



**Health System
Support Group**

Health System Support Group

Manual of Delegations of Authority

Version: 2.0

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SOURCE OF DELEGATION POWER

The Minister and Secretary have wide powers of delegation under section 21 of the Health Administration Act 1982 to delegate any function given to them under any health or other Act. Using this power of delegation, an extensive range of powers, functions and decision making is delegated to public health organisations, including the Health Administration Corporation. Ministerial and Secretary delegations may be subject to Whole-of-Government or whole of system conditions or restrictions, but do not generally go beyond the top tier of each organisation. Further delegation within units or Divisions of the Health Administration Corporation is a matter for the organisation.

The Health System Support Unit was established on 1 January 2012 as a unit of the Public Health System Support Division of the Health Administration Corporation (HAC), to provide services to support the public health system in implementing Government targets and programs, including but not limited to:

- 1) supporting implementation of activity based funding by Local Health Districts and Specialty Networks as part of the implementation of national health reforms;
- 2) supporting the public health system in responding to whole of Government programs such as the Corporate and Shared Service Reform Program; and
- 3) supporting Local Health Districts and Specialty Networks through provision of a range of expert clinical, planning, operational, financial and other technical services.

The name of this unit was changed to the Health System Support Group (HSSG) on 27 June 2012.

The delegations detailed in this Manual are based on the Health Administration Corporation (HAC) being the overarching entity under the auspice of which the work of the Health System Support Group will occur.

There will only be one Instrument of Delegation whereby:

- The Secretary will be delegating, under section 21 of the Health Administration Act 1982, those staff related powers vested in the Secretary under Chapter 9 of the Health Services Act 1997 as to the “NSW Health Service” and any other Act which vests similar powers in the Secretary;
- The Health Administration Corporation will be delegating under the provisions of section 21 of the Health Administration Act 1982, those powers vested in HAC under the Health Administration Act 1982.

Under delegation (F10, F69) in the Ministry of Health Combined Delegations Manual, the Minister for Health has specifically authorised the Chief Health Officer and the Executive Director Health Protection NSW to approve unlimited expenditure for the purchase of vaccines for use in NSW immunisation programs at a cost in excess of their respective financial limits, subject to the annual approval allocation/budget for the immunisation program not being exceeded.

PURPOSE OF THIS MANUAL

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

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

The delegations as specified herein comprise the Delegations of Authority Manual for the Health System Support Group. No amendments may be made to the specified delegations without the written approval of the Health Administration Corporation.

PRINCIPLES OF DELEGATION OF AUTHORITY

1. This Delegations Manual has been compiled in order to:
 - a. Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by the Health System Support Group on a day-to-day basis; and
 - b. Facilitate compliance with relevant directions from the Minister, Secretary, Health Administration Corporation and the NSW Ministry of Health.
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 Health Administration Corporation in accordance with relevant State and Federal legislation, manuals and policy directives.
4. The delegation of authority is to a specified position 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 offices of Health System Support Group.

Delegates may apply more restrictive delegations to staff over which they have direct managerial control. A clear set of the revised delegations must be provided to the staff member in question where this occurs. *See point 15 regarding amendment of delegations.*

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

Where a delegation has been granted to a particular level, the delegation will also apply to positions at a higher level in the delegation hierarchy, unless otherwise indicated.

Where a position is specifically referred to, the power is delegated only to that position, and not all positions at the relevant delegate level.

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 **exclude** GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.
8. No delegate may:

- a. Approve self-related matters (eg authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave);
 - b. Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes; and
 - c. Split items or orders to bring them within any limit of their position's administrative responsibility.
9. The authorising person for items outlined in Clause 8, and other matters of a like nature, shall be a more senior member of staff unless otherwise specifically delegated for administrative purposes.
10. Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the NSW Health Code of Conduct. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.
11. In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each cost centre.
12. Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-recurrent 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 NSW Ministry of Health.
14. The following NSW 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 for Public Health Organisations
 - Accounting Manual for Public Health Organisations
 - Combined Delegations Manual
 - Goods and Services Procurement Policy Manual and Policy Directive
 - Leave Matters for the NSW Health Service
 - Protecting People and Property Manual
15. Amendments, additions, and deletions to the Delegations Manual must be considered and endorsed by the Health Administration Corporation. Once endorsed, the change must be incorporated into the manual and any parties affected by the amendment formally notified.

Under no circumstances are delegations to be processed without the involvement of the Legal Branch.
16. All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the following individuals of the NSW Ministry of Health:
 - Secretary;
 - Deputy Secretary;
 - Chief Financial Officer

ABBREVIATIONS

ADF&CS	Associate Director Finance & Corporate Services
CFO	Chief Financial Officer
CHO	Chief Health Officer
DCFO	Deputy Chief Financial Officer
DDEH	Deputy Director, Environmental Health
DS	Deputy Secretary
DSPCG	Deputy Secretary, People, Culture and Governance
DSSPP	Deputy Secretary, System Purchasing and Performance
DSPPH&CHO	Deputy Secretary, Population and Public Health & Chief Health Officer
DSSR	Deputy Secretary, Strategy and Resources
DCD	Director, Communicable Diseases
DEH	Director Environmental Health
DCH	Director, Centre for Health Record Linkage
EDABM	Executive Director, Activity Based Management
EEDHP	Executive Director, Health Protection NSW
EDCEE	Executive Director, Centre for Epidemiology & Evidence
EOABM	Executive Officer, Activity Based Management
HSSGFA	HSSG Finance Analyst
TLAHP	Team Leader Administration, Health Protection NSW
SCE	Strategic Communications and Engagement

STRUCTURE OF DELEGATIONS

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

Section 1	Budget and expenditure
Section 2	Capital & minor works
Section 3	General financial delegations
Section 4	Human resources
Section 5	Training & travel
Section 6	Non-financial delegations

For the sake of simplicity, the delegates have been classified according to levels of delegation as below:

Health Administration Corporation	
Level 2	Deputy Secretary
Level 3	Persons occupying position one level below no matter how designated, managing a specified business portfolio.
Level 4	Persons occupying position one level below Level 3 no matter how designated, managing a specified business portfolio.
Level 5	Persons occupying position one level below Level 4 no matter how designated, managing a 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.

If a supervisor does not consider it appropriate that an officer has a delegation that is listed, then written administrative direction should be issued to direct the officer not to exercise the delegation.

As a general rule an officer who exercises a delegation of authority should not approve matters that are:

- i) self related, e.g. own overtime; and
- ii) for an officer for whom the delegated officer has no responsibility

OTHER RELATED MATTERS

When the delegated officer is absent

As delegations are made to a position, not a person, they may be exercised by a person acting in the position. There should be clear documentation confirming acting arrangements to support the use of delegations and key personnel including staff of the Health System Support Group or HealthShare NSW involved in processing expenditure requests should be advised in writing of such arrangements.

In these cases, the officer using delegations should sign off or authorise using the position title and indicating they are exercising the delegation in an acting capacity.

Where roles, responsibilities and delegations are split during relief periods, the split in roles should be clearly documented and disseminated.

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.1 Budget								
1.1.1	Annual budget strategy	✓						
1.1.2	Annual budget allocation to expenditure lines and cost centres		CFO					
1.1.3	Transfer/adjustment of budget between cost centres/programs within the approved organisational funding allocation			✓				
1.1.4	Transfer/adjustment of budget between expenditure lines within the approved funding allocation to a cost centre or program			✓				Level 3 Officer may approve for their own functional unit only. ADF&CS to endorse.
1.1.5	Authorise rollover of program budgets		CFO					

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.2 Consultants								
	<p><i>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.</i></p> <p><i>Authority to engage, and authorise expenditure for, consultants' services and approve variations in consultants' work or cost (note that significant changes in work or cost are not to be approved by employees in direct supervision of the consultant): See Goods and Services Procurement Policy Manual. Note:</i></p> <ul style="list-style-type: none"> • <i>One written proposal up to \$30,000</i> • <i>Three written bids required over \$30,000 and up to \$250,000</i> • <i>Tender process over \$250,000</i> <p><i>Note that the delegations below are consistent with those outlined in the MoH Combined Delegations Manual. All expenditure, including for consultants, is subject to the availability of funds.</i></p>							
1.2.1	Up to \$100,000				✓			
1.2.2	Up to but not more than \$150,000 including variations in consultants work or cost			✓				
1.2.3	Up to \$500,000, including variations in consultants work or cost		✓					
1.2.4	Approve the <u>not</u> undertaking of full tender action in exceptional circumstances in procurement of consultancy services	✓						

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.3 Information Technology Expenditure								
	<i>Approve purchase of computer software and hardware where the purchase involves: (Subject to compliance with NSW Ministry of Health protocols)</i>							
1.3.1	Connection to the network			✓				Level 3 Officer may approve for staff nominated in their respective business unit. Level 2 to approve for Level 3 Officers reporting to their position.
	<i>Lease computer and other equipment</i>							
1.3.2	With a capital value of up to \$15,000 and recurrent yearly payments up to \$3,000			✓				Level 3 Officer may approve for staff nominated in their respective business unit.
1.4 Communication Devices (including Mobile Phones)								
1.4.1	Approve purchase of additional portable communication devices, hands-free kits			✓				Level 3 Officer may approve for staff nominated in their respective business unit. Level 2 to approve for Level 3 Officers reporting to their position.

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.4.2	Approve payment of telecommunications expenditure including mobile phones etc			✓				Level 3 Officer may approve for staff nominated in their respective business unit. Level 2 to approve for Level 3 Officers reporting to their position.
1.5 Requisitions and Purchase Orders (In Contract)								
	<i>Approve requests for goods and services for operational expenditure of units within the Health System Support Group, subject to availability of funds and compliance with policy and procedures. Note: These delegations <u>do not</u> cover requisitions on behalf of LHDs or any other approved client, where the Health System Support Group (or its component entities) is an agent.</i>							
1.5.1	Up to \$5,000						HSSGFA EOABM	
1.5.2	Up to \$30,000						TLAHP	
1.5.3	Up to \$50,000					✓		
1.5.4	Up to \$100,000				✓			
1.5.5	Up to \$150,000			✓				
1.5.6	Up to but not more than \$500,000		✓					
1.5.7	Approve over \$500,000	✓						

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.6 Goods & Services Expenditure including Repairs Maintenance and Replacements(RMR), Request for Quotation (in accordance with Goods and Services Procurement Policy Manual)								
<p><i>Authorise expenditure of approved budget for general fund transaction items (including RMR), subject to availability of funds and compliance with Goods and Services Procurement Policy Manual. Note: These delegations <u>do not</u> cover requisitions on behalf of health services or other approved clients, where the Health System Support Group (or its component entities) is an agent.</i></p> <p><i>Officers who are authorised to incur expenditure are also authorised to sign and execute contracts on behalf of Health Administration Corporation up to the limits indicated by their respective financial delegations.</i></p>								
1.6.1	Up to \$5,000						HSSGFA EOABM	
1.6.2	Up to \$30,000						TLAHP	
1.6.3	Up to \$50,000					✓		
1.6.4	Up to \$100,000				✓			
1.6.5	Up to \$150,000			✓				
1.6.6	Up to but not more than \$500,000		✓					
1.6.7	Approve over \$500,000	✓						
1.6.8	Any state-wide expenditure on behalf of LHDs	✓						

SCHEDULE 1. BUDGET AND EXPENDITURE								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
1.6.9	Authority to incur expenditure upto the limit set up for the employee in the approved PCard application form- Reference NSW Treasury Circular tpp 17-09 Use and Management of NSW Government Purchasing Cards						✓	Officers with PCards will incur expenditure according to individual expenditure levels set up in approved PCard application form and subject to subsequent approval by an Officer with goods and services expenditure delegation.
1.7 Invite tenders, accept tenders and enter into contracts where required – in accordance with the Goods and Services Procurement Policy Manual								
	<p><i>Authority to invite tenders, make and enter into contracts or agreements with any person for the performance of services or for the supply of goods, plant, machinery or material to the levels detailed in, and authorised by, this manual in relation to the operational activities of the Health System Support Group (and its component entities).</i></p> <p><i>Officers authorised to incur expenditure must provide appropriate authority up to the limits indicated in respect to that officer in this manual. The executing organisation & legal body shall be the Health Administration Corporation. Condition precedent on funds being available as part of an approved budget and compliance with Goods and Services Procurement Policy Manual.</i></p>							
1.7.1	Up to but not more than \$500,000		✓					Level 2 to approve for expenditure for the functional units reporting through to their position.
1.7.2	Over \$500,000	✓						
1.7.3	Approve exemptions from tendering or quotation action	✓						

SCHEDULE 2. CAPITAL & MINOR WORKS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
2.1 Purchase of Assets, including Minor Works - in accordance with the Goods and Services Procurement Policy Manual								
	<i>Purchase of any asset/minor works should not be made without consideration of the anticipated annual operating costs that will be incurred as a result of the purchase and subject to funding approval within capital allocation limits. These delegations relate to the operational activities of the Health System Support Group and do not cover requisitions on behalf of health services or other approved clients, where Health System Support Group (or its component entities) is an agent.</i>							
2.1.1	Authority to approve the purchase/lease of new and replacement motor vehicles			✓				Level 3 Officer may approve for staff nominated in their respective business unit. ADF&CS to endorse
2.1.2	Asset /minor works up to \$5,000					✓		
2.1.3	Asset /minor works up to \$10,000				✓			
2.1.4	Asset /minor works up to \$30,000			✓				ADF&CS to endorse
2.1.5	Asset /minor works up to but not more than \$250,000		✓					ADF&CS to endorse
2.1.6	Asset /minor works over \$250,000 Note: If over \$10M, Treasury approval required	✓						ADF&CS to endorse
2.2 Disposal of Assets – in accordance with the Goods and Services Procurement Policy Manual								
2.2.1	Up to \$50,000			✓				ADF&CS to endorse
2.2.2	Over \$50,000		✓					ADF&CS to endorse

SCHEDULE 3. GENERAL FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
3.1 Asset Register								
3.1.1	Identify items for inclusion on the asset register				ADF&C S			
3.1.2	Approve adjustments of the asset register			✓	ADF&C S			
3.2 Funding Agreements & Government Grants								
<i>Authority to accept and sign funding contracts and government grants on behalf of the Health System Support Group (or its component entities) to client LHDs or other approved clients.</i>								
3.2.1	Up to \$75,000				DCD DEH DCH	DDEH		
3.2.2	Up to but not more than \$100,000			EDHP				
3.2.3	Up to but not more than \$400,000		✓					
3.2.4	Up to but not more than \$500,000	✓						

SCHEDULE 3. GENERAL FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
3.3 Other								
3.3.1	Approval of cheque signatories	✓	CFO,DCFO					
3.3.2	Establishment of bank accounts as per Accounts and Audits Determination	✓	CFO,DCFO					
3.3.3	The authority to sign bank account documentation, including cheques		CFO,DCFO	EDSPS EDABM				EDSPS and EDABM have joint approval to sign cheques.
3.3.4	Reconciliation of bank accounts			EDSPS EDABM	ADF &CS			Prepared by HealthShare under SLA; can be authorised by EDSPS, EDABM or ADF&CS.
3.3.5	Authorisation of BAS Returns			EDSPS EDABM	ADF &CS			Prepared by HealthShare under SLA.

SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
3.3.6	Authority to execute agreements, deeds and other documents for and on behalf of the State of NSW in relation to matters within the portfolio responsibility of the Minister for Health			✓				<p>Exercising this delegation is subject to:</p> <ul style="list-style-type: none"> i) The authorisation being exercised in accordance with the relevant financial delegation where applicable, ii) The authorisation being exercised consistently with any relevant Government policy, iii) The authorisation being exercised in accordance with any relevant Ministerial direction.

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
<p><i>All delegations in Schedule 4 are subject to compliance with the Health Services Act, MoH HR Policy & Procedures and delegations as outlined in the Combined Delegations Manual.</i></p>								
4.1 Rostering								
4.1.1	Approve hours worked for direct reports					✓		To be approved by direct supervisor/manager.
4.2 Recruitment & Selection								
4.2.1	Creation of positions additional to existing staff establishment subject to availability of funds and compliance with relevant policies and procedures (up to and including HSM 6 or equivalent)		DSPCG					Director Workforce HealthShare NSW and ADF&CS to endorse.
4.2.2	Approval of the filling of vacant staff establishment positions within Team subject to available budget and compliance with relevant policies and procedure			✓				HealthShare NSW undertakes administrative processes associated with recruitment for HSM 6 positions and below. MoH undertakes administrative processes for HES positions.
4.2.3	Determination of salary within approved band up to HSM6			✓				Comply with NSW Health Service Staff section of the Combined Delegations Manual.

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
4.2.4	Authorise expenditure on advertising for recruitment of staff to approved positions within the funded establishment			✓				
4.2.5	Authorise secondment/use of or transfer of staff from public health organisations		DSPCG					
4.2.6	Approval to recruit recommended applicant with criminal record/s		DSPCG					
4.3 Regrading								
4.3.1	Regrading of staff/positions at HSM 6 (or equivalent) or above in accordance with Award provisions and HR Policy		DSPCG					Health Executive Service positions and HSM6 positions require MoH approval, in line with MoH Health Executive Service delegations and IB2004/58. For Health Executive Service positions see MoH Combined Delegations Manual. ADF&CS to endorse.
4.3.2	Regrading of staff/positions below HSM6 in accordance with Award provisions and MoH Policy			✓				ADF&CS to endorse

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
4.4 Resignation								
4.4.1	Authority to accept written notification of resignation and complete all necessary documentation relating to HES staff		DSPCG					
4.4.2	Authority to accept written notification of resignation and complete all necessary documentation relating to direct reports			✓				
4.5 Leave								
4.5.1	Leave without pay and conference leave for HES/SES direct reports		✓					
4.5.2	Leave without pay and conference leave for non-HES/SES direct reports			✓				
4.5.3	Authority to approve paid leave in accordance with award provisions and entitlements for direct reports					✓		To be approved by direct supervisor/manager.

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
4.5.4	Approve conservation of annual leave of staff (not under the provision of the Annual Holidays Act) beyond prescribed limits where good and sufficient reasons are advanced (s 120 CDM)		✓					
4.5.5	Authority to approve time-in-lieu for direct reports in accordance with MoH policy					✓		To be approved by direct supervisor/manager.
4.6 Allowances								
4.6.1	Authority to approve payment of allowances (HDA, overtime etc.) of direct reports in accordance with Award provisions and entitlements and NSW Health policies, for staff who report to the position					✓		Refer to HES delegations (S213) for HES

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
4.7 Hours								
4.7.1	Authorise variation of total working hours for staff within approved budget, organisational requirements and staff establishment, for staff who report to the position				✓			
4.7.2	Authorise variation of start and finish times for staff who report to the position					✓		
4.7.3	Approve rosters/timesheets/hours worked, including amendments, for staff who report to the position					✓		Approval to sign-off timesheets only. To be approved by direct supervisor/manager.
4.8 Staff Conduct & Performance								
<i>Conduct performance appraisals and manage matters relating to unsatisfactory professional or personal conduct</i>								
4.8.1	Authority to conduct performance appraisals and manage any matters that relate to unsatisfactory professional or personal conduct of direct reports					✓		To be undertaken by direct manager/supervisor in accordance with MoH policy.
4.8.2	Authority to suspend or terminate the service of HES employees		DSPCG					For suspension without pay, s120A Health Services Act to be complied with

SCHEDULE 4. HUMAN RESOURCES								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
4.8.3	Authority to suspend or terminate the services of a staff member		DSPCG					For suspension without pay, s120A Health Services Act to be complied with.
4.9 Other								
4.9.1	Approval of HES staff to undertake work (secondary employment) outside the Health System Support Group		✓					
4.9.2	Approval of non-HES staff to undertake work (secondary employment) outside the Health System Support Group			✓				
4.9.3	Authority to recommend positions for voluntary redundancy (VR)		✓					MoH must approve offer of VR packages.
4.9.4	Approve the offer of voluntary redundancy to employees		DSPCG					
4.9.5	Authority to pay voluntary redundancy packages to employees		✓					Following approval by Deputy Secretary People, Culture and Governance.

SCHEDULE 5. TRAINING & TRAVEL								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
5.1 Travel								
<i>Refer to MoH policy PD2009_016</i>								
5.1.1	Approve overseas travel – General Fund	✓						
5.1.2	Approve overseas travel where expenditure is via sponsorship	✓						
5.1.3	Approve domestic interstate travel			✓			DCD DEH	
5.1.4	Approve domestic intrastate travel					✓		
5.2 Conferences & Courses								
<i>Approval of domestic conference/course expenditure (other than approved leave entitlements) within budget allocation</i>								
5.2.1	Approve conference/course expenditure (other than approved leave entitlements)			✓				Level 3 Officer may approve for staff nominated in their respective business unit. Level 2 to approve for Level 3 Officers reporting to their position.

SCHEDULE 6. NON-FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
6.1 Records Management								
6.1.1	Authority to dispose of records in accordance with the <i>State Records Act</i>			✓				In accordance with <i>State Records Act</i> and State Records Disposal Authorities.
6.2 Information Systems								
6.2.1	Approve network access					✓		
6.2.2	Approve access to corporate software applications					✓		
6.2.3	Approve Internet Access					✓		
6.2.4	Approve external connections to the corporate network				✓			
6.2.5	Approve and/or restrict access to files and records					✓		
6.3 Legal								
6.3.1	Authority to seek legal opinion from external legal firm			✓				

SCHEDULE 6. NON-FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
6.3.2	Authority to coordinate responses to subpoenas			✓				
6.3.3	Authority to enter into or vary a legal contract or undertaking with an external party where such an agreement has not been detailed elsewhere in this manual		✓					
6.4 Media								
6.4.1	Approval of media statements or releases on behalf of the organisation		✓	EDHP EDCEE	DCD DEH			Reviewed by SCE, MoH & /or Minister's office where appropriate.
6.4.2	Verbal discussions with media personnel		✓	EDHP DCEE	DCD DEH			For Health Protection NSW, other staff may hold discussions with media personnel under the supervision/direction of the EDHP, DCD or DEH.
6.5 Motor Vehicle Use								
6.5.1	Allocation of vehicles for the purpose of private use in accordance with MoH Policy			✓				Level 3 Officer may approve for staff nominated in their respective business unit.

SCHEDULE 6. NON-FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
6.5.2	Approval of private use of official vehicle during periods of leave for HES/SES staff			✓				Subject to limit on such use of 6 weeks per annum
6.5.3	Approval of private use of official vehicle during periods of leave for non-HES/SES staff			✓				Subject to limit on such use of 6 weeks per annum
6.5.4	Authority to suspend use as a result of inappropriate use			✓				
6.5.5	Approve official use of private vehicles and reimbursement of expenses					✓		
6.5.6	Approve overnight use of official vehicle					✓		
6.6 Government Information (Public Access)								
6.6.1	Power to deal with Government Information (Public Access) applications			✓				

SCHEDULE 6. NON-FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
6.7 Building Access								
6.7.1	Approve building access for staff and visitors					✓	HSSG FA EO ABF TLAHP	
6.8 Reportable Incident Briefs								
6.8.1	Authority to sign Reportable Incident briefings to be forwarded to MoH			✓				
6.9 License Agreements								
6.9.1	Execution of licence agreements		✓					

SCHEDULE 6. NON-FINANCIAL DELEGATIONS								
SCHEDULE	DELEGATION	HAC	2	3	4	5	OTHER	NOTES
6.10 Authenticate Documents								
6.10.1	Authority to authenticate documents which would otherwise require official seal (HS Act s135)		✓					
6.11 Common Seal								
6.11.1	Authority to affix the Common Seal to any Deed, instrument or Writing (By laws)	✓	DSPCG					