

Memo

SDOC 24/100051

TO: All Staff

FROM: Chief Executive

DATE: 29 August 2024

SUBJECT: Changes to ordering of discretionary items through HealthShare

As part of our ongoing focus on financial sustainability, we are making some changes to ordering of discretionary items across all sites and services in the District. These are items that are ordered through HealthShare including tea, coffee and milk but also includes items such as sandwiches and water.

From 9 September 2024 across the Coastal and Inland Networks, all orders for discretionary items that have been deemed non-standard items will require Level 4 financial delegate approval, being Site Manager/Director of Nursing and Midwifery or equivalent. Standard items that may be ordered without Level 4 delegate approval will include:

- Coffee
- Tea
- Sugar
- Milk

All other items will be considered non-standard and orders will be returned to the requestor by HealthShare if they do not have Level 4 delegate approval. If you are not sure who your Level 4 delegate is, this information is available in the Delegations Manual on MyHub here [Delegations Manual \(SNSWLHD\)](#).

A new District wide discretionary item order form has been developed to support this transition and is attached to this email and [available on MyHub](#). From 9 September 2024, HealthShare will no longer be accepting orders for discretionary items that are not submitted using this form.

In the coming months, a further next tranche of work on discretionary item ordering will focus on Mental Health and Alcohol and Other Drugs and District wide Programs.

If you have any questions, please contact your Site Manager/DoNM in the first instance.



Margaret Bennett

Chief Executive

Southern NSW Local Health District