

# DELEGATIONS MANUAL - SCHN

## POLICY®

### DOCUMENT SUMMARY/KEY POINTS

- The Delegations Manual (the Manual) records the details of delegations of responsibility and authority.
- Delegates are responsible for:
  - Knowing the content and level of their delegations;
  - Operating within the limits prescribed in the delegations;
- A delegate may not exercise a delegation that would provide them, or an associate, with a direct personal benefit.

### CHANGE SUMMARY

- This Manual replaces all previous Delegations Manuals or memos within the facilities and services of the Sydney Children's Hospitals Network.
- Changes were made throughout the Manual to reflect recent changes to terminology and Ministry of Health policy directions replacement.
- Cost Centre Managers \$3,000 delegation limit is now included in Manual.
- Corporate Services Manager - authority to approve all Stores Dept stock requisitions to \$50,000.
- ICT leasing is no longer authorised for procurement.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> April 2017	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Director	<b>Area/Dept:</b> Finance and Corporate Services

## READ ACKNOWLEDGEMENT

- All managers must read, observe and comply with this policy. They are to acknowledge (sign-off) they understand the contents of this policy.
- All other staff must read, observe and comply with this policy.

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# 1 Principles

## 1.1 Purpose of the Delegations Manual

The Delegations Manual facilitates and improves decision-making and accountability by formalising the devolution of authority to operation level staff.

Clear and unambiguous delegations ensure:

- Appropriate separation of duties and responsibilities to minimise the risk of real, potential or perceived financial interests or conflicts of interest;
- Appropriate authorisations and controls between the SCHN and other entities.

SCHN Delegations are established and implemented subject to *Delegations of Authority - Local Health Districts and Specialty Health Networks PD2012\_059*. The same policy directive stipulates the statutory responsibilities of the Board in relation to delegations.

## 1.2 Affixing the Common Seal

The Chief Executive has the delegated authority to affix the common seal to documents.

The seal is affixed on behalf of Sydney Children's Hospitals Network only to documents as required by legislation; signing by the Chief Executive and sealing of the document is formally witnessed by the Manager, Executive Services.

## 1.3 Responsibilities of Delegates

1. Delegates must act in accordance with the relevant delegation and consistently with NSW Government, NSW Health and SCHN policies in a responsible, consistent and cost effective manner;
2. Delegates are responsible for knowing the content and level of their delegation and for keeping up to date with changes to the delegations arising from changes in law, NSW Government or NSW Health policy or revisions of delegations or other directions issued by the SCHN;
3. Delegates shall only exercise delegations in relation to their own areas of administrative or operational responsibility and cost centres relevant to their position and will not approve matters for an officer over whom they have no responsibility;
4. Where exercising a non-financial delegation, delegates must verify that the requests are valid and appropriate and ensure diligence when exercising their authority;
5. When approving expenditure a delegate must:
  - i. Consider the dollar limit of their delegation for the category of expenditure;

- ii. Satisfy themselves that funds are available, within existing budget, to meet any expense being approved under delegation - where expenditure will exceed approved budget, there is no authority to spend;
  - iii. Consider additional costs which may result from the expenditure, including direct recurrent costs, indirect operating costs, life cycle and future replacement costs, and any other associated expenses or matters which would impact the financial management and performance of the organisation;
  - iv. Obtain any necessary additional approvals, e.g. if expenditure variations outside expected budget are anticipated, or if the expenditure is from, or supplemented by Restricted Financial Assets (RFA) Funds (formerly known as SP&T Funds).
6. When approving expenditure a delegate must not split items/orders to bring them within any limit of their position's delegation and administrative responsibility. The dollar amounts specified in the Delegations Manual relates to the total cost of any project regardless of the number of orders necessary;
7. Delegates should consult SCHN staff with specialty product knowledge (for example, IT officers, biomedical engineering, clinical products advisors, engineers) to confirm cost effective procurement which is in accordance with Government practices;
8. Delegated officers are to sign (or personally authorise through appropriate e-systems) all requisitions, orders, contracts, documents with their position title, as that title is set out in the Delegations Manual. Where the officer is acting or relieving in a position, they should also indicate their "acting" role;
9. Delegates may not re-delegate any authority conferred on them by the SCHN Delegations Manual to any other officer unless acting in the position for specific purposes;
10. Delegates must not approve "self-related matters" or matters that raise potential probity issues in relation to the exercise of the delegation.

A delegate:

- i. Must not authorise their own expenditure or expenditure reimbursement, certify their own time sheet or authorise their own higher duty allowance, overtime, or annual/long service leave;
- ii. Must not approve any expenditure in relation to a matter where they have a pecuniary interest, or where there is a real, potential or perceived conflict of interest;
- iii. Must not write-off stock or dispose of stock to themselves or to others (family, friends or colleagues) where there could be a real, potential or perceived pecuniary interest or conflict of interest.

## 1.4 Non-compliance

1. The Oracle Purchasing Module automatically limits delegation levels to dollar amounts, but not across the organisational structure. Fund holders are responsible for ensuring their delegated authorities are not exceeded.
2. Delegation limits only apply if the delegate is approving expenditure within their budget. All expenditure exceeding the delegate's Department or Program / Divisional budget must be approved by an Executive Director.
3. Internal Audit processes include review of compliance on a regular basis and as determined by the Audit & Risk Committee.
4. The NSW Health Code of Conduct [[PD2015\\_049](#)] (as amended & updated from time to time) defines standards of ethical and professional conduct required of everyone working in NSW Health in any capacity, and the behaviours which are unacceptable and will not be tolerated. There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

## 1.5 Review and Amendment of Delegations

Delegations are regularly reviewed and updated. Staff can submit requests for amendment, with endorsement from key SCHN officers and managers, by communicating the proposed change to the Chief Executive using the SCHN briefing template.

## 1.6 Levels of Authority

The Chief Executive is responsible for defining the scope of delegation applicable in their organisation and ensuring delegations made in accordance with the principles set out in [PD2012\\_059](#) Delegations of Authority – Local Health Districts and Speciality Networks (as amended & updated from time to time).

The categories of delegated officers and their respective level of authority are summarised below for reference when using this manual.

Any lack of clarity as to level of authority should be raised with the relevant Executive Director to agree an appropriate category. The outcome must be referred to the Director, Finance and Corporate Services, for approval and documentation.

<b>Category</b>	<b>Levels of Authority</b>
<b>1</b>	<b>CHIEF EXECUTIVE</b>
<b>2</b>	<b>SCHN EXECUTIVE DIRECTORS</b> <b>2A</b> Director, Clinical Operations <b>2B</b> Director, Finance & Corporate Services <b>2C</b> Director, Clinical Governance & Medical Administration <b>2D</b> Director, Nursing, Midwifery and Education <b>2E</b> Director, Workforce <b>2F</b> Director, Clinical Integration <b>2G</b> Director, Research <b>2H</b> Director, Community Relations <b>2I</b> Director, Allied Health
<b>3</b>	<b>BUSINESS UNIT, PROGRAM AND DIVISIONAL HEADS</b> <b>3A</b> Clinical Program Directors <b>3B</b> Directors of Nursing – SCH/CHW <b>3C</b> Chief Information Officer <b>3D</b> Heads of Business Units <b>3E</b> Associate Directors or equivalent <b>3F</b> Corporate Services Managers or equivalent <b>3G</b> Director, MH Children and Young People <b>3H</b> Manager, Child Wellbeing Unit
<b>4</b>	<b>DEPARTMENT HEADS / NURSE UNIT MANAGERS, TEAM LEADERS</b> Nurse Managers, Nursing Unit Managers, Clinical & Finance Partners
<b>5</b>	<b>OTHER MANAGERS/SUPERVISORS</b> Cost centre managers or equivalent
<b>6</b>	<b>OTHER DELEGATES AS SPECIFIED</b>

## 2 Restricted Financial Assets (RFA) Funds

## 2.1 Purchases from RFA Funds

The assets of the RFA (formerly known as SP&T) Fund shall be applied only in accordance with the purposes for which they have been received and the conditions attached to them. Expenditure from the Fund can only be made if funds are available for the purpose. Expenditure is subject to approval by Fund Controllers (Trustee/s of Funds), including ensuring compliance with the purpose of the Fund, prior to referral to Delegates.

Expenditures authorised by all Categories within this delegation will be reflected in the RFA Financial Statement, submitted to the SCHN Finance and Performance Committee on a monthly basis.

## 2.2 Medical Specialist Private Practice Trust Funds

The assets of the Medical Specialist Private Practice Trust Funds (No. 2 Accounts) shall be applied only in accordance with the purpose for which they have been received and the Trust conditions attached to them. Expenditure authorised within delegation will be reflected in the in the Financial Statement submitted to the SCHN Private Practice Trust Committee, which is prepared at the end of each month.

NSW Ministry of Health Policy Directive [[PD2015\\_009](#)] *Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts* (as amended & updated from time to time), provides that the Chief Executive is responsible for the approval of the expenditure of funds from the relevant No 2 Account. This function can be delegated to a designated staff member subject to conditions as may be imposed.

Except as provided below, all expenditure is to be approved in advance by the SCHN Private Practice Trust Committee and recorded in minutes to be referred to the Chief Executive.

Urgent expenditure requests are approved by the Chair of the SCHN Private Practice Trust Committee and submitted to the next full committee meeting for endorsement.



CATEGORY	1	2	3	4	5	6
FUNCTION	CHIEF EXECUTIVE	SCHN EXECUTIVE DIRECTORS	BUSINESS UNIT, PROGRAM AND GROUP HEADS	DEPARTMENT HEADS / NURSE MANAGERS/ NURSE UNIT MANAGERS, TEAM LEADERS	OTHER MANAGERS	OTHER SPECIFIC DELEGATES AND NOTES
<b>3. Financial</b>						
<b>3.1 Accounts Receivable</b>						
<b>a) Write off, reduce, or remit patient fees, per admission:</b>						
Up to \$5,000		2A				Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
<b>b) Postpone patient fees, per admission</b>						
Up to \$10,000 & less than one year		2A				
Over \$10,000	Yes					Finance & Performance Committee
<b>c) Write off payroll overpayments</b>						
Up to \$5,000						Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
<b>d) Write off bad debts other than patient fees</b>						
Up to \$5000						Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
<b>e) Reclassify patients from chargeable to non-chargeable, reverse patient accounts</b>						
						Patient Liaison Officers, Emergency Department Manager
<b>f) Refund of Patient Fees</b>						
						Associate Director Finance Operations
<b>g) Waiver of Front End Deductible for Private Patients</b>						
						Waived for All Private Patients. SCHN Revenue Officers to implement.
<b>h) Approve elective surgery for overseas patient</b>						
		2A				

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<b>i) Waiver of overseas patient fees</b>						
<b>Up to \$20,000</b>		2A				
<b>Over \$20,000</b>	Yes					
<b>j) Waiver of Appliance Centre Fee up to \$100</b>						Manager, Outpatients
<b>3.2 Annual Service Level Agreement with the Ministry of Health</b>	Yes					Recommend to the Board for execution
<b>a) Approval/Execution of SLA</b>						
<b>b) Financial &amp; activity allocations</b>						
Overall budget strategy	Yes					
Annual Initial Allocation to Facilities/Services	Yes					
<b>b) Budgetary Adjustments/Enhancements</b>						
Internal adjustment within own Programs			3A			Consultation with DFCS
Internal adjustments within Directorates		Yes				Consultation with DFCS
Internal adjustment across SCHN Directorates	Yes					Consultation with DFCS
Between Facilities	Yes					Consultation with DFCS
<b>c) Budget adjustment one line item or cost centre to a different line item or cost centre</b>						
Within the same budget group		2B				Consultation with ADFO
Between budget groups						ADFO in consultation with DFCS. Ministry of Health approval required
<b>d) Subsidy payments to units and requests from the Ministry of Health</b>		2B				Consultation with ADFO
<b>3.3 Claims for payment</b>						
<b>a) Procurement</b>						
An Oracle order successfully matched to an invoice is a certification for payment					Yes	Accounts Payable Clerks, HSS
<b>b) Authorise payment run within accounts payable system</b>						Manager External Reporting

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<b>c) Authorise drawing of cheques / EFT</b>						Accountant Financial Control
<b>d) Authorise drawing of manual cheques</b>						
Up to \$5,000						Any two of the Bank Signatories
Over \$5,000						Any two of those signatories nominated by the Chief Executive
<b>e) Authorise additions/deletions to Oracle Master Vendor File</b>						Associate Director Finance Operations
<b>3.4 Authority to conduct fund-raising activities</b>						Head of Fundraising other than Sydney Children's Hospital Foundation. Copy of written authority to be provided to Internal Audit.
<b>3.5 Petty cash/out of pocket expenses</b>				Yes		Limit of claim \$100 in any one day per Accounts & Audit Sect 7.34
<b>3.6 GST delegations</b>						
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		2B				Associate Director of Finance Operations
Approve and sign monthly Business Activity Statement (BAS) on behalf of SCHN		2B				Associate Director of Finance Operations
<b>3.7 Bank accounts</b>						
Open and Close Bank Accounts	Yes					
Signatories and Counter Signatories for Bank Accounts (two to authorise)						Any two of those signatories nominated by the Chief Executive
<b>3.8 Investment/fund redemption</b>						Refer to SCHN Investment Management Policy
Invest or redeem funds	Yes	2B				Requires 1 authorised Signature to invest and 2 to redeem
Approval of SCHN Investment Management Policy	Yes					Approval of Board required
Invest surplus funds to operating needs into the TCorp Cash Facility or Bank Term Deposits		2B				Associate Director of Finance Operations
<b>3.9 Approval of corporate credit card.</b>		2B				

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<b>3.10 Authorise creation or increase in petty cash floats</b>						Associate Director of Finance Operations
CATEGORY	1	2	3	4	5	6
FUNCTION	CHIEF EXECUTIVE	SCHN EXECUTIVE DIRECTORS	BUSINESS UNIT, PROGRAM AND GROUP HEADS	DEPARTMENT HEADS / NURSE MANAGERS/ NURSE UNIT MANAGERS, TEAM LEADERS	OTHER MANAGERS	OTHER SPECIFIC DELEGATES AND NOTES
<b>4. Dollar Limits of Delegations</b>						
<b>REQUISITIONS &amp; NON ORDER VOUCHERS EXPENDITURE FROM GENERAL FUND (Excludes RFA)</b>						
<b>NOTE:</b> The following dollar limits of delegations are subject to approved budgets and capital works programs.						
<b>4.1 Non-Stock Goods and Services Excluding Drugs/Blood Products/IT &amp; Communications equipment/Prosthetics</b>						
Up To \$3,000					Yes	Cost Centre Managers
Up to \$5,000				Yes		
Up to \$15,000			Yes			
Up to \$50,000		Yes				
Over \$50,000	Yes					
<b>Blood Products</b>						Department Head, Haematology (CHW) Seals (SCH) to \$50,000. Greater than \$50,000 to be referred to the Chief Executive
<b>Drugs</b>						Director, Pharmacy - authority to order all stock. Non-stock purchases to \$50,000. Greater than \$50,000 to be referred to the Chief Executive.
<b>IT &amp; Communications Equipment</b>						Chief Information Officer - authority to order all stock. Non-stock purchases to \$50,000. Greater than \$50,000 to be referred to the CE.

CATEGORY	1	2	3	4	5	6
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<b>Prosthetics</b>						Nurse Manager Theatres - authority to order all stock. Non-stock purchases to \$50,000. Greater than \$50,000 to be referred to the CE
<b>Stores Stock Requisitions</b>			3F			Corporate Services Manager - authority to approve all Stores Dept stock requisitions to \$50,000. Greater than \$50,000 to be referred to the CE
<b>4.2 Repairs, Maintenance &amp; Maintenance Contracts</b>						
Up To \$3,000					Yes	Cost Centre Managers
Up to \$5,000				Yes		
Up to \$15,000			Yes			
Up to \$50,000		Yes				
Over \$50,000	Yes					
<b>4.3 Regular Recurring expenditure on utilities, which does require an order to be placed.</b>			3F			
<b>4.4 Approval of payments of amounts already approved by the Chief Executive e.g. Subsidy payments to non-Government organisations</b>	Yes	2B				
<b>4.5 Equipment Leasing (excluding ICT) ;</b>						
Where total lease payments up to \$50,000		2B				

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Where total lease payments t greater than \$50,000	Yes					
<b>5. Legal and Property</b>						
<b>5.1 Authority to sign or vary MOU/ Contracts//Licence Agreements</b>						
<b>To others</b>						
Up to 3 years and up to a total of \$50,000		2A, 2B				
Up to 3 years and up to a total of \$100,000	Yes					
<input type="checkbox"/> Over 3 years and over \$100,000 in total						Refer to Ministry of Health
<b>From others</b>						
Up to 3 years and up to a total of \$50,000		2A, 2B				
Up to 3 years and up to a total of \$100,000	Yes					
<input type="checkbox"/> Over 3 years and over \$100,000 in total						Refer to Ministry of Health
<b>5.2 Operating Leases</b>						
Up to 3 years	Yes					
Over 3 years						Refer to Ministry of Health
<b>5.3 Agreement to out-of-court settlements</b>						
Up to \$5,000		2A, 2C				
Up to \$50,000		2E				
Over \$50,000	Yes					
<b>5.4 Asset acquisitions/capital works</b>						
Up to \$15,000			Yes			Prior approval by Capital Planning and Monitoring Committee

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Up to \$50,000		Yes				
Over \$50,000	Yes					
Approval of Asset Strategic Plan	Yes					Approval of the Board required
<b>Variation to Capital Works Contracts</b>						
Approve variations within the approved contingency						Subject to Project Manager notification and in consultation with the Director of Finance & Corporate Services
5% of total Contract value or up to \$15,000, whichever is the lesser			3F			
5% of total Contract value or up to \$50,000, whichever is the lesser		Yes				
Over \$50,000	Yes					
<b>5.5 Engagement of Consultant</b>						
Up to \$50,000		Yes				
Over \$50,000	Yes					Tender Required Over \$250,000 if not on State contract
<b>5.6 Engagement of consultants to prepare Annual Reports;</b>						Public Affairs
Up to \$50,000		2H				
Over \$50,000	Yes					
<b>5.7 Engage external legal counsel;</b>						
Up to \$50,000		Yes				Advice to Chief Executive required, except bequests, in accordance with <a href="#">PD2017_003 Legal Services – Engagement of External</a>
Over \$50,000	Yes					
<b>5.8 Sale and Purchase of Land</b>						Ministry of Health Ref. NSW Health <a href="#">Combined Delegations Manual Sect 11.3</a>

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<b>5.9 Intellectual Property sale or transfers</b>	Yes					
<b>5.10 Copyright sale, purchase or transfer</b>	Yes					
<b>5.11 Deeds of Release</b>	Yes					
<b>5.12 Waive Legal Rights</b>	Yes					
<b>5.13 Authorise Investigations;</b>						
Protective Disclosures	Yes					
Grievances (internal review)		Yes				
Grievances (external review)		2E				In consultation with applicable Executive Director
Statutory Complaints		2B, 2C				
Health Complaints Commission		2B, 2C				
<b>5.14 Custody of Common Seal</b>						Manager, Executive Services
<b>5.15 Leasing of Telecom Towers</b>						Health Administration Corporation
<b>6. Purchasing</b>						
<b>6.1 Authority To Sign Official Purchase Orders</b>						Pharmacy (Orders for drugs of addiction to be countersigned by Chief Pharmacist.
<b>6.2 Executive Directors may from time to time authorise (in writing) specific positions or officers to sign official purchase Orders for the conduct of SCHN business.</b>  <b>Note:</b> Such specific authorisations may set dollar limits suitable for the business to be transacted.	Yes					NOTE: Positions may only be authorised to rise and sign purchase orders on requisitions that have been fully authorised in accordance with these Delegations. Copy of each written authority to be provided to Internal Audit,
<b>REQUISITIONING STOCK ITEMS</b>						



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<b>6.3 Approve Requisitioning for Stock Items</b>				Yes		Within delegation
<b>6.4 Approve inventory purchase orders</b>	Yes			Yes		Within delegation
<b>7. Disposal of Equipment and Plant</b>						
<b>7.1 Sale of Equipment or Plant held on the asset register:</b>						Value is the estimated aggregate return All disposals should be notified to Finance immediately. Disposal policy must be followed (refer to <a href="#">PD2014-005</a> )
Proceeds up to \$1,500 (Negotiated sales or acceptance of written proposal)			Yes			
\$1,500 up to \$100,000 (Three written quotes)		2B				
More than \$250,000 (Complete tendering procedure or auction)	Yes					
<b>7.2 Write off of Plant &amp; Equipment</b> Write off plant and equipment with original book value:						
Up to \$50,000		2B				Subject to relevant Executive Director recommendation
Over \$50,000	Yes					
<b>7.3 Other Disposals</b>						Disposal to be in accordance with the relevant legislation and Area of MOH policy.
- Drugs		2A				
- Radioactive Material		2A				
- Records		2B ,2C, 2E, 2F				
- Contaminated Waste		2A, 2B				

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<b>8. Authority to Write Off and Write Up Stock Items</b>						
<b>8.1 Write off or write up stock items Non-Pharmaceutical Stock</b>						
Up to 5% of total stock holding up to maximum of \$10,000			Yes			
Over \$10,000 in value		2B				
<b>8.2 Pharmaceutical Stock</b>		2A				
<b>8.3 Expired Biological Reagents</b>		2A				
<b>9. Restricted Financial Assets and Custodial Trust Funds (Excluding General Fund - See Point 8)</b>						
<b>EXPENDITURE FROM Restricted Financial Assets &amp; Custodial TRUST FUNDS</b>						
Approve expenditure from RFA accounts in accordance with the terms and conditions of the donors or grants (excluding payment of grants, routine policy payments/recoupments) and Following confirmation of sufficient funds. Purchase of capital equipment is also subject to approved budgets and capital works programs						
<b>9.1 Restricted Financial Assets</b>						
Approve opening of new RFA fund account(s)						ADFO
Approve closure of RFA fund account(s)						ADFO
<b>9.2 Approve expenditure of RFA funds:</b>						
<b>Staff specialists/ Private Practice Trust Funds:</b>						Approval by the Network Private Practice Trust Committee (see 6.2)
<b>RFA Funds;</b>						
Up to \$3,000					Yes	Cost Centre Manager
Up to \$5,000						Department Heads
Up to \$15,000			Yes			
Up to \$50,000		2A, 2B, 2G				
Over \$50,000	Yes					

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<b>9.3 Approve expenditure from Public Contributions Account</b>	Yes					Budget approved by Public Contributions Fund Management Committee
<b>10. General Non-Financial Delegations</b>						
<b>10.1 Role delineation and bed numbers</b>						
Delineation of role of hospital						Health Minister
Opening/closure of services for periods greater than 3 months						Secretary-General, NSW Health
Approval of bed numbers	Yes					
<b>10.2 Burial of Indigent Person</b>			Yes			
<b>10.3 Government Information (Public Access) [GIPA]</b> Note: appeals are made to the CE	Yes	Yes				
<b>10.4 Media Releases</b>						
Relating to <input type="checkbox"/> Patients and Accidents		2H				
Other	Yes					
<b>10.5 Authenticate documents</b> (which would otherwise require official seal)	Yes					
<b>10.6 Form and operate subsidiary companies</b>						Health Minister pursuant to Health Services Act
<b>10.7 Sponsorships (Charitable);</b>	Yes					NSW Ministry of Health Accounting Manual for Public Health Organisations – Sponsorships <a href="#">[Section 9]</a>
<b>10.8 Human Tissue Act</b>						Designated Officer and Designated Specialist. <a href="#">[PD2013_002]</a>
<b>10.9 Information Systems Access Authorisation</b>						
SCHN Network Access		Yes				

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Corporate Software Applications Access.		Yes				
Internet Access		Yes				
<b>10.10 Approve expenses for use of private vehicle on official business</b>				Yes		
<b>10.11 Motor vehicle use;</b>						
Replacement of vehicle with equivalent make/model		2B				
Approve taking official vehicle home overnight on a regular basis because of a requirement to use the vehicle for official duties		2B				
Personal allocation of vehicle for business/private use		2B				
Full private use		2B				
Increase motor vehicle fleet		2B				
Purchase special vehicles		2B				
Dispose of vehicle not to auction		2B				
Approve use of vehicle during periods of leave		Yes				See NSW MoH <a href="#">[PD2014_051]</a> Motor Vehicles – Use of within NSW Health
Determine choice of vehicles for private Use		2B				
Allocation of vehicle for on-call, emergency, and/or security garaging		2B				
Accept accident notification						Transport Manager
Suspend use for inappropriate use		2B				
Purchase replacement commercial vehicles		2B				
Sign Motor Vehicle Novatel Lease Agreements;						
- Staff specialists		2B				
- Other		2B				
Replace vehicle with different make/model		2B				

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Approve fitting of business-use accessories		2B				
<b>11. Human Resource Management</b>						
<b>APPOINTMENTS, CONTRACTS &amp; REGRADING</b>						
<b>11.1 Approve the creation or deletion of a position or declare the employee excess to requirements</b>	Yes					
<b>11.1A Approve filling of and appointment to positions with a commencing salary less than \$125K pa</b>		Yes	Yes			
<b>11.1B Approve filling of and appointment to positions with a commencing salary of greater than \$125K pa</b>						
Executive Directors	Yes					HES and HSM6 positions only with the agreement of the Secretary General, NSW Ministry of Health
Business Unit, Program and Group Heads Department Heads/Unit Managers/Team Leaders		Yes				HSM 6 positions only with the agreement of the Secretary General, NSW Ministry of Health
SMPs		2C				MADAC
Other staff			Yes			HSM 6 positions only with the agreement of the Secretary General, NSW Ministry of Health
<b>11.2 Temporary appointment of VMO</b>						
Up to 3 months		2C				
Over 3 months following advertisement	Yes					

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<b>11.3 Approve a conditional/temporary registration and extension of temporary/ conditional registration of overseas medical staff</b>		2C				
<b>11.4 VMO / VDO service and indemnity contracts</b> (in accordance with NSW <a href="#">PD2014_008</a> )		2C				
<b>11.4.1 Sign VMO Contracts</b>		2C				
<b>11.4.2 Approve Annual contracted hours to agreed budget level</b>		2A				
<b>11.4.3 Approve of sets of conditions for inclusion in service contracts,</b>		2C				Health Minister pursuant to Health Services Act, Chapter 8, Part 2
<b>11.5 Regrade positions</b> (other than senior medical staff, not covered by Credentials and Grading Committee)		Yes				SCHN Regrading Committee to recommend.
<b>11.6 Change titles of positions</b>		Yes				
<b>11.7 Increase salary based on performance</b> (within existing Award grading structures)		Yes				In consultation with the Director Workforce
<b>11.8 Disciplinary, Dismissal And Voluntary Redundancy Issues</b>						
<b>11.8.1 Disciplinary Actions</b>						
Remedial Action (e.g. Counselling)			Yes	Yes	Yes	
Warnings (including First, and Second)			Yes			All actions are to be in conjunction with Workforce and the relevant Executive Director
Warnings - Final		Yes				
Demote or Transfer Staff (Transfer Staff to alternate duties or Transfer Staff to an alternate location)		Yes				All actions are to be in conjunction Director Workforce

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<b>11.8.2 Dismiss Staff following disciplinary procedures</b>	Yes					All actions are to be in conjunction Director Workforce
<b>11.8.3 Termination of appointments of visiting practitioners in cases of serious sex or violence offences</b>						Secretary-General, NSW, Ministry of Health pursuant to the Health Services Act, Chapter 8, Part 3
<b>11.8.4 Voluntary Redundancy</b>						
Offer voluntary redundancy package to employee	Yes					HES Staff approved by NSW Ministry of Health
Authorise payment (calculation and actual) of voluntary redundancy package		Yes				Calculation and payment by HSS
<b>11.8.5 Suspend Staff</b>		Yes				All actions are to be in conjunction Director Workforce
<b>TIME SHEETS &amp; ATTENDANCE RECORDS</b>						
<b>11.9 Approve time sheets/Rosters</b>					Yes	
Authorise/Approve amendments to Staff on Timesheets/Rosters					Yes	All Roster Managers only
<b>VMO Claim forms</b>						
Certify claims						
- Authorise within contract hours			Yes			
- Authorise outside contract hours		2A,2C				
- Authorise VMO Fee for Service claim forms			Yes			
<b>11.10 Payment for Radiology &amp; Diagnostic Clinical Services not paid through VMO payment system (V MONEY)</b>			Yes			
<b>11.11 Outside Employment</b>						

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Approval to undertake paid work outside		Yes				In accordance in NSW MoH [PD2015_049] Code of Conduct
<b>LEAVE (including VMOs)</b>	<b>Special Note: All of this Section (leave) to be referred to HR for advice</b>					
<b>11.12 Annual Leave</b>						
Approval to take					Yes	
Approval to accrue excessive above award/legislative limits						
- Up to 4 weeks			Yes			
- Over 4 weeks		Yes				
<b>11.13 Sick Leave</b>						
Up to 2 days without medical certificate					Yes	
More than 2 days with medical certificate.				Yes		
<b>11.14 Military Leave / State Emergency Service Leave/Civil Defence Leave</b>			Yes			Director Workforce
<b>11.15 Study Leave</b>						Director Workforce
Tertiary courses		Yes				
Conference Leave			Yes			
Courses less than 2 days				Yes		Nurse Unit Manager
Courses exceeding 2 days			Yes			
<b>11.16 Training, Education &amp; Study Leave Senior Medical Staff</b>			Yes			
<b>11.17 Sabbatical Leave for Clinical Academics</b>			3A			
<b>11.18 Continuing Medical Education – CMOs</b>			3A			



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<b>11.19 Maternity, Adoption and Parental Leave (including Maternity and Paternity Leave without pay (see below for AL &amp; LSL))</b>			Yes			
<b>11.20 Family &amp; Community Service Leave</b>			Yes	Yes		
<b>11.21 Long Service Leave</b>						
Approval of taking leave. Up to 1 month				Yes		
Approval of taking leave. Over 1 month			Yes			
Payment in lieu of Long Service Leave for between 5-7 years' service.		Yes				
<b>11.22 Leave without pay – All Staff</b>						
Up to 1 month				Yes		
Up to 6 months			Yes			Consultation with HR Manager
Over 6 months		Yes				Consultation with Director Workforce
<b>11.23 Repatriation Leave</b>			Yes			
<b>11.24 Special Leave</b>						
Corporate Executive	Yes					
Other staff						
<input type="checkbox"/> Up to 5 days			Yes			
Over 5 days		Yes				
<b>11.25 Other Specific Leave (include. Jury duty, Exam Leave, Trade Union Leave, Superannuation Seminar, Aboriginal Day)</b>				Yes		
<b>11.26 Overseas Travel</b>						
<b>Expenditure from General Fund:</b>						

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Senior Medical Staff	Yes					Check with NSW MoH Policy Directives.
Staff other than Senior Medical Practitioners	Yes					
<b>No Expenditure (Leave Only)</b>		2E				
<b>Expenditure from a RFA fund</b> Including SMP"s using TESL in accordance with Award.		2C, 2G				
Presenting papers at conferences/seminars.		2C, 2G				
<b>11.27 Domestic travel, including air travel and overnight stays</b>						
Senior Medical Staff in accordance with the award			Yes			
All other staff:						
- Up to \$1000			Yes			
- Over \$1000		Yes				
<b>HIGHER DUTIES ALLOWANCE</b>						
<b>11.28 Approve payment of higher duties allowance -</b>						
Below Cost Centre Manager – up to 3 months				Yes		
Below Cost Centre Manager – over 3 months			Yes			
Category 3 Delegates			Yes			
Below Executive		Yes				
Executive	Yes					
<b>OVERTIME</b>						
<b>11.29 Certify overtime</b>						
Below Department Head/ Unit Managers/ Team Leaders				Yes		

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Below Business Unit, Divisional & Group Heads Heads			Yes			
Below Executive Directors		Yes				
<b>11.30 Authorise use of agency nurses within budget</b>				Yes		
<b>11.31 Authorise overtime and/or call-back of staff rostered on call</b>					Yes	
<b>11.32 Authorise use of agency nurses outside of budget</b>			Yes			
<b>11.33 Issue of meal tickets for overtime in excess of 2 hours</b> (in accordance with relevant industrial awards)				Yes		
<b>11.34 Certify weekly payroll journal:</b>						
Within generally accepted patterns						Payroll Manager, HSS
Outside generally accepted patterns						Payroll Manager, HSS
<b>11.35 Issue Manual Payment Summaries;</b>						
Approval						Payroll Manager, HSS
Issue						Payroll Manager, HSS
<b>11.36 Approve In-Service Training</b>				Yes		
<b>11.37 Issue statement of service</b>						
Approval		Yes				
Issue		Yes				

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<b>11.38 Authorise Rights of Private Practice for Allied Health Staff</b> (in accordance with <a href="#">PD2015_017</a> )			3A			In consultation with the Director Allied Health
<b>11.39 Certify Nurses Registration books</b>						Human Resource Manager/Nursing Workforce Manager
<b>11.40 Making / signing any workplace agreements</b>	Yes					
<b>11.41 Provide written Employee recommendations / References</b>			Yes			Certificates of Service provided. Personal references to terminating employees not to be on official letterhead.
<b>11.42 Secondments</b>						
For training purposes			Yes			
Other than training purposes			Yes			
<b>11.43 Change of Contract Hours within Budget</b>			Yes			SCHN Director of Workforce to verify
<b>12 Staff Specialists</b>						
<b>12.1 Part-time working arrangement</b>		2C				
<b>12.2 Recognition of specialist qualifications</b>		2C				MDAAC
<b>12.3 Recognition as "senior specialist"</b>		2C				MDAAC
<b>12.4 Normal duties – 4 day week or longer</b>		2C				
<b>Roster period</b>						

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<b>12.5 Initial appointment to higher step/accelerated progression</b>		2C				MDAAC
<b>12.6 Managerial allowance levels</b>		2C				
<b>12.7 Performance Agreement – nominee of Chief Executive to sign</b>						
Staff Specialists		2C				
Head of Department//Division		2C				
Executive Director	Yes					
<b>12.8 Part-time Working Agreement and change between full and part-time</b>		2C				
<b>12.9 Work Location</b>		2C				
<b>12.10 Outside practice and other Business Activities</b>		2C				Recommendation from Clinical Program Director
<b>12.11 Leave Approval</b>		2C				
<b>13 Sundry</b>						
<b>13.1 Revocation of Delegations</b>	Yes					
<b>14 Research Grant Management and Contracts</b>						
<b>14.1 Sponsored Clinical Trial Research agreements and indemnity</b>		2G				Recommendation from Research Governance Office

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14.2 (i) Execute all legal instruments with external entities that relate to conduct of research where total value of contract <\$500,000		2G				Recommendation from Research Governance
14.2 (ii) Execute all legal instruments with external entities that relate to conduct of research where total value of contract > \$,500,000	Yes					Refer Ministry of Health at CE discretion
14.3 Execute research grants to any amount where revenue is received from grant funding agency, including trusts and foundations, as well as institutional agreements that relate to those grants		2G				Recommendation from Research Governance
14.4 Execute all incoming and outgoing Material Transfer Agreements with external entities		2G				Recommendation from Research Governance
14.5 Execute all Non-disclosure/confidentiality Agreements with external entities			Yes			
14.6 Provide certification as Sponsor and as "authority approving conduct of the trial" by signing section 1 (if applicable) and 4 of Clinical Trial Notification (CTN) Scheme for all clinical trials that require submission of CTN form to the TGA		2G				Recommendation from Research Governance
14.7 Authorise all research projects to commence at SCHN by signing Site Specific Assessment form		2G				Recommendation from Research Governance

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14.8 Authorise all Low and Negligible Risk (LNR) projects to commence at SCHN by signing all LNR SSA's and Access Request forms.					Research Governance Manager and/or Officer	
14.9* Execute Agreements to undertake Ethical Review with external entities where the SCHN Human Research Ethics Committee is undertaking ethical review on behalf of that external entity		2G				
15. SCHN Human Research Ethics Committee (HREC) Authorise all SCHN HREC documentation						HREC Chair

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