

HealthShare NSW Delegations Manual

Delegations for HealthShare NSW Positions and Appointed Staff

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Table of Contents

Schedule 1 – Expenditure & Revenue	11
1.1 Fees & Charges for Services provided by HealthShare NSW	11
1.2 Delegation Matrix – Recurrent and Capital	12
1.3 Out of Pocket Expenses	17
1.4 Telecommunication Reimbursement	17
1.5 Cab Vouchers	17
1.6 Domestic Travel	17
1.7 Purchase or Lease of Motor Vehicles – Passenger & Commercial	18
1.8 Asset Disposal	18
Schedule 2 – HealthShare NSW Procurement	20
2.1 HealthShare NSW Procurement Process	20
Schedule 3 – Financial Delegations	24
3.1 Budget Approvals, Allocations & Funding Services	24
3.2 Budget Adjustments	24
3.3 Asset Register	25
3.4 Funding Agreements & Government Grants	25
3.5 Debt Management	26
3.6 Banking	27
3.7 TCORP Client Portal	28
3.8 Investments	28
3.9 Taxation	28
3.10 Journals (Excluding journals created and processed by Service Centres for customers)	28
3.11 Annual Financial Statements	29
3.12 Online Requisitions	29
3.13 Restricted Financial Assets	29
3.14 Petty Cash	29
3.15 Corporate Purchase – Credit Card	29
3.16 Ambulance (Patient Transport Services) Fees – Change of Payment Arrangement	30
3.17 Ambulance (Patient Transport Services) Fees – Conduct a Fee Review	31
3.19 Ambulance (Patient Transport Services) Fees – Write off Ambulance Fees	33
3.20 Ambulance (Patient Transport Services) Fees – Referral of Fee to Chief Commissioner for Fee Recovery Action	33
Schedule 4 – Data and Information	35
4.1 Data Governance - Statewide Data Assets	35
4.2 Data Governance - Statewide Data Assets with the HealthShare NSW Chief Executive as Data Sponsor	35

4.3 Data Governance - HealthShare NSW Data Assets.....	36
4.4 Data Governance - Data assets within HealthShare NSW’s control and direction.....	36
4.5 Information Management.....	37
4.6 Access Control	37
Schedule 5 – Human Resources	39
5.1 Position Structure	39
5.2 Recruitment Mechanics	41
5.3 Salary increase	42
5.4 Higher Grade Duties	43
5.5 Allowances	43
5.6 Rostering	44
5.7 Flexible Work Arrangements	44
5.8 Overtime	45
5.9 Leave.....	45
5.10 Secondment and Permanent Transfers.....	48
5.11 Secondary Employment	48
5.12 Staff Conduct and Performance	49
5.13 Service Check Register	51
5.14 Ceasing Employment.....	51
Schedule 6 – Organisational Management.....	53
6.1 Delegation Manual.....	53
6.2 Organisational Plan	53
6.3 Risk Management.....	53
6.5 Incident & Complaints Management.....	54
6.6 Media.....	57
6.7 Briefs and advice	57
6.8 Formal External Correspondence.....	58
6.9 Annual Attestations.....	59
6.10 Subsidiary Companies.....	60
6.11 Gifts, Bequests & Donations.....	60
6.12 Motor Vehicle Use	60
6.13 Annual Fire Statement.....	61
6.14 Building Access	61
Schedule 7 – Legal.....	62
7.1 Seeking Legal Services	62
7.2 Subpoenas	63
7.3 Insurance claims.....	64

7.4 Out of Court Settlements & Other Legal Related Payments..... 64

7.5 Deeds of Release 65

7.6 Waive legal rights 66

7.7 Licence Agreement..... 66

7.8 Intellectual Property 67

7.9 Other Agreements 67

7.10 Public Interest Disclosures 69

7.11 Investigation into Statutory Complaints 69

Schedule 8 – State-wide Services 70

 8.1 State-wide Procurement and Procurement on behalf of other NSW Health entities 70

Schedule 9 – Standard P-Card Limits..... 74

Schedule 10 – Schedule of Delegates..... 75

Appendix 1 – Amendment Request – Delegation Manual 76

Purpose of this Manual

The purpose of this Delegation Manual is to clearly set out the levels of authority delegated to duly appointed office holders and staff of *HealthShare NSW*.

The underlying intention of this Delegation Manual is to clarify accountability and responsibility for the day-to-day operation of *HealthShare NSW*.

Principles of Delegation

1. This Delegations Manual has been compiled in order to
 - 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 *HealthShare NSW* on a day- to-day basis; and
 - Facilitate compliance with relevant directions from the Minister, the Ministry of Health and Health Administration Corporation (the Corporation).
2. Delegated authority is subject to any overriding state or federal legislation.
3. Delegation of authority is considered, for the purposes of this manual, to be conferred by the Corporation in accordance with relevant state and federal legislation, manuals and policy directives.
4. The delegation of authority to a specified position is unique and may not be transferred or further delegated, **except** where, the absence of the person occupying the position 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. The delegation of authority does not apply to contractors or agency staff. Contractors and agency staff cannot exercise financial or staff delegation of a position outlined in this manual against which they are held. Financial and staff delegations can only be exercised by appointed officers of HealthShare NSW.
 - Delegates may 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 also point 15 regarding amendment of delegations*).
6. Where this manual specifies a delegation to a 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 **excludes GST**. They do not imply or confer authority to spend more than the business unit or organisation's uncommitted budget allocation.
8. No delegate may:

- Approve self-related matters (e.g. authorise expenditure or expenditure reimbursement to themselves regardless of the amount, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave);
 - 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
 - Split items or orders to bring them within any limit of their position's authorised delegation.
9. The authorising person for items outlined in clause 8, and other matters of a like nature, shall be a more senior member of staff.
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 cost centre 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
- Accounts and Audit Determination Manual (AAD)
 - Accounting Manual (AM) - Public Health Organisations
 - Combined Delegations Manual (CDM)
 - Goods & Services Procurement Manual Policy
 - Leave Matters Manual (LM) - Public Health Organisations
 - Protecting People and Property Manual (S&S)
 - Corporate Governance and Accountability Compendium for NSW Health
 - Fees Procedures Manual for Public Health Organisations
 - Goods and Services Procurement Policy Manual
 - Health Infrastructure Delegations
 - HealthShare NSW Delegations
 - Leave/Salaries – Public Service
 - Privacy Manual for Health Information and
 - Protecting People and Property Manual
15. Amendments, additions, and deletions to the Delegations Manual must be considered and approved by the HAC. Once endorsed, the change must be incorporated into the manual and any parties affected by the amendment formally notified.

16. All financial delegations are subject to ad hoc directions issued by the Ministry of Health including the Chief Financial Officer, NSW Health.
17. With the exception of 2.1.3, the HealthShare NSW Delegations Manual does not apply where HealthShare NSW and its staff are acting as agents under instructions from delegated staff of customer Health entities in line with the services provided under HealthShare NSW Service Catalogues.
18. The requirements outlined in the HealthShare NSW Delegations Manual are minimum requirements and other requirements not mentioned in HealthShare NSW Delegation Manual may be required to be met before exercising the delegations contained within this document.

Abbreviations

Abbreviations used for individual delegates are as follows

Position Title	Abbreviation	Reports to
Health Administration Corporation	HAC	-
Chief Financial Officer	CFO	Secretary
Chief Procurement Officer	CPO	CFO
Chief Executive	CE	Secretary
Executive Director, Finance & Business Performance,	EDFBP	CE
Executive Director, Patient Services & Planning	EDPSP	CE
Executive Director, Procurement and Supply Chain	EDPSC	CE
Director, People & Culture	DPC	CE
Director, Clinical & Corporate Governance, Risk & Safety	DCCGRS	CE
Senior Responsible Officer	SRO	CE
Director, Office of the Chief Executive	DOCE	CE
Executive Director, System Service Delivery	EDSSD	CE
Director, Partnerships & Projects	DPP	CE
Director, ICT and Digital Services	DICTDS	CE
Associate Director, People & Culture	ADPC	DPC
Associate Director, Workforce Planning, Diversity and Resourcing	ADWPDR	DPC
Associate Director, Food and Patient Support Services	ADFPSS	EDPSP
Associate Director, Financial Services	ADFS	EDFBP

Director, Finance	DF	EDFBP
Manager, Fleet	MF	EDFBP
Manager, Finance and Governance	MFG	EDFBP
Manager, Facilities & Workplace	MFW	EDBP
Finance Commercial Partner	FCP	EDFBP

PART 1 Structure of Delegations

The delegations detailed in this manual have been grouped under seven sections

Schedule 1	Expenditure
Schedule 2	Procurement
Schedule 3	Financial Delegations
Schedule 4	Data and Information
Schedule 5	Human Resources
Schedule 6	Organisational Management
Schedule 7	Legal
Schedule 8	State-wide delegations

Delegates have been classified according to levels of delegation as follows

Health Administration Corporation	
Chief Executive	
Tier 2 Director	Persons occupying position one level below Chief Executive, managing specified business service portfolio.
Tier 3 Director/Manager	Persons occupying position one level below Tier 2 Director, managing specified business service Portfolio.

Tier 4 Manager	Persons occupying position one level below Tier 3 Director/Manager, managing specified business service portfolio.
Tier 5 Manager	Persons occupying position one level below Tier 4 Manager, managing specified business portfolio.

Persons managing a specified business portfolio are defined as persons having responsibility for delivering services on business portfolio basis, with management responsibility for a group of staff with organisational hierarchical structure.

Contractors, agency staff, project and support officers do not fall into the definition of managing specified business portfolio.

Emergency Delegations

In a declared emergency situation, where significant procurement activity is required and the standard delegations are not sufficient, the NSW Health Secretary or their nominee can authorise procurements to a value sufficient to meet that particular emergency.

All nominees must be authorised under Clause 4 of the Public Works and Procurement Regulation 2019.

Schedule 1 – Expenditure & Revenue

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.1 Fees & Charges for Services provided by HealthShare NSW										
1.1.1	Approve HealthShare NSW to enter into Partnership Service Agreements with any NSW Health entity		Yes						EDFBP & Relevant T2	Relevant T2 is the executive who has budgetary responsibility
1.1.2	Determine revenue payable for any service provided under Partnership Service Agreements or any other agreements by HealthShare NSW to any NSW Health entity including variations		Yes						EDFBP Relevant T2	Relevant T2 is the executive who has budgetary responsibility
1.1.3	Determine revenue payable for any NSW Health entity not provided under Partnership Service Agreements by HealthShare NSW on an								\$5M: EDFBP Relevant T2	Relevant T2 is the executive who has budgetary responsibility
	Ongoing basis, with an annualised revenue up to	>\$5M	\$5M	\$500K						
	Once off charge, up to	>\$5M	\$5M	\$500K						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.1.4	Approve HealthShare NSW to provide services to markets with any non-NSW Health entities.	Yes							NSW Health Minister	Competition Law & Taxation Review
1.1.5	Determine the fees and charges for any service provided by HealthShare NSW to any approved customers other than an NSW Health entity								>\$5M: General Counsel, CE, EDFBP & Relevant T2 \$5M: EDFBP & Relevant T2	Relevant T2 is the executive who has budgetary responsibility
	Ongoing basis with an annualised revenue up to	>\$5M	\$5M	\$500K						
	Once off charge up to	>\$5M	\$5M	\$500K						
1.2 Delegation Matrix – Recurrent and Capital										
1.2.1	Commit to and incur expenditure (limited to funds available and subsequently committed; and total contract value) on									Availability of funds All expenditure approved by the delegate must be within the remit of their function and responsibilities. Compliance with policy and procedure and commitments schedule, including NSW Health

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
										PD2022_020 requirements Relevant T2 is the executive who has budgetary responsibility HealthShare NSW Delegation Manual Schedule 2 requirements
1.2.1.1	General Spend, up to	>\$5M	\$5M	\$250K	\$30K	\$15K	\$5K	\$200: All PSP T6	>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$30K: EDFBP & Relevant T2 \$15K - \$30K: DF \$10K- \$15K: FCP	
1.2.1.2	ICT Goods and Services for HealthShare NSW, up to	>\$5M	\$5M	\$250K	\$30K				>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$30K: EDFBP & Relevant T2 \$30K: DF	DICTDS Notification
1.2.1.3	Utilities (Water, Rates, Post, Electricity and Gas), up to	>\$5M	\$5M	\$250K	\$30K				>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$30K: EDFBP & Relevant T2 \$30K: DF	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.2.1.4	Food Stock Purchases, up to	>\$5M	\$5M	\$500K	\$250K	\$20K	\$10K	\$5K	>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$250K: EDFBP & Relevant T2 \$15K - \$250K: DF \$10K- \$15K: FCP	
1.2.1.5	Linen & Wash Chemicals, up to	>\$5M	\$5M	\$500K	\$250K	\$20K	\$10K	\$5K	>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$250K: EDFBP & Relevant T2 \$15K - \$250K: DF \$10K- \$15K: FCP	
1.2.1.6	Warehouse Inventory Stock Purchases, up to	>\$5M	\$5M	\$500K	\$250K	\$20K	\$10K	\$5K	>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$250K: EDFBP & Relevant T2 \$15K - \$250K: DF \$10K- \$15K: FCP	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.2.1.7	Contractors, up to	>\$5M	\$5M	\$250K	\$150K	\$30K	\$15K		>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$150K: EDFBP & Relevant T2 \$15K - \$150K: DF \$10K- \$15K: FCP	
1.2.1.8	Consultants, up to	>\$5M	\$5M	\$250K	\$150K	\$30K			>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$150K: EDFBP & Relevant T2 \$30K - \$150K: DF \$10K- \$15K: FCP	
1.2.1.9	Vehicles, up to	>\$500K	\$500K	\$250K: EDFBP					EDFBP >\$5M: CFO, EDFBP & Relevant T2	FM Recommendation
1.2.1.10	Services or for the supply of goods, plant, machinery or material for capital and building works, up to	>\$5M	\$5M	\$250K: EDFBP	\$30K				>\$5M: CFO, EDFBP & Relevant T2 \$5M - \$30K: EDFBP & Relevant T2 \$30K: DF	Treasury & Government Total Asset Management (TAM) Policies & Guidelines Combined Delegation Manual requirements

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
										GL2011_006
1.2.1.11	Catering, up to		>\$7.5k	\$7.5K	\$500				CE: Official function with alcohol	
1.2.1.12	Staff Training and related travel expenses in externally provided training courses, programs, courses, and conferences, up to		\$1M	\$500K: DPC & EDFBP \$120K	\$5K				>\$5K: DPC >\$30K: EDFBP & Relevant T2 \$5K: DF	
1.2.1.13	Training Providers, up to		\$1M	\$500K: DPC & EDFBP \$120K	\$5K				>\$5K: DPC >\$30K: EDFBP & Relevant T2 \$5K: DF	
1.2.1.14	Domestic Travel (including air travel and overnight stays), up to	>\$20K	\$20K	\$10K	\$5K				One up manager >\$5K: DPC \$5M - \$30K: EDFBP & Relevant T2 \$5K: DF	
1.2.15	Property Leases, up to	>\$1M	\$1M						EDFBP >2 years: HAC >\$1M: NSW Treasury	NSW Property MoH Notification – Property Information Database Premier's Memorandum 2012_20

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.2.16	Purchase & Sell Land	Yes								Ministry of Health Delegations Manual The Accounts and Audit Determination
1.3 Out of Pocket Expenses										
1.3.1	Approve out of pocket expenses up to		\$1K	\$1K						PD2019_015,
1.3.2	Approve Petty Cash Vouchers up to \$100					All T4	All PSP T5			
1.4 Telecommunication Reimbursement										
1.4.1	Approve staff reimbursement for telecommunication expenditure up to			>\$500	\$500				DICTDS	
1.5 Cab Vouchers										
1.5.1	Approve cab voucher for other staff use				All T3					
1.6 Domestic Travel										
1.6.1	Approve domestic airfares				All T3					
1.6.2	Approve other types of domestic travel				All T3					
1.6.3	Approve car hire				All T3					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
1.6.4	Approve international travel related to									
	Staff Specialists' Training Education and Study Leave		Yes							
	All other travel	Yes								
1.7 Purchase or Lease of Motor Vehicles – Passenger & Commercial										
1.7.1	Approve replacement of like motor vehicle with like motor vehicle			All T2					DF	PD2014_051
1.7.2	Approve replacement of vehicle not on a like for like basis			All T2					DF	PD2014_051
1.7.3	Authority to accept the redeployment of an existing fleet motor vehicle from another business unit			All T2					DF	PD2014_051
1.7.4	Authority to approve the financing arrangement (e.g. lease or purchase) for additional or replacement motor vehicles			EDFBP						PD2014_051
1.8 Asset Disposal										
1.8.1	Dispose of surplus or unserviceable asset								EDFBP	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	where the proceeds or written down value of the asset being								>\$1M: MoH & NSW Treasury	
	Computer or ICT equipment, up to	>\$5M	\$5M	\$500K	\$250K	\$20K				
	Motor vehicles, up to	>\$5M	\$5M	\$250K: EDFBP						
	Plant or Equipment (other than computers or IT equipment), up to	>\$5M	\$5M	\$250K						
1.8.2	Authority to sell assets to staff			All T2	All T3				Manager, Internal Audit & EDFBP	Consider all other disposal options & available to all staff
1.8.3	Disposal of Asset to Charitable Bodies	Yes								

Schedule 2 – HealthShare NSW Procurement

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
2.1 HealthShare NSW Procurement Process									
2.1.1	Approve not undertaking full tender action in exceptional circumstances in procurement of								
	Consultancy services	Yes						>\$250K: CPO	
2.1.2	Approve the required planning documentation for procurement exercises estimated to be valued up to	≥\$30M	\$30M	\$30M: EDPSC				≥\$30M: CPO	Organisation, Program and Business Unit expenditure delegations Project Pre-Approved allocated Project Funds Required planning documents are specified in the NSW Health Procurement Policy & Procedure.
2.1.3	Approval to commence procurement exercise estimated to be valued up to	≥\$30M	\$30M	\$30M: EDPSC					All required planning document referred to in 2.1.2 are approved.
2.1.4	Approve the award and execution of agreements and contracts, and any other monetary variations to							>5 years: CPO Contract variation outside original scope of work: CPO	Length of time includes extension options ICT related goods & services: MICTA/ICTA contracting framework Human services: NSW Government Human Services Agreement Procurements Level 1- 3: Approved Evaluation Report

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								Monetary variation ≥10% of the original contract value: CPO	
	HealthShare NSW contract, up to the expected value of over the life of the contract	>\$5M	\$5M	\$500K	\$250K			Relevant T2 EDPSC & EDFBP	Relevant T2 is the cost centre owner
	HealthShare NSW commercial vehicle contract, up to the expected value of over the life of the contract	>\$5M	\$5M	\$250K	\$500K: PSC T3			MF, EDPSC & EDFBP	
2.1.5	Approve a waiver or exemption from								
	Seeking quotations for procurement	CPO							
	Tendering Process for							Level 2 & 3: CPO Direct source & Negotiation Market approach: CPO	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								>\$250K: CPO & CE \$250K: CE	
	Consultants, up to	Yes							
	Other procurements, up to	\$30M							
2.1.6	Seek State Government Contract Exemption in relation to								
	Aboriginal businesses up to the limit specified in the NSW Government Procurement Policy		Yes	EDPSC					
	small or medium enterprise and regional suppliers up to the limit specified in the NSW Government Procurement Policy		Yes	EDPSC				>\$250K: CPO	
	Australian disability enterprises	>\$250K	\$250K	\$250K: EDPSC					
	ICT/Digital small or medium enterprises up to limit specified in the NSW	Yes	\$150K	\$150K: EDPSC					ICT Purchasing Framework

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Government Procurement Policy								
	social enterprises up to limit specified in the NSW Government Procurement Policy	Yes							
	Other	Yes						CE EDPSC	
2.1.7	Approve variations to state wide contractual clauses within HealthShare NSW agreement related to								
	Information security			DICTDS					
	Privacy			Privacy SRO					
	Intellectual Property		Yes						
	Other		Yes						

Schedule 3 – Financial Delegations

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.1 Budget Approvals, Allocations & Funding Services									
3.1.1	Endorse fund allocation for Annual Budget		Yes	EDFBP					
3.1.2	Approve Annual Budget (including allocations and funding services) for submission to Ministry of Health		Yes	EDFBP					
3.1.3	Approve Annual Budget (including allocations and funding services) for HealthShare NSW	Yes							
3.2 Budget Adjustments									
3.2.1	Transfer budget and/or cash flow between capital programs or projects	Yes						CE & EDFBP	
3.2.2	Transfer budget from one department to another department			EDFBP	DF				
3.2.3	Transfer budget between line items within the same department				All T3				
3.2.4	Supplement budgets			EDFBP					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.2.5	Approve rollover budgets			EDFBP					
3.3 Asset Register									
3.3.1	Identify for inclusion or adjustment on the asset register								
	Fleet register				MFG				Recommendation from MF
	Intangible Assets				MFG				
	The same department				MFG				
3.3.2	Approve write-offs and disposals from the asset register			EDFBP					
3.3.3	Approve capitalisation of, and adjustments to, intangible assets			EDFBP	DF				
3.3.4	Approve asset register adjustment.			EDFBP					
3.4 Funding Agreements & Government Grants									
3.4.1	Accept and sign funding contracts and government grants on behalf of HealthShare NSW to client health entities or other approved clients up to	>\$5M	\$5M					EDFBP	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.5 Debt Management									
3.5.1	Initiate debt collection services to recover unpaid accounts							MFG	
	From customers external to NSW Health			EDFBP					
	From current or former staff (in line with policy)			EDFBP					
3.5.2	Initiate legal action to recover unpaid accounts								
	From customers external to NSW Health			EDFBP					
	From current or former staff			EDFBP					
3.5.3	Write off								
	Individual HealthShare NSW bad debt from customers external to NSW Health, up to	>\$50k		\$50K: EDFBP	\$10K: DF				
	Payroll overpayments per payroll run, up to	>\$50k		\$50K: EDFBP	\$10K: DF				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Stock	>\$50K	\$50K	\$10K: EDFBP	\$10K:PSP T3 & DF	\$5K: PSP T4	\$2K: PSP T5		
3.5.4	Waiver								
	Other fees and charges, up to	>\$50K		<\$50K: EDFBP	\$10K: DF				
3.6 Banking									
3.6.1	Approve add or remove cheque signatories	Yes	Yes	EDFBP					
3.6.2	Approve add or remove online banking		Yes	EDFBP					
3.6.3	Approve add or remove online banking administrator		Yes	EDFBP					
3.6.4	Open and close bank accounts	Yes						CE & EDFBP	
3.6.5	Approve variation in banking institution used.	Yes							
3.6.6	Vary banking frequency where there are no banking frequencies within a practical distance.		Yes					EDFBP	
3.6.7	Approve alternate times, means and methods for banking and issue of receipts.			EDFBP					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.7 TCORP Client Portal									
3.7.1	Approve foreign currency transactions through the NSW Treasury Corporation Client Portal.	CFO		EDFBP					
3.8 Investments									
3.8.1	Invest funds according to policy			EDFBP				MFG	
3.9 Taxation									
3.9.1	Submit BAS returns			EDFBP	MFG				
3.9.2	Submit FBT returns			EDFBP					
3.9.3	Communicate with ATO			EDFBP					
3.9.4	Provide taxation advice			EDFBP					
3.9.5	Enter into recipient created tax invoice agreements where HealthShare NSW is the provider			EDFBP					
3.10 Journals (Excluding journals created and processed by Service Centres for customers)									
3.10.1	Create and upload journals with appropriate authorisation and supporting documentation				All FBP T3				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.10.2	Approve journals				All FBP T3				
3.10.3	Post journals				All FBP T3				
3.11 Annual Financial Statements									
3.11.1	Release signed Annual Financial Statements		Yes					EDFBP	
3.12 Online Requisitions									
3.12.1	Approve non-material changes to online requisitions after Chief Executive has approved the requisition				EDFBP				
3.13 Restricted Financial Assets									
3.13.1	Approve the opening or closure of cost centres within the Restricted Financial Assets.				EDFBP				
3.14 Petty Cash									
3.14.1	Create, increase and remove petty cash float				EDFBP				
3.15 Corporate Purchase – Credit Card									
3.15.1	Approve individual card limits for use of corporate purchase cards for								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Chief Executive	Yes						MOH	
	T2		Yes					EDFBP	
	All other staff			All T2				DF	
3.15.2	Allocate and issue corporate purchase card			All T2				DF	
3.15.3	Approve 'Authorisers' for purchase card expenses			EDFBP	DF				
3.15.4	Approve individual corporate purchase card (P-Card) limits which differ from the standard limit set out in Schedule 8.							EDFBP	
	T2		Yes						
	All other staff			All T2					
3.16 Ambulance (Patient Transport Services) Fees – Change of Payment Arrangement									
3.16.1	Change the payment arrangements for an ambulance fee charged to a person by reducing the amount payable, extending the time to pay, or permitting the fee to be paid by instalments or reducing instalments		Yes	EDFBP	DF AD, Financial Services				<p>The change in payment arrangements must be made in accordance with the payment rules. Any change in payment arrangements must be confirmed in writing to the person who has been charged the fee.</p> <p>A decision to change payment arrangements for an ambulance fee may not be made after the ambulance fee has been referred to</p>

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
									the Chief Commissioner of State Revenue for the making of a fee recovery order unless the referral is revoked
3.17 Ambulance (Patient Transport Services) Fees – Conduct a Fee Review									
3.17.1	Conduct a review of the decision to charge an ambulance fee in respect of which an application for a fee review has been made under section 67Y(1) of the Health Services Act.		Yes	EDFBP	DF AD, Financial Services				Chapter 5A, Part 6, Health Services Act 1997 requirements
3.17.2	Conduct a review of the decision to charge an ambulance fee on the motion of the delegate (section <u>67Z(3)</u>).		Yes	EDFBP	DF AD, Financial Services				
3.17.3	Change the payment arrangements for an ambulance fee by extending the time for the applicant to pay by at least the number of days in the period in which the application is before the Health Secretary (section <u>67ZA(3)</u>).		Yes	EDFBP	DF AD, Financial Services				
3.17.4	Request additional information from an applicant for the purpose of conducting		Yes	EDFBP	DF AD, Financial Services				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	a fee review (section 67ZB(1))								
3.17.5	After conducting a fee review revoke the decision to charge the ambulance fee or waive payment of the ambulance fee; or confirm the decision to charge the ambulance fee with or without changing the payment arrangements for the fee (section 67ZC(1) – (3)).		Yes	EDFBP	\$10K: DF AD, Financial Services				
3.17.6	Approve the withdraw of the fee invoice and any debt notice issued for the fee (section 67ZC(5)).		Yes	EDFBP	\$10K: DF AD, Financial Services				
3.17.7	Where a decision is revoked because of a mistake of identity - issue a new fee invoice for the fee to a person who is liable for payment of the fee (section 67ZC(6)).		Yes	EDFBP	DF AD, Financial Services				
3.17.8	Where a decision is revoked because the amount of the fee charged was incorrect - issue a new fee invoice for the correct amount (section 67ZC(6)).		Yes	EDFBP	DF AD, Financial Services				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.17.9	Notify the applicant for a fee review of the outcome of the fee review within 42 days of receipt of the application (section 67ZD(1)).		Yes	EDFBP	DF AD, Financial Services				
3.19 Ambulance (Patient Transport Services) Fees – Write off Ambulance Fees									
3.19.1	Authorise 'write off' of unpaid ambulance fees up to:		\$20K	\$10k: EDFBP	\$10K: DF \$1K: AD, Financial Services				All practical means to effect recovery or collection of the debt must have failed or that the cost of action to recover or collect the debt would be uneconomic. Note: Unpaid ambulance fee may be written off in whole or in part. Compliance with Treasurer's Direction 450.01-09
3.20 Ambulance (Patient Transport Services) Fees – Referral of Fee to Chief Commissioner for Fee Recovery Action									
3.20.1	Refer an ambulance fee to the Chief Commissioner of State Revenue (Chief Commissioner) for the making of a fee recovery order.		Yes	EDFBP	AD, Financial Services				Compliance with all relevant requirements contained in Part 5 of Chapter 5A of the Health Services Act 1997.
3.20.2	Revoke, by notice in writing, the referral of an ambulance fee to the Chief Commissioner		Yes	EDFBP	AD, Financial Services				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
3.20.3	Provide to the Chief Commissioner information described in section 67W(1)(a)-(h) of the Health Services Act to enable the recovery of ambulance fees by the Chief Commissioner.		Yes	EDFBP	AD, Financial Services				
3.20.4	Request the Chief Commissioner to revoke the suspension of fee recovery action in relation to an ambulance fee referred to the Chief Commissioner.		Yes	EDFBP	AD, Financial Services				

Schedule 4 – Data and Information

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.1 Data Governance - Statewide Data Assets									
4.1.1	Approve a Data Asset to be a Statewide Data Asset.	Yes							
4.2 Data Governance - Statewide Data Assets with the HealthShare NSW Chief Executive as Data Sponsor									
4.2.1	Approve the data asset's								
	Governance		Yes						
	Use(s)			Data Asset Custodian					
	Standard and non-standard asset Information Release/Access			Data Asset Custodian					
	Classification			Data Asset Custodian					
4.2.2	Approve the archival of the data asset			Data Asset Custodian					
4.2.3	Approve the disposal of the data asset			Records SRO				Data Asset SRO	
4.2.4	Approve modification to asset								
	Major modifications		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Minor modifications			Data Asset Custodian					
4.3 Data Governance - HealthShare NSW Data Assets									
4.3.1	Determine the data asset's								
	Governance			Data Asset Custodian					Data Asset must be related to the position's within the scope of area of responsibility
	Use(s)			Data Asset Custodian					
	Asset Information Release/Access			Data Asset Custodian					
	Classification				All T3				
4.3.2	Approve the archival of the data asset				All T3				
4.3.3	Approve the disposal of the data asset			Records SRO				Data Asset SRO	
4.3.4	Approve modification to asset								
	Major modifications			Data Asset Custodian					
	Minor modifications					All T4			

4.4 Data Governance - Data assets within HealthShare NSW's control and direction

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
4.4.1	Action to complete the asset information release/access request				All T3	All PP, PC & OCE T4			Data Sponsor's or Data Custodian's written instructions or endorsement to release the information which includes appropriate privacy & security safeguards, and legal basis.
4.5 Information Management									
4.5.1.	Responsibility to process a GIPA application			GIPA SRO				Relevant T2	
4.5.2	Authority to conduct an Internal Review under GIPA			GIPA SRO					
4.5.3	Approve response to formal access requests that and privacy complaints under NSW Privacy Legislation (PPIPA and HRIPA)			Privacy SRO					
4.5.4	Approve conduct and response to an Internal Review under PPIPA and HRIPA			Privacy SRO					
4.5.5	Approve record disposal according to the State Records Act			Records SRO				Data Asset SRO	
4.6 Access Control									
4.6.1	Approve access to								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Restricted Administrative Privileges for staff (including M365 site admins)				All T3				Access must be relevant to the individual's position and allocated responsibilities.
	Restricted Administrative Privileges for non-staff				All T3				Appropriate contract or agreements in place. Access must be relevant to the individual's allocated responsibilities under contract or agreement.
	Overall non-staff access to NSW Health applications.				All T3				Data owner/data custodian approval, where relevant.

Schedule 5 – Human Resources

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
5.1 Position Structure										
5.1.1	Approve Directorate's or Business Area Organisational Structure Plan		Yes						DPC, EDFBP & relevant T2	
5.1.2	Approve Staff Restructure Plan		Yes						DPC, EDFBP & relevant T2	
5.1.3	Approve the creation of a new position based on the approved Organisational Structure Plan or Approved Staff Restructure Plan.									Organisational Structure Plan or Staff Restructure Plan approved by the CE and co-approved by the relevant T2 & EDPC. Any creation, movement, modification of positions must be implemented according to the approved Staff Restructure Plan and approved Organisational Structure
	Health Executive	Yes							CE	
	HM6	Yes							CE & relevant T2	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	HM 5		Yes						DPC, EDFB & relevant T2	
	All other staff			All T2					DPC & EDFBP	
5.1.4	Approve, based on the approved Organisational Structure Plan or Approved Staff Restructure Plan, the Award and Grade for the positions which has been nominated for:									
	Health Executive	Yes							CE, DPC & EDFBP	
	HM 6	Yes							CE, DPC & DF, Relevant T2	
	All other staff			All T2					DPC & DF	
5.1.5	Move and delete Established Positions			All T2					DPC & EDFBP	Movement and deletion must be according to the approved Staff Restructure Plan and approved Organisational Structure Plan
5.1.6	Approve voluntary redundancy	Yes								Managed by DPC.
5.1.7	Offer voluntary redundancy, based on the approved			All T2					DPC & EDFBP	Organisational Structure Plan or Staff Restructure Plan

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	Organisational Structure Plan or Staff Restructure Plan.									approved by the CE. Any creation, movement, modification of positions must be implemented according to the approved Staff Restructure Plan and approved Organisational Structure MoH Finance Approval MoH Workplace Relations Approval
5.2 Recruitment Mechanics										
5.2.1	Approve to recruit into existing position									
	Health Executive	Yes								
	HM 6 & HM 5			All T2					DPC & DF	
	All other staff				All T3				ADWPDR & DF	
5.2.2	Approve to appoint into the existing position									The position is an existing funded position
	Health Executive	Yes								
	HM 6 & HM 5			All T2						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	All other staff				All T3				ADWPDR	
5.2.3	Approve temporary appointment and extension of temporary appointment of									The position is an existing funded position
	Health Executive	Yes								
	HM 6 & HM 5			All T2					DPC	
	All other staff				All T3				ADWPDR	
5.2.4	Make a determination on recommended application with criminal record(s).				DPC					
5.2.5	Make a determination on recommended clinician's application with conditions on professional registration with AHPRA				DPC				DCCGRS	
5.2.5	Approve, in urgent situations, an individual to commence employment with HealthShare NSW before all pre-employment checks are completed				DPC					The position is an existing funded position

5.3 Salary increase

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
5.3.1	Approve in band salary increases for:									
	Health Executive	Yes								
	Health Managers			All T2						Only consistently superior performance may be rewarded with a salary increment. Within any 12 month period, any salary increment will be no more than one third
5.4 Higher Grade Duties										
5.4.1	Appoint a staff to act in the position									
	T2		Yes							
	Health Manager 4 to 6			All T2					DPC	
	Health Manager 1 to 3				All PSP T3				ADWPDR	
	All other staff				All T3	All PSP, Linen & PTS T4	All PSP T5		HR Business Partner	
5.5 Allowances										
5.5.1	Approve allowances for a defined period of time									

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	in accordance with Award provisions and entitlements for									
	Health Executive		Yes						DPC	
	Health Manager			All T2					DPC	
	Other Staff				All T3	All T4	All PSP T5			
5.6 Rostering										
	Approve individuals' rosters, timesheets, attendance records, hours worked and working hours									
5.6.1	T2		Yes							
	T3			All T2						
	T4				All T3					
	All other staff				All T3	All T4	All T5	All T6		
5.6.2	Approve sections rosters, including amendments				All T3					
5.7 Flexible Work Arrangements										
	Approve flexible work arrangements:									
5.7.1	T2		Yes							

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	T3			All T2						
	T4				All T3					HR Business Partner Advice
	All other staff				All T3	All PSP, Linen & PTS T4	All PSP T5			HR Business Partner Advice
5.8 Overtime										
	Approve time-in-lieu and overtime in accordance with NSW Health policies, and Award provisions and entitlements for:									
5.8.1	T2		Yes							
	T3			All T2						
	T4				All T3					
	All other staff				All T3	All PSP, Linen & PTS T4	All PSP & PTS T5	All PSP T6		
5.9 Leave										
5.9.1	Approve leave in accordance with Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the	Yes	Yes	All T2	All T3	All T4				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	position excluding the following									
5.9.1.1	Annual Leave, up to									
	>20 days				All T3					
	20 days					All T4	All PSP T5			
	5 days						All T5			
5.9.1.2	Long Service Leave, up to									
	> 12 months		Yes							
	12 months			All T2						
	6 months				All T3		All PSP T5			
	3 months					All T4				
5.9.1.3	Parental Leave up									
	> 12 months			All T2						
	12 months				All T3					
5.9.1.4	Maternity Leave up to									
	> 12 months			All T2						
	12 months				All T3					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
5.9.1.5	Adoption Leave up to 12 months									
	> 12 months			All T2						
	12 months				All T3					
5.9.1.6	Altruistic Leave up to 12 months									
	> 12 months			All T2						
	12 months				All T3					
5.9.1.7	Sick Leave > 5 consecutive working days for									
	T2		Yes							
	T3			All T2						
	T4				All T3					
	All other staff				All T3	All PSP & Linen T4	All PSP, Linen & PTS T5	All PSP & PTS T6		
5.9.1.8	Leave without pay, up to									
	> 12 months		Yes							
	12 months			All T2						
	6 months				All T3					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	3 months					All T4				
5.9.2	Approve ADOs accrual up to 3 days					All T4		All PSP T6		
5.9.3	Approve extended FACS leave for bereavement			All T2						
5.9.4	Approve applications for authority to approve application for re-credit of Long Service Leave or Annual Leave due to incapacity			All T2						
5.10 Secondment and Permanent Transfers										
5.10.1	Approve secondment of staff to outside HealthShare NSW up to two years.			All T2					DPC	
5.10.2	Approve permanent transfer of staff to or from HealthShare NSW		Yes						DPC	
5.11 Secondary Employment										
5.11.1	Approve staff to undertake any paid work outside HealthShare NSW who are		T2						Conflict of interest: DPC	
	T2		Yes							

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	T3			All T2						
	T4				All T3					
	All other staff				All T3	All PSP T4				
5.12 Staff Conduct and Performance										
5.12.1	Conduct performance review for									
	T2		Yes							
	T3			All T2						
	T4				All T3					
	All other staff					All T4	All PSP T5	All PSP T6		
5.12.2	Approve investigation relating to unsatisfactory professional or personal conduct within the position's remit								DPC	
	Health Executive		Yes							
	Clinical staff			All T2					DCCGRS	
	All other staff			All T2	All T3					
5.12.3	Engage external investigators to investigate workplace or work safety issues			All T2					DPC	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
5.12.4	Approve investigations into									
	Misconduct				All T3	All PSP T4				
	Serious allegations against staff		Yes						Relevant T2 & DPC	Serious allegation is any misconduct defined by the Government Sector Employment Act.
5.12.5	Suspend or stand down the services of a staff member with pay								DPC	
	Health Executive		Yes							
	Clinical staff			All T2					DCCGRS	
	All other staff			All T2						
5.12.6	Suspend or stand down the services of a staff member without pay								DPC	Health Services Act Section 120A requirements
	Health Executive		Yes							
	Clinical staff			All T2					DCCGRS	
	All other staff			All T2						
5.12.7	Make and endorse disciplinary findings and recommendations, but not including terminate employment								DPC	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
	Health Executive		Yes							
	Clinical staff			All T2					DCCGRS	
	T3			All T2						
	All other staff				All T3	All PSP T4				
5.13 Service Check Register										
5.13.1	Approve Read Access and Read/Write Access to the Service Check Register.		Yes						DPC	
5.14 Ceasing Employment										
5.14.1	Terminate Employment								DPC	
	Health Executive	Yes								
	All other staff		Yes						Relevant T2	
5.14.2	Accept written resignation and complete resignation documentation for									
	Health Executive		Yes							
	T3			All T2						
	T4				All T3					
	All other staff					All T4	All PSP T5	All PSP T6		

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	TIER 6	Co-Approval	Other Requirements
5.14.3	Offer voluntary redundancy			All T2					DPC&EDFBP	MoH Finance Approval MoH Workplace Relations Approval

Schedule 6 – Organisational Management

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.1 Delegation Manual									
6.1.1	Approve changes to the HealthShare NSW Delegation Manual	Yes						CE	
6.1.2	Approve changes to the list of positions classified as Tier 3 and below		Yes						
6.2 Organisational Plan									
6.2.1	Approve organisation plans		Yes						
6.3 Risk Management									
6.3.1	Approve the escalation of a significant systemic risk to the Health System Performance Monitor Committee.		Yes						
6.3.2	Accept organisational risk classified as								Risk acceptance must be relevant to span of control
	Extreme		Yes						
	High			All T2					
	Medium				All T3				
	Low				All T3				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.3.3	Accept business line risk classified as								Risk acceptance must be relevant to span of control
	Extreme			All T2					
	High				All T3				
	Medium					All T4			
	Low					All T4			
6.5 Incident & Complaints Management									
6.5.1	Authorise the management of and responses to Health Care Complaints Commission			DCCGRS				DPC	
6.5.2	Approve the investigation, management and reports of incidents and complaints related to Clinical Incidents							DPC	
	Within HealthShare NSW								
	Harm 1		Yes						
	Harm 2			DCCGRS					
	Harm 3			All T2	All T3	All T4			

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Harm 4				All T3	All T4	All PSP T5		
	Across NSW Health Entity Boundaries								
	Harm 1		Yes						
	Harm 2			DCCGRS					
	Between NSW Government Clusters		Yes						
	Multiple States/Territories		Yes						
6.5.3	Approve the investigation, management and reports of incidents and complaints related to Corporate Incidents							DPC	
	Within HealthShare NSW								
	Harm 1		Yes						
	Harm 2			All T2					
	Harm 3				All T3	All T4			
	Harm 4				All T3	All T4			
	Across NSW Health Entity Boundaries								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Harm 1		Yes						
	Harm 2			All T2					
	Between NSW Government Clusters	Yes							
	Multiple States/Territories	Yes							
6.5.4	Authorise the release of Serious Adverse Event Review Reports to the Ministry of Health for Clinical Incidents							DPC	
	Within HealthShare NSW		Yes	DCCGRS					
	Across NSW Health Entity Boundaries		Yes	DCCGRS					
	Between NSW Government Clusters		Yes						
	Multiple States/Territories		Yes						
6.5.5	Authorise the release of Incident Reports to the Ministry of Health for Corporate Incidents							DPC	
	Within HealthShare NSW		Yes	All T2					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Across NSW Health Entity Boundaries		Yes						
	Between NSW Government Clusters		Yes						
	Multiple States/Territories		Yes						
6.6 Media									
6.6.1	Approve media statements or releases in relation to HealthShare NSW activities.		Yes	DPC	DOOCE				
6.6.2	Approve media statements or releases in relation to major incidents where HealthShare NSW is the lead entity.		Yes	HSNSW State Controller					
6.6.3	Approve individuals to conduct verbal discussions with media personnel		Yes	DPC	DOOCE				
6.7 Briefs and advice									
6.7.1	Approve and release briefs and advice to								
	Ministry of Health		Yes	All T2					
	Minister		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Secretary, NSW Health		Yes						
6.7.2	Approve and release advice related to								
	Parliamentary matters		Yes						
6.8 Formal External Correspondence									
6.8.1	Approve formal correspondence (e.g. letters, responses to audits) to								
	Ministry of Health		Yes						
	Minister		Yes						
	State Insurance Regulatory Authority		Yes						DPC review
	ICAC		Yes						MIA Review
	NSW Audit Office		Yes						EDFBP review
	External Accrediting Bodies		Yes						DCCGRS review
	NSW Treasury		Yes						EDFBP review
	Information and Privacy Commissioner		Yes						Privacy SRO review

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Australian Health Practitioner Regulation Agency		Yes						DCCGRS review
	Professional Bodies and Councils		Yes						Relevant T2 review
	Health Care Complaints Commission		Yes						DCCGRS review
	SafeWork NSW		Yes						DCCGRS review
	iCare		Yes						DPC review
	Low to Medium risk external formal correspondence			Yes					T3 Risk Assessment
	All other external formal correspondence		Yes					T2	T3 Risk Assessment
6.9 Annual Attestations									
6.9.1	Sign off								
	Audit and Risk Management Attestation Statement		Yes						
	Corporate Governance Statement		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
6.10 Subsidiary Companies									
6.10.1	Establish and operate subsidiary companies	Yes							
6.11 Gifts, Bequests & Donations									
6.11.1	Accept Gift or Benefit up to the value of		\$1K	\$75	\$75				Gifts must not be accepted from commercial entities i.e. actual and potential vendors.
6.11.2	Accept Donation up to the value of		>\$20K	\$20K	\$1K			MIA	Donations must be for the benefit of the public purse.
6.11.3	Accept Bequests up to the value of	>\$100K	\$100K						
6.12 Motor Vehicle Use									
6.12.1	Allocate official vehicles for								
	private use			All T2				DF	
	private use during leave			All T2				DF	
	overnight use				All T3				
6.12.2	Suspend official vehicle use due to inappropriate use			All T2					
6.12.3	Approve reimbursement for expenses related to				All T3				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	private vehicles used for official use								
6.13 Annual Fire Statement									
6.13.1	Obtain, sign-off and submit Annual Fire Statements			EDFBP	DF				
6.14 Building Access									
6.14.1	Approve building access						All T5		

Schedule 7 – Legal

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.1 Seeking Legal Services									
7.1.1	Seek Legal services from Ministry of Health in relation to							EDFBP	
	Procurement related matters			EDPSC					
	Employee related matters			DPC				Relevant T2	
	Health liability matters			DCCGRS					
	Other matters			All T2				Relevant T2	
7.1.2	Engage legal services from external on panel law firm in relation to							EDFBP	
	Procurement related matters with an estimated legal cost of		>\$200K	\$200K: EDPSC					
	Employee related matters with an estimated legal cost of		>\$200K	\$200K: DPC				Relevant T2	
	Health liability matters with an		>\$200K	\$200K: DCCGRS				Relevant T2	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	estimated legal cost of								
	Other matters with an estimated legal cost of		>\$200K	\$200K				Relevant T2	
7.1.3	Engage legal services from external off panel law firm in relation to							NSW Health General Counsel & EDFBP	
	Procurement related matters with an estimated legal cost of		>\$200K	\$200K: EDPSC					
	Employee related matters with an estimated legal cost of		>\$200K	\$200K: DPC				Relevant T2	
	Health liability matters with an estimated legal cost of		>\$200K	\$200K: DCCGRS				Relevant T2	
	Other matters with an estimated legal cost of		>\$200K	\$200K				Relevant T2	
7.2 Subpoenas									
7.2.1	Coordinate responses to subpoenas			Proper Officer	Proper Officer				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.3 Insurance claims									
7.3.1	Manage and settle								
	Professional indemnity and liability claims			DPC					
	Medical Negligence claims			DCCGRS					
	Workers compensation claims			DPC					
	Motor vehicle claims			DPC					
	Property and miscellaneous claims			DPC					
7.4 Out of Court Settlements & Other Legal Related Payments									
7.4.1	Out of Court Settlements							EDFBP >\$200K: Relevant T2 Workforce matters: DPC Procurement matters: EDPSC	
	Industrial Relations Commission	>\$1M	\$1M	\$200K					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Administrative Decision Tribunal	>\$1M	\$1M	\$200K					
	Anti-Discrimination Board	>\$1M	\$1M	\$200K					
	Other Tribunals	>\$1M	\$1M	\$200K					
	Suppliers	>\$1M	\$1M	\$200K					
	Other matters	>\$1M	\$1M	\$200K					
7.4.2	Approve the payment of fines and legal reparations.	>\$1M	\$1M	\$200K				EDFBP >\$200K: Relevant T2 Workforce matters: DPC Procurement matters: EDPSC	
7.5 Deeds of Release									
7.5.1	Approve Deeds of Release for							EDFBP >\$250K: CFO >\$200K: Relevant T2 Workforce matters: DPC	

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
								Procurement matters: EDPC	
	Industrial Relations Commission matters	>\$1M	\$1M	\$200K					
	Administrative Decision Tribunal matters	>\$1M	\$1M	\$200K					
	Anti-Discrimination Board matters	>\$1M	\$1M	\$200K					
	Other Tribunal matters	>\$1M	\$1M	\$200K					
	Workers' compensation matter	>\$1M	\$1M	\$200K: DPC					
	Other contractual matters	>\$1M	\$1M	\$200K					
7.5.2	Approve individuals to liaise with insurers regarding deeds of release in workers' compensation matters			\$200K				DPC	
7.6 Waive legal rights									
7.6.1	Waive legal rights after taking legal advice		Yes	\$200K					Legal Risk Assessment
7.7 Licence Agreement									

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.7.1	Enter into licence agreements (excluding IP) that are								
	Longer than 3 years or >\$250K		Yes						
	Less than 3 years and \$250K or less			All T2					
7.8 Intellectual Property									
7.8.1	Enter into or vary							EDFBP	
	Agreements that assign IP		Yes	All T2					
	Agreements that licence IP		Yes						
	Collaborative IP agreements		Yes	All T2					
7.8.2	Approve the							EDFBP	
	sale of copyright		Yes						
	purchase of copyright		Yes						
	transfer of copyright		Yes						
7.9 Other Agreements									
7.9.1	Enter into or vary								

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Non-disclosure agreements		Yes						
	Memorandum of Understanding Agreements		Yes						
	Other legal contract or agreement with an external party where such an agreement has not been detailed elsewhere in this manual.		Yes						
7.9.2	Terminate contract							Employment related contract: DPC	EDFBP Notification EDPSC Notification Clinical registration: DCCGRS Notification
	Immediately due to emergency, occupational health safety, extreme danger, hazard and any other circumstances that may warrant immediate termination		Yes						
	Before the contract's designated expiry date		Yes						

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
7.10 Public Interest Disclosures									
7.10.1	Appoint officers to appropriately deal with public interest disclosures, support staff who report, and ensure reprisals are not taken against them.				Disclosures Coordinator				
7.11 Investigation into Statutory Complaints									
7.11.1	Approve investigations into Statutory complaints based on								
	Privacy Legislation		Yes	Privacy SRO					
	Public Health Act		Yes						
	Independent Commission Against Corruption Act		Yes						
	Ombudsman Act		Yes						
	Other legislation		Yes						

Schedule 8 – State-wide Services

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
8.1 State-wide Procurement and Procurement on behalf of other NSW Health entities									
8.1.1	Approve not undertaking full tender action in exceptional circumstances in procurement of								
	Consultancy services	Yes						>\$250K: CPO	
8.1.2	Approve the required planning documentation for procurement exercises estimated to be valued up to	≥\$30M	\$30M	\$30M: EDPSC				≥\$30M: CPO Whole of Health Contract: CPO Whole of Government Contract: CPO	Organisation, Program and Business Unit expenditure delegations Project Pre-Approved allocated Project Funds Required planning documents are specified in the NSW Health Procurement Policy & Procedure.
8.1.3	Approval to commence procurement exercise estimated to be valued up to	≥\$30M	\$30M	\$30M: EDPSC					All required planning document referred to in 8.1.2 are approved.
8.1.4	Approve the award and execution of agreements and contracts, and any							>5 years: CPO Monetary Variation: Relevant	Length of time includes extension options ICT related goods & services: MICTA/ICTA contracting framework

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	other monetary variations to							NSW financial delegate	Human services: NSW Government Human Services Agreement Procurements Level 1- 3: Approved Evaluation Report
	Whole of Health contract, up to the expected value of over the life of the contract	>\$30M	\$30M	\$500K: EDPSC	\$250K: PSC T3			Contract variation outside original scope of work: CPO Whole of Government Contract: NSW Health Minister Monetary variation ≥10% of the original contract value: CPO	
	NSW Health Entity-Specific contract, up to the expected value of over the life of the contract	>\$5M	\$5M	\$500K: EDPSC	\$250K: PSC T3				
	NSW Health Entity-Specific commercial vehicle contract, up to the expected	>\$5M	\$5M	\$500K: EDPSC	\$500K: PSC T3				

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	value of over the life of the contract								
8.1.5	Approve a waiver or exemption from								
	Seeking quotations for procurement	CPO							
	Tendering Process for							Level 2 & 3: CPO Direct source & Negotiation Market approach: CPO >\$250K: CPO & CE \$250K: CE	
	Consultants, up to	Yes							
	Other procurements, up to	\$30M							
8.1.6	Seek State Government Contract Exemption in relation to								
	Aboriginal businesses up to the limit specified in the NSW		Yes	EDPSC					

SCHEDULE	DELEGATION	HAC	CE	TIER 2	TIER 3	TIER 4	TIER 5	Co-Approval	Other Requirements
	Government Procurement Policy								
	small or medium enterprise and regional suppliers up to the limit specified in the NSW Government Procurement Policy		Yes	EDPSC				>\$250K: CPO	
	Australian disability enterprises	>\$250K	\$250K	\$250K: EDPSC					
	ICT/Digital small or medium enterprises up to limit specified in the NSW Government Procurement Policy	Yes	\$150K	\$150K: EDPSC					ICT Purchasing Framework
	social enterprises up to limit specified in the NSW Government Procurement Policy	Yes							
	Other	Yes						CE EDPSC	

Schedule 9 – Standard P-Card Limits

	PCard Standard Transaction Limit	PCard Monthly Limit
Tier 2	\$10,000	\$30,000
Tier 3	\$3,000	\$30,000
Tier 4	\$1,000	\$10,000
Tier 5	\$500	\$5,000

Schedule 10 – Schedule of Delegates

Tier	Position
1	Chief Executive
2	Executive Director, Finance & Business Performance
2	Executive Director, Patient Services & Planning
2	Executive Director, Procurement & Supply Chain
2	Executive Director, System Service Delivery
2	Director, Clinical & Corporate Governance, Risk & Safety
2	Director, Partnerships & Projects
2	Director, People & Culture
2	Director, ICT and Digital Services
2	Director, Office of the Chief Executive

All Tier 3, Tier 4, Tier 5 and Tier 6 positions assigned to the delegate levels are listed:

<https://nswhealth.sharepoint.com/sites/HSNSW-INTRANET/SitePages/delegation-manual.aspx>

Appendix 1 – Amendment Request – Delegation Manual

Suggested amendments or additions to the contents of the HealthShare NSW Delegations Manual are to be forwarded in writing to XXX.

Suggested amendments or additions to this Delegations Manual must be endorsed by a T2 prior to submitting the proposed amendment for endorsement by the Chief Executive, HealthShare NSW, 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 or Sub-Section	Delegations – Proposed Changes <i>State clearly the current delegation and what changes are sought</i>	Authorised Officer/s <i>Name, Position, Title/Tier</i>	Type of Action <i>Add/Modify/Remove</i>

Reason for Change to Delegation

Preparing Officer:

Name	
Position	
Business Area	
Date	

Endorsed by:

Name	
Position	
Date	