

Single Digital Patient Record Implementation Authority

Delegations Manual

Delegations for Single Digital Patient Record - Positions and Appointed Staff

Version: 1.0

Late Updated: June 2024

Approved by the Secretary NSW Health DD – MONTH - YEAR

Table of Contents

Schedule 1 – Expenditure	7
1.1 Dollar Limits on Delegations	7
1.2 Corporate Purchase – Credit Card	7
1.3 Petty Cash & Out of Pocket	7
1.4 Devices	8
1.5 Overseas Travel	8
1.6 Domestic Travel	8
1.7 Training, courses & conferences	8
Schedule 2 – Procurement	9
2.1 Procurement Process	9
Schedule 3 – Financial Delegations	10
3.1 Budget Approvals, Allocations & Funding Services	10
3.2 Budget Adjustments	10
3.3 Asset Register	10
3.4 Funding Agreements & Government Grants	10
3.5 Debt Management	11
3.6 Banking	111
3.7 Investments	11
3.8 Taxation	11
3.9 Journals (Excluding journals created and processed by Service Centres for customers including eHealth NSW)	12
3.10 Annual Financial Statements	112
3.11 Online Requisitions	12
3.12 Restricted Financial Assets	12
Schedule 4 – Human Resources	13
4.1 Recruitment – Structure	13
4.2 Recruitment - Mechanics	13
4.7 Overtime	15
4.8 Leave	15
4.9 Secondment and Permanent Transfers	16
4.10 Secondary Employment	16
4.11 Staff Conduct and Performance	16
4.12 Ceasing Employment	17
Schedule 5 – Organisational Management	18
5.1 Delegation Manual	18
5.2 Organisational Plan	18
5.3 Risk Management	18

Single Digital Patient Record Implementation Authority Delegation Manual

5.4 Media	19
5.5 Briefs and advice	19
5.6 Correspondence	20
5.7 Annual Attestations	20
5.8 Gifts, Bequests & Donations	21
5.9 Annual Fire Statement	21
5.10 Building Access	21

Purpose of this Manual

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

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

Principles of Delegation

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

11. Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the NSW Health Code of Conduct. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.
12. In principle, all expenditure is to be approved based on availability of funding within the budget allocation and the availability of funds within each cost centre account.
13. Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.
14. All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the Ministry of Health.
15. The following Ministry of Health policy and procedure manuals are to be observed in the exercise of the delegations and in the day-to-day operations of the organisation:
 1. Accounts and Audit Determination Manual
 2. Accounting Manual - Public Health Organisations
 3. Accounting Policy Manual – NSW Health
 4. Combined Delegations Manual
 5. Procurement Policy
 6. Leave Matters Policy
 7. Corporate Governance and Accountability Compendium for NSW Health
 8. Fees Procedures Manual for Public Health Organisations
 9. Health Infrastructure Delegations
 10. HealthShare NSW Delegations
 11. eHealth NSW Delegations
 12. Leave/Salaries – Public Service
 13. Privacy Manual for Health Information and
 14. Protecting People and Property Manual
16. Amendments, additions, and deletions to the Delegations Manual must be 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.
17. All financial delegations are subject to ad hoc directions issued by the Ministry of Health including the Chief Financial Officer, NSW Health.
18. The requirements outlined in the *Single Digital Patient Record Implementation Authority Delegations Manual* are minimum requirements and other requirements may be required to be met.

Abbreviations

Abbreviations used for individual delegates are as follows:

Position Title	Abbreviation	Reports to
Health Administration Corporation	HAC	-
Chief Executive	CE	Secretary

PART 1 Structure of Delegations

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

Schedule 1	Expenditure
Schedule 2	Procurement
Schedule 3	Financial Delegations
Schedule 4	Human Resources
Schedule 5	Organisational Management

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

Health Administration Corporation
Chief Executive

Schedule 1 – Expenditure

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
1.1 Dollar Limits on Delegations				
1.1.1	Commit to and incur expenditure (limited to funds available and subsequently committed; and total contract value) on:			
1.1.1.1	Goods and services for the day to day operation of Single Digital Patient Record Implementation Authority, up to:	>\$5M	\$5M	
1.1.1.2	ICT Goods and Services for Single Digital Patient Record Implementation Authority, up to:	>\$5M	\$5M	
1.1.1.3	ICT Goods and Services on a statewide basis, up to:	>\$30M	\$30M	
1.1.1.4	Utilities (Water, Rates, Electricity and Gas), up to:	>\$5M	\$5M	
1.1.1.5	Consultants, up to:	>\$5M	\$5M	
1.1.1.6	Catering, up to:		\$5M	
1.1.1.7	Staff Training & Training Providers, up to:		\$5M	
1.1.1.8	Domestic Travel, up to:	>\$20K	\$20K	
1.2 Corporate Purchase – Credit Card				
1.2.1	Approve individual card limits for use of corporate purchase cards for:	Chief Executive	All other staff of SDPRI Authority	
1.2.2	Allocate and issue corporate purchase card		Yes	
1.2.3	Approve ‘Authorisers’ for PCard expenses		Yes	
1.3 Petty Cash & Out of Pocket				
1.3.1	Create, increase and remove petty cash float		Yes	
1.3.2	Approve out of pocket expenses as defined in PD2019_015		Yes	
1.3.3	Approve cab voucher for other staff use		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
1.4 Devices				
1.4.1	Approve the purchase of mobile communication devices and tracking devices.		Yes	Must buy off eHealth NSW Catalogue
1.5 Overseas Travel				
1.5.1	Approve overseas travel where there is:			
	expenditure involves public monies (including the General Fund)	Yes		
	no public monies (including the General Fund) or sponsorship or SPT Fund or granting of leave	Yes		
1.6 Domestic Travel				
1.6.1	Approve domestic travel (including air travel and overnight stays) for:	Chief Executive	All other staff of SDPRI Authority	
1.7 Training, courses & conferences				
1.7.1	Engage Training Providers		Yes	Go to 1.1.1.7 for the financial delegations related to training
1.7.2	Approve participation and related travel expenses in externally provided training courses, programs, courses and conferences for:			
1.7.2.1	Chief Executive	Yes		
1.7.2.2	All other staff of SDPRI Authority		Yes	

Schedule 2 – Procurement

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
2.1 Procurement Process				
2.1.1	Approve Procurement Strategy for procurement exercises estimated to be valued up to	>\$30M	\$30M	
2.1.2	Approve the execution of agreements and contracts, and any other variations for:			
2.1.2.1	State-wide contract, up to the value of:	>\$30M	\$30M	
2.1.2.2	Non state-wide contract, up to the value of:	>\$5M	\$5M	
2.1.3	Approve a waiver or exemption from:			
2.1.3.1	Seeking quotations for procurement	Yes		
2.1.3.2	Tending process for Consultants	Yes		
2.1.3.3	Tendering Process for other procurements	Yes		
2.1.4	Seek State Government Contract Exemption	Yes		
2.1.5	Approve variations to the standard contract:			
2.1.5.1	Information security		Yes	
2.1.5.2	Privacy		Yes	
2.1.5.3	Intellectual Property		Yes	

Schedule 3 – Financial Delegations

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
3.1 Budget Approvals, Allocations & Funding Services				
3.1.1	Endorse fund allocation for Annual Budget		Yes	
3.1.2	Approve Annual Budget (including allocations and funding services) for submission to Ministry of Health		Yes	
3.1.3	Approve Annual Budget (including allocations and funding services) for Single Digital Patient Record Implementation Authority	Yes		
3.2 Budget Adjustments				
3.2.1	Transfer budget and/or cash flow between capital programs or projects	Yes	Yes	
3.2.2	Transfer budget from one department to another department		Yes	
3.2.3	Transfer budget between line items within the same department		Yes	
3.2.4	Supplement budgets		Yes	
3.2.5	Approve rollover budgets		Yes	
3.3 Asset Register				
3.3.1	Identify for inclusion or adjustment on the asset register:			
3.3.1.1	Intangible Assets		Yes	
3.3.1.2	The same department		Yes	
3.3.2	Approve write-offs and disposals from the asset register		Yes	
3.3.3	Approve capitalisation of, and adjustments to, intangible assets		Yes	
3.3.4	Approve asset register adjustment.		Yes	
3.4 Funding Agreements & Government Grants				

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
3.4.1	Accept and sign funding contracts and government grants on behalf of Single Digital Patient Record Implementation Authority to client health entities or other approved clients up to:	>\$5M	\$5M	
3.5 Debt Management				
3.5.1	Initiate debt collection services to recover unpaid accounts from current or former staff (in line with policy)		Yes	
3.5.2	Initiate legal action to recover unpaid accounts from current or former staff		Yes	
3.5.3	Write off payroll overpayments per payroll run, up to:	>\$50K	\$50K	
3.5.4	Waiver other fees and charges, up to:	>\$50K	\$50K	
3.6 Banking				
3.6.1	Approve add or remove cheque signatories		Yes	
3.6.2	Approve add or remove corporate online banking		Yes	
3.6.3	Approve add or remove corporate online banking administrator		Yes	
3.6.4	Open and close bank accounts	Yes		
3.6.5	Approve variation in banking institution used.	Yes		
3.6.6	Vary banking frequency where there are no banking frequencies within a practical distance.		Yes	
3.6.7	Approve alternate times, means and methods for banking and issue of receipts.		Yes	
3.7 Investments				
3.7.1	Invest funds according to policy		Yes	
3.8 Taxation				
3.8.1	Submit BAS returns		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
3.8.2	Submit FBT returns		Yes	
3.8.3	Communicate with ATO		Yes	
3.8.4	Provide taxation advice		Yes	
3.8.5	Enter into recipient created tax invoice agreements where Single Digital Patient Record Implementation Authority is the provider		Yes	
3.9 Journals (Excluding journals created and processed by Service Centres for customers including Single Digital Patient Record Implementation Authority)				
3.9.1	Create and upload journals with appropriate authorisation and supporting documentation		Yes	
3.9.2	Approve journals		Yes	
3.9.3	Post journals		Yes	
3.10 Annual Financial Statements				
3.10.1	Release signed Annual Financial Statements		Yes	
3.11 Online Requisitions				
3.11.1	Approve online requisitions after Chief Executive has approved the requisition		Yes	
3.12 Restricted Financial Assets				
3.12.1	Approve the opening or closure of cost centres within the Restricted Financial Assets.		Yes	

Schedule 4 – Human Resources

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.1 Recruitment – Structure				
4.1.1	Approve Organisational Structure Plan		Yes	
4.1.2	Approve Staff Restructure Plan		Yes	
4.1.3	Approve the creation of a new position:			
4.1.3.1	Health Executive	Yes		
4.1.3.2	Staff Specialist		Yes	
4.1.3.3	HM6	Yes		
4.1.3.4	HM5		Yes	
4.1.3.5	<HM5		Yes	
4.1.4	Approve the Award and Grade for the positions which has been nominated for:			
4.1.4.1	Health Executive		Yes	
4.1.4.2	Staff Specialist		Yes	
4.1.4.3	HM6	Yes		
4.1.4.4	HM5		Yes	
4.1.4.5	<HM5		Yes	
4.1.5	Move and delete Established Positions		Yes	Movement and deletion must be according to Approved Organisational Structure Plan
4.1.6	Offer voluntary redundancy		Yes	
4.2 Recruitment - Mechanics				
4.2.1	Approve to recruit into the position:			
4.2.1.1	Health Executive	Yes		

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.2.1.2	Staff Specialist		Yes	
4.2.1.3	HM6	Yes		
4.2.1.4	HM5		Yes	
4.2.1.5	HM4		Yes	
4.2.1.6	<HM4		Yes	
4.2.2	Approve to appoint:			
4.2.2.1	Health Executive	Yes		
4.2.2.2	Staff Specialist		Yes	
4.2.2.3	HM6		Yes	
4.2.2.4	HM5		Yes	
4.2.2.5	HM4		Yes	
4.2.2.6	<HM4		Yes	
4.2.3	Approve to fill or extend the temporary and exempt appointment for a further defined period of an existing funded staff establishment or contractor vacancy:			
4.2.3.1	Health Executive	Yes		
4.2.3.2	Staff Specialist		Yes	
4.2.3.3	HM6		Yes	
4.2.3.4	HM5		Yes	
4.2.3.5	HM4		Yes	
4.2.3.6	<HM4		Yes	
4.2.4	Make a determination on recommended application with criminal record(s)		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.2.5	Approve, in urgent situations, an individual to commence employment with Single Digital Patient Record Implementation Authority before all pre-employment checks are completed		Yes	
4.7 Overtime				
4.7.1	Approve time-in-lieu for staff in accordance with NSW Health policies and Award provisions and entitlements.		Yes	
4.7.2	Approve overtime in accordance with NSW Health policies and Award provisions and entitlements		Yes	
4.8 Leave				
4.8.1	Approve leave in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the position excluding the following:	Yes	Yes	
4.8.1.1	Annual Leave greater than 20 days		Yes	
4.8.1.2	Long Service Leave, up to:			
4.8.1.2.1	>12 months		Yes	
4.8.1.2.2	12 months		Yes	
4.8.1.2.3	6 months		Yes	
4.8.1.2.4	3 months		Yes	
4.8.1.3	Parental Leave up to 12 months		Yes	
4.8.1.4	Maternity Leave up to 12 months		Yes	
4.8.1.5	Adoption Leave up to 12 months		Yes	
4.8.1.6	Sick Leave > 5 consecutive working days:		Yes	
4.8.1.7	Leave without pay, up to:			
4.8.1.5.1	>12 months		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.8.1.5.2	12 months		Yes	
4.8.1.5.3	6 months		Yes	
4.8.1.5.4	3 months		Yes	
4.8.2	Approve ADOs accrual up to 3 days		Yes	
4.8.3	Approve extended FACS leave for bereavement		Yes	
4.8.4	Approve applications for authority to approve application for re-credit of Long Service Leave or Annual Leave due to incapacity		Yes	
4.9 Secondment and Permanent Transfers				
4.9.1	Approve secondment of staff to outside Single Digital Patient Record Implementation Authority		Yes	
4.9.2	Approve permanent transfer of staff to or from Single Digital Patient Record Implementation Authority		Yes	
4.10 Secondary Employment				
4.10.1	Approve staff to undertake any paid work outside Single Digital Patient Record Implementation Authority		Yes	
4.11 Staff Conduct and Performance				
4.11.1	Conduct performance review for:			
4.11.1.1	Chief Executive	Yes		
4.11.1.2	All other staff of SDPRI Authority		Yes	
4.11.2	Approve investigation relating to unsatisfactory professional or personal conduct within the position's remit:			
4.11.2.1	Chief Executive	Yes		
4.11.2.2	All other staff of SDPRI Authority		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.11.3	Engage external investigators to investigate workplace or work safety issue		Yes	
4.11.4	Approve investigations into:			
4.11.4.1	Misconduct		Yes	
4.11.4.2	Serious allegations against staff.		Yes	
4.11.5	Suspend or stand down the services of a staff member with pay:			
4.11.5.1	Health Executive		Yes	
4.11.5.2	Health Specialist		Yes	
4.11.5.3	<Health Executive & Health Specialist		Yes	
4.11.6	Suspend or stand down the services of a staff member with pay:			
4.11.6.1	Health Executive		Yes	
4.11.6.2	Health Specialist		Yes	
4.11.6.3	<Health Executive & Health Specialist		Yes	
4.11.7	Make and endorse disciplinary findings and recommendations, but not including terminate employment:			
4.11.7.1	Chief Executive	Yes		
4.11.7.2	All other staff of SDPRI Authority		Yes	
4.12 Ceasing Employment				
4.12.1	Terminate Employment:			
4.12.1.1	Chief Executive	Yes		
4.12.1.2	All other staff of SDPRIA		Yes	
4.12.2	Accept written resignation and complete resignation documentation for:			
4.12.2.1	Chief Executive	Yes		
4.12.2.2	All other staff of SDPRIA		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
4.12.3	Offer voluntary redundancy		Yes	In consultation with MoH per IB2022_024

Schedule 5 – Organisational Management

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
6.1 Delegation Manual				
6.1.1	Approve changes to the Single Digital Patient Record Implementation Authority Delegation Manual	Yes		
6.1.2	Approve the addition and removal of positions from the Single Digital Patient Record Implementation Authority Delegation Manual		Yes	
6.2 Organisational Plan				
6.2.1	Approve organisation plan		Yes	
6.3 Risk Management				
6.3.1	Accept organisational risk classified as:			
6.3.1.1	Extreme		Yes	
6.3.1.2	High		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
6.3.1.3	Medium		Yes	
6.3.1.4	Low		Yes	
6.3.2	Accept business line risk classified as:			
6.3.2.1	Extreme		Yes	
6.3.2.2	High		Yes	
6.3.2.3	Medium		Yes	
6.3.2.4	Low		Yes	
6.4 Media				
6.4.1	Approve media statements or releases in relation to Single Digital Patient Record Implementation Authority activities.		Yes	
6.4.2	Approve individuals to conduct verbal discussions with media personnel		Yes	
6.5 Briefs and advice				
6.5.1	Approve and release briefs to:			
6.5.1.1	Ministry of Health		Yes	
6.5.1.2	Minister		Yes	
6.5.1.3	NSW Health Secretary		Yes	
6.5.2	Approve and release advice related to Parliamentary matters		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
6.8 Correspondence				
6.8.1	Approve formal correspondence to:			
6.8.1.1	Ministry of Health		Yes	
6.8.1.2	Minister		Yes	
6.8.1.3	NSW Police		Yes	
6.8.1.4	State Insurance Regulatory Authority		Yes	
6.8.1.5	Ombudsman		Yes	
6.8.1.6	ICAC		Yes	
6.8.1.7	NSW Audit Office		Yes	
6.8.1.8	External Accrediting Bodies		Yes	
6.8.1.9	NSW Treasury		Yes	
6.8.1.10	Information and Privacy Commissioner		Yes	
6.8.1.11	Department of Premier and Cabinet NSW		Yes	
6.8.1.12	SafeWork NSW		Yes	
6.9 Annual Attestations				
6.9.1	Sign off			
6.9.1.1	Audit and Risk Management Attestation Statement		Yes	

SCHEDULE	DELEGATION	HAC	CE	Other Requirements
6.9.1.2	Corporate Governance Statement		Yes	
6.11 Gifts, Bequests & Donations				
6.11.1	Accept Gift or Benefit or equipment to the value of:		\$1K	Gifts must not be accepted from commercial entities i.e. actual and potential vendors.
6.13 Annual Fire Statement				
6.13.1	Obtain, sign-off and submit Annual Fire Statements		Yes	
6.14 Building Access				
6.14.1	Approve building access within normal business hours		Yes	
6.14.2	Approve building access outside normal business hours		Yes	

