

## **Health Services Amendment Bill 2021**

### **Question on Notice:**

#### **Minister Ellery:**

During yesterday's debate on Clause 8 of this Bill, I undertook to ask the Minister for Health if the Department of Health's Authorisations and Delegations Schedule is a public document and whether it might be able to be made available.

#### **Answer:**

The Department of Health's Authorisations and Delegations Schedule is not a public document, however it has been approved for release. The latest version, dated December 2022 is hereby tabled.

## INSTRUMENT OF AUTHORISATIONS AND DELEGATIONS

### Department of Health Authorisations and Delegations Schedule 2022 (No.4)

1. I, Dr D J Russell-Weisz, Director General of the Department of Health:
  - a. pursuant to section 54(1) of the *Financial Management Act 2006*, authorise the person(s) for the time being engaged by the Department of Health, occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to perform the functions associated or in connection with the functions of the Director General of the Department of Health under the *Financial Management Act 2006*, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;  
  
FM 07.02 – FM 07.04, FM 12.06, FM 21.04 – FM 22.03, FM 24.01 – FM 25.01, FM 26.03, FM 27.01, FM 30.01, FM 30.02, FM 33.01 - FM 33.04, FM 36.01, FM 36.05, FM 43.02, FM 43.03
  - b. pursuant to section 33(1) of the *Public Sector Management Act 1994*, delegate to the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, the functions associated or in connection with the functions of the Director General of the Department of Health under the *Public Sector Management Act 1994*, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;  
  
FM 01.01, HR 01.01, HR 01.02, HR 01.06, HR 01.08, HR 01.10, HR 01.11, HR 01.16 – HR 01.21, HR 01.27, HR 01.28, HR 01.32, HR 01.33, HR 02.16, HR 02.17, HR 02.24 – HR 02.27, HR 02.30, HR 02.34, HR 02.35
  - c. pursuant to section 10(2) of the *Procurement Act 2020*, authorise the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to perform the functions described in column 2 and 3 of the Schedule for the purposes of procuring goods, services or works in connection with the performance of the Department of Health's functions, subject to any procurement directions issued under the *Procurement Act 2020* and the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;  
  
PR 06.01 – PR 06.05, PR 10.01 – PR 12.07

- d. pursuant to section 24(1) of the *Health Services Act 2016*, delegate to the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, the functions associated or in connection with the functions of the Director General of the Department of Health under the *Health Services Act 2016*, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;

FM 01.01, PF 01.04; HR 01.22

- e. pursuant to section 100 of the *Freedom of Information Act 1992*, direct the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to be the decision maker under the *Freedom of Information Act 1992* for the matters described in column 2 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;

CS 06.03

- f. pursuant to the Director General's administrative authority, authorise the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to perform the functions associated or in connection with the functions of the Director General of the Department of Health derived from non-legislative based executive powers, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;

FM 04.01 – FM 05.06, PR 06.01 – PR 06.04, PR 10.01 – PR 10.03, PR 11.01 – PR 11.05, PR 12.01 – PR 12.06, PR 17.01 – PR 18.02, PR 21.01 – PR 21.04, CS 12.03

- g. authorise the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to perform the functions associated or in connection with the policy and procedural based functions of the Director General of the Department of Health, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;

FM 01.02 – FM 02.06, FM 05.07, FM 05.09, FM 06.01, FM 06.02, FM 07.05, FM 07.06, FM 10.01, FM 11.01, FM 11.02, FM 12.09, FM 13.02 – FM 15.03, FM 15.05, FM 15.07, FM 15.08, FM 16.02 – FM 16.06, FM 20.01- FM 21.03, FM 26.01, FM 26.02, FM 27.02, FM 30.03, FM 32.01, FM 32.02, FM 36.04, FM 39.01, FM 41.01, FM 41.02, PR 01.01 – PR 05.03, PR 07.01 – PR 09.02, PR 14.01 – PR 16.03, PR 19.01 – PR 20.04, IF 01.01, IF 02.01, IF 02.02, IF 03.01, IF 04.01, IF 04.02, IF 04.04, IF 04.06, IF 05.01, IF 05.02, IF 07.01, IF 07.03, IF 07.04, IF 08.01, IF 9.01, IF 9.03, IF 10.01 – IF 12.01, IF 14.01, IF 15.01, IF 16.01, IF 16.02, CS 01.01 - CS 03.02, CS 03.04 – CS 06.02, CS 07.01 – CS 09.02, CS 10.01 – CS 12.02, CS 14.01 – CS 18.04, HR 01.04, HR 01.05 , HR 01.14, HR 01.15, HR 01.23 – HR 01.26, HR 01.31, HR 01.34 – HR 02.07, HR 02.10 – HR 02.15, HR 02.18, HR 02.19, HR 02.22, HR 02.23, HR 02.31 – HR 02.33, HR 03.02 – HR 03.04, HR 06.01 – HR 06.17, PF 01.03, PF 02.02, PF 02.03, PF 03.01 – PF 03.04.

- h. pursuant to the Director General's administrative authority, authorise the person(s) for the time being engaged by the Department of Health occupying the identified position or Class of Position listed in column 5 of the Schedule, or any other person occupying a higher Class of Position, to perform the functions associated or in connection with the functions of the Director General of the Department of Health under sections 142 and 145 of the *Health Practitioner Regulation National Law (WA) Act 2010*, described in column 2 and 3 of the Schedule, subject to the conditions or restrictions (if any) set out in column 4 of the Schedule, in relation to the following item numbers in the first column of the same Schedule;

HR 05.01 – HR 05.02

2. The Schedule is attached as Annexure A.
3. The instrument of authorisations and delegations titled "*Instrument of Authorisations and Delegations – Department of Health Authorisations and Delegations Schedule 2022 (No.3)*" dated 2 November 2022 is hereby revoked.
4. This Instrument of Authorisations and Delegations does not prevent or limit the ability of the Director General to carry out the Director General's functions through an officer or agent otherwise than in accordance with this Instrument.
5. This Instrument shall take effect upon signing and shall remain in force until otherwise amended or revoked.

### Class of Position

The Classes of Position adopted in the Schedule are identified below by the positions falling within each class.

Class	Position falling within that class
Tier 1	Director General
Tier 2A	Deputy Director General, Assistant Director General, Chief Health Officer
Tier 2B	Executive Director, Director Corporate Services, Director Disaster Management and Response, Chiefs of Professions including the Deputy Chief Health Officer, Director Epidemiology, Director of Aboriginal Health Policy, Director of Environmental Health, Director of Communicable Disease Control, Director Population Health Genomics, Director Chronic Disease Prevention, Director Public Health Regulation Directorate, Chief Operating Officer - Vaccinations
Tier 3	Directors
Tier 4	Officers occupying PSGOCSA Level 8, PSGOCSA Specified Calling Level 5 or HSU Level 11 or other equivalent levels, may be titled as Managers or Assistant Directors or similar.
Tier 5	Officers occupying PSGOCSA Level 7, PSGOCSA Specified Calling Level 4 or HSU Level 9 or 10 or other equivalent levels, may be titled as Senior Officer or similar
Tier 6	Officers occupying levels below PSGOCSA Level 7, PSGOCSA Specified Calling Level 4 or HSU Level 9 or other equivalent levels.

DATED this 16th day of December 2022



Dr D J Russell-Weisz  
DEPARTMENT CEO  
DIRECTOR GENERAL



Government of **Western Australia**  
Department of **Health**

WA HEALTH

# **Department of Health Authorisations and Delegations Schedule**

**(for Director General of the Department of Health)**

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## Abbreviations

Abbreviation	Meaning
AHPRA	Australian Health Practitioner Regulation Agency
AMA	WA Health System – Medical Practitioners – AMA Industrial Agreement 2016 or its replacement
BMW	Building Management and Works
CCM	<i>Corruption, Crime and Misconduct Act 2003</i>
CS	Corporate Services
DoH	Department of Health
FM	Financial Management
FMA	<i>Financial Management Act 2006</i>
FMM	Financial Management Manual
FMR	<i>Financial Management Regulations 2007</i>
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1992</i>
FTE	Full Time Equivalent
GFA	Gross Floor Area
GST	Goods and Services Tax
HR	Human Resources
HPRNL (WA)	<i>Health Practitioner Regulation National Law (WA) Act 2010</i>
HSA	<i>Health Services Act 2016</i>
HSPs	Health Service Providers
HSS	Health Support Services
IC	Information Circular
IF	Infrastructure
LLS	Legal and Legislative Services
MfH	Minister for Health
MP	Mandatory Policy
OD	Operational Directive
PR	Procurement
PR Act	<i>Procurement Act 2020</i>
PID	Public Interest Disclosure
PSMA	<i>Public Sector Management Act 1994</i>
PSGOCSA	Public Service and General Officers CSA General Agreement
SWIR	System-wide Industrial Relations
SWIS	System-wide Integrity Service
SP	Strategic Projects
SPAs	Special Purpose Accounts
TI	Treasurer's Instruction

## Authorisation Tier Structure for the DoH

The Classes of Position adopted in the DoH's authorisation schedule executed by the Director General are identified below by the positions typically falling within each class. Each Class of Position includes equivalent positions falling within the class as identified by the DoH.

Class	Typical position falling within that class
<b>Tier 1</b>	Director General
<b>Tier 2A</b>	Deputy Director General, Assistant Director General, Chief Health Officer
<b>Tier 2B</b>	Executive Director, Director Corporate Services, Director Disaster Management and Response, Chiefs of Professions including the Deputy Chief Health Officer, Director Epidemiology, Director of Aboriginal Health Policy, Director of Environmental Health, Director of Communicable Disease Control, Director Population Health Genomics, Director Chronic Disease Prevention, Director Public Health Regulation Directorate, Chief Operating Officer - Vaccinations
<b>Tier 3</b>	Directors
<b>Tier 4</b>	Officers occupying PSGOCSA Level 8, PSGOCSA Specified Calling Level 5 or HSU Level 11 or other equivalent levels, may be titled as Managers or Assistant Directors or similar.
<b>Tier 5</b>	Officers occupying PSGOCSA Level 7, PSGOCSA Specified Calling Level 4 or HSU Level 9 or 10 or other equivalent levels, may be titled as Senior Officer or similar
<b>Tier 6</b>	Officers occupying levels below PSGOCSA Level 7, PSGOCSA Specified Calling Level 4 or HSU Level 9 or other equivalent levels.

## Legislative or Policy Reference Key

Acronyms	Description of Acronyms
<b>NA</b>	Not Authorised
<b>DH</b>	Delegation under <i>Health Services Act 2016</i>
<b>DP</b>	Delegation under <i>Public Sector Management Act 1994</i>
<b>LHP</b>	Legislative-Based Authorisation under <i>Health Practitioner Regulation National Law (WA) Act 2010</i>
<b>DF</b>	Direction under <i>Freedom of Information Act 1992</i>
<b>LF</b>	Legislative-Based Authorisation under <i>Financial Management Act 2006</i>
<b>PrA</b>	Authorisation pursuant to section 10(2) of the <i>Procurement Act 2020</i>
<b>AA</b>	Administrative Authority derived from non-legislative based executive power
<b>PA</b>	Policy-Based Authorisation

## Section 1: Financial Management

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>FM 01</b>	<b>Financial Management Policy Framework</b>				
FM 01.01	Approve a new section/form, or rescindment of a section/form within the: <ul style="list-style-type: none"> <li>WA Health Financial Management Manual</li> <li>WA Health Fees and Charges Manual</li> <li>WA Health Chart of Accounts Manual.</li> </ul>	s26(4) HSA s29(1)(c) PSMA TI 701(1)	DH DP	Executive Director, System Finance	There is one framework that binds all entities; HSPs are bound under the HSA, and the DoH is bound under the PSMA.
FM 01.02	Approve the issue, amendment and revocation of local financial policies, procedures and guidelines for the DoH.	s110 FMM	PA	Chief Finance Officer	
FM 01.03	Approve an exemption from a specific requirement in the Financial Management Manual, Fees and Charges Manual or Chart of Accounts Manual.	s110 FMM	PA	Executive Director, System Finance	
<b>FM 02</b>	<b>Financial Management Information System (Oracle Financials)</b>				
FM 02.01	Approve amendments to the structure and content of data in Oracle Financials.		PA	Executive Director, System Finance	
FM 02.02	Appoint Information Custodians for Oracle Financials.		PA	Director, Finance Director, Corporate Services	
FM 02.03	Approve, modify and revoke user access to Oracle Financials.		PA	Information Custodian	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 02.04	Approve creation, modification and closure of the following cost centres, within the General Ledger entities 015 and 115: <ul style="list-style-type: none"> <li>General Operating Cost Centres (GOCCs)</li> <li>Capital Works General Cost Centres (WGCCs).</li> </ul>	s410 FMM	PA	Director, Corporate Services	
FM 02.05	Approve creation, modification and closure of the following cost centres, within the General Ledger entities 007, 018, 065, 107, and 165: <ul style="list-style-type: none"> <li>General Operating Cost Centres (GOCCs)</li> <li>Capital Works General Cost Centres (WGCCs).</li> </ul>	s410 FMM	PA	Director, Finance	
FM 02.06	Approve creation, modification and closure of all other types of cost centres that are <u>not</u> covered under FM02.04 and FM02.05.	s420 FMM s430 FMM s440 FMM	PA	Executive Director, System Finance	
FM 03	Revenue – General				
FM 03.01	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)	NA	Director General	
FM 04	Revenue – Donation, Bequests and Grants				
FM 04.01	Approve receipt of donations, bequests or grant revenue, in cash or cash equivalents, up to and including \$100,000 (GST inclusive).	s53(1) FMA	AA	Tier 4	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 04.02	Approve receipt of donations, bequests or grant revenue, in cash or cash equivalents, above \$100,000 up to and including \$500,000 (GST inclusive).	s53(1) FMA	AA	Tier 3	
FM 04.03	Approve receipt of donations, bequests or grant revenue, in cash or cash equivalents, above \$500,000 (GST inclusive).	s 53(1) FMA	AA	Tier 2B	
FM 05	<b>Expenditure – General</b> <i>Note: This is for expenditure 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 (GST inclusive).	s53(1) FMA	AA	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 (GST inclusive).	s53(1) FMA	AA	Tier 5	
FM 05.03	Approve expenditure on goods and services, in accordance with approved budgets, above \$20,000 up to and including \$100,000 (GST inclusive).	s53(1) FMA	AA	Tier 4	
FM 05.04	Approve expenditure on goods and services, in accordance with approved budgets, above \$100,000 up to and including \$500,000 (GST inclusive).	s53(1) FMA	AA	Tier 3	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 05.05	Approve expenditure on goods and services, in accordance with approved budgets, above \$500,000 up to and including \$5 million (GST inclusive).	s53(1) FMA	AA	Tier 2B	
FM 05.05a	Approve expenditure on goods and services, in accordance with approved budgets, above \$5 million up to and including \$10 million (GST inclusive).	s53(1) FMA	AA	Tier 2A, Chief Finance Officer	
FM 05.06	Approve expenditure on goods and services, in accordance with approved budgets, above \$10 million (GST inclusive).	s53(1) FMA	AA	Deputy Director General	
FM 05.07	Approve variation of an officer's general authority to approve expenditure, up to and including \$5 million (GST inclusive).	s53(1) FMA	PA	Chief Finance Officer	
FM 05.08	Approve variation of an officer's general authority to approve expenditure, above \$5 million (GST inclusive).	s53(1) FMA	NA	Director General	Requests to the Director General must be endorsed by the Chief Finance Officer.
FM 05.09	Approve an officer receiving payments from a cost centre, where a conflict of interest arises, but it is appropriate to do so in the circumstances.	s421 – s440 FMM	PA	Chief Finance Officer	
FM 05.10	Approve the use of public money for a particular purpose, where: <ul style="list-style-type: none"> <li>the purpose is not an 'official purpose' (defined in s602 FMM)</li> <li>it is unclear whether the purpose is an 'official purpose'.</li> </ul>	s602 FMM	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 06	<b>Expenditure – iProcurement</b> <i>Note: Officers have the authority to approve expenditure up to the limits permitted by the iProcurement band assigned to them.</i>				
FM 06.01	Approve addition of an officer to the iProcurement system <u>within</u> the Standard iProcurement bands (defined in s614 FMM).	s53(1)(c) FMA	PA	Information Custodian	
FM 06.02	Approve addition of an officer to the iProcurement system <u>outside</u> the Standard iProcurement bands (defined in s614 FMM).	s53(1)(c) FMA	PA	Chief Finance Officer	
FM 07	<b>Expenditure – Purchasing Card</b> <i>Note: Officers have the authority to approve expenditure up to the limits permitted by the Purchasing Card assigned to them.</i>				
FM 07.01	Approve the DoH policy on Purchasing Cards.	TI 321(3)	NA	Director General	
FM 07.02	Approve issue of a purchasing card to an officer, <u>within</u> the Standard Purchasing Card bands (defined in s625 FMM).	TI 321(1)	LF	Director, Finance	
FM 07.03	Approve issue of a purchasing card to an officer, <u>outside</u> the Standard Purchasing Card bands (defined in s625 FMM).	TI 321(1)	LF	Chief Finance Officer	
FM 07.04	Approve access to the cash advance feature of a Purchasing Card.	s53(1)(c) FMA TI 321(3)	LF	Chief Finance Officer	



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 07.05	Approve the use of a Purchasing Card to make a purchase where a conflict of interest arises, but it is appropriate to do so in the circumstances.	s625 FMM	PA	Chief Finance Officer	
FM 07.06	Approve purchase of a prohibited item (defined in s625 FMM) using a Purchasing Card, prior to making the purchase.	s625 FMM	PA	Tier 3	
FM 08	<b>Expenditure – Act of Grace Payments</b>				
FM 08.01	Submit a request for approval to make an Act of Grace payment up to and including \$250,000 (GST inclusive) to the MfH.	s74(1) FMA s80 FMA TI 319(2)	NA	Director General	The request is to be addressed to the Treasurer, and submitted to the MfH (TI 319).
FM 08.02	Submit a request for approval to make an Act of Grace payment above \$250,000 (GST inclusive) to the Governor of Western Australia.	s80 FMA TI 319(3)	NA	Director General	The request is to be forwarded through the MfH to the Under Treasurer (TI 319).
FM 09	<b>Expenditure – Gratuities and Honoraria Payments</b>				
FM 09.01	Approve gratuities and honoraria payments above \$10,000 (GST inclusive).	s626 FMM	NA	Director General	
FM 10	<b>Expenditure – Write Offs</b>				
FM 10.01	Determine the frequency of submitting write-off applications to the Director General.	s53(1)(c) FMA	PA	Chief Finance Officer	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 10.02	Approve a write off, up to and including \$100,000 (GST inclusive).	s53(1)(b) FMA r7 FMR TI 807	NA	Director General	Requests to the Director General must be endorsed by the Chief Finance Officer.
FM 10.03	Submit a request to the MfH to approve a write off, above \$100,000 up to and including \$250,000 (GST inclusive).	s53(1)(b) FMA r7 FMR	NA	Director General	Requests to the Director General must be endorsed by the Chief Finance Officer.
FM 10.04	Submit a request to the Governor of Western Australia to approve a write off, above \$250,000 (GST inclusive).	s53(1)(b) FMA r7 FMR TI 807(3)	NA	Director General	Requests to the Director General must be endorsed by the Chief Finance Officer. The request is to be forwarded through the MfH to the Under Treasurer (TI 807).
FM 11	Accounting Journals				
FM 11.01	Approve retrospective changes to account balances in the General Ledger after it has been closed for the month.	s332 FMM	PA	Executive Director, System Finance	
FM 11.02	Approve manual journals.	s222 FMM	PA	Cost Centre Manager Director, Finance	
FM 12	Annual Estimates and Financial Reports				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 12.01	Submit Annual Estimates to: <ul style="list-style-type: none"> <li>the MfH, for approval</li> <li>the Department of Treasury, if approved by the MfH.</li> </ul>	s40(2) FMA TI 953(4) and (5)	NA	Director General	
FM 12.02	Sign the Statement of Compliance in the Annual Reports.	TI 902(3)	NA	Director General	
FM 12.03	Certify key performance indicators in the Annual Report.	TI 905(3)	NA	Director General	
FM 12.04	Determine reporting format for Statement of Comprehensive Income.	TI 1102(4)	NA	Director General	
FM 12.05	Certify financial statements in the Annual Reports.	TI 947(3)	NA	Director General Chief Finance Officer	TI 947(5) prevents authorisation by the Accountable Authority, but also requires the Chief Finance Officer to sign the Statement of Certification.
FM 12.06	Submit financial statements and key performance indicators to the Office of the Auditor General, for the purposes of obtaining an opinion.	s63(1) FMA	LF	Chief Finance Officer	
FM 12.07	Submit the Annual Report, and opinion of the Auditor General on the Annual Report, to the MfH.	s63(2) FMA	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 12.08	Submit Annual Estimates for SPAs to: <ul style="list-style-type: none"> <li>the MfH, for approval, where the financial effect of their operations is not included in the budget statements for WA Health</li> <li>the Department of Treasury, if approved by the MfH.</li> </ul>	TI 816(3) and (6)	NA	Director General	
FM 12.09	Submit Whole of Government Report, and information related thereto, to the Department of Treasury.	s331 FMM	PA	Executive Director, System Finance	
FM 13	<b>Assets and Other Property – General</b>				
FM 13.01	Determine the timing of stocktakes of assets recorded in the: <ul style="list-style-type: none"> <li>Fixed Assets Register</li> <li>Intangible Asset Register.</li> </ul>	TI 406(1)	NA	Director General	A complete stocktake of all assets must be undertaken at least once every 3 financial years.
FM 13.02	Approve the grouping of assets for a major project.	s731 FMM	PA	Executive Director, System Finance	
FM 13.03	Approve engagement of an external contractor for valuation of buildings.	s736 FMM	PA	Chief Finance Officer	
FM 13.04	Approve the application of a valuation of buildings provided by an external contractor, instead of the valuation provided by Landgate.	s736 FMM	PA	Chief Finance Officer	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 13.05	Determine the timing of revaluations of land and buildings.	s736 FMM	PA	Chief Finance Officer	A revaluation of all land and buildings should be undertaken at least once every 3 financial years.
FM 14	<b>Assets and Other Property – Acquisition</b>				
FM 14.01	Approve receipt of a donated asset or other property (other than land and buildings), valued up to and including \$100,000 (GST inclusive).	s630 FMM	PA	Tier 4	
FM 14.02	Approve receipt of a donated asset (other than land and buildings), valued up to and including \$500,000 (GST inclusive).	s630 FMM	PA	Tier 3	
FM 14.03	Approve receipt of a donated asset (other than land and buildings), valued above \$500,000 (GST inclusive).	s630 FMM	PA	Tier 2B	
FM 14.04	Submit a request to HSS, to add assets to the following registers maintained in Oracle Financials: <ul style="list-style-type: none"> <li>Fixed Assets Register</li> <li>Intangible Asset Register.</li> </ul>	D770	PA	Director, Finance	
FM 14.05	Approve addition of items to a Portable and Attractive Items Register.	D780	PA	Cost Centre Manager	
FM 14.06	Approve an acquisition of grouped assets.	s732 FMM	PA	Chief Finance Officer	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 15	<b>Assets and Other Property – Disposal</b>				
FM 15.01	Approve the disposal of a portable and attractive item, valued up to \$5,000 (GST inclusive).	D780	PA	Cost Centre Manager	
FM 15.02	Approve the disposal of an asset (other than land and buildings), valued at \$5,000 up to and including \$10,000 (GST inclusive).	s738 FMM	PA	Tier 4	
FM 15.03	Approve the disposal of an asset (other than land and buildings), valued above \$10,000 up to and including \$100,000 (GST inclusive).	s738 FMM	PA	Chief Finance Officer	
FM 15.04	Approve the disposal of an asset (other than land and buildings), valued above \$100,000 (GST inclusive).	s738 FMM	NA	Director General	
FM 15.05	Approve variation of an officer's general authority to dispose of an asset (other than land and buildings), up to and including \$100,000 (GST inclusive).	s738 FMM	PA	Chief Finance Officer	
FM 15.06	Approve variation of an officer's general authority to dispose of an asset (other than land and buildings), above \$100,000 (GST inclusive).	s738 FMM	NA	Director General	
FM 15.07	Submit a request to HSS, to remove assets from the following registers maintained in Oracle Financials: <ul style="list-style-type: none"> <li>Fixed Assets Register</li> <li>Intangible Asset Register.</li> </ul>	D770	PA	Director, Finance	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 15.08	Approve removal of items from a Portable and Attractive Items Register.	D780	PA	Cost Centre Manager	
FM 16	Bank Accounts				
FM 16.01	Appoint and remove Account Controllers for new and existing bank accounts.	s53(1) FMA	NA	Director General	Commonwealth Bank of Australia will generally only take instructions from the Accountable Authority.
FM 16.02	Appoint and remove the following, for new and existing bank accounts: <ul style="list-style-type: none"> <li>Authorised Signatories, for non-online transactions</li> <li>Authorisers, for online transactions (using a CommBiz account).</li> </ul>	s13(1) FMA	PA	Account Controller	
FM 16.03	Submit a request to the Department of Treasury to open a new bank account within, or outside, the Public Bank Account.	s13(1) and (2) FMA	PA	Chief Finance Officer	
FM 16.04	Submit a request to the Department of Treasury to change the details of an existing bank account (e.g. purpose of the bank account).	s53(1)FMA	PA	Account Controller	
FM 16.05	Submit a request to the Department of Treasury to overdraw a bank account.	s14 FMA TI 822	PA	Account Controller	
FM 16.06	Submit a request to the Department of Treasury to close a bank account.	s53(1) FMA	PA	Account Controller	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>FM 17</b>	<b>Banking of Money Received</b>				
FM 17.01	Approve banking of money up to 10 working days after it is received, where daily banking is not practicable.	TI 206(5)	NA	Director General	
FM 17.02	Approve banking of money up to 20 working days after it is received, where the circumstances in TI 206(6) apply.	TI 206(6)	NA	Director General	
<b>FM 18</b>	<b>Borrowing</b>				
FM 18.01	Submit a proposal to borrow funds to the Department of Treasury, as part of the annual budget process.	TI 822(1)	NA	Director General	Submissions involving the entering into a finance lease arrangement must be endorsed by the Executive Director System Finance (s810 FMM).
FM 18.02	Submit a proposal to borrow funds, in excess of what has been approved as part of the annual budget process, to: <ul style="list-style-type: none"> <li>the MfH, for approval</li> <li>the Department of Treasury, if approved by the MfH.</li> </ul>	TI 822(2)	NA	Director General	Submissions involving the entering into a finance lease arrangement must be endorsed by the Executive Director System Finance (s810 FMM).
FM 18.03	Enter into an approved finance lease arrangement.	s810 FMM	NA	Director General	
<b>FM 19</b>	<b>Business Arrangements</b>				



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 19.01	Approve a business case for the WA Health Ministerial Body to participate in a business arrangement.	s534 FMM	NA	Director General	Submissions to the Director General must be endorsed by the Chief Finance Officer.
FM 20	<b>Cash – General</b>				
FM 20.01	Approve mechanisms for receiving cash in the DoH.	s543 FMM	PA	Chief Finance Officer	
FM 20.02	Appoint Cash Controllers.	s320 FMM	PA	Chief Finance Officer	
FM 21	<b>Cash – Petty Cash</b>				
FM 21.01	Approve an initial request to establish a petty cash advance.	s621 FMM	PA	Director, Finance	
FM 21.02	Appoint Encashment Officers (i.e. staff authorised to cash cheques).	s621 FMM	PA	Director, Finance	
FM 21.03	Determine the maximum monetary limit and classes of expenditure that can be paid using petty cash.	s621 FMM	PA	Director, Finance	
FM 21.04	Approve storage of cash, and cash equivalents, in a secure area on the premises, for the purposes of TI 825 (iii).	TI 825(iii)	LF	Chief Finance Officer	
FM 22	<b>Certifying and Incurring Payments</b>				
FM 22.01	Appoint Certifying Officers and Incurring Officers.	TI 304(3) and (7)	LF	Chief Finance Officer	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 22.02	Appoint a single officer as both a Certifying Officer and an Incurring Officer, for payments up to and including \$1,000 (GST inclusive).	TI 304(12)	LF	Chief Finance Officer	
FM 22.03	Appoint persons, other than employees of the DoH, as a Certifying Officer or an Incurring Officer, where it is beneficial to do so.	TI 304	LF	Chief Finance Officer	
<b>FM 23</b>	<b>Chief Finance Officer</b>				
FM 23.01	Appoint the Chief Finance Officer of the DoH.	s57(1)(a) FMA	NA	Director General	
FM 23.02	Notify the Department of Treasury and the Office of the Auditor General of the officer appointed as the Chief Finance Officer.	s57(1)(b) FMA	NA	Director General	
<b>FM 24</b>	<b>Collection Agents</b>				
FM 24.01	Appoint and remove a Collection Agent.	TI 202	LF	Chief Finance Officer	
FM 24.02	Enter into a written agreement with a Collection Agent.	TI 202	LF	Chief Finance Officer	
<b>FM 25</b>	<b>Contracts</b>				
FM 25.01	Determine a threshold for the Register of Contracts, at a value above \$50,000 up to and including \$100,000 (GST inclusive).	TI 820(3)	LF	Chief Finance Officer	
<b>FM 26</b>	<b>Creditors</b>				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 26.01	Approve an exemption to the standard 30 day payment terms for creditors.	s613 FMM	PA	Executive Director, System Finance	
FM 26.02	Approve an urgent one-time payment to a creditor, where the terms have not been set "due now" in Oracle Financials.	s613 FMM	PA	Executive Director, System Finance	
FM 26.03	Approve a discount offered by a creditor, for early payment.	TI 323(2)	LF	Tier 4	
FM 27	Exemptions from Treasurer's Instructions				
FM 27.01	Submit a request to the Department of Treasury, for an exemption from a requirement in the Treasurer's Instructions, for the DoH.	TI 104(2)	LF	Chief Finance Officer	
FM 27.02	Submit a request to the Department of Treasury, for an exemption from a requirement in the Treasurer's Instructions, for all WA Health entities.	s116 FMM	PA	Executive Director, System Finance	
FM 28	Fees and Charges				
FM 28.01	Submit a request to the MfH to fix a fee or charge for health services under s56(2) HSA.	s20(1) HSA s26(2) HSA	NA	Director General	Requests to the Director General must be endorsed by the Executive Director System Finance.
FM 28.02	Submit a request to the MfH to amend or revoke a fee or charge for health services that has been fixed under s56(2) HSA.	s20(1) HSA s26(2) HSA	NA	Director General	Requests to the Director General must be endorsed by the Executive Director System Finance.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>FM 29</b>	<b>Financial Records</b>				
FM 29.01	Approve the destruction of financial and accounting records, 2 years after the completion of an audit by the Office of the Auditor General, where this is permitted to be done under TI 804(2).	TI 804(2)	NA	Director General	
FM 29.02	Approve the destruction of financial and accounting records, 6 years after the completion of an audit by the Office of the Auditor General, where this is permitted to be done under TI 804(3).	TI 804(3)	NA	Director General	
<b>FM 30</b>	<b>Foreign Exchange</b>				
FM 30.01	Submit a request for advice from the WA Treasury Corporation prior to committing to an arrangement that carries a foreign exchange risk at a value of \$50,000 or more (GST inclusive), or an otherwise determined threshold.	TI 826(4)	LF	Executive Director, System Finance Director, Finance Director, Financial Policy and Reform	
FM 30.02	Determine a threshold for seeking advice from the WA Treasury Corporation, at a value above \$50,000 up to and including \$100,000 (GST inclusive).	TI 826(5)	LF	Executive Director, System Finance	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 30.03	Instruct WA Treasury Corporation to enter into a foreign exchange or derivative transaction under the Foreign Exchange and Derivative Master Agreement.	s630 FMM	PA	Executive Director, System Finance Director, Finance Director, Financial Policy and Reform	
FM 31	Internal Audit				
FM 31.01	Approve the Internal Audit Charter.	s53(1)(d) FMA TI 1201	NA	Director General	
FM 31.02	Appoint the Head of the Internal Audit function.	s53(1)(d) FMA TI 1201	NA	Director General	
FM 31.03	Appoint Members of the Audit and Risk Committee.	s53(1)(d) FMA TI 1201	NA	Director General	
FM 31.04	Approve the Audit Plan for the Internal Audit function.	s53(1)(d) FMA TI 1202	NA	Director General	The Audit and Risk Committee endorses the Plan, before approval by the Director General.
FM 31.05	Approve standards for the conduct of audits by external contractors.	s53(1)(d) FMA TI 1202(3)	NA	Director General	
FM 31.06	Approve key performance indicators for the Internal Audit function.	s53(1)(d) FMA TI 1203(2)	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 32	Leave Liabilities				
FM 32.01	Specify the standard rates to be applied in the payroll systems to measure the present value of leave liabilities.	s825 FMM	PA	Executive Director, System Finance	
FM 32.02	Engage an external contractor to assess the turnover rate to be applied to the non-current long service leave calculations.	s825 FMM	PA	Executive Director, System Finance	An assessment of the turnover rate must be undertaken at least once every 3 financial years.
FM 33	Loss of Official Money or Property				
FM 33.01	Approve an investigation in relation to the loss of official money or property, in accordance with s51 FMA.	s51(2) FMA	LF	Chief Finance Officer	
FM 33.02	Appoint a Special Inquirer to investigate the loss of official money or property.	s51(2) FMA	LF	Chief Finance Officer	
FM 33.03	Determine whether a loss of official money or property has occurred, and the relevant officer's liability for that loss.	s51(6) FMA	LF	Chief Finance Officer	
FM 33.04	Notify an officer of the determination made in relation to their liability for loss of official money or property.	s51(7) FMA	LF	Chief Finance Officer	
FM 34	DELETED				
FM 35	Notice of Financial Difficulty				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 35.01	Submit a notice of financial difficulty provided by a HSP, under s66(1) HSA, to the MfH.	s66(3) HSA	NA	Director General	
<b>FM 36</b>	<b>Payments – General</b>				
FM 36.01	Approve the format of payment records.	TI 308(2)	LF	Chief Finance Officer	
FM 36.02	Approve a single officer as the Authorised Signatory for cheque payments.	TI 310(2)	NA	Director General	
FM 36.03	Approve the use of electronic or facsimile signatures on cheques.	TI 310(2)	NA	Director General	
FM 36.04	Approve issue of replacement cheques.	s634 FMM	PA	Accounts Payable Controller, HSS.	This function is performed by HSS, on behalf of the DoH.
FM 36.05	Enter into direct debit payment arrangements with a vendor.	TI 310	LF	Chief Finance Officer	
<b>FM 37</b>	<b>Payments – Employees</b>				
FM 37.01	Approve the format of employee records.	TI 501(1)	NA	Director General	
FM 37.02	Approve non-bank institutions to which payments of salaries and wages may be made for an employee.	TI 506(5)	NA	Director General	
FM 37.03	Approve payment of salaries and wages at a frequency other than fortnightly.	TI 507(1)	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 37.04	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)	NA	Director General	
FM 37.05	Determine the voluntary deductions that may be made from the salaries and wages of an officer.	TI 515(4)	NA	Director General	
FM 37.06	Determine the rate of commission that may be charged on amounts deducted in respect of voluntary deductions.	TI 515(7)	NA	Director General	
FM 38	<b>Payroll Certification Statements</b>				
FM 38.01	Approve persons, other than employees of the DoH, to certify Payroll Certification Statements, where it is beneficial to do so.	s672 FMM	NA	Director General	



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 39	<b>Postal Remittances</b>				
FM 39.01	Approve delivery of postal remittances to an official place of business, instead of a locked mailbox or mailbag.	s545 FMM	PA	Chief Finance Officer	
FM 40	<b>Resource Agreement</b>				
FM 40.01	Submit a draft Resource Agreement, if directed to do so by the Treasurer, to: <ul style="list-style-type: none"> <li>the MfH, for approval</li> <li>the Department of Treasury, if approved by the MfH.</li> </ul>	s41(1) FMA s46(2) FMA TI 808(2)	NA	Director General	
FM 41	<b>Salary On-Cost Charges</b>				
FM 41.01	Approve variation of default rate for internal salary recoups.	s521 FMM	PA	Chief Finance Officer	
FM 41.02	Approve variation of the default rate for external salary recoups.	s521 FMM	PA	Director, Finance	
FM 42	<b>Security Documents</b>				
FM 42.01	Determine documents, other than those specifically listed in TI 811(1), to be classified and treated as 'security documents'.	TI 811(1)(iv)	NA	Director General	
FM 43	<b>Special Purpose Accounts (SPAs)</b>				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
FM 43.01	Sign the following documents for SPAs: <ul style="list-style-type: none"> <li>Trust Statement for accounts created under s16(1)(c) FMA</li> <li>Special Purpose Statement for accounts created under s16(1)(d) FMA.</li> </ul>	s17(1) FMA s36(4) FMA TI 802(3)	NA	Director General	
FM 43.02	Submit a signed Trust Statement or Special Purpose Statement to: <ul style="list-style-type: none"> <li>the Department of Treasury, for approval</li> <li>the Office of the Auditor General, if approved by the Treasurer.</li> </ul>	s17(3) and (4) FMA s36(5) and (6) FMA TI 802(4) and (5) TI 806(5)	LF	Chief Finance Officer	
FM 43.03	Submit a request to the Department of Treasury for approval to overdraw a SPA.	s19(1) FMA	LF	Chief Finance Officer	
FM 44	<b>Supplementary Appropriations</b>				
FM 44.01	Submit an application for supplementary funds for <u>new</u> items, to the Department of Treasury.	TI 302(3)	NA	Director General	The application is to be submitted to the Under Treasurer, through the MfH.
FM 44.02	Submit an application for supplementary funds for <u>existing</u> items, to: <ul style="list-style-type: none"> <li>the MfH, for approval</li> <li>the Department of Treasury, if approved by the MfH.</li> </ul>	TI 302(2)	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>FM 45</b>	<b>Surplus Funds</b>				
FM 45.01	Designate an officer to review a report by an Investigating Officer, pursuant to a claim made in respect of surplus money.	TI 803	NA	Director General	
<b>FM 46</b>	<b>Treasury Forms</b>				
FM 46.01	Sign and submit a request to maintain an existing advance from the Treasurer's Advance Account, to the Department of Treasury.	TI 307 TI 819	NA	Director General	The application is to be submitted to the Under Treasurer, through the MfH, using Treasury Form 8 (TI 307).
FM 46.02	Sign and submit a request for authority to transfer money from one SPA to another (Treasury Form 1).	TI 819	NA	Director General	
FM 46.03	Sign and submit a request for authority to transfer unexpended amounts of appropriation to another agency (Treasury Form 2).	TI 819	NA	Director General	
FM 46.04	Sign and submit a request for authority to incur expenditure that exceeds the amount appropriated for a financial year (Treasury Form 11).	TI 819	NA	Director General	
FM 46.05	Sign and submit a request for authority to incur expenditure that has not been provided for by an Appropriation Act (Treasury Form 12).	TI 819	NA	Director General	

## Section 2: Procurement

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 01	Procurement - Initiation				
PR 01.01	Approve Client Request Form for procurements up to and including \$50,000.	s10(2) PR Act	PA	Tier 3	<p>Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).</p> <p>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.</p>
PR 01.02	Approve Client Request Form for procurements up to and including \$250,000.	s10(2) PR Act	PA	Tier 2B	<p>Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).</p> <p>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.</p>

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 01.03	Approve Procurement Business Case for procurements up to and including \$1 million.	s10(2) PR Act	PA	Tier 2B	<p>Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).</p> <p>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.</p>
PR 01.04	Approve Procurement Business Case for procurements up to and including \$5 million.	s10(2) PR Act	PA	Tier 2A	<p>Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).</p> <p>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.</p>

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 01.05	Approve Procurement Business Case for procurements above \$5 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).  Prior endorsement must be sought from the Chief Procurement Officer prior to sign off by the Authorised Officer for procurement processes subject to Aboriginal Youth Investment reforms.
PR 02	Procurement – Procurement Plan				
PR 02.01	Approve Procurement Plan for procurements up to and including \$10 million.	s10(2) PR Act	PA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 02.02	Approve Procurement Plan for procurements above \$10 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 03	Procurement – Release to Advertise				
PR 03.01	Approve Request (quote or tender) for release to advertise for procurements up to and including \$250,000.	s10(2) PR Act	PA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 03.02	Approve Request (quote or tender) for release to advertise for procurements above \$250,000.	s10(2) PR Act	PA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 04	Procurement – Evaluation				
PR 04.01	Approve evaluation decision for procurements up to and including \$20,000 (if quotes sought).	s10(2) PR Act	PA	Tier 4	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 04.02	Approve Evaluation Report, for procurements up to and including \$50,000.	s10(2) PR Act	PA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 04.03	Approve Evaluation Report, for procurements up to and including \$1 million.	s10(2) PR Act	PA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 04.04	Approve Evaluation Report, for procurements up to and including \$10 million.	s10(2) PR Act	PA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 04.05	Approve Evaluation Report, for procurements above \$10 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 05	Procurement – Negotiation Plan				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 05.01	Approve Negotiation Plan for preferred respondent negotiations, for procurements up to and including \$1 million.	s10(2) PR Act	PA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 05.02	Approve Negotiation Plan for preferred respondent negotiations, for procurements up to and including \$10 million.	s10(2) PR Act	PA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 05.03	Approve Negotiation Plan for preferred respondent negotiations, for procurements above \$10 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 06	Procurement – Award of Contract / Decline all Offers				



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 06.01	Award contract or decline all Offers for procurements up to and including \$20,000 (if written contract is formed).	s10(2) PR Act	AA / PrA	Tier 4	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 06.02	Award contract or decline all Offers for procurements up to and including \$50,000 (if written contract is formed).	s10(2) PR Act	AA / PrA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 06.03	Award contract or decline all Offers for procurements up to and including \$1 million.	s10(2) PR Act	AA / PrA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 06.04	Award contract or decline all Offers for procurements up to and including \$10 million.	s10(2) PR Act	AA / PrA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 06.05	Award contract or decline all Offers for procurements above \$10million.	s10(2) PR Act	AA / PrA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 07	<b>Procurement – Unsuccessful Respondents</b>				
PR 07.01	Advise unsuccessful respondents (if quotes sought), for procurements up to and including \$20,000.	s10(2) PR Act	PrA	Tier 4	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 07.02	Advise unsuccessful respondents, for procurements up to and including \$50,000.	s10(2) PR Act	PA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 07.03	Advise unsuccessful respondents, for procurements up to and including \$1 million.	s10(2) PR Act	PA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 07.04	Advise unsuccessful respondents, for procurements up to and including \$10 million.	s10(2) PR Act	PA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 07.05	Advise unsuccessful respondents, for procurements above \$10 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 08	Procurement – Publish Contract Award Details on Tenders WA				
PR 08.01	Publish contract award details on Tenders WA, for procurements up to and including \$250,000.	s10(2) PR Act	PA	Tier 6	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 08.02	Publish contract award details on Tenders WA, for procurements up to and including \$1 million.	s10(2) PR Act	PA	Tier 6	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 08.03	Publish contract award details on Tenders WA, for procurements up to and including \$5 million.	s10(2) PR Act	PA	Tier 6	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 08.04	Publish contract award details on Tenders WA, for procurements above \$5 million.	s10(2) PR Act	PA	Tier 6	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 09	<b>Contract Management – Contract Management Plan</b>				
PR 09.01	Approve Contract Management Plan (and annual review of contract management plans), for procurements up to and including \$10 million.	s10(2) PR Act	PA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 09.02	Approve Contract Management Plan (and annual review of contract management plans), for procurements above \$10 million.	s10(2) PR Act	PA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 10	<b>Contract Management – Exercise/Decline Options</b>				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 10.01	Exercise or decline extension options for contracts up to and including \$50,000.	s10(2) PR Act	AA / PrA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 10.02	Exercise or decline extension options for contracts up to and including \$1 million.	s10(2) PR Act	AA / PrA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 10.03	Exercise or decline extension options for contracts up to and including \$10 million.	s10(2) PR Act	AA / PrA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 10.04	Exercise or decline extension options for contracts above \$10 million.	s10(2) PR Act	AA / PrA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 11	<b>Contract Management - Contract Novations</b>				
PR 11.01	Exercise contract novations and assignments for contracts up to and including \$20,000 (if written contract is formed).	s10(2) PR Act	AA / PrA	Subject to legal advice	Tier 5 Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 11.02	Exercise contract novations and assignments for contracts up to and including \$50,000 (if written contract is formed).	s10(2) PR Act	AA / PrA	Subject to legal advice	Tier 4 Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information	
PR 11.03	Exercise contract novations and assignments for contracts up to and including \$250,000 (if written contract is formed).	s10(2) PR Act	AA / PrA	Subject to legal advice	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 11.04	Exercise contract novations and assignments for contracts up to and including \$1 million.	s10(2) PR Act	AA / PrA	Subject to legal advice	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 11.05	Exercise contract novations and assignments for contracts up to and including \$10 million.	s10(2) PR Act	AA / PrA	Subject to legal advice	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 11.06	Exercise contract novations and assignments for contracts above \$10 million.	s10(2) PR Act	AA / PrA	Subject to legal advice	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12	Contract Management – Exercise Variations					
PR 12.01	Exercise contract variations where the cumulative value of variations represents less than 10% of the contract value for variations valued up to and including \$20,000.	s10(2) PR Act	AA / PrA		Tier 4	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12.02	Exercise contract variations where the cumulative value of variations represents more than 10% of the contract value for variations valued up to and including \$20,000.	s10(2) PR Act	AA / PrA		Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 12.03	Exercise contract variations where the cumulative value of variations represents less than 10% of the contract value for variations valued up to and including \$50,000.	s10(2) PR Act	AA / PrA	Tier 3	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12.04	Exercise contract variations where the cumulative value of variations represents more than 10% of the contract value for variations valued up to and including \$50,000.	s10(2) PR Act	AA / PrA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12.05	Exercise contract variations valued up to and including \$250,000.	s10(2) PR Act	AA / PrA	Tier 2B	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12.06	Exercise contract variations valued up to and including \$1 million.	s10(2) PR Act	AA / PrA	Tier 2A	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 12.07	Exercise contract variations valued over \$1 million.	s10(2) PR Act	AA / PrA	Deputy Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 13	Exemption – Contract Periods Exceeding Five Years				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 13.01	Endorse contract periods exceeding five years.	s10(2) PR Act	NA	Director General	Refer to the Procurement and Contract Management Policy for further detail (MP0003/16).
PR 14	Grants – Approve Grant Proposal				
PR 14.01	Approve Grant Proposal for all grants up to and including \$250,000.		PA	Tier 3	Refer to Grants Policy for further detail (MP0005/16).
PR 14.02	Approve Grant Proposal for all grants up to and including \$1 million.		PA	Tier 2B	Refer to Grants Policy for further detail (MP0005/16).
PR 14.03	Approve Grant Proposal for all grants up to and including \$5 million.		PA	Tier 2A	Refer to Grants Policy for further detail (MP0005/16).
PR 14.04	Approve Grant Proposal for all grants above \$5 million.		PA	Deputy Director General	Refer to Grants Policy for further detail (MP0005/16).
PR 15	DELETED				
PR 16	Grants – Approve Recommendations under a Funding Program				
PR 16.01	Approve recommendations for award of Grants under a Funding Program valued up to and including \$1 million.		PA	Tier 3	Threshold value based on total value of Funding Program. Refer to Grants Policy for further detail (MP0005/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 16.02	Approve recommendations for award of Grants under a Funding Program valued up to and including \$5 million.		PA	Tier 2A, Tier 2B	Threshold value based on total value of Funding Program. Refer to Grants Policy for further detail (MP0005/16).
PR 16.03	Approve recommendations for award of Grants under a Funding Program valued above \$5 million.		PA	Deputy Director General	Threshold value based on total value of Funding Program. Refer to Grants Policy for further detail (MP0005/16).
PR 17	Grants – Execute Grant Agreement				
PR 17.01	Execute Grant Agreement for all grants up to and including \$1 million.		AA	Tier 3	Refer to Grants Policy for further detail (MP0005/16).
PR 17.02	Execute Grant Agreement for all grants up to and including \$5 million.		AA	Tier 2A, Tier 2B	Refer to Grants Policy for further detail (MP0005/16).
PR 17.03	Execute Grant Agreement for all grants above \$5 million.		AA	Deputy Director General	Refer to Grants Policy for further detail (MP0005/16).
PR 18	Grants – Variation to Grant				



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 18.01	Exercise variation to Grant Agreement up to and including \$1 million.		AA	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 (MP0005/16).
PR 18.02	Exercise variation to Grant Agreement above \$1 million.		AA	Tier 2A, Tier 2B	Cumulative value of variation(s) must not exceed 20% of awarded value of the Grant Agreement. Refer to Grants Policy for further detail (MP0005/16).
PR 19	<b>Sponsorships – Approve Initiation</b>				
PR 19.01	Approve Sponsorship Initiation for Sponsorships up to and including \$250,000.		PA	Tier 4	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 19.02	Approve Sponsorship Initiation for Sponsorships up to and including \$1 million.		PA	Tier 3	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 19.03	Approve Sponsorship Initiation for Sponsorships up to and including \$5 million.		PA	Tier 2A, Tier 2B	Refer to Sponsorship Policy for further detail (MP0047/17).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 19.04	Approve Sponsorship Initiation for Sponsorships above \$5 million.		PA	Deputy Director General	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 20	Sponsorships – Approve or Endorse Evaluation				
PR 20.01	Approve or endorse evaluation decision for Sponsorships up to and including \$250,000.		PA	Tier 4	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 20.02	Approve or endorse evaluation decision for Sponsorships up to and including \$1 million.		PA	Tier 3	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 20.03	Approve or endorse evaluation decision for Sponsorships up to and including \$5 million.		PA	Tier 2A, Tier 2B	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 20.04	Approve or endorse evaluation decision for Sponsorships above \$5 million.		PA	Deputy Director General	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 21	Sponsorships – Execute Sponsorship Agreement				
PR 21.01	Execute Sponsorship Agreements for all sponsorships up to and including \$250,000.		AA	Tier 4	Refer to Sponsorship Policy for further detail (MP0047/17).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PR 21.02	Execute Sponsorship Agreements for all sponsorships up to and including \$1 million.		AA	Tier 3	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 21.03	Execute Sponsorship Agreements for all sponsorships up to and including \$5 million.		AA	Tier 2A, Tier 2B	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 21.04	Execute Sponsorship Agreements for all sponsorships above \$5 million.		AA	Deputy Director General	Refer to Sponsorship Policy for further detail (MP0047/17).
PR 22	Gateway Project Authorisation				
PR 22.01	Approval to seek an exemption from a Mandatory Gateway Review.		NA	Director General	More information can be found in the Premier's Circular Improving the Outcomes of Major Projects Through Gateway Reviews (2016/05- see <a href="http://www.dpc.wa.gov.au">www.dpc.wa.gov.au</a> ).

## Section 3: Infrastructure

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 01	<b>Capital Works Built or Non-built Assets – Application for Concept Approval</b>				
IF 01.01	Submission of the project's Application for Concept Approval to the Director General for endorsement.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 01.02	Approve the project's Application for Concept Approval and provide a recommendation to the Minister for their approval.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits to the MfH for their approval of Application for Concept Approval.
IF 02	<b>Capital Works for Built or Non-built Assets – Business Case</b>				
IF 02.01	Approve the project's Concept Brief up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 02.02	Approve the project's Concept Brief for projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Director General	
IF 02.03	Endorse the project's Business Case for all projects.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits the Business Case to the MfH for consideration in the annual Budget process.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 03	<b>Capital Works Built Assets – Design and Contract Documentation</b>				
IF 03.01	Approve the project's Functional Brief; Schematic Design report; Design Development report; and the Contract Documentation report for projects up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	Only to be approved by those working in the relevant area.
IF 03.02	Approve the project's Functional Brief; Project Definition Plan; Schematic Design report; Design Development report; and the Contract Documentation report for projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	
IF 04	<b>Capital Works Built Assets – Committing Funds</b>				
IF 04.01	Approve BMW or SP to appoint consultant(s) from a Building Management and Works consultant panel provided the necessary funds to execute the work is available and the contract price is no greater than the maximum panel fee allowed.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 04.02	Approve BMW or SP to advertise a consultant or construction tender if the Estimated Total Cost does not exceed the project budget and the contract sum is less than \$5 million or less.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 04.03	Approve BMW or SP to advertise a consultant or construction tender if the Estimated Total Cost does not exceed the project budget and the contract sum is above \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 04.04	Approve award of a consultant construction tender through BMW or SP provided that the project budget is not exceeded and the contract sum is \$5 million or less.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 04.05	Approve award of a consultant or construction tender through BMW or SP provided that the project's budget is not exceeded and the contract sum is above \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	
IF 04.06	Approve to commit project funds	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	
IF 05	<b>Capital Works Built Assets – Expending Funds</b>				
IF 05.01	Approve BMW or SP expenditure from the approved Capital Works Entity.	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	
IF 05.02	Approve expenditure from the approved Capital Works Entity that is not associated with BMW or SP.	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 06	Capital Works Built Assets – Project Budget Variation				
IF 06.01	Approve the redirection of existing funds within the existing Capital Works Program.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits request to the MfH for consideration by the Expenditure Review Committee or via the annual Budget Process.
IF 06.02	Approve the request to the Minister seeking endorsement for additional project funds to be approved by ERC either as additional funds to the current budget or as a redirection of existing funds within the Capital Works Program.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits request to the MfH for consideration by the Expenditure Review Committee or via the annual Budget Process.
IF 07	Capital Works Built Assets – Change-order Request				
IF 07.01	Approve a change-order request where there is an increase in the GFA that is not related to a new service; <ul style="list-style-type: none"> <li>up to 5% of the business case GFA.</li> </ul>	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	If the request means it will exceed the project's contingency allocation for that stage, the request is to be referred to the Director General.
IF 07.02	Approve a change-order request where there is an increase in the GFA and it is not related to a new service; <ul style="list-style-type: none"> <li>All other increases to the GFA, including the inclusion of a new service.</li> </ul>	s20(1)(g) HSA s10(2) PR Act	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 07.03	Approve a change order request, not related to an increase in the GFA, where the cumulative value of all variations will not exceed the project's contingency allocation for that project stage e.g. design contingency, up to \$50,000.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 3	If the request means it will exceed the project's contingency allocation for that stage, the request is to be referred to the Director General.
IF 07.04	Approve a change order request, not related to an increase in the GFA, where the cumulative value of all variations will not exceed the project's contingency allocation for that project stage e.g. design contingency, between \$50,000 and \$1 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	If the request means it will exceed the project's contingency allocation for that stage, the request is to be referred to the Director General.
IF 07.05	Approve a change order request, not related to an increase in the GFA, where the cumulative value of all variations will not exceed the project's contingency allocation for that project stage e.g. design contingency, above \$1 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	
IF 08	<b>Capital Works/Built Assets - Project Close-out</b>				
IF 08.01	Approve close-out of projects up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 08.02	Approve close-out of projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 9	<b>Capital Works Built Assets – Operational Commissioning</b> (Note: Building Commissioning to be undertaken by SP or BMW)				
IF 9.01	Approve the Transition Plan for projects up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 9.02	Approve the Transition Plan for projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	
IF 9.03	Approve the Operational Commissioning Plan for projects up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	
IF 9.04	Approve the Operational Commissioning Plan for projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	
IF 10	<b>Capital Works Non-built assets – Procurement Process</b>				
IF 10.01	Approve the various stages in the project's procurement process.	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	
IF 11	<b>Capital Works Non-built assets – Committing Funds</b>				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 11.01	Approve the commitment of project funds.	s20(1)(g) HSA s10(2) PR Act	PA		Authorisation in accordance with Section 2: Procurement.
IF 12	<b>Capital Works Non-built Assets – Expending Funds</b>				
IF 12.01	Approve expenditure from the approved Capital Works Entity.	s20(1)(g) HSA s10(2) PR Act	PA		Authorisation in accordance with Section 2: Procurement.
IF 13	<b>Capital Works Non-built Assets – Project Budget Variation</b>				
IF 13.01	Approve redirection of existing funds within the Capital Works Program.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits request to the MfH for consideration in the annual Budget process/Expenditure Review Committee.
IF 13.02	Approve the request to the Minister seeking endorsement for additional project funds to be approved by ERC either as additional funds to the current budget, or as a redirection of existing funds within the Capital Works Program.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	Director General submits request to the MfH for consideration in the annual Budget process/Expenditure Review Committee.
IF 14	<b>Capital Works Non-built Assets – Change order Requests</b>				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
IF 14.01	Approve a change-order request where the cumulative value of all variations will not exceed the project's contingency allocation for that project stage.	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	
IF 15	<b>Capital Works Non-built Assets – Project Close-out</b>				
IF 15.01	Approve close-out of projects for projects up to and including \$5 million.	s20(1)(g) HSA s10(2) PR Act	PA	Tier 2A	System Manager to participate in project close-out at all levels.
IF 15.02	Approve close-out of projects for projects greater than \$5 million.	s20(1)(g) HSA s10(2) PR Act	NA	Director General	System Manager to participate in project close-out at all levels.
IF 16	<b>Facilities Management</b>				
IF 16.01	Approve the procurement process to commit funds and undertake facility management work	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	For low value procurement, maintenance and utilities.
IF 16.02	Approve the expenditure of funds for facilities management.	s20(1)(g) HSA s10(2) PR Act	PA	Authorisation in accordance with Section 2: Procurement.	For low value procurement, maintenance and utilities.

## Section 4: Corporate Services

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>CS 01</b>	<b>Media and Press</b>				
CS 01.01	Authority to issue press releases	s29 PSMA	PA	Tier 2A, Tier 2B Manager Media and Communications	Refer to the Policy on Use of Official Information and Public Comment (OD 0327/11), the policy outline on Media Communication (OD 0113/08) and the directive on Public Relations and Media Coordination During a Disaster or Major Incident (OD 0208/09).
CS 01.02	Authority to talk to media	s29 PSMA	PA	Tier 2A, Tier 2B; Manager Media and Communications	
<b>CS 02</b>	<b>Public Relations</b>				
CS 02.01	Approval of arrangements having an important public relations aspect (e.g. opening ceremony for new facilities).	s29(1) PSMA	PA	Tier 2A	Refer to the policy outline on Media Communication (OD 0113/08).
<b>CS 03</b>	<b>Travel Approval</b>				The potential for conflict of interests must be considered and managed in all cases. Refer to the Managing Conflict of Interest Policy and Guidelines (OD 0264/10).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 03.01	Approval to travel intrastate by car (including approval for associated accommodation and/or attendance at a conference/convention).	s29(1) PSMA	RA	Tier 5	Refer to the Information Circular Camping Allowance and Travelling, Transfer and Relieving Allowance (IC 0202/14).
CS 03.02	Approval to travel intrastate by air (including approval for associated accommodation and/or attendance at a conference/convention).	s29(1) PSMA	RA	Tier 3	Refer to the Premier's Circular Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers (2014/02- see <a href="http://www.dpc.wa.gov.au">www.dpc.wa.gov.au</a> ), the WA Health Staff Air Travel Policy (MP 0017/16) and the Information Circular Camping Allowance and Travelling, Transfer and Relieving Allowance (IC 0202/14).
CS 03.03	Approval to travel interstate (including approval for associated accommodation and /or attendance at a conference/convention).	s29(1) PSMA	NA	Director General OR Executive Director, Officer of the Director General	Refer to the Premier's Circular Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers (2014/02- see <a href="http://www.dpc.wa.gov.au">www.dpc.wa.gov.au</a> ), the WA Health Staff Air Travel Policy (MP 0017/16) and the Information Circular Camping Allowance and Travelling, Transfer and Relieving Allowance (IC 0202/14).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 03.04	Approval to travel overseas (including approval for associated accommodation and/or attendance at a conference/convention).	s29(1) PSMA	PA	MfH	Refer to the Premier's Circular Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers (2014/02- see <a href="http://www.dpc.wa.gov.au">www.dpc.wa.gov.au</a> ), the WA Health Staff Air Travel Policy (MP 0017/16) and the Information Circular Camping Allowance and Travelling, Transfer and Relieving Allowance (IC 0202/14).
CS 04	Use of employee's own vehicle for official business				
CS 04.01	Authorise use of employee's vehicle on a permanent basis.	s29(1) PSMA	PA	Tier 3	
CS 04.02	Authorise use of employee's vehicle on an ad hoc basis.	s29(1) PSMA	PA	Tier 4	
CS 05	Home Garaging Arrangements				
CS 05.01	Approval to home garage only when conditions specified in the Motor Vehicle Fleet Driver Procedure are met.	s29 PSMA	PA	Tier 3	Refer to the Motor Vehicle Fleet Policy (MP 0052/17).
CS 06	Records Access				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 06.01	Authorise perusal of staff member's own personal file.	s29(1) PSMA	PA	Tier 4	Staff have the right to view their own files; however, access must be arranged through an authorised HR officer.
CS 06.02	Authorise perusal of the personal file of another staff member.	s29(1) PSMA	PA	Tier 4	Managers have authority to view the files of staff for whom they are responsible; however, they and other staff may only access personal files with the approval of an authorised HR officer.
CS 06.03	Authorise access to DoH records by members of the public under the FOI Act.	s100 FOI Act	DF	Senior FOI Coordinator Records and EDRMS Coordinator Manager, Information Services Executive Director, Officer of the Director General Director Corporate Services Tier 2A	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>CS 07</b>	<b>Authorise the release of global emails</b>				
CS 07.01	Authorise the release of global emails within the Department.	s29(1) PSMA	PA	Executive Director, Officer of the Director General	
CS 07.02	Authorise the release of global emails across the state public health sector.	s29(1) PSMA	PA	Executive Director, Officer of the Director General	
<b>CS 08</b>	<b>Information Systems - Financial</b>				
CS 08.01	Approve 'live' operation of a computerised accounting and financial system, including major enhancements, modifications and redevelopments.	s29(1) PSMA	PA	Chief Finance Officer	Subject to approval by the Chief Information Officer of HSS.
<b>CS 9</b>	<b>Publications</b>				
CS 9.01	Authorise new reports, publications and new editions of existing publications.	s29(1) PSMA	PA	Tier 3	
CS 9.02	Permission to publish if purely professional or scientific.	s29(1) PSMA	PA	Tier 2A, Tier 2B	
CS 9.03	Permission to publish any document or publication of a provocative or politically sensitive nature.	s29(1) PSMA	NA	Director General	Depending on the subject and circumstances, the Director General may consult with the MH.
<b>CS 10</b>	<b>Authorise publication on the Internet</b>				



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 10.01	Authorise publication on the Internet.	s29(1) PSMA	PA	Tier 3 Manager Communications	Refer to the WA Health Style Guide for Corporate Visual Identity (OD 0367/12); WA Health Website Style Guidelines; WA Health Delivering Information in Accordance With Disability Access Regulations (OD 0150/08); and the WA Government Guidelines for State Government Websites.
CS 11	Authorise publication on the Intranet				
CS 11.01	Authorise publication on the Intranet.	S29(1) PSMA	PA	Tier 3 Manager Communications	Refer to the WA Health Style Guide for Corporate Visual Identity (OD 0367/12); WA Health Website Style Guidelines; WA Health Delivering Information in Accordance With Disability Access Regulations (OD 0150/08); and the WA Government Guidelines for State Government Websites.
CS 12	Information contained in Information Systems				

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 12.01	Approve all data collected, stored, used and disclosed in Enterprise Systems, State-wide Data Warehouses and DoH Local Systems.	s29(1) PSMA	PA	Assistant Director General Purchasing and System Performance	More information, and definitions of Enterprise Systems, Local Systems and other terms, Refer to the can be found in the Data Stewardship and Custodianship Policy (MP 0011/16).
CS 12.02	Appoint Custodians for Enterprise Systems, State-wide Data Warehouses and DoH Local Systems.	s29(1) PSMA	PA	Assistant Director General Purchasing and System Performance	More information, and definitions of Enterprise Systems, Local Systems and other terms, can be found in the Data Stewardship and Custodianship Policy (MP 0011/16).

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 12.03	Enter into agreements for information sharing or release of data with government and non-government organisations and researchers.		<p>AA</p> <p>Subject to approval from the relevant data custodians or approving authority.</p> <p>Health-related research must also be approved by Human Research Ethics Committee</p> <p>Subject to any relevant legislation governing the disclosure of the information that is being released.</p>	<p>Director Information and Performance Governance</p> <p>Executive Director Information and System Performance</p>	<p>This authorisation extends to, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Memorandums of Understanding</li> <li>• Data Transfer Agreements</li> <li>• Data Exchange Agreements</li> <li>• Deeds of confidentiality</li> </ul>
CS-13	Deed of Trust				
CS 13.01	Signing Deeds.	s29(1) PSMA	NA	Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
<b>Legal Administration</b>					
<b>CS 14</b>	<b>Requests for Legal Advice</b>				
CS 14.01	Internal advice from LLS.	s29(1) PSMA	PA	Tier 4	Contact LLS.
CS 14.02	Request Legal advice from the State Solicitor's Office.	s29(1) PSMA	PA	Tier 4	In liaison with the Director, LLS - other than in relation to industrial matters, which should be undertaken in consultation with the Director SWIR.
CS 14.03	Request for legal advice from a source other than LLS or the State Solicitor's Office.	s29(1) PSMA	PA	Tier 2A, Tier 2B	In liaison with the Director, LLS and through the State Solicitor's Office.
<b>CS 15</b>	<b>Approval of RiskCover workers compensation settlement payments</b>				
CS 15.01	Approval of RiskCover worker's compensation settlement payments.	s52, s53 FMA s29 PSMA	PA	Tier 2A, Tier 2B	
<b>CS 16</b>	<b>Changes to Legislation</b>				
CS 16.01	Recommendation to MfH for changes to an Act.	s29(1) PSMA	PA	Deputy Director General	Recommendations to be coordinated through the Director, LLS.
CS 16.02	Recommendation to MfH for changes to regulations.	s29(1) PSMA	PA	Deputy Director General	Recommendations to be coordinated through the Director, LLS.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 16.03	Recommendation to MfH for changes to a By-Law.	s29(1) PSMA	PA	Deputy Director General	Recommendations to be coordinated through the Director, LLS.
CS 16.04	Recommendation to MfH for changes to Orders.	s29(1) PSMA	PA	Deputy Director General	Recommendations to be coordinated through the Director, LLS.
<b>Ministerial Process</b>					
CS 17	Communicate Directly with MfH				
CS 17.01	Communicate directly with MfH.	s29(1) PSMA	PA	Tier 2A, Tier 2B	
CS 18	Recommendation or submission of draft responses				
CS 18.01	Recommendation or submission of draft responses to Ministerial Correspondence.	S29(1) PSMA	PA	Deputy Director General	Responses should be prepared in consultation with the DoH Ministerial Liaison Unit. More information can be found in the Ministerial Procedures Manual.
CS 18.02	Recommendation or submission of draft responses to Parliamentary questions.	S29(1) PSMA	PA	Deputy Director General	Responses should be prepared in consultation with the DoH Ministerial Liaison Unit. More information can be found in the Ministerial Procedures Manual.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
CS 18.03	Recommendation or submission of draft responses to Cabinet Submissions and Cabinet Comments.	S29(1) PSMA	PA	Deputy Director General	Responses should be prepared in consultation with the DoH Ministerial Liaison Unit. More information can be found in the Ministerial Procedures Manual.
CS 18.04	Recommendation or submission of draft responses to other ministerial correspondence.	S29(1) PSMA	PA	Tier 2A, Tier 2B	Responses should be prepared in consultation with the DoH Ministerial Liaison Unit. More information can be found in the Ministerial Procedures Manual.

## Section 5: Human Resources

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01	Establishment and FTE Management				
HR 01.01	Approval to create a new position: <ul style="list-style-type: none"> <li>Public Service L8 and below</li> <li>Public Service Specified Calling</li> </ul>	s29 PSMA	DP	Tier 2A	In consultation with Corporate Services (Human Resource Services and Business Finance) Subject to funding and classification
HR 01.02	Approval for <ul style="list-style-type: none"> <li>Increase in FTE for an existing position</li> <li>change in position status (fixed term to permanent)</li> </ul>	s29 PSMA	DP	Tier 2A	Subject to funding
HR 01.03	Approval to create an SES position	S29 PSMA	NA	Director General	Subject to Approved Procedure 2 – Executive Services
HR 01.04	Approval to abolish or suspend a vacant position.	s29 PSMA	PA	Tier 3	
HR 01.05	Approve job description form.	s29 PSMA	PA	Tier 4	With line management role on advice from HR.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01.06	Determine classification of new position or reclassify existing position, for positions: <ul style="list-style-type: none"> <li>Public Service L8 and below for position creation</li> <li>Public Service L7 and below for position reclassification</li> <li>Public Service Specified Calling.</li> </ul>	s64 PSMA	DP	Chair, DoH Classification Review Committee	In accordance with Public Sector Commission Approved Procedure 1 – Approved Classification System and Procedures
HR 01.07	Determine classification of new position or reclassify existing position, for senior positions: <ul style="list-style-type: none"> <li>Public Service L9 and above for position creation</li> <li>Public Service L8 and above for reclassification.</li> </ul>	s64 PSMA	NA	Director General	Requires approval from the Public Sector Commission in accordance with Public Sector Commission Approved Procedure 1 – Approved Classification System and Procedures
HR 01.08	Approval to advertise positions (permanent, fixed term and casual) <ul style="list-style-type: none"> <li>Public Service Level 8 and below</li> <li>Public Service Specified Calling</li> <li>AMA.</li> </ul>	s64 PSMA	DP	Tier 2 B	HSS forms required <ul style="list-style-type: none"> <li>N4 Request to Advertise a Vacancy</li> </ul> Subject to position creation and funding.
HR 01.09	Approval to advertise positions (permanent, fixed term and casual) <ul style="list-style-type: none"> <li>Public Service Level 9 and above.</li> </ul>	s53 PSMA	NA	Director General	In accordance with Public Sector Commission Approved Procedure 2 – Senior Executive Service.



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01.10	Approval to appoint a person as a permanent officer.	s64 PSMA	DP	Tier 2B	HSS forms required: R12 Selection Report and Recommendation • N5 Start Date • N1 Request to appoint (temporary)
HR 01.11	Approval to appoint a person on a fixed term contract.	s64 PSMA	DP	Tier 3	HSS forms required: • R12 Selection Report and Recommendation • N5 Start Date • N1 Request to appoint (temporary)
HR 01.12	Approval to appoint a person to a position without advertising.	s64 PSMA	DP	Deputy Director General	In accordance with Public Sector Commission Commissioner's Instruction 2 and 39
HR 01.13	Approve targeted advertising.	s64 PSMA	NA	Director General	
HR 01.14	Approve the extension of fixed term positions (the first extension only, of three months or less).	s64 PSMA	PA	Tier 3	
HR 01.15	Approve the extension of fixed term positions (longer than three months, or where it is not the first extension).	s64 PSMA	PA	Tier 2B	Subject to funding

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01.16	Approve the extension of a person on a fixed term contract (the first extension only, of three months or less).	s64 PSMA	DP	Tier 2B	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.17	Approve the extension of a person on a fixed term contract (longer than three months, or where it is not the first extension).	s64 PSMA	DP	Tier 2A	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.17a	Approve the extension of an existing open recruitment pool.		PA	Deputy Director General	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.18	Approve the transfer of a permanent employee from a permanent position in the DoH to another permanent position at level in the DoH.	s65 PSMA	DP	Tier 2A	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.19	Approve the transfer of a permanent employee from a permanent position in the DoH to a permanent position in another department or organisation.	s65 PSMA	DP	Tier 2A	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01.20	Approval for an employee to be transferred into the DoH from another department or organisation.	s65 PSMA	DP	Tier 2A	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.21	Approval to enter into an arrangement for the secondment of an employee either into or out of the DoH.	s66 PSMA	DP	Tier 2A	In accordance with the Public Sector Commission, Commissioner's Instruction No. 2 Filling a Public Sector Vacancy. Refer to HR.
HR 01.22	Approve employment contracts and any variations to contracted hours (medical).	s22 HSA	DH	Deputy Director General	
HR 01.23	Approve ongoing increase to contracted hours (non-medical).	s29 PSMA	PA	Tier 2A	
HR 01.24	Approve temporary increase to contracted hours (non-medical).	s29 PSMA	PA	Tier 2B	
HR 01.25	Approve temporary or permanent decrease to contracted hours.	s29 PSMA	PA	Tier 6	
HR 01.26	Approve allowances per the relevant industrial instrument (excluding higher duties allowance (HDA), temporary special allowance (TSA), and attraction and retention incentive.	s29 PSMA	PA	Tier 4	
HR 01.27	Approval of temporary deployment / acting arrangements within DoH.	s64 PSMA	DP	Tier 3	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 01.28	Approve temporary special allowance, for positions: <ul style="list-style-type: none"> <li>Public Service L7 and below</li> <li>Public Service Specified Calling.</li> </ul>	s64 PSMA	DP	Chair, DoH Classification Review Committee	On advice from SWIR.
HR 01.29	Approve a temporary special allowance for senior positions: <ul style="list-style-type: none"> <li>Public Service L8 and above.</li> </ul>	s53 PSMA	NA	Director General	Requires approval from the Public Sector Commission in accordance with Public Sector Commission Approved Procedure 1 – Approved Classification System and Procedures
HR 01.30	Approve attraction and retention incentive.	s29 PSMA	NA	Director General	In consultation with Director SWIR and in accordance with Approved Procedure 7 – Attraction and Retention Incentives.
HR 01.31	Approve overtime payment.	s29 PSMA	PA	Tier 4	In accordance with the relevant Industrial Instrument.
HR 01.32	Approve engagement of agency staff (non- medical).	s29 PSMA	DP	Tier 3	
HR 01.33	Approve engagement of casual staff.	s64 PSMA	DP	Tier 3	
HR 01.34	Approve accrual of Time Off in Lieu (TOIL).	s29 PSMA	PA	Tier 4	In accordance with the relevant Industrial Instrument.
HR 01.35	Approve exemption from Section 51 of the <i>Equal Opportunity Act 1984</i> .		PA	Deputy Director General	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 02	General Employment				
HR 02.01	Approve flexible working arrangements.	s29 PSMA	PA	Tier 4	In line with the WA Health Flexible Working Arrangements Policy and industrial instrument.
HR 02.02	Approve health assessment directed for an employee.	s29 PSMA	PA	Tier 3	
HR 02.03	Approve novated car leases.	s29 PSMA	PA	Tier 5	Only specified Tier 5 HR officers can approve and witness novated car leases.
HR 02.04	Determine that an employee may become a registrable employee.	s29 PSMA	PA	Tier 2A	Notice required pursuant to PSM (RR) Regulations 2014, Regulation 8
HR 02.05	Approval to notify an employee if 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).	s29 PSMA	PA	Tier 2A	Notice required pursuant to PSM (RR) Regulations 2014, Regulation 9
HR 02.06	Approval to register a registrable employee to be a registered employee.	s29 PSMA	PA	Tier 2A	Relates to PSM (RR) Regulations 2014, Regulation 18
HR 02.07	Approval to transfer a registered or registrable employee to another office, post or position at the same or equivalent level of classification.	s29 PSMA	PA	Tier 2A	Relates to PSM (RR) Regulations 2014, Regulation 10

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 02.08	Approval to offer voluntary severance to a registrable employee.	s29 PSMA	NA	Director General	Relates to PSM (RR) Regulations 2014, Regulation 11
HR 02.09	Approval to terminate the employment of an employee at the end of a period of redeployment.	s29 PSMA	NA	Director General	Relates to PSM (RR) Regulations 2014, Regulation 31
HR 02.10	Approve additional / outside or secondary employment.	s29 PSMA	PA	Tier 3	
HR 02.11	Approve payroll certification statement.	s29 PSMA	PA	Tier 4	The nominated statement 'Recipient'.
HR 02.12	Approval to accept a resignation with a shorter notice period.	s29 PSMA	PA	Tier 4	
HR 02.13	Approval to accept a notice of intent to retire with a shorter notice period.	s29 PSMA	PA	Tier 4	
HR 02.14	Approve retirement on the grounds of ill health – employer initiated.	s29 PSMA	PA	Tier 2A	HR advice required.
HR 02.15	Approve retirement on the grounds of ill health – employee initiated.	s29 PSMA	PA	Tier 3	HR advice required.
HR 02.16	Approval to commence employment above first increment point.	s64 PSMA	DP	Tier 3	
HR 02.17	Approval to withhold salary increment.	s29 PSMA	DP	Tier 3	In accordance with the <i>Public Service Award 1992</i> .

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 02.18	Approve telecommuting arrangement.	s29 PSMA	PA	Tier 3	In line with the WA Health Telecommuting Policy (OD 0602/15).
HR 02.19	Approve relocation expenses new employee or existing employee (intrastate or interstate), in accordance with the relevant industrial instrument.	s29 PSMA	PA	Tier 2B	
HR 02.20	Approve relocation expenses for new employee (interstate), where arrangements are not covered by an industrial instrument.	s29 PSMA	NA	Director General	
HR 02.21	Approve relocation expenses for new employee (overseas).	s29 PSMA	NA	Director General	
HR 02.22	Approve voluntary regression of officer at employee's request.	s29 PSMA	PA	Tier 3	
HR 02.23	Approval to direct an employee to remain absent if that employee is assessed as being a risk to them self, fellow officers, patients or others.	s29 PSMA	PA	Tier 3	Must consult with HR and SWIR.
HR 02.24	Approval to initiate or authorise a disciplinary process (misconduct or substandard performance).	s81 PSMA	DP	Tier 3	On advice from HR, SWIR and SWIS.
HR 02.25	Approval to initiate a Disciplinary Investigation (misconduct or substandard performance) by internal or external agency investigator (the latter via the relevant Common Use Arrangement).	s82A PSMA	DP	Tier 3	In accordance with Commissioner's Instruction 3. On advice from HR, SWIR and SWIS.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 02.26	Approval to make a disciplinary finding (misconduct or substandard performance).	s82A PSMA	DP	Tier 3	Must be managed in consultation with HR, SWIR and SWIS.
HR 02.27	Approval to proceed with disciplinary action - excluding dismissal.	s82A PSMA	DP	Tier 3	Must be managed in consultation with HR, SWIR and SWIS.
HR 02.28	Approval to proceed disciplinary action - dismissal.	s82A PSMA	NA	Director General	On advice from HR, SWIR and SWIS.
HR 02.29	Approval to dismiss an employee for reasons other than breach of discipline such as incapacity; abandonment of employment; substandard performance or during probationary period.	s79 PSMA	NA	Director General	On advice from HR, SWIR and SWIS.
HR 02.30	Approval to suspend an employee on full pay, partial pay or without pay in circumstances where a disciplinary matter is being dealt with or the employee has been charged with committing a serious offence.	s82 PSMA	DP	Tier 2A	On advice from Director SWIR and HR.
HR 02.31	Approval to extend an employee's probation period.	s29 PSMA	PA	Tier 4	In consultation with HR.
HR 02.32	Approval to initiate investigation of an employee grievance by an internal reviewer.	s29 PSMA	PA	Tier 4	With line management role and in consultation with HR.
HR 02.33	Approval to initiate investigation of an employee grievance by an external investigator.	s29 PSMA	PA	Tier 3	Must consult with HR.
HR 02.34	Approval to resolve a grievance of an employee in respect of a Breach of Standard claims.	s29(1)(i) PSMA	DP	Tier 4	Must be managed in consultation with HR.



ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 02.35	Approval to refer any unresolved Breach of Standard (Employment, Performance Management, Grievance Resolution, Redeployment, Termination and Discipline) claims to the Public Sector Commission.	r10 <i>Public Sector Management (Breaches of Public Sector Standards) Regulations 2005</i>	DP	Tier 2A	Must be managed in consultation with HR.
HR 03	<b>Public Interest Disclosure Act</b>				
HR 03.01	Designate specified position and occupant as responsible for receiving public interest information.	s23(1) PID Act	NA	Director General	Consult with SWIS.
HR 03.02	Approval to determine an appropriate disclosure of Public Interest Information.	s5 PID Act	PA	Registered PID Officer (as designated by the Director General)	Refer PID Register – SWIS.
HR 03.03	Approval to refer public interest information to an appropriate authority.	s5 PID Act	PA	Registered PID Officer (as designated by the Director General)	Consult with Director General.
HR 03.04	Approval to investigate public interest information.	s8(1) (2) PID Act	PA	Registered PID Officer (as designated by the Director General)	Consult with Director General.
HR 04	<b>Corruption Crime and Misconduct Act</b>				
HR 04.01	Notifications of Suspected Serious Misconduct.	s28(1) CCM Act	NA	Director General	Consult with SWIS.

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 04.02	Notification of Suspected Minor Misconduct.	s45H CCM Act	NA	Director General	Consult with SWIS.
HR 05	Health Practitioner Regulation National Law (WA) Act 2010				
HR 05.01	Notify AHPRA where the employer believes an employee who is a health practitioner has behaved in a way that constitutes notifiable conduct.	s142 HPRNL (WA)	LHP	Deputy Director General	On advice from Director SWIR and SWIS.
HR 05.02	Make a voluntary notification to AHPRA in relation to a registered health practitioner or a student.	s145 HPRNL (WA)	LHP	Deputy Director General	On advice from Director SWIR and SWIS.
HR 06	Leave				
HR 06.01	Approve accrued days off arrangement.	s29 PSMA	PA	Tier 4	
HR 06.02	Approve request to cash out leave.	s29 PSMA	PA	Tier 2B	In consultation with budget holder and in accordance with the relevant industrial instrument.
HR 06.03	Approve request to take annual, long service and personal leave (excluding leave without pay, study leave and other leave).	s29 PSMA	PA	Tier 5 (with managerial responsibilities)	
HR 06.04	Approve request to enter into purchased leave / deferred salary arrangement.	s29 PSMA	PA	Tier 3	
HR 06.05	Approve leave without pay, up to and including 4 weeks.	s29 PSMA	PA	Tier 4	
HR 06.06	Approve leave without pay, up to and including 12 months.	s29 PSMA	PA	Tier 3	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 06.07	Approve leave without pay, greater than 12 months.	s29 PSMA	PA	Deputy Director General	
HR 06.08	Approve parental leave, up to and including 12 months.	s29 PSMA	PA	Tier 4	
HR 06.09	Approve extension of leave without pay following parental leave, up to 2 years.	s29 PSMA	PA	Tier 3	
HR 06.10	Approve request for study leave, up to and including 1 week.	s29 PSMA	PA	Tier 4	
HR 06.11	Approve request for study leave, greater than 1 week.	s29 PSMA	PA	Tier 3	
HR 06.12	Approve request for other leave: <ul style="list-style-type: none"> <li>▪ Defence Force</li> <li>▪ Donor</li> <li>▪ Local Government and/or Elected Representative meetings</li> <li>▪ State Emergency Services</li> <li>▪ DFES</li> <li>▪ St John Ambulance Service</li> <li>▪ Jury / Witness Duty</li> <li>▪ Sporting – State or International events as representative</li> <li>▪ Community Support.</li> <li>▪ Family and Domestic Violence.</li> </ul>	s29 PSMA	PA	Tier 4	
HR 06.13	Approve portability of eligible forms of leave within WA health system entities.	s29 PSMA	PA	Tier 3	

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
HR 06.14	Approval to accept transfers of eligible forms of leave from other State Government agencies.	s29 PSMA	PA	Tier 3	
HR 06.15	Approval to accept transfers of eligible forms of leave from Commonwealth Government agencies.	s29 PSMA	PA	Tier 3	In accordance with legislative portability arrangements.
HR 06.16	Approval to defer excess annual or long service leave by employee leave management plan.	s29 PSMA	PA	Tier 3	
HR 06.17	Approval to access pro-rata long service leave within preservation age or in accordance with the relevant industrial instrument.	s29 PSMA	PA	Tier 3	

## Section 6: Policy Frameworks

ID	Description of Function	Legislative or Policy Reference	Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PF 01	Policy Framework				
PF 01.01	Approve and issue a new policy framework.	s26(2) HSA	NA		Director General
PF 01.02	Approve a major amendment to a policy framework.	s26(4) HSA	DH	Assistant Director General Clinical Excellence Division may only exercise this power where the Assistant Director General Strategy and Governance Division is the policy framework custodian.	Assistant Director General Strategy and Governance Division Assistant Director General Clinical Excellence Division
PF 01.03	Approve the rescindment of supporting information to a policy framework that is not a historical document (i.e. a plan, strategy that is also hosted on another WA health system webpage).		PA		Policy Framework Custodian
PF 01.04	Approve a minor amendment to a policy framework.	s26(4) HSA	DH		Policy Framework Custodian

ID	Description of Function	Legislative or Policy Reference		Conditions, Limitations and Restrictions	Authorised Officer(s)	Comments and Additional Information
PF 01.05	Approve the rescindment of a policy framework.	s26(4) HSA	DH	Assistant Director General Clinical Excellence Division may only exercise this power where the Assistant Director General Strategy and Governance Division is the policy framework custodian.	Assistant Director General Strategy and Governance Division Assistant Director General Clinical Excellence Division	

PF 02	Mandatory Policy				
PF 02.01	Approve a new mandatory policy to be issued under a policy framework.	s26(4) HSA	DH	Assistant Director General Clinical Excellence Division may only exercise this power where the Assistant Director General Strategy and Governance Division is the policy framework custodian.	Assistant Director General Strategy and Governance Division Assistant Director General Clinical Excellence Division
PF 02.02	Approve a major amendment to a mandatory policy.		PA		Policy Framework Custodian
PF 02.03	Approve a minor amendment to a mandatory policy.		PA		Tier 3

PF 02.04	Approve rescindment of a mandatory policy from a policy framework.	s26(4) HSA	DH	Assistant Director General Clinical Excellence Division may only exercise this power where the Assistant Director General Strategy and Governance Division is the policy framework custodian.	Assistant Director General Strategy and Governance Division Assistant Director General Clinical Excellence Division
PF 03	Related Documents				
PF 03.01	Approve a new related document to be mandated pursuant to a mandatory policy.		PA		Policy Framework Custodian
PF 03.02	Approve a major amendment to a related document.		PA		Policy Framework Custodian
PF 03.03	Approve a minor amendment to a related document.		PA		Tier 3
PF 03.04	Approve rescindment of a related document.		PA		Policy Framework Custodian