

Corporate Delegations

Department of Health Policy

QH-POL-071:2023

1. Statement

The Department of Health (the Department) Framework for delegating authority ensures the most appropriate individuals can act autonomously to make decisions on behalf of the Director-General, Queensland Health or Minister for Health, Mental Health and Ambulance Services and Minister for Women (the Minister).

2. Purpose

The purpose of this policy is to ensure:

- The arrangements by which power, authority and functions are delegated within the Department are aligned with legislation and statutory authority in accordance with the legislative requirements set out in the *Financial Accountability Act 2009*, *Public Sector Act 2022* and *Public Sector Ethics Act 1994*
- A consistent and standardised approach to corporate delegations.

3. Scope

This policy applies to all employees, contractors and consultants within the Department's divisions and business units, including the Queensland Ambulance Services.

This Policy also applies to the Mental Health Review Tribunal for delegations relevant to the Mental Health Review Tribunal made under the *Financial Accountability Act 2009*.

This policy excludes any clinical related delegations (e.g. Scope of Practice, *Public Health Act 2005* delegations etc.).

4. Principles

The Department assigns delegations of authority:

- **In accordance with legislation:** the authorising legislation allows the authority, function or power to be delegated as applicable and/or sub-delegated as applicable.
- **Based on accountabilities and positions:** positions will be individually assessed for the requirements of a delegation.
- **Using a risk-based approach:** the levels of delegations align with the Department's risk appetite and business needs.
- **Within defined business rules:** business rules are applied and monitored.

5. Legislation

- *Acts Interpretation Act 1954 (Qld)*
- *Ambulance Service Act 1991 (Qld)*
- *Constitution of Queensland 2001*
- *Crime and Corruption Act 2001 (Qld)*
- *Financial Accountability Act 2009 (Qld)*
- Queensland Treasury, Financial Accountability Handbook
- Financial Accountability Regulation 2009 (Qld)
- Financial and Performance Management Standard 2019 (Qld)
- *Hospital and Health Boards Act 2011 (Qld)*
- *Industrial Relations Act 2016 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Property Law Act 1974 (Qld)*
- *Public Sector Act 2022 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Right to Information Act 2009 (Qld)*

6. Supporting documents

- Chief Finance Officer Delegations
- Control Framework for Expenditure
- Corporate Card Policy and Standard
- Corporate Card Delegations
- Corporate Delegations Standard
- Corporate Delegations Guideline
- Expenditure Delegations Framework and Restricted Transactions Schedule
- Expenditure Delegations Guideline
- Financial Management Practice Manual
- *Hospital and Health Boards Act 2011* Delegations
- Human Resources Delegations Manual
- Internal Control Framework
- Major Capital Works Approval Delegations
- Procurement Delegation Procedures
- *Public Records Act 2002* Delegations

- Queensland Ambulance Service Delegations
- Real Property Authorisations and Delegations
- Right to Information and Information Privacy Delegations

7. Definitions

Term	Definition
Delegation	A process whereby a person holding an authority, function or power authorises another to exercise the authority, function or power.

Version control

Version	Date	Comments
1.0	Dec 2012	Delegations Policy developed.
1.1	10 June 2015	Policy Rationalisation Project – Minor editorial changes. Migration of content to new templates.
2.0	March 2016	Full review
3.0	15 Nov 2023	Minor updates for currency