

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)**

Published by CAHS Chief Executive

25 October 2019

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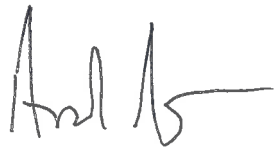
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Approval for CAHS Authorisation Schedule



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CHIEF EXECUTIVE
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DATE 25 OCTOBER 2019



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DATE 25 OCTOBER 2019

Abbreviations

Abbreviation	Meaning
CAHS	Child and Adolescent Health Service
EMHS	East Metropolitan Health Service
FMA	<i>Financial Management Act 2006</i>
FMR	<i>Financial Management Regulations 2007</i>
HSA	<i>Health Services Act 2016</i>
HSS	Health Support Services
PSMA	<i>Public Sector Management Act 1994</i>
PSM	<i>Public Sector Management (Redeployment and Redundancy) Regulations 2014</i>
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 D/A)
Grey tone	Health Service Provider (HSP) delegation or authorisation of statutory functions (HSP A/D)
Pink	Local policy or procedural arrangements (PA)
NA/D	Not authorised or delegated (N/A)

Existing CAHS authorisation schedules

Each health service provider is given certain statutory functions and powers by the *Health Services Act 2016* (WA) (**HSA**) (in particular, sections 34(2) and 36(2) 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. That is, an authorisation is a means by which the governing body of a health service provider is able to devolve its functions and powers to employees of the health service provider.

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 health service provider 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 a health service provider) 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. Therefore, the chief executive of a health service provider is able to authorise others within the health service provider to carry out his or her functions.

Authorisations for the chief executives of board 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 Authorisations 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 (eg. EM 06.01) indicates the item in the original signed authorisation or delegation instruments.

An authorisation permits functions 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 a 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 is sufficient for this purpose, in most instances.

Classifications of positions

An authorisation schedule lists all the authorisations made to specific positions, and classes of positions, in the HSP rather than to individual office 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 26 April 2019 provide the authorised officer for each function by class of position, or tier. The positions falling within each tier are described below.

Tier	Positions within the Tier
Tier 1A	Board
Tier 1B	Chief Executive
Tier 2A	Health Service Executive, Director Office of the Chief Executive
Tier 2B	Chief Financial Officer
Tier 3	Co-Directors, Allied Health Director, Director Program Management Office, Director Workforce, Director ICT, Director Finance, Director Clinical Research, Director Post-Graduate Education, Director Business Intelligence, Director Safety Quality and Performance, Director Chief Pharmacist, Director Procurement and Contract Management
Tier 4	Clinical Nurse Managers, Mental Health Directors, Community Nursing Zone Directors, Community Nurse Director, Community Director, Clinical Services, Heads of Departments, PCH Nurse Co-ordinators, Managers or Coordinators with CAHS wide Corporate Functions, Managers and Senior Officers in the PICM team, Deputy Chief Pharmacist and any other Directors not specified in Tier 3
Tier 5	Clinical Nurse Managers, Community Service Managers, Mental Health Service Managers, CAHS Corporate Managers, Head of Service, Procurement and Contracts Manager, Clinical Procurement Officer and any other Managers not specified in Tier 4.
Tier 6	Finance Business Officers Administrative Officers PICM Officers

Where a position is not clearly specified then clarification on approval should be obtained from someone at least listed as Tier 3.

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.

Appendix 1: Employment

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 01	Redeployment and Redundancy¹					
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 (Regulations)</i>	BOARD A/D	Must make this determination in accordance with the Regulations		Tier 1B
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

¹ Employing authority is the Board, not the HSP, and as the Board has no express right to delegate under the HSA, all must be by authorisation

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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 (Western Australia)	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 (Western Australia)s. 147, 149 HSA	s. 147, 149 HSA	BOARD A/D		Tier 2	
EM 02.03	Remove or vary a suspension imposed in relation to an action under the Health Practitioner Regulation National (Western Australia)	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	

1.	2.	3.	4.	5.	6.	7.	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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 (Western Australia)	s.150(1), Part 11, Division 3 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), Part 11, Division 3 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 (Western Australia)	s.150(1), Part 11, Division 3 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(3) HSA Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 1B	Regard must be had to section 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), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 4	
EM 03.02	Decision to take improvement action or no action in respect of a suspected breach of discipline	s.162(b)(i)&(ii), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.		Tier 4	
EM 03.03	Decide the disciplinary action (excluding dismissal) to be taken in response to a finding of breach of discipline	s.163(3)(b), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates. N.B. Only exercisable in respect of a person in a position in a lower tier to the authorised officer.		Tier 4	
EM 03.04	Decide and notify the disciplinary action of dismissal of an employee in response to a finding of breach of discipline	s.163(3)(b), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 1B	

1.	2.	3.	4.	5.	6.	7.	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
EM 03.05	Alter an employee's scope of practice or duties pending a finding on a breach of discipline	s.164(1)(b), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 3	
EM 03.06	Suspend an employee on full pay, pending a finding of a breach of discipline	s.164(1)(a), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 3	
EM 03.07	Suspend an employee on partial pay or without pay pending a finding of a breach of discipline	s.164(1)(a), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 2	
EM 03.08	Remove or vary the terms of the suspension imposed due to a finding of discipline	s.164(3), Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 2	
EM 03.09	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 and related templates		Tier 4	
EM 03.10	Notify the Department CEO if a HSP employee: <ul style="list-style-type: none"> has been found to have committed a breach of discipline; and 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 03.11	Terminate employee's employment after notification that the employee's employment has been terminated at another Health Service Provider	s.168, Part 11, Division 3 HSA	BOARD A/D	In accordance with the Discipline Policy and related templates		Tier 1B	Refer to s.168(2) & (3) HSA when making this decision.
EM 03.12	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 <i>Health Practitioner Regulation National Law (Western Australia)</i>² 	s.146(1) HSA	N/A	In accordance with the Notifying Misconduct Policy and Reporting of Criminal Conduct and Professional Misconduct Policy	Not delegated. Remains with CE.		Remains with CE. Refer to s.146(5) HSA for further information

² This power resides with CAHS CE, hence shaded in blue

1.	2.	3.	4.	5.	6.	7.	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
EM 04	Substandard Performance³						
EM 04.01	Direct an investigation to be held into whether or not an employee's performance is substandard performance	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
EM 04.03	Terminate an employee in relation to substandard performance	s.159(1)(c) HSA	BOARD A/D	In accordance with the Managing Unsatisfactory and Substandard Performance Policy		Tier 1B	Refer to s.158 of the HSA
EM 05	Human Resources						
EM 05.01	Dismiss employee for other reasons such as incapacity; abandonment of employment; or during probationary period	s. 104 HSA	BOARD A/D	In accordance with the applicable Industrial Instrument		Tier 1B	
EM 05.02	Extend probation period	s. 104 HSA	BOARD A/D	In accordance with the applicable Industrial Instrument		Tier 4	Must be managed in consultation with local Workforce / Human Resources.
EM 06	Employment of employees						
EM 06.01	Employ a person in a permanent position (i.e. already created permanent position) or fixed term position: <ul style="list-style-type: none"> (a) for all non-medical positions (b) for non-medical positions within: <ul style="list-style-type: none"> (i) HSU Level 8 and below; (ii) SRN3 and below; and (iii) Prof Level 2 and below. 	S. 104 HSA	BOARD A/D	In accordance with Commissioner's Instruction 2 and WA Health Recruitment, Selection and Appointment Policy and Procedure		(a) Tier 1B (b) Tier 2	

³ Employing authority is the board (s103) so best to give authorisation, as board has no express statutory power of delegation.

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 06.02	Employ a person in a fixed term position: (a) all 5 year medical consultant contracts (b) other medical contracts	s. 104 HSA	BOARD A/D	In accordance with Commissioner's Instruction 2 and WA Health Recruitment, Selection and Appointment Policy and Procedure		(a) Tier 1B (b) Tier 2
EM 06.03	Employ a person in a casual position: (i) HSU Level 8 and below; (ii) SRN3 and below; and (iii) Prof Level 2 and below.	s.104 HSA	BOARD A/D			Tier 2
EM 07	Agency and Casual Staff					
EM 07.01	Engage agency staff (clinical)	s. 104 HSA	BOARD A/D			Tier 4
EM 07.02	Engage agency staff (non-clinical)	s. 104 HSA	BOARD A/D			Tier 3
EM 08	Establishment and FTE Management					
EM 08.01	Create new position	s. 104 HSA	BOARD A/D			Tier 1B
EM 08.02	Increase in FTE for an existing position	s. 104 HSA	BOARD A/D			Tier 1B
EM 08.03	Convert a fixed term position to permanent	s. 104 HSA	BOARD A/D			Tier 1B
EM 08.04	Extend a fixed term position or reactivation of expired fixed term position (within 6 months of end date) and subsequent extensions	s. 104 HSA	BOARD A/D			Tier 1B
EM 08.05	Abolish or suspend a vacant position	s. 104 HSA	BOARD A/D			Tier 2
EM 09	Classifications					

1.	2.	3.	4.	5.	6.	7.	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
EM 09.01	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-9; • HSO professional division positions up to level HSO P-3; • SRN positions up to level SRN-3; • Support Workers; and • Competency or criteria progression as provided for by an industrial instrument including Building and Engineering Trade positions. 	s. 104 HSA	BOARD A/D	In accordance with the Classifications Policy		Tier 1B	
EM 10	Transfer and Secondments						
EM 10.01	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 4	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.
EM 10.02	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 4	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.
EM 10.03	Transfer an employee to a position within the Department of Health	s. 141(2)(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 4	
EM 10.04	Consent to the decision of another employing authority (Department of Health or HSP) to transfer an employee to a position within CAHS	S 141(4)(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 4	

1.	2.	3.	4.	5.	6.	7.	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
EM 10.05	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 A/D		Tier 3		The employee must consent.
EM 10.06	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 A/D		Tier 3		The employee must consent.
EM 10.07	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 extensions.	s. 142(2) HSA s.119 delegation from CAHS Chief Executive	CE A/D		Tier 3,		The employee must consent.
EM 10.08	Enter into an arrangement with another health service provider for the secondment of a CAHS employee to that other health service provider and subsequent extensions.	s. 142(3) HSA s.119 delegation from CAHS Chief Executive	CE A/D		Tier 4		The employee must consent.
EM 11	Approval to Advertise						
EM 11.01	Approve the advertising of existing or newly created positions (permanent)		PA	Targeted advertising (advertising other than on JobsWA website) is required to be approved by the CAHS Chief Executive		Tier 2	
EM 11.02	Approve the advertising of existing or newly created positions (fixed term position, including EOI)		PA			Tier 2	
EM 11.03	Approve the advertising of existing or newly created positions (casual position)		PA			Tier 3	
EM 11.04	Approve the advertising of appointment pools		PA			Tier 2	
EM 11.05	Approve targeted advertising		PA			Tier 1B	
EM 12	Allowances and Incentives						

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 12.01	Approve allowances per industrial agreement (excluding higher duties, temporary special allowance and attraction and retention incentives)	S 140(3) HSA	BOARD A/D		Tier 4	
EM 12.02	Approve temporary special allowance (maximum total period of 12 months), for positions: <ul style="list-style-type: none"> HSU G9 and below HSU P3 and below SRN L3 and below 	S 140(3) HSA	BOARD A/D		Chair, Health Service Classification Review Committee (Director of Workforce) only	On advice from Workforce.
EM 12.03	Approve temporary special allowance (total period exceeding 12 months), for positions: <ul style="list-style-type: none"> HSU G9 and below HSU P3 and below SRN L3 and below 	S 140(3) HSA	BOARD A/D		Chair, Health Service Classification Review Committee (Director of Workforce) only	On advice from Workforce. In line with approved Whole of Health Classification Review Committee Terms of Reference
EM 12.04	Approve temporary special allowance for senior positions: <ul style="list-style-type: none"> HSU G10 and above HSU P4 and above SRN L4 and above 	S 140(3) HSA	BOARD A/D		Tier 1B	On recommendation from the Whole of Health Classification Review Committee.
EM 12.05	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	Contracted Hours					
EM 13.01	Approve ongoing increase to contracted hours (clinical)	S 140(3) HSA	BOARD A/D		Tier 2	
EM 13.02	Approve ongoing increase to contracted hours (non-clinical)	S 140(3) HSA	BOARD A/D		Tier 2	

1.	2.	3.		4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 13.03	Approve temporary increase to contracted hours (clinical)	S 140(3) HSA	BOARD A/D			Tier 4	
EM 13.04	Approve temporary increase to contracted hours (non-clinical)	S 140(3) HSA	BOARD A/D			Tier 3	
EM 13.05	Approve decrease to contracted hours	S 140(3) HSA	BOARD A/D			Tier 5	HR advice should be sought first.
EM14	Flexible Working Arrangements						
EM 14.01	Approve flexible working arrangements		PA	Excludes approval of telecommuting		Tier 4	Refer to the CAHS Flexible Work policy and the CAHS Flexible Work Arrangements Guidelines For telecommuting arrangements refer to authorisation EM 20 below.
EM 14.02	Approve flexibility agreement under an industrial instrument		PA			Tier 2	Refer to the CAHS Flexible Work policy and the CAHS Flexible Work Arrangements Guidelines
EM15	Grievances and Breach of Standard Claims						
EM 15.01	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 15.02	Approve the initiation of review of an employee grievance by an external investigator		PA			Tier 2	Must consult with Workforce and Human Resources
EM 15.03	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 15.04	Approve the resolving of a Breach of Standard claim		PA			Tier 4	Should be managed in consultation with Workforce and Human Resources.
EM 15.05	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 16	Leave						
EM 16.01	Approve accrued days off arrangement		PA			Tier 4	

1.	2.	3.		4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 16.02	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 16.03	Approve request to take leave (excluding medical officers leave, leave without pay, study leave and other leave)		PA			Tier 5 (with managerial responsibilities)	
EM 16.04	Approve request to enter into purchased leave / deferred salary arrangement		PA			Tier 3	
EM 16.05	Approve request for Medical Officers leave (except leave without pay)		PA			Tier 4	
EM 16.06	Approve leave without pay, up to and including 4 weeks		PA			Tier 4	
EM 16.07	Approve leave without pay, between 4 weeks and up to and including 12 months		PA			Tier 3	
EM 16.08	Approve leave without pay, greater than 12 months		PA			Tier 2	
EM 16.09	Approve parental leave, up to and including 12 months		PA			Tier 4	
EM 16.10	Approve extension of leave without pay following parental leave, up to and including 2 years		PA			Tier 3	
EM 16.11	Approve request for study leave, up to and including 1 week		PA			Tier 4	
EM 16.12	Approve request for study leave, greater than 1 week		PA			Tier 3	

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 16.13	Approve request for other leave: <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 		PA		Tier 4	
EM 16.14	Approve portability of eligible forms of leave within WA Health entities		PA		Tier 3	
EM 16.15	Approve the acceptance for transfers of eligible forms of leave from other State Government agencies		PA		Tier 3	On advice from Workforce.
EM 16.16	Approve the acceptance of transfers of eligible forms of leave from Commonwealth Government agencies		PA		Tier 2	On advice from Workforce. In accordance with the relevant Industrial Agreement.
EM 16.17	Approve the deferment of an excess annual or long service leave by employee leave management plan		PA		Tier 3	
EM 16.18	Approve access to pro-rata long service leave within preservation age or in accordance with industrial agreements		PA		Tier 4	
EM 17	Novated Car Lease					

1.	2.	3.	4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 17.01	Approve novated car leases for salary packaging		PA		Tier 3, Director Finance, Finance & Business Officer, Director Workforce, Human Resources Manager, Senior HR Consultant, HR Consultant, Manager Financial Operations	
EM 18	Rosters, Overtime and Time Off in Lieu					
EM 18.01	Approve rosters (medical)		PA		Tier 4	
EM 18.02	Approve rosters (non-medical)		PA		Tier 4	
EM 18.03	Approve overtime		PA		Tier 4	
EM 18.04	Approve accrual of Time Off in Lieu (TOIL)		PA		Tier 4	
EM 19	Secondary Employment					
EM 19.01	Approve additional / outside or secondary employment		PA		Tier 3	If conflict of interest is identified refer to EM 22.02
EM 20	Telecommuting Arrangements					
EM 20.01	Approve telecommuting arrangement (up to and including 6 months)		PA		Tier 3	Refer to the CAHS Flexible Work policy and the CAHS Flexible Work Arrangements Guidelines
EM 20.02	Approve telecommuting arrangement (greater than 6 months)		PA		Tier 2	Refer to the CAHS Flexible Work policy and the CAHS Flexible Work Arrangements Guidelines
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(3) HSA	BOARD A/D		Tier 1B	

1.	2.	3.		4.	5.	6.	7.
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
EM 21.02	Approval for sessional practitioners to work up to 5 sessions per week	S 140(3) 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 2	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 2	CAHS Conflict of Interest – Management of Approvals procedure
EM 22.03	Authorise a Request for staff member User Data / Information		PA			Tier 2	In consultation with the Director of Workforce.

Appendix 2A: Financial Management

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	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: <ul style="list-style-type: none"> - Commonwealth Restricted Cost Centre (HRCC); - Externally Restricted Cost Centre (ERCC); and - Mental Health Restricted Cost Centre (MRCC) 	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: <ul style="list-style-type: none"> - Type B Treasury SPA Cost Centre; - Type C Treasury SPA Cost Centre; and - Type D Treasury SPA Cost Centre 	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	S107 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	S107 HSA	PA			Appointed Information Custodians	
FM 02	Bank Accounts						

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

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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	Department of Treasury/ Commonwealth 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 allow a bank account to be overdrawn	s.14 FMA TI 822	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 the Chief Finance Officer
FM 02.07	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 and not CAHS.		Cannot be authorised	The accountable authority (ie Board) must sign trust statement.
FM 03.02	Sign Special Purpose Statement for Special Purpose Accounts to be established under s16(1)(d) FMA	s. 17(1)(a) FMA TI 802(3)	N/A	This power resides with the Board and not CAHS.		Cannot be authorised	The accountable authority (ie Board) must sign trust statement.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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.
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	Approve receipt of donation, bequest or grant revenue, in cash or property, to a value up to and including \$100,000	s. 53(1) FMA s. 36(5)(c) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 3	If these occur relating to a bequest or donation of real property (i.e. land or an interest in land) then the provisions of IF 02 would apply instead. If grant for research see TR 01.02
FM 04.02	Approve receipt of donation, bequest or grant revenue, in cash or property, to a value above \$100,000 up to and including \$500,000	s. 53(1) FMA s. 36(5)(c) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 2	If these occur relating to a bequest or donation of real property (i.e. land or an interest in land) then the provisions of IF 02 would apply instead. If grant for research see TR 01.02
FM 04.03	Approve receipt of donation, bequest or grant revenue, in cash or property, to a value above \$500,000	s. 53(1) FMA s. 36(5)(c) HSA	BOARD A/D	This power resides with the Board not CAHS.		Tier 2	If these occur relating to a bequest or donation of real property (i.e. land or an interest in land) then the provisions of IF 02 would apply instead. If grant for research see TR 01.02
FM 04.04	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 <i>Note: Where expenditure is not covered by another specific authorisation.</i>						
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, above \$5,000 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	

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
FM 05.03	Approve expenditure on goods and services, in accordance with approved budgets, above \$20,000 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, above \$50,000 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	
FM 05.05	Approve expenditure on goods and services, in accordance with approved budgets, above \$100,000 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, above \$500,000 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 1B	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 FM05.01 to FM05.07. This effectively gives the Chief Finance Officer the authority to exempt an officer from the above authorisations, on a case by case basis.
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 that there is an immediate need for expenditure to be approved by an officer outside the limits specified in FM05.07. 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 <i>Note: Officers have the authority to approve expenditure up to the limits permitted by the Purchasing Card assigned to them.</i>						
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 cards.
FM 06.02	Approve issue 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.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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 321(3) and Guideline (2) requires Accountable Authorities to approve the policy on purchasing cards, which should <i>specifically</i> include a prohibition on using the cash advance feature unless otherwise allowed by the Accountable Authority in a particular instance.
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 – Write Offs						
FM 07.01	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 07.02	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 (ie Board) can approve this.
FM 07.03	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 (ie Board).
FM 07.04	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 (ie Board). This ultimately requires approval from the Governor of Western Australia.
FM 08	Act of Grace / Ex Gratia Payments						
FM 08.01	Approve an Act of Grace payment to a third party for up to and including \$250,000	TI 319(2) S80(1) FMA, s74(1) FMA	N/A			Cannot be authorised	Board must request approval from the Minister for Health.
FM 08.02	Approve an Act of Grace payment to a third party above \$250,000	s80(2) FMA and TI 319(3)	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 08.03	Recommend an ex gratia payment, in the interest of the entity	s. 36(5)(b) HSA	HSP A/D			Tier 1B	
FM 08.04	Approve a gift for a charitable purpose, or benefit to the community	s. 36(5)(a) HSA	HSP A/D			Tier 1B	
FM 9	Annual Estimates and Reports						

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
FM 09.01	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 Authority.
FM 09.02	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 09.03	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 Minister for Health.
FM 09.04	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 09.05	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 providing for inclusion of the KPIs in the annual report.
FM 09.06	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 09.07	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 09.08	Submit Annual Estimates for Special Purpose Accounts to the Minister for Health, where the financial effect of their operations is not included in the budget statements	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).
FM 09.09	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 10	Business Arrangements						
FM 10.01	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 10.02	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 11	Certifying and Incurring Payments						

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
FM 11.01	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 11.02	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 11.03	Appoint a single officer as both a Certifying Officer and an Incurring Officer, for payments up to and including \$1,000 (inclusive of GST)	TI 304(12)	BOARD A/D	This power resides with the Board not CAHS.		Tier 2B	Authorised, as per TI 107.
FM 12	Chief Finance Officers						
FM 12.01	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 s57(1)(a) FMA whilst appointment of person to position of CFO is given to the Chief Executive.
FM 12.02	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 13	Collection Agents						
FM 13.01	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 13.02	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.
FM 14	Commercial Activities						
FM 14.01	Approve development and commercial exploitation of technology, software or other intellectual property	s. 36(3)(f) HSA	HSP A/D		Tier 1B		
FM 14.02	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 14.03	Approve commercialisation of consultancy and advisory services	s. 36(3)(h) HSA	HSP A/D		Tier 1B		
FM 14.04	Approve commercialisation of advertising opportunities	s. 36(3)(g) HSA	HSP A/D		Tier 1B		

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 14.05	Enter into contracts relating to the commercialisation of consultancy services, advisory services or advertising opportunities	s. 36(3)(g) and s. 36(3)(h) HSA s40 HSA – permits CAHS to delegate to board member or staff member	HSP A/D		Tier 2	
FM 14.06	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 to be inconsistent with and do not have an adverse effect on the performance of its other functions.	Tier 1B	
FM 14.07	Enter into contracts relating to commercial activities permitted by s35 HSA	s. 35(1) HSA	HSP A/D		Tier 1B	
FM 15	Contracts					
FM 15.01	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 15.02	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 1B	Obligation resides with CAHS Board as accountable authority, but can be authorised, as per TI 107.
FM 16	Fees and Charges					
FM 16.01	Determine a fee or charge for health services, where it has not been fixed by the Minister by an order under s56(2) HSA, and has not been fixed under the WA Health Fees and Charges Manual	s. 55(3) HSA	HSP A/D		Tier 1B	The Fees and Charges Manual within the Financial Management Policy Framework requires all new fees to be considered by the System Manager, <i>before</i> they are levied by Health Service Providers. Under the policy framework, the System Manager reserves the right to fix a fee or charge for the purposes of ensuring consistency and equity across Health Service Providers.
FM 16.02	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.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 16.03	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; where it has not been prescribed under s230(2)(c) HSA, and has not been fixed under the WA Health Fees and Charges Manual	s. 59(1) HSA	HSP A/D		Tier 1B	The Fees and Charges Manual within the Financial Management Policy Framework requires all new fees for health services to be considered by the System Manager, <i>before</i> they are levied by Health Service Providers (note does not include fees for 'other goods and services'). Under the policy framework, the System Manager reserves the right to fix a fee or charge for the purposes of ensuring consistency and equity across Health Service Providers.
FM 16.04	Determine the charges payable for any facility under the control of CAHS, for the use of a health professional to carry out a health service or other service	s. 35(3) HSA	HSP A/D		Tier 2B	
FM 17	Foreign Exchange					
FM 17.01	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 (inc of GST)	TI 826(4)	N/A	This power resides with the Board.		Not authorised To remain with the Board.
FM 17.02	Determine a threshold for when 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 18	Internal Audit					
FM 18.01	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 18.02	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 18.03	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 18.04	Approve the Internal Audit Plan	s. 53(1)(d) FMA T1 107 TI 1202	N/A	This power resides with the Board.		Cannot be delegated or authorised. Board must approve internal audit plan.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
FM 18.05	Appoint a professional service firm to conduct an internal audit	s.53(1)(d) FMA TI 1202	BOARD A/D			Tier 1B	
FM 18.06	Approve standards for the conduct of internal audits by external professional service firms	s. 53(1)(d) FMA T1 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 18.07	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 19	Loss of Official Money or Property						
FM 19.01	Direct that an investigation be undertaken in relation to the loss of official money or property in accordance with section 51 FMA	s. 51 FMA	N/A	This power resides with the Board.		Manager Integrity and Ethics, Tier 4, 3, 2, 1B	Refer to Discipline Policy
FM 19.02	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.		Manager Integrity and Ethics, Tier 4, 3, 2, 1B	Refer to Discipline Policy The authorised officer has the powers of a special inquirer under PSMA s.24I & s.24J.
FM 19.03	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, 3, 2, 1B	Refer to Discipline Policy
FM 19.04	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 20	Notice of Financial Difficulty						
FM 20.01	Notify the Director General if the entity is unable to, or is unlikely to be able to, satisfy its financial obligations	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 21	Payments – General						
FM 21.01	Approve the format of payment records	TI 308(2)	BOARD A/D	This power resides with the Board.		Chief Finance Officer	Authorised (see TI 308 Guideline 1).
FM 21.02	Enter into direct debit payment arrangements with a vendor	s.36(3)(b) HSA	HSP A/D		Chief Financial Officer		
FM 22	Property						

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
FM 22.01	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	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.
FM 22.02	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 22.03	Maintain a Portable and Attractive Items Register	TI 410(3)	BOARD A/D			Tier 2B	Authorised, as per TI 107.
FM 22.04	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 22.05	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 22.06	Approve the means for disposal of public property, valued up to and including \$1,000 per item	s. 36(3)(a) HSA	HSP A/D		Tier 2 B		Note that property in this authorisation does not include real property.
FM 22.07	Approve the means for disposal 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 22.08	Approve the means for disposal 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 22.09	Engage an external contractor to value buildings	s.36(3)(b) HSA	HSP A/D		Chief Finance Officer		
FM 23	Resource Agreement						
FM 23.01	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.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 23.02	Submit the draft Resource 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 Authority.
FM 24	Supplementary Appropriations					
FM 24.01	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 24.02	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 25	Treasurer's Advance					
FM 25.01	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 25.02	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 form, and requires the signature of the Accountable Authority (Board).
FM 26	Treasury Forms					
FM 26.01	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 form, and requires the signature of the Accountable Authority (Board).
FM 26.02	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 form, and requires the signature of the Accountable Authority (Board).
FM 26.04	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 form, and requires the signature of the Accountable Authority (Board).
FM 26.05	Sign 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 form, and requires the signature of the Accountable Authority (Board).
FM 27	Exemptions from Treasurer's Instructions					

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 27.01	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 28	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 28.01	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 28.02	Approve addition of an officer to the EMPAC system within the Standard 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 29	Banking of Money Received					
FM 29.01	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 29.02	Approve banking of money up to 20 working days after it is received, where the circumstances in TI 206(6) apply	TI 206(6)	N/A	This power resides with the Board.		Not authorised
FM 30	Financial Records					
FM 30.01	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.
FM 30.02	Approve destruction of financial and accounting records, 6 years after the completion of an audit by the Auditor General, in accordance with TI 804(3)	TI 804(3)	N/A	This power resides with the Board.		Not authorised Board to authorise destruction.
FM 31	Security Documents					
FM 31.01	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 32	Surplus Funds					

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 32.01	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 33	Payments – Employees					
FM 33.01	Approve the format of employee records	TI 501(1)	N/A	This power resides with the Board.		Not authorised Board alone must approve format of employee records.
FM 33.02	Approve non-bank institutions to which payments of salaries and wages may be made for an employee	TI 506(5)	N/A	This power resides with the Board.		Not authorised Board alone must approve non-bank deposit taking institutions to which net salary or wage may be credited.
FM 33.03	Approve payment of salaries and wages at a frequency other than once every fortnight	TI 507(1)	N/A	This power resides with the Board.		Not authorised Board alone can approve payment of salary or wages other than fortnightly.
FM 33.04	Approve earlier payment of salaries and wages if a payday falls on a Public Holiday or Public Service Holiday (or eve thereof)	TI 507(2)	N/A	This power resides with the Board.		Not authorised Board alone can approve earlier payment, unless payment is no more than two working days before the holiday.
FM 33.05	Determine the voluntary deductions that may be made from the salaries and wages of an officer	TI 515(4)	N/A	This power resides with the Board.		Not authorised Board alone can determine what voluntary deductions may be permitted.
FM 33.06	Determine the rate of commission that may be charged on amounts deducted in respect of voluntary deductions	TI 515(7)	N/A	This power resides with the Board.		Not authorised Board alone may determine this.
FM 34	Financial Management Manual (FMM)					
FM 34.01	Approve issue, amendment and revocation of local financial policies, procedures and guidelines, in accordance with FMM		PA			Chief Finance Officer
FM 35	Operations – Cash Receipts					
FM 35.01	Approve mechanisms for receiving cash	S 543 FMM	PA			Chief Finance Officer
FM 36	Operations – Cheques					
FM 36.01	Approve issue of replacement cheques	S 634 FMM	PA			Chief Finance Officer
FM 36.02	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

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 36.03	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 37	Operations - Discounts					
FM 37.01	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	Operations – Petty Cash					
FM 38.01	Determine the maximum monetary limit and classes of expenditure for petty cash	TI 701(5)(ii)	PA			Chief Finance Officer See s 621 FMM
FM 39	Operations – Storage of Cash and Valuables					
FM 39.01	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

Appendix 2B: Financial Management

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 40	Expenditure – Gratuities and Honoraria					
FM 40.01	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 41	Expenditure – Litigation Settlements					
FM 41.01	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 41.02	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 (Board).

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
FM 42	Carryover of Expenditure						
FM 42.01	Approve internal carryover of non-capital (recurrent) expenditure and Commonwealth funds	s. 107(2)(a) HSA	CE A/D	This power resides with the Chief Executive, subject to control of the Board.	Chief Finance Officer		

Appendix 3: Infrastructure

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
IF 01	Capital Works 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 or interests in land <i>These delegations do not apply to Perth Children’s Hospital.</i> <i>HMB is lessee of PCH land from QEII Trust and must deal with PCH related matters.</i>						
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 a transfer of land where CAHS is transferee (purchaser)	s. 36(3)(a) HSA	HSP A/D	The Board must give written approval of the transfer of land prior to signing	Tier 1B		
IF 02.03	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 1B		
IF 02.04	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.		This power remains with CAHS and decision to enter into a lease agreement of this type resides with the Board and is to be signed under common seal
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	s. 36(3)(a) HSA	HSP A/D		Tier 1B		

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
IF 02.06	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 \$2,000,000 or greater.	s. 36(3)(a) HSA	N/A		Not delegated.		This power remains with CAHS and decision to enter into a lease agreement of this type is made by the Board and is to be signed under common seal. The Board (in its discretion) may also consider it appropriate to give approval for any extensions of lease or any options to renew at the time of approving the lease.
IF 02.07	Sign an extension of lease (including sublease 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 1B		
IF 02.08	Sign an extension of lease (including sublease or sub-sublease) where CAHS is lessee and the total value of the lease (initial term + extension + unexercised options) is \$2000,000 or greater.	s. 36(3)(a) HSA	N/A		Not delegated.		This power remains with CAHS and decision to enter into a lease extension agreement of this type is made by the Board and is to be signed under common seal. The Board (in its discretion) may also consider it appropriate to give approval for any options to renew at the time of approving the extension of lease.
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 less than \$2,000,000.	s. 36(3)(a) HSA	HSP A/D		Tier 1B		Some lease variations will constitute a disposal of health service land. If the variation of lease constitutes a disposal of health service land, the Minister's written agreement will be required before the variation can be entered into.
If 2.10	Sign a variation of lease (sublease or sub-sublease) where CAHS is lessee and cumulative value of the lease (initial term + options) \$2,000,000 or greater.	s. 36(3)(a) HSA	N/A		Not delegated.		This power remains with CAHS and decision to enter into a lease extension agreement of this type is made by the Board and is to be signed under common seal. Some lease variations will constitute a disposal of health service land. If the variation of lease constitutes a disposal of health service land, the Minister's written agreement will be required before the variation can be entered into.
IF 02.11	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 1B		

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
IF 02.12	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 less than \$500,000	s. 36(3)(a) HSA	HSP A/D		Tier 2B		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 into.
IF 02.13	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 - \$2,000,000	s. 36(3)(a) HSA	HSP A/D		Tier 1B		
IF 02.14	Sign a licence, including a licence to occupy, where CAHS is licensee and where the licence has a total licence fee (initial term + options) of less than \$500,000	s. 36(3)(a) HSA	HSP A/D		Tier 2B		
IF 02.15	Sign a licence, including a licence to occupy, where CAHS is licensee and where the licence has a total licence fee (initial term + options) of \$500,000 - \$2,000,000	s. 36(3)(a) HSA	HSP A/D		Tier 1B		
IF 02.16	Sign an easement where CAHS is Grantee	s. 36(3)(a) HSA	HSP A/D		Tier 1B		
IF 02.17	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 1B		
IF 02.18	Sign a caveat	s. 36(3)(a) HSA	HSP A/D		Tier 2A		
IF 03	Land and Property – Disposal of health service land or interests in health service land						

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
IF 03.01	Sign documents required for a disposal of health service land and / 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	<p>A HSP cannot dispose of health service land or an interest in health service land without the Minister’s written agreement.</p> <p>The Board must give written approval of the disposal prior to signing.</p> <p>Where the health service land in question is vested or registered in the name of the Minister/HMB/State, this delegation has no effect in respect of documents effecting the disposal; only the Minister/HMB or their delegate may sign relevant documents effecting the disposal.</p>	Tier 1B		<p>Health service land is land vested in the health service provider or acquired by a health service provider. Land includes an interest in land. A health service provider cannot dispose of land or interests in land that are vested in it or acquired by it without the Minister’s written agreement (see s 37(3) HSA).</p> <p>A disposal of health service land may include, for example, but is not limited to:</p> <ul style="list-style-type: none"> • sale of health service land • lease or sub-lease where CAHS is lessor • assignment of lease • surrender of lease where CAHS is lessee or lessor • licences (including licence to occupy) where CAHS is licensor • deed of land exchange • discharge of mortgage or charge • surrender of easements or restrictive covenant • surrender of option to purchase • withdrawal of caveat • easement where CAHS is Grantor <p>Please seek legal advice if you are uncertain as to what constitutes a disposal of health service land.</p>
IF 04	Perth Children’s Hospital – Authority to act as agent of HMB					

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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 sublessor but as agent of the Health Ministerial Body (HMB).		<p>PA</p> <p>This is limited to acting as agent of HMB for managing its occupation of PCH and PCH site within QEII Medical Centre Site, including managing the sub-tenants and licensees at PCH, all in accordance with 'Agent Authorisation – Perth Children's Hospital' dated 30 April 2018.</p> <p>It does not include the power to sign documents required :</p> <ul style="list-style-type: none"> • as Sub-lessor of PCH Lease; • as licensor of a portion of PCH; • as assignor of part or all of HMB's leasehold interest in the PCH Lease; • as lessee surrendering part or all of the PCH Lease; <p>for the disposal of health service land and/or a disposal of an interest in health service land (see IF 03.01).</p>		Tier 2B	The Agent Authorisation from HMB is granted to CAHS. CAHS requires this authorisation to be undertaken by a Tier 2 or above.

Appendix 4: Procurement

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
PR 01	Authority to apply for and enter into agreements with other HSPs						
PR 01.01	Authority to execute agreements with another HSP up to the value of \$25,000	S 48(2) HSA	HSP A/D	CAHS service agreement with the Department CEO must expressly permit CAHS to provide services to another HSP.		Tier 3	
PR 01.02	Authority to execute agreements with another HSP up to the value of \$1 million	S 48(2) HSA	HSP A/D	CAHS service agreement with the Department CEO must expressly permit CAHS to provide services to another HSP.		Tier 2B	
PR 01.03	Authority to execute agreements with another HSP up to the value of \$5 million	S 48(2) HSA	HSP A/D	CAHS service agreement with the Department CEO must expressly permit CAHS to provide services to another HSP.		Tier 1B	
PR 01.04	Authority to execute agreements with another HSP above \$5 million	S 48(2) HSA	N/A	CAHS service agreement with the Department CEO must expressly permit CAHS to provide services to another HSP.		Not authorised	This power remains with the Board
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)

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

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

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

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	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.</p> <p>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 2	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 a total contract value above \$15 million		PA		Tier 1B	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					

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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.
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 2	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 1B	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		PA N/A		Not authorised.	This remains with the Board – 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.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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.
PR 07.03	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value above \$5 million and up to and including \$15 million		PA		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 07.04	Approve Negotiation Plan for preferred respondent negotiations for procurements with a total contract value above \$15 million		PA N/A		Not authorised.	This remains with the Board 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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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)

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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)
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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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)

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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 08.06	Award contract or decline all Offers for procurements with a total contract value above \$15 million	s36 HSA	N/A This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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.	Not delegated.		This power remains with the Board 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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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 1 B		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)

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
PR 09.02	Award contract or decline all offers for procurements with a total contract value above \$5 million	s 36 HSA	N/A This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement. 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					
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 Directorate (PCMD) to publish on Tenders WA as anything \$50k or above must be facilitated by PCMD Director
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 2	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 1B	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 (Tier 3)	Refer to the Procurement and Contract Management Policy for further detail.
PR 12	Contract Management – Approve/Decline to exercise options					

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 12.04	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 12.05	Exercise option or decline to exercise option to extend contract with a total contract value above \$15 million	s 36 HSA	N/A	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	Not delegated.		This power remains with the Board 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						
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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	Tier 4		Refer to the Procurement and Contract Management Policy for further detail.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 \$1 million	s 36 HSA	HSP A/D	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 up to and including \$15 million	s 36 HSA	HSP A/D	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	Tier 1B		Refer to the Procurement and Contract Management Policy for further detail.
PR 13.06	Approve contract novations and assignments for contracts with a total contract value above \$15 million	s 36 HSA	N/A	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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	This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	Tier 2		Refer to the Procurement and Contract Management Policy for further detail.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 This power cannot be exercised for the purpose of entering into contracts for capital and maintenance works procurement.	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 – see <i>DOH Procurement and Contract Management Policy</i> .
PR 16	Grants (CAHS to third party) – Approve Grant Agreement Request and Grant Management Plan					
PR 16.01	Approve Grant Agreement Request and Grant Management Plan 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 Agreement Request and Grant Management Plan for all grants up to and including \$1 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.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
PR 16.03	Approve Grant Agreement Request and Grant Management Plan for all grants up to and including \$5 million		PA		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.
PR 16.04	Approve Grant Agreement Request and Grant Management Plan for all grants above \$5 million		PA N/A		Not authorised.	This remains with the Board 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 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 up to and including \$5 million		PA		Tier 1B	Refer to the Department of Health Grant Policy for further detail
PR 17.04	Approve Funding Program Proposal for all grants above \$5 million		N/A		Not authorised.	This remains with the Board 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 3	Refer to Grants Policy for further detail.

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
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					
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 detail.
PR 21	Endorsement of Procurement Decisions					

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

Appendix 5: Teaching, Training and Research

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
TR 01	Contractual Arrangements						
TR 01.01	Enter into contractual arrangements for research, including clinical trials, with external agencies	s. 36(3)(b) and (f) HSA	HSP A/D		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.	s36(3) HSA	HSP A/D		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 2	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	s34 HSA	PA			Tier 2	

Appendix 6: Legal Matters

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

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

⁵ Meaning claims that relate to period before RiskCover was established and insurance was privately contracted.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
LM 02.02	Approve settlement of non-financial components of RiskCover legal claims - 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		1B		

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
LM 02.03	Authority to settle pre-RiskCover legal claims above \$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 1B		
LM 03	Legal – Deed of Settlement						
LM 03.01	Sign a deed of settlement	s. 41 HSA	HSP A/D	The Board must give written approval of the settlement deed prior to signing.	Tier 1B		
LM 04	Legal Costs – Excluding RiskCover						

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
LM 04.01	Approve litigation settlement amounts, up to \$50,000	<p>Board is accountable authority of CAHS s. 55 FMA</p> <p>Board is 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		Tier 1B	<p>In liaison with the Department of Health, Director Legal and Legislative Services</p> <p>Does not apply to RiskCover matters.</p> <p>See legal services policy and procedure documents for further instructions and guidance.</p>

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
LM 04.02	Approve litigation settlement amounts, from \$50,000 to \$250,000	<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 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			Tier 1B	<p>In liaison with the Director Legal and Legislative Services</p> <p>Does not apply to RiskCover matters. See legal services policy and procedure documents for further instructions and guidance.</p>
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	<p>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.</p> <p>Tier 2 sign off is required for all requests for legal advice.</p>
LM 06	Legal Costs – Worker's Compensation Settlement Payments						

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
LM 06.01	Recommend RiskCover worker's compensation settlement payments		PA			Tier 2	Recommendation only as Riskcover makes decisions on workers compensation payments in consultation with SSO or panel lawyers engaged.

Appendix 7: Management

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	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 under the control or management of the health service provider for the use of a health professional to carry out a health service or other service.	s. 35(2) HSA	HSP A/D		Tier 1B		The Chief Executive's power to exercise this function is limited to services carried out by registered health professionals.
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		

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information	
MG 01.09	Hold, manage, improve and develop a property	s. 35(3) HSA	HSP A/D		Tier 1B		The Chief Executive is not delegated the power to acquire or dispose of property 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.
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	Impose a fee or charge for the provision of a health service by the health service provider	s. 55(2) HSA	HSP A/D		Tier 1B		
MG 01.13	Determine the amount of the fee or charge for a health service it provides, if- a) the fee or charge for the provision of a health service has not been fixed in a scale under section 56 of the HAS, and b) the health service is not a non-chargeable health service.	s.55(3) HSA	HSP A/D		Tier 1B		

Appendix 8: Information Management

1	2	3	4	5	6	7
ID	Description of Function	Legislative Reference for Function	Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	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 by a 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	CE A/D 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. Note regulation 6 of Health Services (Information) Regulations 2017 which prescribes the conditions on disclosure of information under Part 17 of the HSA.	Tier 4		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. 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. 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. 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.
IM 01.02	Power to disclose 'relevant information' to a prescribed authority or authorised entity or their respective delegate(s) Power to request and receive 'relevant information' from a prescribed authority or authorised entity or their respective delegate(s)	s. 28A, 28B and 28C of <i>Children and Community Services Act 2004</i>	CE A/D	Tier 4		'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'. 'relevant information' is (a) information that is, or is likely to be, relevant to: (i) the wellbeing of a child or a class or group of children; or (ii) the safety of a person who has been subjected to, or exposed to, family violence; or (b) other information of a kind prescribed by the regulations for the purposes of this paragraph. In accordance with Part 17 of the Health Services Act, Health Services (Information Sharing) Regulations, and the Information Management Policy Framework.
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.

1	2	3	4	5	6	7	
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
IM1.04	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.
IM1.05	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: Senior Mediation and Legal Support Officer FOI Coordinator Manager, Mediation and Legal Services		See direction issued by the CAHS Board on 6 March 2019.
IM1.06	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: FOI Coordinator Manager, Mediation and Legal Services Director, Office of the Chief Executive Chief Executive		See direction issued by the CAHS Board on 6 March 2019.

Appendix 9: Governance and Risk

1	2	3		4	5	6	7
	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
RA 01	Corporate Governance						
RA 01.01	Approve all CAHS governance and control frameworks	s34 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.

Appendix 10: Miscellaneous

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	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 adhoc basis		PA			Tier 4	
MS 03	Motor Vehicles – Home Garaging Arrangements						
MS 03.01	Authority to approve long term home garaging arrangements for staff		PA			Tier 2	
MS 03.02	Authority to approve short term (up to 6 months) home garaging arrangements for staff		PA			Tier 1B	
MS 03.03	Authority to approve overnight home garaging arrangements for staff		PA			Tier 1B	

1	2	3		4	5	6	7
ID	Description of Function	Legislative Reference for Function		Conditions, Limitations and Restrictions	Delegate	Authorised Officer(s)	Comments and Additional Information
MS 04	Apply for and enter into agreements not otherwise specifically provided for in this Schedule						
MS 04.01	Apply for/and or execute formal written contracts, MoUs, Agreements (including Access and Deeds of Variation) up to the value of \$25,000	s36(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, MoUs, Agreements (including Access and Deeds of Variation) up to the value of \$1 million	s36(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, MoUs, Agreements (including Access and Deeds of Variation) up to the value of \$5 million	s36(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, MoUs, Agreements (including Access and Deeds of Variation) above \$5 million	s36(3) HSA	N/A		Not delegated.		This power remains with the Board If for office accommodation then IF 2.07 applies