

# ISLHD Board Delegations

## Delegation Manual - PART 2



**Health**  
Illawarra Shoalhaven  
Local Health District

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1	15/03/2021	ISLHD Board 01/03/2021	New revised Delegation Manuals PART 1 & 2 to support <i>new leadership model for delegations as requested by the Core Executive</i> ISLHD Board Delegations PART 2 (DT20/124173) - Ratified by the ISLHD Board.

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## Introduction

The purpose of the The Illawarra Shoalhaven Local Health District (ISLHD) Delegations Framework is to provide a structure for delegating authority within ISLHD in a manner that facilitates efficiency and effectiveness, and increases the accountability of staff for their performance. The ISLHD Delegations Framework consists of the following three instruments:

- **ISLHD Delegations – Delegations Manual PART 1**  
All operations of ISLHD are covered by this Delegations Manual including any Clinical Division, Clinical Service, Hospital Group (Hub), Hospital, Business Unit, Community Health Service, Support Function or other service, that forms part of the responsibility of the Chief Executive of ISLHD.
- **ISLHD Delegations – Board Delegations Manual PART 2**  
Specific ISLHD Board delegations (This document)
- **ISLHD Delegations Framework Policy – ISLHD CORP PD 11**  
Provides further information for delegates regarding responsibilities and mandatory requirements.

This Delegations Manual (PART 2) specifies the ISLHD Board authority to make decisions, and are an essential instrument of internal control. All officers are to strictly adhere to the outlined authorities.

The [Delegates Structure](#) lists all ISLHD officers with delegations. The [Delegate Categories](#) group the delegated officers into categories based on the scope of their work within the organisation and their monetary delegation limit. For further detailed information regarding ISLHD Delegations, refer to ISLHD Delegations Manual (PART 1), and *ISLHD CORP PD11 Delegations Manual Policy*.

This Manual replaces all previous Board Delegation Manuals of ISLHD issued either by the District or facility managers.

Where matters are not included in this Delegations Manual, refer to relevant Illawarra Shoalhaven Local Health District and/or Ministry of Health (MoH) guidelines, policies and directives.

The ISLHD Board Delegations Manual is reviewed annually and is approved by the ISLHD Board, in line with [NSW MoH Policy Directive PD2012\\_059 Delegations of Authority - Local Health Districts and Specialty Health Networks](#).

## Delegations Structure

Each delegation in the Manual has a unique Schedule number. These should be referenced by the Delegate when exercising their delegation, where applicable.

Individual positions are only listed within categories and assigned a unique identifier where additional role specific delegations (in addition to assigned Category) are required. For example, Director Financial Operations is assigned a unique identifier of C7 due to role specific financial delegations.

**Note:** ✓= All Delegates assigned within the category have delegation

## Executive Sponsors

Each delegation has an Executive Sponsor who is a Category B delegate. The Executive Sponsors are owners of the Delegation and hold the accountability to ensure the delegations within their areas of responsibility are current and compliant with policy, and legislative and regulative compliance obligations.

The Executive Sponsors are listed by their title acronym which are as follows:

Acronym	Title
<b>EDSIP</b>	Executive Director Strategic Improvement Programs
<b>EDF</b>	Executive Director Finance
<b>EDICMHPIP</b>	Executive Director Integrated Care, Mental Health, Planning, Information & Performance
<b>EDCO</b>	Executive Director Clinical Operations
<b>EDMSCG</b>	Executive Director Medical Services & Clinical Governance
<b>EDNMG</b>	Executive Director Nursing & Midwifery & Clinical Governance
<b>EDID</b>	Executive Director Infrastructure Development
<b>CIO</b>	Chief Information Officer
<b>CE - DIA</b>	CE Support Services – Director Internal Audit
<b>CE – CDR</b>	CE Support Services - Clinical Director Research

## Delegate Categories

The following categories make up the hierarchical structure of the Delegations Manual:

- Category 1A - ISLHD Board**  
 Strategic oversight of the whole organisation, approval of governance frameworks, monitoring financial and operational performance, and influencing the external environment as it impacts upon the organisation. Refer to section 3
- Category A - Chief Executive - Under \$500k**  
 Leading the whole organisation, establishing values, culture and governance, determining business portfolio investment and divestment, and influencing the external environment as it impacts upon the organisation. ISLHD Chief Executive. Monetary delegation limit is up to \$500k.
- Category B - Executive Directors – Under \$250k**  
 Leading portfolios across the whole organisation, directing strategy, developing performance capability and establishing organisational structures required to deliver outcomes. The District's Core Executive who manage broad portfolios to deliver services throughout the District. Monetary delegation limit is up to \$250k (except the Executive Director Finance who has a limit of up to \$500k).
- Category C - General Managers & Major Service Directors – Under \$100k**  
 Small group of senior staff who manage major services within the organisation that report directly to Category B Executive Directors. Hub General Managers, the Director of Mental Health Services and the Director of Assets, Infrastructure, Engineering and Maintenance Services (AEIMS). Monetary delegation limit is up to \$100k.

- **Category D - District Divisional Directors, Service Directors, Operations Managers, & Directors of Nursing (DON) – Under \$30k**  
Leading business functions within the organisation, developing strategy, designing systems of work, and integrating the work of operating units. Leaders of Clinical Divisions, Professions, and District-wide functions, who provide strategic direction in relation to their portfolio. Monetary delegation limit is up to \$30k.
- **Category E - Group Heads, District Service Directors, Nurse Unit Managers, Nurse Managers, & Deputy DONs (D/DONs) & Cost Centre Managers (CCM) – Under \$5k**  
Leading the managers of teams, developing work processes, improving operating systems, and optimising operating work flows within existing plans. Managers of Hub-based services, multiple sites, or District-wide functions within a portfolio. Monetary delegation limit is up to \$5k.
- **Category F - Hospital Department Unit/Heads, Team Leaders, Service Managers, Senior Managers – Under \$3k**  
Leading other staff to optimise service delivery, monitoring and diagnosing process problems and optimising resource efficiency, completing established work procedures to enable quality service delivery and minimisation of waste. Monetary delegation limit is up to \$3k.
- **Category G - Other Managers – Under \$1k.**  
Front line managers of specific units and functions and all other employees. Monetary delegation limit is up to \$1k.

For Ministry of Health delegations please refer the [NSW Health - Combined Delegations Manual](#) and [Section 21 of the Health Administration Act 1982](#).

## Delegate Structure Table

**Note:** Individual positions are only listed by a unique identifier where the role has specific delegations.

Category	Financial Decision Making Level		Delegation Limit in Oracle
1A	ISLHD Board		Board Delegations Manual - PART 2
A	Chief Executive (CE)		Up to \$500k
B	<b>Executive Directors</b>		Up to \$250k (*EDF Only \$250k - \$500k)
	B1	Executive Director Clinical Operations	
	B2	Executive Director Nursing and Midwifery	
	B3	Executive Director Integrated Care, Mental Health, Planning, Information & Performance.	
	B4	Executive Director Medical Services & Clinical Governance	
	B5	Executive Director Finance*	
	B6	Executive Director Strategic Improvement Programs	
	B7	Chief Information Officer	
C	<b>General Managers &amp; Major Service Directors</b>		Up to \$100k
	C1	General Manager – Northern Illawarra Hospital Group	
	C2	General Manager - Southern Illawarra Hospital Group	
	C3	General Manager – Shoalhaven Hospital Group	
	C4	Director Mental Health Service	
	C5	Director Assets, Infrastructure, Engineering & Maintenance Services	
	C6	Director Oral Health Service	
	C7	Director Financial Operations	
	C8	Director Drug and Alcohol Service	
	C9	Director Ambulatory and Primary Health Care	
C10	Head of Legal		
D	<b>District Divisional Directors, Service Directors, Operations Managers, Directors of Nursing &amp; Midwifery (DONs)</b>		Up to \$30k
	D1	Executive Director Allied Health	
	D2	Director Aboriginal Health Strategy	
	D3	Director Internal Audit	

Category	Financial Decision Making Level		Delegation Limit in Oracle		
	<b>D4</b>	Clinical Division Co-Directors			
	<b>D5</b>	Director Workforce Relations & Management			
	<b>D6</b>	Director Professional Practice Unit			
	<b>D7</b>	District Manager Medical Imaging			
	<b>D8</b>	District Director Medical Workforce			
	<b>D9</b>	Clinical Director Health and Medical Research			
	<b>D10</b>	Director of Pharmacy - Hubs (NIHG, SIHG, SHG)			
	<b>D11</b>	Director Clinical Engineering			
	<b>D12</b>	Clinical Director Mental Health Service			
	<b>D13</b>	Director Public Health			
	<b>D14</b>	Senior Manager Infrastructure Services			
	<b>D15</b>	Director Clinical Governance			
	<b>D16</b>	Director Stakeholder & Strategic Relations			
	<b>D17</b>	Director Procurement & Supply Chain			
	<b>D18</b>	District Engineering Operations Manager			
	<b>D19</b>	Director Corporate Governance & Risk			
	<b>D20</b>	Director People, Safety & Culture			
	<b>E</b>	<b>Group Heads, District Service Directors, Nurse Unit Managers, Nurse Managers, D/DONs, Cost Centre Managers (CC Managers)</b>		<b>Up to \$5k</b>	
		<b>E1</b>			Manager Engineering Services (NIHG, SIHG, SHG)
		<b>E2</b>			Director Clinical Services – (NIHG, SIHG, SHG, Mental Health)
<b>E3</b>		Director Radiology			
<b>E4</b>		Director Nuclear Medicine			
<b>E5</b>		Clinical Divisions - Heads of Service (Medical - All Divisions)			
<b>E6</b>		Clinical Divisions - Service Leads (Nursing and Allied Services - All)			
<b>E7</b>		Director of Clinical Trials			
<b>E8</b>		Director Illawarra Shoalhaven Health Education Centre (ISHEC)			
<b>E9</b>		Manager Fleet Services			
<b>E10</b>		Allied Health Heads of Disciplines (All)			
<b>E11</b>		Manager Engineering Systems and Compliance			
<b>E12</b>		Manager Corporate Records and GIPAs			



Category	Financial Decision Making Level		Delegation Limit in Oracle
	<b>E13</b>	Manager Capital Projects and Assets	
	<b>E14</b>	Manager Financial Accounting	
<b>F</b>	<b>Hospital Department Unit/Heads, Team Leaders, Service &amp; Senior Managers</b>		<b>Up to \$3k</b>
	<b>F1</b>	Manager Taxation, RoPP and SP&T	
	<b>F2</b>	Hospital Group Facility Managers (NIHG, SIHG, SHG)	
	<b>F3</b>	Pharmacist in Charge – (PKH, BDH, CDH)	
	<b>F4</b>	Board Secretary and Executive Officer	
	<b>F5</b>	Senior Manager Strategic Procurement	
	<b>F6</b>	Senior Manager Procurement Policy and Performance	
	<b>F7</b>	Senior Manager- Recovery Services	
	<b>F8</b>	Senior Manager Safety & Wellbeing	
	<b>F9</b>	Workforce Support Managers	
<b>G</b>	<b>Other Managers</b>		<b>Up to \$1k</b>
	<b>G1</b>	Hub - Department Manager - Nursing, Medical, Allied Health (NIHG, SIHG, SHG)	
	<b>G2</b>	Manager Media and Corporate Communications	
	<b>G3</b>	Hub - Head of Department - Nursing, Medical, Allied Health (NIHG, SIHG, SHG)	
	<b>G4</b>	Manager Property and Business Services	
	<b>G5</b>	Manager Supply Chain	
	<b>G6</b>	Manager Senior Medical Officer (SMO) Services	
	<b>G7</b>	Manager Junior Medical Officer (JMO) Services	
	<b>G8</b>	Manager Salary Packaging	
	<b>G9</b>	Manager Ministerial & Executive Correspondence Services	
	<b>G10</b>	Research Governance Officer	

## ISLHD BOARD Delegations Manual – PART 2

**SECTION 3 - ISLHD BOARD DELEGATIONS**

Non-Financial Delegation Details					Delegation Categories				
					✓= All		✓= All	✓= All	✓= All
					1A	A	B	C	D
						\$500K	\$250K	\$100K	\$30K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	ISLHD Board	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON
<b>3.1 Travel – Chief Executive Travel</b>									
3.1.1	Approval of Chief Executive domestic travel expenditure. (Must not exceed limit approved for travel as per delegation limits set out in 1.32.1 & 1.32.2 (Delegations Manual PART 1).	Requires approval from MoH Director Workforce Relations. As per PD2016-010 Official Travel.	EDF	Quarterly report to be provided to the <b>ISLHD Board Chair</b> for all Chief Executive travel and reimbursements.	<b>ISLHD Board Chair</b>		<b>B5</b>		
3.1.2	Approval of Chief Executive overseas travel where source of funding is General Fund and expenditure is within NSW Health annual notional budget allocation for overseas travel from General Fund.	Requires written approval of the Health Minister and/or Secretary, NSW Health prior to commencement of travel.	EDF	Quarterly report to be provided to the <b>ISLHD Board Chair</b> for all Chief Executive travel and reimbursements.	<b>ISLHD Board Chair</b>		<b>B5</b>		
3.1.3	Approval of overseas travel, where source of funding is General Fund and expenditure is outside MoH annual notional budget allocation for overseas travel from General Funds.	Requires written approval of the Health Minister and/or Secretary, NSW Health prior to commencement of travel.	EDF	Quarterly report to be provided to the <b>ISLHD Board Chair</b> for all Chief Executive travel and reimbursements.	<b>ISLHD Board Chair</b>				
3.1.4	Approval of payment / reimbursement of expenditure associated with domestic and overseas travel.	Requires written approval of the Health Minister and/or Secretary, NSW Health prior to commencement of travel.	EDF	Quarterly report to be provided to the <b>ISLHD Board Chair</b> for all Chief Executive travel and reimbursements.	<b>ISLHD Board Chair</b>		<b>B5</b>		
<b>3.2 Recruitment, Appointment and Termination of CE</b>									
3.2.1	Approval to appoint or terminate, and exercise employer functions in relation to, the Chief Executive. Including CE Annual Performance Agreement.	With concurrence with Health Secretary.	EDSIP	<u>Health Services Act 1997.</u> Delegation S213 - Ministry of Health Delegations Manual – Combined.	✓				
3.2.2	Approval of Chief Executive leave and related matters.	The Chief Executive is to confer with their Board Chairperson prior to submitting an application for leave.	EDSIP	Delegation S213 - Ministry of Health Delegations Manual – Combined.	<b>ISLHD Board Chair</b>				
<b>3.3 Media</b>									
3.3.1	Approval of verbal discussion with media personnel. ISLHD Board Chair may delegate to CE or another Board member on Board matters.		EDSIP		<b>ISLHD Board Chair</b>				
3.3.2	Approval of Corporate Statements.		EDF		✓	✓			

## ISLHD BOARD Delegations Manual – PART 2

Non-Financial Delegation Details					Delegation Categories				
					✓= All 1A	A \$500K	✓= All B \$250K	✓= All C \$100K	✓= All D \$30K
No.	Delegation Description	Notes	Executive Sponsor	Policy, Legislation & Reporting Requirements	ISLHD Board	Chief Executive	Executive Director	GM & Major Service Director	Director, Clinical Co-Director, Operations Manager, DON
<b>3.4 Ministerial and Parliamentary</b>									
3.4.1	Authority to reply to Ministerial And Parliamentary matters.		EDSIP		✓	✓			
<b>3.5 Corporate Governance</b>									
3.5.1	Approval of Strategic Plan (Refer: Health Services Act 1997).		EDSIP	<a href="#">Health Services Act 1997.</a>	✓				
3.5.2	Temporarily revoke any subordinates' delegation provided elsewhere in this manual.	Refer to the section 'Power to Limit or Revoke Delegations'.	EDF	<a href="#">PD2012_059 Authority - Local Health Districts and Specialty Health Networks</a>	✓	✓	✓		
3.5.3	Access to all records, information and systems by Internal Audit.	Board approval via the Audit and Risk Committee and CE.	CE - DIA		✓	✓			
3.5.4	Approval of Internal Audit Plan.	Board Audit and Risk Committee. Copy to be provided to the <b>ISLHD Board</b> .	CE - DIA		✓				
3.5.5	Approve making of or amendment to the by-laws for ISLHD by the Chief Executive (Refer to the Health Services Act 1997).	MoH approval required.	ISLHD BOARD	<a href="#">Health Services Act 1997.</a>	✓				
3.5.6	Approve the service agreement for the local health district under the National Health Reform Agreement.		CE	<a href="#">Health Services Act 1997.</a>	✓				
<b>3.6 Deputy Chairperson</b>									
3.6.1	Appoint or remove a member, by instrument in writing, as the Deputy Chairperson of the ISLHD Board.	Appointment to the position of Deputy Chairperson cannot exceed a member's current term of appointment as approved by the Minister for Health under section 26 of the Health Services Act 1997.	EDSIP	Delegation A355 - Ministry of Health Delegations Manual – Combined.	<b>ISLHD Board Chair</b>				

## Acronyms

Term	Definition
<b>GST</b>	Goods and Services Tax
<b>HOD</b>	Head of Department or Service
<b>ISLHD</b>	Illawarra Shoalhaven Local Health District
<b>MOH</b>	Ministry of Health
<b>MOU</b>	Memorandum of Understanding
<b>SP&amp;T</b>	Special Purpose and Trust
<b>TESL</b>	Training, Education and Study Leave (for Staff Specialists)



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