



NSWHP_CG_001



NSW Health Pathology Delegations

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

There will only be one Instrument of Delegation whereby:

- The Secretary will be delegating under section 126B(4) of the Health Services Act 1997, the 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 2024.

Risk

Risk Statement	The NSW Health Pathology Delegations Manual is aligned with operations and organisation structures.
Risk Category	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	16
Effective Date	16 June 2023
Author	Director Legal & 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	17.08.21	ТВ	Amendments to update policy references and schedule of delegates, change thresholds for some delegations, remove redundant delegations, insert new delegations relating to Projects, PCards, GIPA requests and complaints, expenditure from Custodial Trust Funds and Enterprise Risk Management, and otherwise for clarity.
16	16.06.23	SB	Amendments to update policy references and schedule of delegates, change thresholds for some delegations, remove redundant delegations, insert additional delegations for new roles, clarifications of guidance notes regarding procurement compliance, gifts, change of assay and otherwise for clarity.



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Introduction

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

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

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

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

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

Authority

Determination of Functions

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

Accounts and Audit Determination for Public Health Entities in NSW

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

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

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

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

'PHEs [Public Health Entities] must:

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



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

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

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

Principles of Delegation

- 1 This Delegations Manual has been compiled to:
 - a) Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by NSW Health Pathology on a day-to-day basis
 - b) Facilitate compliance with relevant directions from the Minister, Ministry of Health and HAC.
- 2 Delegated authority is subject to any overriding federal or state legislation.
- 3 Delegation of authority is considered, for the purposes of this manual, to be conferred by the HAC in accordance with relevant federal and state legislation, manuals and policy directives.
- 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.
- Where this manual specifies a delegation to a person or position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.
- 7 Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and do not include GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.
- 8 No delegate may:
 - a) Approve self-related matters (e.g. authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave)
 - b) Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes and
 - c) Split items or orders to bring them within any limit of their position's administrative responsibility.





- 9 The authorising person for matters specified in point 8, and other matters of a like nature, shall be a more senior member of staff unless otherwise specifically delegated for administrative purposes.
- 10 Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the 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
 - I) Patient Matters Manual for Public Health Organisations
 - m) Public Health Delegations
 - n) Privacy Manual for Health Information and
 - o) Protecting People and Property Manual.
- 15 Amendments, additions, and deletions to the Delegations Manual must be considered and recommended by the Chief Executive of NSW Health Pathology, for approval by HAC. Once approved, the change must be incorporated into the manual and any parties affected by the amendment formally notified.
- 16 All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the:
 - a) Secretary
 - b) Deputy Secretary People, Culture and Governance
 - Deputy Secretary Finance and Asset Management & Chief Financial Officer
 - d) Deputy Chief Financial Officer.



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

Scope of Application of Delegations

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

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

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

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

Structure of Delegations

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

Schedule 1: Financial – Dollar Limits of Delegations

Schedule 2: Financial – General

Schedule 3: Procurement

Schedule 4: Legal and Property

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

Schedule 10: Customer Charter and Pricing Agreements

Schedule 11: Plans

Schedule 12: Service Provision.



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Schedule of Delegates

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

If a manager does not consider it appropriate that a subordinate officer has a delegation that is listed, then the manager should by written administrative direction indicate that the officer is not to exercise the delegation. The manager should consult with the Director, Legal & 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.

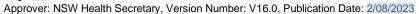
The NSW Health Pathology Director, Finance and Corporate Services will oversee the process of applying financial controls where required in the Oracle Financial Management System.

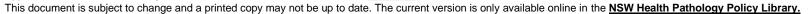




	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc		
Function	1. Financ	ial Delegation	ons - Dollar	Limits of D	elegations				
	1.1 Goods	and Services (ex	cludes Budgeted	Capital Works F	Program/Building	Works and Equip	ment Leases)		
	 Notes and References Procurement of goods and services is subject to the requirements in the NSW Health Procurement Policy Directive PD2022_020 and the NSW Health Procurement Policy and Procedures available at the Procurement Portal including Gateway review and the mandatory use of Whole-of-Government and Whole-of Health contracts. Use of the ICT Services Scheme for procurement of ICT related goods and services is mandated by Procurement Board Direction PBD-2021-02. 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				Unless using an existing Whole of Government or Whole of Health contract, risk assessment is required to determine procurement process required		





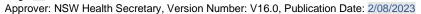






	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financ	ial Delegatio	ons - Dollar	Limits of De	elegations		
\$250,001 to \$500,000		Yes*					*Contracts covering a total period exceeding 5 years must be approved by the MoH Chief Procurement Officer Additional Delegates:
							Director of Operations (Metro) and Director of Operations (Regional)
Over \$500,000 to no more than \$5,000,000	Yes*						Purchases valued over \$5 million must be approved by Health Administration Corporation
							Contracts covering a total period exceeding 5 years must be approved by the MoH Chief Procurement Officer









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc		
Function	1. Financi	ial Delegatio	ons - Dollar	Limits of D	elegations				
	1.2 Capital	Expenditure (for	initial budget at p	procurement sta	ge)				
	Notes and Refer	rences							
	1 Refer to S	ection 1.1 Notes ar	d References of th	is Manual which a	Iso apply to this Sec	ction.			
	2 Health Infrastructure manages major capital works over \$10 million, and other smaller projects as allocated in accordance with the <u>NSW</u> Health Infrastructure Delegations Manual.								
	3 A cost ber GL2018_0		I be prepared when	required under th	e NSW Health Guid	de to Cost-Benefit A	Analysis of Health Capital Project		
	4 Refer to th	e NSW Health Pro	curement Policy Dir	rective PD2022 0	20 including Section	6 on leasing.			
					s and procurement	•	and equipment.		
	The state of the s	delegations apply i	•	•	•	,			
Up to \$50,000		Yes*					* Additional Delegates:		
							Director of Operations		
							(Metro) and Director of		
							Operations (Regional)		
\$50,001 to \$250,000		Yes*					*Specified Delegate:		
							Director Finance and		
							Corporate Services		



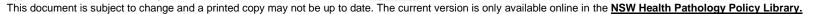
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegatio	ons - Dollar	Limits of D	elegations		
\$250,001 to \$500,000 Over \$500,000	Yes * No *						*Any annual cost in excess of \$250,000 requires a business case that is endorsed by SLT and the Ministry Health System Planning and Investment Branch *Refer to the Ministry Health System Planning and Investment Branch
	1.3 Equipment	Leases					
Approve the entering into, termination and/or variation of equipment leases with a maximum term of 3 years and maximum total value of \$100,000		Yes*					*Specified Delegate: Director Finance and Corporate Services
Approve the entering into, termination and/or variation of equipment leases with a maximum	Yes						Leases valued at over \$5 million must be approved by the MoH Chief Procurement Officer.



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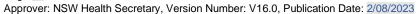


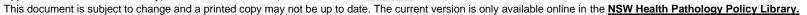




	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc		
Function	1. Financi	al Delegation	ons - Dollar	Limits of De	elegations				
term of 5 years and maximum value of \$5,000,000									
	1.4 Projects								
		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	Yes*						Subject to endorsement of business case by SLT and 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)	Yes*						Subject to endorsement of change by SLT and Amalgamated Steering Committee		
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.		









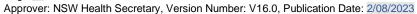


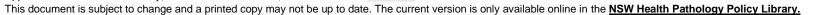
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financi	al Delegatio	ns - Dollar	Limits of De	elegations		
Variation to milestone date for previously approved projects within approved budget		Yes*					* Specified Delegate: Executive Sponsor of Project Variations that extend milestone date more than 60 days after original date require endorsement of Amalgamated Steering Committee.



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











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	2. Financia	al Delegation	ns - General								
Authorise adjustment from one clinical stream to another; or allocated funds between different clinical streams		Yes									
	_	2.3 Budget Adjustments – one-line item or cost centre to a different line account codes/lines or cost centre (excluding employee related)									
Within the same units				Yes							
From one unit to a different unit			Yes								
	2.4 Budget A	Adjustments – Al	locations to Unit	s							
Enhancement of budgets up to \$250,000		Yes					* Specified Delegate: Director of Finance and Corporate Services				
Enhancement of budgets over \$250,000	Yes										
Supplement of awards	lement of awards Yes *						* Refer to Finance Branch, Ministry of Health				

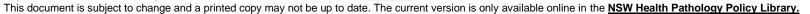
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exe	ec Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Fir	nancial Delega	ations - Genera	ıl			
	2.5 A	Accounts Receivabl	e				
	Notes ar	nd References					
	1 T	he NSW Health Patho	logy Finance and Perfor	mance Committee	should be informed	d of all write-offs und	der \$50,000.
	2 T	he NSW Health Patho	logy Finance and Perfor	mance Committee	should endorse wr	ite-offs over \$50,000	0.
	3 [Delegates are not to re-	classify / waiver / refund	/ write-off amounts	related to themse	lves or their relative	es/associates.
	4 <u>N</u>	ISW Health Accounts a	and Audit Determination	for Public Health E	ntities in NSW		
	5 N	ISW Health Fees Proc	edures Manual				
	6 <u>N</u>	ISW Health Combined	Delegations Manual				
	2.6 F	Patient Fees and Ba	d Debts – Write off,	Reduce, or Rem	it, per Admissio	on	
Up to \$250			Yes				
\$251 to \$2,500			Yes*				*Specified Delegate: Associate Director Revenue and Process Improvement
\$2,501 to \$10,000		Yes					*Specified Delegate: Director Finance and Corporate Services



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	2. Financia	. Financial Delegations - General									
Over \$10,001	Yes*						*Over \$50,000 requires endorsement by Finance and Performance Committee				
	2.7 Payroll (Overpayments – '	Write Off or redu	ction of amount	to be repaid						
Up to \$10,000		Yes									
Over \$10,001	Yes										
	2.8 Claims f	or Payment									
	a) Authoris	se Additions/Dele	etions to Oracle N	/laster Vendor Fi	le						
Authorise request for additions/deletions to HealthShare					Yes						
	b) Telegra	aphic Transfers									
Authorise telegraphic transfers	Refer to Delega	Refer to Delegations in Section 1.1									
	2.9 Out of P	ocket Expenses									



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	2. Financia	al Delegatio	ns - General	I							
	Expenses mu Officers cann										
Approve out of pocket expenses	2.10 Procurer	Refer to Delegations in Section 1.1 2.10 Procurement Cards (PCards) 1 Compliance with NSW Health Procurement Cards within NSW Health Policy Directive PD2022 038 is mandatory.									
Approval issue of PCard to specified employee (subject to employee having goods and services expenditure delegation (refer to section 1.1)	Yes* * Specified Delegation Director Finance at Corporate Service										
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)										



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financia	al Delegatio	ns - General	I			
	2.11 GST/FBT	Delegations					
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial 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

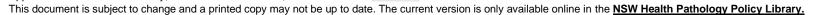
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financia	al Delegatio	ns - General	I			
	2.13 Investme	ents	•	•			
	Notes and Refere	nces					
	1 Investments	require sign-off (two	signatures) from to	wo delegated officer	S.		
	2 Please refer investment p		.31 of the <u>NSW Hea</u>	alth Accounting Man	ual for Public He	alth Organisations for I	mitations in relation to
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



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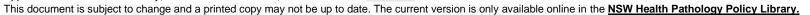
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	Level 1	Level 6	Other Notes									
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	2. Financia	2. Financial Delegations - General										
							retrospectively. Where the CE is available, one SLT delegate must also approve.					
	2.14 Cab Vou	chers										
	Notes and Refere	nces: Delegates wil	I not issue / authoris	se cab vouchers to t	hemselves							
Authority to approve cab voucher use for staff					Yes							
	2.15 Acce	eptance of Gifts,	Devices, Equipm	ent, Bequests								
	Notes and References NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive – PD2015_045 NSW Health Pathology Gifts and Benefits Procedure – NSW_PR_001 NSW Health Pathology Gifts and Benefits Register NSW Health Code of Conduct Policy Directive - PD2015_049 NSW Health Procurement Policy Directive PD2022_020											
Approve acceptance of gifts, devices, equipment		Yes*					* Additional Delegates: Director of Operations					



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

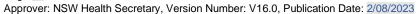


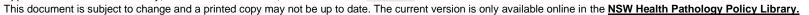
	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec		Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	3. I	Procure	ment								
	Notes	Notes and References									
	1	Refer to NSW Health Procurement Policy Directive PD2022_020 in relation to procurement process requirements.									
	2	Refer to NSW Health Procurement Portal for information on procurement.									
	3	Tendering must be undertaken by an agency which has been accredited by Department of Finance and Services (State Contracts Control Board). Tendering for supply of goods and services not available on existing Whole-of-Government/Whole-of-Health contracts and valued greater than \$250,000 must be referred to HealthShare as a delegate of Health Administration Corporation the accredited agency.									
	4	Use of the 2021-02.	ICT Services Scl	heme for procuren	nent of all ICT relate	ed goods and servic	es is mandated by F	Procurement Board Direction PBD-			
	5	For purcha	asing, refer to fina	ancial delegations i	in Section 1 Goods	and Services of this	Manual.				
	3.1	Market E	ngagement								
	a)	Plan									
Approve go to market for low /medium risk procurements valued at between \$30,000 and \$250,000			Yes*					*Specified Delegate Director of Finance and Corporate Services (as Procurement Delegate)			
	b)	Source									



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	3. Procur	3. Procurement								
Approve evaluation of market responses for low/medium risk procurements valued at between \$30,000 and \$250,000		Yes*					* Director of Finance and Corporate Services (as Procurement Delegate)			
Approve acceptance of quote and awarding of the contract for low/medium risk procurements valued at between \$30,000 and \$250,000			Yes*				*Specified Delegate Director of Finance and Corporate Services (as Procurement Delegate) (Level 3 as Contracting Delegate)			
Approve tender acceptance and awarding of the contract up to \$5 million	Yes*						*Additional Delegate Director of Finance and Corporate Services * \$5m - \$30m - Chief Executive HealthShare approval required			











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	3. Procurement							
							Over \$30m – Chief Procurement Officer, NSW Health approval required	
	3.2 Consignment Stock (Refer to Financial Delegations for Goods and Services in Section 1 of this Manual)							
Acceptance of consignment stock agreements			Yes					

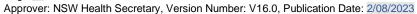


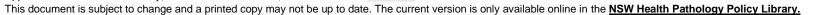
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	4. Legal and	Property										
	4.1 Leases of F	Real Property										
	Notes and References 1 With the exception of retail leases, the lease term consists of the initial lease term and the term of any option to renew. 2 Approval of leases of real property are subject to the requirements of the NSW Health Combined Delegations and may require Ministry of Health and/or Ministerial approval.											
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	3 For operating lea	Yes*	to Section 1 of this Manu	Jai.			*Additional Delegates: Operations Director (Metro) and Operations Director (Regional) Note: Maximum term includes the initial term and all options Leases with a term of more than 6 years (including any options) must be approved by					



Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal and	4. Legal and Property								
							the MoH Chief Procurement Officer			
Approve the entering into, termination and/or variation of leases	Yes						Note: Maximum term includes the initial term and all options			
or licences with a maximum term of 6 years and a maximum value of \$5 million							Leases with a term of more than 6 years (including any options) must be approved by the MoH Chief Procurement Officer			
Approve the entering into termination and/or variation of retail leases to which the Retail Leases	Yes									





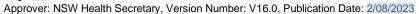


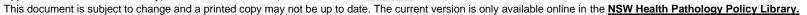




Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal and	4. Legal and Property								
Act 1994 applies with a maximum term of 10 years (for example, 5-year initial term and option to renew for a further 5 years)										
Approve the entering into termination and/or variation of agreements with telecommunication carriers for up to 20 years for communication purposes	Yes									
	4.2 MOUs and u	inspecified agreeme	nts							
	Notes and References	S								









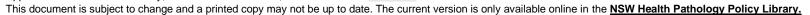
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
	1 Agreements re	elating to supply of good	s or services, capital or b	ouilding works and equip	ment leases are covered	d in Section 1 of this Mar	nual.
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	Yes						



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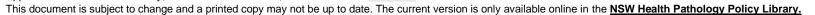
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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	4. Legal and	Property							
elsewhere in this manual									
	4.3 Engagemen	t of Legal Counsel							
		Notes and References 1 Delegations are subject to the requirements of the NSW Health Significant Legal Matters and Management of Legal Services Policy Directive – PD2017_003.							
Approval to engage external legal counsel in relation to all matters except employment matters and up to \$100,000		Yes*					Specified Delegate: Director, Legal & Corporate Governance		
Approval to engage external legal counsel or investigators in relation to employment			Yes*				Specified Delegate: Deputy Director, People and Culture Note: Approval from relevant		



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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
matters up to \$20,000							Operations Director is also required where engagement is funded by Operations.
Approval to engage external legal counsel or investigators in relation to employment matters and up to \$100,000		Yes*					Specified Delegates: Director, Legal & Corporate Governance; Director, People and Culture Note: Approval from relevant Operations Director is also required where engagement is funded by Operations.



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	4. Legal and	Property						
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.	
	4.4 Investigatio	ns						
	Notes and References NSW Health Public Interest Disclosures Policy Directive PD2016_027 NSW Health Resolving Workplace Grievances PD2016_046 Managing Child Related Allegations, Charges and Convictions Against NSW Health Staff PD2020_044 NSW Health Privacy Internal Review Guidelines NSW Health GL2019_015 NSW Health Complaints Management Policy PD2020_013 NSW Health Incident Management Policy PD2020_047							

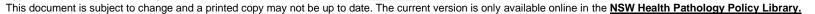
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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
Appoint officers to accept 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/pornogra phy		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)
Power to determine access applications and					Yes*		Specified delegates: Legal Counsel; Privacy,



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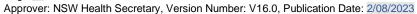


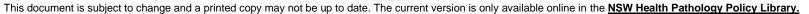




Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
applications for review under GIPA Act							Right to Information and Records Officer
Power to deal with privacy complaints and requests for privacy internal reviews					Yes*		Specified delegates: Legal Counsel; Privacy, Right to 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









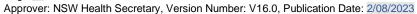


	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	4. Legal and	Property							
	 4.5 Incident Management Notes and references 1. NSW Health Incident Management Policy PD2020_047 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								
Appointment of Preliminary risk assessment (PRA) team	Yes*								
Approval of PRA findings for sharing with family via open disclosure	Yes	Yes*					Specified Delegate: Director of Clinical Governance (Patient Safety)		
Appointment of Serious adverse event review (SAER) team and	Yes								



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





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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal and Property									
Directing whether recommendations report is to be prepared		Yes*					Specified Delegate: Director of Clinical Governance (clinical incidents); Director, Legal & Corporate Governance (corporate incidents)			
Approval of recommendations report	Yes									
	4.6 Research-re	elated Site Authorisa	tions, Disclosure of	Unit Record Data ar	nd Supply of Biospec	cimens				
	1 NSW Health F 2 NSW Health C 3 NSW Health F 4 NSW Health C 5 NSW Health F	Notes and References NSW Health Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive - PD 2010_056 NSW Health Clinical Trials – Insurance and Indemnity Policy Directive - PD 2011_006 NSW Health Research Governance in NSW Public Health Organisations Guidelines - GL 2011_001 NSW Health Clinical Trial Research Agreements for Use in NSW Public Health Organisations - PD2011_028 NSW Health Human Research Ethics Committees - Quality Improvement & Ethical Review: A Practice Guide for NSW - GL2007_020								



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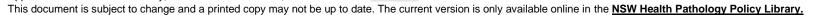


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
	8 NSW Health [9 Data Collection	Use of Human Tissue for Disclosure of unit record ons -Disclosure of Unit R alth Pathology Research	data by Local Health Dis ecord Data for Research	stricts for research or con or Management of Hea	Ith Services PD2015_03	<u> </u>	
Site authorisation: Declaration of support from Head of Department per PD2010_056 under NSW Health Site Specific Assessment (SSA) - REGIS			Yes*				Specified Delegates: Operations Directors, Senior Operations Managers, 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		Yes*					Specified Delegate: Chief Medical Information Officer









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
Assessment (SSA) - REGIS							
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)

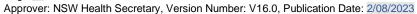


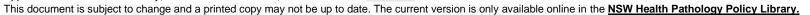
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Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
							* Specified Delegate: Associate Director Research
Approve the disclosure of unit record data for the purposes of		Yes*					*Specified Delegate: Chief Medical Information Officer
research or quality improvement/assu rance: De- identified data							Note: approval subject to Ethics Committee approval or a quality improvement determination
Approve the disclosure of unit record data for the purposes of research or quality	Yes						Note: approval subject to Ethics Committee approval or a quality



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal and	Property								
improvement/assu rance: Identified data							improvement determination			
Approve the use and supply of biospecimens for the purposes of research or quality improvement/assu rance/control				Yes*			*Specified Delegates: Clinical Director; Local Pathology Director Note: approval subject to Ethics Committee approval or a quality improvement determination — RGO and Research Office should be consulted			
	4.7 Research ar	4.7 Research and Other Agreements								
	Notes and References	s:								







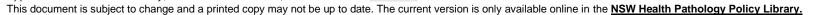


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	4. Legal and	4. Legal and Property									
		jects and use of data or e the Agreement is ente		urposes of research mus	t be approved in accord	ance with section 4.6 of	this				
Approve the entering into, termination and/or variation of funding/grant agreements and collaborative research agreements	Yes* (total value cash and in-kind of the agreement is up to \$5,000,000)	Yes* (total value cash and in-kind of the agreement is up to \$500,000)	Yes* (total value cash and in-kind of the agreement 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	Yes* (total value cash and in-kind of the agreement is up to \$5,000,000)	Yes* (total value cash and in-kind of the agreement is up to \$500,000)	Yes* (total value cash and in-kind of the agreement is up to \$250,000)	Yes* (total value cash and in-kind of the agreement is up to \$30,000)			*Delegation based on expenditure breakdown section 1.1.				





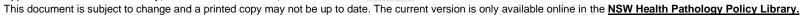


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
agreements with other parties							
Approve the entering into, termination and/or variation of material transfer agreements for the supply of biospecimens for research or quality improvement/assu rance/control purposes	Yes* (total value cash and in-kind of the agreement is up to \$5,000,000)	Yes* (total value cash and in-kind of the agreement is up to \$500,000)	Yes* (total value cash and in-kind of the agreement is up to \$250,000)	Yes* (total value cash and in-kind of the agreement 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		
	4.8 Intellectual F	Property					





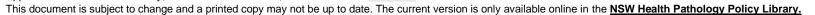


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
Approve the entering into termination and/or variation of agreements the primary purpose of which is to assign IP	Yes						
Approve the entering into, termination and/or variation of IP licence agreements	Yes (total value cash and in-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)					
Approve the entering into, termination and/or variation of agreements permitting another party to use		Yes*					* Specified Delegate: Director Strategic Communications





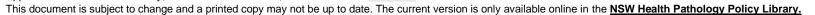


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and	Property					
NSWHP's trademarks or logo							
	4.9 Settlements	/Deed of Release					
	Notes						
	1. Consultation	with TMF required for se	ettlements/deed of relea	ase where TMF coverage	provided, and with MoF	l Legal where matter is a	a
	Significant Le	egal Matter pursuant to N	NSW Health PD2017_00	03 Significant Legal Matte	ers and Management of	Legal Services	
	2. Settlements	which include non-mone	etary benefits must endo	rsed by the relevant Sen	ior Operations Manager		
Agreement to out of court settlements/payme nts and deeds of		Yes*					*Specified Delegates: Director, People and Culture
release related to employment or industrial disputes ≤\$150,000							Deputy Director, People and Culture
Ψ130,000							Note: Subject to the payment of money or benefits not exceeding award or statutory





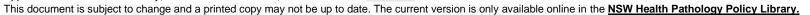


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	4. Legal and Property									
							conditions or entitlements. Approval from relevant Operations Director is also required where settlement is funded by Operations.			
Agreement to out of court settlements/payme nts and deeds of release related to employment or industrial disputes of > \$150,000	Yes						Note: Subject to the payment of money or benefits not exceeding award or statutory conditions or entitlements. Approval from relevant Operations Director is also required where			









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	4. Legal and Property											
							settlement is funded by Operations.					
Agreement to out of court settlements/payme nts and deeds of release related to other matters or courts/tribunals of ≤\$50,000		Yes*					*Specified Delegate: Director, Legal & Corporate Governance					
Agreement to out of court settlements/payme nts and deeds of release related to other matters or courts/tribunals of >\$50,000	Yes											



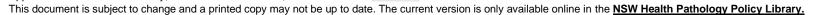
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	5. Dispo	sal of Plan	t and Equip	ment						
	5.1 Disposa	l of goods (oth	er than Compute	r and IT Equipn	nent)					
	sign-off. For exa	vrite off/authorise imple, engineering	g staff who are dispo	osing of building m		counter-sign off fro	and obtain appropriate counter- om an appropriate senior vork colleagues.			
	1 Complian	Compliance with NSW Health Procurement Policy Directive PD2022_020 is mandatory. Under the Policy Directive:								
	a.		o to \$5,000 may be or or community organis		sfers, trade-ins or neg	otiated sales, see	king verbal quotations or donation			
	b.				h the procedures outli priate procurement pro	• •	including completion of a osal of the goods.			
	2 It is prohil	bited to split the s	ubject goods into co	mponents or in su	ccession for the purpo	ses of avoiding the	e mandated Delegations.			
	3 Delegate	must confirm that	the goods are suital	ble for disposal an	d the estimated prese	nt value.				
	4 NSW Hea	alth Accounts and	Audit Determination	for Public Health	Entities in NSW					
	5 <u>NSW Hea</u>	alth Accounting Ma	anual for Ministry of	<u>Health</u>						
	6 NSW He	alth Combined I	Delegations Manu	al, section 6.1						
	7 Any dispo	sal which could c	onstitute a gift (as d	efined in the Gove	rnment Sector Finance	e Act 2018) must (comply with section 5.6 of the Act			
	and Treas	surer's Direction T	D21_04.							
Authority to approve disposal of			Yes							
goods where estimated present										
value goods is < or equal to \$500										

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes	
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc	
Function	5. Dispo	sal of Plant	t and Equipr	ment				
Authority to approve disposal of goods where estimated present value of goods is between \$501 and \$250,000		Yes*					* Specified Delegate: Director Finance and Corporate Services	
Authority to approve disposal of goods where estimated present value of goods is between \$250,001 and \$5million	Yes *						* Over \$5m to HAC	
	5.2 Disposa	l of all Compute	er and IT Equipm	ent				
	Notes and References The Notes and References in 5.1 apply to this 5.2. Data must be removed from hard-disks and storage devices to facilitate compliance with privacy legislation in accordance with the NSW Health Electronic Information Security Policy Directive PD2020_046							
Authority to approve disposal of equipment where estimated present value of goods is < or equal to \$1,000			Yes (incl ICT Directors/ Managers)					
Authority to approve disposal of equipment where estimated		Yes*					* Specified Delegate: Chief Information Officer	

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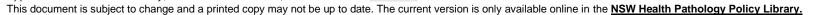
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	5. Dispo	sal of Plan	t and Equip	ment			
present value of goods is between \$1,001 and \$50,000							
Authority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

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	Level	1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec		Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)										
	Notes 1	a. Fund b. Ther	horising expendi ds are available to	ture from an RFA on the control of the expending liabilities	ture that is to be in	curred	ich is about to be a	approved, would leave the RFA or			
	2			(s) has been obtained birective PD2015_009							
	4		Health Accounts and Audit Determination for Public Health Entities in NSW								
	5		Ith Fees Procedu								
	6	NSW Hea	Ith Group Service	Services/Commercialisations Policy – Revenue Policy, Revenue Standard Policy Directive PD2005_522							
	7	NSW Hea	Ith Staff Specialis	st Rights of Private	Practice Arrangem	nents Policy Directive	PD2017 002				
	6.1	Opening	and Closing F	RFAs and CTFs							
Approve opening/closing of RFA and CTF account(s)				Yes*				*Specified Delegate: Director of Revenue and Process Improvement			
	6.2 Approving expenditure from RFAs										
	a)	Staff Spe	ecialists' Priva	te Practice No 2	Account RFAs						
Up to \$30,000				Yes				Note: Must be endorsed by the Staff Specialist No 2			

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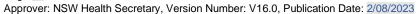


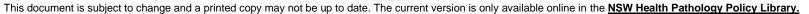




	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	6. Restric	ted Financ	ial Assets (F	RFAs) and	Custodial Tru	ust Funds (CTFs)
\$30,001 to \$100,000		Yes*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











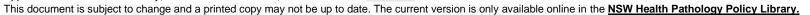
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	7. Gene	7. General Non-Financial Delegations								
	7.1 Med	Media Releases, Statements and Interviews								
	Notes and R	eferences								
	1. <u>NS</u>	W Health Pathology N	Media Relations Gui	delines NSWHP_PG	<u>5_001</u>					
Authority to release a written/verbal statement and conduct any type of media interviews/commentary relating to NSW Health Pathology activities		Yes*					*Specified Delegate: Director Strategic Communications			
	7.2 Rep	ortable Incident Br	iefs for Ministry	of Health						
	1 <u>NSW</u> 2 <u>NSW</u>	2 NSW Health Corrupt Conduct – Reporting to the Independent Commission Against Corruption (ICAC) Policy Directive PD2016_029								
Authorising Reportable Incident Briefs to the Ministry of Health	Yes									
	7.3 Mini	sterials								

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	7. Genera	al Non-Finar	ncial Delega	tions						
Authority to approve and release Ministerials, Ministerial briefs and advice related to Parliamentary matters		Yes*					*Specified Delegate: Director Strategic Communications			
	7.4 Corres	7.4 Correspondence to NSW Ombudsman and ICAC								
Authority to sign-off correspondence to NSW Ombudsman and ICAC	Yes	Yes*					* Specified Delegate: Director, Legal & Corporate Governance			
	7.5 Annua	l Corporate Gove	ernance Attestat	ion Statement						
Authority to sign-off the Annual Corporate Governance Statement	Yes									
	7.6 Medica	ıl Compliance St	atements							
Authority to sign-off quarterly Medical Compliance Statements	Yes						Note: MDAAC to be notified			
	7.7 Inform	ation Systems A	ccess	1		1				





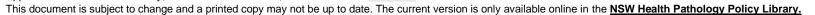


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. Genera	l Non-Finar	ncial Delega	tions			
Approval 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*					Specified Delegate: Chief Information Officer
Authority to approve requests to link NSWHP data with other agency data, where there may be inconsistencies in purpose		Yes*					Specified Delegate: Chief Information Officer
	7.8 Sponso	rships (Charital	ble) (by NSW He	alth Pathology a	nd/or to NSW Hea	lth Pathology)	





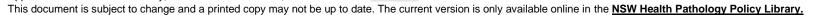


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	7. Genera	al Non-Fina	ncial Delega	tions					
	Notes and Refe	otes and References							
	1 NSW H	ealth Sponsorships	Policy Directive PD	2005_415					
Less than \$10,000			Yes						
\$10,001 to \$25,000		Yes							
Over \$25,000	Yes								
	7.9 Purcha	se/Upgrade of I	Mobile Phones ar	nd Hand-Held PC	s				
	a) Mobile	Phones							
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		
	b) Hand-l								





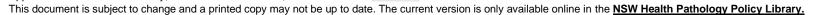


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	7. Genera	Non-Finar	ncial Delegat	tions							
General fund/trust fund excluding Staff Specialist Private Practice trust fund			Yes				Note: Policy and procedure of hosting service to be followed				
Replacement of like hand held PC/ PDA/Palm Pilot/iPad equipment with like equipment				Yes			Note: Policy and procedure of hosting service to be followed				
	7.10 Use of P	7.10 Use of Private Vehicle on Official Business									
Approve expenses for use of private vehicle for official business			Yes								
	7.11 Motor V	ehicles and Fle	et Management								
	Notes and Refere	ences									
	1 Motor Vel	nicles – Use of Wit	thin NSW Health Po	licy Directive PD2014	1 <u>051</u>						
Replacement of like vehicle with like vehicle			Yes								
Replace vehicles not like with like		Yes									
Approve fitting of business-use accessories			Yes								









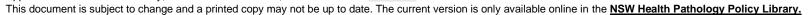
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. Genera	l Non-Finan	ncial Delegat	tions			
Allocation of vehicle for business/private use		Yes					Note: Allocation of private use to employee requires personal contributions to be made (per PD2014_051) and according to rates outlined in Ministry of Health Information Bulletin each year
Increase motor vehicle fleet		Yes					
Dispose of vehicle not to auction			Yes				
Exempt vehicles from rotation			Yes				
Approve use of vehicle during periods of leave		Yes					
Approve overnight use of vehicle				Yes			Note: If this is common practice it may cause a fringe benefit that requires the employee to pay additional tax

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	7. General	Non-Finar	ncial Delega	tions					
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		
	7.12 Risk Ma	nagement							
	a) Lodgem	a) Lodgement and management of insurance claims/notifications:							
Professional indemnity/Liability claims					Yes*		* Specified Delegate: Legal Counsel		
Workers Compensation claims					Yes				









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	7. General	Non-Finar	ncial Delegat	tions						
Motor Vehicle claims				Yes						
Property/Miscellaneous claims					Yes*					
	7.13 Bodies/	.13 Bodies/Burials/Cremations/Funerals/Storage								
	Notes and Refere	Notes and References								
	1 Public He	alth Act 2010 and	l Public Health Regul	lation 2022						
	2 NSW Hea	ılth guidance on <u>F</u>	inal arrangements of	f the deceased						
Retention of bodies under the Public Health (Disposal of Bodies) Regulation 2002	Designated Offi	cers appointed l	by the Chief Execu	utive						
	7.14 Human	Tissue Act								
	Notes and References									
	1 NSW Health Public Health Delegations Manual									
	2 NSW Health Delegations of Authority – Local Health Districts and Specialty Health Networks PD2012 059									
	 NSW Health Organ and Tissue Donation, Use and Retention PD2022 035 NSW Health Designated Officer Policy and Procedures PD2013 002 									
	4 <u>NSW Hea</u>	iiiii Designated Ol	incer Policy and Proc	Deduites PDZ013_002	<u> </u>					



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General	Non-Finar	icial Delegat	ions			
Appointment of Designated Officers per PD2013_002 to	Yes	Yes*					* Specified Delegate: Director, FASS.
remove tissue							*This is only required in NSW Health Pathology Forensic Medicine facilities
							*This is subject to the person meeting training requirements as set out at 2.2 of PD2013 002

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human l	Resource Manag	ement								
	Notes and Refere	nces									
	Delegates must no	ot approve "self-related matt	ers" or matters that rais	se potential probity iss	sues in relation to the ex	ercise of the delegation	. For example a delegate:				
		uthorise their own expendituong service leave	ure or expenditure reiml	bursement, certify the	eir own time sheet or aut	horise their own higher	duty allowance, overtime,				
	* must not a interest	interest									
	* must only	* must only authorise expenditure for cost centres and staff for which their position is responsible for.									
	The authorising per Pathology.	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.									
	1 <u>Leave Mat</u>	ters for the NSW Health Sei	rvice PD2023 006								
	2 NSW Heal	th Protecting People and Pr	operty: NSW Health Po	olicy and Standards for	or Security Risk Manage	ment in NSW Health Ag	gencies Manual				
	3 Industrial A	Awards and various NSW H	ealth policies should als	so be referenced							
	8.1 Recruitm	ent and Appointments									
	Notes and Refere	nces									
	1 NSW Heal	th Recruitment and Selection	n of Staff to the NSW F	lealth Service PD201	<u>7_040</u>						
	a) Approve the Creation or Deletion of a Position, Advertising of a Position, Appointment to a Position and Salary on Commencement										
For positions within the			Yes								
budgeted											

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Approver: NSW Health Secretary, Version Number: V16.0, Publication Date: 2/08/2023

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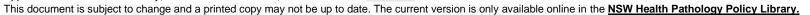
Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Re	source Manag	ement				
approved staff profile							
For positions outside the budgeted approved staff profile	Yes						
For Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Note: Approval is on the advice of Credentialing Committee/MDAA C

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Re	source Manag	ement								
	b) Approval to	b) Approval to Determine Commencing Salary									
For positions within Budgeted FTE			Yes								
For positions outside the budgeted approved staff profile	Yes										
For Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Additional Delegates:				







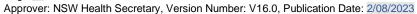


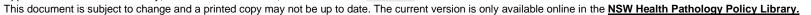
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Re	8. Human Resource Management									
							Director of Operations (Metro) and Director of Operations (Regional) Note: Approval is on the advice of Credentialing Committee/MDAA C				
	-		rtable Conduct (re C	criminal Record Che	cks)						
	Notes and References 1 NSW Health Work		s and Other Police Che	cks Policy Directive PD2	<u>2019_003</u>						
Authority to approve commencement of an employee/person subject to satisfactory CRC clearance		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Re	source Manag	ement				
							Note: Delegation applies only for urgent situations
Authority to undertake/approve risk assessments regarding child related, criminal and other reportable allegations, charges and convictions		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)
Authority to review / assess applicants who have a criminal history for suitability for employment		Yes*					*Specified Delegates: Director and Deputy Director, People and Culture; Associate Director Workforce







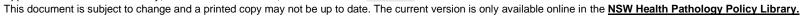


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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Re	8. Human Resource Management										
							Services (only as risk assessor)					
	d) Approve a C	onditional/Tempora	ry Registration and I	Extension of Tempor	rary/Conditional Reg	istration of Oversea	·					
Authority to approve an application for Conditional/Tempo rary Registration and Extension of Temporary/Conditi onal Registration of Overseas Medical Staff			Yes									
		rom Vaccination Red	quirements									
	Notes and References 1 NSW Health Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy Directive - PD2022 030											
Authority to approve an		Yes*					*Specified Delegate: Director,					









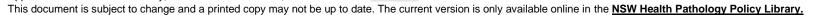
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human	8. Human Resource Management										
exemption from vaccination							People and Culture					
	f) Tempora	ary and Casual Appointr	nents									
Temporary appointment of Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Note: Approval is on the advice of Credentialing Committee/MDAA C					
Temporary appointment of other staff			Yes									
Employment of staff on a casual basis			Yes									

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Resource Management										
	g) Declaring Staff Excess and Offering Voluntary Redundancy										
	Notes and References	s									
	1 NSW Health N	Managing Excess Staff o	f the NSW Health Service	e PD2012_021							
Authority to declare staff excess	Yes										
Authority to offer Voluntary Redundancy	Yes										
Authority to declare staff involuntarily redundant	Yes										
Annual contracted hours to agreed budget level		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations;				









	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human R	8. Human Resource Management									
							Director People and Culture Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)				
	8.3 Regrading	Positions and Increa	sing Salaries			·					
	a) Regrading	Positions									
	Notes and Reference 1 NSW Health	ces n Executive Performance N	Management Policy Dire	ective - PD2022 021							
Health Executive Service (HES)	Yes*						* Approved by Secretary, NSW Health				
HSM6 positions	Yes										



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	8. Human Re	source Manag	ement						
All Other Positions (excluding HSM6)		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional) Note: Delegation exercised subject to relevant grading committee/credenti aling endorsement		
	b) Salary Progr (Increase sa		rmance [within exist	ing Award grading s	tructures])				
	Notes and References 1 NSW Health Executive Performance Management Policy Directive - PD2022_021								
HES							* Secretary approval in		

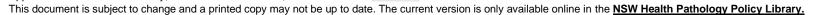
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Resource Management										
							accordance with PD2022_021				
For increases < 5% of base substantive salary			Yes				Note: Within existing Award grading structures				
For increases > 5% of base substantive salary		Yes*					*Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional) Note: Within existing Award grading structures				
For Staff Specialist			Yes*				* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentialing				



Approver: NSW Health Secretary, Version Number: V16.0, Publication Date: 2/08/2023







	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	8. Human Resource Management									
							Committee/MDAA			
	8.4 Time Sheets and Attendance Records									
Authority to approve rosters/timesheets, including variations and amendments						Yes				
	8.5 Leave									
	<u> </u>	for the NSW Health Ser		Staff Specialists PD2019	<u>0_043</u>					
Approval of all forms of leave, in accordance with Award provisions and entitlements and as outlined in the Leave Matters					Yes					



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Re	source Manage	ement				
Manual, for staff who report to the position, excluding the following:							
Approval to accrue excessive leave above award/legislative limits			Yes				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human R	esource Manag	ement				
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



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Re	source Manag	ement				
							balance has been exhausted
* Greater than 12 months	Yes						Note: Only after total annual leave balance has been exhausted
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					Refer to 8.6 Official Travel



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Re	8. Human Resource Management									
	8.6 Official Trav	3.6 Official Travel									
	a) Overseas T	ravel									
	2 Refer to the 3 For limitations Travel Proce 4 Refer to the N	es ure from a SP&T fund, er Ministry of Health Comb is on travel, refer to the_ledure PR_085 NSW Health Staff Specia https://www1.health.ns	ined Delegations Manual NSW Health Official Tra lists Training Education	al, in particular, Section vel Policy Directive – land Study Leave (TE	n 17.2 PD2016_010; and non-1 SL) Policy Directive –	·	ee <u>NSWHP Official</u>				
Expenditure from General Fund	Endorse*						* Obtain CE and Director of Finance and Corporate Services endorsement, then submit to MOH Workplace Relations for approval by Secretary.				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	8. Human Resource Management									
Self-Funded (Leave Only)	Yes									
Expenditure from a SP&T fund	Endorse*						* Obtain CE and Director of Finance and Corporate Service endorsement, then submit to MOH Workplace Relations for approval by Secretary			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Re	source Manag	ement				
Overseas travel through sponsorship arrangements	Endorse*						* Obtain CE and Director of Finance and Corporate Service endorsement, then submit for approval by Director, Workplace Relations, MOH
Presenting papers at conferences/semin ars		Yes					
Study Leave							Not considered Official Travel if not on duty, conducting official business or performing an official function.

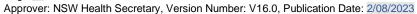


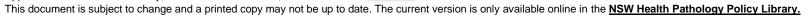
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Re	8. Human Resource Management									
	b) Domestic Tr	avel					For Study Leave that is considered Official Travel, follow the rules for endorsement/appr oval as per funding categories in this section.				
	Notes and references 1 All requests by st			o any official travel being	undertaken. Refer to <u>N</u>	SW Health Official Trave	l Policy Directive				
Authority to approve domestic travel:	1 D2010 010	Turnier requirements reg	araning official travel.								
Travel by CE	Yes*						Note: CE may approve own travel within Australia. Overseas travel				



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	8. Human Resource Management									
							requires approval by the Secretary			
Travel within NSW with no FCM component.					Yes					
Travel within NSW with FCM component.					Yes					
Interstate Travel		Yes*	Yes**				* Specified Delegate: Director, Finance & Corporate Services ** Trust funded travel only			











	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes				
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc				
Function	8. Human Resource Management										
	8.7 Higher Duti	8.7 Higher Duties Allowance (Approve Payment of Higher Duties Allowance)									
Approve higher grade duties for Level 4 and below who report to position			Yes (>10days)		Yes (<10days)						
	8.8 Overtime ar	nd Use of Agency Sta	aff								
	a) Certify / App	prove Overtime									
Approve use of and certify overtime					Yes						
Approve use of agency staff				Yes							



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Re	8. Human Resource Management										
	b) Call-back of	b) Call-back of staff										
Approval to authorise call backs					Yes							
	8.9 Issue of Mea	8.9 Issue of Meal Tickets for Overtime in Excess of 2 Hours										
	Notes and References 1 Must be in accordances	s cordance with relevant in	ndustrial awards									
Issue meal tickets for overtime					Yes							
	 8.2 Employment Conditions Notes and References 1 Conditions must be in compliance with the processes and conditions set out in the relevant industrial awards and legislation. 											
	a) Secondmen	ts										
		Notes and References										



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Resource Management											
Approve staff undertaking secondments			Yes									
	b) Outside Emp	oloyment (Secondary	y Employment)									
	Notes and References 4 Must be in accordance with NSW Health Code of Conduct Policy Directive PD2015_049 5 Applications for approval should be made using the Application Form – Secondary Employment NSWHP_F_017 6 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 Conflicts of Interest and Gifts and Benefits Policy Directive PD2015_045 and NSW Health Pathology Conflicts of Interest and Gifts and Benefits Procedure NSWHP_PR_001.											
Approval to undertake outside employment			Yes									
	c) Change of C	ontract Hours										
Approve change of contract hours for staff (within budgeted FTE) profile					Yes							

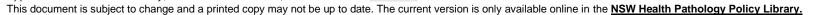
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Resource Management											
Approve change of contract hours for staff (outside budgeted FTE) profile		Yes*										
	d) Approve Fle	xible Work Practices	5									
	Notes and References											
	1 NSW Health P	athology Flexible Worki	ng Procedure NSWHP	PR_040	T							
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		Yes					Note: Engagement of HR should occur to ensure consistency with our obligations and					



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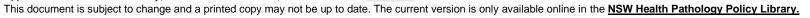
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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Resource Management											
(FWAs) over 3 months duration							NSWHP wide approach.					
	e) Performance Management – Assessment /Review											
To undertake performance assessment and review for staff reporting to the position						Yes						
	8.11 Disciplinary	, Dismissal and Sepa	aration Matters									
	a) Disciplinary	Actions										
	Notes and Reference 1 -NSW Health Ma	s anaging Misconduct Polic	cy Directive – PD2018 0	<u>031</u>								
Approval of remedial action (eg counselling)						Yes						
Approval of disciplinary action including warnings			Yes									



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes			
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc			
Function	8. Human Resource Management									
(First, second and final warning), transfer staff (including transfer of staff to alternate duties or transfer staff to an alternative location)										
Authority to demote/terminate staff	Yes*						*On recommendation of Director, People & Culture			
	b) Dismiss S	Staff Following Discipli	nary Procedures							
Authority to dismiss staff, including Staff Specialist	Yes*						*On recommendation of Director, People & Culture			



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes						
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc						
Function	8. Human Re	8. Human Resource Management											
	c) Suspending Staff												
Authority to suspend staff			Yes										
Authority to suspend Staff Specialist		Yes											
	d) Acceptance	of Resignation											
Authority to accept resignation where no investigation/discip linary action is pending					Yes								
Authority to accept resignation where investigation/discip linary action is pending			Yes										



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes					
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc					
Function	8. Human Resource Management											
	e) Issue Stater	e) Issue Statements of Service										
Approval and issue Statements of Service			Yes									
	f) Provide Wri	tten Employee Reco	mmendations/Refere	ences								
	Notes and References 1 Certificates of Service/Statement of Service to be provided as per 8.11 € of this Delegations Manual 2 Personal references to terminating employees are not to be on official letterhead											
Authority to provide a personal reference						Yes						

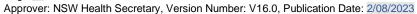


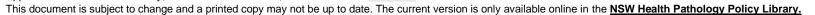
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	9. Staff Sp	oecialists A	ward Manag	gement			
	9.1 Part-tim	e Working Arra	ngement				
Authority to approve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



	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes		
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc		
Function	9. Staff S	pecialists A	ward Mana	gement					
	9.4 Recog	nition as "Senio	r Specialist"						
Authority to approve		Yes*					* Specified Delegate: Director Medical Services		
							Note: Approval is on the advice of Credentialing Committee/MDAAC		
	9.5 Initial A	Appointment to	Higher Step/Acc	elerated Progress	sion				
Authority to approve		Yes*					* Specified Delegate: Director Medical Services		
							Note: Approval is on the advice of Credentialing Committee/MDAAC		
	9.6 Manag	erial Allowance	Levels						
Authority to approve		Yes							
	9.7 Perfori	9.7 Performance Agreements							
Nominee of Chief Executive NSW Health Pathology to sign for:		Yes*					* Specified Delegate: Director Medical Services		











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

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

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	11. Plans	5					
Develop statewide strategic and operational plans for NSW Health Pathology		Yes					
Approve statewide strategic and operational plan for NSW Health Pathology	Yes*						*Board endorsement required.

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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
11.2 .1 Services and Tests	i ·						
Notes and References							
1. A pathology service is defined as a	suite of tests in a	specific discipli	ne or disciplines.	A pathology test me	eans a single test.		
Commencement of new test		Yes*					*Request for Assay Change Approval form required
Commencement of new service	Yes*						* Business case required
Cessation of existing test		Yes*					*Request for Assay Change form required
Cessation of existing service or modification of test or service provision that could adversely impact patient/community outcomes and/or service finances	Yes*						* Business case required
Commissioning of services external to NSW Health Pathology	Yes						
	12.2 Medicare	e Registration					
Registration of Approved Pathology Authority (APA)	Yes						



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	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Category	Chief Exec	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				

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Appendix 1: Schedule of Delegates

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

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	Partition Matter Land					
Level	Decision Making Level					
	Associate Director Financial Operations					
	Genomics Director					
	Associate Director Commercial					
	Associate Director Point of Care					
	Associate Director Planning and Performance					
	Director Public Health					
	Associate Director, Research					
	Associate Director Revenue and Process Improvement					
	Associate Director Strategic Program Services					
	Associate Director Clinical Governance (Quality)					
	Associate Director Strategic Communications					
	Associate Directors, Human Resources (including Metro, Regional, FASS and Corporate)					
	Associate Director, Industrial Relations					
	Associate Director, Workforce Services					
	Associate Director, Organisational Development					
	Associate Director, Inclusion and Aboriginal Partnerships					
	Senior Operations Managers					
	Chief Technology Officer					
4	Level 4 - Managers (one level below Level 3 - Directors and Senior Managers)					
	Clinical Director					
	Commercial Manager					
	Inventory Systems Implementation Manager (Process Improvement, Stock and Stores)					
	Procurement Manager (Process Improvement, Stock and Commercial)					
	Transport Manager					
	Logistics Program Manager (Process Improvement)					
	Clinical Stream Manager					
	Corporate Senior Management Accountant					
	Corporate Senior Financial Accountant					
	Corporate Taxation Accountant					
	Deputy Operating Officer Forensic Medicine (FASS)					
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Level	Decision Making Level					
	Emergency/Disaster Manager					
	Facilities Manager (FASS)					
	Head of Diversity and Inclusion					
	Manager HR Support Services					
	Manager, Rostering Coordination Unit					
	Manager, Recovery at Work					
	Manager, Work Health and Safety					
	ICT Director/Manager (including ICT Director Client and Business Services)					
	Manager, Trust Accounting					
	Program Manager, SIMBA					
	Statewide Revenue Manager					
	Industrial Relations Manager					
	Local Pathology Director					
	Management Accountant (East, FASS, North, Rural and Regional, South, West or other)					
	Operations Manager (including NSW Health Statewide Biobank Operations Manager)					
	Point of Care Testing Zone Managers					
	Workforce Risk Manager					
	Solution Architect Platform Lead					
	Chief Security Architect					
	Solution Architect Program Lead					
	Manager, Data and Insights					
5	Level 5 - Coordinators (one level below Level 4 - Managers)					
	Catalogue Manager (Stock and Stores)					
	Laboratory Director/Manager					
	Corporate Accounts Payable Holds Officer					
	Corporate Finance Officer					
	Corporate Financial Accountant					
	Senior Legal Counsel					
	Privacy, Right to Information and Records Officer					
	Fusion Program Manager					
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Level	Decision Making Level			
	Fusion Change Management Lead			
	Fusion Solutions Architect			
	Technical Solution Architect			
6	Level 6 - Senior Staff (one level below Level 5 – Coordinators)			
	Executive Officer to Chief Executive/ Director			
	Senior Hospital Scientist in Charge			

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Appendix 2: Levels of Financial Delegations Summary

Delegations Summary

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



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Appendix 3: Amendment Request – Delegations Manual

Suggested amendments or additions to the contents of the NSW Health Pathology Delegations Manual are to be forwarded in writing to the Director Legal & Corporate Governance.

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

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

Request to Amend the Delegations Manual

Section/Sub- Section Delegations – Proposed (State clearly the current of and what changes are so		delegation	Authorised Officer/s Name, Position, Title/Tier	Type of Action Add/Modify/Remove	
Reason for Ch	ange	to Delegation			
Preparing Offi	cer:				
Name:					
Position:					
Unit:					
Recommended	d by:			Date:	
Endorsed by:					_
Name:					
Position:					
		Relevant Delegate		Date	
Approval:					
Approved		Not approv	ed \Box	Date:	
Chief Executive	, NSW	/ Health Pathology			
Approved		Not approv	ed \square	Date:	
Secretary appro	oval:				_





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Approved Amendments to the Interim Delegations Manual

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

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

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Appendix 4: References and Quick Links

Accounting Manual for Public Health Organisations

Accounts and Audit Determination for Public Health Entities in NSW

Managing Child Related Allegations, Charges and Convictions Against NSW Health Staff - PD2020 044

<u>Clinical Trial Research Agreements for Use in NSW Public Health Organisations Policy Directive - PD2011 028</u>

<u>Clinical Trials – Insurance and Indemnity Policy Directive - PD2011_006</u>

Code of Conduct Policy Directive - PD2015_049

Combined Delegations Manual

Complaints Management Policy Directive - PD2020 013

Conflicts of Interest and Gifts and Benefits Policy Directive - PD2015_045

Corporate Governance and Accountability Compendium for NSW Health

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

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

Designated Officer Policy and Procedures PD2013 002

Organ and Tissue Donation, Use and Retention - PD2022_035

Working with Children Checks and Other Police Checks - PD2019 003

Executive Performance Management Policy Directive - PD2022_021

NSW Health Procurement - PD2022_020

Guide to Cost-Benefit Analysis of Health Capital Projects - GL2018_021

<u>Leave Matters for the NSW Health Service – PD2023_006</u>

Managing Misconduct Policy Directive - PD2018_031

Official Travel Policy Directive - PD2016_010

Patient Matters Manual for Public Health Organisations

Privacy Internal Review Guidelines NSW Health - GL2019 015

Privacy Manual for Health Information

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





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Public Interest Disclosures Policy Directive - PD2016_027

Public Health Delegations Manual

Recruitment and Selection of Staff to the NSW Health Service Policy Directive PD2017 040

Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive PD2010_056

Research Governance in NSW Public Health Organisations Guideline GL2011_001

Final arrangements of the deceased

Enterprise-wide Risk Management - PD2022_023

<u>Significant Legal Matters and Management of Legal Services Policy Directive - PD2017_003 http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_003.pdf</u>

Sponsorships Policy Directive - PD2005_415

Staff Specialists' Training Education and Study Leave - New Funding Entitlement 2022/2023 - IB2022_037

Staff Specialists Rights of Private Practice Disbursements of Funds No 2 Accounts - PD2015_009

Training, Education and Study Leave (TESL) for Staff Specialists Policy Directive PD2019_043

