

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.
- **28/06/2022:** Review undertaken and minor updates made to include SCHN's source of delegated powers and ensure compliance with the Government Sector Finance Act 2018 (NSW), ('GSF Act'). See Source of Delegation Powers section on pg 3 - 4.

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.

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

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Source of Delegation Powers

Ministry of Health

Health Administration Act 1982 (NSW)

The Minister for Health, Health Secretary or Corporation may delegate functions conferred or imposed by the *Health Administration Act 1982 (NSW)* or any other Act and may also revoke wholly or in part any such delegation. The authority to delegate or revoke delegations is in accordance with section 21 of the *Health Administration Act 1982 (NSW)*.

In exercise of performance of those powers pursuant to section 21, the Ministry of Health and Health Secretary have conferred or imposed authorities, duties and functions to the NSW Health Entity entitled *The Sydney Children's Hospitals Network (Randwick and Westmead) (incorporating The Royal Alexandra Hospital for Children)*, as described in Schedule 2 of the *Health Services Act 1987 (NSW)*.

Government Sector Finance Act 2018 (NSW) ('GSF Act')

Under the GSF Act, the Health Secretary is the '**Accountable Authority**' for NSW Health, and is authorised to delegate a broader range of responsibilities and powers to NSW Health Entities which includes SCHN. These delegates are known as "**Government Officers**".

A Government Officers includes a person who is employed in or by the Ministry of Health or a NSW Health entity, and includes a visiting practitioner appointed by SCHN.

Pursuant to section 5.2(2) of the GSF Act, the following terms and conditions are imposed on the delegation:

1. The expenditure of deemed appropriation money by a delegate is subject to compliance with applicable financial limits on expenditure on officers contained in the Manual of Delegations maintained by the agency:
 - i. in the case of the Ministry of Health, as required by the Combined Delegations Manual in force from time to time,
 - ii. in the case of statutory health corporations, as required by the 'Accounts and Audit Determination for Public Health Organisations' issued by the NSW Ministry of Health in force from time to time,
 - iii. in the case of local health districts and specialty health networks, in accordance with NSW Health policy directive PD2010_059 Delegations of Authority— Local Health Districts and Specialty Health Networks, and
 - iv. in the case of entities of the Health Administration Corporation, in accordance with the Manual of Delegations approved by the Health Secretary and in force for that entity from time to time.
2. Deemed appropriation money may only be spent for the purposes of services of the NSW Health entity that receives or recovers the deemed appropriation money (see section 4.7(2) of the GSF Act).

Scope of Delegations

The scope of these delegations is subject to the conditions and limitations set out in NSW Health's Combined Delegations Manual as updated from time to time.

The Sydney Children's Hospitals Network

The Sydney Children's Hospitals Network (Randwick and Westmead) (incorporating The Royal Alexandra Hospital for Children) ('SCHN') is a statutory health corporation pursuant to section 41 of the *Health Services Act 1987* (NSW). SCHN receives its power to delegate its functions pursuant to section 61 of this Act, noting the limitations of exercising such powers.

SCHN's delegated functions are described in the Delegations Manual which is endorsed by the Chief Executive and approved by the Board.

The Chief Executive may withdraw delegations from the Delegations Manual at any time where it is considered necessary for appropriate management of SCHN, and in doing so, shall advise the Board within a reasonable time-frame in consideration of the circumstances.

The expenditure of deemed appropriation money, as defined in the GSF Act, by a delegate is subject to compliance with applicable financial limits on expenditure as described in SCHN's Delegation Manual.

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.

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

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
3. Financial						
3.1 Accounts Receivable						
a) Write off, reduce, or remit patient fees, per admission:						
Up to \$5,000		2A				Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
b) Postpone patient fees, per admission						
Up to \$10,000 & less than one year		2A				
Over \$10,000	Yes					Finance & Performance Committee
c) Write off payroll overpayments						
Up to \$5,000						Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
d) Write off bad debts other than patient fees						
Up to \$5000						Associate Director of Finance Operations
Up to \$10,000		2B				
Over \$10,000	Yes					Finance & Performance Committee
e) Reclassify patients from chargeable to non-chargeable, reverse patient accounts						
						Patient Liaison Officers, Emergency Department Manager
f) Refund of Patient Fees						
						Associate Director Finance Operations
g) Waiver of Front End Deductible for Private Patients						
						Waived for All Private Patients. SCHN Revenue Officers to implement.
h) Approve elective surgery for overseas patient						
		2A				

CATEGORY	1	2	3	4	5	6
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i) Waiver of overseas patient fees						
Up to \$20,000		2A				
Over \$20,000	Yes					
j) Waiver of Appliance Centre Fee up to \$100						Manager, Outpatients
3.2 Annual Service Level Agreement with the Ministry of Health	Yes					Recommend to the Board for execution
a) Approval/Execution of SLA						
b) Financial & activity allocations						
Overall budget strategy	Yes					
Annual Initial Allocation to Facilities/Services	Yes					
b) Budgetary Adjustments/Enhancements						
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
c) Budget adjustment one line item or cost centre to a different line item or cost centre						
Within the same budget group		2B				Consultation with ADFO
Between budget groups						ADFO in consultation with DFCS. Ministry of Health approval required
d) Subsidy payments to units and requests from the Ministry of Health		2B				Consultation with ADFO
3.3 Claims for payment						
a) Procurement						
An Oracle order successfully matched to an invoice is a certification for payment					Yes	Accounts Payable Clerks, HSS
b) Authorise payment run within accounts payable system						Manager External Reporting

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c) Authorise drawing of cheques / EFT						Accountant Financial Control
d) Authorise drawing of manual cheques						
Up to \$5,000						Any two of the Bank Signatories
Over \$5,000						Any two of those signatories nominated by the Chief Executive
e) Authorise additions/deletions to Oracle Master Vendor File						Associate Director Finance Operations
3.4 Authority to conduct fund-raising activities						Head of Fundraising other than Sydney Children's Hospital Foundation. Copy of written authority to be provided to Internal Audit.
3.5 Petty cash/out of pocket expenses				Yes		Limit of claim \$100 in any one day per Accounts & Audit Sect 7.34
3.6 GST delegations						
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
3.7 Bank accounts						
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
3.8 Investment/fund redemption						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
3.9 Approval of corporate credit card.		2B				

CATEGORY	1	2	3	4	5	6
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3.10 Authorise creation or increase in petty cash floats						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

4. Dollar Limits of Delegations

REQUISITIONS & NON ORDER VOUCHERS EXPENDITURE FROM GENERAL FUND (Excludes RFA)

NOTE: The following dollar limits of delegations are subject to approved budgets and capital works programs.

4.1 Non-Stock Goods and Services Excluding Drugs/Blood Products/IT & Communications equipment/Prosthetics	1	2	3	4	5	6
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					
Blood Products						Department Head, Haematology (CHW) Seals (SCH) to \$50,000. Greater than \$50,000 to be referred to the Chief Executive
Drugs						Director, Pharmacy - authority to order all stock. Non-stock purchases to \$50,000. Greater than \$50,000 to be referred to the Chief Executive.
IT & Communications Equipment						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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Prosthetics						Nurse Manager Theatres - authority to order all stock. Non-stock purchases to \$50,000. Greater than \$50,000 to be referred to the CE
Stores Stock Requisitions			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
4.2 Repairs, Maintenance & Maintenance Contracts						
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					
4.3 Regular Recurring expenditure on utilities, which does require an order to be placed.			3F			
4.4 Approval of payments of amounts already approved by the Chief Executive e.g. Subsidy payments to non-Government organisations	Yes	2B				
4.5 Equipment Leasing (excluding ICT) ;						
Where total lease payments up to \$50,000		2B				

CATEGORY	1	2	3	4	5	6
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Where total lease payments t greater than \$50,000	Yes					
5. Legal and Property						
5.1 Authority to sign or vary MOU/ Contracts//Licence Agreements						
To others						
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
From others						
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
5.2 Operating Leases						
Up to 3 years	Yes					
Over 3 years						Refer to Ministry of Health
5.3 Agreement to out-of-court settlements						
Up to \$5,000		2A, 2C				
Up to \$50,000		2E				
Over \$50,000	Yes					
5.4 Asset acquisitions/capital works						
Up to \$15,000			Yes			Prior approval by Capital Planning and Monitoring Committee

CATEGORY	1	2	3	4	5	6
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Up to \$50,000		Yes				
Over \$50,000	Yes					
Approval of Asset Strategic Plan	Yes					Approval of the Board required
Variation to Capital Works Contracts						
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					
5.5 Engagement of Consultant						
Up to \$50,000		Yes				
Over \$50,000	Yes					Tender Required Over \$250,000 if not on State contract
5.6 Engagement of consultants to prepare Annual Reports;						Public Affairs
Up to \$50,000		2H				
Over \$50,000	Yes					
5.7 Engage external legal counsel;						
Up to \$50,000		Yes				Advice to Chief Executive required, except bequests, in accordance with PD2017_003 Legal Services – Engagement of External
Over \$50,000	Yes					
5.8 Sale and Purchase of Land						Ministry of Health Ref. NSW Health Combined Delegations Manual Sect 11.3

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5.9 Intellectual Property sale or transfers	Yes					
5.10 Copyright sale, purchase or transfer	Yes					
5.11 Deeds of Release	Yes					
5.12 Waive Legal Rights	Yes					
5.13 Authorise Investigations;						
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				
5.14 Custody of Common Seal						Manager, Executive Services
5.15 Leasing of Telecom Towers						Health Administration Corporation
6. Purchasing						
6.1 Authority To Sign Official Purchase Orders						Pharmacy (Orders for drugs of addiction to be countersigned by Chief Pharmacist.
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. Note: 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,
REQUISITIONING STOCK ITEMS						

CATEGORY	1	2	3	4	5	6
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6.3 Approve Requisitioning for Stock Items				Yes		Within delegation
6.4 Approve inventory purchase orders	Yes			Yes		Within delegation
7. Disposal of Equipment and Plant						
7.1 Sale of Equipment or Plant held on the asset register:						Value is the estimated aggregate return All disposals should be notified to Finance immediately. Disposal policy must be followed (refer to PD2014-005)
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					
7.2 Write off of Plant & Equipment Write off plant and equipment with original book value:						Subject to relevant Executive Director recommendation
Up to \$50,000		2B				
Over \$50,000	Yes					
7.3 Other Disposals						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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8. Authority to Write Off and Write Up Stock Items						
8.1 Write off or write up stock items Non-Pharmaceutical Stock						
Up to 5% of total stock holding up to maximum of \$10,000			Yes			
Over \$10,000 in value		2B				
8.2 Pharmaceutical Stock		2A				
8.3 Expired Biological Reagents		2A				
9. Restricted Financial Assets and Custodial Trust Funds (Excluding General Fund - See Point 8)						
EXPENDITURE FROM Restricted Financial Assets & Custodial TRUST FUNDS						
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						
9.1 Restricted Financial Assets						
Approve opening of new RFA fund account(s)						ADFO
Approve closure of RFA fund account(s)						ADFO
9.2 Approve expenditure of RFA funds:						
Staff specialists/ Private Practice Trust Funds:						Approval by the Network Private Practice Trust Committee (see 6.2)
RFA Funds;						
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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9.3 Approve expenditure from Public Contributions Account	Yes					Budget approved by Public Contributions Fund Management Committee
10. General Non-Financial Delegations						
10.1 Role delineation and bed numbers						
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					
10.2 Burial of Indigent Person			Yes			
10.3 Government Information (Public Access) [GIPA] Note: appeals are made to the CE	Yes	Yes				
10.4 Media Releases						
Relating to <input type="checkbox"/> Patients and Accidents		2H				
Other	Yes					
10.5 Authenticate documents (which would otherwise require official seal)	Yes					
10.6 Form and operate subsidiary companies						Health Minister pursuant to Health Services Act
10.7 Sponsorships (Charitable);	Yes					NSW Ministry of Health Accounting Manual for Public Health Organisations – Sponsorships [Section 9]
10.8 Human Tissue Act						Designated Officer and Designated Specialist. [PD2013_002]
10.9 Information Systems Access Authorisation						
SCHN Network Access		Yes				

CATEGORY	1	2	3	4	5	6
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Corporate Software Applications Access.		Yes				
Internet Access		Yes				
10.10 Approve expenses for use of private vehicle on official business				Yes		
10.11 Motor vehicle use;						
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 [PD2014_051] 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				
11. Human Resource Management						
APPOINTMENTS, CONTRACTS & REGRADING						
11.1 Approve the creation or deletion of a position or declare the employee excess to requirements	Yes					
11.1A Approve filling of and appointment to positions with a commencing salary less than \$125K pa		Yes	Yes			
11.1B Approve filling of and appointment to positions with a commencing salary of greater than \$125K pa						
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
11.2 Temporary appointment of VMO						
Up to 3 months		2C				
Over 3 months following advertisement	Yes					

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11.3 Approve a conditional/temporary registration and extension of temporary/ conditional registration of overseas medical staff		2C				
11.4 VMO / VDO service and indemnity contracts (in accordance with NSW PD2014_008)		2C				
11.4.1 Sign VMO Contracts		2C				
11.4.2 Approve Annual contracted hours to agreed budget level		2A				
11.4.3 Approve of sets of conditions for inclusion in service contracts,		2C				Health Minister pursuant to Health Services Act, Chapter 8, Part 2
11.5 Regrade positions (other than senior medical staff, not covered by Credentials and Grading Committee)		Yes				SCHN Regrading Committee to recommend.
11.6 Change titles of positions		Yes				
11.7 Increase salary based on performance (within existing Award grading structures)		Yes				In consultation with the Director Workforce
11.8 Disciplinary, Dismissal And Voluntary Redundancy Issues						
11.8.1 Disciplinary Actions						
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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11.8.2 Dismiss Staff following disciplinary procedures	Yes					All actions are to be in conjunction Director Workforce
11.8.3 Termination of appointments of visiting practitioners in cases of serious sex or violence offences						Secretary-General, NSW, Ministry of Health pursuant to the Health Services Act, Chapter 8, Part 3
11.8.4 Voluntary Redundancy						
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
11.8.5 Suspend Staff		Yes				All actions are to be in conjunction Director Workforce
TIME SHEETS & ATTENDANCE RECORDS						
11.9 Approve time sheets/Rosters					Yes	
Authorise/Approve amendments to Staff on Timesheets/Rosters					Yes	All Roster Managers only
VMO Claim forms						
Certify claims						
- Authorise within contract hours			Yes			
- Authorise outside contract hours		2A,2C				
- Authorise VMO Fee for Service claim forms			Yes			
11.10 Payment for Radiology & Diagnostic Clinical Services not paid through VMO payment system (V MONEY)			Yes			
11.11 Outside Employment						

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

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

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

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

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

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