

eHealthNSW

Delegations Manual

Part 1 – Delegations for eHealth's Positions and Appointed Staff

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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 *eHealth*.

The underlying intention of this Delegation Manual is to clarify accountability and responsibility for the day-to-day operation of *eHealth*.

The Delegation Manual is separated into two parts.

- **PART 1** details the delegations for eHealth's appointed office holders and staff; and
- **PART 2** details the delegations that apply where eHealth NSW is as an entity undertaking goods and services procurement under Agency Accreditation (issued by the MOH) and can be found at the following link
<http://procurementportal.moh.health.nsw.gov.au/PoliciesManuals/Policy/Pages/default.aspx>

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 eHealth 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 eHealth NSW.

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 15 regarding amendment of delegations*).

6. 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.
7. 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.
8. 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.
9. The authorising person for items outlined in clause 8, and other matters of a like nature, shall be a more senior member of staff.
 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 cost centre account.
 12. Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.
 13. All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the Ministry of Health.
 14. 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:
 - Accounts and Audit Determination Manual (AAD)
 - Accounting Manual (AM) - Public Health Organisations
 - Combined Delegations Manual (CDM)
 - Goods & Services Procurement Manual Policy
 - Leave Matters Manual (LM) - Public Health Organisations
 - Protecting People and Property Manual (S&S)
 15. Amendments, additions, and deletions to the Delegations Manual must be considered and approved by the HAC. Once endorsed, the change must be incorporated into the manual and any parties affected by the amendment formally notified.
 16. All financial delegations are subject to ad hoc directions issued by the Ministry of Health including the Chief Financial Officer, NSW Health.
 17. With the exception of sections 1.6 and 1.7 the eHealth Delegations Manual does not apply where eHealth and its staff are acting as agents under instructions from delegated staff of customer Health entities in line with the services provided under eHealth Service Catalogues.

Abbreviations

Abbreviations used for individual delegates are as follows:

Position Title	Abbreviation	Reports to
Chief Executive/Chief Information Officer	CE/CIO	DG
Chief Clinical Information Officer	CCIO	CE/CIO
Executive Director, Finance, Commercial & Corporate Services	EDFCCS	CE/CIO
Executive Director, Procurement	EDP	CE/CIO
Executive Director, Workforce	EDWF	CE/CIO
Director Technology and Customer Support Services	DTCSS	EDSD
Executive Director Service Delivery	EDSD	CE/CIO
Executive Director, Investment, Strategy and Architecture	EDISA	CE/CIO
Director, Customer Engagement and Service Transition	DCEST	CE/CIO
Executive Director, Program Delivery	EDPD	CE/CIO
Deputy Director Finance	DDF	EDFCCS
Associate Director, Work Health & Safety, and Director, Clinical Governance	MD	DWF
Directors Medical, ICT and Corporate Procurement	DSPS	EDP
Managers, Finance (Finance Managers directly reporting to the Deputy Director of Finance)	MFIN	DDF
Manager Facility and Accommodation	MA	EDFCCS

PART 1 Structure of Delegations

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

Section 1	Revenues & Expenditure
Section 2	ICT
Section 3	Property, Capital & Minor Works
Section 4	Financial Delegations – General
Section 5	Human Resources
Section 6	Travel
Section 7	Legal & Non-Financial Delegations

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

Ministry of Health	
Chief Executive/Chief Information Officer	
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 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.

Appendix 1 outlines eHealth Tiers 2 to 5 positions by Business Units.

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.1 Fees & Charges for Services Provided by eHealth								
1.1.1	Enter into Master Service Agreement (MSA) with any NSW Health entity		✓					
1.1.2	Determination of fees and charges payable for any service provided under MSA by eHealth to any NSW Health entity including variations		✓					
1.1.3	Determination of fees and charges payable for any NSW Health entity not provided under MSA by eHealth		Up to \$5M	Up to \$500K				
1.1.4	Determination of fees and charges payable for any service provided by eHealth to any approved customers other than a NSW Health entity. [Determination is subject to a formal agreement with any 'approved customer'.]		Up to \$5M	EDFCCS Up to \$500K				

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.2 Consultants								
<p><u>Definition:</u></p> <p>For the purposes of this section, a consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. There are special requirements and delegations for engaging consultants and reporting related expenditure as per Goods & Services Procurement Manual Policy. 2. Tender required for >\$250K 3. For exceptions, see Good & Services Procurement Manual Policy 4. Significant changes in work or cost are not to be approved by eHealth staff who directly supervise the consultant 								
1.2.1	Authority to engage, and authorise expenditure for, consultants' services and approve variations in consultants work or cost	✓ Over \$5M	✓ Up to \$5M	✓ Up to \$250K	✓ Up to \$30K			
1.2.2	Approve not undertaking full tender action in exceptional circumstances in procurement of consultancy services	✓						Approval of the NSW Health Chief Procurement Officer (>\$250K) is to be sought

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
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1.3 General Expenditure – The delegation to approve requests for goods & services, and authorise expenditure is subject to availability of funds and compliance with policy and procedures

Delegation Matrix – Summary (Recurrent and Capital)

General	>\$5M	Up to \$5M	Up to \$250K	Up to \$150K	Up to \$30K	Up to \$15K	
ICT	>\$5M	Up to \$5M	Up to \$250K	Up to \$150K	Up to \$30K	Up to \$15K	EDSD to co-approve for business as usual ICT
Utilities (Water, Rates, Electricity and Gas)	>\$5M	Up to \$5M	EDSD Up to \$0.5M				

1.4 Contractors

Note: Excludes Contractors under pre-qualification scheme

- Contractors are to be engaged through NSW Procurement (Department of Finance & Services) contracts where the labour category is covered by those contracts.
- If not under contract, three quotes are required for procurements over \$30K (excluding GST) and full tendering action required if expenditure over \$250K.

1.4.1	Up to \$30K					✓	
1.4.2	Up to \$50K				✓		

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.4.3	Up to \$250K			✓				
1.4.4	Up to \$5M		✓					
1.4.5	Over \$5M	✓						
1.5 Corporate Purchase/Credit Card								
<p><u>Reference:</u></p> <p>Refer to NSW Health policy PD2016_005 and NSW Treasury Circular TC11/15</p>								
1.5.1	Approve individual card limits for use of corporate purchase cards		✓	EDFCCS				MOH must approve for CE/CIO
1.5.2	Authority to allocate/issue corporate purchase card		✓	EDFCCS				

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.6 Invite Tenders and enter into contracts except for the Whole of Government (WoG) Contracts								
<p>Where the item being purchased is not available from contracts arranged by NSW Procurement (Department of Finance & Services), the authority to invite tenders and enter into associated contracts or agreements is contained herein. These delegations (in sections 1.6 and 1.7) do not cover requisitions on behalf of approved clients (and reflect state-wide delegations reflecting Agency Accreditation under Individual Entity Contracts). This delegation is subject to appropriate delegations of authority to incur expenditure being obtained prior to inviting tenders and only applies to the eHealth operating and capital budget. Condition precedent is that funds are available as part of an approved budget.</p> <p>The total value, excluding GST, applies to total value of the contract over the full contract term, the purchase cost including whole of life costs.</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Full tendering action required for goods and services/works over \$250K 2. Contracts over 5 years are subject to prior approval of the CPO Ministry of Health <p>Power to vary contracts in ways which do not alter substantive provisions including additions, deletions to contracts – as per Goods and Services Procurement under Policy.</p>								
1.6.1	Commercial vehicle components (where there are no state contracts)	✓ Over \$250K	✓ Up to \$250K CE	✓ Up to \$250K	✓ Up to \$0.5M DSPS			Fleet Manager to co-approve all commercial vehicle components, EDFCCS to co approve
1.6.2 (a)	Approve Procurement Strategy, invite tenders and enter into contracts	✓ Over \$250K	✓ Up to \$250K	✓ Up to \$250K EDP, EDFCCS	✓ Up to \$250K DSPS			Aligns with Delegations – Goods and Services Procurement under Individual Entity Contracts

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.6.2 (b)	Enter into contracts following appropriate procurement process as per NSW Health Procurement Policy	✓ Over \$30M	✓ Up to \$30M					
1.6.3	Authority to approve a waiver from seeking quotations	✓						Justification and approval must be done in writing Per Procurement Policy (PD2014-005, only CPO at the MoH has the policy exemption delegation)
1.6.4	Authority to seek exemptions or a waiver from tendering	✓ \$30M						CE/CIO must endorse it first
1.6.5	Authority to seek State Government Contract exemption	✓						CE/CIO must endorse it first
1.6.6	Authority to approve variations to existing agreements up to the value of the individual delegation or 10% of the contract value			✓				EDFCCS, EDP, DSPS, EDSD only
1.7 Acceptance of Tenders in accordance with MOH policy (subject to appropriate authority to incur expenditure having been obtained)								
1.7.1	Up to \$0.5M			✓ EDFCCS EDP	✓ DSPS			As per MoH Goods & Services Procurement under Agency Accreditation – individual contracts

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.7.2	Up to \$30M		✓					As per MoH Goods & Services Procurement under Agency Accreditation – individual contracts
1.7.3	Over \$30M	✓						As per MoH Goods & Services Procurement under Agency Accreditation – individual contracts

1.8 Petty Cash

Notes:

1. Maximum cash - \$100
2. Delegates shall restrict authorisation of expenditure of petty cash to urgent purchases only.
3. Delegates will not to issue / authorise petty cash vouchers to themselves

Reference:

The Accounts and Audit Determination (A&AD) - <http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx> (in particular, section 7.36 - \$250)

1.8.1	Create or increase petty cash float			EDFCCS				
1.8.2	Approve petty cash vouchers up to \$100					✓		Officers cannot approve self-related claims.

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.9 Out of Pocket Expenses								
<p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Applicable to senior officers only 2. Expenses are directly related to the performance of an officer's official duties 3. Senior officers cannot approve their own out-of-pocket expenses 4. Examples of out of pocket expenses include costs incurred on senior representational duties and major hospitality duties (such as entertaining a group of interstate/overseas visitors or representatives of private organisations) where there is a definite business relationship with the health organisation and a business purpose for the expenditure. <p><u>Reference:</u></p> <p>Refer to NSW Health policy PD2005_540</p>								
1.9.1	Approve out of pocket expenses up to \$500			✓				
1.9.2	Approve out of pocket expenses up to \$1K		✓					
1.10 Cab Vouchers								
<p><u>Note:</u></p> <p>Delegates will not issue / authorise cab vouchers to themselves</p>								
1.10.1	Authority to approve cab voucher use for staff				✓			

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.11 Catering for Functions								
1.11.1	Up to \$5K			✓				
1.11.2	Over \$5K		✓					
1.11.3	Official functions with alcohol		✓					
1.12 Acceptance of Gifts, Devices, Equipment, Bequests								
<p><u>References:</u> NSW Health Policy Directive PD2015_045: Conflicts of Interest, Gifts and Benefits, and PD2015_049: NSW Health Code of Conduct – December 2015, and subsequent updates and revisions as may be issued from time to time.</p>								
<i>Gifts, Devices & Equipment</i>								
1.12.1	Approve acceptance up to \$75			✓	✓	✓		
1.12.2	Approve acceptance up to \$1K		✓					
<i>Bequests</i>								
1.12.3	Approve acceptance up to \$100K		✓					

Schedule 1. Revenues & Expenditure

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
1.12.4	Approve acceptance over \$100K	✓						

Schedule 2. ICT

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
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2.1 ICT Goods & Services

Approve purchase of ICT goods and services (subject to compliance with ICT Scheme SCM0020 and standard protocols developed by eHealth through its Executive Director Service Delivery and endorsed by HealthShare)

2.1.1	With value up to \$15K and recurrent yearly payments in aggregate up to \$15K					✓		DTCSS to co-approve for business as usual ICT
2.1.2	With value up to \$30K and recurrent yearly payments in aggregate up to \$30K				✓			DTCSS to co-approve for business as usual ICT
2.1.3	With value up to \$250K and recurrent yearly payments in aggregate up to \$250K			✓				EDSD to co-approve for business as usual ICT
2.1.4	With value up to \$30M and/or recurrent yearly payments in aggregate up to \$30M		✓					EDSD to co-approve

Schedule 2. ICT

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
2.1.5	With value over \$30M and/or recurrent yearly payments in aggregate over \$30M	✓						CE/CIO must endorse first
2.2 Mobile Communication Devices (including Mobile Phones) <i>(Subject to compliance with standard protocols developed by EDSD)</i>								
2.2.1	Approve purchase of smart phones and tablets		✓					EDSD to co-approve
2.2.2	Approve purchase of other eHealth standard mobile communication devices (e.g. mobile phones, wireless modems)			✓				EDSD to co-approve
2.2.3	Approve purchase of in-vehicle communication and tracking devices e.g. hands free kits, CB radios and GPS			✓				Fleet Manager to co-approve all in-vehicle purchases
2.3 Disposal of Computers or ICT equipment								
<p><u>Notes:</u></p> <ol style="list-style-type: none"> Information about value estimations is provided in the Goods & Services Procurement Policy Manual Data must be removed from hard-disks to facilitate compliance with privacy legislation 								
2.3.1	Up to \$20K					✓		DTCSS to co-approve
2.3.2	Up to \$250K				✓			EDSD and EDFCCS to co-approve
2.3.3	Up to \$500K			✓				EDSD and EDFCCS to co-approve
2.3.4	Up to \$5M		✓					EDSD and EDFCCS to co-approve

Schedule 2. ICT

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
2.4 Information Systems								
<i>Approve staff access to:</i>								
2.4.1	Internal network					✓		
2.4.2	Standard eHealth Corporate software applications					✓		
2.4.3	Internet					✓		
2.4.4	Remote access				✓			
2.4.5	Files & records				✓			
2.4.6	Super-user classification				✓			DTCSS to co-approve
<i>Approve non-staff access and other entity access to:</i>								
2.4.7	Internal network			✓				EDSD to co-approve
2.5 Telecommunication/Data/Internet Expenditure								
<i>Approvals to raise POs for telecommunications expenditure are as per IT delegations at 2.1 above</i>								
<i>Approve staff reimbursement of telecommunication expenditure</i>								
2.5.1	Up to \$100				✓			
2.5.2	Over \$100			✓				

Schedule 3. Property, Capital & Minor Works

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
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Purchase of any asset/minor works should not be made without consideration of the anticipated annual operating costs that will be incurred as a result of the purchase and subject to funding approval within capital allocation limits.

These delegations relate to the operational activities of eHealth and do not cover requisitions on behalf of LHDs or other approved clients where eHealth is acting as an agent.

- \$3K to \$30K – one written quote required
- \$30K to \$250K – 3 written quotes
- Over \$250K – full tenders
- Over \$1M – Ministry of Health / Treasury approval also required
- Delegations are subject to projects being approved on the Capital Works Program and within the approved capital budget. These delegations do not apply to real estate property.

3.1 Leases of Property

Leases of property are subject to compliance with NSW Government and NSW Health policy, including Premier’s Memorandum 2012_20 (which requires Government Property NSW to hold the lease for office accommodation). eHealth will need to notify MoH for inclusion of lease details in Property Information Database.

3.1.1	Up to 6 years or up to \$5M in total		✓					
3.1.2	Over 6 years or over \$5M in total	✓						

3.2 Purchase or Lease of Motor Vehicles – Passenger & Commercial

Reference:

[NSW Health policy](#) PD2014_051 re: motor vehicles and fleet management

Schedule 3. Property, Capital & Minor Works

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
3.2.1	Authority to approve an additional motor vehicles			EDP				With written recommendation from Fleet Manager
3.2.2	Approve replacement of like motor vehicle with like motor vehicle			✓				With written recommendation from Fleet Manager
3.2.3	Approve replacement of vehicle not on a like for like basis			✓				With written recommendation from Fleet Manager. EDFCCS to co-sign where lease costs increase by more than 20% or the capital cost of the vehicle increases by 15%.
3.2.4	Authority to accept the redeployment of an existing fleet motor vehicle from another business unit			✓				With written recommendation from Fleet Manager
3.2.5	Authority to approve the financing arrangement (e.g. lease or purchase) for additional/replacement motor vehicles			EDFCCS				With written recommendation from Fleet Manager
3.3 Sale and Purchase of Land								
References:								
<ol style="list-style-type: none"> 1. Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section 11, Delegation s(A6/A8/A10/A12/A15/A18)) 2. The Accounts and Audit Determination (A&AD) - http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx (in particular, section 7.3) 								
3.3.1	Sale of land	✓						
3.3.2	Purchase of land	✓						

Schedule 3. Property, Capital & Minor Works

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
3.4 Building Works/Capital Works/Minor Works/Other Assets								
<p><u>Note:</u></p> <p>Capital works projects are subject to various approval processes; current Ministry of Health, Health Infrastructure and Department of Finance & Services requirements should be confirmed. Adherence to NSW Treasury/Government Total Asset Management (TAM) Policies and Guidelines including the development of relevant Business Cases must be met.</p> <p>These delegations are intended for ICT, accommodation fit-out and equipment which are required to deliver services for eHealth business units.</p> <p><u>References:</u></p> <ol style="list-style-type: none"> 1. Ministry of Health Delegations Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx (in particular, section2) NSW Health GL2011_006 re: Capital Projects – Economic Appraisal 2. www.treasury.nsw.gov.au/tam/tam-intro 								
3.4.1	Authority to sign-off contracts up to \$30K				✓			
3.4.2	Authority to sign-off contracts up to \$250K			✓				
3.4.3	Authority to sign-off contracts up to \$5M		✓					
3.4.4	Authority to sign-off contracts over \$5M	✓						

Schedule 3. Property, Capital & Minor Works

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
3.5 Disposal of Motor Vehicles – Passenger & Commercial								
3.5.1	Up to \$250K			EDFCCS sign				With written recommendation from Fleet Manager
3.5.2	Up to \$5M		✓	EDFCCS				With written recommendation from Fleet Manager
3.6 Disposal of Plant or Equipment (other than computers or IT equipment)								
<p><u>Notes:</u></p> <p>Delegates who write off / authorise the disposal of plant and equipment should ensure appropriate separation of responsibilities and obtain appropriate counter-sign-off. For example, engineering staff who are disposing of building materials should obtain counter-sign off from an appropriate senior independent officer. Delegates should not authorise disposals where there are potential conflicts of interest (e.g. to themselves, or family members, associates or work colleagues).</p> <p><u>References:</u></p> <ol style="list-style-type: none"> 1. Goods & Services Procurement Policy Manual 2. The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx 3. The Accounting Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/accounting-manual-pho.aspx 4. PD2014_005 – Goods and Services Procurement Policy 								
3.6.1	Up to \$250K			✓ EDFCCS to co-sign				\$30K to \$250K – 3 written quotes
3.6.2	Up to \$5M		✓	EDP and EDFCCS to co-sign				Over \$250K – full tenders
3.7 Disposal of Computers or IT equipment								
Refer Schedule 2.								

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.1 Plans								
4.1.1	Approve organisational wide plans (e.g. strategic plan)		✓					
4.2 Budgets								
<i>Approvals, Allocations & Funding Services</i>								
4.2.1	Endorsement of fund allocation for Annual Budget		✓					
4.2.2	Approval of Annual Budget (including allocations and funding services) for submission to Ministry of Health		✓					
4.2.3	Approval of Annual Budget (including allocations and funding services) for eHealth	✓						
<i>Adjustments</i>								
4.2.4	Transfer of budget and or cash flow between capital programs/projects	✓						Approval of capital budget and cash flow variations will be subject to CE and EDFCCS recommendations
4.2.5	Transfer of budget from one department to another			EDFCCS				
4.2.6	Transfer of budget between line items within the same department				✓			DDF has the authority to transfer budget between line items within the same department for all business lines

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.2.7	Supplementation of budgets		✓	EDFCCS to co-sign				
4.3 Asset Register								
4.3.1	Identify fleet vehicles for inclusion or adjustment (retirement) on the asset register				DDF			With written recommendation Fleet Manager
4.3.2	Identify intangible assets (e.g. capitalisation of projects) for inclusion or adjustment on asset register				DDF			DDF has the authority to identify intangible assets for inclusion or adjustment on asset register across all business lines
4.3.3	Identify other items for inclusion or adjustment (e.g. retirement) on the asset register (AM 1.19)				DDF			DDF has the authority to identify other items for inclusion or adjustment on asset register across all business lines
4.3.4	Approve write-offs and disposals from the asset register (AAD 5.9 & AM1.19)			EDFCCS				
4.3.5	Approve capitalisation of, and adjustments to, intangible assets			EDFCCS				
4.3.6	Approve other adjustments of the asset register (AAD 5.9 & AM1.19)			EDFCCS				
4.4 Funding Agreements & Government Grants								
<i>Authority to accept and sign funding contracts and government grants on behalf of eHealth to client health entities or other approved clients</i>								

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.4.1	Up to \$5M		✓	EDFCCS to co-sign				
4.5 Debt Management and Debt Write-offs								
Authority to initiate debt collection services to recover unpaid accounts								
4.5.1	From customers external to NSW Health			EDFCCS				DDF
4.5.2	From current or former staff (in line with policy)			EDFCCS				DDF
Authority to initiate legal action to recover unpaid accounts								
4.5.3	From customers external to NSW Health			EDFCCS				
4.5.4	From current or former staff (in line with policy)			EDFCCS				
Write off individual eHealth bad debts from customers external to NSW Health								
4.5.5	Up to \$50K		✓	EDFCCS				
4.5.6	Over \$50K	✓						
Write off payroll overpayments								

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.5.7	Up to \$50K		✓	EDFCCS				
4.5.8	Over \$50K	✓						
Waiver of other fees/charges								
4.5.9	Up to \$50K		✓	EDFCCS				
4.5.10	Over \$50K	✓						
4.6 Payroll Expenditure								
4.6.1	Authorise payroll edit report and journal			EDFCCS				Specified EDFCCS Delegate
4.6.2	Certify payroll edit report and journal			EDFCCS				Specified EDFCCS Delegate
4.6.3	Authorise payroll deduction payments supported by Payroll Systems Reports			EDFCCS				Specified EDFCCS Delegate
4.6.4	Authorise leave mobility payments			EDFCCS				Specified EDFCCS Delegate
4.7 Claims for Payment								
4.7.1	Certify claims for payment			EDFCCS				Specified EDFCCS Delegate
4.7.2	Authorise payment run within accounts payable system			EDFCCS				Specified EDFCCS Delegate
4.7.3	Authorise drawing of cheques/EFT			EDFCCS				Specified EDFCCS Delegate
4.7.4	Authorise drawing of manual cheques			EDFCCS				Specified EDFCCS Delegate
4.7.5	Authorise prepayments			EDFCCS				Specified EDFCCS Delegate

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.7.6	Authorise bank drafts			EDFCCS				Specified EDFCCS Delegate
4.7.7	Authorise additions/deletions to Oracle Master Vendor File			EDFCCS				Specified EDFCCS Delegate
4.8 Banking								
<u>Reference:</u>								
The Accounts and Audit Determination (A&AD) - http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx (in particular, sections 3.6 and 3.7)								
4.8.1	Approval of additions/removals of cheque signatories		✓	EDFCCS				Both CE and EDFCCS to approve
4.8.2	Approval of additions/removals to corporate online banking		✓	EDFCCS				Both CE and EDFCCS to approve
4.8.3	Approve addition/removal of corporate online banking administrator		✓	EDFCCS				Both CE and EDFCCS to approve
4.8.4	Authority to open and close bank accounts	✓	✓					CE & Ministry of Health CFO to approve
4.9 Investments								
<u>Note:</u>								
Investments require sign-off (two signatures) from two delegated officers								
4.9.1	Investment of Funds within policy			EDFCCS	DDF			EDFCCS and DDF to co-sign
4.10 Taxation								
4.10.1	Submission of BAS returns					MFIN		

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.10.2	Submission of FBT returns			EDFCCS				Specified EDFCCS Delegate
4.10.3	Communication with ATO			EDFCCS				Specified EDFCCS Delegate
4.10.4	Provision of taxation advice			EDFCCS				Specified EDFCCS Delegate
4.11 Journals								
(Excluding journals created and processed by Service Centres for customers including eHealth)								
4.11.1	Create and upload journals with appropriate authorisation and supporting documentation			EDFCCS				Specified EDFCCS Delegate
4.11.2	Approval of journals			EDFCCS				Specified EDFCCS Delegate
4.11.3	Posting of journals			EDFCCS				Specified EDFCCS Delegate
4.12 Fund-Raising Activities								
<p><u>Notes:</u></p> <ol style="list-style-type: none"> For some fundraising activities, risk assessments should be undertaken to facilitate eHealth compliance with OH&S legislation For some fundraising activities, consideration should be given to eHealth obligations under privacy legislation <p><u>Reference:</u></p> <p>Refer to NSW Health policy PD 2009_067</p>								
4.12.1	Authority to approve the conduct of fundraising activities – minimal risks; and expected income < \$20K		✓					

Schedule 4. Financial Delegations – General

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
4.12.2	Authority to approve the conduct of fundraising activities – risks managed via controls; and expected income < \$20K		✓					
4.12.3	Authority to issue Certificates of Currency for the conduct of fundraising activities		✓					
4.13 Authority to Write-Off Stock Items								
<p><u>References:</u></p> <ol style="list-style-type: none"> 1. Goods & Services Procurement Policy - http://www0.health.nsw.gov.au/policies/PD/2014/PD2014_005.html 2. The Accounts and Audit Determination - http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx 3. The Accounting Manual - http://www.health.nsw.gov.au/policies/manuals/Pages/accounting-manual-pho.aspx 								
4.13.1	Up to \$10K			EDFCCS				
4.13.2	Up to \$50K		✓					
4.13.3	Over \$50K	✓						
4.14 Other								
4.14.1	Authorisation of on-line requisitions after Chief Executive/Chief Information Officer approval			EDFCCS				

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.1 Recruitment & Selection								
5.1.1	Approval to create a new position (up to and including HM6)		✓ HM5 and above	✓ Up to HM4 EDWF and EDFCCS to co-sign				Health Executive Service positions require MoH approval in line with Health Executive Service delegations
5.1.2.	Approval to restructure and delete established positions			✓ EDWF to co-sign				
5.1.3	Approval to recruit to an existing funded staff establishment vacancy				✓			
5.1.4	Approval to convert an existing temporary position to a permanent position (up to and including HM6)			✓ EDWF and EDFCCS to co-sign				
5.1.5	Approval to fill an existing funded staff establishment vacancy using temporary agency staff (as per PD2017_040)				✓			
5.1.6	Approval to appoint permanent and temporary staff (as per PD2017_040)			EDWF				Specified EDWF delegate
5.1.7	Approval to extend the current engagement of temporary or agency staff for a further defined period of employment			EDWF				

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.1.8	Determine the Award, grade/level and salary within the relevant Award or NSW government policy/policies			✓ EDWF to co-sign				Specified EDWF delegate
5.1.9	Authorise expenditure on advertising for recruitment of staff to approved positions within the funded establishment and within the relevant NSW government policy/policies				✓			
5.1.10	Authorise secondment of staff to outside eHealth < 12 months				✓			
5.1.11	Authorise secondment of staff to outside eHealth > 12 months and up to 24 months, or permanent transfer of staff to or from eHealth			EDWF to co-sign	✓			
5.1.12	Review details of recommended application with criminal record(s) and make determination			✓ EDWF				
5.1.13	Approval to commence employment prior to the successful completion of all pre-employment checks (only possible in urgent situations)			✓ EDWF				This delegation is subject to PD2016_047 and PD2015_026

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.1.14	Grading of positions above HM6		✓					Health Executive Service positions require MoH approval, in line with MoH Health Executive Service delegations
5.1.15	Grading of staff positions HM6 and lower			EDWF				To be co-signed by the relevant second tiers
5.1.16	Approval of increases in salary to staff under the Health Manager (State) Award (within salary bands)			✓				Recent PDR must be completed with high satisfactory rating, and assessment of skills, value and financial position, and in line with eHealth Policy 2011_023
5.1.17	Approval of higher duties allowances for a defined period of time for Directors (Tier 2)		✓					Refer to Health Executive Service delegations for requirements re acting arrangements for Health Executive Service
5.1.18	Approval of higher duties allowances for a defined period of time for staff other than Directors, for staff who report to the position				✓			

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.2 Allowances								
5.2.1	Authority to approve allowances for a defined period of time in accordance with Award provisions and entitlements and NSW Health policy/policies, for staff who report to the position				✓			
5.3 Rostering								
5.3.1	Approve timesheets / attendance record, including amendments, for Directors (Tier 2)		✓					
5.3.2	Approve rosters / timesheets/ hours worked, including amendments, for staff who report to the position					✓		
5.4 Working Hours								
5.4.1	Authorise variation of working hours in accordance with approved budget and staff establishment, for staff who report to the position					✓		
5.5 Overtime								
5.5.1	Approve time-in-lieu for staff in accordance with NSW Health policy/policies					✓		
5.5.2	Approval of overtime for staff					✓		

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.6 Leave								
5.6.1	Approval of all forms of leave, in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for Directors (Tier 2)		✓					
5.6.2	Approval of all forms of leave (except for leave > 20 days without pay – see below), in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the position					✓		
5.6.3	Approve long term leave (>20 days) without pay		> 12 Months	Up to 12 months	Up to 3 months	Up to 20 days		
5.6.4	Approve extended FACS leave for special circumstances			✓				
5.6.5	Approve application for Authority to approve application for re-credit of Long Service Leave due to incapacity			✓				
5.6.6	Approve accrual of ADOs for staff up to 3 days.					✓		

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.7 Secondary Employment								
5.7.1	Approval of staff to undertake work outside eHealth (secondary employment) for Director		✓					
5.7.2	Approval of staff to undertake work outside eHealth (secondary employment) below Director (conflicts of interest must be referred to EDWF)			✓				
5.8 Staff Conduct & Performance (PD 2006_007 and GL 2006_002 need to comply with at all times)								
5.8.1	Authorise investigation relating to unsatisfactory professional or personal conduct by Tiers 2 & 3		✓					
5.8.2	Authorise investigation relating to unsatisfactory professional or personal conduct of staff who report to the position				✓			EDWF (or delegate) and Tier 2 Directors to co-sign
5.8.3	Conduct performance review of Directors (Tier 2)		✓					
5.8.4	Conduct performance review of staff who report to the position					✓		
5.8.5	Suspend / stand down the services of a staff member at HES and Director Level (Tiers 2 and 3) (with or without pay)		✓	EDWF to co-sign				For suspension without pay, section 120A Health Services Act need to be complied with

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.8.6	Suspend / stand down the services of a staff member below HES and Director Level (with or without pay)			EDWF				Relevant Tier 2 Director to co-sign For suspension without pay, section 120A, Health Service services Act needs to be complied with
5.8.7	Make and endorse disciplinary findings and recommendations, but not including termination of contract of employment				✓			
5.8.8	Authority to engage external investigators to investigate workplace or work safety issues			✓ EDWF to co-sign				
5.8.9	Authorise investigations into Grievances				✓			
5.8.10	Authorise investigations into serious allegations against staff e.g. matters involving children / sex offences / pornography / corruption		✓					EDWF and relevant Tier 2 Director to co-sign
5.9 Ceasing Employment								
5.9.1	Authority to terminate the services of HES staff	✓						The Secretary, Ministry of Health
5.9.2	Authority to terminate the services of staff		✓					EDWF and relevant Tier 2 Director to co-sign

Schedule 5. Human Resources

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
5.9.3	Authority to accept written notification of resignation and complete all necessary documentation related to a staff member leaving the organisation at Director level		✓					
5.9.4	Authority to accept written notification of resignation and complete all necessary documentation related to a staff member leaving the organisation for staff who report to the position					✓		
5.10 Voluntary Redundancy								
5.10.1	Authority to offer voluntary redundancy			✓				EDWF and EDFCCS to co-sign
5.11 Training								
5.11.1	Authority to engage training providers			✓				
5.11.1	Authority to approve staff participation in externally provided training courses and / or programs					✓		

Schedule 6. Travel

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
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6.1 Overseas Travel

References:

1. Ministry of Health Combined Delegations Manual - <http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx> (in particular, section 17.2)
2. NSW Health policy PD 2016_010 for limitations
3. NSW Health policy IB2016_044 re: training, education and study leave

6.1.1	Approve overseas travel – General Fund	✓						
6.1.2	Approve overseas travel where no General Fund involved or sponsorship/ SPT Fund and or granting of leave is involved	✓						

6.2 Domestic Travel, including air travel and overnight stays

6.2.1	Approve domestic travel				✓ <small>(for Airfares)</small>	✓		Executive Officers (CCIO, CE/CIO)
6.2.2	Confirm travel booking with approved agency on receipt of relevant authorisation					✓		Executive Officers (CCIO, CE/CIO)
6.2.3	Extra Car hire				✓			

Schedule 6. Travel

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
6.3 Conferences & Courses								
6.3.1	Approve conference/course schedule for CE	✓						
6.3.2	Approve conference/course expenditure (other than approved leave entitlements) for Directors		✓					
6.3.3	<i>Approve domestic conference/course expenditure (other than approved leave entitlements) for staff</i>	✓ over \$20K	✓ Less than \$20K	✓ less than \$10K	✓ Up to \$5K			

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.1 Delegations								
7.1.1	Approve additions/deletions/alterations to the eHealth delegations	✓	Endorsement from CE/CIO					
7.2 Records Management								
7.2.1	Authority to approve disposal of records in accordance with the State Records Act			EDFCCS				
7.3 Legal								
<p><u>Reference:</u> NSW Health PD2017_003 – Significant Legal Matters and Management of Legal Services</p>								
7.3.1	Authority to seek legal opinion from MOH in relation to procurement activities			✓	DSPS			
7.3.2	Authority to seek legal opinion from MOH in relation to employee related matters			EDWF				
7.3.3	Authority to seek legal opinion from MOH in relation to non-procurement activities and non-employee related matters			✓				
7.3.4	Authority to seek legal opinion from outside firm in relation to procurement activities			✓	DSPS			

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.3.5	Authority to seek legal opinion from outside firm in relation to employee related matters			EDWF				
7.3.6	Authority to seek legal opinion from outside firm in relation to non-procurement activities and non-employee related matters			✓				
7.3.7	Authority to coordinate responses to subpoenas			EDWF				
7.3.8	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		✓					
7.3.9	Authority to release signed Annual Financial Statements		✓					

7.4 Out of Court Settlements

Notes:

1. Also refer to sections in the Delegations Manual re 7.5 Deeds of Release and 7.6 Waiver of legal rights
2. Consultation with TMF required re: settlements where TMF coverage provided

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
Agreement to out of court settlements/payments related to the Industrial Relations Commission (IRC), the Administrative Decisions Tribunal (ADT), Anti-Discrimination Board (ADB) and like tribunals, and suppliers								
7.4.1	Up to \$1M		✓					
7.4.2	Over \$1M	✓						
Agreement to out of court settlements/payments related to other matters								
7.4.3	Up to \$1M		✓					
7.4.3	Over \$1M	✓						
7.5 Deeds of Release								
7.5.1	Authorise deeds of release in industrial (IRC) matters, the ADT, the ADB and like tribunals				✓			
7.5.2	Liaison with Insurer re deeds of release in workers' compensation matters			EDWF				Relevant Tier 2 Director to co-sign
7.5.3	Authorise deeds of release in other contractual matters		✓					

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.6 Waiver of Legal Rights								
<p><u>Note:</u> Risk assessment required</p>								
7.6.1	Authorise waiver after taking legal advice		✓					
7.7 Licence Agreements (excluding IP)								
7.7.1	Up to 3 years and/or up to \$250K			✓				
7.7.2	Over 3 years and/or over \$250K		✓					
7.8 Intellectual Property (IP)								
7.8.1	Authorise agreements that assign IP		✓					
7.8.2	Authorise agreements that license IP		✓					
7.8.3	Authorisation of collaborative agreements		✓					
7.9 Copyright								
7.9.1	Authorise sale, purchase or transfer of copyright		✓					
7.10 Memorandum of Understanding Agreements								
7.10.1	Authorise		✓					

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.11 Investigations								
7.11.1	Appoint officers to appropriately deal with public interest disclosures, support staff who report, and ensure reprisals are not taken against them.		✓	EDWF, EDFCCS				
7.11.2	Authorise investigations into Statutory Complaints, for example: <ul style="list-style-type: none"> • Privacy legislation • GIPA legislation • Public health legislation • ICAC Act 		✓	EDFCCS, Manager Internal Audit				
7.11.3	Authorise management of and responses to Health Care Complaints Commission		✓	EDWF	MD			
7.11.4	Authorise management of and responses to serious incidents and complaints e.g. SAC1s and SAC2s		✓	EDWF	MD			
7.11.5	Sign-off RCA reports		✓		MD			
7.12 Media								
7.12.1	Approval of media statements or releases in relation to eHealth activities		✓					EDWF or specified CE delegate

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.12.2	Verbal discussions with media personnel		✓					EDWF or specified CE delegate

7.13 Government Information (Public Access) Act 2009

References:

1. NSW Health policy PD2011_011 re: disclosure of contract information
Office of the Information and Privacy Commissioner - <http://www.ipc.nsw.gov.au>

7.13.1	Responsibility to process a GIPA application			EDFCCS				
7.13.2	Authority to conduct an Internal Review under GIPA			EDFCCS				

7.14 Obligations Under Privacy Legislation

References:

1. Privacy Manual for Health Information - <http://www.health.nsw.gov.au/policies/manuals/Pages/privacy-manual-for-health-information.aspx>
2. NSW Health guidelines GL2006_007 re: internal reviews
3. NSW Health PD2015_036 – Privacy Management Plan
Office of the Information and Privacy Commission - <http://www.ipc.nsw.gov.au>

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.14.1	Management of access requests and privacy complaints			EDFCCS				
7.14.2	Authority to conduct an Internal Review under PPIPA and HRIPA		✓					
7.15 Reportable Incident Briefs for Ministry of Health and Ministerial (including e-mails)								
7.15.1	Authority to sign-off Briefs / correspondence in response to Ministerial / Ministry of Health		✓					
7.16 Correspondence to External Agencies (including e-mails)								
7.16.1	Authority to sign-off correspondence to WorkCover Authority			EDWF				
7.16.2	Authority to sign-off correspondence to NSW Ombudsman and ICAC.		✓					
7.16.3	Authority to sign-off correspondence to external accrediting bodies e.g. ACHS, NATA, Colleges, NSW Food Authority			✓				

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.17 Annual Attestation Statement								
7.17.1	Authority to sign-off Audit and Risk Management Attestation Statement		✓					
7.18 Annual Corporate Governance Statement								
7.18.1	Authority to sign-off Annual Corporate Governance Statement		✓					
7.18.1	Authority to establish and operate subsidiary companies	✓						
7.19 Authenticate Documents (which would otherwise require official seal)								
7.19.1			✓					
7.20 Custody of Common Seal								
7.20.1			✓					
7.21 Risk Management – Organisational Risks								
<p><u>Reference:</u></p> <p>NSW Health Policy PD2015_043 re: risk</p>								

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
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Authority to accept risks or take-up opportunities for Organisational level risks rated as follows:

7.21.1	Medium or Low				✓			
7.21.2	High			✓				
7.21.3	Extreme		✓					

7.22 Risk Management – Organisational Risks – Business Level

Authority to accept risks or take-up opportunities for Business level risks rated as follows:

7.22.1	Medium or Low					✓		
7.22.2	High				✓			
7.22.3	Extreme			✓				

7.23 Risk Management – Insurance Claims

7.23.1	Professional indemnity / liability claims			EDWF				
7.23.2	Workers compensation claims			EDWF				
7.23.3	Motor vehicle claims			EDWF				
7.23.4	Property / miscellaneous claims			EDWF				

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
7.24 Motor Vehicle Use								
7.24.1	Allocation of vehicles for the purpose of private use in accordance to MOH Policy			✓				
7.24.2	Approval of private use of official vehicle during periods of leave			✓				
7.24.3	Authority to suspend use as a result of inappropriate use			✓				
7.24.4	Approve official use of private vehicles and reimbursement of expenses				✓			
7.24.5	Approve overnight use of official vehicle				✓			
7.25 Annual Fire Statements								
<p><u>Reference:</u></p> <p>NSW Health policy PD2010_024 re: fire safety</p>								
7.25.1	Authority to obtain, sign-off and submit Annual Fire Statements			EDFCCS				With written recommendation from the relevant Business Units

Schedule 7. Legal & Non-Financial Delegations

SCHEDULE	DELEGATION	HAC	CE/CIO	TIER 2	TIER 3	TIER 4	TIER 5	ADDITIONAL REQUIREMENTS
<i>7.26 Building Access</i>								
7.26.1	Approve building access					✓		Tier 3 approval is required for building access outside the normal working hours of the staff who require building access.

Appendix 1 List of Positions for eHealth Tiers 2 to 5 by Business Units

Business Unit	Tier 2	Tier 3	Tier 4	Tier 5
Clinical Engagement and Patient Safety	Director, Clinical Engagement and Patient Safety	Head of Operations		
		Team Lead, Strategic Advice & Design Governance	Senior Health Informatician	
		Director Safety		
		Team Lead, Innovation		
Office of the CE/CIO	Director, Office of the CE/CIO	Director, Data & Analytics		
Investment, Strategy and Architecture	Executive Director, Investment Strategy and Architecture	Director, Investment Management		
			Investment Portfolio & Assurance Manager	
Program Delivery	Executive Director, Program Delivery	Assistant Director, PCMO		
		Business Manager Program Delivery		
		Director, REGIS Program		
		Program Director, RICS / PACS		
		ERIC Program Director	ERIC Operations Manager	
		eMR Connect Program Director	eMR Connect Program Manager	
		HealtheNet Program Director	Program Manager Pathology	
			Program Manager ESB	
			Program Manager Integrated Care	
		Director Rural eHealth	Program Manager Rural Strategy	
		Director Infrastructure	SWIS Program Manager	
			Program Manager, DCR	
			CARI Program Manager	
			State DR Program Manager	
			Transition Manager	
HWAN Program Manager				
	CCW Program Manager			
	WAAS Program Manager			
	Director, CEST	Manager InformCAD		

Business Unit	Tier 2	Tier 3	Tier 4	Tier 5	
Customer Engagement and Service Transition		Program Manager, Service Transitions			
Service Delivery	Executive Director, Service Delivery	Director, Analytics & Integration	Clinical Integration Manager		
			Clinical Analytics Manager		
			Corporate Analytics Manager		
		Director, Information Security Services	Incident & Response Manager		
			Security Advisory Manager		
			Information Security Manager		
		Director, Technology & Customer Support Services	Business Operations Support Senior Manager	IT Asset Management Manager	
				Emergency Management Manager	
				Business Management Manager	
			Partnership Services Senior Manager	Partnership Manager	
			Technology Services Senior Manager	Enterprise Services Group Manager	
				Solution Design Group Manager	
				Cloud Services Group Manager	
				Network Conferencing & Security Group Manager	
				Data Centre Services Group Manager	
			Customer Support Services Senior Manager	Demand Delivery Group Manager	
				Configuration Management Manager	
				Service Management Group Manager	
				End User Services Manager	
		State Wide Service Desk Manager			
		Logistics Manager			
		Clinical Applications Support Senior Manager	Clinical Repository & Integration Services Group Manager		
			Rural Health Services Group Manager		
State Wide Clinical Services Group Manager					
Clinical Reporting & Extract Services Manager					
Continuous Improvement Manager					

Business Unit	Tier 2	Tier 3	Tier 4	Tier 5						
			Business Systems Services Manager							
			CIAP Manager							
		Director, Corporate Applications			Oracle Applications - Applications Manager	StaffLink (Financials) Solutions Lead				
						StaffLink (Supply Chain) Solutions Lead				
						StaffLink (Payroll) Solutions Lead				
						StaffLink (Payables) Solutions Lead				
						StaffLink (HR) Solutions Lead				
						Web Applications Solutions Lead				
						Oracle Development Manager				
						HCM Solutions Lead				
						StaffLink (HRIS) Operations Lead				
						StaffLink (Support) Support Lead				
						Project Manager (StaffLink)				
						StaffLink (FMIS) Operations Lead				
						Technology & Infrastructure - Technology Stream Lead				Applications DBA & Middleware Manager
										Infrastructure Manager
										Identity Management (OIM) Lead
						Third Party Applications Manager				AFM Online Manager
										My Health Learning Manager
										ServiceNow Manager
										HealthRoster Applications Manager
		Corporate Analytics Program Manager								
		Corporate Analytics Applications Manager								
		Corporate Analytics Business Engagement Manager								
		Director, Corporate Programs				Program Office Manager				
						Training Manager				
						HCM Program Manager				
HealthRoster Implementation Lead										
IMS+ Program Manager										
Financial Management (HealthShare)	Executive Director of Finance, Commercial and Corporate Services	Deputy Director of Finance	Manager Financial Accounting							
			Manager Financial Management Food/Hotel and Linen							
			Manager Budget and Financial Reporting							

Business Unit	Tier 2	Tier 3	Tier 4	Tier 5
			Manager Costing and Pricing	
			Manager Capital and Project Accounting	
			Manager Fleet	
Corporate Governance & Risk		Manager Corporate Governance & Risk	Manager Governance	
			Manager Enterprise Risk	
Facility & Accommodation		Manager Facility and Accommodation	Manager Facilities	
HealthShare Corporate		Manager HealthShare Corporate	Manager Business Support	
			Manager Operations	
			Manager Facilities	
			Manager Records	
Workforce (HealthShare)	Executive Director, Workforce	Associate Director, Workplace Relations	Manager Industrial Relations	
			Manager, Workplace Investigations	
		Associate Director - Work Health & Safety and Director, Clinical Governance	Clinical Lead, Clinical Governance	
			Manager Quality Assurance	
			Manager Health and Wellbeing	
			Manager WHS Operations	
		Associate Director, Human Resources - HealthShare		
		Associate Director, Human Resource & Recruitment Services – Pillar Health Agencies and Health System Support Group		
		Associate Director, Talent and Workforce Planning	Manager Aboriginal Workforce Unit	
			Manager Disability Employment	
			Manager Workforce Informatics	
			Manager Workforce Planning	
		Associate Director, Culture and Organisational Development		

Business Unit	Tier 2	Tier 3	Tier 4	Tier 5		
		Associate Director, People and Culture – eHealth NSW				
		Associate Director, Workforce Operations	Manager Workforce Transactions			
			Manager ABAL			
			Manager Reception			
			Manager Employee Benefits			
		Associate Director Communications and Engagement	Manager Corporate Communications			
			Manager Events			
			Manager Business Engagement			
		Procurement (HealthShare)	Executive Director, Procurement	Director Corporate & ICT Portfolio		
					Senior Category Manager	

Appendix 2 eHealth P-Card Matrix

Business Unit	Tier 2 PCard per transaction limit of \$5,000 (Monthly Limit \$50,000)	Tier 3 PCard per transaction limit of \$3,000 (Monthly Limit \$30,000)	Tier 4 PCard per transaction limit of \$1,000 (Monthly Limit \$10,000)	Tier 5 PCard per transaction limit of \$500 (Monthly Limit \$5,000)
Clinical Engagement and Patient Safety	Director, Clinical Engagement and Patient Safety	Head of Operations		
		Team Lead, Strategic Advice & Design Governance	Senior Health Informatician	
		Director Safety		
		Team Lead, Innovation		
Office of the CE/CIO	Director, Office of the CE/CIO	Director, Data & Analytics		
Investment, Strategy and Architecture	Executive Director, Investment Strategy and Architecture	Director, Investment Management		
			Investment Portfolio & Assurance Manager	
Program Delivery	Executive Director, Program Delivery	Assistant Director, PCMO		
		Business Manager Program Delivery		
		Director, REGIS Program		
		Program Director, RICS / PACS		
		ERIC Program Director	ERIC Operations Manager	
		eMR Connect Program Director	eMR Connect Program Manager	
		HealtheNet Program Director	Program Manager Pathology	
			Program Manager ESB	
		Director Rural eHealth	Program Manager Integrated Care	
			Program Manager Rural Strategy	
		Director Infrastructure	SWIS Program Manager	
			Program Manager, DCR	
			CARI Program Manager	
			State DR Program Manager	
Transition Manager				
	HWAN Program Manager			
	CCW Program Manager			
	WAAS Program Manager			
Customer Engagement and Service Transition	Director, CEST	Manager InformCAD		
		Program Manager, Service Transitions		
Service Delivery	Executive Director, Service Delivery	Director, Analytics & Integration	Clinical Integration Manager	
			Clinical Analytics Manager	

Business Unit	Tier 2 PCard per transaction limit of \$5,000 (Monthly Limit \$50,000)	Tier 3 PCard per transaction limit of \$3,000 (Monthly Limit \$30,000)	Tier 4 PCard per transaction limit of \$1,000 (Monthly Limit \$10,000)	Tier 5 PCard per transaction limit of \$500 (Monthly Limit \$5,000)	
			Corporate Analytics Manager		
		Director, Information Security Services	Incident & Response Manager		
			Security Advisory Manager		
			Information Security Manager		
		Director, Technology & Customer Support Services	Business Operations Support Senior Manager	IT Asset Management Manager	
				Emergency Management Manager	
				Business Management Manager	
			Partnership Services Senior Manager	Partnership Manager	
			Technology Services Senior Manager	Enterprise Services Group Manager	
				Solution Design Group Manager	
				Cloud Services Group Manager	
				Network Conferencing & Security Group Manager	
				Data Centre Services Group Manager	
			Customer Support Services Senior Manager	Demand Delivery Group Manager	
				Configuration Management Manager	
				Service Management Group Manager	
				End User Services Manager	
				State Wide Service Desk Manager	
			Logistics Manager		
		Clinical Applications Support Senior Manager	Clinical Repository & Integration Services Group Manager		
			Rural Health Services Group Manager		
			State Wide Clinical Services Group Manager		
			Clinical Reporting & Extract Services Manager		
			Continuous Improvement Manager		
			Business Systems Services Manager		
			CIAP Manager		

Business Unit	Tier 2 PCard per transaction limit of \$5,000 (Monthly Limit \$50,000)	Tier 3 PCard per transaction limit of \$3,000 (Monthly Limit \$30,000)	Tier 4 PCard per transaction limit of \$1,000 (Monthly Limit \$10,000)	Tier 5 PCard per transaction limit of \$500 (Monthly Limit \$5,000)	
		Director, Corporate Applications	Oracle Applications - Applications Manager	StaffLink (Financials) Solutions Lead	
				StaffLink (Supply Chain) Solutions Lead	
				StaffLink (Payroll) Solutions Lead	
				StaffLink (Payables) Solutions Lead	
				StaffLink (HR) Solutions Lead	
				Web Applications Solutions Lead	
				Oracle Development Manager	
				HCM Solutions Lead	
				StaffLink (HRIS) Operations Lead	
				StaffLink (Support) Support Lead	
				Project Manager (StaffLink)	
				StaffLink (FMIS) Operations Lead	
				Technology & Infrastructure - Technology Stream Lead	Applications DBA & Middleware Manager
					Infrastructure Manager
					Identity Management (OIM) Lead
				Third Party Applications Manager	AFM Online Manager
					My Health Learning Manager
					ServiceNow Manager
					HealthRoster Applications Manager
		Corporate Analytics Program Manager			
Corporate Analytics Applications Manager					
Corporate Analytics Business Engagement Manager					
Director, Corporate Programs	Program Office Manager	Training Manager			
	HCM Program Manager				
	HealthRoster Implementation Lead				
	IMS+ Program Manager				
Financial Management (HealthShare)	Executive Director of Finance, Commercial and Corporate Services	Deputy Director of Finance	Manager Financial Accounting		
			Manager Financial Management Food/Hotel and Linen		

Business Unit	Tier 2 PCard per transaction limit of \$5,000 (Monthly Limit \$50,000)	Tier 3 PCard per transaction limit of \$3,000 (Monthly Limit \$30,000)	Tier 4 PCard per transaction limit of \$1,000 (Monthly Limit \$10,000)	Tier 5 PCard per transaction limit of \$500 (Monthly Limit \$5,000)
			Manager Budget and Financial Reporting	
		Manager Costing and Pricing		
		Manager Capital and Project Accounting		
		Manager Fleet		
Corporate Governance & Risk		Manager Corporate Governance & Risk	Manager Governance	
Facility & Accommodation		Manager Facility and Accommodation	Manager Enterprise Risk	
HealthShare Corporate		Manager HealthShare Corporate	Manager Facilities	
			Manager Business Support	
			Manager Operations	
			Manager Facilities	
Workforce (HealthShare)	Executive Director, Workforce	Associate Director, Workplace Relations	Manager Industrial Relations	
			Manager, Workplace Investigations	
		Associate Director - Work Health & Safety and Director, Clinical Governance	Clinical Lead, Clinical Governance	
			Manager Quality Assurance	
			Manager Health and Wellbeing	
			Manager WHS Operations	
		Associate Director, Human Resources - HealthShare		
		Associate Director, Human Resource & Recruitment Services – Pillar Health Agencies and Health System Support Group		
		Associate Director, Talent and Workforce Planning	Manager Aboriginal Workforce Unit	
			Manager Disability Employment	
Manager Workforce Informatics				

Business Unit	Tier 2 PCard per transaction limit of \$5,000 (Monthly Limit \$50,000)	Tier 3 PCard per transaction limit of \$3,000 (Monthly Limit \$30,000)	Tier 4 PCard per transaction limit of \$1,000 (Monthly Limit \$10,000)	Tier 5 PCard per transaction limit of \$500 (Monthly Limit \$5,000)
			Manager Workforce Planning	
		Associate Director, Culture and Organisational Development		
		Associate Director, People and Culture – eHealth NSW		
		Associate Director, Workforce Operations	Manager Workforce Transactions	
			Manager ABAL	
			Manager Reception	
			Manager Employee Benefits	
		Associate Director Communications and Engagement	Manager Corporate Communications	
			Manager Events	
			Manager Business Engagement	
Procurement (HealthShare)	Executive Director, Procurement	Director Corporate & ICT Portfolio		
			Senior Category Manager	