



ATTACHMENT 2 - WA HEALTH TRAVEL APPROVAL DELEGATION MATRIX

	APPROVAL DELEGATIONS		RECOMMENDED TIMEFRAMES
	DEPARTMENT OF HEALTH	AREA HEALTH SERVICES	
EXTERNALLY FUNDED TRAVEL (Commercial and non-commercial sponsorship, some Special Purpose Accounts (SPA) and/or self)			
Intrastate	As per approved DoH delegation matrix.*	Executive Director	4 weeks prior to the proposed date of travel
Interstate	Director General	Chief Executive	6 weeks prior to the proposed date of travel
Overseas (Medical officers – DOCTORS)	Director General	Chief Executive	6 weeks prior to the proposed date of travel
Overseas (other disciplines)	Minister for Health	Minister for Health	6 weeks prior to the proposed date of travel
OPERATIONAL FUNDING (including some SPA's)			
Intrastate	As per approved DoH delegation matrix.*	Executive Director	4 weeks prior to the proposed date of travel
Interstate	Director General	Chief Executive	6 weeks prior to the proposed date of travel
Overseas (Medical officers – DOCTORS)	Minister for Health	Minister for Health	6 weeks prior to the proposed date of travel
Overseas (other disciplines)	Minister for Health	Minister for Health	6 weeks prior to the proposed date of travel
MULTIPLE TRAVEL			
For the various categories	As per above.	As per above.	As per above.

* Refers to the *Health Entities Authorities Delegation and Director Schedule*.

Note: Support from relevant senior managers (e.g. Head of Department, Executive Director) is required before final approval as per this matrix.

More than one funding type: the final level of approval is determined by the funding type which requires the highest final approval as per this Matrix.