Justice Health and
Forensic Mental Health Network

Justice Health NSW Policy

Delegations Authority

Issue Date: 16 October 2025

Together for
Healthier Tomorrows

Delegations Authority

Policy Number 2.022

Policy Function Leadership and Management

Issue Date 16 October 2025

Next Review Date 16 October 2026

Risk Rating High

Summary The purpose of this Delegations Authority is to establish the level of authority delegated by the Justice Health and Forensic Mental Health Network Board to specified staff positions.

The underlying intention in establishing such delegations is to facilitate the efficient operation of Justice Health and Forensic Mental Health Network (Justice Health NSW) whilst ensuring appropriate corporate governance. Adherence to the Authority will ensure staff members are operating within the scope of their delegation. All Public Health Organisations who receive subsidies from consolidated revenue under the Health Services Act are required to maintain a Delegations Authority to record details of delegations of responsibility and authority within the organisation.

Organisations are required to keep the Delegations Manual up to date and ensure that it is readily accessible to inform delegates of their delegation.

Local Health District (LHD) and Specialty Health Network (SHN) are also required to retain records of all delegations approved.

The Board is responsible for:

- Ensuring effective corporate governance frameworks are established for the LHD/SHN;
- Reviewing and approving Delegations.
- Ensuring systems are in place for regular auditing of compliance with Delegations.
- Establishing a system to monitor any non-compliance with delegations which might pose a significant risk to the operation, performance and reputation of the organisation.

Responsible Officer Chief Financial Officer

Applies to

☒ Administration Centres
☒ Community Sites and programs
☒ Health Centres - Adult Correctional Centres or Police Cells
☒ Health Centres - Youth Justice Centres
☒ Long Bay Hospital
☒ Forensic Hospital

CM Reference POLJH/2022

Change summary

- Engagement of contingent worker in excess of 12 months (5.1.2) which is a new Ministry's requirement
- Clarify relocation package for employment (5.1.2)
- Addition delegate to the management of patient trust account (7.3) to provide backup to the existing delegate
- A new section 4.3.5 on external health services authorization
- A new section 6.7 on external legal services engagement.

Authorised by The Board, Justice Health and Forensic Mental Health Network

Revision History

#	Issue Date	Number and Name	Change Summary
19	October 2025	2.022 Delegations Authority	• Engagement of contingent worker in excess of 12 months (5.1.2) which is a new Ministry's requirement • Clarify relocation package for employment (5.1.2) • Addition delegate to the management of patient trust account (7.3) to provide backup to the existing delegate • A new section 4.3.5 on external health services authorization • A new section 6.7 on external legal services engagement.
18	October 2024	2.022 Delegations Authority	• Clarifying board members exercising expenditure delegations • Grants funding request • Specific approval class for the discretionary travel • Signing of contracts and agreement • Change delegations for the Level 5 to $30,000 • Engagement of agency and locum staff

			• ICT goods and services procurement • Major medical equipment procurement • Gifting of or donating government owned goods to third party (GSF) • Bank accounts and financial arrangement (GSF) • Statement of Compliance (GSF)
17	November 2023	2.022 Delegations Authority	• Added Manager Primary Care, Cancer, Aged & Chronic Care - delegation level 2 • Updated 4.3.3.4 on the engagement of consultants and other professional services provider. • Updated 4.3.4 for the procurement of pharmaceuticals. • Updated 4.4 delegation levels for domestic travel. • Updated approved new positions, and removal of deleted positions. • Updated relevant NSW Health Policy Directives and document links to source documents. • Updated 5.3 Priority Pay and Overpayment Repayment
16	November 2022	2.022 Delegations Authority	• Updated Financial Delegations structure, created appendix 1 to show detailed position titles. • Updated relevant NSW Health Policy Directives and document links to source documents. • Updates to staff approval process based on one up rule where possible. • Updated section 1.2 ‘Authority to incur expenditure’. • Added Section 4.2 ‘Budget’. • Updated section 4.3.2 Procurement of Goods and Services within Existing Procurement Arrangements. • Added Section 4.6 ‘Procurement Cards’ and Section 4.7 Mobile Phone Expenditure. • Updated section 4.11 ‘Write offs’.

			• Updated section 5.1.1 'Visiting Medical Officers (VMO)/Visiting Dental Officers (VDO). • Added Section 4.13 'Monitoring of the Provision of Health Services'. • Updated section 5.1.2 'Staff Appointment Approval' and 5.1.3 'Signing of Appointment Letters'. • Updates to sections 5.3 'Payroll, 5.7 'Leave', 5.11 'Regrading' and 5.13 'Secondments'. • Updated section 7.4 'Accounts Receivable'. • Updated section 7.6 'Investments'. • Added section 7.9 'Research'.
15	October 2021	2.022 Delegations Authority	• Updated new position titles • Alignment of content with relevant NSW Health Policy Directives • Updates to table 3.1 & 4.1 & other minor changes
15	October 2019	2.022 Delegations Authority	• Updated new position titles • Alignment of content with relevant NSW Health Policy Directives
14	August 2018	2.022 Delegations Authority	• Minor updates
13	September 2017	2.022 Delegations Authority	• Minor updates
12	June 2016	2.022 Delegations Authority	• Minor updates
11	December 2014	2.022 Delegations Authority	• Updated new position titles • Updated relevant Justice Health & Forensic Mental Health Network policies and NSW Ministry of Health Policy Directives
10	October 2012	2.022 Delegations Authority	• Minor updates
9	August 2012	2.022 Delegations Authority	• Minor updates
8	April 2011	2.022 Delegations Authority	• Minor updates • New policy template
7	August 2010	2.022 Delegations Authority	• Minor updates
6	December 2009	2.022 Delegations Authority	• Minor updates
5	October 2008	2.022 Delegations Authority	• Minor updates
4	December 2006	2.022 Delegations Authority	• Minor updates
3	August 2005	2.022 Delegations Authority	• Minor updates – delegations of levels 8 and 9
2	March 2004	2.022 Delegations Authority	• Minor updates
1	December 2002	2.022 Delegations Authority	• New policy

PRINT WARNING

Printed copies of this document, or parts thereof, must not be relied on as a current reference document.

Always refer to the electronic copy for the latest version.

Justice Health and Forensic Mental Health Network

PO BOX 150 Matraville NSW 2036

Tel (02) 9700 3000

http://www.justicehealth.nsw.gov.au

Table of Contents

Abbreviations 10
1. Purpose 10
1.1 Responsibility to Comply with Legislative and NSW Ministry of Health Directives 10
1.1.1 Accounts and Audit Determination 10
1.2 Authority to Incur Expenditure 11
1.3 Changes to the Delegations Authority 11
2. Principles of Delegations 11
2.1 Clarity of Authority 11
2.2 Compliance with Existing Legislation and Directions 11
2.3 Assumption of Authority by Higher Position 12
2.4 Reduction of Delegation 12
2.5 Assignment of Authority 12
2.6 Self-Authorisation 12
2.7 Manipulation of Transaction Limits 12
2.8 Expenditure Process and Documentation 12
3. Scope of Delegations 12
3.1 Categories of Delegation Levels 13
4. Delegations 13
4.1 Upper Approval Limit 13
4.2 Budget 14
4.3 Goods and Services 14
4.3.1 General Consumable Items 14
4.3.2 Procurement of Goods and Services within existing procurement arrangements 14
4.3.2.1 Whole-of-government and whole-of-health contracts 14
4.3.2.2 Whole-of-government prequalification schemes and procurement lists 15
4.3.2.3 Minimum levels of competition 15
4.3.3 Procurement of Goods and Services outside existing procurement arrangements 15
4.3.3.1 Procurements valued at $30,000 or less 15
4.3.3.2 Procurements valued at more than $30,000 and less than $250,000 15
4.3.3.3 Procurements valued at more than $250,000 15
4.3.3.4 Engagement of Consultants and Professional Services 16
4.3.4 Requisitioning of Pharmaceuticals in iPharmacy 16
4.3.5 External Health Services 16
4.3.6 Program Grants and Ad Hoc Funding Request 16

4.4 Domestic Travel Related Expenditure 17
4.5 Overseas Travel 17
4.6 Procurement Card (PCard) 17
4.7 Mobile Phone Expenditure 18
4.8 Building, Infrastructure Systems, Plant and Maintenance Expenditure 18
4.9 ICT and Computer Related Items 18
4.10 Capital Works and Repair, Maintenance and Replacement 18
4.11 Authority to Write-Off and Write-Up Items 19
4.12 Tendering 19
4.13 Monitoring of the Provision of Health Services 20
5. Personnel and Payroll Matters 20
5.1 Staff Establishment and Appointments 20
5.1.1 Visiting Medical Officers (VMO)/Visiting Dental Officer (VDO) 20
5.1.2 Staff Appointment Approval 21
5.1.3 Signing of Appointment Letters 21
5.2 Changes to Pay Rates 21
5.3 Payroll 22
5.4 Dismissal of Staff 22
5.5 Voluntary Redundancy 22
5.6 VMC Time Sheet Approval (Refer to 2.3) 22
5.7 Leave 23
5.8 Higher Grade Duties Allowance (<13 weeks) 24
5.9 Overtime 25
5.10 Statement of Service 25
5.11 Regrading 25
5.12 Flexible Work Practices 25
5.13 Secondments and Secondary Employment 25
5.14 Gifts and benefits and conflicts of interest 25
6. General Delegations 26
6.1 Motor Vehicles 26
6.2 Signing of Contracts, Service Agreements or Execution of Licence Agreements 26
6.2.1 Non-Financial Contracts and Deeds of Agreement 26
6.3 Risk Management Insurance 27
6.4 Government Information Public Access (GIPA) Act 2009 27
6.5 Access to Information Technology and Computer Systems 27

6.5.1 Communication Systems 27
6.6 Purchase of Land and Buildings 28
6.7 Procurement of External Legal Services 28
7. General Financial Delegations 28
7.1 Bank Accounts 28
7.2 Patient Fees 28
7.3 Patient Trust Funds 28
7.4 Accounts Receivable 29
7.5 Issue of Payment Summaries 29
7.6 Financial Arrangements 29
7.7 Remittance to Government 30
7.8 Approval of Business Activity 30
7.9 Research 30
7.10 Annual Financial Statement – Statement of Compliance 30
8. Media Delegations 30
8.1 Media Releases 30
9. Related Documents 30
Appendix 1 – Positions at each Level of Delegation 32

Abbreviations

CDHIO	Chief Digital Health Information Officer
CE	Chief Executive
CFO	Chief Financial Officer
DP&C	Director, People and Culture
EMD	Executive Medical Director
GM	General Manager (Primary Care, Forensic Mental Health, Population and Preventive Health)
DNMCG	Director of Nursing, Midwifery and Clinical Governance
DDNMS	Deputy Director of Nursing and Midwifery Services
DOCE	Director, Office of the Chief Executive
DAH	Director Aboriginal Health

1. Purpose

The purpose of this Delegations Authority is to establish the level of authority delegated by the Justice Health and Forensic Mental Health Network (Justice Health NSW) Board to specified staff positions.

The underlying intention in establishing such delegations is to facilitate both efficient and effective operation of Justice Health NSW whilst ensuring financial and administrative responsibility. Adherence to the Authority will ensure staff members are operating within the scope of their Board delegated powers.

1.1 Responsibility to Comply with Legislative and NSW Ministry of Health Directives

The Justice Health NSW Board of directors operates under the Authority of the NSW *Health Services Act 1997* and under its own By Laws. The Justice Health NSW Board resolved under the provisions of the *Health Services Act 1997* and NSW Health PD2012_059 *Delegations of Authority - Local Health Districts and Specialty Health Networks* to delegate the functions of Justice Health NSW to the approved positions as specified in this document.

1.1.1 Accounts and Audit Determination

Compliance with the *Accounts and Audit Determination For Public Entities in NSW* (the Determination) is a condition of subsidy and is also required under the annual *Financial Requirements and Conditions of Subsidy (Government Grant)*, issued each financial year in conjunction with the Service Agreement and budget allocation advice.

The Justice Health NSW Board and the CE are responsible to ensure compliance with *the Determination* as outlined in section 1.1 of *the Determination*.

Additionally, section 2.5 of *the Determination* also contains specific requirements about Delegations

Authority, including the requirements for Justice Health NSW to:

a) maintain an up-to-date, approved, delegations manual;

b) ensure the delegations manual is consistent with the Minister and Health Secretary Delegations;

c) ensure that delegated financial authority aligns with approved expenditure and revenue budgets

1.2 Authority to Incur Expenditure

The Board of Justice Health NSW may delegate to the CE or such other senior staff the authority to acquire goods, services, and equipment and to engage staff for the conduct of the affairs of Justice Health NSW. However board members may not exercise delegated expenditure functions under the *Government Sector Finance Act 2018*.

Delegates must only incur or commit to an expenditure that is within their delegation set out in this policy. To change the level of financial delegation please refers to section 1.3.

Prior to committing into any expenditure, delegates must also ensure that funds are available, cost is within existing budget and the expenditure is value for money. Budgets may be service-wide, or within a Cost Centre, such as “Overtime – Goulburn.” In general, no commitments for expenditure may be entered into where or when there is a budget deficit. Authority to commit expenditure in over-budget circumstances may only be granted by the CE.

Delegates must only incur and approve expenditure for those goods, services and personnel matters related to their Directorate or area. For example, the purchase of medical equipment for a Health Centre would be approved by member of the Clinical Operations Directorate according to the delegation limits, not by a member of Finance or other non-clinical officer.

1.3 Changes to the Delegations Authority

Changes to the Delegations Authority require the minuted approval of the Justice Health NSW Board. Requests for amendments, additions and deletions should be supported and forwarded from the Executive to the CE for inclusion in the Justice Health NSW Audit and Risk Committee’s Agenda. If recommended by the Audit and Risk Committee, alterations will be placed on the Agenda of the Justice Health NSW Board for approval.

The CE is authorised to temporarily adjust delegations for immediate implementation. Temporary adjustments to delegations must be subsequently reviewed by the Audit and Risk Committee and the Justice Health NSW Board.

2. Principles of Delegations

The Delegations Authority seeks to incorporate and uphold the following principles:

2.1 Clarity of Authority

The delegations must be clear and unambiguous to support internal auditing and compliance monitoring and to enable the Chief Executive and Board to hold delegated officers accountable.

2.2 Compliance with Existing Legislation and Directions

The Delegations Authority shall comply with relevant directions of the Premier, Treasurer, Minister, Secretary, NSW Health and Justice Health NSW. Delegated authorities are subject to internal controls, Health policy directives (PD) and to any overriding State or Commonwealth laws (e.g. Purchase or dispensing of restricted medications).

2.3 Assumption of Authority by Higher Position

Where the manual specifies a delegate, the position to whom they report is deemed to have the delegated authority.

2.4 Reduction of Delegation

Delegates may apply lower or more restrictive delegations to staff for which they have direct managerial control. If so, a clear set of the revised delegations must be provided in writing to the relevant staff.

2.5 Assignment of Authority

In general, authorities may not be delegated without amendment to this policy. A person officially appointed to act in a higher office or capacity will assume that office's delegations unless specifically excluded. Any other change or temporary assignment of the delegations is subject to the provisions of section 1.3.

2.6 Self-Authorisation

Officers must not authorise the reimbursement of expenses to themselves, or procurement of goods or services benefiting themselves, nor certify their own time sheet, payment of higher duties allowance, leave or overtime. The authorising person must be a more senior officer than the person to be reimbursed, unless authorised by the CE.

In the case of expenses incurred by the CE, these may be approved by the Secretary of NSW Health or the CFO.

2.7 Manipulation of Transaction Limits

The monetary limits specified in this policy are the maximum delegated amounts. They do not imply or confer authority to spend more than the organisation's or unit's uncommitted budget allocation for a particular category.

Delegation limit must not be artificially avoided by the use of multiple orders or the reduction of an overall commitment into multiple sub-orders. The delegation limit applies to the total purchase, not each individual item.

The monetary limits specified must be exclusive of the Goods and Services Tax.

2.8 Expenditure Process and Documentation

Commitments must be evidenced through the issuance of an official Justice Health NSW Purchase Order. HealthShare produces Justice Health NSW Purchase Orders upon receipt of a completed and approve d requisition form. For the purchase of items that are not under State contract, quotation and tendering processes described in this delegation's authority must be observed.

3. Scope of Delegations

All expenditures must be approved on the basis of availability of funding within the budget allocation and the availability of funds within each line item.

All delegates are required to comply with manuals, policies and directives issued by the NSW Health and Justice Health NSW.

The Justice Health NSW Board has overall responsibility for ensuring process and procedures are in place for service delivery. A comprehensive financial report must be provided to the Justice Health NSW Board Finance and Workforce Performance Sub-Committee, containing the cost of operations and the performance against budget for each month and projected to year-end. The Justice Health NSW Board and CE must ensure that the organisation operates within the allocated budget.

3.1 Categories of Delegation Levels

Justice Health NSW has grouped its delegates into levels from 1 to 6. Appendix 1 should be referred to for a full list of Delegated Officers, however the following is a general guide of the roles that fall within each level:

Level	Authorised Delegate(s)
Level 6	Chief Executive (as delegate of the Board)
Level 5	Member of the Executive Team reports to the CE
Level 4	Specific direct reports of Level 5
Level 3	Specific direct reports of Level 5/4
Level 2	Department Heads and Managers with Cost Centre responsibility
Level 1	Managers with Cost Centre Responsibility accountability – all others

Assumption that approvals from the Ministry of Health have been submitted by the CE as delegated by the Board, notification will be made to the Board and Sub-Committees if required.

4. Delegations

4.1 Upper Approval Limit

Position	Delegation Level	Authorised Expenditures	Delegation Limit
CE	6a	Any single transaction relating to any class or type of expenditure excluding PPP Solutions (Long Bay) Pty Ltd.	Up to $1million
CE	6b	Any single payment to PPP Solutions (Long Bay) Pty Ltd. consisting of soft services, limit $750,000, and finance and insurance costs, limit $1,250,000). No limit for PPP quarterly service, cyclical maintenance and capital payment if it matches the projected including approved variations.	$2,000,000

Health Administration Corporation	7	Any single transaction relating to any class or type of expenditure.	>$1million

4.2 Budget

Budget Actions	Level 6	Level 5	Variation(s) from Delegation Level
Annual budget strategy determination	CE		
Allocate budgets to Directorates		ALL (with CE approval)	
Allocate budgets within directorates – within parameters determined by MOH		ALL	CFO
Allocate capital budgets – within annual capital budget and parameters determined by MOH	CE		CFO
Authorise transfer of budgets between cost centres for budgets allocated to this directorate.		ALL (for respective directorates)	CFO
Authorise transfer of budgets between cost centres or line items for budgets.		ALL	CFO
Authorise transfer of budgets from one directorate to another	CE		

4.3 Goods and Services

4.3.1 General Consumable Items

Each unit and/or geographical location should have an approved list of consumable items (standard inventory) including radiological items, and an approved Oral Health Buying Guide. Items listed in these documents can be purchased as required and will have Onelink Warehouse item codes (HIMF) in Oracle.

There is no dollar limit to the supply of normal consumable items to units provided local inventory levels are as low as feasible and budget are available.

Occasionally items not on the standard inventory list will be required. These items can be requisitioned in accordance with the delegation limits described in this document. If ordered regularly a HIMF code will be arranged through Nurse Manager, Clinical Resources.

The Nurse Manager Clinical Resources will be responsible for standardising consumable products available,

approving any new products and the general housekeeping of catalogue items.

4.3.2 Procurement of Goods and Services within existing procurement arrangements

4.3.2.1 Whole-of-government and whole-of-health contracts

NSW Health agencies must use whole-of-government or whole-of-health contracts for obtaining goods or services to which those contracts apply in accordance with the Approved Procurement Arrangements (PBD 2021-04).

Limited exceptions and exemptions apply, including:

- where a procurement-connected policy exemption is utilised
- where the goods or services are valued at $10,000 or less
- where the NSW Health Chief Procurement Officer has approved an exemption.

4.3.2.2 Whole-of-government prequalification schemes and procurement lists

NSW Health agencies must use the whole-of-government prequalification schemes or procurement lists mandated by the NSW Procurement Board in the Approved Procurement Arrangements (PBD 2021-04) for obtaining goods or services to which those prequalification schemes or procurement lists apply. Limited exceptions and exemptions apply where approved by the NSW Ministry of Health Chief Procurement Officer.

4.3.2.3 Minimum levels of competition

When using a whole-of-government prequalification scheme or procurement list, NSW Health agencies must comply with the specified rules and procedures including minimum levels of competition.

Where the minimum levels of competition are not stated in the whole-of-government prequalification scheme or procurement list, NSW Health agencies must still ensure that value for money is achieved, including taking the following steps:

- for goods or services valued at $10,000 or less, no written quote is required
- for goods or services valued more than $10,000 and less than or equal to $250,000, at least one written quote must be obtained
- for goods or services valued at more than $250,000, at least three written quotes must be obtained.

4.3.3 Procurement of Goods and Services outside existing procurement arrangements

For procurements outside existing procurement arrangements, NSW Health agencies will need to approach the market. This applies to all NSW Health agencies conducting a procurement outside an existing procurement arrangement. Refer Appendix 2 for the summary table.

4.3.3.1 Procurements valued at $30,000 or less

For procurements valued at $30,000 or less, NSW Health agencies must undertake the following steps:

Estimated contract value	Steps
$5,000 or less	No written quote required and use PCard where accessible
Less than $10,000	No written quote required.
$10,000 to $30,000	Obtain one written quote

4.3.3.2 Procurements valued at more than $30,000 and less than $250,000

For procurements valued at more than $30,000, NSW Health agencies must complete the **Risk Assessment Tool**. This tool uses the value and level of risk of the procurement to determine a procurement level of either level 1, level 2 or level 3.

4.3.3.3 Procurements valued at more than $250,000

NSW Health agencies must refer procurements to:

- HealthShare NSW (all procurement except ICT-related procurements)
- eHealth NSW (ICT-related procurements)

4.3.3.4 Engagement of Consultants and Professional Services

Use of SCM0005 Professional and Management Services and SCM0020 ICT Services prequalification scheme is mandatory for all professional services or consultant engagements.

All such engagements (including ICT consultancies) valued over $30,000 must be approved by the Chief Procurement Officer, including any contract extensions or variations.

All engagements valued at $30,000 or less will be approved by the CE.

The engagement of PriceWaterHouseCoopers or Scyne Advisory for any value must be approved by the Secretary.

4.3.4 Requisitioning of Pharmaceuticals in iPharmacy

Value	Authorised Delegate(s)
Up to $150,000	Chief Pharmacist
Up to $1,000,000	General Manager, Population and Preventive Health
Over $1,000,000	CE

Clinical services are normally provided by salaried staff or contracted visiting medical officers.

Approval of Individual patient Usage (IPU) as per the Justice Health NSW Medication Guidelines	
Pharmacist and Clinical Director	IPU medicines <= $1000/medication/patient/month or high-cost medications that require Network oversight
IPU High-Cost Pathway – Drugs and Therapeutics Committee	IPU medicines >$1000/medication/patient/month

4.3.5 External Health Services

Occasionally, it may be necessary to refer patients to the Local Health District (LHD) for emergency or other treatment not available internally. Under NSW Health *Fee Procedures Manual*, the cost of this service must be borne by the LHD providing the service.

Where the required service is not available in the local LHD, the LHD must provide a referral to an appropriate health service, if this is a private service the LHD will meet the cost of the treatment.

In the exceptional situation that a private referral is done by JH NSW this must be authorized by the Executive Medical Director and the General Manager.

Refer to Network policy 1.253 *Access to Private Health Services*.

4.3.6 Program Grants and Ad Hoc Funding Request

Ad Hoc/One-off grants up to $100,000 can be approved by the Chief Executive. Minister for Health approval is needed for over $100,000 request. Any procurement of goods and services must comply with the NSW Health Procurement Policy Directive.

This delegation does not apply to Ministerially approved grants under the NGO Grants Program as defined in the NSW Health Policy Directive *Administration of NSW Health Grant Funding for Non-Government Organisations*. Authority to approve grants under that program has not been delegated by the Minister.

4.4 Domestic Travel Related Expenditure

Item	Delegation Level	Delegation Limit
Domestic Clinical Service Travel Related Costs (*e.g. travel by plane and including subsistence allowance and accommodation*).	2	$1,500
	3	$3,000
	4	$5,000
	5	> $5,000
All Other Non-Clinical Service Related Travels	5	

4.5 Overseas Travel

Expenditure from the General Fund, excluding Training, Education and Study Leave (TESL) for staff specialists, relevant to official overseas travels by staff, or a Director of the Board of a health organisation shall not be incurred without prior written approval from the Minister. The notional allocation is $15,600 per financial year.

Expenditure in this context shall include travel day, travelling and living expenses and registration fees.

Official visits shall include conferences and seminars of professional bodies.

An applicant seeking approval for official overseas travel must declare/disclose all private funding, whether provided before or after a claim is made on the health organisation, which may affect any claim on the health organisation for salaries and wages, leave, subsistence or travel costs.

For the delegation on overseas official travel in relation to TESL, please refer to Section 5.7.j.

4.6 Procurement Card (PCard)

PCards are only to be used for business related expenses and in accordance with the NSW Health Code of Conduct. All purchases of goods and services must comply with NSW Government procurement policy, NSW Health policies, procedures and manuals. PCards are not to be used to split purchases, or to circumvent the requirement to obtain quotes to procure goods and services in line with NSW Government procurement policy and PCard Policy PD2022_038.

All requests must be approved by the CE via a brief outlining the business needs including proposed monthly and single transaction limit. PCards are encouraged for General Fund purchases where the transactions are non-clinical, low value and frequent and / or regular in nature.

4.7 Mobile Phone Expenditure

	Level 6	Level 5	Level 4	Level 3
Replacement Mobile Phone				ALL
New Mobile Phone	Level 4 & 5	ALL		
International Roaming/Call		ALL		

4.8 Building, Infrastructure Systems, Plant and Maintenance Expenditure

Item	Delegation Level	Delegation Limit
Contracts, leases and agreements related to building, infrastructure systems, plant and maintenance expenditure. (Property leases greater than 2 years or exceed $1,000,000 require Executive Director, Strategic Asset Management approval. The only exception is the property leases with Property and Development NSW.)	6	

4.9 ICT and Computer Related Items

Technology related items may be ordered/approved according to the delegated authority assigned in this policy. However, all technology related purchases are subject to endorsement and pre- approval by the Chief Digital Health Officer (CDHIO) in order to ensure compliance with Justice Health NSW technology standards, NSW and national security requirements, approved Justice Health NSW Strategic Plan. The CDHIO is delegated discretionary spend for 'in-stock' items, in compliance with procurement policy and delegations.

When procuring ICT-related goods and services, we must:

- where the procurement involves laptops or desktop computers of any value, NSW Health agencies must obtain approval from eHealth NSW before commencing the procurement.
- where available on an existing contract, use whole-of-health or whole-of-government contracts for ICT- related procurements of any value.
- where the ICT-related goods or services are valued at more than $150,000 and are not available on a whole- of-health or whole-of-government contract, the procurement must be referred to and approved by eHealth NSW (even if these goods are services are available on the *ICT Services Scheme* (SCM0020).
- where the ICT-related goods or services are valued at less than $150,000 and are not available on an existing contract, NSW Health agencies must use the *ICT Services Scheme* (SCM0020).

4.10 Capital Works and Repair, Maintenance and Replacement

The projects funding and expenditure coordinated with NSW Health, Corrective Services NSW or Youth Justice NSW must be approved by relevant Agencies. Supervision of the major work is performed by project officers from the Health Infrastructure and the Network ensures that work carried out is satisfactory. Minor and Major Capital Works can only be carried out if approved by the Ministry of Health as per annual submission made through our 5 years Asset Management Plan.

Executive Director, Strategic Asset Management approval is required for the purchase and lease activities for all medical equipment of:

- a single asset with a unit cost >$250,000 or
- a network/cohort of medical assets with a cost >$250,000 (including ICT related requirements, but excluding building works)

4.11 Authority to Write-Off and Write-Up Items

Write-off and write up authority rests with the Justice Health NSW Board in accordance with the NSW Health *Accounting Manual for Public Health Organisations*. The Board has delegated the authority as per the table below. Any discrepancies in stock or equipment register identified during annual stocktake must be reported to the Audit and Risk Committee.

Item			Authorised Delegate(s)
a.	Disposal, Write-off and Write- up of stock or equipment item**	Up to $500	Associate Director, Finance and Procurement
		Up to $1,000	CFO
		Over $1,000	CE
	Stock Adjustments per item**	Up to $1,000	CFO
		Over $1,000	CE
b.	Write-off Drugs*		CE on the submission of the Chief Pharmacist

* in accordance with legal requirements

**subject to detailed list of all stock adjustments being prepared and retained for audit.

Disposal of surplus or unserviceable goods (including motor vehicles) by way of a donation or gift of the property to a third party must be authorised by the Ministry of Health. Donations or gifts of government property, where the asset has a fair value of $500 or more, will require authorisation from the Treasurer prior to donation or gifting, in compliance with section 5.6 of the *Government Sector Finance Act*.

4.12 Tendering

Tendering (selective or full) is required for the purchase of goods and services in excess of $250K that are not on State Government contract (See Appendix 1). A tender committee of at least three members (one of whom is independent), is convened following the closure date of a tender. The tender committee reviews tenders received in detail and makes recommendations. For purchase of goods and services less than $250K, quotation may be required. Please refer to section 4.3.3 for more information on quotations.

Tendering process must be carried out in accordance with the *NSW Health Procurement Policy*.

Item		Authorised Delegate(s)
a	Selective Tendering	Level 6
b	Waiver of Tendering (if only one supplier)	Level 6
c	Sales of Surplus Equipment by tender	CFO
d	Disposal of Obsolete Equipment by tender	CFO
e	Period Contracts	Sameas for quotations/tenders (as above)

4.13 Monitoring of the Provision of Health Services

Section 236A(b) of the Crimes (Administration of Sentences) Act 1999 establishes a requirement for Justice Health NSW to monitor the provision of health services in managed correctional centres.

Section 236B of the Crimes (Administration of Sentences) Act 1999 provides, for the purpose of ensuring that the provisions of this Act and the regulations(in so far as they relate to the functions of Justice Health NSW) are being complied with at a correctional centre, authority for the Chief Executive, Justice Health NSW, to have free and unfettered access at all times to all parts of the correctional centre, to all medical records held at the correctional centre and to all offenders held in custody in the correctional centre.

Section 236D of the Crimes (Administration of Sentences) Act 1999 provides that the Chief Executive, Justice Health NSW, may delegate to any person any of the Chief Executive's functions under this Act, other than this power of delegation.

Item		Authorised Delegate(s)
a	Appointment of a Delegate	Director, Office of the Chief Executive Members of the Risk and Assurance Team

5. Personnel and Payroll Matters

5.1 Staff Establishment and Appointments

Requests to alter the Staff Establishment may be recommended by any Justice Health NSW Manager but must be supported in writing by the relevant Level 5 Delegate. Requests to add or alter staff positions must be accompanied by complete documentation including the reason for the request and relevant Position Description. Clinical positions should be endorsed by the respective professional lead, e.g., Nursing and Midwifery – DNMCG, Allied Health – Director Allied Health, Medical – EMD. This should be forwarded to Workforce and Finance for consultation on awards, industrial and financial consequences. When all documentation is completed and endorsed by relevant Level 5 Delegate, the request will be submitted to the Employee Review Committee (ERC) for consideration and endorsement for CE approval. The CE is the only officer who may approve alterations to the Staff Establishment.

Item		Authorised Delegate(s)
a	Appointment of an Acting CE	- If the acting CE is an Executive at Justice Health NSW the Board or Secretary, NSW Health in consultation with the Board - If the acting CE is **not** an Executive at Justice Health NSW: Secretary, NSW Health in consultation with the Board
Item		Authorised Delegate(s)
b	Authority to change titles of staff	Employment Review Committee

*Executive means a HealthServices senior executive under the *Health Service Act 1997*.

5.1.1 Visiting Medical Officers (VMO)/Visiting Dental Officer (VDO)

In general, the same policies that govern the appointment of staff (as per paragraphs 5.1 to 5.4) shall be applied to the entering into a service contract to secure the services of a VMO/VDO. The Medical and Dental Appointment Advisory Committee must approve all VMO/VDO appointments. The EMD or Director Medical Services can approve temporary contract in emergency situation.

5.1.2 Staff Appointment Approval

On receiving the signed, written recommendation of a selection panel

Item	Delegation Level	Variation(s) from Delegation Level
Delegation levels 1, 2, and 3	4 or 5	-
Delegation level 4 and 5	6	-
Delegation level 6	The Board with a concurrence from the Secretary, NSW Health	-
Relocation Package as part of the employment	6 (with Director, People and Culture endorsement)	
Contingent Worker engagement (off payroll)	6	Engagement exceeding 12 months must be approved by the Ministry's Chief Procurement Officer.

5.1.3 Signing of Appointment Letters

Item	Delegation Level	Variation(s) from Delegation Level
All positions	6	Director People and Culture; Manager Workplace Relations; Manager Human Resources; Manager Workforce Operations.

5.2 Changes to Pay Rates

All staff must be paid within the guidelines, terms and conditions of their award. Periodic adjustments to remuneration for employees eligible for such adjustments based on performance, merit or other circumstances must be based on written recommendation from their Executive Director or the CE. Documented written approval must be kept in P file. Health managers are remunerated as per Justice Health NSW guideline 8.010 *Health Manager Salary*.

5.3 Payroll

Approve the issuing of:	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1	Healthshare
Sign off Roster	ALL	ALL	ALL	ALL	ALL	ALL	
Countersign EFT file transfer							Healthshare
Authority to issue taxation summaries					Manager Workforce Operations		
Payroll overpayments repayment variation		DP&C					
Priority Pay					ALL		

5.4 Dismissal of Staff

Item	Delegation Level	Variation(s) from Delegation Level
CE	The Board with concurrence from Secretary, NSW Health; or Secretary, NSW Health	-
All other positions	6	-

5.5 Voluntary Redundancy

Item	Delegation Level	Variation(s) from Delegation Level
Offer voluntary redundancy package to employee (Refer to NSW Health PD2012_021 *Managing Excess Staff of the NSW Health Service*)	6	-
Authorise payment of voluntary redundancy package in accordance with approval mechanisms	5	-

5.6 VMC Time Sheet Approval (Refer to 2.3)

Item		Delegation Level	Variation(s) from Delegation Level
a.	Time Sheet Certification	1	-
b.	Authorise within contract hours	3	-
c	Authorise outside contract hours	4	GM

5.7 Leave

Approval of all types of leave is subject to the employee having sufficient entitlements and in accordance with relevant NSW Health Policy Documents and Award conditions.

Item			Delegation Level	Variation(s) from Delegation Level
a.	Annual Leave	All length		Line Manager
b.	Sick/Personal Carer's Leave	Sick Leave	Line Manager	
		Personal Carer's Leave (in conjunction with Sick Leave entitlements)	Line Manager	
c.	Special Leave	Military Leave, State Emergency Leave, Repatriation Leave, other Special Leave	4	Director, Peopleand Culture
d.	Maternity Leave (Inc. Maternity LWOP)		3	
e.	Long Service Leave	<4 weeks	Line Manager	
		>4 weeks	3	
		Payment in lieu of Long Service Leave between 5-7 years service	6	CE (subject to verification by Director People and Culture, Human Resources Manager or Manager Workforce Operations)
f.	FACS Leave	Up to 2 days	Line Manager	
		FACS Leave over 2 days	2	(subject to verification by Human Resources Manager or Manager Workforce Operations)
g.	Leave without Pay	Up to 5 days	Line Manager	
		Up to 2 months 2-6 months 6-12 months	3 4 5	Director, People and Culture
		Over 12 months	6	
h.	Study Leave		3	

Item			Delegation Level	Variation(s) from Delegation Level
i.	Conference Leave – for external conference please refer to Guideline 8.016 External Conference Attendance and Presentation (excl. TESL)	Up to 5 days (within Australia)	4	
		Over 5 days (within Australia)	5	
		Conference attendance involving expenses including travel within Australia	5	All conference leave to be approved by Employee Review Committee (ERC)
		Conference Leave with Overseas travel – as per award provisions where applicable (with approval of the Minister where necessary)	6	Minister for Health
j.	TESL (for staff Specialists and Continuing Medical Education Leave for Career Medical Officers)	Domestic	Director Medical Services	EMD
		Overseas	Director Medical Services	EMD
k.	VMO/VDO and Senior Medical Staff Leave		Line Manager	
l.	Learning and Development Calendar Course Leave		Line Manager	Line manager without travel. Level 5 if travel is involved.
m.	Career Break Scheme		5	

5.8 Higher Grade Duties Allowance (<13 weeks)

Appointment > 13 weeks is subject to Network's Employment Review Committee's approval.

Item	Delegation Level	Variation(s) from Delegation Level
Managerial Position Level 1	2	-
Managerial Position Level 2	3	-
Managerial Position Level 3	4	
Managerial Position Level 4	5	
Managerial Position Level 5	6	

5.9 Overtime

Item	Delegation Level	Variation(s) from Delegation Level
Overtime (subject to budget availability)		Line Manger / Nurse Manager or Equivalent

5.10 Statement of Service

Item	Delegation Level	Variation(s) from Delegation Level
Statement of Service (subject to verification by Human Resources Manager or Manager Workforce Operations)	4	3

5.11 Regrading

All regrading applications must be considered by the Employment Review Committee (ERC), for in principle support prior to assessment of the position description by the Justice Health NSW Grading Committee. Authorisation is then evidenced by written approval of CE. For nurses and other medical professionals, applications must be considered by the applicable committee.

5.12 Flexible Work Practices

Item	Delegation Level	Variation(s) from Delegation Level
Flexible Work Practices (other than Working From Home Arrangements)	4	Line Manager for the Time-in-Lieu
Working from Home Arrangements	5	-

5.13 Secondments and Secondary Employment.

Item	Delegation Level	Variation(s) from Delegation Level
From Justice Health NSW to another NSW Public Sector organisation	6	CE Appointed Delegate
From another NSW Public Sector organisation to Justice Health NSW (subject to recommendation by the ERC)	6	CE Appointed Delegate
Secondary Employment	4 or 5	Assessment by line management

5.14 Gifts and benefits and conflicts of interest

All staff members have the obligation to comply with Procedure 7.025 *Code of Conduct* in regard to Giving/ Receiving Gift and NSW Health Policy PD2015_045 *Conflicts of Interest and Gifts and Benefits*.

Token gifts, valued at $75 or less, may be accepted if offered as a gesture of appreciation.

Item	Delegation Level	Variation(s) from Delegation Level

Approval of non-token gifts or benefits (over $75 value) where: - the acceptance of the gift is unlikely to be seen by a reasonable 'impartial observer' to create a conflict of interest, or influence the performance of duties or functions - there is a benefit to Justice Health NSW		Director, Office of Chief Executive as the Chief Audit Executive
Assessment of a conflict of interest and approval of option to deal with the conflict.		Director, Office of Chief Executive

6. General Delegations

6.1 Motor Vehicles

Item	Delegation Level	Variation(s) from Delegation Level
Approval to use a private vehicle for official business (consistent with NSW Health PD2024_033 *Official Travel)*	4	-
Approval of expenses for use of a private vehicle for official business	4	-
Approval to use an official vehicle for private use	6	-
Approval to take an official vehicle home on a temporary basis	4 or 5	Level 3 (overnight garaging only)
Approval of official vehicle for temporary dedicated use.	CFO	

6.2 Signing of Contracts, Service Agreements or Execution of Licence Agreements

Item	Delegation Level	Value
Signing of Contracts*, Service Agreements or Execution of License Agreements within approved budgets	6	
Novated lease for staff salary packaging	CFO, Associate Director, Finance and Procurement Manager, Financial Accounting	

*this excludes a contract of employment.

Contracts valued above $150,000 (including GST) must be disclosed in accordance with *Government Information Act 2009* (GIPA)

6.2.1 Non-Financial Contracts and Deeds of Agreement

All non-financial contracts and Deeds of Agreement, including Memorandums of Understanding require approval from the CE.

6.3 Risk Management Insurance

Item	Delegation Level	Variation(s) from Delegation Level
Claims Processing – Public Liability	5	-
Claims Processing – Workers Compensation	3	Associate Director, Work Health Safety and Wellbeing
Claims Processing – Motor Vehicle and Property	3	-
Appointment of Crown Solicitor to act on behalf of Justice Health NSW in legal matters	Treasury Managed Fund	CE

6.4 Government Information Public Access (GIPA) Act 2009

Item	Delegation Level	Variation(s) from Delegation Level
Decision to Provide/Refuse Access to Non-Health Information (subject to consultation with Legal Advisor)	4 or 5	Legal Manager
Decision to Provide/Refuse Access to Health Information (subject to consultation with Manager Joint Records Centre)	4 or 5	Manager Joint Records Centre
Decision to Provide/Refuse Access to Psychiatric/Reports/Notes	NSW Clinical Director, Forensic Mental Health	3 plus additional advice of the treating psychiatrist as to adverse effect on the patient
Decision to Provide/Refuse Access to the Media or Political Party	6	-
Reviewable Decision under s.80(a),(b),(f),(j),(k), and (l) of the GIPA Act	3	Legal Manager
Reviewable Decision under s.80(c),(e),(g),(h),(i), and (m) of the GIPA Act	3	-

6.5 Access to Information Technology and Computer Systems

Access and use of Justice Health NSW computer and IT systems are governed by the following:

- Policy 2.002 *Acceptable Use of Communications Systems*;
- NSW Health PD2009_076 *Communications – Use and Management of Misuse of NSW Health Communication Systems*

6.5.1 Communication Systems

The Chief Digital Health Officer (CDHO) is the principal officer responsible for the security and integrity of all computer resources and programs. As such, the CDHO may exclude individuals from accessing all or any part of the IT infrastructure and programs, following consultation with relevant Level 5 delegates or CE. Level 5 Directors are responsible for the security and access of particular programs or applications within their Directorates. For example, the

Director, People and Culture is vested with the authority to grant or exclude access to systems and programs relating to Stafflink. New IT equipment must be approved by level 4 or 5delegates.

Individuals who feel they have been unfairly or unreasonably excluded from access may appeal in writing to the CE.

6.6 Purchase of Land and Buildings

Expenditure for the purchase of land or buildings or the erection of new buildings shall not be incurred unless the proposal for expenditure is submitted for written approval of the NSW Minister of Health or his/her delegate.

6.7 Procurement of External Legal Services

Ministry of Health Executive Director, Legal and Regulatory Services and General Counsel approval is required before engaging external legal services where cost could exceed $30,000 (including GST). Please note Treasury Managed Fund (iCare) matters e.g. medical negligence or coronial matters are excluded from this directive.

7. General Financial Delegations

7.1 Bank Accounts

Item		Authorised Delegate(s)
a.	Open, close, or operate banking accounts for a Health agency and to enter into any other transactional banking services with a provider of financial services under a State financial service agreement.	Deputy Secretary Financial Services and Asset Management and Chief Financial Officer

7.2 Patient Fees

Item		Authorised Delegate(s)
a.	Reclassify a patient from chargeable to non-chargeable	Level 3; or Manager, Financial Accounting
b.	Reverse Patients' Billing Accounts	Level 3; or Manager, Financial Accounting
c.	Authority to initiate internal and external debt recovery procedures	CFO
d.	Authority to initiate legal action to recover outstanding debts/accounts or recover courts costs	CFO
e.	Authority to initiate court action to recover outstanding debts/accounts or recover courts costs	CE

7.3 Patient Trust Funds

Item		Authorised Delegate(s)
a.	Approve opening of a Special Purpose and Trust (SP&T) Fund and Custodial Trust Fund (CTF)	CFO/Manager, Financial Accounting
b.	Approve closure of SP&T Fund and CTF	CFO/Manager, Financial Accounting

c.	Approve a change to the spending cap applied across all patient kiosk accounts	Level 3
d.	Approve a kiosk product exchange or refund (per patient per transaction)	Level 3; or Kiosk Operator
e.	Approve cash expenditure from a patient's trust account (per patient per single transaction)	Level 1 = Up to $300 Associate Director, Finance and Procurement/CFO = Over $300
f.	Approve expenditure (excl. cash transactions) from a patient's trust account (per patient per single transaction)	Level 1 = Up to $500 Level 3 = Over $500 to $5,000 Associate Director, Finance and Procurement = Over $5,000 to $10,000 CFO =Over $10,000 and up to the trust fund balance
g.	Approve a non-cash transfer of funds from a patient's private account to their trust account (per patient per single transaction)	Level 1 = Up to $500 Level 3 = Over $500 to $5,000 Director Finance and Procurement = Over $5,000 to $10,000 CFO = Over $10,000 and up to the trust fund balance
h.	Approve Patient Trust Account Hospital Fees Direct Debit Form	CFO; Associate Director, Finance and Procurement; or Manager, Financial Accounting
i.	Samaritan's Fund – Emergency Fund Delegation – Approve emergency support expenditure from patients' assistance funds	CFO

7.4 Accounts Receivable

Item		Authorised Delegate
a.	Write-off Bad Debts (General Account and Patient Fees Debtors)	Associate Director, Finance and Procurement/CFO
b.	Refund, Waiver or Postponement of Fees	Associate Director, Finance and Procurement/CFO Manger, Health Information and Record Services (Medico-Legal only)
c.	Write-off salaries and wages overpayment	Director, People and Culture

7.5 Issue of Payment Summaries

Item	Authorised Delegate
Issue of Payment Summaries	Director, People and Culture

7.6 Financial Arrangements

Item	Authorised Delegate
Power to enter into a borrowing, investment or derivative arrangement under the *Government Sector Finance Act*.	Deputy Secretary Financial Services and Asset Management and Chief Financial Officer

7.7 Remittance to Government

Item	Authorised Delegate
Authorities under the *Unclaimed Money Act 1995*	CFO

7.8 Approval of Business Activity

Item	Authorised Delegate
BAS Statement	CFO/Director Finance and Procurement

7.9 Research

Item	Authorised Delegates
Provide Board with assurance that research activities align with the Justice Health NSW strategic plan and identified Board priorities	EMD

7.10 Annual Financial Statement – Statement of Compliance

Item	Authorised Delegates
Power to provide and approve a Statement of Compliance in accordance with the requirements of section 7.6(3) of the *Government Sector Finance Act*.	CE

8. Media Delegations

8.1 Media Releases

Item	Authorised Delegate
Media Releases	6

9. Related Documents

Legislations	*Health Services Act 1997* *Government Sector Finance Act 2018* *Government Information (Public Access) Act 2009* *Government Sector Audit Act 1983* *Unclaimed Money Act 1995*
Justice Health NSW Policies, Guidelines and Procedures	1.253 *Access to Private Health Services* 2.002 *Acceptable Use of Communications Systems* 7.025 *Code of Conduct* 8.010 *Health Manager Salary*
Justice Health NSW Forms	

NSW Health Policy Directives and Guidelines	PD2009_076 *Communications – Use and Management of Misuse of NSW Health Communication Systems* PD2012_021 *Managing Excess Staff of the NSW Health Service* PD2012_059 *Delegations of Authority - Local Health Districts and Specialty Health Networks* PD2015_045 *Conflicts of Interest and Gifts and Benefits* PD2019_002 *NSW Health Service Senior Executive Arrangements* PD2021_009 *Charging Arrangements for Pension Based Scale of Fees* PD2022_038 *Procurement Cards within NSW Health* PD2024_033 Official Travel PD2024_044 *NSW Health Procurement (Goods and Services)* *Accounts and Audit Determination For Public Entities in NSW* SCM0020 *ICT Services Scheme* *Accounting Manual for Public Health Organisations* *Leave/Salaries Manual – Public Service*
Other documents and resources	

Appendix 1 – Positions at each Level of Delegation

The table prescribes the positions at each level, which are determined according to the reporting structure and the functions of the position. All monetary figures are exclusive of GST.

Delegation Level	Positions	Delegation Limit
Level 1	Forensic Mental Health Data Outcomes Coordinator Coordinator of Medical and Dental Staff Appointments Manager, Commercial Services Manager Aboriginal Health, Integrated Care Service Manager, Corporate Operations Manager - Drug & Alcohol Administrative Services Manager Interpersonal Student Program Manager Radiography Physiotherapy Clinical Lead Manager, Court Report and Coordination Unit Nursing Unit Managers After Hours Nurse Manager Finance Business Partner Nurse Manager Nursing Resources and Clinical Support Operational Nurse Manager Financial Human Resources Manager Manager Blood Borne Viruses and Sexual Assault Manager, Administration Services (Forensic Hospital) Allied Health Team Leader (Forensic Hospital)	**$3,000**
Delegation Level	**Positions**	**Delegation Limit**
Level 2	Community Integration Team Manager Deputy Director of Nursing, Forensic Hospital Clinical Resources Nurse Manager Deputy Clinical Director Primary Care Deputy Clinical Director Forensic and Long Bay Hospitals Deputy Clinical Director Custodial Mental Health Deputy Clinical Director Drug & Alcohol Manager Asset, Corporate Operations and Sustainability Manager Drug and Alcohol Programs Manager Contracts & Procurement Manager – Drug and Alcohol Release Planning Services Manager – Drug and Alcohol Strategic Operations Manager, Digital Operations Manager Innovation and People Manager Workplace Projects, Services and Reporting Financial Controller Manager Performance & Strategy Manager Security and Fire Safety Manager Data Analytics Manager Quality Improvement Nurse Manager Adolescent Health and Maternity Services Nurse Manager Clinical Practice and Governance Nurse Manager Custodial Mental Health Nurse Manager Population Health Operations Manager Specialty Services Manager Oral Health Operations Manager Metro and Regional Courts (North and South)	**$3,000**

	Manager Performance Integration Research Operations Manager Senior Research Officer Manager Connections Program Manager Health Information and Record Services Manager Workforce Operations Manager, Financial Accounting Nurse Manager – Drug and Alcohol Programs Operational Nurse Manager Long Bay Hospital Programs Manager, Population Health Manager, Allied Health, Palliative and Aged Care Manager, Quality Safety and Innovation (Forensic Hospital)	
Delegation Level	**Positions**	**Delegation Limit**
Level 3	Associate Director Finance and Procurement Associate Director, Nursing and Midwifery Director, Solutions and Services Clinical Director Adolescent Mental Health Clinical Director Aged Care and Rehabilitation Clinical Director, Community Forensic Mental Health Service Clinical Director, Custodial Mental Health Clinical Director Drug and Alcohol Clinical Director, Forensic and Long Bay Hospitals Clinical Director Oral Health Clinical Director, Population Health Clinical Director, Primary Care Clinical Director, State-wide Community and Court Liaison Service Clinical Director, Aboriginal Health Primary Care Director of Nursing Director, Allied Health Associate Director Clinical Governance and Innovation Associate Director, Risk and Monitoring Associate Director, Communications Director Medical Services Associate Director, Organisational and Learning and Development Associate Director, Workplace Relations Associate Director, Work Health Safety, Wellbeing and Security Primary Care Director of Nursing Service Director Adolescent Mental Health Service Director Courts and Community Mental Health Service Director Custodial Mental Health Service Director Population Health Service Director Drug and Alcohol Services Service Director Specialty Services Service Director Adolescent Health Service Director Aboriginal Health Service Director NSW Community Forensic Mental Health Director, Health Intelligence and Analytics Unit Manager Allied Health and Recovery Services Manager Forensic Rehabilitation and Psychology Director of Nursing, Forensic Hospital Service Director, Aboriginal Forensic Mental Health Service Director, System Reform Manager, Assets, Corporate Operations and Sustainability Chief Pharmacist (other than purchasing pharmaceuticals)	**$5,000**

Delegation Level	Positions	Delegation Limit
Level 4	Director, Aboriginal Health NSW Clinical Director Forensic Mental Health Service Director, Forensic Hospital	**$15,000**
Delegation Level	**Positions**	**Delegation Limit**
Level 5	Chief Financial Officer Director, People and Culture Chief Digital Health and Information Officer Director, Office of the Chief Executive General Manager, Population and Preventive Health General Manager, Primary Care General Manager, Forensic Mental Health Director of Nursing, Midwifery and Clinical Governance Executive Medical Director	**$30,000**
Delegation Level	**Positions**	**Delegation Limit**
Level 6	Chief Executive	**As per Section 4.1**
Delegation Level	**Positions**	**Delegation Limit**
Level 7	Health Administration Corporation	**>$1million**