



NSWHP\_CG\_001



#### **NSW Health Pathology Delegations**

The delegations detailed in this manual are based on the Health Administration Corporation (HAC) being the overarching entity under the auspice of which the work of NSW Health Pathology (NSWHP) will occur. NSW Health Pathology will act as an administrative division of HAC for the purposes of exercising certain of its functions under section 126B of the *Health Services Act 1997*. NSW Health Pathology incorporates the Forensic and Analytical Science Service.

There will only be one Instrument of Delegation whereby:

- The Secretary will be delegating under section 126B(4) of the Health Services Act 1997, those
  powers vested in the Secretary under section 126B of the Health Services Act 1997, being
  provision of pathology, forensic and analytical science services
- The Secretary will be delegating, under section 21 of the Health Administration Act 1982, those staff related powers vested in the Secretary under Chapter 9 of the Health Services Act 1997 as to the 'NSW Health Service' and any other Act which vests similar powers in the Secretary
- The Health Administration Corporation will be delegating under section 21 of the *Health Administration Act 1982*, those powers vested in HAC under the *Health Administration Act 1982*.

#### **Review**

This policy will be reviewed by 31 December 2022.

#### Risk

Risk Statement	The NSW Health Pathology Delegations Manual is aligned with operations and organisation structures.
Risk Category	Leadership and Management

#### **Further Information**

For further information, please contact:

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#### **Version History**

The approval and amendment history for this document must be listed in the following table.

Title	Delegations Manual for NSW Health Pathology
Issued Version No	15
Effective Date	TBD
Author	Director Corporate Governance
Authorised By	Secretary of the Ministry of Health NSW
Risk Rating	High

Version	Date	Author	Tracking/Description of Change
1	29.02.12	VJ	Initial Draft
2	15.03.12	VJ	Comments of NSW HP Incorporated
3	30.03.12	SM	Comments of MOH Corporate Governance and Risk Management Unit
4	17.04.12	SM	Comments of MOH and VJ changes
5	28.05.12	VJ	Update of Delegations table from Networks
6	31.05.12	MS	Update of Delegations to Interim for approval of DSec - GWC
7	1.06.12	MS	Updated for approval by Secretary
8	22.11.12	VJ	Updated structure to include FASS
9	07.01.13	VJ	Updated to address audit requirements and new personnel
10	15.10.14	VJ	Updated to address structure changes in Networks and Corporate Head Office
11	19.03.15	VJ	Updated based on feedback by Ministry of Health
12	04.11.16	SB	Review of delegations resulting from changes to positions, policies and operations.
13	05.07.17	SB	Review of delegations to reflect new organisation structure in particular the schedule of delegates to remove the pathology network positions.
14	14.10.19	SB	Review of delegations to combine goods and services schedules; include new delegations in relation to leases; engagement of Legal Counsel, right to information, privacy, IP, clarify copyright, site authorisations, disclosure of unit record data and types of agreements such as research services, grant, material transfer, beta test and facilities access; revised schedule of delegates to include new positions.
15	TBD	ТВ	Amendments to update policy references and schedule of delegates, change thresholds for some delegations, remove redundant delegations, insert new delegations relating to Projects, PCards, GIPA requests and complaints, expenditure from Custodial Trust Funds and Enterprise Risk Management, and otherwise for clarity.



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#### Introduction

The purpose of this manual is to establish a clear and consistent approach to the delegation of authority for the operational running of NSW Health Pathology including the individual pathology, forensic and analytical science services which this entity incorporates.

This manual replaces any implied authority within other delegations manuals held by Local Health Districts or other NSW health entities.

In enacting the delegation rights specified at the various levels, individuals have a duty to undertake the necessary due diligence to verify expenditure or other exercise of power is appropriate, in accordance with applicable laws and NSW Health and NSW Health Pathology policies, and within the budget capacity of the relevant service.

Expenditure limits specified are exclusive of the Goods and Services Tax (GST) which is currently 10%.

Delegations may be withdrawn by determination of the Board Chair or Chief Executive of NSW Health Pathology.

#### **Authority**

#### **Determination of Functions**

Section 126B of the *Health Services Act 1997* confers the Health Secretary with the powers to provide health services on a statewide basis. The Secretary has established a division within the Health Administration Corporation called NSW Health Pathology to provide specialist pathology, forensic and analytical science services for the NSW Health system.

#### **Accounts and Audit Determination for Public Health Entities in NSW**

The Secretary, as delegate of the Minister under section 127(4) of the Health Services Act 1997, and as the accountable authority of the Health Administration Corporation ('HAC'), has determined that public health organisations (as a condition of subsidy) and HAC entities must comply with the requirements of the Accounts and Audit Determination for Public Health Entities in NSW.

The Chief Executive of NSW Health Pathology is responsible for ensuring the:

- i Proper performance of accounting procedures including adequacy of internal controls
- ii Accuracy of its accounting, financial and other records
- iii Proper compilation and accuracy of its statistical records
- iv Due observance of the directions and requirements of the Minister and HAC and
- v Observance of the Determination, policy directives and policy procedure manuals issued by the government, Minister, Secretary and/or the Ministry of Health.

The Determination makes the following specific references to the Delegations Manual:

'PHEs [Public Health Entities] must:

- a) maintain an up-to-date, approved, delegations manual for the PHE;
- b) ensure the delegations manual is consistent with the Minister and Health Secretary Delegations;



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c) ensure that delegated financial authority aligns with approved expenditure and revenue budgets;

d) ensure that authority to incur expenditure is only exercised by persons authorised to do so and in accordance with their delegated authority...'

The delegations specified hereunder relate specifically to NSW Health Pathology. No amendments to the specified delegations may be made without the written approval of HAC/Health Secretary.

#### **Principles of Delegation**

- 1 This Delegations Manual has been compiled to:
  - a) Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by NSW Health Pathology on a day-to-day basis
  - b) Facilitate compliance with relevant directions from the Minister, Ministry of Health and HAC.
- 2 Delegated authority is subject to any overriding federal or state legislation.
- 3 Delegation of authority is considered, for the purposes of this manual, to be conferred by the HAC in accordance with relevant federal and state legislation, manuals and policy directives.
- The delegation of authority to a specified person is unique and may not be transferred or further delegated, **except** where the absence of the person to whom the delegation is made requires that the authority be exercised by the person acting in the position to which the authority is delegated. Where officers are acting or relieving in a position and exercise a delegation in this way, the officer should specify the position, and the 'acting' nature of their occupancy in that role.
- 5 Delegates can apply more restrictive delegations to staff over which they have direct managerial control. A clear set of the revised delegations must be provided to the staff member in question where this occurs. See point 15 regarding amendment of delegations.
- Where this manual specifies a delegation to a person or position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.
- 7 Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and do not include GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.
- 8 No delegate may:
  - a) Approve self-related matters (e.g. authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave)
  - b) Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes and
  - c) Split items or orders to bring them within any limit of their position's administrative responsibility.





- 9 The authorising person for matters specified in point 8, and other matters of a like nature, shall be a more senior member of staff unless otherwise specifically delegated for administrative purposes.
- 10 Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the <a href="NSW">NSW</a>
  <a href="Health Code of Conduct">Health Code of Conduct</a>. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.
- 11 In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each account.
- 12 Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.
- 13 All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the Ministry of Health.
- 14 The following Ministry of Health Policy and Procedure Manuals are to be observed in the exercise of the delegations and in the day-to-day operations of the organisation:
  - a) Accounting Manual Public Health Organisations
  - b) NSW Health Accounting Policy Manual
  - c) Consent to Medical and Healthcare Treatment Manual
  - d) Accounts and Audit Determination for Public Health Entities in NSW
  - e) Combined Delegations Manual
  - f) Corporate Governance and Accountability Compendium for NSW Health
  - g) Fees Procedures Manual for Public Health Organisations
  - h) NSW Health Procurement Policy
  - Health Infrastructure Delegations
  - j) HealthShare NSW Delegations
  - k) Leave Matters for the NSW Health Service
  - I) Patient Matters Manual for Public Health Organisations
  - m) Public Health Delegations
  - n) Privacy Manual for Health Information and
  - o) Protecting People and Property Manual.
- 15 Amendments, additions, and deletions to the Delegations Manual must be considered and recommended by the Chief Executive of NSW Health Pathology, for approval by HAC. Once approved, the change must be incorporated into the manual and any parties affected by the amendment formally notified.
- 16 All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the:
  - a) Secretary
  - b) Deputy Secretary People, Culture and Governance
  - c) Deputy Secretary Finance and Asset Management & Chief Financial Officer



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- 17 Deputy Chief Financial Officer Delegates are responsible for knowing their classification and their level of delegation and for informing themselves and keeping up to date on any changes to the delegations arising from changes in law, NSW Government or NSW Health policy or revisions of delegations or other directions issued by NSW Health Pathology.
- 18 A delegation that contains the words 'after consultation with', 'after endorsement by', or 'on recommendation of or from' means that the delegation should not be exercised until the required consultation, endorsement or recommendation is received and considered.
- 19 A delegation to a position or to a body, if the position or the body is abolished, has a change in name or a change in structure, is to be regarded as referring to the successor to the functions of that position or body.

#### Scope of Application of Delegations

This manual applies to all controlled units of the NSW Health Pathology service. These delegations must not be used to circumvent delegations of other Health entities.

Delegations must not be used to bind other NSW Health entities. Where there is an identified conflict between the delegations of NSW Health Pathology and those of another NSW Health entity this conflict must be referred to the Legal and Regulatory Services Branch of the Ministry of Health for resolution.

Compliance with this manual and the requirements specified is mandatory. Any practices that inappropriately circumvent the requirements outlined in this manual are in breach of NSW Government Purchasing Policies and the provisions of the *Government Sector Finance Act 2018* and reflect a breakdown of site internal controls.

NSW Health Pathology can issue directives from time to time that further restrict the delegations contained in this manual.

#### Structure of Delegations

The delegations detailed in this manual have been arranged according to functional area to allow for easy identification and reference. The schedules within which the delegations are arranged are set out below.

Schedule 1: Financial – Dollar Limits of Delegations

Schedule 2: Financial – General

Schedule 3: Procurement

Schedule 4: Legal and Property

Schedule 5: Disposal of Plant and Equipment
Schedule 6: Special Purpose and Trust Funds
Schedule 7: General Non-Financial Delegations
Schedule 8: Human Resource Management
Schedule 9: Staff Specialists Award Management

**Schedule 10:** Customer Charter and Pricing Agreements

Schedule 11: Plans

Schedule 12: Service Provision.



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#### **Schedule of Delegates**

Delegates have been classified according to levels of delegation at Appendix 1.

If a manager does not consider it appropriate that a subordinate officer has a delegation that is listed, then the manager should by written administrative direction indicate that the officer is not to exercise the delegation. The manager should consult with the Director of Corporate Governance in relation to this process before providing an administrative direction. All written administrative directions must be stored securely on NSW Health Pathology's record keeping systems.

The NSW Health Pathology Executive Director, Finance and Corporate Services will oversee the process of applying financial controls where required in the Oracle Financial Management System.



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc		
Function	1. Financ	ial Delegation	ons - Dollar	Limits of I	Delegations				
	1.1 Goods	and Services (ex	xcludes Budgete	d Capital Works	Program/Building	Works and Equip	pment Leases)		
	Notes and Refe	rences							
	PD2019		Health Procureme	nt Policy and Pro	cedures available at		ices Procurement Policy Directive Portal including Gateway review		
							profile of the procurement. Each curement Policy and Procedures.		
	NSWHP	is accredited and a	accountable for the	procurement of g	oods and services:				
	a) avai and	lable on existing Wh	hole-of Governmer	nt/Whole of Health	contracts (irrespect	ive of the value but	t subject to the delegations below)		
	b) not a	available on existing	g Whole-of-Govern	ment/Whole-of-He	ealth contracts up to	a maximum value	of \$250,000.		
	than \$30						ealth contracts and valued greater See further Section 3 in relation to		
	3 Require	ments for quotations	s are defined in the	NSW Health Pro	curement Procedure	es:			
	a) Orders must not be split to come under the limit per the procedures in the NSW Health Goods and Services Procurement Policy <u>Directive PD2019 028</u> . Where more than one procurement with the same supplier for the same or similar goods and services is planned within a reasonable period of time, the value of all the procurements must be added together.								
	b) Exp	enses on IT goods a	and services shoul	d be endorsed by	the relevant ICT Ma	nager.			
		tracts for the supply cer, Strategic Procu		es exceeding 5 y	ears must be approv	red by the Ministry	of Health Chief Procurement		
	d) See	Section 3 Procuren	ment for authority to	make decisions	during the procurem	ent process.			
		cers who are author s indicated below.	ised to incur exper	nditure are also au	thorised to sign and	execute contracts	on behalf of NSWHP up to the		

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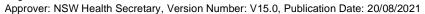
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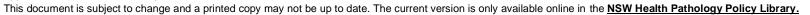




	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegatio	ns - Dollar	Limits of De	elegations		
	4 Additiona	l delegations apply	in relation to Project	cts – see Section 1	.4.		
Up to \$1,000						Yes	
\$1,001 to \$10,000					Yes		
\$10,001 to \$30,000				Yes			
\$30,001 to \$250,000			Yes				
\$250,001 to \$500,000		Yes*					*Contracts covering a total period exceeding 5 years must be approved by the MoH Chief Procurement Officer Additional Delegate: Chief Operating Officer
Over \$500,000 to no more than \$5,000,000	Yes*						Purchases valued over \$5 million must be approved by Health Administration Corporation











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc			
Function	1. Financi	1. Financial Delegations - Dollar Limits of Delegations								
							Contracts covering a total period exceeding 5 years must be approved by the MoH Chief Procurement Officer			
	<ul> <li>1.2 Capital Expenditure (for initial budget at procurement stage)</li> <li>Notes and References</li> <li>1 Refer to Section 1.1 Notes and References of this Manual which also apply to this Section.</li> <li>2 Health Infrastructure manages major capital works over \$10 million, and other smaller projects as allocated in accordance with the NSW Health Infrastructure Delegations Manual.</li> <li>3 A cost benefit analysis should be prepared when required under the NSW Health Guide to Cost-Benefit Analysis of Health Capital Project GL2018 021.</li> <li>4 Refer to the NSW Health Goods and Services Procurement Policy Directive PD2019 028 including Section 6 on leasing.</li> <li>5 Capital Expenditure includes budgeted capital works/building works and procurement of physical assets and equipment.</li> <li>6 Additional delegations apply in relation to Projects - see Section 1.4.</li> </ul>									
Up to \$50,000		Yes*					* Additional Delegate: Chief Operating Officer			

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegation	ons - Dollar	Limits of [	Delegations		
\$50,001 to \$250,000		Yes					*Specified Delegate: Director Finance and Corporate Services
\$250,001 to \$500,000	Yes *						*Any annual cost in excess of \$250,000 requires endorsement of the business case by SLT and the Ministry Health System Planning and Investment Branch
Over \$500,000	No *						*Refer to the Ministry Health System Planning and Investment Branch
	1.3 Equipmen	Leases					
Approve the entering into, termination and/or variation of equipment leases with a maximum term of 3 years and maximum value of \$100,000		Yes*					*Specified Delegate: Director Finance and Corporate Services



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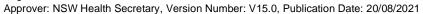






	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegatio	ns - Dollar	Limits of De	elegations		
Approve the entering into, termination and/or variation of equipment leases with a maximum term of 5 years and maximum value of \$5,000,000	Yes						Leases valued at over \$5 million must be approved by the MoH Chief Procurement Officer.
	1.4 Projects						
	Notes and Refere	ences must not commence	e until a business c	ase has been appro	oved by the Strateg	ic Leadership Tear	n.
Approve business case for project		SLT					Decision by Strategic Leadership Team. Subject to endorsement of business case by Amalgamated Steering Committee
Increase in budget for previously approved projects where increase is greater than \$20,000 or 5% of approved budget (whichever is greater)		SLT					Decision by Strategic Leadership Team. Subject to endorsement of change by Amalgamated Steering Committee











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegatio	ons - Dollar	Limits of D	Delegations		
Increase in budget for previously approved projects where increase is less than or equal to \$20,000 or 5% of approved budget (whichever is greater)		Yes*					* Specified Delegate: Executive Sponsor of Project
Variation to milestone date for previously approved projects within approved budget		Yes*					* Specified Delegate: Executive Sponsor of Project Variations that extend milestone date more than 60 days after original date require endorsement of Amalgamated Steering Committee.



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	2. Financi	al Delegatio	ns - General						
	1 NSW Hea 2 NSW Hea 3 NSW Hea 4 NSW Hea	2 NSW Health Accounting Manual for Public Health Organisations 3 NSW Health Fees Procedures Manual 4 NSW Health Patient Matters Manual							
Approve Annual budget strategy	Yes								
Approve Annual Initial Allocation to facilities/services	Yes								
	2.2 Budgeta	ary Adjustments							
Over 1 year	Yes								
Authorise adjustment from one facility/service to another facility/service		Yes*					* Additional Delegate: Chief Operating Officer (in relation to operational budgets)		
Authorise adjustment from one clinical stream to another; or		Yes							



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	2. Financi	al Delegatio	ns - General							
allocated funds between different clinical streams										
	_	2.3 Budget Adjustments – one-line item or cost centre to a different line account codes/lines or cost centre (excluding employee related)								
Within the same units				Yes						
From one unit to a different unit			Yes							
	2.4 Budget	Adjustments – A	llocations to Unit	is						
Enhancement of budgets up to \$250,000		Yes*								
Enhancement of budgets over \$250,000	Yes									
Supplement of awards	Yes *						* Refer to Finance Branch, Ministry of Health			

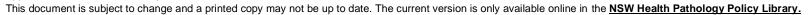
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	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	<b>Board Chair</b>		Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	2. F	2. Financial Delegations - General									
	2.5	Accounts Receivable									
	Notes	es and References									
	1	The NSW	Health Pathology I	Finance and Perforn	nance Committee s	should be informed	d of all write-offs unde	er \$50,000.			
	2	The NSW	Health Pathology I	Finance and Perforn	nance Committee s	should approve wr	ite-offs over \$50,000				
	3	Delegates are not to re-classify / waiver / refund / write-off amounts related to themselves or their relatives/associates.									
	4	NSW Hea	Ith Accounts and A	udit Determination f	or Public Health E	ntities in NSW					
	5	NSW Hea	Ith Fees Procedure	es Manual							
	6	NSW Hea	Ith Combined Dele	gations Manual							
	2.6	Patient F	ees and Bad De	ebits – Write off,	Reduce, or Rem	it, per Admissi	on				
Up to \$250				Yes							
\$251 to \$10,000			Yes*								
Over \$10,001		Yes									
	2.7	2.7 Payroll Overpayments – Write Off or reduction of amount to be repaid									
Up to \$10,000			Yes*								
Over \$10,001		Yes									



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	2. Financia	2. Financial Delegations - General							
	2.8 Claims f	Claims for Payment							
	a) Authoris	se Additions/Dele	etions to Oracle I	Master Vendor Fi	le				
Authorise request for additions/deletions to HealthShare					Yes				
	b) Telegra	phic Transfers	•				•		
Authorise telegraphic transfers	Refer to Delega	tions in Section 1	.1						
	2.9 Out of P	ocket Expenses							
	Expenses mi     Officers cann	· · · · · · · · · · · · · · · · · · ·							
Approve out of pocket expenses	Refer to Delega	Refer to Delegations in Section 1.1							



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financia	ıl Delegatior	ns - General				
		nent Cards (PCa	•	e of Procurement Ca	ards (PCards) w	ithin NSW Health Policy	/ Directive PD2016 005 is
Approval issue of PCard to specified employee (subject to employee having goods and services expenditure delegation (refer to section 1.1)	Yes	Yes*					* Specified Delegate: Director Finance and Corporate Services
Authority to incur expenditure up to the limit set up for the employee in the approved PCard application form			•	_		•	in the employee's approved nditure delegation (refer to
	2.11 GST/FBT	Delegations					
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financia	al Delegatio	ns - General				
							Operations; Director, Revenue and Process Improvement
Approve and sign monthly Business Activity Statement (BAS) on behalf of NSWHP		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial Operations; Corporate Taxation Accountant; Director Revenue and Process Improvement
	2.12 Bank Ac	counts					
Signatories and Counter Signatories for Bank Accounts		Yes*					* Two delegates to approve



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	2. Financia	al Delegation	ns - General	I					
	2.13 Investme	ents							
	Notes and Refere	nces							
	1 Investments	require sign-off (two	o signatures) from tv	wo delegated officer	S.				
		Please refer to section 3.29 to 3.31 of the <u>NSW Health Accounting Manual for Public Health Organisations</u> for limitations in relation to investment powers.							
Authority to invest or redeem funds up to \$5m		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegate: Director Financial Operations		
Authority to invest or redeem funds over \$5m	Yes*						* Specified and Additional Delegates: Where the CE is not available, two SLT delegates can approve with the CE to endorse retrospectively. Where the CE is available, one SLT		



	Level 1	L	_evel 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec Board Chai	ir L	Strategic ∟eadership Γeam	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Fina	ancial	Delegation	ns - General				
								delegate must also approve.
	2.14 Ca	ab Vouch	ners					
	Notes and	Reference	es: Delegates will	not issue / authoris	e cab vouchers to t	hemselves		
Authority to approve cab voucher use for staff						Yes		
	2.15 Ac	ceptanc	e of Gifts, Devi	ces, Equipment,	Bequests			
	Notes and	Reference	es					
	1 <u>NS</u>	SW Health	Conflicts of Intere	est and Gifts and Be	enefits Policy Directi	ve – PD2015_04	<u>15</u>	
	2 <u>NS</u>	SW Health	Pathology Gifts a	nd Benefits Proced	ure – NSW_PCP_0	<u>01</u>		
	3 <u>NS</u>	SW Health	Pathology Gifts a	nd Benefits Registe	<u>er</u>			
	4 <u>NS</u>	SW Health	Code of Conduct	Policy Directive - P	D2015 049			
	5 <u>NS</u>	W Health	Goods and Service	ces Procurement Po	olicy Directive PD20	<u>19 028</u>		
Approve acceptance of gifts, devices, equipment			Yes*					* Additional Delegates: Operations Directors for Operations staff



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financia	al Delegation	ns - General				
Approve acceptance of bequests		Yes					
	2.16 – AGIS Inv	oices/Accruals					
Approve AGIS requests			Yes*				* Additional Delegate: FASS Management Account in respect of FASS invoices
	2.17 – Sundry (	Corporate) Invoi	ces				
\$0 to \$30,000				Yes			
\$30,001 to \$250,000			Yes				
\$250,001 to \$500,000		Yes					
Over \$500,000 to no more than \$5,000,000	Yes						



	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category		Exec and I Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	3. F	Procure	ment						
	Notes	and Refere	ences						
	1	Refer to N	ISW Health Goods	s and Services Pro	ocurement Policy D	irective PD2019_02	8 in relation to procu	urement process requirements.	
	2	Contact N	SW HealthShare	Supply Chain Ope	erations for informat	ion on procurement			
	3	Tendering must be undertaken by an agency which has been accredited by Department of Finance and Services (State Contracts Control Board). Tendering for supply of goods and services not available on existing Whole-of-Government/Whole-of-Health contracts and valued greater than \$250,000 must be referred to HealthShare as a delegate of Health Administration Corporation the accredited agency.							
	4	For purcha	asing, refer to fina	ncial delegations	in Section 1 Goods	and Services of this	Manual.		
	3.1	Market E	ingagement						
	a)	Plan							
Approve go-to-market strategy for supplies valued between \$30,000 and \$250,000			Yes*						
	b)	Source							
Approve evaluation of market responses for supplies valued at between \$30,000 and \$250,000			Yes*						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	3. Procure	3. Procurement								
Approve acceptance of quote and awarding of the contract for supplies valued at between \$30,000 and \$250,000			Yes							
Approve tender acceptance and awarding of the contract up to \$5 million	Yes *						* \$5m - \$30m – Chief Executive HealthShare Over \$30m – Chief Procurement Officer, NSW Health			
	3.2 Consign	ment Stock (Re	efer to Financial	Delegations for G	oods and Service	s in Section 1 of th	nis Manual)			
Acceptance of consignment stock agreements			Yes							



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal ar	nd Property	1							
	4.1 Leases	of Real Property	у							
	<ol> <li>With the exce</li> <li>Approval of le approval.</li> <li>Leases over s</li> </ol>	approval.  Leases over six years (including initial term and any option to renew) require Ministry of Health approval.								
Approve the entering into, termination and/or variation of leases or licences with a maximum term of 3 years and maximum value of \$100,000			Yes							
Approve the entering into termination and/or variation of leases or licences with a maximum term of 6 years and maximum value of \$250,000		Yes								
Approve the entering into, termination and/or variation of leases or licences with a maximum	Yes									



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal ar	nd Property	•				
term of 6 years and a maximum value of \$5 million							
Approve the entering into termination and/or variation of retail leases to which the <i>Retail Leases Act 1994</i> applies with a maximum term of 10 years (for example, 5-year initial term and option to renew for a further 5 years)	Yes						
Approve the entering into termination and/or variation of agreements with telecommunication carriers for up to 20 years for communication purposes	Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal aı	nd Property	/							
	4.2 MOUs a	4.2 MOUs and unspecified agreements								
	Notes and References  1 Agreements relating to supply of goods or services, capital or building works and equipment leases are covered in Section 1 of this Manual.									
Approve the entering into, variation and/or termination of a Memorandum of Understanding or Letter of Intent with an external party	Yes									
Approve the entering into, variation and/or termination of a contract or undertaking with an external party where such contract or undertaking has not been detailed elsewhere in this manual	Yes									

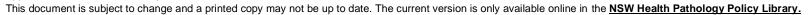
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	Level 1		Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief E Board	exec and Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. L	egal ar	nd Property	<i>'</i>				
	4.3	Engagen	ment of Legal C	ounsel				
	Notes	and Refere	ences					
	1	Delegations are subject to the requirements of the <u>NSW Health Significant Legal Matters and Management of Legal Services Policy Directive – PD2017_003</u> .						
Approval to engage external legal counsel in relation to all matters except employment matters and up to \$100,000			Yes*					Specified Delegate: Director, Corporate Governance
Approval to engage external legal counsel or investigators in relation to employment matters up to \$20,000				Yes*				Specified Delegate: Deputy Director, People and Culture  Note: Approval from relevant Operations Director is also required where engagement is funded by Operations.
Approval to engage external legal counsel or investigators in relation			Yes*					Specified Delegates: Director, Corporate



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	4. Legal aı	4. Legal and Property									
to employment matters and up to \$100,000							Governance; Director, People and Culture  Note: Approval from relevant Operations Director is also required where engagement is funded by Operations.				
Approval to engage external legal counsel in relation to all matters over \$100,000	Yes						Note: Legal engagements where the anticipated expenditure is greater than \$150,000 constitute Significant Legal Matters which must be notified to the Ministry.				
	<ul> <li>4.4 Investigations</li> <li>Notes and References</li> <li>1 NSW Health Public Interest Disclosures Policy Directive PD2016_027</li> <li>2 NSW Health Resolving Workplace Grievances PD2016_046</li> <li>3 NSW Health Child Related Allegations, Charges and Convictions against NSW Health Staff Policy Directive PD2016_025</li> <li>4 NSW Health Privacy Internal Review Guidelines NSW Health GL2019_015</li> </ul>										

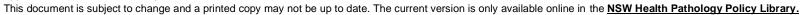
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal aı	nd Property	/				
		•	nagement Policy PD gement Policy PD2		_		
Appoint officers to accept and manage Protective Disclosures/Public Interest Disclosures	Yes						
Authorise investigations into Grievances			Yes				
Authorise investigations into serious allegations against staff eg matters involving children/sex offences/pornography		Yes*					* Additional Delegate: Chief Operating Officer
Power to determine access applications and applications for review under GIPA Act					Yes*		Specified delegates: Legal Counsel; Privacy, Right to Information and Records Officer
Power to deal with privacy complaints and requests for privacy internal reviews					Yes*		Specified delegates: Legal Counsel; Privacy, Right to



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal ar	nd Property	,							
							Information and Records Officer			
Authorise investigations into other statutory complaints, for example: Public Health Legislation		Yes								
Authorise management of and responses to Health Care Complaints Commission		Yes*					Specified delegate: Director of Clinical Governance			
	<ul> <li>4.5 Incident Management</li> <li>Notes and references</li> <li>1. NSW Health Incident Management Policy PD2020 047</li> <li>2. Secretary Delegation A382 Response to Incidents delegates the functions of the Health Secretary as the 'relevant health services organisation' in respect to Part 2A of the Health Administration Act 1982 to Chief Executive NSW Health Pathology</li> </ul>									
RIB approval	Yes*						Specified Delegate: Chief Executive			
Appointment of Preliminary risk assessment (PRA) team	Yes*						Specified Delegate: Chief Executive			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal aı	nd Property	′				
Approval of PRA findings for sharing with family via open disclosure	Yes*	Yes*					Specified Delegates: Chief Executive; Director of Clinical Governance
Appointment of Serious adverse event review (SAER) team and determination of method of review	Yes*						Specified Delegate: Chief Executive
Approval of findings report	Yes*						Specified Delegate: Chief Executive
Approval of SAER findings for sharing with family via open disclosure		Yes*					Specified Delegates: Director of Clinical Governance (clinical incidents); Director of Corporate Governance (corporate incidents)
Appointment of additional SAER team members to prepare recommendations	Yes*						Specified Delegate: Chief Executive

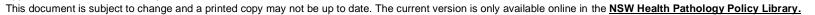
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	4. Legal aı	4. Legal and Property									
Directing whether recommendations report is to be prepared		Yes*					Specified Delegate: Director of Clinical Governance (clinical incidents); Director of Corporate Governance (corporate incidents)				
Approval of recommendations report	Yes*						Specified Delegate: Chief Executive				
	4.6 Researc	h-related Site A	uthorisations, D	isclosure of Unit F	Record Data and	Supply of Bios	pecimens				
	Notes and References  NSW Health Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive - PD 2010_056  NSW Health Clinical Trials – Insurance and Indemnity Policy Directive - PD 2011_006  NSW Health Research Governance in NSW Public Health Organisations Guidelines - GL 2011_001  NSW Health Clinical Trial Research Agreements for Use in NSW Public Health Organisations - PD2011_028  NSW Health Human Research Ethics Committees - Quality Improvement & Ethical Review: A Practice Guide for NSW - GL2007_020  NSW Health Pathology Research Governance Framework – NSWHP_CG_013										
Site authorisation: Declaration of support from Head of Department per PD2010_056 under NSW			Yes*				Specified Delegates: Operations Directors;				



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal a	nd Property	у				
Health Site Specific Assessment (SSA) - REGIS  Site authorisation: Declaration of		Yes*					Director Forensic and Analytical Science Service, Director of Biobanking Specified Delegate:
support for Data Provision per PD2010_056 under NSW Health Site Specific Assessment (SSA) – REGIS		Tes					Chief Medical Information Officer;
Site authorisation: Final authorisation for research projects with more than low (negligible) risk (per PD2010_056)	Yes						Level of risk determined by Human Research Ethics Committee under the National Statement on Ethical Conduct in Human Research (2007)
Site authorisation: Final authorisation for research projects with no more than low (negligible) risk per PD2010_056			Yes*				Level of risk determined by Human Research Ethics Committee under the National Statement on Ethical Conduct in Human Research (2007)



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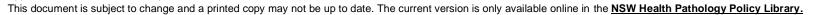


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal a	nd Property	/				
							* Specified Delegate: Director Research
Approve the disclosure of unit record data for the purposes of research or quality improvement/assurance: Deidentified data		Yes*					Specified Delegate: Chief Medical Information Officer
Approve the disclosure of unit record data for the purposes of research or quality improvement/assurance: Identified data	Yes						Specified Delegate: Chief Executive
Approve the use and supply <b>of</b> biospecimens for the purposes of research or quality improvement/assurance/control				Yes*			Specified Delegates: Clinical Director; Local Pathology Director  Note: approval subject to Ethics Committee approval or a quality improvement determination







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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal ar	nd Property	,				
	4.7 Research	h and Other Ag	reements				
	Notes and Refere  1. Research Manual, before th	h projects and use	-	mens for the purpose	s of research must	be approved in ac	cordance with section 4.6 of this
Approve the entering into, termination and/or variation of funding/grant agreements and collaborative research agreements	Yes* (total value cash and inkind of the transaction is up to \$5,000,000)	Yes* (total value cash and inkind of the transaction is up to \$500,000)	Yes* (total value cash and inkind of the transaction is up to \$250,000)				*Delegation based on expenditure breakdown per section 1.1.
Approve the entering into, termination and/or variation of clinical trial research agreements including CTN/CTA and/or research services agreements with other parties	Yes* (total value cash and inkind of the transaction is up to \$5,000,000)	Yes* (total value cash and inkind of the transaction is up to \$500,000)	Yes* (total value cash and inkind of the transaction is up to \$250,000)	Yes* (total value cash and in-kind of the transaction is up to \$30,000)			*Delegation based on expenditure breakdown section 1.1.

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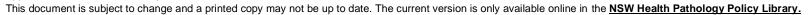


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal ar	nd Property					
Approve the entering into, termination and/or variation of material transfer agreements for the supply of biospecimens for research or quality improvement/assurance/control purposes  Approve the entering into termination and/or variation of	Yes* (total value cash and inkind of the transaction is up to \$5,000,000)	Yes* (total value cash and inkind of the transaction is up to \$500,000)	Yes* (total value cash and inkind of the transaction is up to \$250,000)	Yes* (total value cash and in-kind of the transaction is up to \$30,000)	Yes		* Subject to Ethics Committee approval if the outcomes of the activity are to be published and/or ethical risks are identified as per GL2007_020
confidentiality agreements	4.8 Intellectu	ıal Property					
Approve the entering into termination and/or variation of agreements the primary purpose of which is to assign IP	Yes	.,					
Approve the entering into, termination and/or variation of IP licence agreements	Yes (total value cash and in-	Yes (total value cash and in-					









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	4. Legal ar	4. Legal and Property									
	kind of the transaction is up to \$5,000,000)	kind of the transaction is up to \$500,000)									
Approve the entering into, termination and/or variation of agreements permitting another party to use NSWHP's trademarks or logo		Yes*					* Specified Delegate: Director Strategic Communications				
	<ul> <li>4.9 Settlements/Deed of Release         Notes     </li> <li>Consultation with TMF required for settlements/deed of release where TMF coverage provided, and with MoH Legal where matter is a Significant Legal Matter pursuant to NSW Health PD2017 003 Significant Legal Matters and Management of Legal Services</li> <li>Settlements which include non-monetary benefits must approved by the relevant Operations Manager.</li> </ul>										
Agreement to out of court settlements/payments and deeds of release related to the Industrial Relations Commission (IRC) or		Yes*					*Specified Delegate: Director, People and Culture				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal a	nd Property	/				
Anti-Discrimination Board of ≤\$50,000							
Agreement to out of court settlements/payments and deeds of release related to the IRC or ADB of > \$50,000	Yes						
Agreement to out of court settlements/payments and deeds of release related to other matters or courts/tribunals of ≤\$50,000		Yes*					*Specified Delegate: Director, Corporate Governance
Agreement to out of court settlements/payments and deeds of release related to other matters or courts/tribunals of >\$50,000	Yes						



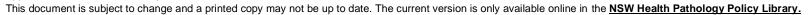
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	5. Dispo	sal of Plan	t and Equip	ment							
	5.1 Disposa	l of goods (oth	er than Compute	r and IT Equipme	ent)						
	Delegates who wasign-off. For exa	Notes and References  Delegates who write off/authorise the disposal of goods should ensure appropriate separation of responsibilities and obtain appropriate count sign-off. For example, engineering staff who are disposing of building materials should obtain counter-sign off from an appropriate senior independent officer. Delegates should not authorise disposals to themselves, or family members, associates or work colleagues.									
	1 Complian	Compliance with NSW Health Goods and Services Procurement Policy Directive PD2019_028 is mandatory. Under the Policy Directive:									
	a.		o to \$5,000 may be or or community organis		fers, trade-ins or neg	otiated sales, seel	king verbal quotations or donation				
	b.				the procedures outliniate procurement pro		ncluding completion of a sal of the goods.				
	2 <u>It is prohil</u>	bited to split the s	<u>ubject goods into co</u>	mponents or in succ	cession for the purpo	ses of avoiding the	mandated Delegations.				
	3 <u>Delegate</u>	must confirm that	the goods are suita	ble for disposal and	the estimated preser	nt value.					
			Audit Determination		ntities in NSW						
	5 NSW Health Accounting Manual for Ministry of Health										
Authority to approve disposal of goods where estimated present value of goods is < or equal to \$500			Yes								

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	5. Dispo	sal of Plant	and Equipr	ment			
Authority to approve disposal of goods where estimated present value of goods is between \$501 and \$250,000		Yes*					* Specified Delegate: Director Finance and Corporate Services
Authority to approve disposal of goods where estimated present value of goods is between \$250,001 and \$5million	Yes						* Over \$5m to HAC
	5.2 Disposa	I of all Compute	er and IT Equipm	ent			
	2 Data mus	s and References to be removed from	in 5.1 apply to this 5 hard-disks to facilit Directive PD2013_0	ate compliance with p	orivacy legislation in	accordance with	the <u>NSW Health Electronic</u>
Authority to approve disposal of equipment where estimated present value of goods is < or equal to \$1,000			Yes (incl ICT Directors/ Managers)				
Authority to approve disposal of equipment where estimated			Yes*				* Specified Delegate: Chief Information Officer

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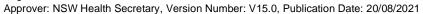


	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	5. Dispo	sal of Plan	t and Equip	ment			
present value of goods is between \$1,001 and \$50,000							
Authority to approve disposal of equipment where estimated present value of goods is between \$50,001 and \$250,000		Yes*					* Specified Delegate: Director Finance and Corporate Services
Authority to approve disposal of equipment where estimated present value of goods is between \$250,001 and \$5million	Yes						Over \$5m to HAC



	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category		Exec and Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	6. F	Restrict	ed Financi	ial Assets (F	RFAs) and	Custodial Tru	ust Funds (	CTFs)
	Notes 1	a. Fund b. Ther	horising expendit ds are available to	ture from an RFA or o meet the expendit emerging liabilities t	ture that is to be in	ncurred	ich is about to be a	approved, would leave the RFA or
	2		• .			• •		(s) has been obtained Directive PD2015 009
	4	NSW Hea	Ith Accounts and	Audit Determinatio	n for Public Healtl	n Entities in NSW	•	
	5	NSW Hea	lth Fees Procedu	<u>ıres Manual</u>				
	6	NSW Hea	Ith Group Service	es/Commercialisation	ons Policy – Reve	nue Policy, Revenue	Standard Policy D	irective PD2005_522
	7	NSW Hea	Ith Staff Specialis	st Rights of Private	Practice Arrangen	nents Policy Directive	PD2017_002	
	6.1	Opening	and Closing R	RFAs and CTFs				
Approve opening/closing of RFA and CTF account(s)				Yes*				*Specified Delegate: Director of Revenue and Process Improvement
	6.2	Approvii	ng expenditure	from RFAs				
	a)	Staff Spe	ecialists' Priva	te Practice No 2	Account RFAs			
Up to \$30,000				Yes				Note: Must be endorsed by the Staff Specialist No 2





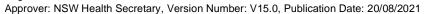






	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	6. Restrict	ted Financi	ial Assets (F	RFAs) and	Custodial Tru	ıst Funds (	CTFs)
\$30,001 to \$100,000		Yes*					Account Management Committee  Note: Must be endorsed by the Staff Specialist No 2
Greater than \$100,001	Yes						Account Management Committee  Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee
	b) RFAs ot	ther than Staff	Specialists' Priva	ate Practice No	2 Accounts		Committee
Up to \$30,000			Yes				Note: Confirmation of funds available required and in line with account purpose
\$30,001 to \$100,000		Yes					Note: Confirmation of funds available required and in line with account purpose
Over \$100,001	Yes						Note: Confirmation of funds available required and in line with account purpose











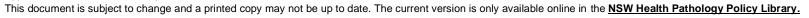
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	7. Genera	Non-Finar	ncial Delega	tions				
	7.1 Media R	eleases, Staten	nents and Intervi	ews				
	Notes and Refere	ences						
	1 NSW Hea	alth Pathology Med	dia Relations Guidel	ines NSWHP_PG_00	<u>)1</u>			
Authority to release a written/verbal statement and conduct any type of media interviews/commentary relating to NSW Health Pathology activities		Yes*					Specified Delegate:     Director Strategic     Communications	
	7.2 Reporta	ble Incident Bri	iefs for Ministry o	of Health				
	Notes and Refere	ences						
	1 NSW Hea	alth Incident Mana	gement Policy PD20	020_047				
	2 <u>NSW Hea</u>	alth Corrupt Condu	uct – Reporting to the	e Independent Comm	nission Against Corru	uption (ICAC) Poli	cy Directive PD2016_029	
	3 NSW Hea	3 NSW Health Internal Audit Policy Directive PD2016 051						
Authorising Reportable Incident Briefs to the Ministry of Health	Yes							

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	7. Genera	ıl Non-Finaı	ncial Delega	ations					
	7.3 Ministe	rials							
Authority to approve and release Ministerials, Ministerial briefs and advice related to Parliamentary matters		Yes*					*Specified Delegate: Director Strategic Communications		
	7.4 Corres	7.4 Correspondence to NSW Ombudsman and ICAC							
Authority to sign-off correspondence to NSW Ombudsman and ICAC	Yes	Yes					* Specified Delegate: Director, Corporate Governance		
	7.5 Annual	Corporate Gov	ernance Attestat	tion Statement					
Authority to sign-off the Annual Corporate Governance Statement	Yes								
	7.6 Medica	7.6 Medical Compliance Statements							
Authority to sign-off quarterly Medical Compliance Statements	Yes						Note: MDAAC to be notified		





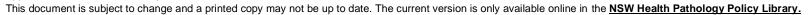


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General	Non-Finar	cial Delega	tions			
	7.7 Informat	ion Systems A	ccess				
Approval for LHD District Network Access						Yes	Note: Policy and process of host ICT to be followed
Approval of access to Clinical Software Applications					Yes		Note: Subject to policy of host ICT
Access to Corporate Software Applications					Yes		Note: Subject to policy of host ICT
Internet Access				Yes			Note: Subject to policy of host ICT
Authority to approve external connections / remote access to clinical systems			Yes				Note: Subject to policy of host ICT
Authority to approve linking of data in internet, from different sources within the health system where the purpose is consistent with NSWHP purpose; and is for the same purpose as collected		Yes*					Additional Delegate: Chief Information Officer
Authority to approve requests to link NSWHP data with other agency data, where there may be inconsistencies in purpose		Yes*					Additional Delegate: Chief Information Officer





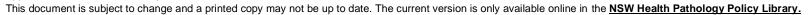


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	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category		Exec and I Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. (	General	Non-Finar	ncial Delegat	ions			
	7.8	Sponsorships (Charitable) (by NSW Health Pathology and/or to NSW Health Pathology)						
	Notes	s and Refere	nces					
	1	NSW Hea	Ith Sponsorships	Policy Directive PD2	2005_415			
Less than \$10,000				Yes				
\$10,001 to \$25,000			Yes					
Over \$25,000		Yes						
	7.9	Purchase	e/Upgrade of M	lobile Phones an	d Hand-Held PCs			
	a)	Mobile P	hones					
Purchased through the general fund/trust fund excluding Staff Specialist Private Practice trust fund				Yes				Note: Policy and procedure of hosting service to be followed
Replacement of like mobile phone equipment with like equipment					Yes			Note: Policy and procedure of hosting service to be followed







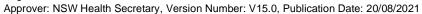


	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	7. General	Non-Finar	icial Delegat	ions				
	b) Hand-He	eld PC/PDA/Pali	m Pilot/iPads					
General fund/trust fund excluding Staff Specialist Private Practice trust fund			Yes				Note: Policy and procedure of hosting service to be followed	
Replacement of like hand held PC/ PDA/Palm Pilot/iPad equipment with like equipment				Yes			Note: Policy and procedure of hosting service to be followed	
	7.10 Use of P	rivate Vehicle o	on Official Busine	ess				
Approve expenses for use of private vehicle for official business			Yes					
	7.11 Motor Vo	ehicles and Fle	et Management					
	Notes and Refere	ences						
	1 Motor Ver	1 Motor Vehicles – Use of Within NSW Health Policy Directive PD2014_051						
Replacement of like vehicle with like vehicle			Yes					
Replace vehicles not like with like		Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General	Non-Finar	ncial Delega	tions			
Approve fitting of business-use accessories			Yes				
Allocation of vehicle for business/private use		Yes					Note: Allocation of private use to employee requires personal contributions to be made (per PD2014 051) and according to rates outlined in Ministry of Health Information Bulletin each year
Increase motor vehicle fleet		Yes					
Dispose of vehicle not to auction			Yes				
Exempt vehicles from rotation			Yes				
Approve use of vehicle during periods of leave		Yes					
Approve overnight use of vehicle				Yes			Note: If this is common practice it may cause a fringe benefit that requires









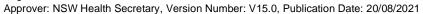


	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General	l Non-Finaı	ncial Delega	tions			
							the employee to pay additional tax
Allocation of vehicle for on-call, emergency, and/or security garaging				Yes			
Accept accident notification			Yes				
Suspend use for inappropriate use			Yes				
Purchase replacement vehicles			Yes				
Sign Motor Vehicle Lease Agreements		Yes *					* Specified Delegate: Director Finance and Corporate Services; Additional Delegate: Associate Director Financial Operations



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec ar Board Chair	nd Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	7. Gene	eral Non-Finar	Non-Financial Delegations						
	7.12 Risk	2 Risk Management							
	a) Lod	gement and manag	ement of insura	nce claims/notific	ations:				
Professional indemnity/Liability claims					Yes*		* Specified Delegate: Legal Counsel		
Workers Compensation claims					Yes				
Motor Vehicle claims				Yes					
Property/Miscellaneous claims					Yes*				
	b) Day t	o Day Managemen	t of Enterprise R	isks					
Strategic Risks		Yes							
Operational Risk			Yes						
Performance Risk				Yes*			*Additional delegate: Clinical Pathology Director		
Compliance Risk			Yes						
Project/Program/Research Risk		Yes*					*Additional Delegate: Program Manager		









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	c) Senior Ma	nagement Over	sight of Enterpr	ise Risks							
Enterprise Risk Management	Yes										
Management Decision		Yes*			Yes		*Additional Delegate: Director Clinical Operations				
	7.13 Bodies/l	Bodies/Burials/Cremations/Funerals/Storage									
	Notes and Referer  1 NSW Healt	es and References  NSW Health Retention of Bodies – Approval to Retain Bodies for Longer than Permitted Guideline - GL2013_015									
Retention of bodies under the Public Health (Disposal of Bodies) Regulation 2002	Designated Offic	ers appointed by	the Chief Execu	tive							
	7.14 Human T	7.14 Human Tissue Act									
	Notes and Referer	ices									
	1 NSW Healt	h Public Health De	elegations Manual								
	2 NSW Healt	h Delegations of A	outhority - Local He	ealth Districts and Spe	ecialty Health Netwo	<u>orks</u>					
	3 NSW Healt	h Donation, Use a	nd Retention of Tis	sue from Living Person	ons Policy Directive	PD2016 001					
	4 NSW Healt	h Designated Offic	er Policy and Proc	edures PD2013 002							
Appointment of Designated Officers per PD2013_002 to remove tissue	Yes*						* Specified Delegate: Chief Executive or Director, FASS.				
Terriove ussue							*This is only required in NSW Health Pathology Forensic Medicine facilities				
							*This is subject to the person meeting training				



Approver: NSW Health Secretary, Version Number: V15.0, Publication Date: 20/08/2021

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			requirements as set out at
			2.2 of PD2013_002



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human	Resource N	/lanagement	:								
	Notes and Refere	ences										
		elegates must not approve "self-related matters" or matters that raise potential probity issues in relation to the exercise of the delegation. For cample a delegate:										
		must not authorise their own expenditure or expenditure reimbursement, certify their own time sheet or authorise their own higher duty allowance, overtime, or annual/long service leave										
		* must not approve any expenditure in relation to a matter where they have a pecuniary interest, or where there is a real, potential or perceived conflict of interest										
	* must only	authorise expendit	ture for cost centres	and staff for whic	n their position is resp	oonsible for.						
	The authorising pof NSW Health Page 1		d similar matters sh	all be a more senio	or officer or another o	fficer as approved	in writing by the Chief Executive					
	1 <u>Leave Ma</u> for Securi	atters for the NSW ty Risk Manageme	Health Service PD2 nt in NSW Health A	2019 010 NSW He gencies Manual	alth Protecting Peopl	e and Property: N	SW Health Policy and Standards					
	2 Industrial	Awards and variou	s NSW Health polic	ies should also be	referenced							
	8.1 Recruitn	nent and Appoir	ntments									
	Notes and Refere	ences										
	1 NSW Hea	alth Recruitment an	d Selection of Staff	to the NSW Health	Service PD2017_04	· <u>0</u>						
	,	e the Creation or ncement	Deletion of a Po	sition, Advertis	ing of a Position,	Appointment to	o a Position and Salary on					





	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
For positions within the budgeted approved staff profile			Yes				
For positions outside the budgeted approved staff profile	Yes						
For Staff Specialist / Visiting Practitioners		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Note: Approval is on the advice of Credentialing Committee/MDAAC
	b) Approva	Il to Determine C	ommencing Sala	ıry			
For positions within Budgeted FTE			Yes				
For positions outside the budgeted approved staff profile	Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
For Staff Specialist/Visiting Practitioners		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Additional Delegate: Chief Operating Officer Note: Approval is on the advice of Credentialing Committee/MDAAC
	c) Child Pr	otection and oth	er Reportable Co	nduct (re Crimin	al Record Check	s)	
	Notes and Refere	ences Working with Childre	en Checks and Othe	er Police Checks Po	licy Directive PD20	<u>19_003</u>	
Authority to approve commencement of an employee/person subject to satisfactory CRC clearance		Yes*					* Additional Delegate: Chief Operating Officer Note: Delegation applies only for urgent situations



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
Authority to undertake/approve risk assessments regarding child related, criminal and other reportable allegations, charges and convictions		Yes*					* Additional Delegate: Chief Operating Officer
Authority to review / assess applicants who have a criminal history for suitability for employment		Yes*					*Specified Delegates: Director and Deputy Director, People and Culture (only as risk assessor)
	d) Approve Medical		emporary Regist	ration and Exten	sion of Tempora	ry/Conditional	Registration of Overseas
Authority to approve an application for Conditional/Temporary Registration and Extension of Temporary/Conditional Registration of Overseas Medical Staff			Yes				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	lanagement				
	e) Exempti	on from Vaccina	tion Requiremen	its			
	Notes and Refere	ences					
	1 NSW Health	Occupational Asses	sment, Screening a	nd Vaccination Aga	inst Specified Infect	ious Diseases Pol	icy Directive - PD2018_009
Authority to approve an exemption from vaccination		Yes*					*Specified Delegate: Director, People and Culture
	f) Tempora	ary and Casual A	ppointments				
Temporary appointment of Staff Specialist/Visiting Practitioners		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Note: Approval is on the advice of Credentialing Committee/MDAAC
Temporary appointment of other staff – less than 3 months			Yes				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
Temporary appointment of other staff – over 3 months			Yes				
Employment of staff on a casual basis			Yes				
	g) Declarin	g Staff Excess a	nd Offering Volu	ntary Redundand	<b>с</b> у		
	Notes and Refere	ences					
	1 NSW Hea	lth Managing Exces	s Staff of the NSW	Health Service PD2	012_021		
Authority to declare staff excess	Yes						
Authority to offer Voluntary Redundancy	Yes						
Authority to declare staff involuntarily redundant	Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
	8.2 VMO/VD	O Service and In	demnity Contrac	ts			
	Notes and Refere		contracts – VMO and	d HMO Policy Direc	tive - PD2014_008		
Authority to sign-off Visiting Practitioners service contracts/indemnity contracts		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture
Annual contracted hours to agreed budget level		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Additional Delegate: Chief Operating Officer



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human	Resource M	lanagement						
	8.3 Regradi	ng Positions and	d Increasing Sala	ries					
	a) Regradi	ng Positions							
		Notes and References  1 NSW Health Executive Performance Management Policy Directive - PD2016 019							
Health Executive Service (HES)	Yes*						* Approved by Secretary, NSW Health		
HSM6 positions	Yes								
All Other Positions (excluding HSM6)		Yes*					* Additional Delegate: Chief Operating Officer Note: Delegation exercised subject to relevant grading		
							committee/credentialing endorsement		



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human	Resource M	lanagement						
		Progression se salary based o	on performance [	within existing A	ward grading st	·uctures])			
		lotes and References  NSW Health Executive Performance Management Policy Directive - PD2016_019							
HES							* Secretary approval in accordance with PD2016_019		
For increases < 5% of base substantive salary			Yes				Note: Within existing Award grading structures		
For increases > 5% of base substantive salary		Yes*					Additional Delegate: Chief Operating Officer Note: Within existing Award grading structures		
For Staff Specialist/Visiting Practitioners			Yes*				* Specified Delegate: Director Medical Services Note: Approval is on the		



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec a Board Chair	nd Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Hum	an Resource N	<b>M</b> anagement				
							advice of Credentialing Committee/MDAAC
	8.4 Tim	e Sheets and Attend	lance Records				
Authority to approve rosters/timesheets, including variations and amendments						Yes	
Authority to approve VMO Claim Forms, within and outside contract hours			Yes				
	8.5 Lea	ve (including Visitin	g Practitioners)				
	Notes and F	References					
		ve Matters for the NSW					
	2 <u>NSV</u>	/ Health Training, Educa	ation and Study Leav	e (TESL) for Staff S	Specialists PD2016_	043	
Approval of all forms of leave, in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the position, excluding the following:					Yes		



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	anagement				
Approval to accrue excessive leave above award/legislative limits			Yes				
Staff Specialist Training, Education and Study Leave (TESL), Clinical Academic Sabbatical Leave and Career Medical Officer Continuing Medical Education (CME) Leave			Yes				
Leave without pay:							
* Less than 1 month				Yes			
* Less than 3 months			Yes				
* Less than 12 months		Yes					Note: Only after total annual leave balance has been exhausted
* Greater than 12 months	Yes						Note: Only after total annual leave balance has been exhausted



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human	Resource M	anagement						
Approve re-credit of long service leave or annual leave due to incapacity				Yes					
Study Leave - Undertaken within Australia				Yes			Note: Per Financial Delegations		
Study Leave - Undertaken Overseas		Yes					Note: Refer to delegation for Official Travel in section 8.6 of this Manual		
	8.6 Official	Travel							
	a) Oversea	s Travel							
	1 For exper 2 Refer to 3 For limitar	Notes and References  1 For expenditure from a SP&T fund, endorsement of the Staff Specialist Trust Fund Management Committee is required  2 Refer to the Ministry of Health Combined Delegations Manual, in particular, Section 17.2  3 For limitations on travel, refer to the NSW Health Official Travel Policy Directive - PD2016_010							
Expenditure from General Fund	Endorse*						* Obtain CE/Board Chair endorsement, then submit to MoH Workplace		



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	/lanagement				
							Relations for approval by Secretary
No Expenditure (Leave Only)	Yes						
Expenditure from a SP&T fund	Endorse*						* Obtain CE/Board Chair endorsement, then submit to MoH Workplace Relations for approval by Secretary. Must also be endorsed by Staff Specialist Trust Fund Management Committee
Overseas travel through sponsorship arrangements	Endorse*						* Obtain CE/Board Chair endorsement, then submit to MoH Workplace Relations for approval by Secretary.
Presenting papers at conferences/seminars		Yes					



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human	8. Human Resource Management									
	b) Domesti	Domestic Travel including Air Travel and Overnight Stays									
	Notes and referen	nces									
		All requests by staff members must be approved in writing prior to any official travel being undertaken. Refer to NSW Health Official Travel Policy Directive PD2016 010 for further requirements regarding official travel.									
Authority to approve domestic travel							Note: In accordance with Finance Delegations and source of funds				
	8.7 Higher D	Outies Allowance	(Approve Payme	ent of Higher Dut	ties Allowance)						
Approve higher grade duties for Level 4 and below who report to position			Yes (>10days)		Yes (<10days)						
	8.8 Overtime and Use of Agency Staff										
	a) Certify / Approve Overtime										
Approve use of and certify overtime					Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	8. Human	8. Human Resource Management								
Approve use of agency staff				Yes						
	b) Call-bac	k of staff								
Approval to authorise call backs					Yes					
	8.9 Issue of	8.9 Issue of Meal Tickets for Overtime in Excess of 2 Hours								
	Notes and Refere	ences								
	1 Must be in	n accordance with re	elevant industrial aw	vards						
Issue meal tickets for overtime					Yes					
	8.10 Employr	ment Conditions								
	Notes and Refere	ences								
	1 Conditions m	nust be in complianc	e with the processe	s and conditions se	t out in the relevant	industrial awards	and legislation.			
	a) Secondr									
	Notes and Refere	Notes and References								
	1 In accordance	e with the Governm	ent Sector Employn	nent Act 2013 (NSV	V), secondments car	nnot exceed a per	iod of 2 years.			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human	3. Human Resource Management									
Approve staff undertaking secondments			Yes								
	b) Outside	Outside Employment (Secondary Employment)									
Approval to undertake outside	Must be in ac     Applications     Conflicts of ir     the NSW Hea										
employment											
	c) Change	of Contract Hour	s								
Approve change of contract hours for staff (within budgeted FTE) profile					Yes						
Approve change of contract hours for staff (outside budgeted FTE) profile		Yes*									



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human	Resource M	lanagement				
	d) Approve	e Flexible Work I	Practices				
	Notes and Refere	ences					
	1 NSW Hea	alth Pathology <u>Flexi</u>	ble Working Proced	ure NSWHP_PR_0	<u>40</u>		
Authority to approve flexible work arrangements (FWAs) up to 3 months duration			Yes				Note: Engagement of HR should occur to ensure consistency with our obligations and NSWHP wide approach.
Authority to approve flexible work arrangements (FWAs) over 3 months duration		Yes					Note: Engagement of HR should occur to ensure consistency with our obligations and NSWHP wide approach.
	e) Perform	ance Manageme	ent – Assessmen	t /Review			
To undertake performance assessment and review for staff reporting to the position						Yes	



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human	Resource M	lanagement						
	8.11 Disciplir	nary, Dismissal a	and Separation M	atters					
	a) Disciplir	nary Actions							
	Notes and Refere	otes and References							
	1 NSW Health	Managing Miscond	duct Policy Directive	- PD2018_031					
Approval of remedial action (eg counselling)						Yes			
Approval of disciplinary action including warnings (First, second and final warning), transfer staff (including transfer of staff to alternate duties or transfer staff to an alternative location)			Yes						
Authority to demote/terminate staff	Yes						On recommendation of Director, People & Culture		





	Level 1		Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief E Board (	xec and Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. H	uman	Resource M	lanagement						
	b)	b) Dismiss Staff Following Disciplinary Procedures								
Authority to dismiss staff, including Staff Specialist and Visiting Practitioners	,	Yes						On recommendation of Director, People & Culture		
Authority to dismiss Visiting Practitioners for serious sex and violence offences								* Approved by Secretary, NSW Health		
	c)	Suspend	ling Staff							
Authority to suspend staff				Yes						
Authority to suspend Staff Specialist / Visiting Practitioners			Yes							
	d)	d) Acceptance of Resignation								
Authority to accept resignation where no investigation/disciplinary action is pending						Yes				





	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human	Resource M	anagement						
Authority to accept resignation where investigation/disciplinary action is pending			Yes						
	e) Issue Statements of Service								
Approval and issue Statements of Service			Yes						
	f) Provide	Written Employe	e Recommendat	ions/References					
	Notes and Refere	ences							
	1 Certificate	es of Service/Statem	ent of Service to be	provided as per 8.	11 (e) of this Delega	tions Manual			
	2 Personal	references to termin	ating employees are	e not to be on officia	al letterhead				
Authority to provide a personal reference						Yes			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	9. Staff Sp	ecialists A	ward Manag	jement			
	9.1 Part-time	e Working Arra	ngement				
Authority to approve			Yes*				* Specified Delegate: Director Medical Services
							Note: Approval is on the advice of Credentialing Committee/MDAAC
	9.2 Authoris	se Rights of Pri	vate Practice for	Medical Practition	ners		
Authority to approve		Yes*					* Additional Delegates: Director Financial Operations; Director, Revenue and Process Improvement
	9.3 Recogni	tion of Speciali	ist Qualifications	i			
Authority to approve			Yes*				* Specified Delegate: Director Medical Services
							Note: Approval is on the advice of Credentialing Committee/MDAAC



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	9. Staff Specialists Award Management									
	9.4 Recogn	nition as "Senio	or Specialist"							
Authority to approve			Yes*				* Specified Delegate: Director Medical Services			
							Note: Approval is on the advice of Credentialing Committee/MDAAC			
	9.5 Initial A	Appointment to	Higher Step/Acc	elerated Progre	ssion					
Authority to approve			Yes*				* Specified Delegate: Director Medical Services			
							Note: Approval is on the advice of Credentialing Committee/MDAAC			
	9.6 Manag	erial Allowance	Levels							
Authority to approve		Yes								
	9.7 Perform	mance Agreeme	ents							
Nominee of Chief Executive NSW Health Pathology to sign for:			Yes*				* Specified Delegate: Director Medical Services			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	9. Staff Sp	9. Staff Specialists Award Management									
	9.8 Work Location										
Authority to approve		Yes									
	9.9 Outside	Practice and Ot	her Business Ac	tivities	_						
Authority to approve		Yes									
	9.10 Leave Ap	proval			_						
Authority to approve			Yes				Note: Refer to 8.6 of this manual for leave on official travel				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	10. Cust	omer Chart	er and Prici	ng Agreeme	ents		
Approve the entering into termination and/or variation of customer charter and pricing or services agreements with Local Health Districts and other private hospitals, institutes and providers or customers (including pathology providers)		Yes					
Approve the entering into termination and/or variation of service/performance agreements or specialised funding agreements with NSW Ministry of Health or other NSW Government agencies	Yes						
Approve the entering into termination and/or variation of service agreements with the Health Administration Corporation	Yes						
Approve the entering into termination and/or variation of service agreements with other affiliated organisations eg HealthShare etc	Yes						

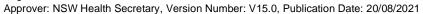


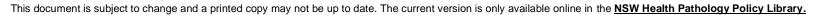
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	11. Plans	<b>3</b>					
Develop statewide strategic and operational plans for NSW Health Pathology		Yes					
Approve statewide strategic and operational plan for NSW Health Pathology	Yes						
Approve strategic and operational plans for pathology and forensic services	Yes						



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	12. Servi	ce Provisi	on				
	12.1 Services	and Tests					
	Notes and Refere	ences					
	1. A pathology se	ervice is defined a	s a suite of tests in	a specific discipline o	r disciplines. A path	ology test means	a single test.
Commencement of new test		Yes					
Commencement of new service	Yes*						* Business case required
Cessation of existing test		Yes					
Cessation of existing service	Yes*						* Business case required
Modification of test or service provision that could adversely impact patient/community outcomes and/or service finances	Yes						
Commissioning of services external to NSW Health Pathology	Yes						
	12.2 Medicare	e Registration					
Registration of Approved Pathology Authority (APA)	Yes						











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	12. Service Provision						
Registration of Accredited Pathology Laboratory (APL)			Yes				
Register Approved Collection Centres (ACC)			Yes				

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### **Appendix 1: Schedule of Delegates**

Level	Decision Making Level
1	Level 1 - Board Chair and Chief Executive
	Chief Executive
	Board Chair
2	Level 2 - Strategic Leadership Team (SLT)
	Chief Medical Information Officer/ Director Statewide Clinical Services
	Director Corporate Governance
	Director Clinical Governance
	Director Clinical Operations
	Director Finance and Corporate Services
	Director Forensic and Analytical Science Service
	Director Medical Services
	Director People and Culture
	Director Scientific and Technical Strategy
	Director Strategic Communications
	Director Strategy and Transformation
3	Level 3 - Directors and Senior Managers (one level below the Level 2 SLT)
	Operations Director Criminalistics (FASS)
	Operations Director Forensic & Environmental Toxicology (FASS)
	Business Manager
	Chief Forensic Pathologist
	Chief Information Officer
	Chief Operating Officer
	Chief Operating Officer, Forensic Medicine
	Operations Director Integrations Science (FASS)
	Director of Biobanking, NSW Health Statewide Biobank
	Deputy Director, People and Culture
	Associate Director Financial Operations





Level	Decision Making Level					
	Associate Director Genomics					
	Associate Director Commercial					
	Associate Director Performance					
	Associate Director Point of Care					
	Associate Director Planning					
	Director Public Health					
	Associate Director Research and Innovation					
	Associate Director Revenue					
	Associate Director Strategic Program Services					
	Operations Director (East, North, Rural and Regional, South and West, Pre and Post Analytical)					
4	Level 4 - Managers (one level below Level 3 - Directors and Senior Managers)					
	Clinical Director					
	Commercial Manager					
	Inventory Systems Implementation Manager (Process Improvement, Stock and Stores)					
	Procurement Manager (Process Improvement, Stock and Commercial)					
	Transport Manager					
	Logistics Program Manager (Process Improvement)					
	Corporate Senior Management Accountant					
	Corporate Senior Financial Accountant					
	Corporate Taxation Accountant					
	Deputy Operating Officer Forensic Medicine (FASS)					
	Emergency/Disaster Manager					
	Facilities Manager (FASS)					
	Head of Diversity and Inclusion					
	Head of HR Support Services					
	Head of Learning and Development					
	Human Resource Manager					
	ICT Director/Manager (including ICT Director Client and Business Services)					
	Industrial Relations Manager					





Level	Decision Making Level						
	Local Pathology Director						
	Management Accountant (East, FASS, North, Rural and Regional, South, West)						
	Manager, Safety and Wellbeing						
	Operations Manager (including NSW Health Statewide Biobank Operations Manager)						
	Point of Care Testing Zone Managers						
	Workforce Risk Manager						
5	Level 5 - Coordinators (one level below Level 4 - Managers)						
	Catalogue Manager (Stock and Stores)						
	Laboratory Director/Manager						
	Corporate Accounts Payable Holds Officer						
	Corporate Finance Officer						
	Corporate Financial Accountant						
	Corporate Trust Funds Accountant						
	Senior Legal Counsel/Legal Counsel						
	Privacy, Right to Information and Records Officer						
	Fusion Program Manager						
	Fusion Change Management Lead						
	Fusion Solutions Architect						
6	Level 6 - Senior Staff (one level below Level 5 - Coordinators)						
	Executive Officer to Chief Executive/ Director						
	Senior Hospital Scientist in Charge						



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#### **Appendix 2: Levels of Financial Delegations Summary**

**Delegations Summary** 

Management position – specific delegations	G&S	RMR, Plant and Equipment	Equipment	Capital	SPTF (general)	SPTF (specific accounts)
Add Position Titles Below						



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#### **Appendix 3: Amendment Request - Delegations Manual**

Suggested amendments or additions to the contents of the NSW Health Pathology Delegations Manual are to be forwarded in writing to the Executive Director Strategy and Reform.

Suggested amendments or additions to this Delegations Manual must be endorsed by the appropriate Executive Director prior to submitting them to the above delegated officers for endorsement by the Chief Executive, NSW Health Pathology, and approval by the Secretary, NSW Health.

Amendments will be published within two weeks of being approved by the Secretary; and will become effective from the publication date. The Delegations Manual will be re-issued every three years, or more frequently, if needed.

#### **Request to Amend the Delegations Manual**

Section/Sub- Section  Delegations – Proposed State clearly the current and what changes are so		delegation	Authorise Name, Po Title/Tier	ed Officer/s esition,	Type of Action Add/Modify/Remove	
Reason for Cl	nange	to Delegation				
Preparing Off	icer:					
Name:						
Position:						
Unit:						
Recommende	d by:				Date:	
Endorsed by:						_
Name:						
Position:						
		Relevant Delegate			Date	
Approval:						
Approved		Not approve	ed $\Box$	]	Date:	
Chief Executive	e, NSW	/ Health Pathology				_
Approved		Not approve	ed $\square$	]	Date:	
Secretary appr	oval:					•



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#### **Approved Amendments to the Interim Delegations Manual**

Version Control					
No	Date original interim manual approved by Secretary	Date published / accessible to staff			
1					
2					

Amendments						
No	Date	Section Amended	Effective Date	Amendment		
0.01						
0.02						
0.03						
0.04						



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#### Appendix 4: References and Quick Links

Accounting Manual for Public Health Organisations
<a href="http://www.health.nsw.gov.au/policies/manuals/Pages/accounting-manual-pho.aspx">http://www.health.nsw.gov.au/policies/manuals/Pages/accounting-manual-pho.aspx</a>

Accounts and Audit Determination for Public Health Entities in NSW <a href="http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx">http://www.health.nsw.gov.au/policies/manuals/Pages/accounts-audit-determination.aspx</a>

Child Related Allegations, Charges and Convictions against NSW Health Staff Policy Directive PD2016\_025 http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016\_025.pdf

Clinical Trial Research Agreements for Use in NSW Public Health Organisations Policy Directive PD2011 028

http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011\_028

<u>Clinical Trials – Insurance and Indemnity Policy Directive PD2011 006</u> <u>http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011\_006</u>

<u>Code of Conduct Policy Directive PD2015\_049</u> http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015\_049

**Combined Delegations Manual** 

http://www.health.nsw.gov.au/policies/manuals/Pages/combined-delegations.aspx

<u>Complaint Management Policy Directive PD2006\_073</u> http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2006\_073

Conflicts of Interest and Gifts and Benefits Policy Directive PD2015 045
http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015 045.pdf

<u>Corporate Governance and Accountability Compendium for NSW Health</u>
<a href="http://www.health.nsw.gov.au/policies/manuals/Pages/corporate-governance-compendium.aspx">http://www.health.nsw.gov.au/policies/manuals/Pages/corporate-governance-compendium.aspx</a>

<u>Corrupt Conduct – Reporting to the Independent Commission Against Corruption (ICAC) Policy Directive</u> PD2016 029

http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016\_029.pdf

<u>Delegations of Authority – Local Health Districts and Specialty Health Networks Policy Directive</u> PD2012 059

http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2012 059

<u>Designated Officer Policy and Procedures PD2013\_002</u> https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013\_002

<u>Donation, Use and Retention of Tissue from Living Persons Policy Directive PD2016\_001</u> <u>http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016\_001</u>



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Employment Checks – Criminal Record Checks and Working with Children Checks PD2016 047 <a href="http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016\_047">http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016\_047</a>

<u>Executive Performance Management Policy Directive PD2016\_019</u>
<a href="http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016\_019">http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016\_019</a>

Goods and Services Procurement Policy Directive PD2019 028 https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019\_028

Guide to Cost-Benefit Analysis of Health Capital Projects GL2018\_021 https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=GL2018\_021

<u>Leave Matters for the NSW Health Service</u> https://www1.health.nsw.gov.au/pds/Pages/doc.asx?n=PD2019\_010

Managing Misconduct Policy Directive PD2018 031
<a href="https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2018\_031">https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2018\_031</a>

Official Travel Policy Directive PD2016 010 http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016\_010

<u>Patient Matters Manual for Public Health Organisations</u> http://www.health.nsw.gov.au/policies/manuals/Pages/patient-matters-manual.aspx

Privacy Internal Review Guidelines NSW Health GL2006 007
<a href="http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2006\_007.pdf">http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2006\_007.pdf</a>

Privacy Manual for Health Information

http://www.health.nsw.gov.au/policies/manuals/Pages/privacy-manual-for-health-information.aspx

<u>Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies</u>

http://www.health.nsw.gov.au/policies/manuals/Pages/protecting-people-property.aspx

Public Interest Disclosures Policy Directive PD2016 027
http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016\_027

Public Health Delegations Manual

http://www.health.nsw.gov.au/policies/manuals/Pages/public-health-delegations.aspx

Recruitment and Selection of Staff to the NSW Health Service Policy Directive PD2017 040 https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2017\_040

Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy <u>Directive PD2010\_056</u>



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http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2010 056

Research Governance in NSW Public Health Organisations Guideline GL2011 001 http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=GL2011\_001

Retention of Bodies – Approval to Retain Bodies for Longer than Permitted Guideline GL2013 015 http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=GL2013 015

Risk Management - Enterprise-Wide Risk Management Policy and Framework - NSW Health PD2015\_043 http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015\_043

<u>Significant Legal Matters and Management of Legal Services Policy Directive PD2014\_011</u> <u>http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017\_003.pdf</u>

<u>Sponsorships Policy Directive PD2005\_415</u>
<a href="http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2005\_415">http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2005\_415</a>

<u>Staff Specialists' Training, Education and Study Leave (TESL) – New Funding Entitlement 2018 - 2019</u> <u>https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=IB2018\_045</u>

<u>Staff Specialists Rights of Private Practice Disbursements of Funds No 2 Accounts https://www1.health.nsw.gov.au/pds/Pages/do.aspx?dn=PD2015 009</u>

<u>Training, Education and Study Leave (TESL) for Staff Specialists Policy Directive PD2019\_043</u> <u>https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019\_043</u>

