

THE CHILD AND ADOLESCENT HEALTH SERVICE (CAHS) AUTHORISATIONS AND DELEGATIONS SCHEDULE

(Health Service Providers / Governing Bodies and Chief Executive Functions
to be Delegated or Authorised)

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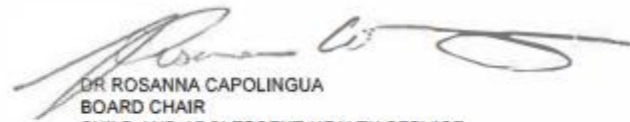
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APPROVAL FOR CAHS AUTHORISATION SCHEDULE



VALERIE JOVANOVIC
CHIEF EXECUTIVE
CHILD AND ADOLESCENT HEALTH SERVICE

DATE 7 September 2023



DR ROSANNA CAPOLINGUA
BOARD CHAIR
CHILD AND ADOLESCENT HEALTH SERVICE

DATE 7 September 2023



Abbreviations

Abbreviation	Meaning
CAHS	Child and Adolescent Health Service
EMHS	East Metropolitan Health Service
FMA	<i>Financial Management Act 2006</i>
FMM	Financial Management Manual
FMR	<i>Financial Management Regulations 2007</i>
HSA	Health Services Act 2016
HSS	Health Support Services
PSMA	Public Sector Management Act 1994
PSM	Public Sector Management (Redeployment and Redundancy) Regulations 2014
NMHS	North Metropolitan Health Service
SMHS	South Metropolitan Health Service
TI	Treasurer's Instruction
WACHS	WA Country Health Service
PICM	Procurement Infrastructure and Contract Management

KEY TO APPENDICES

Green tone	CAHS Board authorisations and delegations of statutory functions (Board A/D)
Orange tone	Chief Executive (CE) delegation or authorisation for statutory functions (CE /AD)
Grey tone	Health Service Provider (HSP) delegation or authorisation of statutory functions (HSP A/D)
Pink	Local policy or procedural arrangements (PA)
N/A/D	Not authorised or delegated (N/A)

EXISTING CAHS AUTHORISATION SCHEDULE

Each health service provider is given statutory functions and powers by the *Health Services Act 2016 (WA) (HSA)*.

The Child and Adolescent Health Service (CAHS) is a health service provider (HSP) governed by a board. The Board, as the governing body, is given power to exercise the functions of the health service provider (s 70 HSA). However, in the context of large statutory organisations, it is not always practical for the governing body to perform all of the functions necessary for the organisation to operate.

Therefore, functions or powers vested in the governing body of an organisation may be *authorised* to be carried out by other people within the organisation.

In Government, it is important to consider whether a certain function is carried out in accordance with appropriate authority or power. There is the potential for functions and powers exercised in the absence of appropriate authority or power to be invalidated.

An *authorisations schedule* is a schedule of the functions, duties or powers that the governing body of the relevant HSP authorises to be carried out by others within the organisation. This represents a change in language from the "authorisations, delegations and directions schedule" previously used in WA Health.

Similarly, where statutory office holders (for example, a Chief Executive of an HSP) are given a power or function under a statute, there is the ability for that statutory office holder to authorise others to carry out his or her functions or powers.

AUTHORISATIONS FOR THE CHIEF EXECUTIVES OF BOARDS GOVERNED HSPs

The CAHS has executed delegation instruments for the delegation of its functions and powers as an HSP under the HSA. In addition the CAHS Board has executed authorisation instruments under the HSA, the *Financial Management Act 2006* and direction instruments under the *Freedom of Information Act 1992*.

The CAHS Chief Executive has executed delegation instruments for functions, duties and powers under the HSA and the *Children and Community Services Act 2004*.

The reason for this is that the HSP (CAHS), the Board and the Chief Executive each have specific functions and powers under the HSA. These instruments have been combined into one CAHS Authorisation Schedule. CAHS staff are required to be aware of, and comply with the CAHS Authorisations Schedule. To assist in identifying the elements within the specific authorisations, the CAHS Board authorisations and delegations are identified in the green highlighted column, the HSP delegations and authorisations are identified in the grey highlighted column and the Chief Executive delegations are identified in the orange highlighted column. The numbering in the parenthesis (e.g. EM 06.01) indicates the item in the original signed authorisation or delegation instruments.

An authorisation permits function or powers to be exercised by someone other than the principal (HSP, Board or Chief Executive), on behalf of the principal. An authorisation is a way for a governing body of a HSP or statutory office holder (such as a Chief Executive) to transfer the performance of its functions and powers to its officers. The principal still remains responsible and accountable for the exercise of the power.

Authorisations are generally relied upon where the function is administrative or procedural in nature and/or when there is a "practical administrative necessity" for the power to be exercised by others.

The CAHS Authorisation Schedule also contains policy and procedural authorisations (pink highlighted columns). These are matters where CAHS, as a matter of internal management has determined that certain decisions are required to be made by officers at the specified tier level. These procedural authorisations have been included in the schedule as a matter of convenience and are not included in the authorisations and delegations instruments because they are not made pursuant to a specific statutory power.

A delegation formally permits a statutory power within the HSA to be exercised by someone else (in addition to the person on whom the statutory power is conferred in the HSA), but only in accordance with the power to delegate contained within the HSA. The person/position receiving the delegation becomes accountable for exercising the power, and is able to sign documents in their own name as if they were the repository of power.

The HSA has four specific provisions associated with delegations:

- Section 15 - the delegation power of the Minister;
- Section 24 - the delegation power of the Director General;
- Section 40 - the delegation power of the HSP and
- Section 119 - the delegation power of the Chief Executive of an HSP

GUIDELINES FOR AUTHORISATIONS AND DELEGATIONS

The following guidelines apply to a person who is exercising a function, duty or power pursuant to an authorisation or delegation. The authorised person must take note of and, where appropriate, adhere to the following guidelines:

Authority is given to specific positions, or classes of positions, not individuals.

Officers exercise authority, in accordance with an authorisation schedule, by virtue of the position they occupy. A person formally appointed to act in a position, or any person whilst occupying a position in an acting capacity, has the authority to exercise the powers, duties and functions of the position they occupy in addition to the powers, duties and functions authorised by an authorisation schedule.

Authority is not to be sub-delegated or sub-authorised

The authority granted to officers in an authorisation schedule is not to be given to others; that is, the authority cannot be further authorised or delegated to another person.

Officers are to exercise authority responsibly, in their own capacity.

Officers are to exercise authority with due care and diligence, and within the limitations of their position and any applicable legislative and policy requirements. Officers are to exercise authority in their own capacity, and not under coercion.

Officers are not to act in their own interest.

Officers are not to exercise authority where it would create a conflict of interest, or confer a benefit on them personally. In such situations, authority is to be exercised by another person who is able to do so under an authorisation schedule. For example, an officer may not approve their own overtime, leave etc.

The exercise of authority is to be documented in writing.

When officers exercise authority, in accordance with an authorisation schedule, they are to document the exercise of that authority in writing, under their signature; an email with an officer's signature block sufficient for this purpose, in most instances.

CLASSIFICATION OF POSITIONS

An authorisation schedule lists all the authorisations made to specific positions, and classes of positions, in the HSP rather than to individual officer holders.

The CAHS Authorisation Schedule is intended to be read in conjunction with the CAHS Authorisation Tiers document listing the senior positions within CAHS authorised to undertake certain functions on behalf of the CAHS Board and Chief Executive.

The employee(s) of CAHS occupying the identified position or class of position in the schedules, or any other employee occupying a higher class of position, have been authorised to execute deeds or other documents as required by the functions described in the schedule on behalf of CAHS in accordance with the HSA (Section 41(7)), subject to the conditions or restrictions (if any) set out in the schedules (for example, if the line item in the schedule says the authority to execute documents or exercise a power is granted to one particular position(s) only and not all positions within a tier or within tiers above).

Where the authorised or delegated power remains with the CAHS Board or the CAHS Chief Executive this will be indicated by the abbreviation NA (not authorised or delegated) in some cases this will be because the Board or Chief Executive has made a decision not to authorise or delegate a particular function or power, in other cases it will be because the Board or the Chief Executive does not have the power to authorise or delegate the function or power and therefore it must be retained by either the Board or the Chief Executive as applicable.

CAHS AUTHORISATIONS TIERS DOCUMENT

The CAHS Authorisations and Delegations Schedules published on 7 November 2022 provide the authorised officer for each function by class of position or tier. The positions falling within each tier are described below. Where a position is not clearly specified then clarification on approval should be obtained from a Tier 3 (or above) office.

Please note, tiers indicated in the schedule are the *lowest* tier delegated or authorised for that function. However, higher tiers may also perform that function.

TIER	POSITIONS WITHIN THE TIER
Tier 1A	Board
Tier 1B	Chief Executive
Tier 2	Executive Director Director Office of the Chief Executive
Tier 2B	Chief Finance Officer
Tier 3	Chief Co-Director Director Coordinator of Nursing (excluding community health) General Counsel
Tier 4	CAMHS Service Manager CDS Service Manager Clinical Nurse Consultant (excluding community health) Clinical Nurse Manager (excluding community health) Clinical Nurse Specialist (PCH) Coordinator of Nursing (community health) Deputy Chief Head of Department Manager (excluding community health) Nurse Coordinator (CAMHS) Senior Coordinator (excluding community health)
Tier 5	Clinical Nurse Consultant (community health) Clinical Nurse Manager (community health) Clinical Nurse Specialist (community health) Coordinator Head of Service Manager (community health) Senior Coordinator (community health) PICM Officer
Tier 6	Administrative Officer Finance & Business Officer HR Consultant Senior Aboriginal Health Worker (community health) Senior Health Promotion Officer (community health)

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 01	Financial Information System (Oracle Financials)					
FM 01.01	Create, modify and close a General Operating Cost Centre (GOCC)	s. 16(1)(b) FMA	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B or Director Finance only	These are half of the separate accounting records kept for s.16(1)(a) FMA Special Purpose Accounts. Normally, these are approved at a level just below the Chief Finance Officer.
FM 01.02	Approve creation, modification and closure of the following types of Restricted Cost Centres: – Commonwealth Restricted Cost Centre (HRCC); – Externally Restricted Cost Centre (ERCC); – Mental Health Restricted Cost Centre (MRCC) and – Research General Cost Centres (RGCCs)	s. 16(2) FMA	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B or Director Finance only	These are half of the separate accounting records kept for s.16(1)(a) FMA Special Purpose Accounts. Normally, these are approved by the Chief Finance Officer.
FM 01.03	Approve creation, modification and closure of the following types of Treasury SPA Cost Centres: – Type B Treasury SPA Cost Centre; – Type C Treasury SPA Cost Centre; and – Type D Treasury SPA Cost	s. 16(2) FMA	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B or Director Finance only	These are the separate accounting records kept for s.16(1)(b), s.16(1)(c) and s.16(1)(d) Special Purpose Accounts. They are normally only approved by the Chief Finance Officer.
FM 01.04	Request the Treasurer to allow an existing Special Purpose Account to be overdrawn	s. 19 FMA	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B only	Department of Treasury generally prefers requests to come from the Accountable Authority ⁴ or Chief Finance Officer.
FM 01.05	Appoint information custodians for Oracle Financials	s. 107 HSA	PA		Chief Finance Officer	See Department of Health Data Stewardship and Custodian Policy.
FM 01.06	Approve, modify and revoke user access to Oracle financials	s. 107 HSA	PA		Appointed Information Custodians	
FM 01.07	Determination of deficit limit to be applied to a RGCC	s. 413 FMM	PA		Tier 2B or Director Finance only	This limit may be determined by the Chief Finance Officer by taking into consideration the volume of clinical research activities conducted by the specialty. Ordinarily, it is not expected that the deficit limit for a RGCC will exceed \$50,000.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 02 Bank Accounts						
FM 02.01	Submit a request to the Department of Treasury to open a new bank account, within the Public Bank Account	s. 13(1) FMA	BOARD A/D	This power resides with the Board not CAHS.	Appointed account controller under FM02.03	Only where appointed as an Account Controller by the Accountable Authority.
FM 02.02	Submit a request to the Department of Treasury to open a new bank account, outside the Public Bank Account	s. 13(2) FMA	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Department of Treasury generally prefers requests to come from the Accountable Authority or Chief Finance Officer.
FM 02.03	Appoint an account controller	s. 53(1) FMA	N/A	Remains with Board as accountable authority,	Not authorised	Bank Australia require forms to appoint account controllers which can only be signed by the Accountable Authority (Board).
FM 02.04	Appoint an Authorised Signatory for a bank account	s. 53(1) FMA	BOARD A/D	This power resides with the Board not CAHS.	Appointed account controller under FM02.03	Commonwealth Bank only accepts appointments made by the Accountable Authority, or an account controller appointed by the Accountable Authority.
FM 02.05	Request Department of Treasury to change the details of a bank account	s. 53(1) FMA	BOARD A/D	This power resides with the Board not CAHS.	Appointed account controller under FM02.03	Department of Treasury / Commonwealth Bank will only take instructions from the Accountable Authority, or an account controller appointed by the Accountable Authority.
FM 02.06	Request the Treasurer to close an existing bank account	s. 53(1) FMA	BOARD A/D	This power resides with the Board not CAHS.	Appointed account controller under FM02.03	Department of Treasury / Commonwealth Bank will only take instructions from the Accountable Authority, or an account controller appointed by the Accountable Authority.
FM 03 Special Purpose Accounts (SPAs)						
FM 03.01	Sign Trust Statement for Special Purpose Accounts to be established under s16(1)(c) FMA	s. 17(1)(b) and s. 36(4) FMA TI 802(3)	N/A	This power resides with the Board not CAHS.	Cannot be authorised	The accountable authority (i.e. Board) must sign trust statement.
FM 03.02	Sign Special Purpose Statement for Special Purpose Accounts to be established under s 16(1)(d) FMA	s. 17(1)(a) FMA TI 802(3)	N/A	This power resides with the Board not CAHS.	Cannot be authorised	The accountable authority (i.e. Board) must sign trust statement.
FM 03.03	Send Trust Statement or Special Purpose Statement to the Treasurer, for approval	s. 17(3) and s. 36(5) FMA TI 802(4) and 806(5)	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Authorised as per TI 107.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 03.04	Send Trust Statement or Special Purpose Statement to the Auditor General, once approved by the Treasurer	s. 17(4) and s. 36(6) FMA TI 802(5)	BOARD A/D	This power resides with the Board not CAHS.		Tier 2B Authorised as per TI 107.
FM 04	Revenue - General					
FM 04.01	Accept any gift, bequest or other payment: a) Up to and including \$100,000 b) Up to and including \$500,000 c) Above \$500,000	s. 53(1) FMA s. 36(5)(c) HSA	BOARD A/D	This power resides with the Board not CAHS.		a) Tier 4 b) Tier 3 c) Tier 2 If the gift, bequest or other payment is for research purposes see TR01.03.
FM 04.02	Approve receipt of money by participation in a credit card or debit card scheme cleared through a banking institution, where it is advantageous to do so	TI 213(a)	N/A	This power resides with the Board not CAHS.		Not authorised Credit card or debit card scheme means a way of facilitating the collection of money payable to an agency, such as allowing patients to pay for goods or services via credit or debit card. This power is to remain with the Board.
FM 05	Expenditure - General	Note: Where expenditure is not covered by another specific authorisation.				
FM 05.01	Approve expenditure on goods and services, in accordance with approved budgets, up to and including \$5,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 6
FM 05.02	Approve expenditure on goods and services, in accordance with approved budgets up to and including \$20,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 5
FM 05.03	Approve expenditure on goods and services, in accordance with approved budgets, up to and including \$50,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 4
FM 05.04	Approve expenditure on goods and services, in accordance with approved budgets, up to and including \$100,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 3

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 05.05	Approve expenditure on goods and services, in accordance with approved budgets, up to and including \$500,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 2
FM 05.06	Approve expenditure on goods and services, in accordance with approved budgets up to and including \$6,000,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 1B
FM 05.07	Approve expenditure on goods and services, in accordance with approved budgets, above \$6,000,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	N/A	This power resides with the Board not CAHS		Not authorised
FM 05.08	Approve variation of an officer's general authority to approve expenditure, up to and including \$5,000,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 1 B To be included by HSPs in the event that there is an immediate need for expenditure to be approved by an officer outside the limits specified in FM 05.01 to FM 05.07. This effectively gives the Chief Executive the authority to exempt an officer from the above authorisations, on a case by case
FM 05.09	Approve variation of an officer's general authority to approve expenditure, above \$6,000,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	N/A	This power resides with the Board not CAHS.		Not authorised To be included by HSPs in the event there is an immediate need for expenditure to be approved by an officer outside the limits specified in FM 05.07. This effectively gives the Chief Executive the authority to exempt an officer from the above authorisation, on a case by case basis.
FM 06	Expenditure - Purchasing Card	Note: Officers have the authority to approve expenditure up to the limits permitted by the Purchasing Card assigned to them.				
FM 06.01	Approve policy on purchasing cards	TI 321(3)	N/A			Cannot be authorised TI 321(3) prevents authorisation. Board must approve the policy on purchasing
FM 06.02	Approve issues of a purchasing card to an officer, within the Standard Purchasing Card Bands	TI 321(1)	BOARD A/D	This power resides with the Board not CAHS.		Tier 3 Authorised, as per TI 107.
FM 06.03	Approve access to the cash advance feature of a purchasing card	s. 53(1)(c) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 2B TI 323(3) and Guideline (2) requires Accountable Authorities to approve the policy on purchasing cards, which should specifically include a prohibition on using the cash advance feature unless otherwise allowed by the Accountable Authority in a particular instance.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 06.04	Approve the purchase of a prohibited item (as defined in s. 625 of the Financial Management Manual) using a purchasing card	s. 53(1)(c) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 2 Prohibited item means alcohol, assets above \$5,000, entertainment expenses, financial leases, fuel for vehicles, medical equipment, medicines, drugs, mobile phones, tablets, computer software and hardware.
FM 07 Expenditure - Medicines						
FM 07.01	Approve expenditure on medicines, in accordance with approved budgets, up to and including \$50,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Pharmacy Purchasing Officer All medicine purchases shall be:
FM 07.02	Approve expenditure on medicines, in accordance with approved budgets, up to and including \$100,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Pharmacy Purchasing and Store Supervisor <ul style="list-style-type: none"> • <input type="checkbox"/> Procured through the iPharmacy system, using an auto generated purchase order from the system
FM 07.03	Approve expenditure on medicines, in accordance with approved budgets, up to and including \$250,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Deputy Chief Pharmacist <ul style="list-style-type: none"> • <input type="checkbox"/> Received by an officer other than the Authorised Officer.
FM 07.04	Approve expenditure on medicines in accordance with approved budgets, up to and including \$500,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Chief Pharmacist <ul style="list-style-type: none"> • <input type="checkbox"/> Only medicines on the State wide Medicines Formulary or approved by CAHS Drug and Therapeutics Committee are available to order through the iPharmacy system.
FM 07.05	Approve expenditure on medicines, in accordance with approved budgets, up to and including \$1,000,000 (inclusive of GST)	s. 53(1) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Executive Director Medical Services <ul style="list-style-type: none"> • <input type="checkbox"/> All user profiles in the iPharmacy system are authorised by the Chief Pharmacist.
FM 08 Expenditure - Write Offs						
FM 08.01	Determine the frequency of write-off applications	s. 53(1)(c) FMA s. 34(2)(a) HSA	BOARD A/D	This power resides with the Board not CAHS.		Authorisation to Tier 2B
FM 08.02	Approve write-off of a debt up to and including \$100,000	s. 53(1)(b) FMA, r7 FMR TI 807	N/A	This power resides with the Board not CAHS.		Cannot be authorised Only the Accountable Authority (i.e. Board) can approve this.
FM 08.03	Submit a request to the Minister for Health to write-off a debt above \$100,000 up to and including \$250,000	s. 53(1)(b) FMA, r7 FMR	N/A	This power resides with the Board not CAHS.		Cannot be authorised The Minister for Health only accepts these submissions from the Accountable Authority (i.e. Board).

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 08.04	Submit a request to the Minister for Health to write-off a debt above \$250,000	s. 53(1)(b) FMA, r7 FMR TI 807(3)	N/A	This power resides with the Board not CAHS.		Cannot be authorised The Minister for Health only accepts these submissions from the Accountable Authority (i.e. Board). This ultimately requires approval from the Governor of Western Australia.
FM 09	Expenditure - Capital					
FM 09.01	Approve Capital Expenditure Variation Report to be submitted to the Department of Treasury	TI 813(2) s. 757 FMM	N/A		Tier 1A	The Report is to be endorsed by the Chief Finance Officer and approved by the Accountable Authority, prior to submission to the Infrastructure Unit (Department of Health), who will subsequently submit the Report to the Department of Treasury.
FM 09.02	Approve Practical Completion Report to be submitted to the Department of Treasury	TI 813(3) s. 757 FMM	N/A		Tier 1A	The Report is to be endorsed by the Chief Finance Officer and approved by the Accountable Authority, prior to submission to the Infrastructure Unit (Department of Health), who will subsequently submit the Report to the Department of Treasury.
FM 10	Act of Grace / Ex Gratia Payments					
FM 10.01	Approve an Act of Grace payment to a third party for up to and including \$250,000	TI 319(1) s. 80(1) FMA, s. 74(1) FMA	N/A			Cannot be authorised Board must request approval from the Minister for Health.
FM 10.02	Approve an Act of Grace payment to a third party above \$250,000	s. 80(2) FMA and TI 319(1)	N/A			Cannot be authorised Board must request the Minister for Health to request Treasurer to apply for approval from the Governor of Western Australia.
FM 10.03	Make any gift or act of grace payment, for up to and including \$250,000: a) for a charitable purpose or any other purpose of benefit to the community or a section of the community; or b) that is in the health service provider's interest	s. 36(5)(a) HSA	HSP A/D		Tier 1B	Subject to s. 38(3) HSA
FM 10.04	Make any gift or act of grace payment, above \$250,000:	s. 36(5)(a) HSA	N/A			Cannot be authorised Board must request approval from the Minister for Health.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
	a) for a charitable purpose or any other purpose of benefit to the community or a section of the community; or b) that is in the health service provider's interest					
FM 11	Annual Estimates and Reports					
FM 11.01	Submit Annual Estimates to the Minister for Health	TI 953(4)	N/A	This obligation resides with the Board.	Cannot be authorised	The Minister for Health only accepts these submissions from the Accountable
FM 11.02	Send Annual Estimates to the Under Treasurer, once approved by the Minister for Health	TI 953(5)	N/A	This obligation resides with the Board.	Cannot be authorised	The Treasurer only accepts submissions from the Accountable Authority.
FM 11.03	Sign the Statement of Compliance in the Annual Report	TI 902	N/A	This obligation resides with the Board.	Cannot be authorised	TI 902(3) prevents authorisation. Must be signed by two members of the Board following Board resolution adopting the Annual Report and providing for transmission of Annual Report to the
FM 11.04	Certify Key Performance Indicators in the Annual Report	TI 905(3)	N/A	This power resides with the Board.	Cannot be authorised	TI 905(5) prevents authorisation.
FM 11.05	Certify Financial Statements in the Annual Report	TI 947(3)	N/A	This obligation resides with the Board.	Cannot be authorised	TI 947(5) prevents authorisation by the Accountable Authority. Must be signed by two members of the Board (i.e. Board Chair and another Board member) following Board resolution for inclusion of the KPIs in the Annual Report.
FM 11.06	Send annual Financial Statements and Key Performance Indicators to the Auditor General, for the purposes of obtaining an opinion	s. 63(1) FMA	N/A	This obligation resides with the Board.	Authorisation to Tier 2B	
FM 11.07	Send Annual Report and opinion of the Auditor General to the Minister for Health	s. 63(2) FMA	N/A	This obligation resides with the Board.	Cannot be authorised	The Minister for Health only accepts this if it is sent by the Accountable Authority (Board).
FM 11.08	Submit Annual Estimates for Special Purpose Accounts to the Minister for Health, where the financial effect of their operations is not included in	TI 816(3)	N/A	This obligation resides with the Board.	Cannot be authorised	The Minister for Health only accepts these submissions from the Accountable Authority (Board).

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 11.09	Send Annual Estimates for Special Purpose Accounts to the Under-Treasurer, once approved by the Minister for Health	TI 816(6)	N/A	This obligation resides with the Board.	Cannot be authorised	The Under-Treasurer only accepts these submissions from the Accountable Authority (Board).
FM 12 Business Arrangements						
FM 12.01	Submit a request to the Minister for Health for approval to enter into a transaction relating to a business arrangement	s. 38(1)(a) HSA	N/A		Cannot be authorised	The Minister for Health only accepts these submissions from the Accountable Authority (Board).
FM 12.02	Enter into a transaction relating to a business arrangement, if approved by the Minister for Health	s. 36(3)(c) HSA	HSP A/D	Tier 1B		
FM 13 Certifying and Incurring Payments						
FM 13.01	Appoint a Certifying Officer	TI 304(3)	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Authorised as per TI 107.
FM 13.02	Appoint an Incurring Officer	TI 304(3) and 304(7)	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Authorised as per TI 107.
FM 14 Chief Finance Officers						
FM 14.01	Create the position of Chief Finance Officer	s. 57(1)(a) FMA	N/A	This power resides with the Board not CAHS.	Not authorised	The CFO position is created by the Board, as Accountable Authority, under s. 57(1)(a) FMA whilst appointment of person to position of CFO is given to the Chief Executive.
FM 14.02	Notify the Treasurer and the Auditor General of the officer appointed as the Chief Finance Officer	s. 57(1)(b) FMA	N/A	This obligation resides with the Board.	Cannot be authorised	The Treasurer and Auditor General only accept these notifications from the Accountable Authority (i.e. Board).
FM 15 Collection Agents						
FM 15.01	Appoint a Collection Agent	TI 202	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Authorised as per TI 107.
FM 15.02	Enter into an agreement with a Collection Agent	TI 202	BOARD A/D	This power resides with the Board not CAHS.	Tier 2B	Authorised as per TI 107.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 16 Commercial Activities						
FM 16.01	Approve development and commercial exploitation of technology, software or other intellectual property	s. 36(3)(f) HSA	HSP A/D		Tier 1B	
FM 16.02	Enter into contracts relating to the commercial exploitation of technology, software or other intellectual property	s. 36(3)(f) HSA	HSP A/D		Tier 1B	
FM 16.03	Approve commercialisation of consultancy and advisory services	s. 36(3)(h) HSA	HSP A/D		Tier 1B	
FM 16.04	Approve commercialisation of advertising opportunities	s. 36(3)(g) HSA	HSP A/D		Tier 1B	
FM 16.05	Enter into contracts relating to the commercialisation of consultancy services, advisory services or advertising opportunities	s. 36(3)(g)(h) HSA	HSP A/D		Tier 2	
FM 16.06	Approve the business case for a commercial activity, including the fees and charges to be levied	s. 35(1) HSA	HSP A/D	Activities are not be inconsistent with and do not have an adverse effect on the performance of its other functions.	Tier 1B	
FM 16.07	Enter into contracts relating to commercial activities permitted by s. 35 HSA	s. 35(1) HSA	HSP A/D		Tier 2	
FM 17 Contracts						
FM 17.01	Maintain a Register of Contracts	TI 820(1)	BOARD A/D	This obligation resides with the Board.	Tier 3	Obligation resides with CAHS Board as Accountable Authority, but can be authorised, as per TI 107.
FM 17.02	Determine a threshold for the Register of Contracts, at a value above \$50,000 up to and including \$100,000 (inclusive of GST)	TI 820(3)	BOARD A/D	This obligation resides with the Board.	Tier 2	Obligation resides with CAHS Board as Accountable Authority, but can be authorised, as per TI 107.
FM 18 Fees and Charges						

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 18.01	Determine and impose a fee or charge for the provision of a health service in accordance with s. 55 HSA	s. 55(1) HSA	HSP A/D		Tier 1B	
FM 18.02	Approve the waiver or refund of a fee or charge for health services	s. 57(2) HSA	HSP A/D		Tier 1B	Policy to be developed.
FM 18.03	Determine, impose and collect a fee or charge for: (a) the provision of services other than health services; (b) the provision of or use of goods and materials other than goods and materials that are part of a health service; (c) the use of facilities other than facilities that are part of a health service	s. 59(2) HSA	HSP A/D		Tier 1B	
FM 18.04	Determine the charges payable for any facility for the use of: a) a health professional to carry out a health service or other service; or b) a person that engages in community work or conducts a service that has a community or charitable purpose	s. 35(3) HSA	HSP A/D		Tier 2B	
FM 18.05	Recover a compensable charge payable under s. 57A(2) HSA	s. 57A(3) HSA	HSP A/D		Tier 1B and Tier 2B	
FM 18.06	Waive, or refund, the whole or any part of a compensable charge that is payable, or has been paid, under s.57A or 57B HSA	s. 57C HSA	HSP A/D		Tier 1B and Tier 2B	
FM 18.07	Give notice to the compensation payer about a compensable charge that may be recovered	s. 57D(1)(c) HSA	CE/AD		Tier 2B	
FM 18.08	Give notice to prescribed persons about compensable charges that may be recovered	s. 58(2)(b) HSA	CE A/D		Tier 2B	
FM 19	Foreign Exchange					

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 19.01	Request advice from the WA Treasury Corporation prior to committing to an arrangement that carries a foreign exchange risk valued at \$50,000 or more (inclusive of GST)	TI 826(4)	N/A	This power resides with the Board.		Not authorised. To remain with the Board.
FM 19.02	advice is to be requested from the WA Treasury Corporation, at a value above \$50,000 up to and including \$100,000 (inclusive of GST)	TI 826(4)	N/A	This power resides with the Board.		Not authorised. To remain with the Board.
FM 20	Internal Audit					
FM 20.01	Approve the Internal Audit Charter and policy	s. 53(1)(d) FMA TI 1201	N/A	This power resides with the Board.		Not authorised. To remain with the Board.
FM 20.02	Appoint the Head of the Internal Audit function	s. 53(1)(d) FMA TI 1201	BOARD A/D	This power resides with the Board.		Tier 1B Authorised as per TI 107.
FM 20.03	Appoint members of the Audit Committee	s. 53(1)(d) FMA s. 92 HSA TI 1201	N/A	This power resides with the Board, subject to Minister and Cabinet approval.		Not authorised. Note: Policy Framework and Mandatory Policy Jan 2017 currently requires Minister and Cabinet approval for proposed appointment as committee members.
FM 20.04	Approve the Internal Audit Plan	S. 53(1)(d) FMA TI 107 TI 1202	N/A	This power resides with the Board.		Cannot be delegated or authorised. Board must approve Internal Audit Plan.
FM 20.05	Appoint a professional service firm to conduct an internal audit	s. 53(1)(d) FMA TI 1202	BOARD A/D			Tier 1B Chief Audit Executive
FM 20.06	Approve standards for the conduct of internal audits by external professional service firms	s. 53(1)(d) FMA TI 107 TI 1202(3)	N/A	This power resides with the Board.		Cannot be delegated or authorised. Board must approve standards for conduct of internal audits by external service providers.
FM 20.07	Approve Key Performance Indicators for Internal Audit	s. 53(1)(d) FMA TI 1203(2)	N/A	This power resides with the Board.		Not authorised. Note TI 107 - Board must approve KPIs for internal audit.
FM 21	Loss of Official Money or Property					
FM 21.01	Direct that an investigation be undertaken in relation to the loss of official money or property in accordance with s. 51 FMA	s. 51 FMA	N/A	This power resides with the Board.		Tier 4 Refer to Discipline Policy.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function		4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 21.02	Undertake an investigation in relation to the loss of official money or property	s. 51(2) FMA	BOARD A/D	This power resides with the Board.		Tier 4	Refer to Discipline Policy. The authorised officer has the powers of a special inquirer under PSMA s. 24I and s. 24J
FM 21.03	Determine whether a loss of official money or property has occurred, and the relevant officer's liability for that loss	s. 51(6) FMA	BOARD A/D	This power resides with the Board.		Tier 4	Refer to Discipline Policy.
FM 21.04	Notify the relevant officer of the Determination made	s. 51(7) FMA	BOARD A/D	This power resides with the Board.		Same officer who makes the determination under 19.02	Refer to Discipline Policy.
FM 22 Notice of Financial Difficulty							
FM 22.01	Notify the Department CEO in accordance with s. 66 HSA	s. 66(1) HSA	N/A	This obligation resides with the Board not CAHS.		Cannot be authorised.	Board must give this notice to the Director General.
FM 23 Payments - General							
FM 23.01	Approve the format of payment records	TI 308(2)	BOARD A/D	This power resides with the Board.		Chief Finance Officer (Tier 2B)	Authorised (see TI 308 Guideline 1).
FM 23.02	Enter into direct debit payment arrangements with a vendor	s. 36(3)(b) HSA	HSP A/D		Chief Finance Officer (Tier 2B)		
FM 23.03	Approve expenditure on hospitality and catering, in accordance with approved budgets, above \$100 (inclusive of GST).	s. 602-2 FMM Public Sector Commissioner's Circular 2009-18.	PA			Chief Finance Officer (Tier 2B)	
FM 23.04	Approve Expenditure on hospitality and catering, in accordance with approved budgets, up to \$100 (inclusive of GST).	s. 602-2 FMM Public Sector Commissioner's Circular 2009-18.	PA			Director Finance	
FM 24 Property							
FM 24.01	Determine the timing of stocktakes of assets recorded in the Fixed Assets Register	TI 406(1)	BOARD A/D	This power resides with the Board.		Chief Finance Officer (Tier 2B)	Authorised as per TI 107(2) A complete stocktake of all assets in the Fixed Assets Register must be undertaken at least once every 3 financial years.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 24.02	Maintain a Fixed Assets Register	TI 410(1)	BOARD A/D	This power resides with the Board.	Tier 2B	Authorised as per TI 107.
FM 24.03	Maintain a Portable and Attractive Items Register	TI 410(3)	BOARD A/D		Tier 2B	Authorised as per TI 107.
FM 24.04	Request an exemption from the requirement to maintain a Portable and Attractive Items Register for items valued up to \$10,000	TI 410	BOARD A/D		Tier 2B	Authorised as per TI 107.
FM 24.05	Approve use of a Government Motor Vehicle in circumstances other than to perform official duties or to transact official business	TI 411(2)	BOARD A/D	Subject to WA Govt Fleet Policy and Guidelines.	Tier 2B	Authorised as per TI 107.
FM 24.06	Approve the means for disposal or removal of public property, valued up to and including \$1,000 per item	s. 36(3)(a) HSA	HSP A/D		Tier 2B	Note that property in this authorisation does not include real property.
FM 24.07	Approve the means for disposal or removal of public property, valued above \$1,000 up to and including \$10,000 per item	s. 36(3)(a) HSA	HSP A/D		Tier 2B	Note that property in this authorisation does not include real property.
FM 24.08	Approve the means for disposal or removal of public property, valued above \$10,000 up to and including \$100,000 per item	s. 36(3)(a) HSA	HSP A/D		Tier 2B	Note that property in this authorisation does not include real property.
FM 24.09	Approve the means for disposal or removal of public property, valued above \$100,000		HSP A/D		Tier 1B	
FM 24.10	Engage an external contractor to value buildings	s. 36(3)(b) HSA	HSP A/D		Chief Finance Officer (Tier 2B)	
FM 25 Resource Agreement						
FM 25.01	Submit a draft Resource Agreement to the Minister for Health for approval, if directed to do so by the Treasurer	s. 46(2) FMA TI 808(2)	N/A	This obligation resides with the Board.	Cannot be authorised.	The Minister for Health only accepts these submissions from the Accountable Authority (i.e. Board) However, note: Resource Agreements are not required from Health Service Providers, as they already have Service Agreements with the Department of Health.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 25.02	Submit the draft Response Agreement to the Treasurer, if approved by the Minister for Health	s. 41(1) FMA TI 808(2)	N/A	This obligation resides with the Board.	Cannot be authorised.	However, note: The Treasurer has not requested Resource Agreements from Health Service Providers, as they have Service Agreements with the Department of Health. The Treasurer only accepts submissions from the Accountable
FM 26 Supplementary Appropriations						
FM 26.01	Submit a request for supplementary funds for <u>new</u> items, to the Under Treasurer (via the Minister for Health)	TI 302(3)	N/A	Health Service Providers do not receive appropriations - they receive all their funding from the Department of Health.	Cannot be authorised.	The Treasurer only accepts submissions from the Accountable Authority (i.e. Board).
FM 26.02	Submit a request for supplementary funds for <u>existing</u> items, to the Minister for Health	TI 302(2)	N/A	Health Service Providers do not receive appropriations - they receive all their funding from the Department of Health.	Cannot be authorised.	The Minister for Health only accepts these submissions from the Accountable Authority (i.e. Board).
FM 27 Treasurer's Advance						
FM 27.01	Submit a request to maintain a Treasurer's Advance, to the Under Treasurer (via the Minister for Health)	TI 307	N/A		Cannot be authorised.	The Treasurer requires these requests to come from the Accountable Authority (Board).
FM 27.02	Sign a requisition for authority to a recoverable advance from the Treasurer (Treasury Form 8)	TI 819	N/A		Cannot be authorised.	This is a mandatory for, and requires the signature of the Accountable Authority (Board).
FM 28 Treasury Forms						
FM 28.01	Sign a requisition for authority to transfer money from one Special Purpose Account to another (Treasury Form 1)	TI 819	N/A		Cannot be authorised.	This is a mandatory for, and requires the signature of the Accountable Authority (Board).
FM 28.02	Sign a requisition for authority to transfer unexpended amount of appropriation to another agency (Treasury Form 2)	TI 819	N/A		Cannot be authorised.	This is a mandatory for, and requires the signature of the Accountable Authority (Board).

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 28.03	Sign a requisition for authority to incur expenditure that exceeds the amount appropriated for a financial year (Treasury Form 11)	TI 819	N/A		Cannot be authorised.	This is a mandatory for, and requires the signature of the Accountable Authority (Board).
FM 28.04	Sign a requisition for authority to incur expenditure that has not been provided for by an Appropriation Act (Treasury Form 12)	TI 819	N/A		Cannot be authorised.	This is a mandatory for, and requires the signature of the Accountable Authority (Board).
FM 29	Exemptions from Treasurer's Instructions					
FM 29.01	Submit a request to the Under Treasurer for an exemption from a Treasurer's Instruction	TI 104(1)	BOARD A/D	This power resides with the Board.	Tier 2B	Authorised as per TI 107.
FM 30	Expenditure - iProcurement and EMPAC <i>Note: Officers have the authority to approve expenditure up to the limits permitted by the iProcurement Band assigned to them</i>					
FM 30.01	Approve addition of an officer to the iProcurement system within the Standard iProcurement Bands	s. 53(1)(c) FMA s. 34(2)(a) HSA	BOARD A/D	N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 4	
FM 30.02	Approve addition of an officer to the EMPAC system within the Stand EMPAC Bands	s. 53(1)(c) FMA s. 34(2)(a) HSA	BOARD A/D	N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 4	
FM 31	Banking of Money Received					
FM 31.01	Approve banking of money up to 10 working days after it is received, where daily banking is not practicable	TI 206(5)	N/A	This power resides with the Board.	Not authorised.	
FM 31.02	Approve banking of money up to 20 working days after it is received, where the circumstances in TI 206 (6) apply	TI 206(5)	N/A	This power resides with the Board.	Not authorised.	
FM 32	Financial Records					
FM 32.01	Approve destruction of financial and accounting records, 2 years after the completion of an audit by the Auditor General, in accordance with TI 804(2)	TI 804(2)	N/A	This power resides with the Board.	Not authorised.	Board to authorise destruction.

FINANCIAL MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 32.02	Approve destruction of financial and accounting records, 6 years after the completion of an audit by the Auditor General, in accordance with TI 804(2)	TI 804(3)	N/A	This power resides with the Board.	Not authorised.	Board to authorise destruction.
FM 33 Security Documents						
FM 33.01	Determine documents to be classed as "security documents", in accordance with TI 811	TI 811(1)	N/A	This power resides with the Board.	Not authorised.	Board must make this determination.
FM 34 Surplus Funds						
FM 34.01	Designate an officer to review the report by an Investigating Officer, pursuant to a claim made in respect of surplus money	TI 803	N/A	This power resides with the Board.	Not authorised.	
FM 35 Financial Management Manual (FMM)						
FM 35.01	Approve issues, amendment and revocation of local financial policies, procedures and guidelines, in accordance with FMM		PA		Chief Finance Officer (Tier 2B)	
FM 36 Operations - Cash Receipts						
FM 36.01	Approve mechanisms for receiving cash	s. 543 FMM	PA		Chief Finance Officer (Tier 2B)	
FM 37 Operations - Cheques						
FM 37.01	Approve issue of replacement cheques	s. 634 FMM	PA		Chief Finance Officer (Tier 2B)	
FM 37.02	Approve the endorsement of cheques by less than two officers	TI 310(2)	N/A	This power resides with the Board.	This function cannot be authorised.	

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 37.03	Approve the use of electronic or facsimile signatures on cheques	TI 310(5)	N/A	This power resides with the Board.		This function cannot be authorised.
FM 38 Operations - Discounts and Creditors						
FM 38.01	Approve discounts offered by creditors, in accordance with the FMM	TI 323	BOARD A/D		Tier 3	Approval must be recorded on a Register.
FM 38.02	Perform a secondary validation check prior to making a request to change a creditor's banking details	s. 612 FMM	PA		Authorised Officer (as defined in s. 612 FMM)	Authorised Officer includes any person occupying one of the following positions: Director Accounts Payable (HSS) Manager (Goods and Services), Accounts Payable (HSS) Manager (Sundry), Accounts Payable (HSS) Team Leader, Accounts Payable (HSS)
FM 38.03	Approve an urgent one-time payment to a creditor, where the terms have not been set to "due now in Oracle Financials, in emergency situations or circumstances where failure to make the immediate payment will result in significant operational issues or loss of life and/or property	s. 612 FMM	PA		Tier 2B or Director Accounts Payable (Health Support Services)	
FM 38.04	Approve a creditor's request to vary existing payment terms	s. 612 FMM	PA		Executive Director, System Finance (Department of Health)	
FM 39 Operations - Petty Cash						
FM 39.01	Determine the maximum monetary limit and classes of expenditure for petty cash	TI 701(5)(ii)	PA		Chief Finance Officer (Tier 2B)	See s. 621 FMM

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
FM 40 Operations - Storage of Cash and Valuables						
FM 40.01	Approve the storage of cash and valuables in a secure area on a premises, in accordance with TI 825(iii)	TI 825	BOARD A/D		Chief Finance Officer (Tier 2B)	
FM 41 Expenditure - Gratuities and Honoraria						
FM 41.01	Approve gratuities and honoraria payments above \$10,000	s. 107(2)(a) HSA	N/A	This power resides with the Chief Executive, subject to control of the Board.	Not authorised.	Historically not authorised, up to CE to determine if they wish to authorise or delegate this function.
FM 42 Expenditure - Litigation Settlements						
FM 42.01	Approve payment to settle litigation, up to and including \$250,000	s. 107(2)(a) HSA	N/A	This power resides with the Chief Executive, subject to control of the Board.	Not authorised.	Historically not authorised, up to CE to determine if they wish to authorise or delegate this function.
FM 42.02	Submit request to the Minister for Health to approve payment to settle litigation, above \$250,000	s. 107(2)(a) HSA	N/A	This power resides with the Chief Executive, subject to control of the Board.	Not authorised.	Ordinarily, these are required to be approved by the Minister for Health, after endorsement by the Accountable Authority
FM 43 Carryover of Expenditure						
FM 43.01	Approve internal carryover of non-capital (recurrent) expenditure and Commonwealth funds	s. 107(2)(a) HSA	CE/AD	This power resides with the Chief Executive, subject to control of the Board.	Chief Finance Officer (Tier 2B)	
FM 44 Postal Remittances						
FM 44.01	Approve delivery of postal remittances to an official place of business, instead of a locked mailbox or mailbag	s. 545 FMM	PA		Tier 1A	
FM 45 Conditions, Limitations and Restrictions						
FM 45.01	Approve transfer to contingency budget to operational budget		N/A	This power resides with the Chief Executive, subject to control of the Board.	Tier 1 B	CE to inform CAHS Board Finance Committee of transfer exceeding \$500,000.

⁴ Accountable Authority for purposes of FMA is CAHS Board (s.71 FMA)

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information

EMPLOYMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 01 Redeployment and Redundancy						
EM 01.01	Determine that an employee may become a registrable employee	s.174 HSA <i>Regulation 8 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D	Must make this determination in accordance with the Regulations	Tier 1B	
EM 01.02	Notify an employee that they are registrable or to become registrable (an employee's office, post or position is, or is to be abolished, or the employee is, or will become, surplus to requirements)	s.174 HSA <i>Regulation 8 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D	Must make this determination in accordance with the Regulations	Tier 1B	
EM 01.03	Transfer a registrable employee to another office, post or position at the same or equivalent level of classification	s.174 HSA <i>Regulation 10 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D	Must make this determination in accordance with the Regulations	Tier 2	
EM 01.04	Offer a voluntary severance to a registrable employee	s.174 HSA <i>Regulation 11 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D		Tier 1B	
EM 01.05	Give notice of termination of employment of an employee at the end of a period of redeployment	s.174 HSA <i>Regulation 31 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D		Tier 1B	Termination of an employee at the end of a period of redeployment happens by virtue of the operation of Regulation 30 of the Regulations.
EM 01.06	Accept written request of registered employee for early termination (before redeployment period expires)	s.174 HSA <i>Regulation 32 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>	BOARD A/D		Tier 1B	
EM 02 Criminal and Professional Misconduct Matters						
EM 02.01	Suspend an employee from duty on full pay in relation to an action under the Health Practitioner Regulation National Law	s. 147(1), 149 HSA	BOARD A/D		Tier 2	
EM 02.02	Suspend an employee from duty on partial pay or without pay in relation to an action under the Health Practitioner Regulation National Law	s. 147, 149 HSA	BOARD A/D		Tier 2	

EMPLOYMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 02.03	Remove or vary a suspension imposed in relation to an action under the Health Practitioner Regulation National Law	s. 147(2) HSA	BOARD A/D		Tier 2	Officer to remove or vary consistent with the suspending officer.
EM 02.04	Suspend on full pay an employee charged with a serious offence	s. 148(1), 149 HSA	BOARD A/D		Tier 2	
EM 02.05	Suspend on partial or no pay an employee charged with a serious offence	s. 148(1), 149 HSA	BOARD A/D		Tier 2	
EM 02.06	Remove or vary a suspension imposed in relation to a serious offence under s 148(1) HSA	s. 148(3) HSA	BOARD A/D		Tier 2	
EM 02.07	Take disciplinary action (excluding termination), or improvement action, or both, in relation to an action under the Health Practitioner Regulation National Law	s. 150(1) HSA	BOARD A/D	In accordance with the Discipline Policy and related templates	Tier 2	Regard must be had to s. 151 HSA
EM 02.08	Take disciplinary action (excluding termination), or improvement action, or both, in relation to an employee convicted or found guilty of a serious offence	s. 150(1) HSA	BOARD A/D	In accordance with the Discipline Policy and related templates	Tier 2	Regard must be had to s. 151 HSA
EM 02.09	Decision to take disciplinary action - termination in relation to an action under the Health Practitioner Regulation National Law	s. 150(1) HSA	BOARD A/D	In accordance with the Discipline Policy and related templates	Tier 1B	Regard must be had to s. 151 HSA
EM 02.10	Decision to take disciplinary action - termination in relation to an employee convicted or found guilty of a serious offence	s. 150(1) HSA	BOARD A/D	In accordance with the Discipline Policy and related templates	Tier 1B	Regard must be had to s. 151 HSA
EM 03	Disciplinary Matters					
EM 03.01	Decision to deal with a suspected breach of discipline as a disciplinary matter	s. 162(a) HSA	BOARD A/D	In accordance with the Discipline Policy, CAHS Discipline guide, related templates .	Tier 3	In consultation with Workforce services. The authorised officer must be a designated decision maker.
EM 03.02	Decision to take improvement action or no action in respect of a suspected breach of discipline	s. 162(b)(i) & (ii) HSA	BOARD A/D	In accordance with the Discipline Policy, CAHS Discipline guide, related templates. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 3	In consultation with Workforce services. The authorised officer must be a designated decision maker.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 03.03	Determine and notify the disciplinary action of a reprimand to be taken in response to a finding of breach of discipline	s. 163(3)(b) 167 HSA	BOARD A/D In accordance with the Discipline Policy and related templates in consultation with Workforce services. The authorised officer must be a designated decision maker. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 3		In consultation with Workforce services.
EM 03.04	Determine and notify the disciplinary action (excluding dismissal) of a fine, transfer of employee; reduction in classification to be taken in response to a finding of breach of discipline	s. 163(3)(b) 167 HSA	BOARD A/D In accordance with the Discipline Policy and related templates.	Tier 2		In consultation with Workforce services.
EM 03.05	Determine and notify the disciplinary action of dismissal of an employee in response to a finding of breach of discipline	s. 163(3)(b) 167 HSA	BOARD A/D In accordance with the Discipline Policy and related templates	Tier 1B		In consultation with Workforce services.
EM 03.08	Determine to alter an employee's scope of practice or duties pending a finding on a breach of discipline	s. 164(1)(b) HSA	BOARD A/D In accordance with the Discipline Policy, CAHS Discipline guide, related templates and the Management of Notifiable and Reportable Conduct procedure.	Tier 3		In consultation with Workforce services and where relevant the governance accountability lead for the profession. The authorised officer must be a designated decision maker.
EM 03.09	Determine to suspend an employee on full pay, pending a finding of a breach of discipline	s. 164(1)(a) HSA	BOARD A/D In accordance with the Discipline Policy, CAHS Discipline guide, related templates and the Management of Notifiable and Reportable Conduct procedure	Tier 3		In consultation with Workforce services and where relevant, the governance accountability lead for the profession. The authorised officer must be a designated decision maker.
EM 03.10	Determine to suspend an employee on partial pay or without pay pending a finding of a breach of discipline	s. 164(1)(a) HSA	BOARD A/D In accordance with the Discipline Policy, CAHS Discipline guide, related templates and the Management of Notifiable and Reportable Conduct procedure.	Tier 2		In consultation with Workforce services and where relevant, the governance accountability lead for the profession. The authorised officer must be a designate decision maker.
EM 03.11	Determine to remove or vary the terms of the suspension imposed due to a finding of discipline	s. 164(3) HSA	BOARD A/D In accordance with the Discipline Policy, CAHS Discipline guide, related templates and the Management of Notifiable and Reportable Conduct procedure.	Tier 2		In consultation with Workforce services and where relevant, the governance accountability lead for the profession. The authorised officer must be a designated decision maker.
EM 03.12	Notify the employee in writing within 30 days of any finding discipline and or improvement action (excluding dismissal)	s. 167(1) HSA	BOARD A/D In accordance with the Discipline Policy, CAHS Discipline guide, related templates and the Management of Notifiable and Reportable Conduct procedure.	Tier 3		In consultation with Workforce services and where relevant, the governance accountability lead for the profession. The authorised officer must be a designated decision maker.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 03.13	Notify the Department CEO if a HSP employee: <ul style="list-style-type: none"> has been found to have committed the disciplinary action ordered was dismissal, or the employing authority is of the opinion that the breach of discipline could result in a serious risk to the safety of patients 	s. 167(2)	BOARD A/D	In accordance with the Discipline Policy and related templates	Tier 1B	
EM 03.14	Terminate employee's employment after notification that the employee's employment has been terminated at another Health Service Provider	s. 168 HSA	BOARD A/D	In accordance with the Notifying Misconduct Policy.	Tier 1B	In consultation with Workforce services and where relevant, the governance accountability lead for the profession.
EM 03.15	Notify the Department CEO (Director General) of all reports made by a staff member regarding: <ul style="list-style-type: none"> Conduct that constitutes or may constitute professional misconduct or unsatisfactory professional performance under the Health Practitioner Regulation National Law Criminal conduct (charge or conviction of a serious offence) 	s. 146(1) & (2) HSA	N/A	In accordance with the Notifying Misconduct Policy and Reporting of Criminal Conduct and Professional Misconduct Policy	Not delegated. Remains with CE. Tier 1B	Refer to s. 146(5) HSA for further information.
EM 04	Substandard Performance					
EM 04.01	Direct an investigation to be held into whether or not an employee's performance is substandard performance (Phase 4)	s. 159(2) HSA	BOARD A/D	In accordance with the Managing Unsatisfactory and Substandard Performance Policy	Tier 3	Refer to s. 158 of the HSA.
EM 04.02	In the instance where an employing authority is of the opinion that the performance of an employee is substandard, make a determination to: <ul style="list-style-type: none"> withhold (for such a period as the employer sees (fit) an increment of remuneration; or reduce the level of classification of the employee 	s. 159(1)(a) & (b) HSA	BOARD A/D	In accordance with the Managing Unsatisfactory and Substandard Performance Policy	Tier 2	Refer to s. 158 of the HSA.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 08 Agency and Casual Staff						
EM 08.01	Engage agency staff	s. 143 HSA	BOARD A/D	In accordance with the relevant common use agreement processes.	Tier 4	Recommend for all non-nursing contracts that the procurement and contract management team are advised of the intent to purchase to ensure compliance with mandatory buying rules.
EM 09 Establishment and FTE Management						
EM 09.01	Create new position	s. 140 HSA	BOARD A/D		Tier 1B	
EM 09.02	Increase in FTE for an existing position	s. 140 HSA	BOARD A/D		Tier 1B	
EM 09.03	Convert a fixed term position to permanent	s. 140 HSA	BOARD A/D		Tier 1B	
EM 09.04	Extend a fixed term position or reactivation of expired fixed term position (within 6 months of end date) and subsequent extensions	s. 140 HSA	BOARD A/D		Tier 1B	
EM 09.05	Abolish or suspend a vacant position	s. 140 HSA	BOARD A/D		Tier 2	
EM 10 Classifications						
EM 10.01	Determine on advice from the Classification Review Committee the classification of a new position or reclassification of an existing position, for: <ul style="list-style-type: none"> • HSO general division positions up to level G-10 • HSO professional division positions up to level HSO P-5; • SRN positions up to level SRN-4; • Support Workers; and • Competency or criteria progression as provided for by an industrial Instrument including Building and Engineering Trade positions. 	s. 140 HSA	BOARD A/D	In accordance with the Classifications Policy	Tier 1B	
EM 10.02		s. 140 HSA		In accordance with the Classifications Policy and the Terms of Reference for the CAHS Classification Review Committee	Chair, CAHS Classification Review Committee (Director of Workforce)	

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 10.03	<p>Determine the classification of a new position or reclassification of an existing position, for:</p> <ul style="list-style-type: none"> • HSO general division positions up to level G-10; • HSO professional division positions up to level HSO P-5; • SRN positions up to level SRN-4; • Support Workers; and • Competency or criteria progression as provided for by an industrial Instrument including Building and Engineering Trade positions. <p>Determine, on a recommendation from the Whole of Health Classification Review Committee, the classification of a new position, reclassification of an existing position or temporary special allowance for:</p> <ul style="list-style-type: none"> • HSU G11 to G14; • HSU P6 to P9; • SRN5 to SRN10 	s. 140 HSA	BOARD A/D	In accordance with the Classifications Policy	Tier 1B	
EM 11 Transfer and Secondments						
EM 11.01	Permanently transfer an employee to another position within CAHS	s. 141(1)(a) HSA	BOARD A/D	In accordance with the applicable Industrial Instrument. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 2	<p>In consultation with Workforce services.</p> <p>Transfer must be at the same or equivalent level of classification to a position that involves the same or equivalent level qualifications and function. The employee must be consulted.</p>
EM 11.02	Permanently transfer an employee to a position within another Health Service Provider	s. 141(1)(b) HSA	BOARD A/D	In accordance with the applicable Industrial Instrument. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 1B	<p>Requires the approval from the delegated authority of the receiving HSP.</p> <p>In consultation with Workforce services.</p> <p>Transfer must be at the same or equivalent level of classification to a position that involves the same or equivalent level qualifications and function. The employee must be consulted and receiving Health Service Provider to acquire leave liabilities.</p>

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1. ID	2. Description of Function	3. Legislative Reference for Function		4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 11.03	Permanently transfer an employee to a position (a) within the Department of Health or (b) another public sector authority	(a) s. 141(2)(b) HSA (b) s. 65 PSMA	BOARD A/D	In accordance with the applicable Industrial Instrument. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 1B		In consultation with Workforce services. Requires the approval of the CE from the receiving authority. In accordance with the applicable Industrial Instrument. Transfer must be at the same or equivalent level of classification to a position that involves the same or equivalent level qualification and function. The employee must be consulted. Excludes HES employees.
EM 11.04	Approve the decision of another employing authority (Department of Health or HSP) to transfer an employee to a position within CAHS	s. 141(4) HSA	BOARD A/D	In accordance with the applicable Industrial Instrument. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.	Tier 1B		In consultation with Workforce services. Requires the approval from the delegated authority of the receiving HSP. Transfer must be at the same or equivalent level of classification to a position that involves the same or equivalent level qualification and function. The employee must be consulted.
EM 11.05	Enter into an arrangement with another employer (other than a health service provider) for the secondment of an employee of that other employer into CAHS and subsequent extensions	s. 142(2) HSA s. 119 delegation from CAHS Chief Executive	CE/AD		Tier 3		The employee must consent.
EM 11.06	Enter into an arrangement with a relevant employer (other than a health service provider) for the secondment of a CAHS employee to that employer and subsequent extensions	s. 142(3) HSA s. 119 delegation from CAHS Chief Executive	CE/AD		Tier 3		The employee must consent.
EM 11.07	Enter into an arrangement with another health service provider for the secondment of an employee of that other health service provider into CAHS and subsequent	s. 142(2) HSA s. 119 delegation from CAHS Chief Executive	CE/AD		Tier 3		The employee must consent.
EM 11.08	Enter into an arrangement with another health service provider for the secondment of a CAHS employee of that other health service provider and subsequent	s. 142(3) HSA s. 119 delegation from CAHS Chief Executive	CE/AD		Tier 4		The employee must consent.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 12 Approval to Advertise						
EM 12.01	Approve the advertising of positions (permanent) including recruitment pools		PA Targeted advertising (advertising other than on JobsWA website) is required to be approved by the CAHS Chief Executive.		Tier 3	
EM 12.02	Approve the advertising of existing or newly created positions (fixed term position, including EO)		PA		Tier 3	
EM 12.03	Approve the advertising of existing or newly created positions (casual position)		PA		Tier 4	
EM 12.04	Approve targeted advertising		PA In accordance with Section 3 of PSC Commissioners Instruction No. 2.		Tier 2	Included forums, media or communication methodologies utilised by a specific profession where a specific set of specialised skills is required.
EM 12.05	Approve a permanent appointment without advertising		PA In accordance with the PSC Commissions' Instruction 2 and the WA Health RSA Policy.		Tier 1B	In consultation with Workforce services.
EM 13 Allowances and Incentives						
EM 13.01	Approve allowances per Industrial Agreement (excluding higher duties, temporary special allowance and attraction and retention incentives)	s. 140 HSA	BOARD A/D		Tier 4	
EM 13.02	Approve temporary special allowance for a period of up to 12 months, for positions: <ul style="list-style-type: none"> • HSU G10 and below • HSU P5 and below • SRN L4 and below 	s. 140 HSA	BOARD A/D	In accordance with the WA Health Classifications Policies and CAHS Classification Review Committee Terms of Reference.	Chair, CAHS Classification Review Committee (Director of Workforce)	
EM 13.03	Approve temporary special allowance for subsequent extensions past 12 months for positions: <ul style="list-style-type: none"> • HSU G10 and below • HSU P5 and below • SRN L4 and below 	s. 140 HSA	BOARD A/D	In accordance with the WA Health Classifications Policies, WA Health Classification Review Committee Terms of Reference and CAHS Classification Review Committee Terms of Reference.	Tier 1B	On recommendation from the Whole of Health Classification Review Committee.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 13.04	Approve temporary special allowance for senior positions: <ul style="list-style-type: none"> • HSU G11 and above • HSU P6 and above • SRN L5 and above 	s. 140 HSA	BOARD A/D	In accordance with the WA Health Classifications Policies and WA Health Classification Review Committee Terms of Reference.	Tier 1B	On recommendation from the Whole of Health Classification Review Committee.
EM 13.05	Approve attraction and retention incentive in accordance with public sector guidelines and Approved Procedure 7 - Attraction and Retention Incentives		PA		Tier 1B	In consultation with Director Health Industrial Relations Service. Tier at which this authorisation is made should be consistent with Approved Procedure 7 - Attraction and Retention Incentives
EM 13.06	Approve relocation expenses		PA		Tier 3	
EM 14 Contracted Hours						
EM 14.01	Approve ongoing increase to contracted hours (clinical)	s. 140 HSA	BOARD A/D		Tier 3	
EM 14.02	Approve ongoing increase to contracted hours (non-clinical)	s. 140 HSA	BOARD A/D		Tier 3	
EM 14.03	Approve temporary increase to contracted hours (clinical)	s. 140 HSA	BOARD A/D		Tier 3	
EM 14.04	Approve temporary increase to contracted hours (non-clinical)	s. 140 HSA	BOARD A/D		Tier 3	
EM 14.05	Approve decrease to contracted hours to 0.4 FTE or above	s. 140 HSA	BOARD A/D		Tier 5	HR advice should be sought first.
EM 14.06	Approve decrease to contracted hours to below 0.4FTE		BOARD A/D		Tier 3	
EM 14.07	Approve temporary deployment and higher duties	s. 140 HSA	BOARD A/D		Tier 3	Refer to internal-to-CAHS deployment.
EM 15 Flexible Working Arrangements						
EM 15.01	Approve flexible working arrangements		PA	Excludes approval of remote working arrangements. Refer to CAHS Flexible Work Policy and CAHS Flexible Work Arrangement Guidelines.	Tier 4	Must obtain advice from Workforce and Human Resources. For purchased leave, refer to authorisation EM 17.04 below.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 15.02	Approve flexibility agreement under an industrial instrument		PA	Pursuant to the specific flexibility clauses within relevant Industrial Agreements.	Tier 2	Flexibility agreements in the industrial agreements are specific such as rostering practices. Refer to the relevant Industrial Agreement. Must obtain advice from Workforce and Human Resources.
EM 15.03	Approve remote working arrangement for a period of: a) up to and including 6 months maximum b) up to and including 12 months maximum		PA	Inclusive of Working from Home arrangements.	a) Tier 4 b) Tier 3	
EM 16 Grievances and Breach of Standard Claims						
EM 16.01	Approve the initiation of a review of an employee grievance by an internal reviewer		PA		Tier 4	With line management role and in consultation with Workforce and Human Resources.
EM 16.02	Approve the initiation of a review of an employee grievance by an external investigator		PA		Tier 3	Must consult with Workforce and Human Resources.
EM 16.03	Approve the determination of an employee grievance		PA		Tier 4	Must be managed in consultation with Workforce and Human Resources or Health Industrial Relations Service.
EM 16.04	Approve the resolving of a Breach of Standard claim		PA		Tier 4	Should be managed in consultation with Workforce and Human Resources.
EM 16.05	Approve the referring of an unresolved Breach of Standard claim to the Public Sector Commission		PA		Director, Workforce	Should be managed in consultation with Workforce and Human Resources.
EM 17 Leave						
EM 17.01	Approve accrued days off arrangement		PA		Tier 4	
EM 17.02	Approve request to cash out leave		PA	A request must be made to HSS for an audit of the staff member's leave prior to approval being granted.	Tier 3	
EM 17.03	Approve request to take leave (excluding medical officers leave, leave without pay, study leave and other leave)		PA		Tier 5	

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 17.04	Approve request to enter into purchased leave / deferred salary arrangement		PA		Tier 3	
EM 17.05	Approve request for Medical Officers leave (except leave without		PA		Tier 4	
EM 17.06	Approve leave without pay, up to and including 4 weeks		PA		Tier 4	
EM 17.07	Approve leave without pay, between 4 weeks and up to and including 12 months		PA		Tier 3	
EM 17.08	Approve leave without pay, greater than 12 months		PA		Tier 2	
EM 17.09	Approve parental leave, up to and including 12 months		PA		Tier 4	
EM 17.10	Approve extension of leave without pay following parental leave up to and including 2 years		PA		Tier 4	
EM 17.11	Approve request for study leave, greater than 1 week		PA		Tier 3	
EM 17.12	Approve request for leave including: <ul style="list-style-type: none"> • Defence Force • Donor • Local Government and/or Elected Representative meetings • State Emergency Services • FESA • St John Ambulance Service • Jury / Witness Duty • Sporting - State or International events as representative • Community Support • Family and Domestic Violence • Professional Development • Study leave, up to and including 1 week 		PA	Professional Development leave is subject to operational requirements.	Tier 4	As per relevant Industrial Agreement.
EM 17.13	Approve portability of eligible forms of leave within WA Health entities		PA		Tier 3	
EM 17.14	Approve the acceptance for transfers of eligible forms of leave from other State Government agencies		PA		Tier 3	On advice from Workforce. In accordance with the relevant Industrial Agreement.

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 17.15	Approve the acceptance of transfers of eligible forms of leave from Commonwealth Government agencies		PA		Tier 3	On advice from Workforce. In accordance with the relevant Industrial Agreement.
EM 17.16	Approve the deferment of an excess annual or long service leave by employee leave management plan		PA		Tier 3	
EM 17.17	Approve access to pro-rata long service leave within preservation age or in accordance with Industrial Agreements		PA		Tier 4	
EM 18 Novated Car Lease						
EM 18.01	Approve novated car leases for salary packaging		PA		Director Workforce, Human Resources Manager, Senior HR Consultant, HR Consultant.	
EM 19 Rosters, Overtime and Time Off in Lieu						
EM 19.01	Approve rosters (medical)		PA		Medical Workforce	
EM 19.02	Approve rosters (non-medical)		PA		Tier 4	
EM 19.03	Approve paid overtime		PA		Tier 4	
EM 19.04	Approve accrual of Time Off in Lieu (TOIL)		PA		Tier 4	
EM 20 Secondary Employment						
EM 20.01	Approve additional / outside or secondary employment		PA	In accordance with CAHS Outside Employment Policy and procedure.	Tier 3	If conflict of interest is identified refer to EM 22.02.
EM 21 Employment - Sessional Practitioner Work Sessions						
EM 21.01	Approval for sessional practitioners to work equal or greater than 7 sessions per week	s. 140 HSA	BOARD A/D		Tier 1B	

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 21.02	Approval for sessional practitioners to work up to 5 sessions per week	s. 140 HSA	BOARD A/D		Executive Director of Medical Services	
EM 22	Miscellaneous					
EM 22.01	Approval for employees to accept a gift/s		PA		Tier 3	CAHS Management of Gift Declaration Approvals procedure.
EM 22.02	Approval declarations of conflicts of interests and management plans for managing conflicts of interests		PA		Tier 3	CAHS Conflict of Interest - Management of Approvals procedure.
EM 22.03	Authorise a Request for employee User Data / Information		PA		Tier 2	Relates to requesting user data for employees (e.g. emails etc) for investigation purposes.
EM 22.04	Authorise a request to access otherwise restricted HR / employee information systems		PA	CAHS Data Custodian is Executive Director People, Capability and Culture	Executive Director People, Capability and Culture	In consultation with the Director of Workforce.
EM 22.05	Direct an employee to undertake a medical assessment for the purpose of assessing fitness for work	s. 140 HSA	BOARD A/D		Tier 3	In consultation with the Director of Workforce.
EM 23	Health Executives					
EM 23.01	Appoint a person to an office of health executive	s. 121(1) HSA	BOARD A/D		Tier 1B	In consultation with the Health Executive Service
EM 23.02	Determine the classification and remuneration of a health executive	s. 121(1A) HSA	BOARD A/D		Tier 1B	In consultation with the Health Executive Service
EM 23.03	Re-appoint a person to an office of health executive	s. 122 HSA	BOARD A/D		Tier 1B	In consultation with Workforce services and the Health Executive Service
EM 23.04	Transfer a health executive	s. 123(1) HSA	BOARD A/D		Tier 1B	In consultation with Workforce services and the Health Executive Service
EM 23.05	Consent to the transfer of a health executive to another HSP	s. 123(2)(a) HSA	BOARD A/D		Tier 1B	In consultation with the Health Executive Service
EM 23.06	Direct an employee to act in an office of health executive	s. 123A(1) HSA	BOARD A/D		Tier 1B	In consultation with the Health Executive Service
EM 23.07	Cancel a direction to an employee to act in an office of health executive	s. 123A(3) HSA	BOARD A/D		Tier 1B	In consultation with Workforce services and the Health Executive Service

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1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
EM 23.08	Review the performance of a health executive	s. 124(1) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service
EM 23.09	Terminate a health executive's contract of employment	s. 125(1) HSA	BOARD A/D	Tier 1B		In consultation with Workforce services and the Health Executive Service
EM 23.10	Pay a health executive a prescribed amount in lieu of 4 weeks' notice of termination	s. 125(2) HSA	BOARD A/D	Tier 1B		In consultation with Workforce services and the Health Executive Service
EM 23.11	Sign a contract of employment of a health executive	s. 128(1)(b) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service
EM 23.12	Vary a contract of employment for a health executive	s. 128(3) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service
EM 23.13	Agree to a health executive giving less than 4 weeks' notice of termination	s. 130(2) HSA	BOARD A/D	Tier 1B		In consultation with Workforce services and the Health Executive Service
EM 23.14	Notify a health executive if it is not proposed to reappoint the health executive	s. 131 HSA	BOARD A/D	Tier 1B		In consultation with Workforce services and the Health Executive Service
EM 23.15	Pay a health executive in lieu of providing 4 weeks' notice that it is not proposed to reappoint the health executive	s. 131 HSA	BOARD A/D	Tier 1B		In consultation with Workforce services and the Health Executive Service
EM 23.16	Receive notice of a health executive's revocation of their right of return	s. 132(3)(c) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service
EM 23.17	Enter into an arrangement for the secondment of a health executive to a relevant employer	s. 136(2) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service
EM 23.18	Receive and accept written resignation of a health executive	s. 137(1)(f)(ii) HSA	BOARD A/D	Tier 1B		In consultation with the Health Executive Service

INFRASTRUCTURE

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
IF 01	Built Assets - Statutory Applications for Approval					
IF 01.01	Sign Planning Approval application required by Local Government under the <i>Planning and Development Act 2005</i>	s. 34 HSA	HSP A/D		Tier 1B	
IF 01.02	Sign Building, Demolition and Occupancy Permits application that are required under the <i>Building Act 2011</i>	s. 34 HSA	HSP A/D		Tier 1B	
IF 02	Land and Property - Acquisition of Land of Interests in Land		These delegations do not apply to Perth Children's Hospital. HMB is lessee of PCH land from QEII Trust and must deal with PCH related matters.			
IF 02.01	Sign a sale contract to acquire land or an interest in land	s. 36(3)(a) HSA	HSP A/D	The Board must give written approval of the sale contract prior to signing.	Tier 1B	
IF 02.02	Sign an agreement for lease where CAHS is lessee and the total value (initial term + options) is less than \$2,000,000	s. 36(3)(a) HSA	HSP A/D		Tier 2	
IF 02.03	Sign an agreement for lease where CAHS is lessee and the total value (initial term + options) is \$2,000,000 or greater	s. 36(3)(a) HSA	N/A		Not delegated.	
IF 02.04	Sign a lease (including a sub-lease and/or sub-sublease) where CAHS is lessee and the total value of the lease (initial term + options) is less than \$2,000,000	s. 36(3)(a) HSA	HSP A/D		Tier 2	
IF 02.05	Sign a lease (including a sub-lease and/or sub-sublease) where CAHS is lessee and the total value of the lease (initial term + options) is less than \$2,000,000 or greater	s. 36(3)(a) HSA	N/A		Not delegated.	
IF 02.06	Sign an extension of lease (including sub-lease and/or sub-sublease) where CAHS is lessee and the total value of the lease (initial term + extensions + unexercised options) remains less than \$2,000,000	s. 36(3)(a) HSA	HSP A/D		Tier 2	

INFRASTRUCTURE

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
IF 02.07	Sign an extension of lease (including a sub-lease and/or sub-sublease) where CAHS is lessee and the total value of the lease (initial term + extensions + unexercised options) is \$2,000,000 or greater	s. 36(3)(a) HSA	N/A			Not delegated.
IF 02.08	Sign a variation of lease (sublease or sub-sublease) where CAHS is lessee and cumulative value of the lease (initial term + options) is less than \$2,000,000	s. 36(3)(a) HSA	HSP A/D			Tier 2
IF 02.09	Sign a variation of lease (sublease or sub-sublease) where CAHS is lessee and cumulative value of the lease (initial term + options) is \$2,000,000 or greater	s. 36(3)(a) HSA	N/A			Not delegated.
IF 02.10	Sign a memorandum of understanding (MOU) for office accommodation sourced via the Department of Finance - Government Office Accommodation in accordance with Premiers Circular 2018/01	s. 36(3)(a) HSA	HSP A/D			Tier 2
IF 02.11	Sign an agreement to licence, including a licence to occupy, where CAHS is a licensee and where the licence has a total licence fee (initial term + options) of \$500,000 - up to \$2,000,000	s. 36(3)(a) HSA	HSP A/D			Tier 1B Some licence variations will constitute a disposal of health service land. If the variation of licence constitutes a disposal of health service land, the Minister's written agreement will be required before the variation can be entered.
IF 02.12	Sign a licence, including a licence to occupy, where CAHS is licensee and where the licence has a total licence fee (initial term + options) up to \$2,000,000	s. 36(3)(a) HSA	HSP A/D			Tier 1B
IF 02.13	Sign an easement where CAHS is Grantee	s. 36(3)(a) HSA	HSP A/D			Tier 2
IF 02.14	Sign a notification under section 70A <i>Transfer of Lands Act 1893</i> where CAHS is the registered proprietor of land	s. 36(3)(a) HSA	HSP A/D			Tier 2
IF 02.15	Sign a caveat	s. 36(3)(a) HSA	HSP A/D			Tier 2

INFRASTRUCTURE

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
IF 03 Land and Property - Disposal of Health Service Land or Interests in Health Service Land						
IF 03.01	Sign documents required for a disposal of health service land / or a disposal of an interest in health service land. Note: this does not apply to Perth Children's Hospital - refer to IF 04 below	s. 37 HSA	HSP A/D		Tier 1B	
IF 04 Perth Children's Hospital - Authority to Act as Agent of HMB						
IF 04.01	Authorise / approve or consent to any "lease activity" that is requested by the sublessee / licensee in accordance with the sublease / licence up to the value of \$500,000 where CAHS is acting as a sublessor but as agent of the Health Ministerial Body (HMB)		PA for the disposal of health service land and / or a disposal of an interest in health service land (see IF 03.01).		Tier 2	The Agent Authorisation from HMB is granted to CAHS. CAHS requires this authorisation to be undertaken by a Tier 2 or above.
IF 05 Joint Arrangements						
IF 05.01	Enter into a joint arrangement with the Minister or Ministerial Body in relation to health property, where the value of the agreement is up to \$2,000,000	s. 36A(1) HSA	HSP A/D		Tier 1B	

INFRASTRUCTURE

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
IF 05.02	Deal with health property the subject of a joint arrangement, where the value of the dealing is up to \$2,000,000	s. 36A(2) HSA	HSP A/D		Tier 1B	

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 01 Authority to Apply for and Enter into Agreements with other HSPs						
PR 01.01	Enter into a contract or other arrangement with another HSP in respect of health and other services, where the value of the contract or other arrangement is up to the value of \$25,000	s. 36E HSA	HSP A/D		Tier 3	
PR 01.02	Enter into a contract or other arrangement with another HSP in respect of health and other services, where the value of the contract or other arrangement is up to the value of \$1 million	s. 36E HSA	HSP A/D		Tier 2B	
PR 01.03	Enter into a contract or other arrangement with another HSP in respect of health and other services, where the value of the contract or other arrangement is up to the value of \$15 million	s. 36E HSA	HSP A/D		Tier 1B	
PR 02 Procurement - Initiation Phase						
PR 02.01	Approve Client Request Form for procurements up to and including \$50,000 (total contract value)		PA	Prior endorsement must be sought from the Chief Procurement Officer prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms.	Tier 4	Refer to the Procurement and Contract Management Policy for further detail. Procurement value is the cumulative Total Value (including options and any financial variations).
PR 02.02	Approve Client Request Form for procurements up to and including \$250,000 (total contract value)		PA	Prior endorsement must be sought from the Chief Procurement Officer prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms.	Tier 3	Refer to the Procurement and Contract Management Policy for further detail. Procurement value is the cumulative Total Value (including options and any financial variations).
PR 03 Approval of Business Case for Contract Procurement with Budget Confirmed						

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 03.01	Approve Procurement Business Case for contract procurement with budget confirmed and a total contract value up to and including \$1 million		PA Endorsement must be sought from: • the Chief Procurement Officer, HSS; and • Department of Premier and Cabinet prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".		Tier 3	Refer to the Procurement and Contract Management Policy for further detail. Procurement Business Case value is the cumulative Total Value (including options and any financial variations).
PR 03.02	Approve Procurement Business Case for contract procurement with budget confirmed and a total contract value above \$1 million up to and including \$5 million		PA Endorsement must be sought from: • the Chief Procurement Officer, HSS; and • Department of Premier and Cabinet prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".		Tier 2	Refer to the Procurement and Contract Management Policy for further detail. Procurement Business Case value is the cumulative Total Value (including options and any financial variations).
PR 03.03	Approve Procurement Business Case for contract procurement with budget confirmed and a total contract value above \$5 million up to and including \$15 million		PA Endorsement must be sought from: • the Chief Procurement Officer, HSS; and • Department of Premier and Cabinet prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".		Tier 1B	Refer to the Procurement and Contract Management Policy for further detail. Procurement Business Case value is the cumulative Total Value (including options and any financial variations).

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 03.04	Approve Procurement Business Case for contract procurement with budget confirmed and a total contract value above \$15 million		N/A Finance Committee recommendation required. Endorsement must be sought from: <ul style="list-style-type: none"> the Chief Procurement Officer, HSS; and Department of Premier and Cabinet prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".		Not authorised.	This remains with the Board. Refer to the Procurement and Contract Management Policy for further detail. Procurement Business Case value is the cumulative Total Value (including options and any financial variations).
PR 04 Approval of Business Case for Contract Procurements with No Confirmed Budget						
PR 04.01	Approve Procurement Business Case for contract procurements with no confirmed budget and a total contract value up to and including \$5 million		PA Endorsement must be sought from: <ul style="list-style-type: none"> the Chief Procurement Officer, HSS; and Department of Premier and Cabinet prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".		Tier 1B	Refer to the Procurement and Contract Management Policy for further detail. Procurement Business Case value is the cumulative Total Value (including options and any financial variations).

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 04.02	Approve Procurement Business Case with no confirmed budget for contract procurements with a total contract value above \$5 million		<p>Finance Committee recommendation required. Endorsement must be sought from:</p> <ul style="list-style-type: none"> the Chief Procurement Officer, HSS; and Department of Premier and Cabinet <p>prior to sign off by the Authorised Officer for procurement processes subject to the Aboriginal Youth Investment reforms and / or professional consultancies subject to Premier's Circular 2016/02 "Contracts for Services - Consultants".</p>		Not authorised.	<p>This power remains with the Board.</p> <p>Refer to the Procurement and Contract Management Policy for further detail.</p> <p>Procurement Business Case value is the cumulative Total Value (including options and any financial variations).</p>
PR 04.03	Approve Procurement Plan for contract procurements with no confirmed budget and with a total contract value up to and including \$15 million		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 04.04	Approve Procurement Plan for contract procurements with no confirmed budget and with a total contract value above \$15 million		PA		Tier 2	Refer to the Procurement and Contract Management Policy for further detail.
PR 05	Procurement - Release to Advertise					
PR 05.01	Approve Request (quote or tender) for release to advertise for procurements with a total contract value up to and including \$250,000		PA		Tier 4	Refer to the Procurement and Contract Management Policy for further detail.
PR 05.02	Approve Request (quote or tender) for release to advertise for procurements with a total contract value above \$250,000		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 06	Procurement - Evaluation					
PR 06.01	Approve evaluation decision for procurements with a total contract value up to and including \$20,000 (if quotes sought)		PA		Tier 5	Refer to the Procurement and Contract Management Policy for further detail.

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 06.02	Approve Evaluation Report for procurements with a total contract value up to and including \$50,000		PA		Tier 4	Refer to the Procurement and Contract Management Policy for further detail.
PR 06.03	Approve Evaluation Report for procurements with a total contract value up to and including \$1 million		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 06.04	Approve Evaluation Report for procurements with a total contract value above \$1 million and up to and including \$5 million		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 06.05	Approve Evaluation Report for procurements with a total contract value above \$5 million and up to and including \$15 million		PA		Tier 2B	Refer to the Procurement and Contract Management Policy for further detail.
PR 06.06	Approve Evaluation Report for procurements with a total contract value above \$15 million (where the value of the Board approved procurement business case is not exceeded)		PA N/A		Tier 1B.	Refer to the Procurement and Contract Management Policy for further detail.
PR 07	Procurement - Negotiation Plan					
PR 07.01	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value up to and including \$1 million		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail. Negotiation Plans are to be approved prior to the commencement of preferred respondent negotiations. The requirement for Negotiation Plans for panel arrangements is based on the estimated value of the whole panel arrangement, rather than the estimated value of that arrangement for the individual supplier.
PR 07.02	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value above \$1 million and up to and including \$5 million		PA		Tier 2	Refer to the Procurement and Contract Management Policy for further detail. Negotiation Plans are to be approved prior to the commencement of preferred respondent negotiations. The requirement for Negotiation Plans for panel arrangements is based on the estimated value of the whole panel arrangement, rather than the estimated value of that arrangement for the individual supplier.

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 07.03	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value up to and including \$15 million		PA		Tier 2	Refer to the Procurement and Contract Management Policy for further detail. Negotiation Plans are to be approved prior to the commencement of preferred respondent negotiations. The requirement for Negotiation Plans for panel arrangements is based on the estimated value of the whole panel arrangement, rather than the estimated value of that arrangement for the individual supplier.
PR 07.04	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value above \$15 million (where the value of the Board approved procurement business case is not exceeded)		PA N/A		Tier 1B	Refer to the Procurement and Contract Management Policy for further detail. Negotiation Plans are to be approved prior to the commencement of preferred respondent negotiations. The requirement for Negotiation Plans for panel arrangements is based on the estimated value of the whole panel arrangement, rather than the estimated value of that arrangement for the individual supplier.
PR 08 Award Contract or Decline All Offers for Budgeted Procurements						
PR 08.01	Award contract or decline all offers for procurements with a total contract value up to and including \$20,000 (if written contract is formed)	s. 36 HSA	HSP A/D	Refer PR 03 and PR 04.	Tier 5	Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 08.02	Award contract or decline all offers for procurements with a total contract value up to and including \$250,000 (if written contract is formed)	s. 36 HSA	HSP A/D	Refer PR 03 and PR 04. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more	Tier 4	Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange Contract value is the cumulative Total Contract Value (including options and any financial variations).

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 08.03	Award contract or decline all offers for procurements with a total contract value up to and including \$1 million	s. 36 HSA	HSP A/D Refer PR 03 and PR 04. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more	Tier 3		Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 08.04	Award contract or decline all offers for procurements with a total contract value up to and including \$5 million	s. 36 HSA	HSP A/D Refer PR 03 and PR 04. Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more	Tier 2		Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 08.05	Award contract or decline all offers for procurements with a total contract value above \$5 million and up to and including \$15 million	s. 36 HSA	HSP A/D Refer PR 03 and PR 04. Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more	Tier 2		Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange Contract value is the cumulative Total Contract Value (including options and any financial variations). Refer to PR 01.04.

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 08.06	Award contract or decline all offers for procurements with a total contract value above \$15 million where the value of the Board approved procurement business case is not exceeded)	s. 36 HSA	N/A Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more		Tier 1B	Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 09 Award Contract or Decline All Offers for Unbudgeted Procurements						
PR 09.01	Award contract or decline all offers for procurements with a total contract value up to and including \$5 million	s. 36 HSA	HSP A/D Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more.	Tier 1B		Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 09.02	Award contract or decline all offers for procurements with a total contract value above \$5 million	s. 36 HSA	N/A Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000. Advice from the WA Treasury Corporation must be sought prior to sign off by the Authorised Officer if the procurement carries a foreign exchange risk valued at \$50,000 or more.	This power remains with the Board – not delegated.		Refer to the Procurement and Contract Management Policy for further detail. Refer to Delegation FM 17 – Foreign Exchange. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 10 Procurement - Publish Contract Award Details on Tenders WA						

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 10.01	Publish contract award details on Tenders WA for all procurements		PA		Procurement Infrastructure and Contract Management Officers only	Only Procurement and Contract Management to publish on Tenders WA as anything \$50,000 or above must be facilitated by Director Procurement and Contract Management.
PR 11 Contract Management - Contract Management Plan						
PR 11.01	Approve Initial Contract Management Plan for procurements with a total contract value up to and including \$15 million		PA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 11.02	Approve Initial Contract Management Plan for procurements with a total contract value above \$15 million		PA		Tier 2	Refer to the Procurement and Contract Management Policy for further detail.
PR 11.03	Approve Annual review of contract management plans		PA		Director Procurement and Contract Management	Refer to the Procurement and Contract Management Policy for further detail.
PR 12 Contract Management - Approve / Decline to Exercise Options						
PR 12.01	Exercise option or decline to exercise option to extend contract with a total contract value up to and including \$50,000)	s. 36 HSA	HSP A/D		Tier 4	Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 12.02	Exercise option or decline to exercise option to extend contract with a total contract value up to and including \$1 million	s. 36 HSA	HSP A/D		Tier 3	Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 12.03	Exercise option or decline to exercise option to extend contract with a total contract value up to and including \$5 million	s. 36 HSA	HSP A/D	Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 3	Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 12.04	Exercise option or decline to exercise option to extend contract with a total contract value up to and including \$15 million	s. 36 HSA	HSP A/D Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 2		Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 12.05	Exercise option or decline to exercise option to extend contract with a total contract value above \$15 million (where the value of the Board approved procurement business case is not exceeded)	s. 36 HSA	HSP A/D Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 1B		Refer to the Procurement and Contract Management Policy for further detail. Contract value is the cumulative Total Contract Value (including options and any financial variations).
PR 13	Contract Management - Contract Novations					
PR 13.01	Approve contract novations and assignments for contracts with a total contract value up to and including \$20,000 (if written contract is formed)	s. 36 HSA	HSP A/D		Tier 5	Refer to the Procurement and Contract Management Policy for further detail.
PR 13.02	Approve contract novations and assignments for contracts with a total contract value up to and including \$50,000 (if written contract is formed)	s. 36 HSA	HSP A/D		Tier 4	Refer to the Procurement and Contract Management Policy for further detail.
PR 13.03	Approve contract novations and assignments for contracts with a total contract value up to and including \$250,000	s. 36 HSA	HSP A/D		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 13.04	Approve contract novations and assignments for contracts with a total contract value up to and including \$5 million	s. 36 HSA	HSP A/D Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 2		Refer to the Procurement and Contract Management Policy for further detail.
PR 13.05	Approve contract novations and assignments for contracts with a total contract value in excess of \$5 million and up to and including \$15 million	s. 36 HSA	HSP A/D Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 1B		Refer to the Procurement and Contract Management Policy for further detail.

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 13.06	Approve contract novations and assignments for contracts with a total contract value above \$15 million	s. 36 HSA	N/A	Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Not delegated.	This remains with the Board.
PR 14 Contract Management - Approve Variations						
PR 14.01	Approve contract variations where the cumulative value of variations are more than 10% of the contract value for variations valued up to and including \$20,000	s. 36 HSA	HSP A/D		Tier 4	Refer to the Procurement and Contract Management Policy for further detail.
PR 14.02	Approve contract variations where the cumulative value of the variations is up to and including \$250,000	s. 36 HSA	HSP A/D		Tier 3	Refer to the Procurement and Contract Management Policy for further detail.
PR 14.03	Approve contract variations where the total cumulative value of the variations is up to and including \$1 million	s. 36 HSA	HSP A/D		Tier 2	Refer to the Procurement and Contract Management Policy for further detail.
PR 14.04	Approve contract variations where the total cumulative value of the variations is over \$1 million and up to \$15 million	s. 36 HSA	HSP A/D	Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Tier 1B	Refer to the Procurement and Contract Management Policy for further detail.
PR 14.05	Approve contract variations where the total cumulative value of the variations is over \$15 million	s. 36 HSA	N/A	Unless exempted by the CEO of the Department of Finance, this power cannot be exercised in respect of procurements for capital or maintenance works with an estimated total works value of more than \$2,000,000.	Not delegated.	This remains with the Board. Refer to the Procurement and Contract Management Policy for further detail.
PR 15 Exemption - Contract Periods Exceeding Five Years						
PR 15.01	Endorse contract periods exceeding five years		PA	If the total contract value is above \$15 million Board authorisation is required.	Tier 1B	Approval also required from Chief Procurement Officer – <i>see DOH Procurement and Contract Management Policy.</i>

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 15.02	Approve Letter of Delegation to the Department of Jobs, Tourism, Science and Innovation for an application for exemption from the WA Industry Participation Strategy		PA		Director Procurement and Contract Management	Refer to the Procurement and Contract Management Policy for further detail.
PR 16 Grants (CAHS to Third Party) - Approve Grant Agreement Request and Grant Management Plan						
PR 16.01	Approve Grant Proposal for all grants up to and including \$250,000		PA		Tier 3	Refer to the Grant Policy for further detail. Authorised officer will need to execute a document on behalf of the Health Service Provider. Threshold value based on total value of the grant. Applies to Grant Conditions, Standard Grant Agreements and Grant Funding Agreements.
PR 16.02	Approve Grant Proposal for all grants up to and including \$1 million		PA		Tier 3	Refer to the Department of Health Grant Policy for further detail. Authorised officer will need to execute a document on behalf of the Health Service Provider. Threshold value based on total value of the grant. Applies to Grant Conditions, Standard Grant Agreements and Grant Funding Agreements.
PR 16.03	Approve Grant Proposal for all grants up to and including \$5 million		PA		Tier 2	Refer to the Department of Health Grant Policy for further detail. Authorised officer will need to execute a document on behalf of the Health Service Provider. Threshold value based on total value of the grant. Applies to Grant Conditions, Standard Grant Agreements and Grant Funding Agreements.
PR 16.04	Approve Grant Proposal for all grants above \$5 million with a total value up to \$15 million		PA N/A		Tier 1B	Refer to the Department of Health Grant Policy for further detail. Authorised officer will need to execute a document on behalf of the Health Service Provider. Threshold value based on total value of the grant. Applies to Grant Conditions, Standard Grant Agreements and Grant Funding Agreements.

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 17 Grants (CAHS to Third Party) - Approve Funding Program Proposal						
PR 17.01	Approve Funding Program Proposal for all grants up to and including \$250,000		PA		Tier 3	Refer to the Department of Health Grant Policy for further detail
PR 17.02	Approve Funding Program Proposal for all grants up to and including \$1 million		PA		Tier 2	Refer to the Department of Health Grant Policy for further detail
PR 17.03	Approve Funding Program Proposal for all grants above \$1 million and up to and including \$5 million		PA		Tier 1B	Refer to the Department of Health Grant Policy for further detail
PR 17.03	Approve Funding Program Proposal for all grants above \$5 million		N/A		Not authorised.	Refer to the Department of Health Grant Policy for further detail
PR 18 Grants (CAHS to third party) - Execute Grant Agreement						
PR 18.01	Execute Grant Agreement for all grants by CAHS to third party up to and including \$1 million	s. 36 HSA	HSP A/D		Tier 2	Refer to Grants Policy for further detail.
PR 18.02	Execute Grant Agreement for all grants by CAHS to third party up to and including \$5 million	s. 36 HSA	HSP A/D		Tier 1B	Refer to Grants Policy for further detail.
PR 18.03	Execute Grant Agreement for all grants by CAHS to third party above \$5 million	s. 36 HSA	N/A		Not delegated.	To remain with Board. Refer to Grants Policy for further detail.
PR 19 Grants - Variation to Grant Agreement						
PR 19.01	Exercise variation to Grant Agreement by CAHS to third party up to and including \$1 million	s. 36 HSA	HSP A/D		Tier 3	Cumulative value of variation(s) must not exceed 20% of awarded value of the Grant Agreement. Refer to Grants Policy for further detail.
PR 19.02	Exercise variation to Grant Agreement by CAHS to third party above \$1 million	s. 36 HSA	HSP A/D		Tier 2	Cumulative value of variation(s) must not exceed 20% of awarded value of the Grant Agreement. Refer to Grants Policy for further detail.
PR 20 Sponsorships - Execute Sponsorship Agreement						

PROCUREMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
PR 20.01	Execute Sponsorship Agreements for all sponsorships by CAHS to third party up to and including \$250,000	s. 36 HSA	HSP A/D		Tier 4	Refer to Sponsorship Policy for further detail.
PR 20.02	Execute Sponsorship Agreements for all sponsorships by CAHS to third party up to and including \$1,000,000	s. 36 HSA	HSP A/D		Tier 3	Refer to Sponsorship Policy for further detail.
PR 20.03	Execute Sponsorship Agreements for all sponsorships by CAHS to third party up to and including \$5,000,000	s. 36 HSA	HSP A/D		Tier 2	Refer to Sponsorship Policy for further detail.
PR 20.04	Execute Sponsorship Agreements for all sponsorships by CAHS to third party above \$5,000,000	s. 36 HSA	N/A		Not delegated or authorised.	To remain with the Board. Refer to Sponsorship Policy for further
PR 21 Endorsement of Procurement Decisions						
PR 21.01	Endorsement of exemptions from State Supply Commission and WA Health Procurement Policies		PA	This is only for exemptions up to \$250,000.	Executive Director Procurement Infrastructure and Contract Management	Refer to the Procurement and Contract Management Policy for further detail.
PR 21.02	Endorsement of Non-Compliance Memos		PA		Executive Director Procurement Infrastructure and Contract Management	

TEACHING, TRAINING AND RESEARCH

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
TR 01 Authority to apply for and enter into agreements with other HSPs						
TR 01.01	Enter into contractual arrangements for research, including clinical trials, with external agencies: a) Less than \$500,000 CAHS fiscal commitment b) More than \$500,000 CAHS fiscal commitment	s. 36(3)(b) and (f) HSA	HSP A/D	a) Tier 3 b) Tier 2		Standard Research Agreement templates can be accessed via the Research Development Unit website. Non-standard agreements are processed through L&LS. Research PF – Research Governance Policy OD 0411/12.
TR 01.02	Enter into contractual arrangements for teaching and training services with external agencies	s. 36(3)(b) HSA	HSP A/D	Tier 2		Mandatory Policy is being developed and will be aligned to the relevant Policy Framework.
TR 01.03	Approve receipt of grant from third party and execute grant agreement to receive grant for teaching, training or research: a) Less than \$500,000 CAHS fiscal commitment b) More than \$500,000 CAHS fiscal commitment	s. 36(3) HSA	HSP A/D	a) Tier 3 b) Tier 2		
TR 02 Research Authorisation						
TR 02.01	Authorisation to conduct research at a hospital or health service level	s. 34(1) HSA	HSP A/D		Tier 3	Note must be in accordance with the Research Policy framework.
TR 02.02	Authorisation for the progression of Intellectual Property through commercialisation stages for authorised research	s. 35(1) HSA s. 36(3) HSA	HSP A/D	Tier 1B		
TR 03 Research Approval Complaints						
TR 03.01	Deal with complaints regarding the conduct of a research project, the ethics review process or the research governance office review process	s. 34 HSA	PA		Tier 3	
TR 04 Authority to enter into Staff and Students Clinical Placement agreements with Educational Providers						
TR 04.01	Enter into contractual arrangements for teaching and training services with Educational Providers		PA	Tier 2	Tier 1	Standard SPCA to be used

LEGAL MATTERS

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
LM 01 Compensation Claims						
LM 01.01	Approve payment of compensation for damage to or loss of patients / staff property	<p>Board is accountable authority of CAHS s. 55 FMA.</p> <p>Accountable authority responsible for financial management s. 52 FMA.</p> <p>Functions of accountable authority, s. 53(1) FMA.</p> <p>HSP function: s.34(2)(a) HSA.</p> <p>HSP power to perform function: s. 36(2) HSA.</p> <p>HSP power to authorise officer or agent: s. 40(5) HSA.</p> <p>HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA.</p>	HSP A/D	Exclusive of claims that are forwarded to RiskCover.	Tier 2 only	Authorisation to execute documents on behalf of CAHS (s41(7)) is dependent on the internal process.
LM 02 Legal - Claims						
LM 02.01	Approve settlement of pre-RiskCover legal claims ⁵ up to \$30,000 excluding Workers Compensation cases	<p>Board is accountable authority of board governed HSP, CE is accountable authority of CE governed HSP s. 55 FMA.</p> <p>Accountable authority responsible for financial management s. 52 FMA.</p> <p>Functions of accountable authority, s. 53(1) FMA.</p> <p>HSP function: s. 34(2)(a) HSA.</p> <p>HSP power to perform function: s. 36(2) HSA.</p> <p>HSP power to delegate function to a staff member of CAHS: s. 40(1)(c) HSA.</p> <p>HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA.</p>	HSP A/D		Tier 2	

LEGAL MATTERS

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
LM 02.02	Approve settlement of non-financial components of RiskCover legal claims - excluding Workers Compensation cases	Board is accountable authority of board governed HSP, CE is accountable authority of CE governed HSP s. 55 FMA. Accountable authority responsible for financial management s. 52 FMA. Functions of accountable authority, s. 53(1) FMA. HSP function: s. 34(2)(a) HSA. HSP power to perform function: s. 36(2) HSA. HSP power to delegate function to a staff member of CAHS: s. 40(1)(c) HSA. HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA.	HSP A/D		Tier 1B	
LM 02.03	Authority to settle pre-RiskCover legal claims above \$30,000 excluding Workers Compensation cases	Board is accountable authority of board governed HSP, CE is accountable authority of CE governed HSP s. 55 FMA. Accountable authority responsible for financial management s. 52 FMA. Functions of accountable authority, s. 53(1) FMA. HSP function: s. 34(2)(a) HSA. HSP power to perform function: s. 36(2) HSA. HSP power to delegate function to a staff member of CAHS: s. 40(1)(c) HSA. HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA.	HSP A/D		Tier 1B	
LM 03	Legal - Deed of Settlement					
LM 03.01	Sign a deed of settlement	s. 41 HSA	HSP A/D		Tier 1B	
LM 04	Legal Costs - Excluding RiskCover					

LEGAL MATTERS

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
LM 04.01	Approve litigation settlement amounts, up to \$50,000	Board is accountable authority of CAHS s. 55 FMA. Board is responsible for financial management s. 52 FMA. Functions of accountable authority, s. 53(1) FMA. HSP power to perform function: s. 36(2) HSA. HSP power to authorise officer or agent: s. 40(5) HSA. HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA. HSP function: s. 34(2)(a) HSA.	HSP A/D		Tier 1B	In liaison with the Department of Health, Director Legal and Legislative Services. Does not apply to RiskCover matters. See legal services policy and procedure documents for further instructions and guidance.
LM 04.02	Approve litigation settlement amounts, from \$50,000 to 250,000	Board is accountable authority of board governed HSP, CE is accountable authority of CE governed HSP s. 55 FMA. Accountable authority responsible for financial management s. 52 FMA. Functions of accountable authority, s. 53(1) FMA. HSP function: s.34(2)(a) HSA. HSP power to perform function: s. 36(2) HSA. HSP power to authorise officer or agent: s. 40(5) HSA. HSP power to authorise employee to execute documents: s. 41(7) or s. 41(8) HSA.	HSP A/D		Tier 1B	In liaison with the Director Legal and Legislative Services. Does not apply to RiskCover matters. See legal services policy and procedure documents for further instructions and guidance.
LM 05 Legal - Advice						
LM 05.01	Request for legal advice from the State Solicitor's Office and DOH Legal and Legislative Services		PA		Tier 2	Requests for legal advice should be directed to the CAHS General Counsel on placement from the SSO who will brief SSO and LLS as required.

LEGAL MATTERS

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
LM 06	Legal Costs - Worker's Compensation Settlement Payments					
LM 06.01	Recommend RiskCover worker's compensation settlement payments		PA			Recommendation only as Riskcover makes decisions on workers compensation payments in consultation with SSO or panel lawyers engaged.
	a) above \$200,000				a) Tier 2	
	b) up to an including \$200,000				b) Director Work Health Safety Wellbeing	
	c) up to and including \$50,000				c) Business Partner Injury Management	
	⁵ Meaning claims that relate to period before Riskcover was established and insurance privately contracted					

MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
MG 01	General					
MG 01.01	Establish an efficient and effective procedure for dealing with complaints about the provision of health services by the health service provider	s. 34(2)(f) HSA	HSP A/D		Tier 1B	
MG 01.02	Report to the Department CEO on the provision of health services by the health service provider	s. 34(2)(g) HSA	HSP A/D		Tier 1B	
MG 01.03	Monitor and improve the quality of health services provided by the health service provider	s. 34(2)(h) HSA	HSP A/D		Tier 1B	
MG 01.04	Maintain land, buildings and other assets controlled and managed by the health service provider	s. 34(2)(i) HSA	HSP A/D		Tier 1B	
MG 01.05	Cooperate with other providers of health services, including providers of primary health care, in planning for, and providing, health services	s. 34(2)(k) HSA	HSP A/D		Tier 1B	
MG 01.06	Provide performance data, other data (and any other information the Department CEO may require), to the Department CEO	s. 34(2)(n) HSA	HSP A/D		Tier 1B	
MG 01.07	Provide any facility for the use of: a) a health professional to carry out a health service or other service; or b) a person that engages in community work or conducts a service that has a community or charitable purpose	s. 35(2) HSA	HSP A/D		Tier 1B	
MG 01.08	Determine the terms and conditions, including payment of charges, for the provision of a facility for the use of a health professional	s. 35(3) HSA	HSP A/D		Tier 1B	

MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
MG 01.09	Hold, manage, improve and develop a property	s. 35(3) HSA	HSP A/D	Tier 1B		<p>The Chief Executive is not delegated the power to acquire or dispose of property.</p> <p>Note that this authorisation is only for HSP land. There is a separate instrument of authorisation - Planning & Building Approvals" executed by Health Ministerial Body that permits CEs of HSPs to execute documentation in relation to the Planning & Development Act 2005 & Building Act 2011 for HMB properties as well.</p>
MG 01.10	Produce and publish information on matters relating to its functions, including results for research and development undertaken by the health service provider, alone or collaboratively	s. 36(3)(d) HSA	HSP A/D	Tier 1B		
MG 01.11	Produce and deal in any equipment, facilities or system associated with the performance of the health service provider's functions	s. 36(3)(e) HSA	HSP A/D	Tier 1B		The Chief Executive may only produce equipment, facilities or systems up to the value of \$1 million.
MG 01.12	Enter into a contract or arrangement on behalf of, and binding on, another HSP, where the value of the contract or arrangement is up to \$15,000,000	s. 36D(1)(a) HSA	HSP A/D	Tier 1B		
MG 01.13	Carry out the obligations of another HSP	s. 36D(1)(b) HSA	HSP A/D	Tier 1B		

INFORMATION MANAGEMENT

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
IM 01	Information Management - Receipt, Storage, Access, Use and Disclosure of Information					
IM 01.01	Disclosure of relevant information about patient of the HSP to any person who, in the opinion of the delegated officer, has a sufficient interest in the treatment, care, health, safety or wellbeing of the patient	s. 217(2) HSA	<p>Note regulation 4 of Health Services (Information) Regulations 2017 which provides circumstances in which the delegated officer must not disclose health information to a person under this section.</p> <p>Note regulation 6 of Health Services (Information) Regulations 2017 which prescribes the conditions on disclosure of information under Part 17 of the HSA.</p>	Tier 4		<p>Refer to s 217 of the HSA for definition of 'relevant information'. 'relevant information' means health information that, in the opinion of the delegated officer is, or is likely to be relevant to any of the following.</p> <p>a) the treatment or care of a patient who has been, is being or will or may be, provided with a health service by the health service provider.</p> <p>b) the health, safety or wellbeing of a patient who has been, is being or will or may be, provided with a health service by the health service provider.</p> <p>The delegated officer should consider whether it is appropriate to provide the relevant information to the recipient of the information taking into account issues of consent, privacy and any relevant regulations and policy frameworks. The delegated officer must determine, in their opinion, that the recipient of the relevant information has a sufficient interest in the treatment, care, health, safety or wellbeing of the patient.</p>
IM 01.02	<p>Power to disclose 'relevant information' to a prescribed authority or authorised entity or their respective delegate(s)</p> <p>Power to request and receive 'relevant information' from a prescribed authority or authorised entity or their respective delegate(s)</p>	s. 28A, 28B and 28C of <i>Children and Community Services Act 2004</i>)		Tier 4		<p>Refer to 28A of <i>Children and Community Services Act 2004</i> and <i>Children and Community Services Regulations 2006</i> for definitions of 'relevant information', 'prescribed authority' and 'authorised entity'.</p> <p>'relevant information' is</p> <p>(a) information that is, or is likely to be, relevant to:</p> <p>(i) the wellbeing of a child or a class or group of children; or</p> <p>(ii) the safety of a person who has been subjected to, or exposed to,</p> <p>family violence; or</p> <p>(b) other information of a kind prescribed by</p>

INFORMATION MANAGEMENT

IM 01.03	Control and maintain the information within a CAHS local data collection	PA		Data Custodian	In accordance with Part 17 of the Health Services Act, Health Services (Information Sharing) Regulations, and the Information Management Policy Framework.
IM 01.04	Approve the establishment of local data collections	PA		Tier 2	In accordance with the Information Management Policy Framework and ICT Policy Framework. Refer to the Data Collection Policy.
IM 01.05	Deciding whether to give or refuse access to requested documents public under the <i>Freedom of Information Act 1992 (WA)</i> (FOI Act) Deciding any charge payable for dealing with the application	s. 13(1) FOI Act Statutory authorisation under the FOI Act		Direction to: Legal Information Officer Senior Legal Information Officer Senior Mediation Legal Support Services Officer Coordinator Release of Information Manager, Mediation and Legal Services; Release of Information	See direction issued by the CAHS Board on 6 March 2019.

INFORMATION MANAGEMENT

IM 01.06	Deciding to confirm, vary or reverse a decision made by the agency, upon receiving an application for review by a person aggrieved by the decision	s. 43 FOI Act	Statutory authorisation under the FOI Act	Pursuant to s. 41 of the FOI Act, an application for review of a decision is not to be dealt with by the person who made that decision or by a person who is subordinate to that person.	Direction to: Senior Legal Information Officer Senior Mediation Legal Support Services Officer Coordinator Release of Information Manager, Mediation and Legal Services; Release of Information	See direction issued by the CAHS Board on 6 March 2019.
IM 02 Release of Documents						
IM 02.01	Approve release of corporate documents, and new editions of existing documents, of a provocative, contentious or politically sensitive nature	s. 107 HSA	PA	Tier 2	Corporate documents includes clinical and non-clinical.	
IM 02.02	Approve release of non-contentious corporate documents, and new editions of existing non-contentious documents	s. 107 HSA	PA	Tier 4	Corporate documents includes clinical and non-clinical. Non-contentious documents relate to routine items that would not raise public or political concern. Should there be any doubt, escalation to Tier 2 is required.	

GOVERNANCE AND RISK

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
RA 01	Corporate Governance					
RA 01.01	Approve all CAHS governance and control frameworks	s. 34 HSA	HSP A/D		Tier 1B	
RA 01.02	Approve the Risk Management framework and policy	TI 825	N/A		Not authorised.	This power resides with the Board.

MISCELLANEOUS

1. ID	2. Description of Function	3. Legislative Reference for Function	4. Conditions, Limitations and Restrictions	5. Delegate	6. Authorised Officer(s)	7. Comments and Additional Information
MS 01	Motor Vehicles - Government Vehicle Scheme					
MS 01.01	Approval for admission to Government Vehicle Scheme		PA		Tier 1B	State Fleet Policy requires approval by CE.
MS 02	Motor Vehicles - Use of Employee's Own Vehicle					
MS 02.01	Authorise use of employee's own vehicle for official business - on an ad-hoc basis		PA		Tier 5	
MS 03	Motor Vehicles - Home Garaging Arrangements					
MS 03.01	Authority to approve home garaging arrangements for staff		PA		Tier 3	
MS 04	Apply For and Enter into Agreements Not Otherwise Specifically Provided in this Schedule					
MS 04.01	Apply for/and or execute formal written contracts, MoU's, Agreements (including Access and Deeds of Variation) up to the value of \$25,000	s. 36(3) HSA	HSP A/D	The contract, MOU or agreement must be within the strategic direction of CAHS.	Tier 3	If for office accommodation then IF 2.07 applies.
MS 04.02	Apply for/and or execute formal written contracts, MoU's, Agreements (including Access and Deeds of Variation) up to the value of \$1 million	s. 36(3) HSA	HSP A/D	The contract, MOU or agreement must be within the strategic direction of CAHS.	Tier 2	If for office accommodation then IF 2.07 applies.
MS 04.03	Apply for/and or execute formal written contracts, MoU's, Agreements (including Access and Deeds of Variation) up to the value of \$5 million	s. 36(3) HSA	HSP A/D	The contract, MOU or agreement must be within the strategic direction of CAHS.	Tier 1B	If for office accommodation then IF 2.07 applies.
MS 04.04	Apply for/and or execute formal written contracts, MoU's, Agreements (including Access and Deeds of Variation) above \$5 million	s. 36(3) HSA	N/A		Not delegated.	This power remains with the Board. If for office accommodation then IF 2.07 applies.