead, Clinical Engagement Team
3	Director of Aboriginal Health Unit
Program Delivery, Contract Management and Procurement	
2	Director SDPR Program, Contract management and Procurement
3	Senior Manager Reporting, Data and Analytics
	Senior Manager Safety and Quality
	Senior Manager, Project Management Office
	Commercial Manager, Procurement
Clinical Engagement	
2	Team leader, Clinical Engagement Team
3	Principle Allied Health Advisor
	Principle Nursing Advisory
	Lead Medical Officer Advisor
	Lead Pharmacy Advisor
	Medical Officer Advisor
Technology, Devices and Integration	
2	Director Technology, Devices and Integration
3	Associate Director Integration

	Associate Director Operations and Testing
	Associate Director Technology Delivery
	Associate Director Engineering
Clinical Systems and Transformation	
2	Director Clinical Systems and Transformation
3	Associate Director Clinical Applications
	Associate Director Corporate and Operational Applications
	Associate Director LHD Readiness, Training and Change Management
Finance	
2	Director, Finance
3	Deputy Director of Finance
	Senior Commercial Analyst
	Commercial Analyst
Internal Audit	
2	Chief Audit Executive (Shared with eHealth)
3	Audit Officer
Workforce	
2	Director, People and Culture (Shared with eHealth)
3	Associate Director, Human Resource & Recruitment Services, Pillar Health Agencies and Health System Support Group (Shared with eHealth)
	Associate Director, Culture and Organisational Development (Shared with eHealth)
	Head of People and Culture/Human Resources (Shared with eHealth)
	Head of People and Organisational Change (Shared with eHealth)
	Head of Recruitment (Shared with eHealth)
4	Manager, Recruitment (Shared with eHealth)
	Manager, Human Resources (Shared with eHealth)
	Team Leader, Reception (Shared with eHealth)

	Case Manager, Human Resources (Shared with eHealth)
	Manager, Organisation Development (Shared with eHealth)
	Manager, People and Organisational Change (Shared with eHealth)