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# Delegations Manual

## 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

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

## Further Information

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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	TB	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;*

- 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.
- 4 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.
- 6 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.

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- 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 [NSW Health Code of Conduct](#). 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](#)
  - i) Health Infrastructure Delegations
  - j) HealthShare NSW Delegations
  - k) [Leave Matters for the NSW Health Service](#)
  - l) 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

- 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.



## 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.

Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	<b>1. Financial Delegations - Dollar Limits of Delegations</b>						
	<b>1.1 Goods and Services</b> (excludes Budgeted Capital Works Program/Building Works and Equipment Leases)						
	<p>Notes and References</p> <p>1 Procurement of goods and services is subject to the requirements in the <a href="#">NSW Health Goods and Services Procurement Policy Directive PD2019_028</a> and the <a href="#">NSW Health Procurement Policy and Procedures</a> available at the <a href="#">Procurement Portal</a> including Gateway review and the mandatory use of Whole-of-Government and Whole-of-Health contracts.</p> <p>2 NSW Health has three distinct levels of procurement processes, commensurate with the value and risk profile of the procurement. Each procurement must be assessed in accordance with the requirements specified in the NSW Health Procurement Policy and Procedures. NSWHP is accredited and accountable for the procurement of goods and services:</p> <ul style="list-style-type: none"> <li>a) available on existing Whole-of Government/Whole of Health contracts (irrespective of the value but subject to the delegations below) and</li> <li>b) not available on existing Whole-of-Government/Whole-of-Health contracts up to a maximum value of \$250,000.</li> </ul> <p>For all procurement of goods and services not available on existing Whole-of-Government/Whole-of-Health contracts and valued greater than \$30,000, NSWHP must engage HealthShare NSW prior to commencing the procurement activity. See further Section 3 in relation to Procurement Delegations.</p> <p>3 Requirements for quotations are defined in the NSW Health Procurement Procedures:</p> <ul style="list-style-type: none"> <li>a) Orders must not be split to come under the limit per the procedures in the <a href="#">NSW Health Goods and Services Procurement Policy Directive PD2019_028</a>. 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.</li> <li>b) Expenses on IT goods and services should be endorsed by the relevant ICT Manager.</li> <li>c) Contracts for the supply of goods or services exceeding 5 years must be approved by the Ministry of Health Chief Procurement Officer, Strategic Procurement.</li> <li>d) See Section 3 Procurement for authority to make decisions during the procurement process.</li> <li>e) Officers who are authorised to incur expenditure are also authorised to sign and execute contracts on behalf of NSWHP up to the limits indicated below.</li> </ul>						

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	<b>1. Financial Delegations - Dollar Limits of Delegations</b>						
	4 Additional delegations apply in relation to Projects – 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

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	<b>1. Financial Delegations - Dollar Limits of Delegations</b>						
							Contracts covering a total period exceeding 5 years must be approved by the MoH Chief Procurement Officer
	<b>1.2 Capital Expenditure</b> (for initial budget at procurement stage)						
	<p>Notes and References</p> <ol style="list-style-type: none"> <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 <a href="#">NSW Health Infrastructure Delegations Manual</a>.</li> <li>3 A cost benefit analysis should be prepared when required under the <a href="#">NSW Health Guide to Cost-Benefit Analysis of Health Capital Project GL2018_021</a>.</li> <li>4 Refer to the <a href="#">NSW Health Goods and Services Procurement Policy Directive PD2019_028</a> 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> </ol>						
Up to \$50,000		Yes*					* Additional Delegate: Chief Operating Officer

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	<b>1. Financial Delegations - Dollar Limits of Delegations</b>						
\$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
	<b>1.3 Equipment Leases</b>						
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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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	<b>1. Financial Delegations - Dollar Limits of Delegations</b>						
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.
	<b>1.4 Projects</b>						
	Notes and References 1 Projects must not commence until a business case has been approved by the Strategic Leadership Team.						
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

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
<b>1. Financial Delegations - Dollar Limits of Delegations</b>							
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.

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
	Notes and References						
	1 <a href="#">NSW Health Accounts and Audit Determination for Public Health Entities in NSW</a>						
	2 <a href="#">NSW Health Accounting Manual for Public Health Organisations</a>						
	3 <a href="#">NSW Health Fees Procedures Manual</a>						
	4 <a href="#">NSW Health Patient Matters Manual</a>						
	<b>2.1 Budgets – Financial Allocations to Facilities/Services</b>						
Approve Annual budget strategy	Yes						
Approve Annual Initial Allocation to facilities/services	Yes						
	<b>2.2 Budgetary Adjustments</b>						
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					



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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
allocated funds between different clinical streams							
	<b>2.3 Budget Adjustments – one-line item or cost centre to a different line account codes/lines or cost centre (excluding employee related)</b>						
Within the same units				Yes			
From one unit to a different unit			Yes				
	<b>2.4 Budget Adjustments – Allocations to Units</b>						
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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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
	<b>2.5 Accounts Receivable</b>						
	Notes and References						
	1 The NSW Health Pathology Finance and Performance Committee should be informed of all write-offs under \$50,000.						
	2 The NSW Health Pathology Finance and Performance Committee should approve write-offs over \$50,000.						
	3 Delegates are not to re-classify / waiver / refund / write-off amounts related to themselves or their relatives/associates.						
	4 <a href="#">NSW Health Accounts and Audit Determination for Public Health Entities in NSW</a>						
	5 <a href="#">NSW Health Fees Procedures Manual</a>						
	6 <a href="#">NSW Health Combined Delegations Manual</a>						
	<b>2.6 Patient Fees and Bad Debits – Write off, Reduce, or Remit, per Admission</b>						
Up to \$250			Yes				
\$251 to \$10,000		Yes*					
Over \$10,001	Yes						
	<b>2.7 Payroll Overpayments – Write Off or reduction of amount to be repaid</b>						
Up to \$10,000		Yes*					
Over \$10,001	Yes						

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	<b>2. Financial Delegations - General</b>						
	<b>2.8 Claims for Payment</b>						
	<b>a) Authorise Additions/Deletions to Oracle Master Vendor File</b>						
Authorise request for additions/deletions to HealthShare					Yes		
	<b>b) Telegraphic Transfers</b>						
Authorise telegraphic transfers	Refer to Delegations in Section 1.1						
	<b>2.9 Out of Pocket Expenses</b>						
	Notes and References 1 Expenses must be directly related to the performance of an officer's official duties 2 Officers cannot approve their own out-of-pocket expenses 3 Compliance with <a href="#">NSW Health Out of Pocket Expenses Policy Directive PD2019_015</a> is mandatory						
Approve out of pocket expenses	Refer to Delegations in Section 1.1						

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
	<b>2.10 Procurement Cards (PCards)</b>						
	1 Compliance with NSW Health <a href="#">Application and Use of Procurement Cards (PCards) within NSW Health Policy Directive PD2016_005</a> is mandatory.						
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	Employees issued with a PCard may incur expenditure according to individual expenditure levels set up in the employee's approved PCard application form and subject to subsequent approval by a Delegate with goods and services expenditure delegation (refer to section 1.1)						
	<b>2.11 GST/FBT Delegations</b>						
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial

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	<b>2. Financial Delegations - General</b>						
							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
	<b>2.12 Bank Accounts</b>						
Signatories and Counter Signatories for Bank Accounts		Yes*					* Two delegates to approve

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
	<b>2.13 Investments</b>						
	Notes and References						
	<ol style="list-style-type: none"> <li>Investments require sign-off (two signatures) from two delegated officers.</li> <li>Please refer to section 3.29 to 3.31 of the <a href="#">NSW Health Accounting Manual for Public Health Organisations</a> for limitations in relation to investment powers.</li> </ol>						
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

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
							delegate must also approve.
	<b>2.14 Cab Vouchers</b>						
	Notes and References: Delegates will not issue / authorise cab vouchers to themselves						
Authority to approve cab voucher use for staff					Yes		
	<b>2.15 Acceptance of Gifts, Devices, Equipment, Bequests</b>						
	Notes and References						
	1 <a href="#">NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive – PD2015_045</a>						
	2 <a href="#">NSW Health Pathology Gifts and Benefits Procedure – NSW PCP 001</a>						
	3 <a href="#">NSW Health Pathology Gifts and Benefits Register</a>						
	4 <a href="#">NSW Health Code of Conduct Policy Directive - PD2015_049</a>						
	5 <a href="#">NSW Health Goods and Services Procurement Policy Directive PD2019_028</a>						
Approve acceptance of gifts, devices, equipment		Yes*					* Additional Delegates: Operations Directors for Operations staff

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>2. Financial Delegations - General</b>						
Approve acceptance of bequests		Yes					
	<b>2.16 – AGIS Invoices/Accruals</b>						
Approve AGIS requests			Yes*				* Additional Delegate: FASS Management Account in respect of FASS invoices
	<b>2.17 – Sundry (Corporate) Invoices</b>						
\$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						



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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>3. Procurement</b>						
	Notes and References						
	<ol style="list-style-type: none"> <li>1 Refer to <u>NSW Health Goods and Services Procurement Policy Directive PD2019_028</u> in relation to procurement process requirements.</li> <li>2 Contact <u>NSW HealthShare Supply Chain Operations</u> for information on procurement.</li> <li>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.</li> <li>4 For purchasing, refer to financial delegations in Section 1 Goods and Services of this Manual.</li> </ol>						
	<b>3.1 Market Engagement</b>						
	<b>a) Plan</b>						
Approve go-to-market strategy for supplies valued between \$30,000 and \$250,000		Yes*					
	<b>b) Source</b>						
Approve evaluation of market responses for supplies valued at between \$30,000 and \$250,000		Yes*					

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	<b>3. Procurement</b>						
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
	<b>3.2 Consignment Stock</b> (Refer to Financial Delegations for Goods and Services in Section 1 of this Manual)						
Acceptance of consignment stock agreements			Yes				

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>4. Legal and Property</b>						
	<b>4.1 Leases of Real Property</b>						
	Notes and References						
	<ol style="list-style-type: none"> <li>1 With the exception of retail leases, the lease term consists of the initial lease term and the term of any option to renew.</li> <li>2 Approval of leases of real property are subject to the requirements of the NSW Health Combined Delegations and may require Ministerial approval.</li> <li>3 Leases over six years (including initial term and any option to renew) require Ministry of Health approval.</li> <li>4 For operating leases for equipment refer to Section 1 of this Manual.</li> </ol>						
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						

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Function	<b>4. Legal and Property</b>						
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						

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	<b>4. Legal and Property</b>						
	<b>4.2 MOUs and unspecified agreements</b>						
	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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	<b>4. Legal and Property</b>						
	<b>4.3 Engagement of Legal Counsel</b>						
	Notes and References						
	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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	<b>4. Legal and Property</b>						
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.
	<b>4.4 Investigations</b>						
	Notes and References 1 <a href="#">NSW Health Public Interest Disclosures Policy Directive PD2016_027</a> 2 <a href="#">NSW Health Resolving Workplace Grievances PD2016_046</a> 3 <a href="#">NSW Health Child Related Allegations, Charges and Convictions against NSW Health Staff Policy Directive PD2016_025</a> 4 <a href="#">NSW Health Privacy Internal Review Guidelines NSW Health GL2019_015</a>						

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	<b>4. Legal and Property</b>						
	5	<a href="#">NSW Health Complaint Management Policy PD2020_013</a>					
	6	<a href="#">NSW Health Incident Management Policy PD2020_047</a>					
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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<b>Function</b>	<b>4. Legal and Property</b>						
							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
	<b>4.5 Incident Management</b> Notes and references 1. NSW Health Incident Management Policy <a href="#">PD2020_047</a> 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						
RIB approval	Yes*						Specified Delegate: Chief Executive
Appointment of Preliminary risk assessment (PRA) team	Yes*						Specified Delegate: Chief Executive

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	<b>4. Legal and Property</b>						
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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	<b>4. Legal and Property</b>						
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
	<b>4.6 Research-related Site Authorisations, Disclosure of Unit Record Data and Supply of Biospecimens</b>						
	Notes and References 1 <a href="#">NSW Health Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive - PD 2010_056</a> 2 <a href="#">NSW Health Clinical Trials – Insurance and Indemnity Policy Directive - PD 2011_006</a> 3 <a href="#">NSW Health Research Governance in NSW Public Health Organisations Guidelines - GL 2011_001</a> 4 <a href="#">NSW Health Clinical Trial Research Agreements for Use in NSW Public Health Organisations - PD2011_028</a> 5 <a href="#">NSW Health Human Research Ethics Committees - Quality Improvement &amp; Ethical Review: A Practice Guide for NSW - GL2007_020</a> 6 <a href="#">NSW Health Pathology Research Governance Framework – NSWHP_CG_013</a>						
Site authorisation: Declaration of support from Head of Department per PD2010_056 under NSW			Yes*				Specified Delegates: Operations Directors;

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	<b>4. Legal and Property</b>						
Health Site Specific Assessment (SSA) - REGIS							Director Forensic and Analytical Science Service, Director of Biobanking
Site authorisation: Declaration of support for Data Provision per PD2010_056 under NSW Health Site Specific Assessment (SSA) – REGIS		Yes*					Specified Delegate: 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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	<b>4. Legal and Property</b>						
							* Specified Delegate: Director Research
Approve the disclosure of unit record data for the purposes of research or quality improvement/assurance: De-identified 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 of 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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	<b>4. Legal and Property</b>						
	<b>4.7 Research and Other Agreements</b>						
	Notes and References: 1. Research projects and use of data or biospecimens for the purposes of research must be approved in accordance with section 4.6 of this Manual, before the Agreement is entered into.						
Approve the entering into, termination and/or variation of funding/grant agreements and collaborative research agreements	Yes* (total value cash and in-kind of the transaction is up to \$5,000,000)	Yes* (total value cash and in-kind of the transaction is up to \$500,000)	Yes* (total value cash and in-kind 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 in-kind of the transaction is up to \$5,000,000)	Yes* (total value cash and in-kind of the transaction is up to \$500,000)	Yes* (total value cash and in-kind 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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	<b>4. Legal and Property</b>						
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	Yes* (total value cash and in-kind of the transaction is up to \$5,000,000)	Yes* (total value cash and in-kind of the transaction is up to \$500,000)	Yes* (total value cash and in-kind of the transaction is up to \$250,000)	Yes* (total value cash and in-kind of the transaction is up to \$30,000)			* 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
Approve the entering into termination and/or variation of confidentiality agreements					Yes		
	<b>4.8 Intellectual Property</b>						
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-					

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	<b>4. Legal and Property</b>						
	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
	<b>4.9 Settlements/Deed of Release</b> Notes 1. 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 <a href="#">PD2017_003 Significant Legal Matters and Management of Legal Services</a> 2. Settlements which include non-monetary benefits must approved by the relevant Operations Manager.						
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



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	<b>4. Legal and Property</b>						
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						

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	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	<b>5. Disposal of Plant and Equipment</b>						
	<b>5.1 Disposal of goods (other than Computer and IT Equipment)</b>						
	<p>Notes and References</p> <p>Delegates who write off/authorise the disposal of goods should ensure appropriate separation of responsibilities and obtain appropriate counter-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.</p> <ol style="list-style-type: none"> <li>1 Compliance with <a href="#">NSW Health Goods and Services Procurement Policy Directive PD2019_028</a> is mandatory. Under the Policy Directive:             <ol style="list-style-type: none"> <li>a. <u>Goods valued up to \$5,000 may be disposed of by transfers, trade-ins or negotiated sales, seeking verbal quotations or donation to not-for-profit or community organisations;</u></li> <li>b. <u>Disposal of goods valued over \$5,000 must comply with the procedures outlined in the Policy, including completion of a Procurement Risk Assessment to determine the appropriate procurement process for the disposal of the goods.</u></li> </ol> </li> <li>2 <u>It is prohibited to split the subject goods into components or in succession for the purposes of avoiding the mandated Delegations.</u></li> <li>3 <u>Delegate must confirm that the goods are suitable for disposal and the estimated present value.</u></li> <li>4 <u>NSW Health Accounts and Audit Determination for Public Health Entities in NSW</u></li> <li>5 <u>NSW Health Accounting Manual for Ministry of Health</u></li> </ol>						
Authority to approve disposal of goods where estimated present value of goods is < or equal to \$500			Yes				

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	<b>5. Disposal of Plant and Equipment</b>						
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
	<b>5.2 Disposal of all Computer and IT Equipment</b>						
	Notes and References 1 The Notes and References in 5.1 apply to this 5.2. 2 Data must be removed from hard-disks to facilitate compliance with privacy legislation in accordance with the <a href="#">NSW Health Electronic Information Security Policy Directive PD2013_033</a>						
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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	<b>5. Disposal of Plant and Equipment</b>						
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

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)</b>						
	<p>Notes and References</p> <p>1 Those authorising expenditure from an RFA or CTF Fund should certify that:</p> <p>a. Funds are available to meet the expenditure that is to be incurred</p> <p>b. There are no known emerging liabilities that, when added to the expenditure which is about to be approved, would leave the RFA or CTF in deficit</p> <p>2 Those authorising expenditure from a No2 Account RFA Fund must ensure the approval of the Trustee(s) has been obtained</p> <p>3 <a href="#">NSW Health Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts Policy Directive PD2015_009</a></p> <p>4 <a href="#">NSW Health Accounts and Audit Determination for Public Health Entities in NSW</a></p> <p>5 <a href="#">NSW Health Fees Procedures Manual</a></p> <p>6 <a href="#">NSW Health Group Services/Commercialisations Policy – Revenue Policy, Revenue Standard Policy Directive PD2005_522</a></p> <p>7 <a href="#">NSW Health Staff Specialist Rights of Private Practice Arrangements Policy Directive PD2017_002</a></p>						
	<b>6.1 Opening and Closing RFAs and CTFs</b>						
Approve opening/closing of RFA and CTF account(s)			Yes*				*Specified Delegate: Director of Revenue and Process Improvement
	<b>6.2 Approving expenditure from RFAs</b>						
	<b>a) Staff Specialists' Private Practice No 2 Account RFAs</b>						
Up to \$30,000			Yes				Note: Must be endorsed by the Staff Specialist No 2

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Function	<b>6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)</b>						
							Account Management Committee
\$30,001 to \$100,000		Yes*					Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee
Greater than \$100,001	Yes						Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee
	<b>b) RFAs other than Staff Specialists' Private Practice No 2 Accounts</b>						
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

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	<b>7. General Non-Financial Delegations</b>						
	<b>7.1 Media Releases, Statements and Interviews</b>						
	Notes and References						
	1 <a href="#">NSW Health Pathology Media Relations Guidelines NSWHP_PG_001</a>						
Authority to release a written/verbal statement and conduct any type of media interviews/commentary relating to NSW Health Pathology activities		Yes*					<ul style="list-style-type: none"> <li>Specified Delegate: Director Strategic Communications</li> </ul>
	<b>7.2 Reportable Incident Briefs for Ministry of Health</b>						
	Notes and References						
	1 <a href="#">NSW Health Incident Management Policy PD2020_047</a>						
	2 <a href="#">NSW Health Corrupt Conduct – Reporting to the Independent Commission Against Corruption (ICAC) Policy Directive PD2016_029</a>						
	3 <a href="#">NSW Health Internal Audit Policy Directive PD2016_051</a>						
Authorising Reportable Incident Briefs to the Ministry of Health	Yes						

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<b>7. General Non-Financial Delegations</b>							
<b>7.3 Ministerials</b>							
Authority to approve and release Ministerials, Ministerial briefs and advice related to Parliamentary matters		Yes*					*Specified Delegate: Director Strategic Communications
<b>7.4 Correspondence to NSW Ombudsman and ICAC</b>							
Authority to sign-off correspondence to NSW Ombudsman and ICAC	Yes	Yes					* Specified Delegate: Director, Corporate Governance
<b>7.5 Annual Corporate Governance Attestation Statement</b>							
Authority to sign-off the Annual Corporate Governance Statement	Yes						
<b>7.6 Medical Compliance Statements</b>							
Authority to sign-off quarterly Medical Compliance Statements	Yes						Note: MDAAC to be notified



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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
<b>7. General Non-Financial Delegations</b>							
<b>7.7 Information Systems Access</b>							
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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<b>7. General Non-Financial Delegations</b>							
<b>7.8 Sponsorships (Charitable) (by NSW Health Pathology and/or to NSW Health Pathology)</b>							
Notes and References							
1 <a href="#">NSW Health Sponsorships Policy Directive PD2005_415</a>							
Less than \$10,000			Yes				
\$10,001 to \$25,000		Yes					
Over \$25,000	Yes						
<b>7.9 Purchase/Upgrade of Mobile Phones and Hand-Held PCs</b>							
<b>a) Mobile Phones</b>							
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

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Function	<b>7. General Non-Financial Delegations</b>						
	<b>b) Hand-Held PC/PDA/Palm Pilot/iPads</b>						
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
	<b>7.10 Use of Private Vehicle on Official Business</b>						
Approve expenses for use of private vehicle for official business			Yes				
	<b>7.11 Motor Vehicles and Fleet Management</b>						
	Notes and References						
	1 <a href="#">Motor Vehicles – Use of Within NSW Health Policy Directive PD2014_051</a>						
Replacement of like vehicle with like vehicle			Yes				
Replace vehicles not like with like		Yes					

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<b>7. General Non-Financial Delegations</b>							
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 <u>PD2014_051</u> ) 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

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	<b>7. General Non-Financial Delegations</b>						
							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

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	<b>7. General Non-Financial Delegations</b>						
	<b>7.12 Risk Management</b>						
	<b>a) Lodgement and management of insurance claims/notifications:</b>						
Professional indemnity/Liability claims					Yes*		* Specified Delegate: Legal Counsel
Workers Compensation claims					Yes		
Motor Vehicle claims				Yes			
Property/Miscellaneous claims					Yes*		
	<b>b) Day to Day Management of Enterprise Risks</b>						
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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	<b>c) Senior Management Oversight of Enterprise Risks</b>						
Enterprise Risk Management	Yes						
Management Decision		Yes*			Yes		*Additional Delegate: Director Clinical Operations
	<b>7.13 Bodies/Burials/Cremations/Funerals/Storage</b>						
	Notes and References						
	1 <a href="#">NSW Health Retention of Bodies – Approval to Retain Bodies for Longer than Permitted Guideline - GL2013_015</a>						
Retention of bodies under the Public Health (Disposal of Bodies) Regulation 2002	Designated Officers appointed by the Chief Executive						
	<b>7.14 Human Tissue Act</b>						
	Notes and References						
	1 <a href="#">NSW Health Public Health Delegations Manual</a>						
	2 <a href="#">NSW Health Delegations of Authority – Local Health Districts and Specialty Health Networks</a>						
	3 <a href="#">NSW Health Donation, Use and Retention of Tissue from Living Persons Policy Directive PD2016_001</a>						
	4 <a href="#">NSW Health Designated Officer Policy and Procedures PD2013_002</a>						
Appointment of Designated Officers per <a href="#">PD2013_002</a> to remove tissue	Yes*						* Specified Delegate: Chief Executive or Director, FASS.  *This is only required in NSW Health Pathology Forensic Medicine facilities  *This is subject to the person meeting training

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							requirements as set out at 2.2 of <u>PD2013_002</u>
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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>8. Human Resource Management</b>						
	<p>Notes and References</p> <p>Delegates must not approve “self-related matters” or matters that raise potential probity issues in relation to the exercise of the delegation. For example a delegate:</p> <ul style="list-style-type: none"> <li>* 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</li> <li>* 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</li> <li>* must only authorise expenditure for cost centres and staff for which their position is responsible for.</li> </ul> <p>The authorising person for these and similar matters shall be a more senior officer or another officer as approved in writing by the Chief Executive of NSW Health Pathology.</p> <ol style="list-style-type: none"> <li>1 <a href="#">Leave Matters for the NSW Health Service PD2019_010</a> NSW Health Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies Manual</li> <li>2 Industrial Awards and various NSW Health policies should also be referenced</li> </ol>						
	<b>8.1 Recruitment and Appointments</b>						
	<p>Notes and References</p> <ol style="list-style-type: none"> <li>1 <a href="#">NSW Health Recruitment and Selection of Staff to the NSW Health Service PD2017_040</a></li> </ol>						
	<b>a) Approve the Creation or Deletion of a Position, Advertising of a Position, Appointment to a Position and Salary on Commencement</b>						

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Function	<b>8. Human Resource Management</b>						
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>b) Approval to Determine Commencing Salary</b>						
For positions within Budgeted FTE			Yes				
For positions outside the budgeted approved staff profile	Yes						

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	<b>8. Human Resource Management</b>						
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
	<b>c) Child Protection and other Reportable Conduct (re Criminal Record Checks)</b>						
	Notes and References						
	1 <a href="#">NSW Health Working with Children Checks and Other Police Checks Policy Directive PD2019_003</a>						
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

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	<b>8. Human Resource Management</b>						
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)
	<b>d) Approve a Conditional/Temporary Registration and Extension of Temporary/Conditional Registration of Overseas Medical Staff</b>						
Authority to approve an application for Conditional/Temporary Registration and Extension of Temporary/Conditional Registration of Overseas Medical Staff			Yes				

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	<b>8. Human Resource Management</b>						
	<b>e) Exemption from Vaccination Requirements</b>						
	Notes and References						
	1 <a href="#">NSW Health Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy Directive - PD2018_009</a>						
Authority to approve an exemption from vaccination		Yes*					*Specified Delegate: Director, People and Culture
	<b>f) Temporary and Casual Appointments</b>						
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				

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	<b>8. Human Resource Management</b>						
Temporary appointment of other staff – over 3 months			Yes				
Employment of staff on a casual basis			Yes				
	<b>g) Declaring Staff Excess and Offering Voluntary Redundancy</b>						
	Notes and References						
	1 <a href="#">NSW Health Managing Excess Staff of the NSW Health Service PD2012_021</a>						
Authority to declare staff excess	Yes						
Authority to offer Voluntary Redundancy	Yes						
Authority to declare staff involuntarily redundant	Yes						

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	<b>8. Human Resource Management</b>						
	<b>8.2 VMO/VDO Service and Indemnity Contracts</b>						
	Notes and References						
	1 <a href="#">NSW Health Model Service Contracts – VMO and HMO Policy Directive - PD2014_008</a>						
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

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	<b>8. Human Resource Management</b>						
	<b>8.3 Regrading Positions and Increasing Salaries</b>						
	<b>a) Regrading Positions</b>						
	Notes and References						
	1 <a href="#">NSW Health Executive Performance Management Policy Directive - PD2016_019</a>						
Health Executive Service (HES)	Yes*						* Approved by Secretary, NSW Health
<b>HSM6 positions</b>	Yes						
All Other Positions (excluding HSM6)		Yes*					* Additional Delegate: Chief Operating Officer  Note: Delegation exercised subject to relevant grading committee/credentialing endorsement



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	<b>8. Human Resource Management</b>						
	<b>b) Salary Progression</b> <b>(Increase salary based on performance [within existing Award grading structures])</b>						
	Notes and References						
	1 <a href="#">NSW Health Executive Performance Management Policy Directive - PD2016_019</a>						
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

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	<b>8. Human Resource Management</b>						
							advice of Credentialing Committee/MDAAC
	<b>8.4 Time Sheets and Attendance Records</b>						
Authority to approve rosters/timesheets, including variations and amendments						Yes	
Authority to approve VMO Claim Forms, within and outside contract hours			Yes				
	<b>8.5 Leave (including Visiting Practitioners)</b>						
	Notes and References						
	1 <a href="#">Leave Matters for the NSW Health Service PD2019_010</a>						
	2 <a href="#">NSW Health Training, Education and Study Leave (TESL) for Staff Specialists PD2016_043</a>						
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		

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Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>8. Human Resource Management</b>						
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

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	<b>8. Human Resource Management</b>						
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
	<b>8.6 Official Travel</b>						
	<b>a) Overseas Travel</b>						
	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 <u>Ministry of Health Combined Delegations Manual</u> , in particular, Section 17.2 3 For limitations on travel, refer to the <u>NSW Health Official Travel Policy Directive - PD2016_010</u> 4 Refer to the <u>NSW Health Staff Specialists Training, Education and Study Leave (TESL) Policy Directive - PD 2016_043</u>						
Expenditure from General Fund	Endorse*						* Obtain CE/Board Chair endorsement, then submit to MoH Workplace

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	<b>8. Human Resource Management</b>						
							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					

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	<b>8. Human Resource Management</b>						
	<b>b) Domestic Travel including Air Travel and Overnight Stays</b>						
	Notes and references						
	1 All requests by staff members must be approved in writing prior to any official travel being undertaken. Refer to <a href="#">NSW Health Official Travel Policy Directive PD2016_010</a> for further requirements regarding official travel.						
Authority to approve domestic travel							Note: In accordance with Finance Delegations and source of funds
	<b>8.7 Higher Duties Allowance (Approve Payment of Higher Duties Allowance)</b>						
Approve higher grade duties for Level 4 and below who report to position			Yes (>10days)		Yes (<10days)		
	<b>8.8 Overtime and Use of Agency Staff</b>						
	<b>a) Certify / Approve Overtime</b>						
Approve use of and certify overtime					Yes		

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	<b>8. Human Resource Management</b>						
Approve use of agency staff				Yes			
	<b>b) Call-back of staff</b>						
Approval to authorise call backs					Yes		
	<b>8.9 Issue of Meal Tickets for Overtime in Excess of 2 Hours</b>						
	Notes and References						
	1 Must be in accordance with relevant industrial awards						
Issue meal tickets for overtime					Yes		
	<b>8.10 Employment Conditions</b>						
	Notes and References						
	1 Conditions must be in compliance with the processes and conditions set out in the relevant industrial awards and legislation.						
	<b>a) Secondments</b>						
	Notes and References						
	1 In accordance with the Government Sector Employment Act 2013 (NSW), secondments cannot exceed a period of 2 years.						

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	<b>8. Human Resource Management</b>						
Approve staff undertaking secondments			Yes				
	<b>b) Outside Employment (Secondary Employment)</b>						
	Notes and References 1 Must be in accordance with <a href="#">NSW Health Code of Conduct Policy Directive PD2015_049</a> 2 Applications for approval should be made using the <a href="#">Application Form - Secondary Employment NSWHP_F_017</a> 3 Conflicts of interest that may occur as a result of carrying out the secondary employment must be declared and managed in accordance with the NSW Health <a href="#">Conflicts of Interest and Gifts and Benefits Policy Directive PD2015_045</a> and <a href="#">NSW Health Pathology Conflicts of Interest and Gifts and Benefits Procedure NSWHP_PCP_001</a> .						
Approval to undertake outside employment			Yes				
	<b>c) Change of Contract Hours</b>						
Approve change of contract hours for staff (within budgeted FTE) profile					Yes		
Approve change of contract hours for staff (outside budgeted FTE) profile		Yes*					



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	<b>8. Human Resource Management</b>						
	<b>d) Approve Flexible Work Practices</b>						
	Notes and References						
	1 NSW Health Pathology <a href="#">Flexible Working Procedure NSWHP_PR_040</a>						
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.
	<b>e) Performance Management – Assessment /Review</b>						
To undertake performance assessment and review for staff reporting to the position						Yes	

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	<b>8. Human Resource Management</b>						
	<b>8.11 Disciplinary, Dismissal and Separation Matters</b>						
	<b>a) Disciplinary Actions</b>						
	Notes and References						
	1 NSW Health Managing Misconduct 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

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Function	<b>8. Human Resource Management</b>						
	<b>b) Dismiss Staff Following Disciplinary Procedures</b>						
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
	<b>c) Suspending Staff</b>						
Authority to suspend staff			Yes				
Authority to suspend Staff Specialist / Visiting Practitioners		Yes					
	<b>d) Acceptance of Resignation</b>						
Authority to accept resignation where no investigation/disciplinary action is pending					Yes		

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Authority to accept resignation where investigation/disciplinary action is pending			Yes				
	<b>e) Issue Statements of Service</b>						
Approval and issue Statements of Service			Yes				
	<b>f) Provide Written Employee Recommendations/References</b>						
	Notes and References						
	1 Certificates of Service/Statement of Service to be provided as per 8.11 (e) of this Delegations Manual						
	2 Personal references to terminating employees are not to be on official letterhead						
Authority to provide a personal reference						Yes	

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Function	<b>9. Staff Specialists Award Management</b>						
	<b>9.1 Part-time Working Arrangement</b>						
Authority to approve			Yes*				* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentialing Committee/MDAAC
	<b>9.2 Authorise Rights of Private Practice for Medical Practitioners</b>						
Authority to approve		Yes *					* Additional Delegates: Director Financial Operations; Director, Revenue and Process Improvement
	<b>9.3 Recognition of Specialist Qualifications</b>						
Authority to approve			Yes*				* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentialing Committee/MDAAC

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
<b>9. Staff Specialists Award Management</b>							
<b>9.4 Recognition as “Senior Specialist”</b>							
Authority to approve			Yes*				* Specified Delegate: Director Medical Services  Note: Approval is on the advice of Credentialing Committee/MDAAC
<b>9.5 Initial Appointment to Higher Step/Accelerated Progression</b>							
Authority to approve			Yes*				* Specified Delegate: Director Medical Services  Note: Approval is on the advice of Credentialing Committee/MDAAC
<b>9.6 Managerial Allowance Levels</b>							
Authority to approve		Yes					
<b>9.7 Performance Agreements</b>							
Nominee of Chief Executive NSW Health Pathology to sign for:			Yes*				* Specified Delegate: Director Medical Services

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

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
<b>10. Customer Charter and Pricing Agreements</b>							
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						



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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
<b>11. Plans</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						

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief Exec and Board Chair	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	<b>12. Service Provision</b>						
	<b>12.1 Services and Tests</b>						
	Notes and References						
	1. A pathology service is defined as a suite of tests in a specific discipline or disciplines. A pathology 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						
	<b>12.2 Medicare Registration</b>						
Registration of Approved Pathology Authority (APA)	Yes						

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

## Appendix 1: Schedule of Delegates

Level	Decision Making Level
<b>1</b>	<b>Level 1 - Board Chair and Chief Executive</b>
	Chief Executive
	Board Chair
<b>2</b>	<b>Level 2 - Strategic Leadership Team (SLT)</b>
	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
<b>3</b>	<b>Level 3 - Directors and Senior Managers (one level below the Level 2 SLT)</b>
	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

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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)
<b>4</b>	<b>Level 4 - Managers</b> (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

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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
<b>5</b>	<b>Level 5 - Coordinators</b> (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
<b>6</b>	<b>Level 6 - Senior Staff</b> (one level below Level 5 – Coordinators)
	Executive Officer to Chief Executive/ Director
	Senior Hospital Scientist in Charge



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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 Changes <i>State clearly the current delegation and what changes are sort.</i>	Authorised Officer/s <i>Name, Position, Title/Tier</i>	Type of Action <i>Add/Modify/Remove</i>

### Reason for Change to Delegation

--

### Preparing Officer:

<b>Name:</b>	
<b>Position:</b>	
<b>Unit:</b>	
<b>Recommended by:</b>	<b>Date:</b>

### Endorsed by:

<b>Name:</b>	
<b>Position:</b>	
<b>Relevant Delegate</b>	<b>Date</b>

### Approval:

Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	<b>Date:</b>
Chief Executive, NSW Health Pathology		
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	<b>Date:</b>
Secretary approval:		



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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				

## Appendix 4: References and Quick Links

[Accounting Manual for Public Health Organisations](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>

[Accounts and Audit Determination for Public Health Entities in NSW](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>

[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)

[http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016\\_025.pdf](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)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011\\_028](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011_028)

[Clinical Trials – Insurance and Indemnity Policy Directive PD2011\\_006](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011_006)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011\\_006](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2011_006)

[Code of Conduct Policy Directive PD2015\\_049](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015_049)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015\\_049](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)

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

[Complaint Management Policy Directive PD2006\\_073](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2006_073)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2006\\_073](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)

[http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015\\_045.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_045.pdf)

[Corporate Governance and Accountability Compendium for NSW Health](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>

[Corrupt Conduct – Reporting to the Independent Commission Against Corruption \(ICAC\) Policy Directive PD2016\\_029](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016_029.pdf)

[http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016\\_029.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016_029.pdf)

[Delegations of Authority – Local Health Districts and Specialty Health Networks Policy Directive PD2012\\_059](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2012_059)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2012\\_059](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2012_059)

[Designated Officer Policy and Procedures PD2013\\_002](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013_002)

[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013\\_002](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2013_002)

[Donation, Use and Retention of Tissue from Living Persons Policy Directive PD2016\\_001](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016_001)

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016\\_001](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016_001)

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[Employment Checks – Criminal Record Checks and Working with Children Checks PD2016\\_047](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](http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016_047)

[Executive Performance Management Policy Directive PD2016\\_019](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](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2016_019)

[Goods and Services Procurement Policy Directive PD2019\\_028](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019_028)  
[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=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)  
[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=GL2018\\_021](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=GL2018_021)

[Leave Matters for the NSW Health Service](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?n=PD2019_010)  
[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?n=PD2019\\_010](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?n=PD2019_010)

[Managing Misconduct Policy Directive PD2018\\_031](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](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2018_031)

[Official Travel Policy Directive PD2016\\_010](http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016_010)  
[http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016\\_010](http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016_010)

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

[Privacy Internal Review Guidelines NSW Health GL2006\\_007](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2006_007.pdf)  
[http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2006\\_007.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2006_007.pdf)

[Privacy Manual for Health Information](http://www.health.nsw.gov.au/policies/manuals/Pages/privacy-manual-for-health-information.aspx)  
<http://www.health.nsw.gov.au/policies/manuals/Pages/privacy-manual-for-health-information.aspx>

[Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies](http://www.health.nsw.gov.au/policies/manuals/Pages/protecting-people-property.aspx)  
<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)  
[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=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)  
<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)  
[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=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 Directive PD2010\\_056](#)

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[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2010\\_056](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)

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

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

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015\\_043](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015_043)

[Significant Legal Matters and Management of Legal Services Policy Directive PD2014\\_011](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_003.pdf)

[http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017\\_003.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_003.pdf)

[Sponsorships Policy Directive PD2005\\_415](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](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2005_415)

[Staff Specialists' Training, Education and Study Leave \(TESL\) – New Funding Entitlement 2018 - 2019](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=IB2018_045)

[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=IB2018\\_045](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=IB2018_045)

[Staff Specialists Rights of Private Practice Disbursements of Funds No 2 Accounts](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015_009)

[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015\\_009](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015_009)

[Training, Education and Study Leave \(TESL\) for Staff Specialists Policy Directive PD2019\\_043](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019_043)

[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019\\_043](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2019_043)